



Memorandum

Date: May 18, 2023
To: Mayor and City Council Members
From: Adriana Castaneda, Director of Mobility and Housing
CC: Midori Lichtwardt, Acting City Manager
Karin Schnaider, Assistant City Manager
Sekou Millington, Chief of Police
James Jackson, Director of Operations and Utilities
Subject: Tracy Interim Shelter Site/Homelessness Initiatives

This memo is to provide an update to City Council on the Temporary Emergency Housing Facility (Interim Shelter and Transition Plan) and relevant information to Homeless Services Division.

Construction Update

- Engineering Division finalized the identified priorities for construction bid advertisement.
 - Construction Bid Advertised Packages:
 - Equipment & Installation of permanent power to the North side (future improvement area).
 - Anticipated Bid Opening: May 17, 2023.
 - Equipment & Installation of permanent power to the South side (to the 5 current active modulars and 8 containers).
 - Anticipated Bid Opening: May 25, 2023.
 - Sewer Lift Station & Holding Tank:
 - Anticipated Bid Opening: May 25, 2023.
- Custom Containers
 - No updates as result of CC915 not on-site.
- CC915 Construction Progress
 - As of the week of May 15, 2023, CC915 continues not to be on-site; therefore, no construction progress has been completed. Their continuous lapse of presence on-site, continues to affect their ability to complete the project.
 - Staff continues to engage with the City Attorney's Office to address this item.
- Electrical Update
 - A cost proposal for the required electrical connection work has been received based on completed infrastructure plans.
- Infrastructure for CC915 units
 - A cost proposal for the required infrastructure, conduits, water line and misc. improvements has been received based on the completed infrastructure plans.

- Inspections
 - As of the week of May 15, 2023, CC915 has not been on-site.

Site Completion, including Sprung Structure

- Final site design improvements for Phase III and Phase IV are 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.

Park Clean Up – Monthly Update

- No update.

Police Department

- Please refer to Attachment 1 provided by Tracy Police Department.

Homeless Services Division

- The City continues to work closely with operators on identifying gaps in services and procedural updates.
 - A letter was drafted to both City Net and Tracy Community Connections Center identifying their deficiencies in their files and processes as it pertains to their own internal policies and procedure manuals.
 - The letter is in queue for the CAO review.
 - Homeless Services Division is in the process of solidifying the pet policy, ban policy and user agreement for the shelter intake.
 - Staff met with City Net leadership and CAO to review the changes to the user agreement.
- City Net continues to seek the hiring of an additional case manager.
- Staff continues to work through the acceptance package for the \$3 Million Federal Earmarks (Congressman Harder) Community Project Funding from the Housing and Urban Development Agency (HUD). A National Environmental Policy Act (NEPA) addendum is required to add this additional funding stream to the Temporary Emergency Housing Facility (TEHF) project as well as an update to the bed capacity at the site.
- Staff continues to work with the City's PIO on creating a brochure/flyer to the community to highlight the City of Tracy's Homeless Services.
- Staff continues to work on the request for additional American Rescue Plan Act (ARPA) funding from San Joaquin County.
- Encampment Resolution Fund (ERF) State application is still under review.
- Staff is working with the Continuum of Care to support their Request For Proposal (RFP) process to hire a consultant to provide this year's Point In Time count.
- Provided Sutter Tracy Community Hospital regional and local representative a tour of the Interim Shelter Site.
 - The shelter has partnered with Sutter with our sphere of support.
- Staff is collaborating with Health Plan of San Joaquin on potential additional funding to support our Interim Shelter Site.
- Staff is working on updating the divisions website to include all homeless related items and include additional supportive documentation to better educate the community on homeless related issues within the City.
- Most recent shelter update: Total Clients in Shelter: 47, Female: 17, Male: 30 Pets: 14.

