

NOTICE OF SPECIAL MEETING

Pursuant to Section 54956 of the Government Code of the State of California, a Special meeting of the **TRACY HOMELESSNESS ADVISORY COMMITTEE** is hereby called for:

Date/Time: **Thursday May 18, 2023, 7:00 p.m.**
(or as soon thereafter as possible)

Location: **Council Chambers, Tracy City Hall**
333 Civic Center Plaza, Tracy, CA.

THIS MEETING WILL BE OPEN TO THE PUBLIC FOR IN-PERSON AND REMOTE PARTICIPATION PURSUANT TO GOVERNMENT CODE SECTION 54953(e).

MEMBERS OF THE PUBLIC MAY PARTICIPATE REMOTELY IN THE MEETING VIA THE FOLLOWING METHOD:

Remote Public Comment:

During the upcoming Homeless Advisory Committee meeting public comment will be accepted via the options listed below. If you would like to comment remotely, please follow the protocols below:

- *Comments via:*
 - **Online by visiting** <https://cityoftracyevents.webex.com> and using the following **Event Number: 2564 637 3172** and **Event Password: THAC**
 - ***If you would like to participate in the public comment anonymously***, you may submit your comment in WebEx by typing "Anonymous" when prompted to provide a First and Last Name and inserting Anonymous@example.com when prompted to provide an email address.
 - ***Join by phone by dialing +1-408-418-9388, enter 2564 637 3172 #8422# Press *3 to raise the hand icon to speak on an item.***
- *Protocols for commenting via WebEx:*
 - *If you wish to comment on the "Consent Calendar", "Items from the Audience/Public Comment" or "Regular Agenda" portions of the agenda:*
 - *Listen for the Chairperson to open that portion of the agenda for discussion, then raise your hand to speak by clicking on the Hand icon on the Participants panel to the right of your screen.*
 - *If you no longer wish to comment, you may lower your hand by clicking on the Hand icon again.*
 - *Comments for the "Consent Calendar" "Items from the Agenda/Public Comment" or "Regular Agenda" portions of the agenda will be accepted until the public comment for that item is closed.*

Government Code Section 54954.3 states that every public meeting shall provide an opportunity for the public to address the Tracy Homelessness Advisory Committee on any item, before or during consideration of the item, however no action shall be taken on any item not on the agenda.

Full copies of the agenda are available on the City's website: www.cityoftracy.org

CALL TO ORDER
ROLL CALL

1. CONSENT CALENDAR

1.A ADOPTION OF FEBRUARY 16, 2023 SPECIAL MEETING MINUTES AND MARCH 16, 2023 SPECIAL MEETING MINUTES

2. ITEMS FROM THE AUDIENCE - *In accordance with Council Meeting Protocols and Rules of Procedure, adopted by Resolution 2019-240, a five-minute maximum time limit per speaker will apply to all individuals speaking during "Items from the Audience/Public Comment". For non-agendized items, Advisory Committee members may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification; direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to the Tracy Homelessness Advisory Committee.*

3. REGULAR AGENDA

- 3.A The Tracy Homelessness Advisory Committee receive an informational report regarding the implementation of the City Council Strategic Plan to End and Prevent Homelessness and the most recent Emergency Interim Shelter activities.
- 3.B The Tracy Homelessness Advisory Committee receive an informational report regarding the City's shelter operators' approved services and a financial summary of the implementation of the City Council Strategic Plan to End and Prevent Homelessness.
- 3.C The Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution approving the bylaws for the Committee.
- 3.D The Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution ratifying, pursuant to Tracy Municipal Code Section 2.20.180(B)(1), various procurement contracts for goods and general services agreements executed by the City Manager to implement Emergency Interim Housing solutions for the unsheltered.
- 3.E The Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution approving a procurement agreement with Linked Equipment, LLC for the purchase of eight pre-manufactured custom container structures in an amount not to exceed \$716,320 to be installed as part of the site improvements at the Temporary Emergency Housing Project, CIP 71112, at 370 W. Arbor Avenue.
- 3.F The Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution by a four-fifths vote (1) approving an amendment to the construction contract with GradeTech, Inc. for Capital Improvement Project (CIP) 71112 Arbor Temporary Emergency Housing Project expanding the scope of work in the amount of \$135,000 in anticipated work for a total not to exceed

amount of \$435,000 for the amendment, and (2) dispensing the bidding requirements for the additional scope of work pursuant to California Public Contract Code Section 22050 and Tracy Municipal Code Section 2.20.270(a).

- 3.G The Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution (1) accepting the completion of the preparation work and underground utilities construction (Phase 1), and the preparation work for the modular and container units (Phases 3 & 4) for the Temporary Emergency Housing Project on Arbor Avenue, CIP 71112, completed by GradeTech, Inc., of San Ramon, California, (2) authorizing the City Clerk to File the Notice of Completion with the San Joaquin County Recorder's Office, and (3) authorizing the City Engineer to release the bonds and retention payment for such completed work
- 3.H The Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution rescinding Resolution No. 2022-121, which authorized the City Manager to take immediate and emergency actions to implement interim housing solutions for the City of Tracy's unsheltered, and waived procurement requirements for professional services under Tracy Municipal Code Section 2.20.140(b)(6).

4. STAFF ITEMS

5. COMMITTEE ITEMS

6. ADJOURNMENT

Posting Date: May 16, 2023

The City of Tracy is in compliance with the Americans with Disabilities Act and will make all reasonable accommodations for the disabled to participate in employment, programs and facilities. Persons requiring assistance or auxiliary aids in order to participate, should contact the City Manager's Office at (209) 831-6000 at least 24 hours prior to the meeting.

TRACY HOMELESSNESS ADVISORY COMMITTEE REGULAR MEETING MINUTES

February 16, 2023, 7:00 p.m.

Tracy City Hall, 333 Civic Center Plaza, Tracy

CALL TO ORDER – Committee Member Davis called the meeting to order at 7:01 p.m.

ROLL CALL – Roll call found Committee Member Davis and Committee Member Bedolla present.

1. CONSENT CALENDAR – Motion was made by Committee Member Bedolla and seconded by Committee Member Davis to adopt the Consent Calendar. All in favor; passed and so ordered.

1.A ADOPTION OF NOVEMBER 28, 2022 SPECIAL MEETING MINUTES –
Minutes were adopted

2. ITEMS FROM THE AUDIENCE – There was no public comment.

3. REGULAR AGENDA

3.A TRACY HOMELESS ADVISORY COMMITTEE RECEIVE AN INFORMATIONAL REPORT REGARDING THE IMPLEMENTATION OF THE CITY COUNCIL STRATEGIC PLAN TO END AND PREVENT HOMELESSNESS AND THE MOST RECENT EMERGENCY INTERIM SHELTER ACTIVITIES

Virginia Carney, Homeless Services Manager provided the staff report and responded to questions.

Bubba Paris stated that the City has come a long way with respect to the Strategic Homeless Plan and going from planning to working with people. Shared some of his educational experience in behavioral sciences and how that has assisted him and TCCC in how they respond to and assist the unsheltered and domestic violence victims.

Committee questions and comments followed.

ACTION: Motion was made by Committee Member Bedolla and seconded by Committee Member Davis to receive informational report on the implementation of the City Council strategic plan to end and prevent homelessness and the most recent emergency interim shelter activities. All in favor; passed and so ordered.

4. STAFF ITEMS – Karin Schnaider, Assistant City Manager, shared that out of an abundance of caution, Kimball High School was on lockdown in relation to a warrant being issued to a person in the neighborhood behind the high school and clarified that Tracy PD was only there to serve as support to the USPS in the issuance of that warrant.

5. COMMITTEE ITEMS – Committee Member Bedolla requested to agendaize a council discussion to allow the Homeless Committee to meet monthly and to have staff provide weekly memo updates to the public on Homeless Services including but not limited to construction. Committee Member Davis supported.
6. ADJOURNMENT – Time: 8:09 p.m.

ACTION: Motion was made by Committee Member Bedolla and seconded by Committee Member Davis to adjourn. Roll call found all in favor; passed and so ordered.

The agenda was posted at City Hall on February 9, 2023. The above are action minutes.

Chairperson

ATTEST:

Deputy City Clerk

TRACY HOMELESSNESS ADVISORY COMMITTEE SPECIAL MEETING MINUTES

March 16, 2023, 7:00 p.m.

Tracy City Hall, 333 Civic Center Plaza, Tracy

CALL TO ORDER – Committee Member Davis called the meeting to order at 7:00 p.m.

ROLL CALL – Roll call found Committee Member Davis and Committee Member Bedolla present.

1. CONSENT CALENDAR – Minutes were pulled by Staff; they were not included with the agenda, will return at the next Tracy Homelessness Advisory Committee Meeting.

1.A ADOPTION OF FEBRUARY 16, 2023 SPECIAL MEETING MINUTES – **Minutes were pulled.**

2. ITEMS FROM THE AUDIENCE – There was no public comment.

3. REGULAR AGENDA

3.A COMMITTEE SELECTION OF A CHAIRPERSON

Karin Schnaider, Assistant City Manager provided the staff report.

Motion was made by Committee Member Bedolla to nominate Committee Member Davis as the Chairperson and himself as the Vice Chairperson. Committee Member seconded the motion. Roll call found all in favor; passed and so ordered.

Chairperson: Mayor Pro Tem Eleassia Davis
Vice Chairperson: Council Member Matt Bedolla

3.B TRACY HOMELESS ADVISORY COMMITTEE RECEIVE AN INFORMATIONAL REPORT REGARDING THE IMPLEMENTATION OF THE CITY COUNCIL STRATEGIC PLAN TO END AND PREVENT HOMELESSNESS AND THE MOST RECENT EMERGENCY INTERIM SHELTER ACTIVITIES

Virginia Carney, Homeless Services Manager provided the staff report and responded to questions.

Brad Navarra with Sutter spoke on the working relationship that Sutter has with CityNet and how they work together to provide care for the clients within the shelter.

Dave Keneski wanted further clarification on the per bed cost.

Mary Dokes, a Case Manager with Tracy Community Connections Center (TCCC) wanted to know what can be done to help the unsheltered during the current storms now that the Warming Center is closed.

Alice English expressed concerns regarding the number of providers the City is paying and the amount that is being paid out in administration fees, requested

the City stop paying for so many providers and use those funds for something else.

Dotty Nygard brought up her concerns with how much the City is spending trying to address the unhoused and believes that the City could have provided all its' unhoused with a "Tiny Home" and used the remaining funds to get them the assistance they need and that a Sutter Health Social Worker should be involved to assess the needs of the clients at the time of intake. In addition, the City should be offering workforce assistance as well.

Cynthia Paris with TCCC spoke to the successes of TCCC over the last year and what type of services they have been providing.

Cynthia Camacho asked if the quotes from the other shelters for the per bed/per day costs, if the cost included services, if the City was paying for the service provider to travel here since they were an out of the area vendor, the limit to how long a client can stay at the shelter, what the client successful exit strategy is and if the removed tents were just moved to another park.

Burnell Shull spoke about her desire to shut down the shelter and start over and fire all the service providers and expressed her belief that the sprung shelter is a waste of money and should not be built.

Committee questions and comments followed.

ACTION: Motion was made by Vice-Chairperson Bedolla and seconded by Chairperson Davis to receive informational report on the implementation of the City Council strategic plan to end and prevent homelessness and the most recent emergency interim shelter activities. All in favor; passed and so ordered.

4. STAFF ITEMS – Karin Schnaider, Assistant City Manager, introduced the City of Tracy's newest Department Head for the new Department, Mobility and Housing.
5. COMMITTEE ITEMS – Chairperson Davis requested a financial audit of the expenses to date for the Temporary Emergency Housing Facility. Vice-Chairperson Bedolla supported.
6. ADJOURNMENT – Time: 8:54 p.m.

ACTION: Motion was made by Chairperson Davis and seconded by Vice-Chairperson Bedolla to adjourn. Roll call found all in favor; passed and so ordered.

The agenda was posted at City Hall on March 9, 2023. The above are action minutes.

Chairperson

ATTEST:

Deputy City Clerk

Agenda Item 3.A

RECOMMENDATION

Staff recommends that the Tracy Homelessness Advisory Committee receive an informational report regarding the implementation of the City Council Strategic Plan to End and Prevent Homelessness and the most recent Emergency Interim Shelter activities.

EXECUTIVE SUMMARY

This report provides an update on the City of Tracy's efforts to address the impacts of homelessness and quality of life issues in the community, including an update on the City's emergency interim shelter activities.

BACKGROUND

Recognizing the importance of responding to quality-of-life issues including the human services needs of the City's unsheltered population, the City has devoted significant resources toward addressing the impacts of homelessness within the community. Staff continues to coordinate efforts between various departments to conduct bi-weekly clean-ups of public spaces, foster partnerships with non-profit organizations to share information on services and programs with the unsheltered, secure grants to support homeless services, and continue with the construction activities of a temporary emergency housing shelter facility. City staff has worked vigorously to balance the circumstances of the unsheltered, as well as the needs of the community.

Tracy Homelessness Strategic Plan and Initiatives Updates

Pursuant to Council's reaffirmation of the emergency shelter crisis in August of 2022, the City Manager authorized staff to move forward on interim emergency shelter solutions, contracts for services, and selection of providers to run the interim site.

Goal 1: Increase Housing Options in the City of Tracy

Expansion of Interim Shelter Site

The expansion of the Interim Shelter site occurred on December 29, 2022, with the arrival of eight custom containers, which will add 38 beds to the site. This includes one container for those with American Disability Act (ADA) requirements.

