



RATIFICATION OF PURCHASE ORDER FOR PROCUREMENT OF HOTEL ROOMS FOR NON-CONGREGATE SHELTER – COVID-19

City Council
October 27, 2020

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Services Manager

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Background

- March 2, 2020 – City Manager proclaimed local emergency – COVID-19
- March 3, 2020 – Council ratifies proclamation
- March 20, 2020 – City secures 45 hotel rooms for “at risk” Sam Jones Hall shelter clients to achieve social distancing
- Non-Congregate Shelter (NCS)

Background

- April 2020 –City secures 26 hotel rooms for “at risk” unsheltered individuals identified through Homeless Encampment Assistance Program (HEAP)
- 71 hotel rooms total
- NCS operation under separate agreement with Catholic Charities
- Purchase Order and agreement with Catholic Charities approved by City Manager – Director of Emergency Services

Background

- July 2020 – Council approves:
 - Agreement with Catholic Charities – July 1 to Dec. 31, 2020
 - \$887,680 - Appropriation for 71 hotel rooms for March 20 to June 26, 2020
- \$129 daily room rate + taxes
- \$500 non-refundable cleaning fee - \$35,500 for 71 rooms
- \$1000 damage retainer - \$45,000 for initial 45 rooms, held by City

Current Request

- Ratify Purchase Order for 91 hotel rooms - includes 20 rooms for Safe Social Distancing Program/Finley
- Authorize City Manager to extend/expand hotel rooms
- Appropriate funding for period June 26 to December 31, 2020 - \$2,011,232

Current Request

- Hotel Expenses
 - \$129 daily rate, \$82,173 weekly – 91 rooms
 - \$10,000 Cleaning Fee – 20 rooms
 - \$91,000 Damage Waiver – 91 rooms, held by Sandman Hotel
- \$2,898,912 – Total March to December 2020
- Terms - City deems necessary or owner requests City to vacate
- Aligns with terms of Catholic Charities Agreement

Current Request

- Provide continued NCS for those most at-risk of exposure to COVID-19
- Unspent appropriation will be returned to the General Fund
- Staff to seek reimbursement through FEMA, other sources
- Staff to return to Council to extend beyond Dec. 31, 2020, if needed

Recommendation

It is recommended by the Housing and Community Services Department that Council, by resolution, approve the following: 1) ratify the original Purchase Order/Rider, and four related Letter Agreements under the City Manager's emergency authority, with 3421 Cleveland Owner LLC (Sandman Hotel) to procure hotel rooms from March 20, 2020 to present for the provision of Non-Congregate Shelter for "at risk" sheltered and unsheltered persons during the COVID-19 pandemic;

Recommendation (Cont'd)

2) authorize the City Manager to negotiate and execute agreement(s) to further extend the term of existing hotel rooms and/or expand the number of hotel rooms at the Sandman Hotel through December 31, 2020, subject to an aggregate not-to-exceed amount of \$2,011,232; and 3) appropriate a total amount not-to-exceed \$2,011,232 from General Fund unassigned reserves to cover Sandman Hotel costs for the period June 26, 2020 to December 31, 2020.