



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/11/2022

REQUESTER: Anthony Purinton, Assistant City Attorney

PRESENTER: Anthony Purinton, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2223-56: A SERVICE AND LEASE AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND FOOD AND SHELTER, INC., IN AN AMOUNT NOT-TO-EXCEED \$305,298 FOR THE 2022-23 EMERGENCY WINTER SHELTER LOCATED AT 109 WEST GRAY STREET.

BACKGROUND:

Over the last several months, the City of Norman has been assessing different scenarios pertaining to the financial support of an emergency shelter. RFP-2122-85 was advertised and two proposals were received. One proposal was from Food and Shelter, Inc. (FSI) and the second was from the Salvation Army (TSA). Below is information to provide background information pertaining to how the City of Norman has addressed past funding. Based on feedback from City Council, it was determined to award the contract to FSI.

During that discussion, Council directed City Staff to investigate the use of 109 W. Gray St as a temporary location for an emergency shelter for the upcoming winter season while a permanent location is secured by FSI.

DISCUSSION:

After internal review of the 109 W. Gray building, it was determined that the building could house a maximum of 40 guests for the upcoming winter season. Meetings were conducted with FSI, who agreed to prepare a cost proposal for operating a temporary emergency shelter at this location for the 2022-2023 winter season.

FSI's cost proposal for the entire season is \$305,298. Of that amount, \$31,136 was allocated for start-up expenses such as bunk bed systems (which could be repurposed at the permanent location), storage totes, and miscellaneous supplies. The remainder of the cost primarily for staffing requirements, which are detailed below (with the rest being fixed monthly expenses):

Staffing Needs		Notes			Hourly Amount	Total Hours per Month		Monthly Amount
Coordinator	PT Coordinator	20 Hours Per Week			\$32.28	80		\$2,582.40
Intake Workers	2 per night	5p.m. to 8 p.m. 7 days per week			\$21.34	180		\$3,841.20
Fire Watch	1 per night	5 p.m. to 7 a.m. 7 days per week			\$26.90	420		\$11,298.00
Cleaning Crew	2 per morning	7 a.m. to 9 a.m. 7 days per week			\$16.14	120		\$1,936.80
Security								
2 Security Officers- Contract Black Jack Security	2 per shift	7 p.m. to 7 a.m.			\$45	720		\$32,400.00

Funding is available in Professional Services-Community Intervention 1011029-44029 and Other Supplies/Institutional 1011029-43107.

RECOMMENDATION:

Staff submits the K-2223-56 for City Council's consideration.