Construction Update

- Engineering Division has finalized the identified priorities for construction bid advertisement.
 - Construction Bid Advertisement Package:
 - Advertised for Bid:
- Equipment & Installation of permanent power to the North side (future improvement area).
 - Anticipated Bid Opening: May 17, 2023.
 - Bid advertisement scheduled is as follows:
- 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. Custom Containers 915 (CC915) original Texas based fire sprinkler designer has been non-responsive to inquiries from SSJFA since September 2022.
- CC915's Local fire sprinkler designer has submitted the sprinkler system design for Fire permit review.
- The coordination efforts are necessary to address the required corrections, pressure testing, and fire inspection that must be addressed prior to spray foam and wall board re-installation. 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 26, 2023, CC915 continues not to be on-site; therefore, no construction progress has been completed. This continuous lapse of their presence on-site, continues to affect their ability to complete the project.
- Electrical Update
 - A cost proposal for the required electrical connection work has been received based on completed infrastructure plans.
 - Final infrastructure plans have been provided to general contractor and the final cost estimate is expected by April 28, 2023.

- Inspections
 - As of April 26, 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 improvements for Phase III and Phase IV are under discussion and anticipated to be completed in Summer 2023. Pending available funding, 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.

Budget Update

The Homeless Services Division approved FY2022/23 operating budget totaled \$1.7 million, which is funded from the general fund and the American Rescue Plan Act (ARPA) funds the City received.

On November 1, 2022, the City Council approved an appropriation of \$2.6 million from ARPA, amending the FY2022/23 operating budget, to fund professional service agreements to provide operations services for the interim shelter. On December 6, 2022, the City Council approved an appropriation of \$470,000 from the general fund, amending the FY2022/23 operating budget, to fund improvements for the interim shelter site.

Homeless Services Division budget as of April 30, 2023

<u>Revenue Sources</u>	<u>General Fund (City)</u>	<u>ARPA (City Staff)</u>	<u>ARPA (City)</u>	<u>Health Plan of San Joaquin</u>
Modulars				\$192,931
Custom Containers				\$701,756
Service Providers			\$2,600,000	
Staffing		\$200,000		
Operating (Supplies, Fuel)	\$1,892,834			\$305,313
Total Committed	\$1,892,834	\$200,000	\$2,600,000	\$1,200,000

<u>Expenditures</u>	<u>General Fund (City)</u>	<u>ARPA (City Staff)</u>	<u>ARPA (City)</u>	<u>Health Plan of San Joaquin</u>
Modulars				\$133,789
Custom Containers				\$636,156
Service Providers			\$1,142,944	
Staffing		\$183,566		
Operating (Supplies, Fuel)	\$1,222,061			\$155,313
Total Expended (as of 4/03/23)	\$1,222,061	\$183,566	\$1,142,944	\$925,258

Projected Budget Available	\$670,773	\$16,434	\$1,457,056	\$274,742
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**Temporary Emergency Housing
 Facility – CIP 71112**

<u>Funding Source</u>	<u>Budget</u>	<u>Expenses</u>	<u>Encumbered (Committed)</u>	<u>Balance</u>
Community Development Block Grant (s)	\$836,294	\$836,294	\$-	\$-
Homeless Housing, Assistance & Prevention	\$743,282	\$743,282	\$-	\$-
American Rescue Plan Act - SJ County (MOU B-8245)	\$3,661,113	\$3,217,343	\$443,770	\$-
Housing Asset Funds (City)	\$690,000	\$137,852	\$61,404	\$490,744
American Rescue Plan Act - City of Tracy	\$4,500,000	\$-	\$-	\$4,500,000
Totals	\$10,430,689	\$4,934,771	\$505,174	\$4,990,744
Federal Funding	\$3,000,000			\$3,000,000
	\$13,430,689			\$7,990,744

Grant Update

The Homeless Services Division has been made aware that the City of Tracy is being awarded a portion of their application amount for Homeless Housing, Assistance and Prevention (HHAP) Grant Round 3. The City application was submitted in the amount of \$1.4 million for shelter operations, service coordination, and outreach. The City applied to the San Joaquin County application process, which includes additional allocations granted by the San Joaquin Continuum of Care (CoC). The County portion allotted the City of Tracy an award of \$251,795 for shelter operations. The City was not awarded any additional allocations from the CoC.

On March 29, 2023, the State of California released a Notice of Funding Availability (NOFA) for Round 3 of the Homekey application. Staff is currently conducting its due diligence to determine the feasibility of this program and/or how this program complements the current priority to complete the construction of the Tracy Emergency Homelessness Facility (TEHF) project. The deadline to submit this application is July 28, 2023.

The City has resubmitted its proposal for \$3.6 million to the County’s additional allocation of ARPA funds for completion of Phase 2: Sprung Structure and Site Improvements for the TEHF. SJ County staff have assured City staff that the City of Tracy’s application is next in

line for review.

Goal 2: Increase Access to Coordinated Support Services for People Experiencing Homelessness

Coordinated efforts between City departments continue, including Operations and Utilities Department, South County Fire Authority, Tracy Police Department, and the Code Enforcement team to proactively address issues related to homelessness and providing bi-weekly park clean-ups. The City teams meet weekly with one another and with our contracted providers to address any concerns with triage, referrals, or outreach efforts.

The continued bi-weekly deployment of “Operation Helping Hands” (OHH) is ongoing and productive – this team includes the Homeless Services Division, Tracy Police Neighborhood Resource Officers, San Joaquin County Behavioral Health Services (BHS), Care-Link, Whole Person Care, Community Medical Centers, The Salvation Army, and local non-profits. This team coordinates outreach to our identified encampments and provides additional behavioral health support to the Tracy Interim shelter site on these outreach days.

Continuum of Care (CoC) Update

Our Homeless Services Manager is a part of several CoC subcommittees, these include Housing and Point in Time Count to name a few. The CoC is currently working on drafting a Request for Proposals (RFP) for the County to come together and hire a consultant to perform the Point In Time (PIT) count for 2024. In addition, we are working closely with our Homeless Management Information System (HMIS) lead agency to ensure efficient and effective reporting from our providers to implement effective data sharing for our constituents.

Homeless Service Provider Updates

Updated totals as of April 30th								
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)	46	117	N/A	N/A	11	60	N/A	N/A
Tracy CCC (pre-shelter intake and referral)	109	171	29	49	N/A	52		67 unsheltered/3 encampments
Familiar Faces (Tracy PD - Outreach)	9	113	14	28	N/A	6	N/A	52 unsheltered/3 encampments
Unique total			43	77	11	118	0	

City Net Update through April 30, 2023

City Net has processed 117 individuals into the shelter since November 14, 2022. They are providing ongoing case management support to all shelter residents. To date, 11 individuals have exited the shelter with a housing destination (positive exits).

As of April 30, 2023, the shelter has 46 individuals and 12 pets. There are an additional 29 individuals on the waiting list who have already been processed through Tracy Community Connection Center and are awaiting an open bed.

The City of Tracy is currently working with our shelter providers on updating their file system. In addition, we are working on updating their policies and procedures.

Tracy Community Connection Center Update through April 30, 2023

Tracy Community Connections Center (TCCC) has processed a total of 109 unique individuals through their Navigation Center for shelter intake to date. The City of Tracy is currently working with our providers on updating their file system.

Park Clean Up

Areas of El Pescadero Park are being fenced off as a precautionary public safety measure to mitigate potential tree hazards, evaluate the safety and condition of the landscaping, and prepare for scheduled maintenance like tree trimming. The City's future plans for El Pescadero Park include the construction of the new multi-generational gymnasium center.

- Monthly-Totals for April: 2-cite, 10-hazard tent site removals & approximately 32-tons of trash/debris removed from the parks & drainage basins
- 45 people staying at El Pescadero Park
- 10 staying at Detention Basin 4
- 7 people at Plascencia Field
- This number does not account for people living in vehicles and other properties to include Union Pacific Railroad and Caltrans.

Transit Update

The total ridership on the Arbor Avenue Shuttle route since inception through April 30, 2023, is 205 total passengers with an average of 1.5 passengers per day.

Goal 3: Develop Action Plans for Engaging with People Experiencing Homelessness

The Familiar Faces (FF) team continues to assist with shelter intake, organizing, and networking with non-profits and religious groups to identify gaps and solutions (reunification/habitat for humanity-like efforts). Police Patrol teams continue to work collaboratively on how to best utilize the FF team when out on patrol.

The FF team, alongside the Police Department are working with a consultant to ensure FF is meeting objectives and adopting operating policies and guidelines. The Police Department is working alongside this consultant in developing a Homeless Response System within our city-wide efforts that supports our City's Homelessness Strategic Plan.

TCCC, Police Department, and Trine Security have been monitoring an unsheltered female who was pregnant and residing at El Pescadero Park. She was accepted into our homeless shelter twice, however she refused to stay. Despite staff efforts to offer pre-natal care and services, she returned to the park. Over the weekend the female gave birth to a baby girl at Sutter Tracy Community Hospital (STCH) and left the baby at the hospital. The team's involvement with the homeless community results in staff's ability to know, gather information, and monitor Tracy's most vulnerable populations.

TCCC continues to provide daily outreach and engagement support in the City encampments and parks. They are working collaboratively with our FF to come alongside the shelter team ensuring direct access to beds when available.

Goal 4: Enact Specific Strategies for Vulnerable Subpopulations Experiencing Homelessness

The City's transition plan has focused on our most vulnerable residents who are residing in City encampments. This would include but is not limited to, transitional aged youth, veterans, the LGBTQ+ community, victims of crime and those with behavioral health needs. City staff is currently working with BHS to solidify additional resources to come alongside our shelter project. During our bi-weekly deployment of Operation helping Hands we were able to connect with several of our regional and county partners. We will be coordinating with our Whole Person Care team to initiate a street medicine program. We are working on identifying areas of the City that would most benefit from this resource.

The Tracy Police Department and Familiar Faces staff continue to meet alongside our County Behavioral Health Leadership, along with the Whole Person Care team to continue discussions on how we can collaborate on serving our most vulnerable unsheltered residents here in Tracy. These meetings have led to an increase in Behavioral Health support at the shelter.

In addition, the City is in conversations with our Managed Care Plans to provide support to subpopulations as we build in bed capacity over the coming months and year.

FISCAL IMPACT

This update is provided as informational. The City funds Homeless Services through the General Fund and various grants.

ACTION REQUESTED OF THE COMMITTEE

Staff recommends that the Tracy Homelessness Advisory Committee receive an informational report regarding the implementation of the City Council Strategic Plan to end and prevent homelessness and the most recent emergency interim shelter activities.

Prepared by: Virginia Carney, Homeless Services Manager
Reviewed by: Adriana Castaneda, Director of Mobility and Housing
Reviewed by: Riana Daniel, Deputy City Attorney
Approved by: Karin Schnaider, Assistant City Manager

ATTACHMENT A: Tracy Homelessness Advisory Committee Update PowerPoint
Presentation

ATTACHMENT A



Tracy Homelessness Advisory Committee Update

May 18th, 2023



OVERVIEW

- Background and Timeline
- **Goal 1:** Increase Housing Options in the City of Tracy
- **Goal 2:** Increase Access to Coordinated Support Services for People Experiencing Homelessness
- **Goal 3:** Develop Action Plans for Engaging with People Experiencing Homelessness
- **Goal 4:** Enact Specific Strategies for Vulnerable Subpopulations Experiencing Homelessness



Timeline of Interim Emergency Housing Solutions 08/16/22 to 3/31/2023

8/16/22
Reaffirm Declaration of Emergency shelter crisis.
Direct City Manger to Seek Interim Emergency Shelter Solutions
Authorized rebid Phase 2 Construction

8/22/22
Tracy Homelessness Advisory Committee discuss interim emergency shelter options
Held Townhall meeting with community

9/01/22
Began contract negotiations for modulars and site preparation at Facility.
Began considering overflow sights locations
Request for Qualifications for Interim Emergency Shelter - open

August 2022

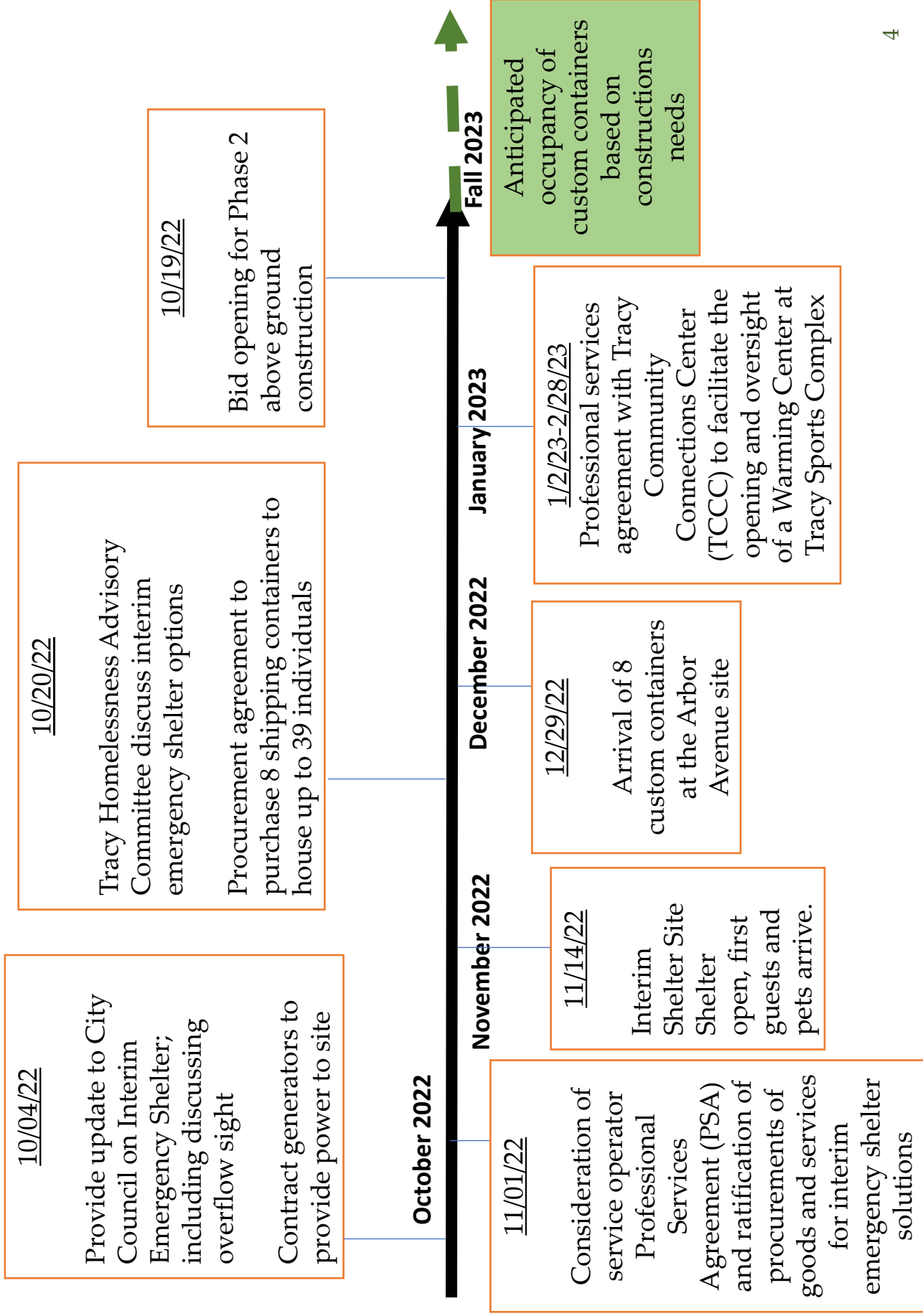
September 2022

9/14/22
Trine Security began 24/7 park security.
Request for service providers for Interim Emergency Shelter - closed

