

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: KELLI KUYKENDALL, HOUSING AND COMMUNITY SERVICES  
MANAGER  
HOUSING AND COMMUNITY SERVICES  
SUBJECT: 1) SECOND AMENDMENT TO SAMUEL L. JONES HALL  
HOMELESS SHELTER AGREEMENT  
2) FUNDING AGREEMENT WITH THE COUNTY OF SONOMA  
FOR SHELTER OPERATIONS

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Housing and Community Services and Finance Departments that the Council, by resolution: 1) approve the Second Amendment to Agreement for the Operation and Use of the Samuel L. Jones Hall Homeless Shelter Year-Round and Winter Shelter Programs with Catholic Charities of the Diocese of Santa Rosa, in the amount of \$279,617, bringing the total amount under the agreement to \$1,349,331 for Fiscal Year 2017/2018; 2) approve an Agreement Between the City of Santa Rosa and the County of Sonoma for the Funding of Operations at the Samuel L. Jones Hall Homeless Shelter for Fiscal Year 2017/2018 in the amount of \$265,000; and 3) amend the Fiscal Year 2017/2018 adopted budget within the General Fund and Homeless Shelter Operations Fund to recognize revenues of \$90,000 and appropriate those revenues to the Housing and Community Services budget along with an additional amount of \$189,617 for a total appropriation of \$279,617.

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EXECUTIVE SUMMARY

Staff seeks approval of the following agreements: 1) the Second Amendment to Agreement for the Operation and Use of the Samuel L. Jones Hall Homeless Shelter Year-Round and Winter Shelter Programs (Second Amendment) with Catholic Charities of the Diocese of Santa Rosa (Catholic Charities), in the amount of \$279,617, bringing the total amount under the agreement to \$1,349,331 for Fiscal Year 2017/2018; and 2) an Agreement Between the City of Santa Rosa and the County of Sonoma for the Funding of Operations at the Samuel L. Jones Hall Homeless Shelter for Fiscal Year 2017/2018 (Funding Agreement) in the amount of \$265,000. Subject to Council approval, the Second Amendment provides \$189,617 in City funding for an expanded

Housing Focused Program adding up to 25 beds at the shelter, plus \$90,000 in County funds specifically for rapid re-housing, resulting in a total amount of \$279,617. The Funding Agreement provides a total of \$265,000 in County funding broken down as follows: \$165,000 for shelter operations included as part of Fiscal Year 2017/2018 budget, plus \$90,000 for rapid re-housing and \$10,000 to cost share continuing operation of the disaster shelter at the Finley Community Center, which will be reimbursed under the Amendment to Grant Agreement for Homeless Outreach Services Team with Catholic Charities, approved by Council on November 21, 2017.

Staff also seeks approval to amend the Fiscal Year 2017/2018 adopted budget within the General Fund to recognize revenues of \$90,000 and appropriate those revenues to the Housing and Community Services budget along with an additional amount of \$189,617 for a total appropriation of \$279,617.

This item relates to Council Goal 6: Committed to making Santa Rosa a community where people feel safe to live, work, and play.

## BACKGROUND

1. Samuel L. Jones Hall Homeless Shelter (Shelter) is a City-owned facility which has been operated by Catholic Charities since it opened in November 2005. The initial year-round 80-bed occupancy has increased over time with the consolidation of the Brookwood Shelter (40 beds) in 2009 and more recently, in November 2014, Council approved a modification to the Conditional Use Permit allowing an increase in year-round beds from 120 to 138, plus 50 winter shelter beds between November and March.
2. On June 20, 2017, Council approved an Agreement for the Operation and Use of the Samuel L. Jones Hall Homeless Center Year-Round and Winter Shelter Programs (Agreement) in the amount of \$572,803, for the initial period July 1, 2017 to June 30, 2018 (Year One), and continuing in effect until terminated subject to appropriation of funding by Council, the County of Sonoma, and the Community Foundation of Sonoma County, as funders of the Shelter, and by amendment to the Agreement. Council also authorized the allocation of funding from the \$600,000 (Expansion Funds) approved as part of the Fiscal Year 2017/2018 budget for the expansion of the Winter Shelter Program into a year-round 50-bed housing-focused shelter.
3. On July 11, 2017, Council made a motion directing staff to consolidate the Year-Round and Winter Shelter Programs into a 188-bed year-round housing-focused shelter (Housing Focused Program), necessitating an amendment to the Agreement.
4. On August 29, 2017, Council approved the First Amendment to Agreement for the Operation and Use of the Samuel L. Jones Hall Homeless Shelter Year-

Round and Winter Shelter Programs (First Amendment) with Catholic Charities consolidating operation of these programs into a Housing Focused Program and increasing the total compensation under the Agreement from \$572,803 to \$1,069,714, utilizing \$496,911 of the Expansion Funds. The First Amendment designated fifty (50) beds for individuals prioritized through the Homeless Encampment Cleanup Pilot Program (Pilot Program).

