



DATE: December 11, 2018

CATEGORY: Consent

DEPT.: City Manager's Office

TITLE: **Appropriate Funding and Approve Nonprofit Grants for Safe Parking Site Implementation**

RECOMMENDATION

1. Appropriate and transfer \$154,750 into the General Operating Fund, Community Development Department, from General Operating Fund Reserve. (Five votes required)
2. Authorize the City Manager to execute grant agreements and offset associated permit fees as a City contribution consistent with approved recommendations with the nonprofit Palo Alto Housing Corporation (PAHC), located at 1020 Terra Bella Avenue, for safe parking site preparation, up to \$82,500.
3. Authorize the City Manager to execute a grant agreement consistent with approved recommendations with the nonprofit MOVE Mountain View (MOVE) for safe parking operations, up to \$72,250.

BACKGROUND

On October 9, 2018, the Council reviewed safe parking options for Mountain View. Staff provided an overview and update on safe parking programs that aim to offer the stability needed for residents living in vehicles to make positive changes in their lives and, where applicable, become reemployed and ultimately rehoused. It was noted that safe parking programs alone will not remedy the region's lack of affordable housing and cautioned that most safe parking programs serve a modest number of clients and are unlikely to ever meet the number in need. Nevertheless, the City, County of Santa Clara, and nonprofit providers committed to collaborating to do what they can with the resources available (Attachment 1).

The Council approved that resources be provided to PAHC to prepare site improvements for the temporary use of their property located at 1020 Terra Bella Avenue, and to MOVE for safe parking program operations and directed staff to return

with appropriations consistent with approved recommendations. Council also provided direction for the short-term use of the PAHC site for a safe parking program and that this direction be employed if future properties are identified as applicable. Finally, Council provided direction for staff to review parking and the range of options related to enforcement and parking restrictions, similar to the scope of the March 2018 Council report.

ANALYSIS

Since the October 9, 2018 action, City, County, and nonprofit staff have worked on: getting additional estimates; refining costs; conducting additional site visits with contractors and other parties; seeking donations and volunteers; beginning preparation of a Transitional Use Permit (TUP); preparing for contracts by reviewing insurance and grant scope; and establishing the estimated project timeline. As a result of these efforts, the original estimate for site preparation costs has been adjusted from the original estimate of \$78,500 plus unknown paving costs to a cost of \$82,500. The cost to operate the program has been adjusted from the original estimate of \$132,250 - \$156,250 to \$87,250 (or a net cost of \$72,500 for the City grant as a result of a commitment of \$15,000 in grant funds from LinkedIn). More information on these refinements is provided below.

Donations and Volunteers

Costs have been reduced by approximately \$30,000 as a result of staff's outreach for volunteers and the donation of funds. Additional outreach for donations to MOVE is ongoing, so it is possible additional resources may still be obtained and used for associated program services.

- PAHC is providing in-kind project management, contract management, and foregoing leasing of their property.
- LinkedIn is now providing a \$15,000 grant to MOVE and will additionally provide up to \$15,000 in matching grant funds for future donations that may come in to MOVE.
- Volunteers from two local churches will assist with the debris and brush clearance.
- A local contractor affiliated with MOVE will help with the demolition of the two buildings to keep the costs at no more than the original estimate: \$30,000.

- MOVE and volunteers will manage the pavement striping and parking spot markers.

Refined Estimated Costs for PAHC Site Preparation and Grant Amount

The reduced cost associated with the site preparation includes a decrease in pavement striping and basic debris and brush clearance that will be done by volunteers. Costs for lighting, demolition, and paving were reduced or refined. The remaining costs increased nominally to repair a gate, provide fire safety measures, and add a contingency for unforeseen costs. The refined costs are summarized in the table below. The overall cost has been *increased* from approximately \$78,500 to \$82,500, reflecting the addition of pavement costs that were previously unknown.