9/26/22
Placement of 1 admin building and 4 modulars at Arbor Avenue to house up to 50 individuals
Evaluate the feasibility of tiny homes at overflow site on Brichetto Road

09/29/22
Awarded \$1.2 million grant from County Health Plan of San Joaquin and applies for approx. \$4 million for additional County American Rescue Plan Act (ARPA) funds

Timeline of Interim Emergency Housing Solutions 10/1/22 to 3/31/23





Goal 1: Increase Housing Options in the City of Tracy



Interim Shelter Site



Construction Update

- Engineering Division has finalized the identified priorities for construction bid advertisement.
 - Construction Bid Advertisement Package:
 - Advertised for Bid:
 - Equipment & Installation of permanent power to the North side (future improvement area).
 - Anticipated Bid Opening: May 17, 2023.
 - Bid advertisement scheduled is as follows:
 - 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.



Container Update



Container Update cont.

- As of April 26, 2023, CC915 continues not to be on-site; therefore, no construction progress has been completed. This continuous lapse of their presence on-site, continues to affect their ability to complete the project.
- 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.

Homeless Services Budget Update

<u>Revenue Sources</u>	<u>General Fund (City)</u>	<u>ARPA (City Staff)</u>	<u>ARPA (City)</u>	<u>Health Plan of San Joaquin</u>
Modulars				\$192,931
Custom Containers				\$701,756
Service Providers			\$2,600,000	
Staffing		\$200,000		
Operating (Supplies, Fuel)	\$1,892,834			\$305,313
Total Committed	\$1,892,834	\$200,000	\$2,600,000	\$1,200,000

<u>Expenditures</u>	<u>General Fund (City)</u>	<u>ARPA (City Staff)</u>	<u>ARPA (City)</u>	<u>Health Plan of San Joaquin</u>
Modulars				\$133,789
Custom Containers				\$636,156
Service Providers			\$1,142,944	
Staffing		\$183,566		
Operating (Supplies, Fuel)	\$1,222,061			\$155,313
Total Expended (as of 4/03/23)	\$1,222,061	\$183,566	\$1,142,944	\$925,258
Projected Budget Available	\$670,773	\$16,434	\$1,457,056	\$274,742



TEHF Budget

Temporary Emergency Housing Facility - CIP 71112

<u>Funding Source</u>	<u>Budget</u>	<u>Expenses</u>	<u>Encumbered (Committed)</u>	<u>Balance</u>
Community Development Block Grant (s)	\$836,294	\$836,294	\$-	\$-
Homeless Housing, Assistance & Prevention	\$743,282	\$743,282	\$-	\$-
American Rescue Plan Act - SJ County (MOU B-8245)	\$3,661,113	\$3,217,343	\$443,770	\$-
Housing Asset Funds (City)	\$690,000	\$137,852	\$61,404	\$490,744
American Rescue Plan Act - City of Tracy	\$4,500,000	\$-	\$-	\$4,500,000
Totals	\$10,430,689	\$4,934,771	\$505,174	\$4,990,744
Federal Funding	\$3,000,000			\$3,000,000
	\$13,430,689			\$7,990,744



Budget Update/Grant Update

- Homeless Housing, Assistance and Prevention (HHAP) Round 3 Award – County and CoC allocation.
- Staff has submitted updated proposal to the County for an additional \$3.6 Million ARPA allocation for construction of sprung structure and site improvements.
- Continuing to work through the acceptance requirements of the \$3 Million Economic Development Initiative Community Project Funding Grant (Congressman Harder Grant) – A National Environmental Policy Act (NEPA) addendum is required and will be updated to include this funding source.
- Council approved acceptance of Health Plan of San Joaquin \$1.2 Million award on May 2nd.
- Round 3 - Homekey Application has opened.



Revised Project Site Plan

CITY OF TRACY
 TEMPORARY EMERGENCY HOUSING PROJECT
 370 Harbor Ave, Tracy, CA
 Date: 04/10/23



PHASE I
 Site Preparation

Phase 1, Site Preparation, included demolition, earthwork, and placement of major underground utilities. Site Preparation is currently substantially complete.

PHASE II
 Site Improvements
 Congregate Housing & Administrative Offices

68 BEDS

Phase 2, Site Improvements, builds upon completed site work and will provide a Sprung Structure with temporary bed space for 68 individuals along with access to restrooms, showers and a laundry facility. Complete build-out for a continuous shelter site is planned and will provide additional access improvements including roadways, pedestrian pathways, site lighting, shade structures and outdoor furniture. Security improvements including cameras, fencing and automatic gates are included. Additional development at the southern portion of the site beyond Phase III residences may include additional parking or recreation space.

PHASE IV
 Custom
 Container Dorms
 (Single Person Rooms)

~39 BEDS

Phase 4 of the Temporary Emergency Housing Facility includes eight Custom Container dormitory units that can accommodate up to 39 additional individuals. Additional restroom and shower space will be included adjacent to the Phase 2 restrooms and showers.

PHASE III
 Expansion with
 Individual Modular Units

~48 BEDS

Phase 3 of the project provides four modular dormitory units, providing space for up to 48 individuals. An additional modular administration structure will be located adjacent to modular dormitories and allow a base for City and shelter operations.



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Housing Options

Temporary Housing type

The modularity and custom containers provide housing referred to as “non-congregate” housing and the sprung structure will provide housing referred to as “congregate” housing.

Anticipated Sheltering Capacity by end 2023		
Housing Type	Housing Offered	Anticipated # of beds
Congregate	Sprung Structure	68
Non-Congregate	Modulars	48
Non-Congregate	Custom Containers	39



Goal 2: Increase Access to Coordinated Support Services for People Experiencing Homelessness



Support Services Updates

- Coordinated efforts continue
- Continuum of Care Update
- Homeless Service Provider Updates
- Park clean ups
- Transit update



Provider Updates

Homeless Services Providers (as of April 30, 2023)									
Homeless Service Provider	Clients in / Referred to Shelter	Total Number of Contacts	Clients on Waitlist	Client Refusal into Shelter	Exits / Negative	Exits / Positive	Warming Center Engagements	Total Approx. Unsheltered / Encampments	
City Net (Shelter Operator)	46	117	N/A	N/A	11	60	N/A	N/A	
Tracy CCC (Pre-shelter Intake and Referral)	109	171	29	49	N/A	52		67 unsheltered/3 encampments	
Familiar Faces (Tracy PD – Outreach Coordinators)	9	113	14	28	N/A	6	N/A	52 unsheltered/3 encampments	
Unique Total			43	77	11	118	0		



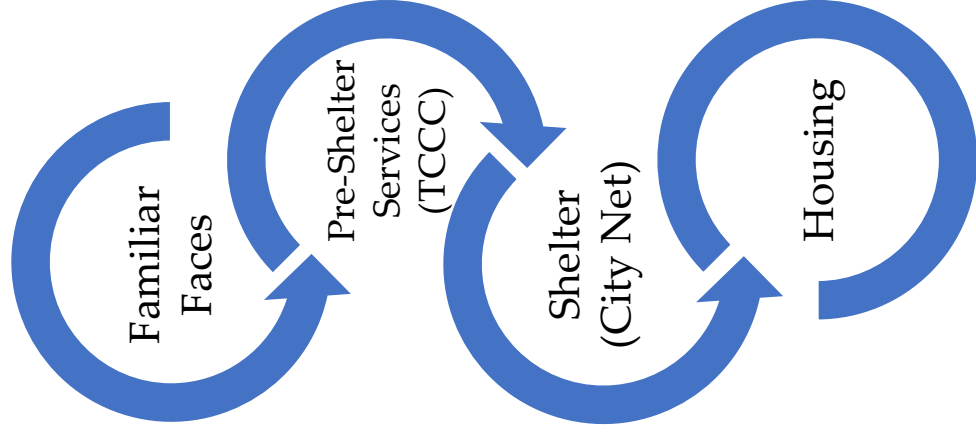
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Goal 3: Develop Action Plans for Engaging with People Experiencing Homelessness



Unsheltered Homeless Response



Familiar Faces: Responds to PD calls for service related to unsheltered homeless individuals, identification, triage, and transport.

Pre-Shelter Services: Street outreach and engagement, client needs assessment, intake, referrals to programs and or shelter site.

Emergency Shelter Operations: Daily care and program oversight of clients, maintenance of facility and site.

Housing: Transitional and permanent housing, and permanent supportive housing, etc.





Goal 4: Enact Specific Strategies for Vulnerable Subpopulations Experiencing Homelessness



Enact Specific Strategies for Vulnerable Subpopulations Experiencing Homelessness

Develop transition plans on most vulnerable:

- Transitional aged youth
- The LGBTQ+ community
- Victims of crime
- Individuals with behavioral health needs
- Familiar Faces update

Expand Partnership with County

- Behavioral Health and Whole Person Care Collaborative efforts
- Managed Care Plans





Questions?



Agenda Item 3.B

RECOMMENDATION

Staff recommends that the Tracy Homelessness Advisory Committee receive an informational report regarding the City's shelter operators' approved services and a financial summary of the implementation of the City Council Strategic Plan to End and Prevent Homelessness.

EXECUTIVE SUMMARY

This report provides an overview of the approved services and budget pertaining to the City of Tracy's efforts to address the impacts of homelessness and quality of life issues in the community.

BACKGROUND

In recognizing the importance of responding to quality-of-life issues including the human services needs of the City of Tracy unsheltered population, the City has devoted significant resources toward addressing the impacts of homelessness within the community. Pursuant to Council's reaffirmation of the emergency shelter crisis in August of 2022, the City Manager authorized staff to move forward on interim emergency shelter solutions, contracts for services, and selection of providers to run the interim site.

On October 31, 2022, the City Council approved two Professional Services Agreements (PSA) to support the Interim Shelter site activities located at 370 Arbor Avenue. Kingdom Causes (DBA City Net) was awarded a PSA for shelter operations with a not to exceed amount of \$2,906,711. This agreement is specific to the day-to-day operations of the shelter which includes but is not limited to providing onsite support in the form of case management, maintenance of the facility and on-site security. In addition, shelter guests are provided access to facilities, laundry services, meals and clothing. A second PSA was awarded to Tracy Community Connections Center (TCCC) for pre-shelter intake and referral services with a not to exceed amount of \$829,948. This agreement is specific to providing the pre shelter intake portion of the process. This includes outreach in the community to assess the population and prepare individuals to enter shelter. An assessment is provided prior to shelter entry and includes transportation to the shelter and mail services while staying at the shelter.

ANAYLSIS AND DISCUSSION

The City moved forward with establishing an Interim Emergency Shelter and in order to accomplish this task, this initiative included securing services from qualified operators to run and operate an interim shelter and to engage with the unsheltered population.

The City of Tracy's Interim Emergency Shelter included an initial startup plan that consisted of an all-hands-on deck approach to ensure the success of the shelter project. This required the full-service collaboration of both the City Net and Tracy Community Connections Center teams to complete the transition plan and open the shelter site. For the first 90 days, as an

assessment period, the City was closely monitoring the services being provided and the needs of those requesting services. In addition, our shelter services were being provided at a premium due to the rapid start up under the shelter crisis declaration. During this time, the City has been assessing the performance and services of our two providers. This time period began in November and went through February.

The shelter has remained at full capacity. The City has made it known to both providers that February is the end of the premium period, as well as the assessment period and that the City will no longer be paying those premiums. It is the goal of the Homeless Services Division to provide the contracted services to the City’s most vulnerable population that adheres to both quality-of-life issues while providing due diligence to our constituents. The Homeless Services Division manages these contracts and assesses the validity of the invoicing to ensure they are reflective of the services being provided. In addition, the City is accountable to grantors for these services and must report out on outcomes and track data in order to continue to sustain the shelter project. If a provider is not responsive to the City’s needs and is not providing the quality of care that is expected, the City will reevaluate the terms of the PSAs.

The tables below provide an overview of the approved City Operator services, budget, and recorded expenses in the City’s financial system. The table below provides the costs by City Net for shelter operations. These costs include labor for personnel, facilities and operations, client services, and administration. Facilities and operations costs include facilities upkeep, equipment, security, janitorial, pest control and liability insurance; and rapid start-up costs include temporary relocation expenses for travel and lodging for personnel. Client services costs includes supplies, meals, clothing, pet supplies, and transportation. Administration fees are a percentage of the total invoice amount.

City Net Budget and Expenses Paid as of February 28, 2023

	Approved Budget	Expenses-to-date (as of February 28 2023)
Labor	\$929,377	\$401,276
Facilities and Operations – includes rapid startup costs	\$990,110	\$290,003
Client Services	\$717,523	\$133,032
Administration	\$269,701	\$82,431
TOTAL	\$2,906,711	\$906,746

*The City has received invoicing for the month of March and is currently in the process of reviewing.

