



Office of the City Manager

CONSENT CALENDAR
October 10, 2023

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Lisa Warhuus, Director, HHCS

Subject: Contract No. 32100038 Amendment: Develop and maintain Homelessness Prevention reporting module in City Data Services for Streamlined Community Agency Contract Administration and Monitoring

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 32100038 with City Data Services (CDS) to allocate \$10,760 to develop and maintain a Homelessness Prevention module in the online data management system utilized by the Department of Health, Housing and Community Services (HHCS) for a total contract not to exceed amount of \$139,400.

FISCAL IMPACTS OF RECOMMENDATION

This contract amendment will add \$10,760 to the current contract, which includes a one-time module development fee (\$5,000) and an ongoing annual maintenance fee (\$5,760). Funds are available in the budget from the General Fund (Fund 011).

CURRENT SITUATION AND ITS EFFECTS

Housing and Community Services Division of HHCS (HHCS/HCS) has a contract with Eviction Defense Center (EDC) to provide housing retention grants. Berkeley has allocated funds to support housing stability for low-income Berkeley tenants for more than 17 years. Due to the COVID-19 pandemic, the City increased funding for this program significantly, allocating more than \$7.1 million dollars over the past four years to cover rent payments for households facing economic impacts due to COVID-19. Adding this new module in CDS will assist EDC staff in tracking key data and allow City staff to review, analyze and report the data more quickly. The module expands the existing program reports by including household demographics and geographic data tied to individual grants, which allows HHCS/HCS to track expenditure rates by various data points and demographics. This will improve our holistic understanding of the program's trends, outcomes, and geographic distribution. This analysis will help the City further refine the program in future years.

HHCS/HCS has been using CDS' online reporting system since June 2010 and staff is satisfied with the system's performance and recommends continued utilization the system for its contracts and monitoring within the HHCS Department. Over ten City staff use CDS on a regular, if not daily, basis.

BACKGROUND

HHCS has been using CDS since 2010 to develop and maintain an online contract and data reporting system for several HHCS divisions and programs (Housing and Community Services, Mental Health, Public Health, and Housing Trust Fund Monitoring and Inspection modules).

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The CDS system supports the City's efforts to reduce the use of paper.

RATIONALE FOR RECOMMENDATION

The City has utilized CDS for community agency contracts and reporting since 2010. EDC currently reports aggregate data in CDS. Adding this module will allow staff to analyze household data and streamline EDC's quarterly program reporting requirements by populating key data into program reports.

ALTERNATIVE ACTIONS CONSIDERED

HHCS continues to need an automated system to administer community agency contracts and track housing projects. If HHCS were to contract with another vendor for this new module, there would likely be duplicative work for EDC during a system transition, if CDS was replaced. Furthermore, procuring a new system would likely result in higher costs for the same or equivalent type of service.

CONTACT PERSON

Jennifer Vasquez, Community Services Specialist III, HHCS, 510-981-5431

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32100038 AMENDMENT: WITH CITY DATA SERVICES TO ALLOCATE \$10,760 TO DEVELOP AND MAINTAIN A HOMELESSNESS PREVENTION MODULE FOR A TOTAL CONTRACT AMOUNT OF \$139,400

WHEREAS, City Data Services (CDS) is an online contract reporting and monitoring system; and

WHEREAS, on June 11, 2010 Council approved that the City enter into a sole-source contract with CDS (No. 9111) to provide maintenance on an online application and reporting system for administering community agency contracts; and

WHEREAS, the CDS system has been developed and modified to adequately meet the needs of the HHCS department monitoring and reporting requirements for community agency contracts and monitoring efforts; and

WHEREAS, staff is satisfied with the system's performance and recommends continued utilization of the system for contracts in the HHCS Department; and

WHEREAS, City Council has allocated more than \$7.1 million dollars over the past four fiscal years, including \$2,250,000 in FY24, to the Eviction Defense Center (EDC) to administer the City's Housing Retention Program; and

WHEREAS, the new homelessness prevention module will assist EDC staff in tracking data and allow City staff to review, analyze and report data more quickly; and

WHEREAS, funding for these additional costs is available from budget code: 011-51-504-535-0000-000-613130; and

WHEREAS, contracting with CDS for this service is cost effective because it builds on the system that has already been developed.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend Contract No. 32100038 with City Data Services (CDS) to allocate \$10,760 to develop and maintain a Homelessness Prevention module in the online data management system utilized by the Department of Health, Housing and Community Services for a total contract not to exceed amount of \$139,400 (FY21-24). A signed copy of said documents, agreements and any amendments will be kept on file in the Office of the City Clerk.

