County of Santa Cruz

HUMAN RESOURCES AGENCY
Cecilia Espinola, Director
1000 Emeline Avenue, Santa Cruz, CA 95060
(831) 454-4130 or 454-4045 FAX: (831) 454-4642

March 26,2003 AGENDA: April 1,2003

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz. CA. 95060

EMERGENCY WINTER SHELTER CONTRACT AMENDMENTS AND ACCEPTANCE OF UNANTICIPATED REVENUE

Dear Members of the Board:

On November 5,2002, your Board approved the FY 2002-2003 Emergency Winter Shelter Program. Due to reduced State funding and increased program costs, the program was shortened to 122 nights in both North and South County, from its regular schedule of 152 nights in North County and 137 nights in South County. At that time, your Board directed HRA to work with the other jurisdictions to explore possible strategies for extending the program. HRA and the Cities of Santa Cruz, Watsonville and Scotts Valley each contributed funding that totaled $11,000, enabling a 10-night extension of the program at both sites in the county. On February 11,2003, your Board authorized HRA to amend the contracts with the Homeless Services Center in North County and Salvation Army in South County to reflect this change.

Before HRA was able to complete these amendments, additional funding in the amount of $8,565 was committed by the City of Santa Cruz, bringing the total additional funding to $19,565. Of this total, $15,645 will be allocated to the North County program, with $6,195 for the Homeless Services Center and $9,450 for the Santa Cruz Armory. In South County, Salvation Army's budget will be augmented by $3,920. These funds, together with other grant funds available to the Homeless Services Center, will enable the full restoration of the program in both North and South County. The program will continue through March 31 in South County and April 14 in North County. The purpose of this letter is to request your Board's approval to accept unanticipated revenue in the amount of $8,565 and to amend the contracts with Homeless Services Center and Salvation Army. No amendment is required for the agreement with the State Military Department for use of the armory.

IT IS THEREFORE RECOMMENDED that your Board:

1. Authorize the Human Resources Agency Director to amend the contract with the Homeless Services Center to add $6,195 to the program budget.

2%

EMERGENCY WINTER SHELTER CONTRACT AMENDMENTS AND ACCEPTANCE OF UNANTICIPATED REVENUE

2. Authorize the Human Resources Agency Director to expend an additional $9,450 on the Santa Cruz Armory.
3. Authorize the Human Resources Agency Director to amend the contract with Salvation Army to add $3,920 to the program budget.
4. Adopt the attached resolution accepting unanticipated revenue in the amount of $8,565.
5. Authorize the Human Resources Agency Director to take any other necessary actions related to the provision of emergency winter shelter in the 2002-2003 fiscal year.

Very truly yours,

Cecilia Espinola

CECILIA ESPINOLA
Director

Attachments:

CE\nk
n:\board letters\FY02-03\administration\homelessness\emergency winter shelter contract amendments and acceptance of unanticipated revenue

RECOMMENDED:

SUSAN A. MAURIELLO
County Administrative Officer

CC: County Administrative Office
Auditor Controller
HRA-Fiscal
Health Services Agency
Homeless Services Center
Salvation Army
City of Santa Cruz
City of Watsonville
City of Scotts Valley
City of Capitola
State Military Department
Continuum of Care Coordinating Group

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

Resolution No. _____

On the motion of Supervisor _____
duly seconded by Supervisor _____
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

Whereas, the County of Santa Cruz is a recipient of funds from City of Santa Cruz Homeless Winter Shelter Program for _____ program; and

WHEREAS, the County is recipient of funds in the amount of $ 8,565 which are either' in excess of those anticipated or are not specifically set forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c)/29064(b), such funds may be made available for specific appropriation by four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller accept funds in the amount of $ 8,565 into Department HRA

TIC	Index Number	Revenue Subobject Number	Account Name	Amount
001	391200	2367	Contributions	8,565

and that such funds be and are hereby appropriated as follows:

T/C	Index Number	Expenditure Subobject Number	PRJ/UCD	Account Name	Amount
021	391200	4490		FESG - Satellite	8,565

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and that the Revenue(s) (has been) (will be) recieved within the current fiscal year.

