



Memorandum

Date: March 1, 2023  
To: Mayor and City Council Members  
From: Karin Schnaider, Assistant City Manager  
CC: Midori Lichtwardt, Acting City Manager  
Sekou Millington, Chief of Police  
James Jackson, Director of Operations and Utilities  
Subject: Tracy Interim Shelter site/Homelessness Initiatives

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This memo is to provide an update to City Council regarding the Temporary Emergency Housing Facility (Interim Shelter and Transition Plan).

**Homeless Advisory Committee Update**

- The next Homelessness Advisory Special Meeting is scheduled on March 16, 2023 at 7 pm.
- The next regular quarterly meeting Homelessness Advisory on April 20, 2023 meeting will be canceled due to a lack of a quorum. It has been rescheduled to a Special Meeting April 17, 2023 at 7 pm.
- The Homeless Advisory Bylaws will be considered on the April 4, 2023 City Council Meeting.

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**Warming Center**

- The Warming Center’s last night was Tuesday, February 28, 2023; closed Wednesday, March 1, 2023.
- Warming Center Statistical Data from February 20-February 28, 2023 provided by TCCC

Date	Overnight Temperature	Weather	New Guests	Return Guests	Total Guests	DB4 Pickup	EP Pickup	PF Pickup
2/20/2023	45	clear		7	7		2	
2/21/2023	37	clear	3	10	13			
2/22/2023	43	clear			12		4	
2/23/2023	41	Light rain	1	5	6			1
2/24/2023	46	clear	3	9	12		3	1
2/25/2023	43	clear	3	6	9		2	
2/26/2023	45	clear	3	11	14		2	
2/27/2023	42	clear	2	16	18		4	
2/28/2023	36	Light rain	1	17	18		5	

-WC Hours Extended                      -New Unique Guests

DB4 - The Pit (Macarthur & 11th)

EP - El Pescadero Park

PF- Plasencia Fields

**Construction Update**

**Construction Update**

- Director Jackson received the approved punch list from CC915. It was deemed a complete list per staff’s request. CC915 estimates the completion in March 31.
  - Attachment A: Staff has attached the list of repairs and corrections as to this memo and are noted separately as interior, exterior, and fire.
  - Attachment B: These photos were taken March 3, 2023 of Modular unit M / 4 room configuration.
- City Engineer is reworking bid documents for site to separate out wastewater lift station and electrical supply for the full site as possible solution to expedite completion of site improvements. This will allow work to continue progressing incrementally on the construction while staff continues seeking grants to fund the full project costs.
  - Update: Set priority for immediate construction needs and requested Engineering to proceed to establishing full bid packets.
    - Priorities for bid separation:
      - All work to complete Custom Containers
      - Moving to permanent power North and South sides of properties
      - Construction of sewer lift station

- Next phase is preparing site for temporary showers and bathrooms that will be utilized by the clients housed in the custom containers.
  - Permanent showers and bathrooms are planned with the next construction phase and require the construction of the sewer lift station. These will support both the custom containers and the sprung structure.

### **Electricity Update**

Electricity at the site continues to be tied to the ordering of switch gears. Staff has been actively looking for refurbished switchgears that could potentially be used until the permanent switch gear is ordered through the construction bids. One of the most significant challenges is finding equipment that passes California permitting requirements, such as a seismic certification. The other significant issue is the warranty of switch gear. If the City purchases the switch gear, the electrician/contractor completing the installation will not provide a warranty. Therefore, the permanent switch gear purchase remains tied to the construction bids. This is the reason staff has moved to separating out this construction design and bid documents for the electricity needs from the construction plans so that it may move forward more expeditiously.

