



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-2021-63

File ID: K-2021-63

Type: Contract

Status: ATS Review

Version: 1

Reference: Item 22

In Control: City Council

Department: Planning and
Community
Development
Department

Cost:

File Created: 10/21/2020

File Name: Security agreement winter warming shelter

Final Action:

Title: CONTRACT K-2021-63: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ELITE SECURITY PROTECTION SERVICES TO PROVIDE PRIVATE SECURITY SERVICES FOR THE WINTER WARMING SHELTER LOCATED AT 325 EAST COMANCHE STREET FROM NOVEMBER, 2020, THROUGH MARCH, 2021, AND BUDGET APPROPRIATION.

Notes: ACTION NEEDED: Motion to approve or reject Contract K-2021-63 with Elite Protection Services through March 31, 2020; and, if approved, authorize the execution thereof and appropriate \$31,208 from Other Revenue - Misc Grant Reimbursement (109-331346) to Security (10440152-44110).

ACTION TAKEN: _____

Agenda Date: 10/27/2020

Agenda Number: 22

Attachments: Elite Protection Services Quote, K-2021-63 NORMAN WINTER WARMING SHELTER - AGREEMENT

Project Manager: Lisa Krieg, CDBG/Grants Planner

Entered by: lisa.krieg@normanok.gov

Effective Date:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
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Text of Legislative File K-2021-63

Body

BACKGROUND: The Salvation Army operates the only general occupancy Emergency Shelter in Norman, the capacity of this shelter is limited to 12 men, 12 women, and 2 families. The Salvation Army shelter is categorized as a "high barrier" shelter because of the

requirements to have a valid ID and not be under the influence of drugs or alcohol. Because of the limited availability for overnight shelter and the potential severity of Oklahoma winter weather, the City of Norman in cooperation with the Norman/Cleveland County Continuum of Care operated a “low barrier”, winter warming shelter for homeless individuals from December 6, 2019 thru February 28, 2020. Low barrier simply describes that no identification is required and as long as the clients are not disruptive, they may be admitted even if under the influence. The location was the existing library which had been recently vacated. The operation was limited to the Lowery Room and the small conference rooms. The main area of the building as well as the office areas were not utilized. A total of 204 unduplicated individuals stayed at least one night during the 13 weeks of operation. The use of the same facility was not available this year due to the construction beginning on the Development Center. Staff investigated multiple locations for the shelter with the location at 325 E. Comanche being the most desirable in the criteria needed.

The Oklahoma Department of Commerce (ODOC) received \$5,743,528 of Emergency Solutions Grant - Corona Virus (ESG-CR) Funds as a result of the CARES Act. The City of Norman applied for \$147,692 to be utilized for the operation of a Winter Warming Shelter and enhanced street outreach to address the potential spread of COVID-19 within the homeless community and to provide overnight respite to individuals who are street homeless. The City of Norman was awarded the full amount requested. Contract K-2021-42 (17924 ESGCR 20) was approved by the Norman City Council on September 8, 2020 and funding appropriated.

On September 8, 2020, a location had not been determined for the Winter Warming Shelter. The location at 325 E. Comanche has now been determined to be the site for the operation of the 2021 Winter Warming Shelter. This location has been inspected by the Norman Fire Department and minimal modifications are needed to provide for a safe, secure, overnight emergency shelter for 35 occupants. This capacity provides for the recommended social distancing guidelines as prescribed by HUD and the CDC for a facility of this type.

The Agreement (K-2021-63) for the provision of security with Elite Protection Services is attached for council review. The Lease Agreement with Shelter Investments, LLC (K-2021-62), is presented for consideration under a separate agenda item.

DISCUSSION: There are two agreements that require Council approval, the lease for the property K-2021-62; and the agreement for security services K-2021-63.

The Lease Agreement is with Shelter Investments, LLC for the property located at 325 E. Comanche, Norman, Oklahoma, for a term of one (1) year beginning November 1, 2020, at the rate of \$5,500 per month. There is an option to renew the Lease for an additional one (1) year at the reduced rate of \$4,200 per month. The landlord has agreed to add an additional ADA restroom and other needed improvements and alterations. The location will allow adequate space for required social distancing, with space for 35 cots. Space is also available for storage and office space for staff and security. The award from the ODOC provided for a total of \$39,000 for rent, the cost for twelve months of rent is \$66,000. The remaining \$27,000 will be provided by the Community Development Block Grant CV3 award of \$737,568 which is currently in the Citizen Participation Process and will be considered for acceptance by the

Council at an upcoming meeting.

The operation of the Winter Warming Shelter will only be from November 2020 through March 2021, the space will then be utilized for storage of Winter Warming Shelter supplies and possibly additional homeless community outreach purposes but not the operation of a shelter outside this timeframe. Limited access will be available for Outreach Case Managers to meet with clients on an individual basis.

The security agreement is limited to the operation time frame of the shelter. The unique configuration of this space necessitates two security personnel. Each night of shelter operation will have both a male and female on duty from 7pm until approximately 7am. Elite Protection Services will be utilized for security. This firm specializes in the unique nature of providing security to homeless facilities and was utilized in the operation of the shelter last winter and they provide security for the shelters located in Oklahoma City. Billing will occur from Elite Protection Services on an hourly basis of \$22.15 per hour, per person. The estimated cost for the five months of operation is \$14,800 per month for a total of \$74,000. The award from ODOC provided for a total of \$42,792 for the provision of security. An additional \$31,208 of funding is needed to provide adequate security services for the five months of operation of the shelter and is requested from additional but separate CARES funding received by the City in September 2020 (approximately \$7 million).

RECOMMENDATION #1: Staff recommends that Contract K-2021-63 with Elite Protection Services be approved by City Council.

RECOMMENDATION #2: Funds in the amount of \$42,792 are available in ESG-CV Business Services - Security (21240021-44110). Staff recommends appropriation of \$31,208 from Other Revenue - Misc Grant Reimbursement (109-331346) to Security (10440152-44110) representing State CARES Act money received in September 2020.