



Memorandum

Date: March 17, 2023  
To: Mayor and City Council Members  
From: Karin Schnaider, Assistant City Manager  
CC: Midori Lichtwardt, Acting City Manager  
Adriana Casteneda, Director of Mobility and Housing  
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 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.
  - Advisory Committee requested staff return with full report on expenses and service contracts paid year to date.
- The Homeless Advisory Bylaws will be considered on the April 4, 2023 City Council Meeting.
- The City Manager's Emergency Purchasing authority related to the Shelter Crisis Emergency will be considered on the April 4, 2023 City Council Meeting.
- The City welcomed the new Director of Mobility and Housing, Adriana Castaneda

**Construction Update**

- 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

**Custom Containers**

- This week, CC915 began the repairs of the custom containers. CC915 has reported that they have removed the interior paneling and the electrical modifications are complete. Due to the rain, they will not be able to do any of the painting and door frame replacement. They are awaiting follow up with the fire sprinkler permit and are

assessing their preliminary timeline for completion. A new update is expected on Monday, March 20, 2023.

- Design Engineering is finalizing this scope of work related to the installation and occupancy of the custom containers, temporary bathrooms, and temporary showers. Construction Engineering is conferring with City vendors, GradeTech and Tennyson Electric, on completion of this work and assessing if any other contractors may be required to complete the building permit process and occupancy of the custom containers. There is no timeline on when this work is to be completed.

#### Site Completion, including Sprung Structure

- City Engineer is reworking bid documents for site to separate out wastewater lift station and electrical supply for the full site as possible solutions 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.
  - Estimated time for bid documents is 60 days.
- Staff is preparing a change order for the extra design work to separate the components of the shelter site. This will return to the City Council for ratification on April 4, 2023.
- Linked Equipment, who is building the Shower, Restroom, Laundry, and Utility modified containers for the Temporary Housing Project has completed some of the units. These units have been through the review process for the California Department of Housing and Community Development, with engineered drawings approved by the State, 3<sup>rd</sup> party inspection during construction, and each will have an HCD tag. This is the same process that modular trailers, mobile homes, etc. are approved under.
  - The two restroom structures are completed. The vendor is willing to keep them at their site until the City has a place ready to put them.
  - The laundry unit is nearly complete. The vendor is having the washers and dryers shipped directly to the City.

#### Generator Update

- The City has recently completed a new RFP for fueling the generators at Shelter which will result in further savings on the overall costs to run the generators.
- A concern has been raised about cables running along the generators and emergency spill containers. PowerGen is assessing solutions and will be making corrections next week.

#### 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 issues are 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 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.

**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.
- PG&E has provided an update to the schedule for the Phase 3 & 4 power design. They anticipate it will be complete in June. Once PG&E completes their design, they will send us a contract and costs for their portion of the work, estimated at \$75,000.
- 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**

City Staff along with partners of TCCC and Familiar Faces continue to have measured progress in reducing the sizes of the encampments around the City. Staff reported that the number of individuals counted in the three parks were approximately 60 during January. This number has reduced to 50 during the month of February.

Total number of tents between September 2022 and March 2023.

LOCATION	Tent Count in September 2022	Tent Count in March 2023
Detension Basin 4	15	20
El Pescadero Park	148	38
Plasencia Fields	13	5

Citywide total number of citations, tents removed, and debris removed between September 2022 and March 2023.

Month	Citations	Tents Removed	Debris Removed (truck loads)
September	35	30	26
October	16	21	33
November	2	30	40
December	0	10	5
January	0	16	18.5
February	10	8	26.5

**Operations Update**

During the March 16, 2023, THAC meeting, staff reported on the following data:

**Service Provider Statistics As of February 2023**

As of 2/28								
Homeless Service Provider	Clients in/referred to Shelter	Total number of contacts	Clients on Waitlist	Client refusal into shelter	Exits/negative	Exits/positive (family reunite/other housing)	Warming Center engagements	Total approx. unsheltered/encampments
City Net (shelter operator)	47	86	N/A	N/A	32	5	N/A	N/A
Tracy CCC (pre-shelter intake and referral)	91	142	29	63	N/A	42	100	50 unsheltered/3 encampments
Familiar Faces (Tracy PD - Outreach Coordinators)	3	92	12	26	N/A	6	N/A	50 unsheltered/3 encampments
Unique total			41	89	32	53	100	50

**Transit**

In November, Transit designed a new route between the City’s Temporary Homeless Shelter on Arbor Avenue and the City’s downtown Transit Station. This table represents the various trips that have been recorded on this route.

<b>Transit Route H</b>	
Utilization since opening in Nov/22	
Total passengers per day (avg.)	2.35
Passengers for the previous month (avg.)	1.17
Total passengers picked up to date	72
Total passengers dropped off to date	33
Total passenger utilization to date	209

**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 will be applying for \$3.6 million.
- The City submitted an application for State Encampment Resolution Fund
  - 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.
- Staff is completing the acceptance package for the \$3 million Federal Earmarks (Congressman Harder) from the Housing and Urban Development Agency (HUD).
  - Staff will be preparing the acceptance staff report for an April City Council meeting.