



CITY OF GLENDALE, CALIFORNIA REPORT TO THE GLENDALE CITY COUNCIL

AGENDA ITEM

Report: City of Glendale Year-Round Hotel Program for People Experiencing Homelessness

1. Resolution to dispense with competitive bidding and authorize the City Manager or a designee to secure hotel rooms, as needed, at rates cumulatively not to exceed the Fiscal Year 2024-2025 appropriation for the Glendale Housing Program.

COUNCIL ACTION

Item Type: Action Item

Approved for November 19, 2024 **calendar**

EXECUTIVE SUMMARY

The City of Glendale Continuum of Care (CoC) is requesting that the City Council adopt a resolution to dispense with competitive bidding and authority the City Manager or a designee to secure hotel rooms, as needed, at rates cumulatively not to exceed the Fiscal Year (FY) 2024-2025 appropriation for the Glendale Housing Program. During the FY 2024-25 budget process, the City Council allocated \$300,000 in local funds to expand the existing Hotel Program, aimed at assisting the Homeless Outreach Teams in providing non-congregate shelter to persons experiencing homelessness, along with wrap-around services, to facilitate their transition to permanent housing.

Despite efforts to partner with local hotels through master leasing agreements, no contracts have been secured to date. The average nightly rate ranges from \$121 to \$175. The Hotel Program allows clients to stay for up to 30 days, providing adequate time for service connections and housing plan development. This program is vital for outreach teams as they work to achieve “functional zero” status in the City, ensuring that those experiencing homelessness have access to shelter and supportive services.

RECOMMENDATION

That the City Council dispense with competitive bidding for the Glendale Hotel Program and authorize the City Manager to secure hotel rooms, as needed, at rates cumulatively not to exceed the FY 2024-25 appropriated amount.

ANALYSIS

In response to COVID-19 pandemic, the Glendale CoC implemented the Glendale Hotel Program and Project Roomkey from March 2020 to September 2023, temporarily placing over 139 unhoused individuals and families in hotels. Funded by the Emergency Solutions Grant under the CARES Act, this initiative concluded in 2023. Subsequently, the City Council allocated \$80,000 in local Measure S funds to maintain a year-round Hotel Program, providing shelter, especially during inclement weather. This program supplements the year-around 45-bed shelter located at 1851 Tyburn, operated by Ascencia, as well as the 16-bed shelter operated by YWCA of Glendale and Pasadena for victims of domestic violence.

In FY 2023-24, the CoC served a total of 38 persons experiencing homelessness. The Hotel Program plays a vital role in connecting unhoused persons with outreach teams, providing them with a safe space while housing and supportive services plans are developed. The initiative aims to stabilize those experiencing homelessness and help the City work toward “functional zero,” ensuring homelessness is rare, brief, and non-recurring.

The City Council increased Hotel Program funding from \$80,000 to \$300,000 for FY 2024-25. As of July 1, 2024, the City has served a total of 21 unhoused persons, 21% of whom have been connected to permanent housing as a result. The Hotel Program has enabled City staff to coordinate effectively with surrounding cities and the county to ensure smooth transitions for participants. Additionally, the program has allowed the Department of Mental Health and the Veterans Administration to locate participants that are now within the City’s jurisdiction to continue the housing search efforts.

Due to challenges in securing long-term hotel leasing agreements, Homeless Services staff is collaborating with outreach teams, including the Glendale Police Department, Home Again LA, and Ascencia, to book clients into hotels. Given that nightly rates range from \$121 to \$175; that clients can stay for up to 30 days; and that hotel rooms must be secured on an as-needed basis, cumulative rates paid to a single hotel chain may exceed \$50,000. Therefore, staff requests that the Council dispense with competitive bidding and authorize the City Manager or a designee to secure hotel rooms on an as-needed basis up to the Housing Program’s FY 2024-25 appropriated amount. Staff will continue to pursue master leasing agreements with local hotels.

STAKEHOLDERS/OUTREACH

Local homeless outreach teams provide hotel vouchers to individuals seeking shelter within the City of Glendale. The program is also promoted at CoC Committee meetings, and information is disseminated to CoC partners.

FISCAL IMPACT

Funding for the Glendale Hotel Program was approved as a part of the FY 2024-25 budget. No new appropriation is being requested at this time. The City Council approved funding is outlined below:

Existing Appropriation		
Amount	Account String	Funding Source
\$300,000	43112-1010-CSP-3109-P5202	General Fund

ENVIRONMENTAL REVIEW (CEQA/NEPA)

The action being considered does not constitute a “project” within the meaning of the CEQA pursuant to CEQA Guidelines Section 15378(b)(4) as it creates a government funding mechanism or constitutes other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

CAMPAIGN DISCLOSURE

This item is exempt from campaign disclosure requirements.

ALTERNATIVES TO STAFF RECOMMENDATION

Alternative 1: Do not approve resolution to dispense with competitive bidding or authorize the City Manager or a designee to secure hotel rooms on an as-needed basis up to the Housing Program’s FY 2024-25 appropriated amount.

Alternative 2: Consider any other alternative not proposed by staff.

ADMINISTRATIVE ACTION

Submitted by:

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Prepared by:

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Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS/ATTACHMENTS

None