

Los Cerritos Wetlands Authority

Date: August 4, 2022

To: Governing Board Members

From: Sally Gee, Project Manager

Through: Mark Stanley, Executive Officer

Subject: Item 11: Consideration of a resolution approving a contract budget increase to the Los Cerritos Wetlands Stewards for Homeless Relocation Services due to increased cost of services

RECOMMENDATION: The Los Cerritos Wetlands Authority (LCWA) approve a contract budget increase to the Los Cerritos Wetlands Stewards for Homeless Relocation Services (LCWA19501) due to increased cost of services to an amount not to exceed \$9,920 annually.

PROJECT DESCRIPTION: The Los Cerritos Wetlands Stewards (LCWS) has requested an increase to their budget for Homeless Relocation Services. The LCWS currently perform Monitoring, Encampment Clean Up, Maintenance, and Coordination/Administration services to implement the LCWA's *Protocols and Guidelines for the Security and Safety* (PGSS) for an annual amount of \$8,700. This budget amendment would increase the contract amount by \$1,220 for a total of \$9,920 annually. This is based on a 5% increase in their cost of services with an adjustment of approximately 8.6% to account for a Cost-of-Living. This is the first contract adjustment in the current contract. The last contract increase for these services was made in 2016.

The LCWA currently does not have the staff to implement and administer the LCWA's PGSS; therefore, it is critical that the LCWA retain an experienced consulting firm. The LCWA recognizes the LCWS has extensive experience and therefore recommends increasing the contract budget. The current contract was extended one year to May 2, 2023 and is eligible for an additional one year extension contingent upon acceptable performance of services per the LCWA Executive Officer or authorized representative through May 2, 2024. A scope of services can be found in Exhibit A.

BACKGROUND: The LCWA approved on May 15, 2013 the *Protocols and Guidelines for the Security and Safety* (PGSS) to manage the growing number of homeless encampments throughout the LCWA properties. The LCWA hired the Los Cerritos Wetlands Stewards (LCWS) to implement the LCWA PGSS and to serve as the Homeless Community Liaison (Resolution 2013-08; 2016-11; 2019-07). LCWS was established in 1994 as a 501c3 non-profit organization with the main focus of stewardship for the Los Cerritos Wetlands and other natural areas throughout the City of Long Beach. LCWS is knowledgeable and experienced with homeless remediation, the LCWA Properties, and on-going restoration projects.

FISCAL: The LCWS is contracted to implement the PGSS for an annual amount of \$8,700. If approved, this budget amendment would increase the contract amount by \$1,220 for a total of \$9,920 annually. The contract amendment will be in effect through May 2, 2023 with the option for one 1-year extension. The funding for these services will be financed through the Signal Hill Petroleum Annual Lease fee and JPA contributions.

If approved the costs per task will be broken down as follows:

Table 1. Breakdown of budget increase by task

| Task | Yearly Cost | Quarterly Invoice | Yearly Cost (New) | Quarterly Invoice (New) | Frequency |
|-----------------------------|--------------------|--------------------|--------------------|-------------------------|-----------|
| Monitoring | \$ 900.00 | \$ 225.00 | \$ 1,026.00 | \$ 256.50 | Monthly |
| Encampment Clean Up | \$ 6,000.00 | \$ 1,500.00 | \$ 6,842.00 | \$ 1,710.50 | Quarterly |
| Maintenance Work | \$ 1,200.00 | \$ 300.00 | \$ 1,368.00 | \$ 342.00 | Quarterly |
| Coordination/Administration | \$ 600.00 | \$ 150.00 | \$ 684.00 | \$ 171.00 | Monthly |
| Total | \$ 8,700.00 | \$ 2,175.00 | \$ 9,920.00 | \$ 2,480.00 | |

LOS CERRITOS WETLANDS STEWARDS SCOPE OF WORK

Purpose

The Protocols and Guidelines for the Safety and Security (PGSS) of the LCWA Properties provide the procedures for removal of unauthorized encampments while preserving the existing natural resources. These procedures will provide a comprehensive program for removing illegal encampments in the areas where they are most concentrated, such as the LCWA Phase 1 properties and along the San Gabriel River. The LCWA will work with City of Long Beach Police Department as well as the City's Department of Health and Human Services and the City of Seal Beach Police Department to safely remove homeless encampments throughout the LCWA properties in accordance to each police departments' jurisdiction.