Recommendation	Purpose	Estimated Costs	Modified Plan for Option	Refined Cost
Two smaller building demolition (not the larger house)	Traffic circulation and public safety access to site	~\$30,000	Increased cost based on contractor estimate	~\$35,000 Plus costs associated with an offset of City permit fees
Site pavement striping	Site circulation and parking management	~\$5,000 to \$10,000	Decreased the costs with volunteer labor painting of striping and/or marking and numbering spaces with traffic cones and rope or caution tape with 10' clearance around each RV/vehicle	~\$500
Site pavement repairs	Resolve some drainage issues and patch any damage after building removal	Unknown (No estimate had been received)	Received an estimate for basic paving repairs, including patching after demolition and brush clearance	~\$8,000
Basic debris and brush clearance	Client and site safety	~\$5,000	Decreased cost through volunteer labor	None

Recommendation	Purpose	Estimated Costs	Modified Plan for Option	Refined Cost
Fire extinguishers and smoke/carbon monoxide detectors	Client and site safety	~\$1,000	Increased nominally to provide for and secure the fire extinguishers and weatherproof	~\$1,500
Electrical service or temporary lighting	Client and site safety	~\$25,000 to \$30,000	Decreased cost with rental of a temporary power pole and monthly power from PG&E, temporary poles, and LED lights	~\$22,500
Temporary fencing	For safety to ensure house is not occupied	~\$2,500 per year	Increased cost to provide 90' fence to separate house from the rest of the lot and new gate replacement, ~30'	~\$5,000
			Provide contingency	\$10,000
GRANT TOTAL NOT TO EXCEED		~\$82,500 for one year		

Refined Estimated Costs for MOVE Operations at the PAHC Site and Grant Amount

The reduced operations cost is the result of a modified plan for how MOVE will monitor the site. MOVE will hire a lot monitor position to monitor the sites, manage check-in/out, and supplement this with use of security cameras. MOVE is also working on a text-based check-in system for check-in support. The refined costs are summarized in the table below. The overall cost has been *decreased* from approximately \$132,250 – \$156,250 to \$87,250 (offset by the \$15,000 donation to MOVE from LinkedIn, resulting in a net grant from the City of \$72,250).

Using funds provided by the existing County and City grants, Lots of Love (LoL) will provide the safe parking site services of a Porta-Potti, CSA case management, the program coordinator, and basic needs like bottled water.

Recommended Option	Purpose	Estimated Costs	Modified Plan for Option	Refined Cost
Security or staff with an on-site vehicle 12 to 14 hours a day, 7 days per week	Program administration, client and site safety	~\$120,000 to \$144,000 per year	Decreased cost by going with a full-time and part-time nonprofit staff; MOVE will install cameras at the site to enhance remote monitoring	~\$70,000
Garbage and recycling service	Health and safety	\$1,250 per year	Same	Same
Sanitary waste dump voucher option includes fresh water, dumping of holding tanks, and disposal of one small garbage bag	Health and safety	~\$11,000 per year	Same	Same
			Provide contingency	\$5,000
GRANT TOTAL NOT TO EXCEED		~\$72,250 of \$87,250* for one year		
<i>*MOVE operations reduced by \$15,000 through the donation from LinkedIn.</i>				

Safe Parking Timeline

January 2019: City contract execution for grants to MOVE and PAHC, and finalize the TUP. The TUP will be reviewed before the Zoning Administrator (this takes approximately three weeks from the time an application is deemed complete) and includes each grantee preparing their own operational estimates, quotes, and agreements. MOVE will also recruit and hire new staff.

February 2019: MOVE and PAHC will begin site preparation. This includes PAHC's and MOVE's work with their contractors and volunteers to coordinate site clearance

and building demolition (estimated one day for debris clearance and three days of work for demolition). Contracts and permits will be completed.

March 2019: MOVE goal for program implementation.

FISCAL IMPACT

The recommended funding for the two grants is not to exceed \$82,500 to PAHC for site preparations and not to exceed \$72,250 to MOVE for program operations.

The grants are not funded, requiring an appropriation and transfer \$154,750 into the General Operating Fund, Community Development Department, from the General Operating Fund Reserve. Five votes are required to approve an appropriation outside of the budget process.

ALTERNATIVES

The Council may wish to consider the following alternatives to the recommendation:

1. Modify program components.
2. Modify the funding source.
3. Do not proceed with the safe parking site at 1020 Terra Bella Avenue.
4. Provide other direction.

PUBLIC NOTICING

Agenda posting, web and social media advisories, and a copy of the report were sent to the County of Santa Clara, PAHC, MOVE, LinkedIn, and the Community Services Agency.

Prepared by:

Kimberly S. Thomas
Assistant to the City Manager

Approved by:

Audrey Seymour Ramberg
Assistant City Manager

KST/KB/2/CAM
679-12-11-18CR

Attachment: 1. [Council Report for October 9, 2018](#)