5. Operation of the Housing Focused Program is funded with the following sources for Fiscal Year 2017/2018 for a combined total of \$1,069,714 broken down as follows:

\$ 69,500 – Community Foundation Sonoma County  
\$ 165,000 – County of Sonoma  
\$ 338,303 – City of Santa Rosa General Fund  
\$ 496,911 – City of Santa Rosa General Fund – Expansion Funds  
\$1,069,714 – Total

6. In November 2017, staff resumed efforts to address the encampment at the 101 underpasses as part of the Pilot Program. Initial plans to relocate the occupants and clean-up the encampment in mid-October were delayed due the fire emergency and ensuing recovery efforts. Following the fire, it became clear to staff that additional services would be required to relocate the occupants of the encampment which had grown in size to encompass 5<sup>th</sup>, 6<sup>th</sup>, and 9<sup>th</sup> Streets. Staff worked with Catholic Charities to identify additional space at the Shelter to provide up to twenty-five (25) additional beds, which was communicated to Council on November 12. A portion of these beds were activated in mid-November to accommodate those residing at the encampment.
7. Staff is proposing that these twenty-five (25) beds be made available through an expanded Housing Focused Program to support shelter needs identified through the Pilot Program or during emergent situations.
8. Subject to Council approval, operation of the expanded Housing Focused Program will be funded for the period December 1, 2017 to June 30, 2018 for a combined total of \$1,349,331 broken down as follows:

\$1,069,714 – 2017/2018 budget for Housing Focused Program (paragraph 5)  
\$ 161,737 – Homeless Shelter Operations Fund Balance  
\$ 27,880 – City of Santa Rosa General Fund  
\$ 90,000 – County of Sonoma (rapid re-housing)  
\$1,349,331 – Total

9. The Funding Agreement provides a total of \$265,000 in County funding broken down as follows: \$165,000 for shelter operations included as part of Fiscal Year 2017/2018 budget, plus \$90,000 for rapid re-housing and \$10,000 to cost share continuing operation of the disaster shelter at the Finley Community Center,

which will be reimbursed under the Amendment to Grant Agreement for Homeless Outreach Services Team with Catholic Charities, approved by Council on November 21, 2017.

### PRIOR CITY COUNCIL REVIEW

On June 20, 2017, Council approved an Agreement for the Operation and Use of the Samuel L. Jones Hall Homeless Center Year-Round and Winter Shelter Programs (Agreement) in the amount of \$572,803, for the initial period July 1, 2017 to June 30, 2018 (Year One), and continuing in effect until terminated subject to appropriation of funding by Council, the County of Sonoma, and the Community Foundation of Sonoma County, as funders of the Shelter, and by amendment to the Agreement. Council also authorized the allocation of funding from the \$600,000 (Expansion Funds) approved as part of the Fiscal Year 2017/2018 budget for the expansion of the Winter Shelter Program into a year-round 50-bed housing-focused shelter.

On July 11, 2017, Council made a motion directing staff to consolidate the Year-Round and Winter Shelter Programs into a 188-bed year-round housing-focused shelter (Housing Focused Program), necessitating an amendment to the Agreement.

On August 29, 2017, Council approved the First Amendment to Agreement for the Operation and Use of the Samuel L. Jones Hall Homeless Shelter Year-Round and Winter Shelter Programs (First Amendment) with Catholic Charities consolidating operation of these programs into a Housing Focused Program and increasing the total compensation under the Agreement from \$572,803 to \$1,069,714, utilizing \$496,911 of the Expansion Funds. The First Amendment designated fifty (50) beds for individuals prioritized through the Homeless Encampment Cleanup Pilot Program.

### ANALYSIS

1. Approval of an expanded Housing Focused Program may be achieved under the flexibility provided by the proclamation of local homeless emergency without the need for a formal modification to the Conditional Use Permit and by amendment to the Agreement approved by Council on June 20, 2017.
2. In alignment with Housing First protocols, the expanded Housing Focused Program budget includes funding for an additional housing navigator and rapid re-housing resources (\$90,000) pursuant to the Funding Agreement, plus funding for operational staff, supplies, janitorial service, the purchase of new beds and a bathroom-shower trailer to accommodate increased usage of bathroom facilities at the Shelter. The scope of work has been modified to reflect the expanded program model and incorporated into the reporting requirements.
3. Catholic Charities has successfully operated the Shelter for more than eleven (11) years, including the Winter Shelter Program for the past four (4) years;

responded to neighborhood concerns in a timely manner; and met compliance reporting requirements.

4. Support of the expanded Housing Focused Program at the Shelter, along with the other homeless services programs supported by the City, aligns with the Council's priority to address homelessness in our community and its Housing First Strategy.
5. Staff seeks Council approval to execute the Second Amendment and Funding Agreement.

### FISCAL IMPACT

The proposed Second Amendment, if approved, adds \$279,617 to the Agreement with Catholic Charities for the expanded Housing Focused Program broken down as follows: \$27,880 from the General Fund; and \$90,000 from the County of Sonoma pursuant to the proposed Funding Agreement. The \$27,880 in General Funds was not anticipated and is not included in the Fiscal Year 2017/2018 adopted budget. Approval of this item will appropriate \$279,617: \$27,880 from the General Fund fund-balance; \$161,737 from the Homeless Shelter Operations Fund unassigned fund-balance; and \$90,000 of additional funding provided by the County of Sonoma. The \$161,737 is available because, pursuant to Council Policy 000-48, the City Council transfers a portion of General Fund Real Property Transfer Tax to the Homeless Shelter Operations Fund annually. If the department does not utilize the full amount for staff salaries, benefits, services, supplies, and City overhead; or service providers do not utilize the full amount of their allocation, a fund balance accumulates which can be re-appropriated each year. To minimize the effect on the General Fund, staff recommends that the available balance of Fund 1209 (Homeless Shelter Operations) be used to fund this program.

### ENVIRONMENTAL IMPACT

The proposed services under the Second Amendment are exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

### NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution/Exhibit A (Second Amendment)/Exhibit B (Funding Agreement)

CONTACT

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