1. **Main Site (Phase 1 & 2) – 370 Arbor Permanent Power - Approved**
  - PG&E Contract No. 50034392 V2: Approved on April 15, 2022 (Permanent connection)
  - Capacity: 2,500 AMP, 208Y/120 Volt, 3 Phase, 4 wire
  - Switchgear will be procured through a new project, e.g., part of new bids – a lead time for switchgear is approximately 40-50 weeks.
  - Surland is assisting the City to find ~~any available switchgear that PG&E will approve~~
    - **Correction:** Engineering completed conversations with Surland who provided alternative temporary electricity solutions, which included several temporary lines dropped around the property. However, due to their temporary nature would not provide a viable solution for the City to pursue.
2. **Interim Site (Phase 3 & 4) - 384 Arbor Temporary Power (in PG&E Design Review)**
  - Fees paid to move this into PG&E Design process.
  - Scheduling information not yet received on timeline for PG&E's design work
  - Upon PG&E approval, competitive bid process for this work and equipment will begin
  - Application No. 125451159: (This is for a temporary connection as directed)
  - Capacity: 1,600 AMP 208Y/120 Volt, 3 Phase, 4 wire

### **Park Clean Up**

- This section is updated monthly.

### **Operations Update**

- No update this week.

### **Grant Update**

- The City continues discussions with the County for possible award of additional ARPA funds to support the construction costs to complete the Tracy Shelter.
- The City is finalizing our State Encampment Resolution Fund application due this week.
  - The City's application is \$8.5 million and could be used to support the City's non-congregate and future congregate shelter, a motel voucher program, and City personnel that are specific to the City's Homelessness Initiatives.

**Defect**

**Unit**

**Suites**

**INTERIOR**

Remove interior paneling	F, G, H, I, J, K, L, M	A, B, C, D, E
Run a new dedicated circuit to the HVAC unit.	F, G, H, I, J, K, L, M	A, B, C, D, E
Remove the exterior light switch.	F, G, H, I, J, K, L, M	A, B, C, D, E
Install 20amp arc fault breaker for the plugs and switch.	F, G, H, I, J, K, L, M	A, B, C, D, E
Install 20amp receptacles.	F, G, H, I, J, K, L, M	A, B, C, D, E
Prep and re-paint around door.	F, G, H, I, J, K, L, M	A, B, C, D, E
Replace door frame and caulk.	F, G, H, I, J, K, L, M	A, B, C, D, E

Defect	Unit	Suites
Install additional spray foam insulation.	F, G, H, I, J, K, L, M	A, B, C, D, E
Install trusscore paneling.	F, G, H, I, J, K, L, M	A, B, C, D, E
Install new deadbolt plate.	F, G, H, I, J, K, L, M	A, B, C, D, E
Duct the exhaust fan to the exterior vent.	F, G, H, I, J, K, L, M	A, B, C, D, E
Install louvers on the exterior vent.	F, G, H, I, J, K, L, M	A, B, C, D, E
Ensure all doors are flush with jambs and open / close properly.	F, G, H, I, J, K, L, M	A, B, C, D, E

Defect	Unit	Suites
Ensure all windows are flush with frame and open / close properly.	F, G, H, I, J, K, L, M	A, B, C, D, E
Ensure interior paneling is flush at floor, ceiling and joints.	F, G, H, I, J, K, L, M	A, B, C, D, E
Ensure door casing inside is properly sealed.	F, G, H, I, J, K, L, M	A, B, C, D, E
Ensure all damaged aluminum thresholds replaced.	F, G, H, I, J, K, L, M	A, B, C, D, E
Ensure all glass fixture lenses are in tact and in place.	F, G, H, I, J, K, L, M	A, B, C, D, E

## Defect

## Unit

### EXTERIOR

Label Unit and Suites

F, G, H, I, J, K, L, M

Scrape / sand / primer / paint around  
HVAC frames. Units shall be removed  
prior.

F, G, H, I, J, K, L, M

Remove overspray of insulating foam.

F, G, H, I, J, K, L, M

Install bellbox and exterior lights at each  
corner. (provide lighting submittal)

F, G, H, I, J, K, L, M

Seal electrical panel.

F, G, H, I, J, K, L, M

Caulk all screw penetrations.

F, G, H, I, J, K, L, M

## Defect

## Unit

Need fire sprinkler approval from Fire Marshal.

F, G, H, I, J, K, L, M

Ensure electrical panels are sufficient height to pass code inspection (Not too high / not too low.)

F, G, H, I, J, K, L, M

Ensure all screws and are flush and wrapped.