The table below provides a detail of the Scope of Work for City Net Professional Services Agreement.

City Net Scope of Work

	Positions Funded	Activities Funded
Labor	<ul style="list-style-type: none"> Regional Director 	<ul style="list-style-type: none"> .10 week
	<ul style="list-style-type: none"> Regional Supervisor 	<ul style="list-style-type: none"> .10 week
	<ul style="list-style-type: none"> Shelter Operations Manager 	<ul style="list-style-type: none"> Full salary
	<ul style="list-style-type: none"> Lead Shelter Associate 	<ul style="list-style-type: none"> Full salary 2.0
	<ul style="list-style-type: none"> Shelter Associate 	<ul style="list-style-type: none"> Full salary 5.6
	<ul style="list-style-type: none"> Case Manager 	<ul style="list-style-type: none"> Full Salary 2.0
	<ul style="list-style-type: none"> Data Entry 	<ul style="list-style-type: none"> .10 week
	<ul style="list-style-type: none"> Executive Leadership 	<ul style="list-style-type: none"> .20 week
	<ul style="list-style-type: none"> Finance and Billing 	<ul style="list-style-type: none"> .10 week
	<ul style="list-style-type: none"> Human Resources 	<ul style="list-style-type: none"> .20 week
	<ul style="list-style-type: none"> Community Engagement 	<ul style="list-style-type: none"> .40 week
<ul style="list-style-type: none"> Inventory, purchasing, Tech Support 	<ul style="list-style-type: none"> .20 week 	
Facilities and Operations		<ul style="list-style-type: none"> Rapid startup costs, modular repairs, general facilities upkeep, cleaning, pest control, furnishings, computers, outside maintenance needs, security camera maintenance and repairs, security personnel, liability insurance
Client Services		<ul style="list-style-type: none"> Client transport, vehicle insurance, toiletries, supplies, paper goods, meals, snacks, beverages, pet supplies, rapid rehousing fees.
Administration		<ul style="list-style-type: none"> 10.2275305% of the monthly invoice

The table below provides the costs by Tracy Community Connections Center (TCCC) for pre shelter intake and referral services. These costs include labor for personnel, transportation services, Navigation Center, general liability insurance and administration.

TCCC Budget and Expenses Paid as of February 28, 2023

	Approved Budget	Expenses-to-date (as of February 28, 2023)
Labor	\$652,048	\$181,829
Transportation	\$20,641	\$8,478
Navigation Center	\$39,207	\$13,056
General Liability Insurance	\$16,129	\$3,830
Administration	\$101,923	\$29,007
TOTAL	\$829,948	\$236,199

The City has received invoicing for the month of March and is currently in the process of reviewing.

The table below provides a detail of the Scope of Work for TCCC Professional Services Agreement.

TCCC Scope of Work

	Positions Funded	Activities Funded
Labor	• Director	• Full salary
	• Case Management Director	• Full salary
	• Case Manager	• Full salary
	• Weekend Case Manager	• Partial salary .8
	• Drivers	• Full salary 2.1
	• Street Outreach	• Full salary 3.8
	• Assistant	• Full salary
Transportation		• Vehicle Insurance
		• Registration Fees
		• Mileage (Navigation Center)
		• Maintenance reserve
Navigation Center		• Full Navigation center rent
		• Phone/internet
		• Supplies
		• Photo badges

		<ul style="list-style-type: none"> • Scanner/Camera
		<ul style="list-style-type: none"> • Uniforms
General Liability Insurance		<ul style="list-style-type: none"> • Varies per month
Administration		<ul style="list-style-type: none"> • 14% of the monthly invoice

FISCAL IMPACT

November 2022 through February 28, 2023, invoices paid to City Net totaled \$906,746 and to TCCC totaled \$236,199.

ACTION REQUESTED OF THE COMMITTEE

Staff recommends that the Tracy Homeless Advisory Committee receive an informational report regarding the City’s shelter operators’ approved services and a financial summary of the implementation of the city council strategic plan to end and prevent homelessness.

Prepared by: Virginia Carney, Homeless Services Manager
 Reviewed by: Adriana Castaneda, Director of Mobility and Housing
 Reviewed by: Riana Daniel, Deputy City Attorney
 Approved by: Karin Schnaider, Assistant City Manager

Attachment A: PowerPoint – Tracy Homeless Advisory Committee Update – Financial Summary

ATTACHMENT A



Tracy Homelessness Advisory Committee Update

FINANCIAL SUMMARY

May 18th, 2023



OVERVIEW

- Tracy Emergency Housing Facility (TEHF)
 - City Operators
 - Professional Services Agreement
 - Financial Summary
 - Service Providers Updates
 - Tracy Police Department Familiar Faces Update
 - Tracy Community Connections Center, Inc. Update
 - Kingdom Causes DBA City Net Update



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Tracy Emergency Homeless Facility (TEHF) – City Operator

Professional Services Agreement (PSA) Details

Consultant	Kingdom Causes DBA City Net
City Council Approval	November 1, 2022
Term	One year contract schedule to expire on October 31, 2023
Not to Exceed Amount	\$2,906,711
Scope of Work	To provide 24/7 site management, operations, and maintenance at the shelter.



TEHF Financial Summary- City Net

	Approved Budget	Expenses-to-date (as of February 28, 2023)
Labor	\$929,377	\$401,276
Facilities and Operations – includes rapid start up costs	\$990,110	\$290,003
Client Services	\$717,523	\$133,032
Administration	\$269,701	\$82,431
TOTAL	\$2,906,711	\$906,746

*Note: March 2023 invoice was received and is under review.



TEHF Financial Summary- City Net

	Positions Funded	Activities Funded
Labor	<ul style="list-style-type: none"> Regional Director Regional Supervisor Shelter Operations Manager Lead Shelter Associate Shelter Associate Case Manager Date Entry Executive Leadership Finance and billing Human resources Community Engagement Inventory, purchasing, Tech Support 	<ul style="list-style-type: none"> .10 week .10 week Full salary Full salary 2.0 Full salary 5.6 Full salary 2.0 .10 week .20 week .10 week .20 week .40 week .20 week
Facilities and Operations		<ul style="list-style-type: none"> Rapid start up costs, modular repairs, general facilities upkeep, cleaning, pest control, furnishings , computers, outside maintenance needs, security camera maintenance and repairs, security personnel, pest control, liability insurance
Client Services		<ul style="list-style-type: none"> Client transport, vehicle insurance, toiletries, supplies, paper goods, meals, snacks, beverages, pet supplies, rapid rehousing fees.
Administration		<ul style="list-style-type: none"> 10.2275305% of the monthly invoice



Tracy Emergency Housing Facility (TEHF) – City Operator

Professional Services Agreement (PSA) Details

Consultant	Tracy Community Connections Center (TCCC)
City Council Approval	November 1, 2022
Term	One year contract schedule to expire on October 31, 2023
Not to Exceed Amount	\$829,948
Scope of Work	To provide pre shelter outreach, intake, and referral support services for shelter entry.



TEHF Financial Summary- TCCC

	Approved Budget	Expenses-to-date (as of February 28, 2023)
Labor	\$652,048	\$181,829
Transportation	\$20,641	\$8,478
Navigation Center	\$39,207	\$13,056
General Liability Insurance	\$16,129	\$3,830
Administration	\$101,923	\$29,007
TOTAL	\$829,948	\$236,199

*Note: March 2023 invoice was received and is under review.

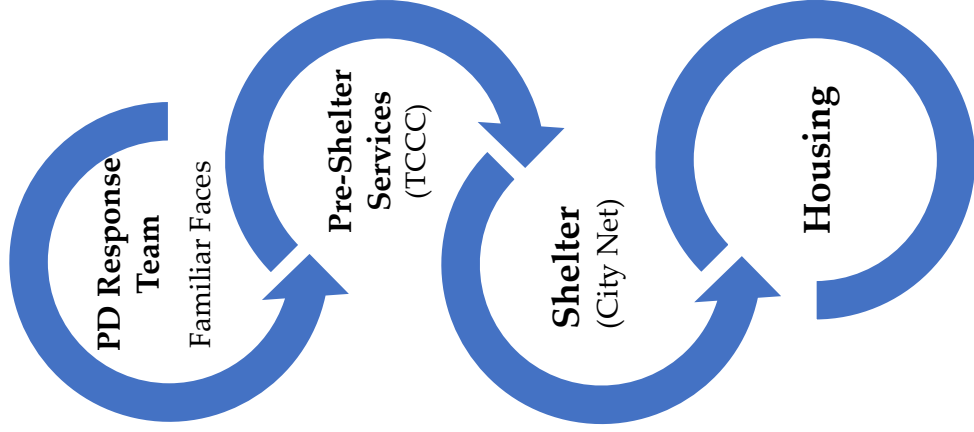


TEHF Financial Summary- TCCC

	Positions Funded	Activities Funded
Labor	<ul style="list-style-type: none"> • Director • Case Management Director • Case Manager • Weekend Case Manager • Drivers • Street Outreach • Assistant 	<ul style="list-style-type: none"> • Full salary • Full salary • Full salary • Partial salary .8 • Full salary for 2.1 • Full salary 3.8 • Full salary
Transportation		<ul style="list-style-type: none"> • Vehicle Insurance • Registration Fees • Mileage (Navigation Center) • Maintenance reserve
Navigation Center		<ul style="list-style-type: none"> • Full Navigation center rent • Phone/internet • Supplies • Photo badges • Scanner/Camera • Uniforms • Varies per month
General Liability Insurance		<ul style="list-style-type: none"> • 14 % of the monthly invoice
Administration		



Homeless Support Services



Familiar Faces: Responds to Police Department (PD) calls for service related to unsheltered homeless individuals, identification, triage, and transport.

Pre-Shelter Services: Street outreach and engagement, client needs assessment, intake, referrals to programs and or shelter site.

Emergency Shelter Operations: Daily care and program oversight of clients, maintenance of facility and site.

Housing: Transitional and permanent housing, and permanent supportive housing, etc.



Provider Updates

Homeless Services Providers (as of April 30, 2023)									
Homeless Service Provider	Clients in / Referred to Shelter	Total Number of Contacts	Clients on Waitlist	Client Refusal into Shelter	Exits / Negative	Exits / Positive	Warming Center Engagements	Total Approx. Unsheltered / Encampments	
City Net (Shelter Operator)	46	117	N/A	N/A	11	60	N/A	N/A	
Tracy CCC (Pre-shelter Intake and Referral)	109	171	29	49	N/A	52		67 unsheltered/3 encampments	
Familiar Faces (Tracy PD – Outreach Coordinators)	9	113	14	28	N/A	6	N/A	52 unsheltered/3 encampments	
Unique Total			43	77	11	118	0		



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Tracy Police Department Familiar Faces Services Update

- The Familiar Faces Team received their Transportation Van from City of Tracy Fleet Management. The van will greatly enhance their transportation capabilities and services offered.
- TCCC, Tracy PD and Trine Security have been monitoring an unsheltered female who was pregnant and residing at El Pescadero Park. She was previously accepted into TEHF twice. However, she refused to stay. Despite the Team's efforts to offer pre-natal care and services, she returned to the park. The female gave birth to a baby girl at Sutter Tracy Community Hospital (STCH).
- The Team continues to provide resources for substance use, mental health, and housing while engaging with our unsheltered. Most recently, 2 unsheltered were referred for senior housing and 1 for the Housing and Disability Advocacy Program (HDAP).



Tracy Community Connections Center Services Update

- Engaged with 4 clients living in the park who were dealing with substance abuse. As a result of these engagements, 1 client is in a sober living facility, 1 has been sober for 90 days, 1 has been sober for 30 days, and 1 client was referred to an in-patient facility.
- Engaged with 2 veterans and placed them into the shelter. One veteran is still in the shelter, while the other has been exited.
- 3 ill clients who were on the waiting list for the shelter who, TCCC placed them into a hotel to give them a safe place to recover from their illness.



City Net Update - Case Management/Supportive Services

On-Site Case Management

- Case Management is an intensive provision of client services where staff connect clients to medical/mental health/substance use programs, employment, food stamps and other cash/non-cash benefits, obtain housing required documents, and create a housing plan.
- “Document Readiness” and “Housing Plans” are discussed at weekly appointments and client support happens throughout the week as needed
- Client user agreement requires weekly attendance to formal appointments

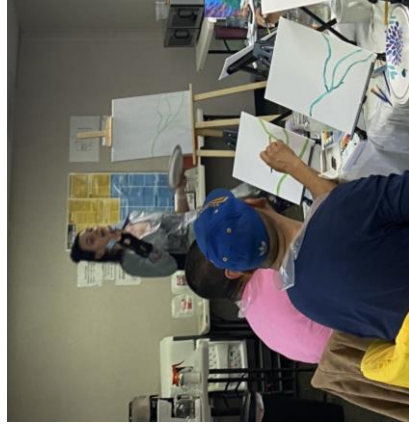
Service Provided:	
Total Clients Served	117
Appointments hours	465
Employment Assistance	25
Health Insurance	11
ID Card Assistance	17
Mental Health Referral	26
SS Card Assistance	19
Substance use Referral	12
VISPDATS	5



City Net Update - Case Management/Supportive Services

On-Site Supportive Services

- Supportive services include any additional services to case management that allows clients at the Tracy Shelter to thrive.
- Examples include meals, clothing, life skills classes, art classes, pet care, etc.
- These services often help with the transition from shelter to permanent housing



Services Provided:	
Pet Care	30
Life skills	38
Art classes	10
Clothing sets	117
Meals	22,029
Hygiene Kits	117
Bus passes	47



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Questions?



Agenda Item 3.C

RECOMMENDATION

Staff recommends that the Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution approving the bylaws for the Committee.

EXECUTIVE SUMMARY

On March 16, 2021, the City Council approved Resolution 2021-033 establishing Tracy's Homelessness Advisory Committee (THAC); no Committee bylaws were adopted with this action. On May 2, 2023, staff presented a draft of the proposed bylaws for Council standing committees and is returning with a recommendation to adopt the bylaws for the THAC.