Responses to Inquiries submitted on May 15, 2023, to the City Manager from Councilmember Evans:

Construction Update:

1. Why are we bidding power for the future phase before current phase?

Response: The Phase 2 power supply drawings and specifications were already complete from previous bid document sets and did not require as much effort to prepare for bidding. The Phase 2 power supply was advertised on April 21 and April 28, 2023 (one week earlier than the Phase 3 & 4 power supply). The Phase 3 & 4 power supply required final design drawings and specifications to be prepared prior to advertising. The bid advertising for Phase 3 & 4 was on April 28 and May 5, 2023.

The limiting factors to provide power to the site are timelines for PG&E review & approval, and lead time on the power distribution equipment (switchboard). By having the power supplies under contract this initiates the start date of the delivery on the equipment (delivery of power distribution equipment continues to be 35-40 weeks out).

2. Where is the update on temporary power?

Response: The process for temporary power supplies of this size, 1600A, is the same as for a permanent power supply. The temporary power drops anticipated for a contractor trailer on a construction site are not allowed to exceed 400A per our PG&E Field Engineer.

Engineering has reached out to Philip Pennino, at Council Member Evans direction, who investigated the delivery timeline on the City's behalf. Currently the design review for the Phase 3 & 4 power supply is anticipated to be released by PG&E in mid-June 2023. Although PG&E review is not final, the bids for power supply have been advertised, anticipating that PG&E will not require any changes to the proposed plan.

CC915 Construction:

1. What does the electrical and infrastructure updates mean? "...received for based on completed infrastructure plans." (Do we need to remove the word "for"?)

Response: Yes, the word "for" should be removed.

Estimates on the final plan set, for the Phase 4 infrastructure improvements, have been received. Preliminary estimates had previously been provided, but the final plans included additional details that had not been fully resolved in the draft plan used for the preliminary estimate.

2. Include who owns this part of the project.

Response: Engineering continues to provide support for container rehabilitation, task completion review, and engineering recommendations about the CC915 container units on site to the Directors of Operations & Utilities and Mobility & Housing for final review and approval by Assistant City Manager, as well as any needed design for infrastructure needed for occupancy.

Site Completion, Including Sprung Structure:

1. Has CC approved the next phase to move ahead to bid process?

Response: Engineering is proceeding as directed by the executive team for all work related to the Temporary Emergency Housing Facility project.

Generator Update:

1. Include costs to date (from inception): Generator rental cost, fuel cost, other related cost.

Response: Information will be provided on subsequent memos.

2. Include fuel consumption (from inception): Gallons consumed to date, daily average consumption.

Response: Information will be provided on subsequent memos.

3. Include who owns the issue of the generators and fuel.

Response: Information will be provided on subsequent memos.

Police Department:

1. Add Plascencia Field data.

Response: Please refer to Attachment 1.

2. Include criminal activity for both parks: YTD and change since prior report. Crime counts by type.

Response: Please refer to Attachment 1.

3. Include all significant police interactions and resident calls.

Response: Please refer to Attachment 1.

4. Correct spelling on bullet point five (grief).

Response: Acknowledge.

Homeless Services Division

1. Fourth sub-bullet point: Include what the changes to the policy are and why they were needed.

Response: Changes to the pet policy included stricter guidelines for pets entering the shelter. This applies to pet vaccinations, spa/neutering and dangerous pets. A policy is being developed regarding individuals that are unable to return to shelter. The User Agreement is being updated to support the City regarding individuals refusing shelter. This also applies in supporting local law enforcement in identifying potential future resolutions to existing policies.

2. All bullet points noting funding work in progress: Provide timelines to date (dates started/completed), forecasted completion, last communication date, who owns each issue.

Response:

| Funding Source | Amount Requested | Submittal Date | Award Date | Point of Contact | Status/Notes |
|---|--------------------------|------------------------------|---|---------------------------|---|
| Earmarks (Congressman Harder) Community Project Funding | \$3 Million construction | Submitted Spring/Summer 2022 | Award notification March 2, 2023 | Homeless Services Manager | Pending on a NEPA* addendum – potential 110 days to complete. Confirming scope of work with consultant. |
| American Rescue Plan Act (ARPA) funding from San Joaquin County | \$TBD construction | October 2022 | County earmarked funding for Tracy | Assistant City Manager | Pending further direction. |
| State Encampment Resolution Fund | \$8.5 Million operations | February 28, 2023 | Pending - April 30 th However, the state is behind in the review process | Homeless Services Manager | Have reached out to the state and they are behind 2 weeks in reviewing. |

* The additional NEPA addendum will require additional consulting hours and funding with a timeline of 110 days to complete. The additional NEPA is required to add the additional beds to the site along with this new funding stream.