The PGSS was developed in conjunction with the Los Cerritos Wetlands Stewardship Program, the City of Long Beach Police and the City's Health and Human Services, and the City of Seal Beach Police Department. The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide LCWA Staff and Los Cerritos Wetlands Stewards (LCWS) during all contacts with the homeless, whether consensual or through enforcement. The LCWA recognizes that members of the homeless community are often in need of special protection and services. The LCWA will address these needs in balance with the overall mission and goals of the LCWA. In addition, it is the policy of the LCWA to provide access by permission to all members of the community, while protecting the rights, dignity and private property of the homeless.

Proposed Scope of Services:

This land management service would provide homeless remediation services for all the LCWA Properties which include Phase 1, Hellman Lowlands, OTD Parcel and the State Lands Commission parcel, totaling 172 acres. Following is a proposed list of services that the LCWS will provide in order to assure that the most sustainable and best management practices are being used on said properties. The proposed scope of services below can be retained for a flat annual fee of \$9,920.

1. Perform all duties as specified in the *Protocols and Guidelines for the Safety and Security* for the LCWA Properties
2. Perform all duties as specified in the PGSS including Sub-Section C-1 to act as the LCWA Homeless Community Liaison
3. Make sure all work in the wetlands is permitted/authorized and in full compliance with all regulations for this sensitive habitat.
4. Regularly monitor site for any problems/abnormalities and report to LCWA Staff.
5. Provide monthly photo reports to the LCWA Staff. Keep all affected community members informed of any large projects involving maintenance of property.
6. Attend all land management related field meetings between LCWA staff and regulatory agencies, program funders, and/or other stakeholders or easement-holders.
7. Attend all LCWA board meetings.

8. Safeguard the combo code to all property access gates and distribute code to approved land users only.
9. Provide site and safety orientations to newly approved land users.

Additional Services:

Any requests for labor outside of the above proposed scope of services will be billed in addition to the monthly retainer at an hourly of \$25.00 per hour. Cost estimates for additional labor requests can be prepared upon request.

Project Cost and Timeline

Annual Consulting and Maintenance to perform all duties as specified in the PGSS including Sub-Section C-1 to act as the LCWA Homeless Community Liaison for all the LCWA properties will be at a cost of \$9,920.00 annually for the term of the contract through May 2, 2023, with the option for one 1-year extension. Invoicing will occur quarterly and will be occupied with quarterly reports.

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RESOLUTION 2022-09

RESOLUTION OF THE LOS CERRITOS WETLANDS AUTHORITY
APPROVING A CONTRACT BUDGET INCREASE TO THE
LOS CERRITOS WETLANDS STEWARDS FOR HOMELESS RELOCATION
SERVICES DUE TO INCREASED COST OF SERVICES

WHEREAS, the Los Cerritos Wetlands Authority (Authority) has been established between the Coastal Conservancy, the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy, the City of Seal Beach and the City of Long Beach to facilitate the acquisition, protection, conservation, restoration, maintenance and operation an environmental enhancement of the Los Cerritos Wetlands; and

WHEREAS, the LCWA has further been established to focus on projects which will provide open space, habitat restoration, and watershed improvement projects within the Los Cerritos Wetlands; and

WHEREAS, the LCWA authorized a contract for consultant services to Los Cerritos Wetlands Stewards for Homeless Relocation Services; and

WHEREAS, this action is exempt from the environmental impact report requirements of the California Environmental Quality Act (CEQA); NOW

Therefore be it resolved, that the LCWA hereby:

1. FINDS that the actions contemplated by this resolution are exempt from the environmental impact report requirements of the California Environmental Quality Act.
2. FINDS that this action is consistent with the purposes and objectives of the LCWA.
3. ADOPTS the staff report dated August 4, 2022.
4. APPROVES a contract budget increase to the Los Cerritos Wetlands Stewards for Homeless Relocation Services (LCWA19501) due to increased cost of services by \$1,220 annually, for a total amount not to exceed \$9,920.00 annually.

~ End of Resolution ~

Passed and Adopted by the Board of the LOS CERRITOS WETLANDS AUTHORITY
on August 4, 2022

Joe Kalmick, Vice Chair

ATTEST:

Elizabeth St. John
Deputy Attorney General