BACKGROUND AND LEGISLATIVE HISTORY

On March 16, 2021, the City Council approved Resolution 2021-033 to create a standing City Council committee titled the Tracy Homelessness Advisory Committee (THAC). The approving resolution set the meetings of the THAC to be quarterly. As the City continues its multi-pronged approach to address homelessness, the THAC has been meeting more frequently than quarterly, through special meetings. At the February 16, 2023 City Council meeting, Mayor ProTem Davis requested that the THAC meetings change from quarterly meetings to monthly meetings. This item was seconded by Councilmember Bedolla. In addition, staff has evaluated whether THAC, and any other standing committee of the City Council, should have more prescribed roles in the review of agenda items, rather than serving as advisory bodies, as is currently identified in the City Councils Meeting Protocols and Rules of Procedure.

ANAYLSIS AND DISCUSSION

The City Council has formed standing subject matter Committees, including the Tracy Homelessness Advisory Committee. Committee membership enables members to develop specialized knowledge of the matters under their jurisdictions. Committees monitor on-going governmental operations, identify issues suitable for legislative review, gather and evaluate information, and recommend courses of action for the Council. Committees are authorized and directed to ascertain, study, and analyze all facts relating to any subjects or matters within their jurisdiction, and shall report to and submit recommendations to the City Council for action.

Staff ascertained that the Tracy Homelessness Advisory Committee had not adopted bylaws. This agenda item has proposed bylaws for the THAC. Unlike City Commissions, where the bodies are comprised of residents of Tracy, the THAC are made up of two City Councilmembers who are also governed by the City Council's Code of Conduct and Meeting Protocols and Rules of Procedure (Meeting Protocols). The proposed bylaws include Section B, which define the role of these Committees as subject matter Committees and establish clear procedures for their actions to be recognized by the City Council.

Tracy Homelessness Advisory Committee

Below is a summary of the key provisions of the proposed bylaws for the THAC. The basic framework is based on the original Council action forming this Committee.

Purpose:

The stated purpose of the committee is as follows:

- 1.1. To implement the Tracy Homelessness Strategic Plan including the possible amendment of such plan
 - 1.1.1. This Strategic Plan provides a framework to target resources to manage and decrease homelessness
 - GOAL 1: Increase Housing Options in Tracy
 - GOAL 2: Increase Access to Coordinated Support Services for People Experiencing Homelessness
 - GOAL 3: Develop Action Plans for Engaging with People Experiencing Homelessness
 - GOAL 4: Enact Specific Strategies for Vulnerable Subpopulations Experiencing Homelessness
- 1.2. To address homelessness in the City of Tracy
- 1.3. The Tracy Homelessness Advisory Committee shall have initial jurisdiction over any item assigned to it by the City Council as well as any items being advanced by the City Manager that implement or relate to overall jurisdictional purpose of the Committee.

Makeup:

The makeup of this Committee would consist of two (2) City of Tracy Councilmembers; appointed annually per the City Council's appointment procedures. The Committee would be supported by the Mobility and Housing Department (or such other department deemed appropriate by the City Manager). It is recommended that the Committee meet monthly on the 3rd Thursday of the month and hold special meetings, as needed, to fulfill the role of the Committee.

Necessity:

The role of the Tracy Homelessness Advisory Committee is to provide input on the development of the Tracy Homelessness Strategic Plan initiatives and work to prevent and end homelessness in Tracy. This would ideally be done after receiving public deliberation and achieving consensus through partnering with staff.

Action by Subject Matter Committees

Staff recommends that the City Council Meeting Protocols establish clear roles and responsibilities of these subjects, after Committees.

A. Action by Subject Matter Committees –

The assigned subject matter Committee shall have initial jurisdiction over any item assigned to it by the City Council as well as any items being advanced by the City Manager that implement or

relate to the overall jurisdictional purpose of such Committee and may take any of the following actions with respect to the assigned item.

The Committee may, by a vote of the consensus, decide to postpone, continue, or table an item on the agenda. On any item on an agenda, the Committee may allow for an informational presentation by City staff relating to the item. With respect to an action item, and after discussion and consideration of the item, the Committee may take one of the following actions:

1. Vote by consensus to approve the recommendation of staff or the originator of the proposed action item and forward the recommendation onto the full Council. The Committee may, as a condition of approval, request additional information to be presented for consideration when the full Council hears the item.
2. Fail to approve any recommended action, in which case the item shall not be forwarded to the full City Council; provided that the City Council shall have jurisdiction to place the item on the agenda for a future City Council meeting, in accordance with the requirements of the Meeting Protocols for agenda setting, if no action was taken on the item due to any one of the following reasons:
 - 2.1. Due to the cancellation of a Committee meeting or
 - 2.2. Due to lack of a quorum, or
 - 2.3. The Committee was not able to approve any recommended action
3. Propose by a consensus vote of those present one or more alternative recommendation(s) be forwarded to the full City Council for consideration and final action. The Committee may request additional information to be presented for consideration when the full Council hears the item.
4. Reject, by a consensus vote, jurisdiction over the action item and refer the action item back to the City Council with a recommendation for reassignment to another appropriate subject-matter committee.
5. Request, by consensus vote, additional, specified information from staff or the originator of the proposed action item. The action item may be continued or rescheduled for further consideration at the soonest feasible date available, allowing time for appropriate notice pursuant to the Meeting Protocols and the Brown Act.
6. With respect to an informational item, following discussion and consideration, a Committee shall take one of the following actions:
 - 6.1. Receive the informational report, by consensus vote, without forwarding the report to the full City Council;
 - 6.2. Receive the informational report and forward the report onto the full City Council, by consensus vote;
 - 6.3. Request, by consensus vote, from staff or the originator of the proposed informational item. The item may be continued or rescheduled for further consideration at the soonest feasible date available, allowing time for appropriate notice pursuant to the Meeting Protocols.

FISCAL IMPACT

This is an administrative item and the fiscal impacts of implementing the proposed actions would be absorbed by the existing budgets of the City departments.

STRATEGIC PLAN

This agenda item supports the City Council's 2021-2023 Governance Strategic Priority, and specifically implements the following goal:

Goal 1: Model good governance, teamwork, and transparency.

RECOMMENDATION

Staff recommends that the Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution approving the bylaws for the Committee.

Prepared by: Karin Schnaider, Assistant City Manager
Reviewed by: Adriana Castaneda, Director of Mobility and Housing
Reviewed by: Riana Daniel, Deputy City Attorney
Approved by: Karin Schnaider, Assistant City Manager

ATTACHMENTS

Attachment A – Tracy Homelessness Advisory Committee Bylaws

**BYLAWS OF THE
TRACY HOMELESSNESS ADVISORY
COMMITTEE BYLAWS
CITY OF TRACY, CALIFORNIA**

WHEREAS, The City desires to form a standing committee of the Tracy City Council to continue the work begun by the previous Ad Hoc Homelessness Advisory Committee, to be named the Tracy Homelessness Advisory Committee (Committee); and

WHEREAS, Committees are essential to the effective operation of legislative bodies; and

WHEREAS, Committee membership enables members to develop specialized knowledge of the matters under their jurisdictions; and

WHEREAS, The City Council recognize that a shelter crisis exists and forming a Council Homelessness advisory committee will facilitate an opportunity to evaluate options to address the current homelessness crisis; and

WHEREAS, On February 16, 2021 the Tracy City Council voted to approve the Tracy Homelessness Strategic Plan; and

WHEREAS, On March 16, 2021 the Tracy City Council voted to approve Resolution 2021-033 form a standing Council committee entitled Tracy Homelessness Advisory Committee; and

WHEREAS, the Committee is authorized and directed to ascertain, study, and analyze all facts relating to any subjects or matters within their jurisdiction, and shall report to and submit recommendations to the City Council for action.

NOW, THEREFORE, these Bylaws govern the conduct of the Tracy Homelessness Advisory Committee meetings and the transaction of its affairs.

1. PURPOSE

The stated purpose of the committee is as follows:

1.1. To implement the Tracy Homelessness Strategic Plan including the possible amendment of such plan

1.1.1. This Strategic Plan provides a framework to target resources to manage and decrease homelessness

- GOAL 1: Increase Housing Options in Tracy

- GOAL 2: Increase Access to Coordinated Support Services for People Experiencing Homelessness
- GOAL 3: Develop Action Plans for Engaging with People Experiencing Homelessness
- GOAL 4: Enact Specific Strategies for Vulnerable Subpopulations Experiencing Homelessness

1.2. To address homelessness in the City of Tracy

1.3. The Tracy Homeless Advisory Committee shall have initial jurisdiction over any item assigned to it by the City Council as well as any items being advanced by the City Manager that implement or relate to overall jurisdictional purpose of the Committee.

2. Action by Subject Matter Committees -

The assigned subject matter Committee shall have initial jurisdiction over any item assigned to it by the City Council as well as any items being advanced by the City Manager that implement or relate to the overall jurisdictional purpose of such Committee and may take any of the following actions with respect to the assigned item:

The Committee may, by a vote of the consensus, decide to postpone, continue, or table an item on the agenda. On any item on an agenda, the Committee may allow for an informational presentation by City staff relating to the item. With respect to an action item, and after discussion and consideration of the item, the Committee may take one of the following actions:

1. Vote by consensus to approve the recommendation of staff or the originator of the proposed action item and forward the recommendation onto the full Council. The Committee may, as a condition of approval, request additional information to be presented for consideration when the full Council hears the item.
2. Fail to approve any recommended action, in which case the item shall not be forwarded to the full City Council; provided that the City Council shall have jurisdiction to place the item on the agenda for a future City Council meeting, in accordance with the requirements of the Meeting Protocols for agenda setting, if no action was taken on the item due to any one of the following reasons:
 - 2.1. Due to the cancellation of a Committee meeting or
 - 2.2. Due to lack of a quorum, or
 - 2.3. The Committee was not able to approve any recommended action
3. Propose by a consensus vote one or more alternative recommendation(s) be forwarded to the full City Council for consideration and final action. The Committee may request additional information to be presented for consideration when the full Council hears the item.
4. Reject by a consensus vote, jurisdiction over the action item and refer the action item back to the City Council with a recommendation for reassignment

- to another appropriate subject-matter committee.
5. Request, by consensus vote, additional, specified information from staff or the originator of the proposed action item. The action item may be continued or rescheduled for further consideration at the soonest feasible date available, allowing time for appropriate notice pursuant to the Meeting Protocols and Brown Act.
 6. With respect to an informational item, following discussion and consideration, Committee shall take one of the following actions:
 - 6.1. Receive the informational report by consensus vote without forwarding the report to the full City Council;
 - 6.2. Receive the informational report and forward the report onto the full City Council by consensus vote;
 - 6.3. Request by consensus vote from staff or the originator of the proposed informational item. The item may be continued or rescheduled for further consideration at the soonest feasible date available, allowing time for appropriate notice pursuant to the Meeting Protocols.

3. ROLE AND RESPONSIBILITIES

The role of the Tracy Homelessness Advisory Committee is to provide input on the development of the Tracy Homelessness Strategic Plan initiatives and work to prevent and end homelessness in Tracy. This would ideally be done after receiving public deliberation and achieving consensus through partnering with staff.

4. MEMBERSHIP GUIDELINES

1. **Membership.** The Tracy Homelessness Advisory Committee shall consist of two (2) City Councilmembers.
2. **Term.** Each member shall serve a one-year term; selected as part of the City Council's annual appointment process outlined in the Council's Code of Conduct.
3. **Attendance.** If a member of the Tracy Homelessness Advisory Committee fails to attend four (4) regular meetings in any calendar year, his or her position on the Tracy Homelessness Advisory Committee shall automatically become vacant. For quorum confirmation, a member who is unable to attend a meeting shall inform the staff liaison designated by the relevant City Department at least 48 hours before the next meeting. This would not include meetings that were canceled due to technical difficulties, City emergencies, or other staff related reasons.

5. QUORUM

A quorum of the Tracy Homelessness Advisory Committee shall consist of a majority of the members (including any vacancies). A quorum must be present in order for the Tracy Homelessness Advisory Committee to hold a meeting.

Meetings of the Committees may be noticed as a Special Meeting of the City Council if a majority of the members of the Council plan to attend and participate as part of the Committee.

6. OFFICERS

1. The officers of the Tracy Homelessness Advisory Committee shall be:
 - 1.1. The Chairperson and
 - 1.2. The Vice-Chairperson.
2. The Chairperson shall:
 - 2.1. Preside at all regular and special meetings.
 - 2.2. Rule on all points of order and procedure during the meetings.

7. DUTIES OF THE COMMITTEE

1. Review, discuss, and provide direction to facilitate in the preparing and presenting of accurate, timely, and meaningful information and recommendations to address homelessness within Tracy to the Council from City staff
2. Monitor the finances related the Homeless Division
3. Develop an annual work plan and presentation to the City Council
4. Review and update from time to time, as necessary policies related to addressing the unsheltered population
5. The following key metrics should be used to evaluate the effectiveness of this Plan:
 - 5.1. Increase in the number of affordable housing units dedicated to people who are experiencing homelessness
 - 5.2. Decrease in homelessness in the community—including in key subpopulations such as families, veterans, and people who are chronically homeless
 - 5.3. Decrease in the number of persons who become homeless for the first time
 - 5.4. Decrease in the average and median length of time persons remain homeless
 - 5.5. Decrease in the percentage of persons who return to homelessness
 - 5.6. Increase in the percentage of adults who gain or increase employment or

nonemployment cash income over time

- 5.7. Increase in the percentage of persons who exit to or retain permanent housing

8. MEETINGS

1. Regular meetings of the Tracy Homelessness Advisory Committee shall be held on the 3rd Thursday of each month and shall begin at 7:00 p.m.
2. If the scheduled date of a regular meeting conflicts with a holiday period, staff shall reschedule that meeting to be conducted within that month.
3. Any regular meeting may be adjourned, or any item on the agenda continued to the next or any subsequent regular meeting of the Tracy Homelessness Advisory Committee, by a majority of the quorum. If a meeting is adjourned or an item is continued to a special meeting to be held on a date other than a regular meeting date, the time, place, and date of such special meeting shall be specified in the motion for adjournment or continuance.
4. All meetings are subject to the Brown Act as set forth in Government Code Sections 54950 and following. Accordingly, all meetings shall be noticed and agendas for all meetings shall be prepared and distributed in accordance with the current City Council meeting procedures and the Brown Act.
5. All meetings shall be conducted in accordance with the current City Council meeting procedures.