F, G, H, I, J, K, L, M

Emergency battery back-up for all exterior lights in the event of power loss

F, G, H, I, J, K, L, M

Proper seal at doors / windows to ensure against rain / temperature fluctuation.

F, G, H, I, J, K, L, M



## Defect

## Unit

Ensure damage to all door opening frames properly repaired and sealed to protect against weathering.

F, G, H, I, J, K, L, M

Ensure all self-tapped screws are sealed to eliminate potential leak point.

F, G, H, I, J, K, L, M

Remove and treat all mold areas.

F, G, H, I, J, K, L, M

Remove and treat all rust areas with rust retardant.

F, G, H, I, J, K, L, M

Ensure all exterior vents have louvered flaps to to prevent air and pest infiltration.

F, G, H, I, J, K, L, M

Ensure sealant between HVAC opening and container wall is properly applied to prevent water penetration.

F, G, H, I, J, K, L, M

## Defect

## Unit

Ensure all door jams are properly aligned and sealed to prevent water penetration. F, G, H, I, J, K, L, M

Ensure all door thresholds are flush with door frames. F, G, H, I, J, K, L, M

Ensure HVAC sealant is applied uniformly to provide against weather infiltration. F, G, H, I, J, K, L, M

Ensure all light fixtures are matching; not mismatched (some white / some black) F, G, H, I, J, K, L, M

Ensure exterior lighting hardware is matching and not rusting out. F, G, H, I, J, K, L, M

## Defect

## Unit

Ensure all screws are rust free and areas of contact do not show signs of rust / corrosion.

F, G, H, I, J, K, L, M

Ensure all areas behind light fixtures are free of voids and light fixture is mounted flush against container.

F, G, H, I, J, K, L, M

Ensure exterior vent os free of foam or insulation.

F, G, H, I, J, K, L, M

Ensure bottom of container is protected against pest / rodent infestation.

F, G, H, I, J, K, L, M

## Defect

## Unit

## Suites

### FIRE PROTECTION

All fire risers must be secured so to not tampering to disable gate valves without authorized access.

F, G, H, I, J, K, L, M

A, B, C, D, E

Improper backflow devices installed; not rated for fire application.

F, G, H, I, J, K, L, M

A, B, C, D, E

Main test valve drain must extend and point away from the structure [per national Fire Code].

F, G, H, I, J, K, L, M

A, B, C, D, E

Missing permanent signs to identify devices.

F, G, H, I, J, K, L, M

A, B, C, D, E

Missing fire escutcheons in several rooms; Some are loose or not properly seated.

F, G, H, I, J, K, L, M

A, B, C, D, E

Loaded / painted heads in several rooms; replace sprinkler heads where prevalent.

F, G, H, I, J, K, L, M

A, B, C, D, E

Defect	Unit	Suites
Fire risers installed so close to exterior wall individual components can not be moved.	F, G, H, I, J, K, L, M	A, B, C, D, E
Some fire risers are supported by one unistrut; Others have two connection points.	F, G, H, I, J, K, L, M	A, B, C, D, E
All exterior fire piping and components rusting.	F, G, H, I, J, K, L, M	A, B, C, D, E
Overspray from container painting onto fire components.	F, G, H, I, J, K, L, M	A, B, C, D, E
Cannot remove and replace pressure guage without completely draining fire system; Best practice is to install an isolation ball valve to facilitate future service.	F, G, H, I, J, K, L, M	A, B, C, D, E
One fire riser does not have a turn down to accept the water connection.	F, G, H, I, J, K, L, M	A, B, C, D, E

Defect

Unit

Suites

Fire system pressurization inspection  
report not provided.

F, G, H, I, J, K, L, M

A, B, C, D, E

Fire system must be pressure tested with  
fire inspection.

F, G, H, I, J, K, L, M

A, B, C, D, E



Figure 1 Photo 1: Port to external exhaust shows electrical wiring raceways conflicting with opening to allow duct from exhaust fans. This will be corrected.



Figure 2 Photo 2: Shows paneling being labelled for removal for reinstallation upon completion of punch list items.





Figure 3-4 Photos 3 and 4: Shows frame exposed from removal of paneling.



Figure ALL: These photos were taken March 3, 2023 of Modular unit M / 4 room configuration.