



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** A 16-320, **Version:** 1

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- a. Approve and authorize the Director of the Department of Social Services to execute a funding agreement with the City of Salinas to partner in the cost of the Salinas Winter Warming Shelter in the amount of \$120,000 for the period of October 4, 2016 through May 1, 2017;
- b. Approve and authorize the Contracts/Purchasing Officer to execute a Lease Agreement, effective with the date of execution through April 30, 2017, with the Transportation Agency for Monterey County, for approximately 4,932 square feet of space located at 20 West Market Street, in Salinas, California, as the Salinas Winter Warming Shelter;
- c. Request that the Auditor-Controller make lease payments in accordance with the terms of the Lease Agreement;
- d. Approve and authorize the Director of the Department of Social Services to execute a Standard Agreement with Community Homeless Solutions for \$216,000 to operate the Salinas Winter Warming Shelter for the period of November 1, 2016 through April 30, 2017 which includes start-up costs;
- e. Approve and authorize the Director of the Department of Social Services to sign up to three (3) amendments to the respective agreements with Community Homeless Solutions and the City of Salinas where the total contract amounts do not exceed ten percent (10%) of the respective original contract amounts, and which do not significantly change the scope of services;
- f. Approve and authorize the Auditor-Controller to amend the FY 2016-17 Adopted Budget for the Department of Social Services by decreasing appropriations by \$80,000 in Unit 001-5010-SOC005-8262 (4/5ths vote required); and
- g. Approve and authorize the Auditor-Controller to amend the FY 2016-17 Adopted Budget for the Department of Social Services-Community Programs Unit 001-5010-SOC004-8258 by increasing appropriations by \$200,000 and estimated revenues by \$120,000 (4/5ths vote required). (ADDED VIA ADDENDUM)

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Director of the Department of Social Services to execute a funding agreement with the City of Salinas to partner in the cost of the Salinas Winter Warming Shelter in the amount of \$120,000 for the period of October 4, 2016 through May 1, 2017;
- b. Approve and authorize the Contracts/Purchasing Officer to execute a Lease Agreement, effective with the date of execution through April 30, 2017, with the Transportation Agency for Monterey County, for approximately 4,932 square feet of space located at 20 West Market Street, in Salinas, California, as the Salinas Winter Warming Shelter;
- c. Request that the Auditor-Controller make lease payments in accordance with the terms of the Lease Agreement;
- d. Approve and authorize the Director of the Department of Social Services to execute a Standard Agreement with Community Homeless Solutions for \$216,000 to operate the Salinas Winter Warming Shelter for the period of November 1, 2016 through April 30, 2017 which includes start-up costs;
- e. Approve and authorize the Director of the Department of Social Services to sign up to three (3) amendments to the respective agreements with Community Homeless Solutions and the City of Salinas where the total contract amounts do not exceed ten percent (10%) of the respective original contract amounts, and which do not significantly change the scope of services;
- f. Approve and authorize the Auditor-Controller to amend the FY 2016-17 Adopted Budget for the Department

of Social Services by decreasing appropriations by \$80,000 in Unit 001-5010-SOC005-8262 (4/5ths vote required); and

g. Approve and authorize the Auditor-Controller to amend the FY 2016-17 Adopted Budget for the Department of Social Services-Community Programs Unit 001-5010-SOC004-8258 by increasing appropriations by \$200,000 and estimated revenues by \$120,000 (4/5ths vote required).

SUMMARY/DISCUSSION:

The Department of Social Services (DSS) and the City of Salinas have been working together for the past three (3) years to provide an emergency shelter in downtown Salinas for homeless individuals and families during inclement weather months. This year, the County agreed to be responsible for the shelter operation logistics and contracts. The estimated total cost for the Salinas Warming Shelter is \$240,000, with both the County and City each sharing half the cost. DSS recommends the adoption of the proposed funding agreement between the County and the City of Salinas which sets forth the cost sharing terms (Attachment A).

The Redevelopment Management Agency (RMA) has negotiated a six (6) month Lease Agreement between the County and the Transportation Agency of Monterey County (TAMC) (Attachment B) for TAMC owned property located at 20 W. Market Street, Salinas. The proposed Warming Shelter will provide approximately 4,932 square feet for the shelter of approximately 68 individuals and/or family members on a first come, first served basis. A copy of the floor plan is included as an Exhibit to the proposed Lease Agreement (Attachment B).

The proposed Lease Agreement provides for the County to lease the building in an “as is” condition and contemplates the following improvements:

LESSEE will paint, replace doors, and make other such tenant improvements as necessary to the building on the Property and make it safe for occupancy for the intended use, and will obtain certification from the Salinas Fire Marshall.