9. FUNDING

Any funding necessary for operation of the Tracy Homelessness Advisory Committee shall be included in the City of Tracy budget, which shall be approved by the City Council.

10. ADMINISTRATIVE PROCEDURES AND POLICIES

City Boards and Committees shall follow all applicable City administrative policies and procedures.

11. STAFF LIAISON

The Tracy Homelessness Advisory Committee shall have a staff liaison designated by the relevant City Department. The staff liaison shall:

1. Receive and record all exhibits, petitions, documents, or other material presented to the Committee in support of, or in opposition to, any question before the Committee.

2. Sign all meetings minutes and resolutions upon approval.
3. Prepare and distribute agendas and agenda packets.

12. ADOPTION

This document, as adopted by City Council, on May 16, 2023, by Resolution 2023-XX, and shall serve as the Bylaws for the Tracy Homelessness Advisory Committee.

Agenda Item 3.D.

RECOMMENDATION

Staff recommends that the Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution ratifying, pursuant to Tracy Municipal Code Section 2.20.180(B)(1), various procurement contracts for goods and general services agreements executed by the City Manager to implement Emergency Interim Housing solutions for the unsheltered.

EXECUTIVE SUMMARY

This agenda item is to provide a summary of several actions followed by staff to implement emergency interim housing solutions for the unsheltered, and to receive ratification by City Council of the various contracts for goods and general services. On August 16, 2022, the City Council adopted Resolution No. 2022-121 (Resolution), which reaffirmed an emergency shelter crisis as the City of Tracy continues to experience an increasing number of unsheltered individuals. Due to the declaration of an emergency, the Resolution authorized the City Manager to take requisite actions needed to expeditiously provide interim housing solutions. The Resolution also dispensed the procurement requirements for professional services pursuant to Tracy Municipal Code Section 2.20.140(b)(6).

Since the adoption of the Resolution and in accordance with Council direction, staff has continued to move forward with implementing interim housing solutions. The City Manager has executed contracts under the authority of the Resolution. To fully inform the City Council and the public, this agenda item summarizes certain actions taken by the City Manager to address the shelter crisis, which involved the procurement of goods and general services. Additionally, since the Resolution only dispensed the procurement requirements for professional services, the Tracy Municipal Code requires that such contracts for certain purchases and general services be ratified by Council.

BACKGROUND AND LEGISLATIVE HISTORY

On March 10, 2020, the City Council declared a shelter crisis through the adoption of Resolution 2020-052. On September 1, 2020, Council authorized the creation of a Capital Improvement Project (CIP) for the Temporary Emergency Housing Project on Arbor Avenue, CIP 71112 (Facility), to create a safe and dignified facility for residents experiencing homelessness. Phase 1 of the project, which included demolition of an existing structure, installation of underground utilities and grading, began in 2022 and has been completed. Phase 2, which is to include the construction of above ground structures, fencing and sidewalks, was to begin in summer 2022. Only one bid was received, and the bid was deemed non-responsive, because the required federal compliance forms were not included in the bid packet. The bid also significantly exceeded the engineers' estimate.

On August 16, 2022, staff recommended that City Council reject the single bid received for the Temporary Emergency Housing Project on Arbor Avenue, Site Improvements Construction Package 2, CIP 71112, and authorize staff to re-advertise the project and rebid of the project. As this created a delay, on August 16, 2022, the City Council adopted Resolution No. 2022-121, which reaffirmed an emergency shelter crisis as the City of Tracy continues to experience an

increasing number of unsheltered individuals. Due to the declaration of an emergency, the Resolution authorized the City Manager to take requisite actions needed to expeditiously provide interim housing solutions. The Resolution also dispensed the procurement requirements for professional services pursuant to Tracy Municipal Code Section 2.20.140(b)(6).

ANALYSIS

The Resolution, adopted on August 16, 2022, directed the City Manager to take immediate and emergency actions necessary to implement interim housing solutions for Tracy's unsheltered population until the completion and opening of the Temporary Emergency Housing Project on Arbor Road. It also waived the competitive bidding requirements for professional services under the TMC, relating to the implementation of interim housing solutions. As noted above, at the time of adopting Resolution No. 2022-121, the City was exploring the leasing of fully constructed modular units to locate on Arbor Road and did not anticipate undertaking additional construction activities at the site beyond what had already been completed as part of Phase 1 of the Temporary Emergency Housing Project. Staff was unable to identify feasible alternative housing solutions due to various site constraints and logistical issues. As directed, per the Resolution, the City mobilized rapidly to undertake certain construction activities to install the units and operate them with adequate health and safety protections.

In December 2022, the City received eight custom containers, known as Phase 4. The City received authorization to enter into four contracts with vendors to complete the installation of the containers for the electrical power (Tennyson Electric) and utility services (GradeTech), which was previously approved on December 6, 2022, pursuant to Resolution No. 2022-196.

To operate the custom containers, the City is responsible for a portion of the fire alarm and sprinkler system (BIC and JR Wagner). In February 2023, staff secured a new vendor for fuel that resulted in a savings of almost \$1.50 a gallon. Finally, the City expanded the temporary fencing around the Temporary Housing Emergency Shelter site to secure the construction areas and enhance security of the residents and staff at the shelter until the permanent fence is installed.

As noted above, the Resolution waived the procurement requirements for professional services pursuant to Tracy Municipal Code Section 2.20.140(b)(6) to provide the City Manager quicker options to secure services from interim shelter operators. At the time, the procurement of additional goods and services had not been contemplated, so they were not addressed in the Resolution. Tracy Municipal Code Section 2.20.180 requires that, for purchases or general services of \$50,000 or more, the City follow a formal bidding procedure for the procurement of such purchases or general services. Section 2.20.180(b)(1) allows formal bidding procedures to be dispensed in an emergency, provided that the City Manager reports to the City Council, at the next regular meeting, the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency. Due to the imminent need to provide housing solutions, the following purchases and contracts were necessary to respond to the housing emergency:

SIGNED CONTRACTS PROPOSED FOR CITY COUNCIL RATIFICATION

<u>Vendor</u>	<u>Summary</u>	<u>Ratification Amount</u>	<u>Not to Exceed Amount</u>
Bicsec Security Inc.	Fire Alarm System Installation for custom containers	\$60,000	\$60,000
Jr Wagner Fire Protection Inc.	Installation of Fire Sprinklers for custom containers	\$26,000	\$26,000
SC Fuel	February 2023 through May 2023 fuel costs	\$100,000	\$100,000
United Fence Services	Temporary fencing until permanent fencing installed	\$180,000	\$200,000
Temporary Restrooms	Temporary Rental of Restroom for Phase 4	\$105,000	\$105,000
	TOTAL	\$471,000	\$491,000

The above-mentioned procurement contracts for goods and general services agreements collectively total \$491,000 as part of the ratification request.

FISCAL IMPACT

The City secured a grant of \$1.2 million from Health Plan of San Joaquin for the costs of the custom containers and interim site expenses related to Phase 3 and Phase 4. In addition, the City has committed funding from ARPA for the operations costs at the Temporary Housing Emergency Shelter.

CEQA DETERMINATION

Government Code section 8698.4 exempts the application of the California Environmental Quality Act (CEQA) to various actions taken by public agencies to implement the construction of a homeless shelter in response to a declared shelter crisis. In addition, the interim solutions taken thus far are in furtherance of and related to the permanent solution that will be implemented, referred to as the Temporary Emergency Housing Project on Arbor Avenue (CIP 71112). A Notice of Exemption was issued on October 16, 2020, for the Temporary Emergency Housing site at 500 Arbor Avenue in accordance with Government Code sections 65660-65662 for Low Barrier navigation Centers and Section 15269(c) of the CEQA Guidelines (14 Cal. Code Regs. 15269(c) for (Emergency Projects). No environmental impacts beyond those already analyzed for the CIP exist; accordingly, no further CEQA analysis is needed.

STRATEGIC PLAN

This agenda item supports the Public Safety Strategic Priority, *Implement the adopted Homelessness Strategic Plan.*

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution ratifying, pursuant to Tracy Municipal Code Section 2.20.180(b)(1), various procurement contracts for goods and general services agreements executed by the City Manager to implement emergency interim housing solutions for the unsheltered.

Prepared by: Karin Schnaider, Assistant City Manager
Reviewed by: Adriana Castaneda, Director of Mobility and Housing
Reviewed by: Riana Daniel, Deputy City Attorney

Approved by: Michael Rogers, City Manager

Agenda Item 3.E

RECOMMENDATION

Staff recommends that the Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution approving a procurement agreement with Linked Equipment, LLC for the purchase of eight pre-manufactured custom container structures in an amount not to exceed \$716,320 to be installed as part of the site improvements at the Temporary Emergency Housing Project, CIP 71112, at 370 W. Arbor Avenue.

EXECUTIVE SUMMARY

Staff is requesting that the City Council approve a Procurement Agreement for the direct purchase of eight (8) pre-manufactured custom containers in a not to exceed amount of \$716,320 from the manufacturer, Linked Equipment, Inc.(Vendor), of Phoenix, Arizona, to expediate the fabrication, delivery, and installation of housing for the Temporary Emergency Housing Project, CIP 71112.

BACKGROUND AND LEGISLATIVE HISTORY

Given the complexity and magnitude of the homelessness crisis, further exacerbated by the COVID-19 pandemic, supply chain constraints, and the limited supply of affordable permanent housing options not only in the City, but throughout San Joaquin County, there is a significant and immediate need for interim housing solutions in the City, including interim emergency housing. Concerns about the public health, safety, and welfare of unsheltered individuals grows as the months progress without options to shelter the unhoused.

On March 10, 2020, the City Council declared a shelter crisis through the adoption of Resolution No. 2020-052. On September 1, 2020, Council authorized the creation of a Capital Improvement Project (CIP) for the Temporary Emergency Housing Project on Arbor Avenue, CIP 71112 (Facility), to create a safe and dignified facility for residents experiencing homelessness. Phase 1 of the project, which included demolition of an existing structure, installation of underground utilities and grading, began earlier this year and has been completed. Phase 2, which is to include the construction of above ground structures, fencing, and sidewalks was to begin this summer. Only one bid was received, and the bid was deemed non-responsive because the required federal compliance forms were not included in the bid packet. The bid also significantly exceeded the engineers' estimate. On August 16, 2022, staff recommended that City Council reject the single bid received for the Temporary Emergency Housing Project on Arbor Avenue, Site Improvements Construction Package 2, CIP 71112, and authorize staff to re-advertise the project and rebid of the project. As this created a delay, on August 16, 2022, the City Council adopted Resolution No. 2022-121, which reaffirmed an emergency shelter crisis as the City of Tracy continues to experience an increasing number of unsheltered individuals. Due to the declaration of an emergency, the Resolution authorized the City Manager to take requisite actions needed to expeditiously provide interim housing solutions. The Resolution also dispensed the procurement requirements for professional services pursuant to Tracy Municipal Code Section 2.20.140(b)(6).

ANALYSIS

Since August 2022, staff has presented to City Council various staff reports to ratify expenses related to the interim emergency solution, also known as Phase 3 (Modulars) and Phase 4 (Custom Containers), purchased under Resolution No. 2022-121 from CC915, Inc., dba Custom Containers 915 (CC915). As of December 29, 2022, eight (8) custom containers were delivered to the Arbor Avenue site. During this period, extreme unforeseen weather conditions were experienced in northern California with massive and extensive rain over several weeks. A completed punch list detailing various deficiencies were identified by staff and provided to CC915 on January 4, 2023. As a result of the severity of the noted deficiencies with the CC915's custom containers (Phase 4), staff has been unable to accept and issue certificates of occupancy of Phase 4.

Staff has spent several months working with the vendor, CC915, on the outstanding punch list to complete the repairs. The City has been unable to complete connection to power, utilities, and fire protection until the punch list items are completed by CC915. While the vendor has stated both verbally and through emails that they intend to make the City "whole" and provide adequate shelter facilities with their product, staff has increased concern about meeting the deadlines for the grant funding for this project. For example, staff has noted during the weekly memos to the City Council that CC915 has failed to be on site for several weeks. On May 1, 2023, the City proceeded with protecting the unsecured custom containers from further rain damage after CC915 removed all doors and door frames on the containers and failed to come back and secure them even after being notified of the weather.

The City was awarded a \$1.2 million grant from Health Plan of San Joaquin (HPSJ) to fund the purchase and installation of custom containers. The City received one final extension from Health Plan of San Joaquin to have the additional 38 beds in-service by October 31, 2023. In conversation with HPSJ, "in service" refers to the date that the units/custom containers are available to receive and be occupied by an individual for shelter. Based on CC915's inability to complete repairs on-time, the inadequacy of repairs to date, their continued lack of presence at the Arbor Avenue site, unresponsiveness to an emergency and missing their own set deadlines, staff has no confidence in CC915 completing the punch list.

In order to meet the grant funding deadlines and to continue moving forward with providing interim housing solutions to the unsheltered, staff is recommending that the City procure new containers from a different vendor to replace the existing custom containers. Staff has engaged Linked Equipment, LLC for similar units meeting California building code specifications. The City has utilized Linked Equipment for custom container unit types for the procurement of bathrooms and laundry facilities for the Tracy Shelter site. The Council previously approved a procurement agreement for the procurement of pre-manufactured restroom, shower, laundry, storage, and mechanical building structures from Vendor pursuant to Resolution No.2021-198. The City has been successful with this Vendor, not only with the final product, but with the final product meeting CA Building Code Standards. This agreement was procured as a sole source, since there were no other vendors available to provide the type of units required by the City in accordance with all applicable California specifications.

