



Memorandum

Date: April 20, 2023  
To: Mayor and City Council Members  
From: Adriana Castaneda, Director of Mobility and Housing  
CC: Midori Lichtwardt, Acting City Manager  
Karin Schnaider, Assistant 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 on the Temporary Emergency Housing Facility (Interim Shelter and Transition Plan) and relevant information to Homeless Division.

**Construction Update**

- Engineering Division continues to focus on finalizing the identified priorities for construction bid advertisement.
  - Construction Bid Advertisement Package:
    - Anticipated for bid advertisement scheduled is as follows:
      - Equipment & Installation of permanent power to the North side (future improvement area).
        - Anticipated Bid Advertisement: April 21 and April 28, 2023.
        - Anticipated Bid Opening: May 17, 2023.
      - Equipment & Installation of permanent power to the South (to the 5 current active modulars and 8 containers).
        - Anticipated Bid Advertisement: April 28 and May 5, 2023.
        - Anticipated Bid Opening: May 25, 2023.
      - Construction of sewer lift station.
        - Anticipated Bid Advertisement: April 28 and May 5, 2023.
        - Anticipated Bid Opening: May 25, 2023.
- Custom Containers
  - Fire Sprinkler System Coordination continues to move forward between South San Joaquin County Fire Authority, Fire/Sprinkler Contractor, and the City for the items of work the City is responsible for. Custom Containers 915 (CC915) original Texas based fire sprinkler designer has been non-responsive to inquiries from SSJFA since September 2022. The design work was recently transferred to a local fire sprinkler system designer, but to date no permit or design has been

submitted for permit review. The City has provided all drawings and information to the sprinkler design company. The coordination efforts are necessary to address the required corrections, pressure testing, and fire inspection that all must occur prior to spray foam and wall board re-installation. Fire/Sprinkler Contractor is working on finalizing the design of the interior fire/sprinkler components for CC915 so that Fire permits can be applied for. The City has identified the final scope of work to install and test the exterior connections.

Additionally, CC915 sub-contractor submitted an updated project schedule to complete punch list correction reflecting completion by end of April 2023. Based on the above mentioned and recently identified conditions during inspections and lack of job-on the site presence, this date does not appear attainable.

- CC915 Construction Progress
  - As of April 17, 2023, CC915 has not been on-site; therefore, no construction progress has been completed. This is not the first lapse of their presence on-site which continues to affect their ability to complete the project.
- Electrical Update
  - Plans for infrastructure to the containers are complete and have been provided to contractors currently under contract for cost estimates. The final components involving the power distribution system, conduit installations, additional capacity available in the rental distribution panels, and available power options have been resolved addressed in the final set of plans provided to the contractors for cost estimates.
- Preliminary estimates for the infrastructure package for the Phase IV dorms were received during the week of April 11<sup>th</sup>. Additional necessary items of work have been identified and a final cost estimate is anticipated the week of April 23, 2023. Upon receipt and the approval work can commence promptly.
- Inspections
  - As of April 17, 2023, CC915 has not been on-site.
  - On April 19, 2023, Inspections requested OPS & Utilities Director's presence at TEHF at Arbor Road site to assess efforts at sealing a/c unit openings. It was found that more than acceptable amounts of putty and 'blue' tape were used as an attempt to seal the excess areas around the a/c units. This effort was not / is not deemed sufficient to satisfy the City's requirement for weatherproofing the units.

#### Site Completion, including Sprung Structure

- Final site design improvement for Phase III and Phase IV are anticipated to be completed in Summer 2023. These will be combined with the completed Phase II improvement plans to be advertised for bids in Summer 2023.

#### Generator Update

- No outstanding items for this section.

#### Park Clean Up

- No update for this section.

## **Police Department**

As of April 19, 2023, there are 42 tents at El Pescadero.

- PD continues to receive daily reports from Trine Security regarding activity at El Pescadero park.
- On April 12, 2023, Tracy PD provided Narcan Training to our Homeless Outreach Providers to include TCCC, Trine Security, and South County Fire.
- OPS, PD, and Code Enforcement continue to conduct weekly clean-ups at encampment locations.
- The Familiar Faces team had a total of 15 engagements.
  - 1 Client Case conference with City Net.
  - 1 Medical Referral to the Mobile Health Team.
  - 1 Client referred to other housing options.
  - 2 Client Case managed.
- Familiar Faces assisted City Net with case management services at the shelter due to limited case management services on site.

## **Homeless Division**

### **Operations**

- The City continues to work closely with operators on identifying gaps in services and procedural updates.
  - This week we worked with City Net on updating their Pet and Animal Services Policy to reflect information regarding previously deemed dangerous animals within the City.
  - This week we are also working with City Net to update the User Agreement for shelter entry to reflect the City's plan to enforce changes to their parks and public spaces ordinance.
  - City Net has been accompanying the outreach teams once a month to help come alongside their guests in identifying barriers once in the shelter program.
  - City Net is working with TCCC on completion of their homeless verification form for intake when referring individuals into shelter.
- The Homeless Services Manager is providing an update on the Interim Shelter site at the United Way Luncheon this week.
- The State released the third round of the Homekey application. Staff is currently assessing the viability of a potential future project. We are meeting with League of Cal Cities representatives to help assess this.
- The City is currently working with our Homeless Management Information System Lead agency to identify gaps in our reporting. This includes requesting additional training for our providers.
- Staff is submitting an application for the SJ County HOME American Rescue Plan grant to provide additional employment coaching, job readiness skills and housing case management services to our unsheltered residents. This includes providing beautification services to the City.
- City Net is promoting from within their organization to fill their case management position. This position should be onboarded in two weeks.
- Staff is completing the acceptance package for the \$3 million Federal Earmarks (Congressman Harder) Community Project Funding from the Housing and Urban

Development Agency (HUD). A National Environmental Policy Act (NEPA) addendum is required to add this additional funding stream to the Temporary Emergency Housing Facility (TEHF) project.

- Staff is working with our PIO on providing a flyer to the community to highlight The City of Tracy's Homeless Services.
- The Homeless Services Division Administrative Technician will begin on Monday, April 24, 2023.
- At our weekly provider update it was shared that the Housing Authority of San Joaquin has Emergency Housing Vouchers available. City Net was able to secure some of these vouchers for shelter guests.
- City Net is working with Spin Cycle Laundry in Tracy to help support our shelter guests while they await laundry services at the shelter.
- Community Medical Centers is providing community health services to the Shelter site on a weekly basis. They bring their mobile van unit to the site to provide services.
- City Net is documenting individuals that are not allowed back into shelter and Tracy PD is following up with these individuals in the community and assessing next steps for them.
- Most recent shelter update prior to posting this: **Bed space available as of April 19, 2023:** (1) female bed **New Intakes & Discharges:** one exit April 15, 2023, new intake April 17, 2023 **Current Census:** 47 Clients, 16 Women, 31 Men, 13 Pets.

#### Tracy Homeless Advisory Committee (THAC)

- The rescheduled quarterly Special Meeting for the THAC scheduled for April 17, 2023, was cancelled due to technical difficulties.
  - The April 2023 Special Meeting material will be presented at the regularly Special Monthly meeting scheduled for May 18, 2023, at 7 pm. The Advisory Committee's request to staff to provide a full report on expenses and service contracts paid year to date will be shared.
- The THAC Bylaws will be considered on the May 16, 2023, City Council Meeting.
- The City Manager's Emergency Purchasing authority related to the Shelter Crisis Emergency will be considered on the May 16, 2023, City Council Meeting.