Attachment 1

Weekly Update 05/10 to 05/17 Police Department

Note: Our PD weekly report includes crime statistics from 05/01 to 05/18. For the monthly report, PD will now provide the month to month change to include year to date crime statistics

- Our Familiar Faces team to include Homeless Outreach Coordinators Ayesha Nic-Gongora and Hector Jaimes along with Neighborhood Resource Officer Rob Brandi conduct checks of all City of Tracy Parks and Public Spaces to prevent establishment of encampments.
- The three primary homeless encampments include: El Pescadero Park, Plascencia Fields and Detention Basin 4.

El Pescadero Park - Statistics

- From 05/01/23 to 05/18/23: There were 25 Calls for Service (CFS)
 - 16 of the 25 CFS were staff initiated such as welfare checks, Muni-code enforcement
 - 9 CFS over a week period from elderly resident advising of generator noise compliant near the west sound wall. Lt. Contreras spoke with resident. All unsheltered camping near west soundwall have been moved to the center of the park. The move aligns with the Parks and Rec. tree maintenance project as this area in question will be fenced.
 - Resident stated it has been very quiet since we talked, and he is appreciative of PD efforts
 - There have been no other calls for service from other residents
 - PD conducted 11 self-initiated security checks and made 3 arrests
 - 24-hour security service provided by Trine Security
- According to our numbers and previous report out on 5/2/23, there appears to be a slight decrease of unsheltered at El Pescadero Park from 45 to 39. This should be cross-referenced and corroborated by TCCC and Homeless Service Manager's numbers for accuracy.
- PD is in the process of moving unsheltered to the center of the park and away from the west tree line and neighboring residential cement fence line. This is due to falling tree hazards and anticipated tree trimming/removal by Parks and Rec.
- PD, Code Enforcement and Public Works continues with bi-weekly cleanups at the park.

Placencia Fields – Statistics

- From 05/01/23 to 05/18/23: There were 11 Calls for Service (CFS)
 - 10 CFS were staff initiated to include welfare checks, muni-code enforcement
 - 1 CFS came from a citizen regarding a suspicious subject.
- PD, Code Enforcement and Public Works continues with weekly cleanups at the park.

Detention Basin 4 (Macarthur Dr-6th) – Statistics

- From 05/01/23 to 05/18/23: There were 5 Calls for Service (CFS)
 - 3 CFS were staff initiated to include muni-code enforcement
 - 2 CFS were generated to include a traffic accident was generated in the County jurisdiction.
 - Animal Services: 4 small pitbulls were abandoned at the Detention Basin. Animal Services responded and is handling
- Lt. Contreras spoke with resident on 05/12 regarding transients walking through his county property to access DB4. PD will be working with City Attorney's Office to discuss enforcement options and trespassing from the detention basin.

Familiar Faces Team (FF):

- 39 engagements this past week
- FF provided 4 transports to the Tracy Community Connections Center showers
- FF transported 1 person to Sutter Tracy Hospital (non-emergency)
- Familiar Faces assisted Patrol on 2 calls for service
- FF provided 3 referrals to Tracy Emergency Shelter which resulted in intakes

Highlights:

- Chief Millington, Captain Mejia, Lieutenant Contreras, and Code Manager Ana Contreras met with the Tracy Interfaith Ministries' board of directors and new Director. The board expressed their appreciation regarding the progress at El Pescadero Park over the past 18 months. Future meetings are being scheduled related to safety training.

Prepared by Lt. Miguel Contreras
Reviewed by Chief Sekou Millington