To meet the HPSJ grant funding milestones, it is to the City's advantage to procure these custom containers from Linked Equipment, Inc. based on their responsiveness and ability to

meet California Building Code requirements. Based on past experience with this Vendor and their area of expertise in building custom containers, the City will be able to provide adequate living quarters for the additional 38 beds required to be in-service by October 31, 2023. It is anticipated that this procurement contract will be an exception to the TMC section 2.20180(b)(4) When, in the determination of the City Council, compliance with the procedure is not in the best interest of the City for those commodities, equipment or general services the costs of which equal or exceed Fifty Thousand and no/100ths (\$50,000.00) Dollars.

The estimate provided by Linked Equipment for the eight custom containers (38 beds) is approximately \$651,200. The City will be responsible for shipping and delivery to the Arbor Avenue site. As a result, the City anticipates an approximate total purchase cost of \$716,320, which includes 10% contingency.

FISCAL IMPACT

The cost for the equipment is approximately \$716,320, which includes fabrication of the units, and 10% contingency. The City secured a grant of \$1.2 million from Health Plan of San Joaquin for the costs of the custom containers and interim site expenses related to Phase 3 and Phase 4. In addition, the City has committed funding from ARPA for the operations costs at the Temporary Housing Emergency Shelter.

CEQA DETERMINATION

Government Code section 8698.4 exempts the application of the California Environmental Quality Act (CEQA) to various actions taken by public agencies to implement the construction of a homeless shelter in response to a declared shelter crisis. In addition, the interim solutions taken thus far are in furtherance of and related to the permanent solution that will be implemented, referred to as the Temporary Emergency Housing Project on Arbor Avenue (CIP 71112). A Notice of Exemption was issued on October 16, 2020, for the Temporary Emergency Housing site at 500 Arbor Avenue in accordance with Government Code sections 65660-65662 for Low Barrier navigation Centers and Section 15269c) of the CEQA Guidelines (14 Cal. Code Regs. 15269(c) for (Emergency Projects). No environmental impacts beyond those already analyzed for the CIP exist; accordingly, no further CEQA analysis is needed.

STRATEGIC PLAN

This agenda item supports the Public Safety Strategic Priority, *Implement the adopted Homelessness Strategic Plan.*

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution approving a procurement agreement with Linked Equipment, LLC for the purchase of eight pre-manufactured custom container structures in an amount not to exceed \$716,320 to be installed as part of the site improvements at the Temporary Emergency Housing Project, CIP 71112, at 370 W. Arbor Avenue.

Prepared by: Karin Schnaider, Assistant City Manager
Reviewed by: Adriana Castaneda, Director of Mobility and Housing
Reviewed by: Riana Daniel, Deputy City Attorney
Approved by: Michael Rogers, City Manager

ATTACHMENT A – Linked Equipment Proposed Gantt Chart

Agenda Item 3.F

RECOMMENDATION

Staff recommends that the Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution by a four-fifths vote (1) approving an amendment to the construction contract with GradeTech, Inc. for Capital Improvement Project (CIP) 71112 Arbor Temporary Emergency Housing Project expanding the scope of work in the amount of \$135,000 in anticipated work for a total not to exceed amount of \$435,000 for the amendment, and (2) dispensing the bidding requirements for the additional scope of work pursuant to California Public Contract Code Section 22050 and Tracy Municipal Code Section 2.20.270(a).

EXECUTIVE SUMMARY

The City Council previously awarded a construction contract to GradeTech, Inc. to conduct demolition, rough grading, installation of underground utilities, and design work for the Temporary Emergency Housing Project on Arbor Avenue, Capital Improvement Project (CIP) 71112 (Project) on April 19, 2022, pursuant to Resolution No. 2022-052. In order to move forward with the completion, installation, and operation of custom containers (Phase 4) for the Project, additional construction work is required, including utilities. Staff is requesting that the City Council approve an amendment to the construction contract with GradeTech, Inc. to conduct the remaining preparation work for the containers, and waive the bidding requirements under the Public Contract Code and Tracy Municipal Code due to the emergency need for housing and impending grant deadlines.

BACKGROUND AND LEGISLATIVE HISTORY

On March 10, 2020, the Council adopted Resolution No. 2020-050, which declared a shelter crisis pursuant to California Government Code Section 8698.2. For the subsequent two years, the City actively pursued the development and construction of a temporary housing shelter on City-owned land located on Arbor Avenue to serve as an ongoing full-service temporary housing solution for the City's unsheltered (the Project). On April 19, 2022, through Resolution No. 2022-052, Council awarded the Project in the amount of \$1,978,480 to GradeTech, Inc. for Phase 1, which consisted of demolition, rough grading, installation of underground utilities, and design work. When GradeTech began construction, the City encountered unforeseen structures found underground. This required the first change order with GradeTech to remove these unforeseen structures.

On August 16, 2022, Council adopted Resolution No. 2022-121, which reaffirmed an emergency shelter crisis as the City continued to experience an increasing number of unsheltered individuals. In addition to the declaration of an emergency, the Resolution authorized the City Manager to take requisite actions needed to expeditiously provide interim housing solutions. Lastly, the Resolution dispensed the competitive bidding requirements for professional services pursuant to Tracy Municipal Code Section 2.20.140(b)(6).

Pursuant to the Council direction granted in the Resolution, staff moved forward to house unsheltered residents of the City by leasing modular trailers. The installation required an additional change order with GradeTech, which included preparation work and concrete pads.

On December 6, 2022, pursuant to Resolution No. 2022-194, the Council approved an additional \$300,000 in anticipated work for GradeTech.

ANALYSIS

The complexity and magnitude of the homelessness crisis, exacerbated by the COVID-19 pandemic, resulting supply chain shortages, and the limited supply of affordable permanent housing options in the City and throughout San Joaquin County, all have presented a significant immediate need for interim housing solutions in the City, including interim emergency housing. Concerns about the public health, safety, and welfare of unsheltered individuals increases as the months progress without options to shelter the unhoused.

California Public Contract Code Section 22050, subsection (a)(1), provides that, in the case of an emergency, a public agency, pursuant to a four-fifths vote, may take any directly related and immediate action required for that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts. Similarly, the Council may dispense bidding requirements required under the Public Contract Code under TMC section 2.20.270(a). The governing body must make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency. Under subsection (c)(1), the governing body shall review the emergency action at its next regularly scheduled meeting and, at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action. The governing body shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.

The City is currently in the process of implementing the installation and opening of the custom containers, which will provide an additional 38 beds. This requires additional construction work, including utility connections for the containers to be operable. Additionally, the City was awarded a grant from Health Plan of San Joaquin in the amount of \$1.2 million dollars. In order to comply with the grant's requirements, the containers must be fully operational by October 31, 2023.

Due to the emergency nature of the housing crisis and the impending grant deadlines, a formal bidding process under the Public Contract Code will prevent the City from addressing the immediate need to provide shelter to the unhoused. The City would also risk failing to comply with the grant's requirements. Staff is requesting that the Council approve an amendment to the construction contract with GradeTech, Inc. to conduct the remaining preparation work for containers, and waive the bidding requirements under the Public Contract Code due to the emergency need for housing and impending grant deadlines. As noted above, on December 6, 2022, pursuant to Resolution No. 2022-194, the Council approved an additional \$300,000 in anticipated work for GradeTech. Upon further analysis, in order to complete the remaining construction work to operate the containers, GradeTech estimates the updated cost not to exceed \$435,000 for this additional work, which constitutes an additional amount of \$135,000.

FISCAL IMPACT

The total cost of the amendment to the contract will be \$435,000, however of that, as previously stated \$300,000 was already approved on December 6, 2022, pursuant to Resolution No. 2022-194. Staff is requesting an additional \$135,000 for completion of the work under the amendment. Funding for the change orders to GradeTech's contract has already been appropriated to the Temporary Emergency Housing Project, CIP 71112, which has sufficient funds remaining in the budget to pay the proposed change order. City is requesting \$135,000 of this appropriation be used to fully fund this Change Order. The City has dedicated City ARPA funds for this CIP.

PUBLIC OUTREACH / INTEREST

Several Public Outreach sessions were conducted by City Staff. A Town Hall style activity was conducted at THAC meeting on August 22, 2022. At this meeting the community gave feedback and support for solutions to our shelter crisis.

CEQA DETERMINATION

Government Code section 8698.4 exempts the application of the California Environmental Quality Act (CEQA) to various actions taken by public agencies to implement the construction of a homeless shelter in response to a declared shelter crisis. In addition, the interim solutions taken thus far are in furtherance of and related to the permanent solution that will be implemented, referred to as the Temporary Emergency Housing Project on Arbor Avenue (CIP 71112). A Notice of Exemption was issued on October 16, 2020 for the Temporary Emergency Housing site at 500 Arbor Avenue in accordance with Government Code sections 65660-65662 for Low Barrier navigation Centers and Section 15269(c) of the CEQA Guidelines (14 Cal. Code Regs. 15269(c) for Emergency Projects). No environmental impacts beyond those already analyzed for the CIP exist; accordingly, no further CEQA analysis is needed.

STRATEGIC PLAN

This agenda item supports the Public Safety Strategic Priority, Implement the adopted Homelessness Strategic Plan. More specifically, by adopting this new resolution, the City Council would reaffirm their commitment to follow through with the strategic priorities set forth in their Strategic Plan.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution by a four-fifths vote (1) approving an amendment to the construction contract with GradeTech, Inc. for Capital Improvement Project (CIP) 71112 Arbor Temporary Emergency Housing Project expanding the scope of work in the amount of \$135,000 in anticipated work for a total not to exceed amount of \$435,000 for the amendment, and (2) dispensing the bidding requirements for the additional scope of work pursuant to California Public Contract Code Section 22050 and Tracy Municipal Code Section 2.20.270(a).

Prepared by: Karin Schnaider, Assistant City Manager
Reviewed by: Adriana Castaneda, Director of Mobility and Housing
Approved by: Michael Rogers, City Manager

Agenda Item 3.G

RECOMMENDATION

Staff recommends that the Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution (1) accepting the completion of the preparation work and underground utilities construction (Phase 1), and the preparation work for the modular and container units (Phases 3 & 4) for the Temporary Emergency Housing Project on Arbor Avenue, CIP 71112, completed by GradeTech, Inc., of San Ramon, California, (2) authorizing the City Clerk to File the Notice of Completion with the San Joaquin County Recorder's Office, and (3) authorizing the City Engineer to release the bonds and retention payment for such completed work.

EXECUTIVE SUMMARY

City staff recommends that the City Council accept a portion of construction work for the Temporary Emergency Housing Project on Arbor Road, Phase 1, Phase 3, and Phase 4, CIP 71112. Project costs are within the available budget and work was completed in accordance with plans and specifications as approved. Staff recommends that the City Council accept these portions of the project as complete.

BACKGROUND AND LEGISLATIVE HISTORY

On September 1, 2020, City Council authorized the creation of a Capital Improvement Project (CIP) for the Temporary Emergency Housing Project on Arbor Avenue, CIP 71112 (Project) to create a safe and dignified facility for residents experiencing homelessness.

In order to expedite the groundbreaking of the Project, the construction work was divided into a preliminary phase (Phase 1), which consisted of demolition, rough grading and installation of underground utilities, and design work to be prepared by City staff.

Engineering staff prepared the plans and specifications and advertised the Project for competitive bids on December 17, 2021, and December 24, 2021. Bids for this Project were publicly opened virtually on January 19, 2022. On April 19, 2022, City Council awarded a construction contract to GradeTech, Inc., of San Ramon, California in a not-to-exceed amount of \$2,473,100.

Two (2) change orders were issued during construction activities totaling \$944,443. The two (2) authorized change orders included work to address unforeseen structures found underground that were not on records prior to the initiation of design, unforeseen utility tie-ins needed for installation of the modulars, concrete pads for containers, and change in material due to unforeseen delays in the supply chain.

The contractor has now completed these portions of the work required in accordance with the plans and specifications and City staff is recommending acceptance of the completed work. The City Engineer has inspected the completed work and confirmed that all work conforms to the contract plans and specifications and has been completed per the original contract.

Future Phases of the Project will include the installation of premanufactured structures, sprung

high tension membrane structure, interior buildout of the structure, plumbing, electrical and HVAC systems, sewer lift station package and precast holding tanks, fencing and gate, sidewalks, curbs, gutters, asphalt pavement, drainage system, landscape and all other work as required.

ANALYSIS

Given the complexity and magnitude of the homelessness crisis, further exacerbated by the COVID-19 pandemic, and the limited supply of affordable permanent housing options in the City and throughout San Joaquin County, there is a significant and immediate need for interim housing solutions in the City, including interim emergency housing. Concerns about the public health, safety, and welfare of unsheltered individuals grows as the months progress without options to shelter the unhoused.

On March 10, 2020, the Tracy City Council (Council) adopted Resolution No. 2020-050, which declared a shelter crisis pursuant to California Government Code Section 8698.2. For the next two years, the City actively pursued the development and construction of a temporary housing shelter on City-owned land located on Arbor Avenue to serve as an ongoing full-service temporary housing solution for the City's unsheltered.

Work completed to date under Phase 1 included demolition, rough grading, and installation of underground utilities. Additional work completed to date under Phase 3 included utility tie-ins for modulars, i.e. sewer, water and electrical tie-ins. Finally, work completed to date for Phase 4, included concrete pads for the containers.

Additional work will be needed from GradeTech for Phase 4, installation of the containers, and by way of separating the additional work and allowing this amendment to the Contract, City staff will be able to move forward and complete work in order to meet the grant deadline of October 31, 2023. By way of a separate Council agenda item, staff will be requesting an amendment to this contract for GradeTech to complete additional work.

FISCAL IMPACT

The Temporary Emergency Housing Project on Arbor Avenue, Phase 1, CIP 71112, is an approved Capital Improvement Project with a budget of \$10,430,689.