The County will make the necessary tenant improvements to ensure the space is safe for occupancy. The County will also be responsible for maintenance and utilities. The monthly rent is \$1.00 per month, for a total of \$6.00 for a six (6) month lease term from November 1, 2016 through April 30, 2017.

Community Homeless Solutions (CHS), formerly “Shelter Outreach Plus,” has been operating the Salinas Warming Shelter for the past three (3) years through agreements with the City of Salinas. This year, the County has agreed to be responsible for the Warming Shelter logistics and related agreements. Community Homeless Solutions will serve as the shelter operator, with hours of operation being: seven (7) days a week from November 1, 2016 through April 30, 2017, from 6:00 PM to 8:00 AM. CHS will also coordinate meals with volunteers and faith-based organizations. The proposed Standard Agreement between the County and CHS provides for the payment of upfront start-up costs of fifty percent (50%) of the contract amount and offsets a portion of these start-up costs on each invoice throughout the six (6) month term of said agreement. The contract term is from November 1, 2016 through April 30, 2017 for an amount not to exceed \$216,000 (Attachment C).

The total cost for the Salinas Winter Warming Shelter operations is estimated at \$240,000. The City of Salinas and the County will each share in half of the total cost, not to exceed \$120,000 each. DSS has \$40,000 that was originally budgeted in the FY 2016-17 Adopted Budget for the proposed Winter Warming Shelter. Increased appropriations of \$200,000 and estimated revenues of \$120,000 are recommended for Community Programs Unit 001-5010-SOC004-8258. A decrease in appropriations of \$80,000 in Social Services unit 001-5010-

SOC005-8262 will provide the remaining County share for the warming shelter operations to ensure an overall cost-neutral impact on the Social Services County General Fund Contributions for the FY 2016-17 Adopted Budget.

DSS is recommending approval of all three (3) agreements for this collaborative effort to provide a Salinas Winter Warming Shelter for individuals and families in a warm and safe environment.

OTHER AGENCY INVOLVEMENT:

This has been collaborative effort between the County Administrative Office, the Department of Social Services, the Resource Management Agency, the City of Salinas, TAMC and Community Homeless Solutions. These agencies recognize the urgency of providing a warm safe place for homeless individuals and families in the City of Salinas.

The Department of Social Services and the County Administrative Office managed contractual arrangements with CHS, and the funding agreement with the City of Salinas. The Resource Management Agency facilitated negotiations regarding the proposed Lease Agreement. Risk Management has approved the proposed Lease Agreement with respect to insurance and indemnification provisions. The Auditor-Controller’s Office has approved all three (3) of the proposed agreements as to fiscal provisions. Contracts-Purchasing has reviewed and approved all three (3) of the proposed agreements. The Office of the County Counsel has reviewed and approved all three (3) of the proposed agreements as to form and legality.

FINANCING:

The estimated cost for the Warming Shelter is \$240,000.

	<u>Total Cost</u>	<u>Adopted Budget</u>	<u>Modification</u>
Shelter Operations.....	\$216,000	<\$40,000>	\$176,000
Estimated Space Improvements/Utilities	\$ 13,000		\$ 13,000
Lease .....	\$ 6		\$ 6
<u>Contingency for cost over-run .....</u>	<u>\$ 10,994</u>		<u>\$ 10,994</u>
Total Cost	\$240,000	<\$40,000>	\$200,000

<u>Funding</u>	<u>County .....</u>	<u>City .....</u>	<u>Total</u>
City’s Share .....		\$120,000	
BU 8258 GFC .....	\$ 40,000		
BU 8262 GFC (Transfer to Unit 8258 ...)	\$ 80,000		
Total Funding .....	\$120,000	\$120,000	\$240,000

(GFC = General Fund Contributions)

The City of Salinas and the County will each share in half of the total cost, not to exceed \$120,000 each. Homeless Funds of \$40,000 for the Warming Shelter were originally included in the FY 2016-17 Adopted Budget. An increase of \$200,000 in appropriations and an increase in estimated revenues of \$120,000 are recommended for the Community Programs Unit 001-5010-SOC004-8258. A decrease in appropriations of \$80,000 in Social Services unit 001-5010-SOC005-8262 will provide an overall cost-neutral impact on the Social Services County General Fund Contributions for the FY 2016-17 Adopted Budget.

Prepared by: Margarita Zarraga, Program Manager x 8492

Approved by: Elliott Robinson, Director of Social Services, x4430

Attachments: Attachment A - Funding Agreement between the County and the City of Salinas  
Attachment B - Lease Agreement between the County and TAMC with Exhibits A through F  
Attachment C - Standard Agreement between the County and CHS

(Proposed Agreements are on file with Clerk of the Board.)