Final project costs for phase 1 were within budget as follows:

A.	Construction Contract Amount	\$ 2,221,356
B.	Approved Change orders	\$ 944,443
C.	Design, construction management, inspection, testing & miscellaneous project management expenses	\$ 296,772
<hr/>		
	Total Project Costs	\$ 3,462,571

The following table lists current balances remaining in the project:

<u>Funding Source</u>	<u>Budget</u>	<u>Expenses (for all Phases)</u>	<u>Encumbered (Committed)</u>	<u>Balance</u>
Community Development Block Grant (s)	\$ 836,294	\$ 836,294	\$ -	\$ -
Homeless Housing, Assistance & Prevention	\$ 743,282	\$ 743,282	\$ -	\$ -
American Rescue Plan Act - SJ County (MOU B-8245)	\$ 3,661,113	\$ 3,201,223	\$ 459,890	\$ -
Housing Asset Funds (City)	\$ 690,000	\$ 137,852	\$ 61,404	\$ 490,744
American Rescue Plan Act - City of Tracy	\$ 4,500,000	\$ -	\$ -	\$ 4,500,000
Totals	\$ 10,430,689	\$ 4,918,651	\$ 521,294	\$ 4,990,744

Any remaining funds will assist in future phases of this project.

PUBLIC OUTREACH / INTEREST

Several Public outreach sessions were conducted by City Staff. A Town Hall style activity was conducted at the Homeless Advisory Committee meeting on August 22, 2022. At this meeting the community gave feedback regarding potential solutions for the City’s shelter crisis.

COORDINATION

Coordination between Engineering and Public Works, Economic Development, and Mobility and Housing Department occurred on multiple occasions to coordinate and establish this project as complete.

CEQA DETERMINATION

Government Code section 8698.4 exempts the application of the California Environmental Quality Act (CEQA) to various actions taken by public agencies to implement the construction of a homeless shelter in response to a declared shelter crisis. In addition, the interim solutions taken thus far are in furtherance of and related to the permanent solution that will be implemented, referred to as the Temporary Emergency Housing Project on Arbor Avenue (CIP 71112). A Notice of Exemption was issued on October 16, 2020 for the Temporary Emergency Housing site at 500 Arbor Avenue in accordance with Government Code sections 65660-65662 for Low Barrier navigation Centers and Section 15269c) of the CEQA Guidelines (14 Cal. Code Regs. 15269(c) for (Emergency Projects). No environmental impacts beyond those already analyzed for the CIP exist; accordingly, no further CEQA analysis is needed.

STRATEGIC PLAN

This agenda item supports the Public Safety Strategic Priority, Implement the adopted Homelessness Strategic Plan. More specifically, by adopting this new resolution, the City Council would reaffirm their commitment to follow through with the strategic priorities set forth in their Strategic Plan.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution (1) accepting the completion of the preparation work and underground utilities construction (Phase 1), and the preparation work for the modular and container units (Phases 3 & 4) for the Temporary Emergency Housing Project on Arbor Avenue, CIP 71112, completed by GradeTech, Inc., of San Ramon, California, (2) authorizing the City Clerk to File the Notice of Completion with the San Joaquin County Recorder's Office, and (3) authorizing the City Engineer to release the bonds and retention payment for such completed work.

Prepared by: Leisser Mazariegos, Associate Engineer

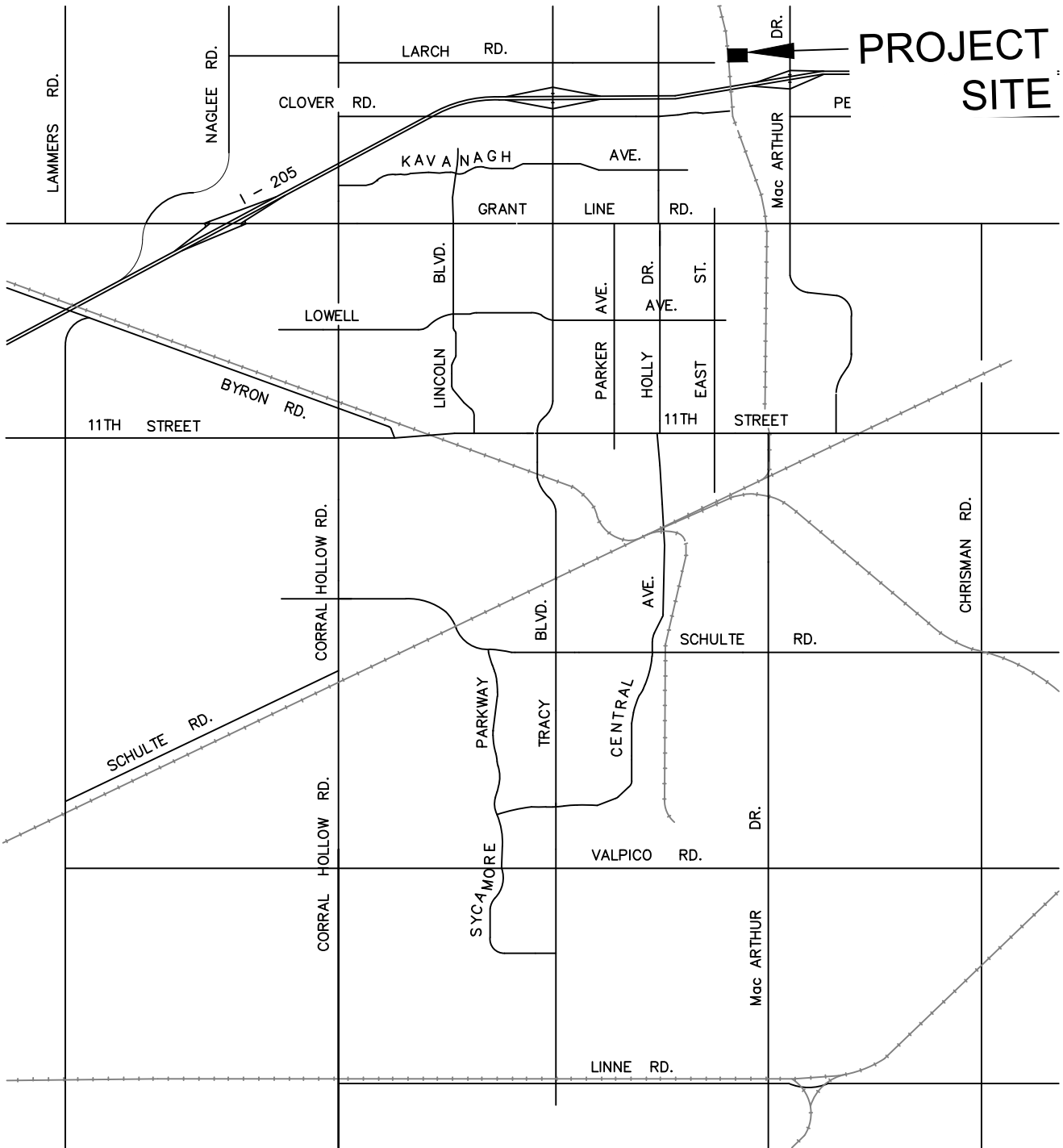
Reviewed by: Koosun Kim, PE, City Engineer / Assistant Director of Development Services
Jaylen French, Development Services Director
Sara Cowell, Finance Director
Nancy Ashjian, Assistant City Attorney
Karin Schnaider, Assistant City Manager

Approved by: Midori Lichtwardt, Acting City Manager

ATTACHMENTS

Attachment A – Location Map

CITY OF TRACY



COVID-19 ARBOR RD PROJECT SITE

NOT TO SCALE

AGENDA ITEM 3.H

RECOMMENDATION

Staff recommends that the Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution rescinding Resolution No. 2022-121, which authorized the City Manager to take immediate and emergency actions to implement interim housing solutions for the City of Tracy's unsheltered, and waived procurement requirements for professional services under Tracy Municipal Code Section 2.20.140(b)(6).

EXECUTIVE SUMMARY

On March 10, 2020, the Tracy City Council (Council) adopted Resolution No. 2020-050, which declared a shelter crisis pursuant to California Government Code Section 8698.2. For the subsequent two years, the City of Tracy (City) actively pursued the development and construction of a temporary housing shelter on City-owned land located on Arbor Avenue to serve as an ongoing full-service temporary housing solution for the City's unsheltered (Temporary Emergency Housing Project, CIP 71112). During this period, the City designed the facility and nearly completed Phase I of the Temporary Emergency Housing Project, consisting of groundwork and utility construction, and had anticipated opening the Temporary Emergency Housing Project by December 2022. However, in the summer of 2022, the City incurred a significant setback, after opening bids for the installation of the predesigned and prefabricated housing structure.

On August 16, 2022, after learning of the delay in constructing the Temporary Emergency Housing Project, the ongoing threat to the health and safety of the unsheltered population, and in anticipation of the necessity to protect the unsheltered from exposure to harsh weather conditions from the upcoming winter season, the Council adopted Resolution No. 2022-121 (Resolution), which reaffirmed an emergency shelter crisis, pursuant to California Government Code 8698.4, to immediately address the increasing number of unsheltered individuals within the City. In addition to the declaration of the shelter emergency, the Resolution authorized the City Manager to take requisite actions needed to expeditiously provide interim housing solutions and dispensed the City's competitive bidding requirements for professional services, pursuant to Tracy Municipal Code (TMC) Section 2.20.140(b)(6). On March 2, 2023, Mayor ProTem Davis requested that staff return to rescind Resolution No. 2022-121.

BACKGROUND AND LEGISLATIVE HISTORY

On March 10, 2020, the City Council adopted Resolution No. 2020-050, which declared a shelter crisis pursuant to Government Code Section 8698.2. On September 1, 2020, Council authorized the creation of a Capital Improvement Project (CIP) for the Temporary Emergency Housing Project on Arbor Avenue, CIP 71112, to create a safe and dignified facility for residents experiencing homelessness. Phase 1 of the CIP, which included demolition of an existing structure, installation of underground utilities and grading, began in early 2022 and is complete. Phase 2, which is to include the installation of above-ground prefabricated structures, additional utility improvements, and construction of roads, permanent fencing, and sidewalks, was to begin in summer 2022. Only one bid was received, and the bid was deemed non-responsive, because the required federal

compliance forms were not included in the bid packet. The bid also significantly exceeded the engineers' estimate. On August 16, 2022, staff recommended that Council reject the single bid received for the Temporary Emergency Housing Project and authorized staff to re-advertise and rebid the project. With the devastating setback, on August 16, 2022, the City Council adopted the Resolution which reaffirmed an emergency shelter crisis as the City continues to experience an increasing number of unsheltered individuals. Due to the declaration of an emergency, the Resolution authorized the City Manager to take requisite actions needed to expeditiously provide interim housing solutions. The Resolution also dispensed competitive bidding requirements for professional services pursuant to Tracy Municipal Code Section 2.20.140(b)(6).

ANALYSIS

Since August 2022, staff has presented City Council with various staff reports to ratify contracts and expenses related to the interim emergency solution, also known as Phase 3 (Modulars) and Phase 4 (Custom Containers), purchased under Resolution No. 2022-121 from CC915, Inc., dba Custom Containers 915 (CC915). As of December 29, 2022, eight (8) custom containers were delivered to the Arbor Avenue site.

<u>Vendor</u>	<u>Summary</u>	<u>Ratification Amount</u>	<u>Not to Exceed Amount</u>
Bicsec Security Inc	Fire Alarm System Installation for custom containers	\$60,000	\$60,000
Jr Wagner Fire Protection Inc	Installation of Fire Sprinklers for custom containers	\$26,000	\$26,000
SC Fuel	February 2023 through May 2023 fuel costs	\$100,000	\$100,000
United Fence Services	Temporary fencing until permanent fencing installed	\$180,000	\$200,000
Temporary Restrooms	Temporary Rental of Restroom for Phase 4	\$105,000	\$105,000
	TOTAL	\$471,000	\$491,000

This action is in response to Mayor ProTem Davis request made on March 2, 2023, requesting that staff return to rescind Resolution No. 2022-121. By rescinding Resolution No. 2022-121 contracts for Professional Service Agreements, General Service Agreements, or procurement of goods will need to follow procedures set forth in Tracy Municipal Code.

FISCAL IMPACT

The cost for the above-mentioned contracts is approximately \$491,000. The City secured a grant of \$1.2 million from Health Plan of San Joaquin for the costs of the custom containers and interim site expenses related to Phase 3 and Phase 4. In addition, the City has committed funding from ARPA for the operations costs at the Temporary Housing Emergency Shelter.

CEQA DETERMINATION

Government Code section 8698.4 exempts the application of the California Environmental Quality Act (CEQA) to various actions taken by public agencies to implement the construction of a homeless shelter in response to a declared shelter crisis. In addition, the interim solutions taken thus far are in furtherance of and related to the permanent solution that will be implemented, referred to as the Temporary Emergency Housing Project on Arbor Avenue (CIP 71112). A Notice of Exemption was issued on October 16, 2020, for the Temporary Emergency Housing Project at 500 Arbor Avenue in accordance with Government Code sections 65660-65662 for Low Barrier navigation Centers and Section 15269c) of the CEQA Guidelines (14 Cal. Code Regs. 15269(c) for (Emergency Projects). No environmental impacts beyond those already analyzed for the CIP exist; accordingly, no further CEQA analysis is needed.

STRATEGIC PLAN

This agenda item supports the Public Safety Strategic Priority, Implement the adopted Homelessness Strategic Plan.

ACTION REQUESTED

Staff recommends that the Tracy Homelessness Advisory Committee recommend that the City Council adopt a resolution rescinding Resolution No. 2022-121, which authorized the City Manager to take immediate and emergency actions to implement interim housing solutions for the City of Tracy's unsheltered, and waived procurement requirements for professional services under Tracy Municipal Code Section 2.20.140(b)(6).

Prepared by: Karin Schnaider, Assistant City Manager
Reviewed by: Adriana Castaneda, Director of Mobility and Housing
Reviewed by: Riana Daniel, Deputy City Attorney
Approved by: Karin Schnaider, Assistant City Manager