By Frances Hinks
Department Head

Date 3/13/03

AUD60 (Rev 12/97)

COUNTY ADMINISTRATIVE OFFICER /_____/ Recommended to Board

/_____/ Not **recommended** to **Board**

PASSED AND ADOPTED **by** the **Board of** Supervisors of the County **of Santa Cruz, State of California,** this _____ **day of** _____, 19_____ **by the following** vote **(requires four-fifths *vote* for approval):**

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSENT: SUPERVISORS

_____

Chairperson of **the Board**

ATTEST:

_____

Clerk of the Board

APPROVED AS TO FORM:

Harry A. Oberhelman III

County Counsel 12/16/97

APPROVED AS TO ACCOUNTING DETAIL:

Kaffar 3/19/03

Auditor-Controller

Distribution:

Auditor-Controller
County Counsel
County Administrative Officer
Originating Department

AUD60 (REV 12/97)

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AMENDMENT TO HUMAN RESOURCES AGENCY CONTRACT # 21945

The County of Santa Cruz, by and through the Human Resources Agency, hereinafter referred to as "COUNTY," and the Homeless Services Center, hereinafter referred to as "CONTRACTOR," hereby modify Contract # 21945 as follows:

1. Article 2, COMPENSATION, Part A, on page 1 of the original agreement dated November 15,2002, is amended to read: "In no event shall the maximum payment made by COUNTY to CONTRACTOR under this Agreement exceed the sum of $67,606, for the period from November 15,2002, through June 30,2003."

2. Exhibit A, SCOPE OF WORK, item 2, is amended to read: "Contingent upon the availability of shelter facilities, the winter shelter program will be in operation seven nights per week from November 15,2002, through April 14,2003."

3. EXHIBIT B, BUDGET, is amended to add $6,195, as shown in the revised Exhibit B, attached.

COUNTY OF SANTA CRUZ

By:_____
Human Resources Agency Director

Dated:_____

CONTRACTOR

By:_____
Ken Cole, Director

Dated: 3-12-03

APPROVED AS TO FORM:

By: Marie Costa
County Counsel

Dated: 3-13-2003

Homeless Services Center
115 Coral Street
Santa Cruz, CA 95060
(831) 458-6020

APPROVED AS TO INSURANCE:

By: Janet McKinley
Risk Management

Dated: 3-13-2003

RECEIVED
2003 MAR 12 PM 2:26
PERSONNEL DEPT.

O:\contracts\wscon.sa.amend.02.doc

Homeless Services Center
Contract # 21945

EXHIBIT B: BUDGET (REVISED)

Emergency Winter Shelter Expenses for FY 2002-03

Cost Category	Contract Amount
Staff Salaries & Benefits	$37,859
Operational Costs (transportation, security, gas and oil)	15,550
Administration	14,197
Total	**$67,606**

O:\contracts\wscon.hsc.amendB.02.doc

AMENDMENT TO HUMAN RESOURCES AGENCY CONTRACT # 22085

The County of Santa Cruz, by and through the Human Resources Agency, hereinafter referred to as "COUNTY," and the Salvation Army, hereinafter referred to as "CONTRACTOR," hereby modify Contract # 22085 as follows:

1. Article 2, COMPENSATION, Part A, on page 1 of the original agreement dated November 15,2002, is amended to read: "In no event shall the maximum payment made by COUNTY to CONTRACTOR under this Agreement exceed the sum of $33,865, for the period from November 15,2002, through June 30,2003."

2. Exhibit A, SCOPE OF WORK, item 2, is amended to read: "Contingent upon the availability of shelter facilities, the winter shelter program will be in operation seven nights per week from November 15,2002, through March 31, 2003."

3. EXHIBIT B, BUDGET, is amended to add $3,920, as shown in the revised Exhibit B, attached.

COUNTY OF SANTA CRUZ

By:_____
Human Resources Agency Director

Dated:_____

CONTRACTOR

By:_____
Name/Title COMMANDING OFFICER
Salvation Army

Dated: 3.11.03

APPROVED AS TO FORM:

By: Marie Costa
County Counsel

Dated: 3-13-2003

The Salvation Army
232 Union Street
Watsonville, CA 95076-5010
(831) 724-3922

APPROVED AS TO INSURANCE:

By: Janet McKinley
Risk Management

Dated: 3-13-2003

RECEIVED
2003 MAR 12 PM 2:26
PERSONNEL DEPT.

O:\contracts\wscon.sa.amend.02.doc

Salvation Army
Contract # 22085

EXHIBIT B: BUDGET (REVISED)

Emergency Winter Shelter Expenses for FY 2002-03

Cost Category	Contract Amount
Utilities	$3,725
Janitorial	3,387
Security/Supervision	22,012
Administration	**1,693**
Supplies	2,032
Vehicles	1,016
Total	**$33,865**

COUNTY OF SANTA CRUL
REQUEST FOR APPROVAL OF AGREEMENT

TO: Board of Supervisors
County Administrative Office
Auditor Controller

FROM: Human Resources Agency (Department)

BY: Frances Hick (Signature) 3/18/03 (Date)
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One) ~~Expenditure~~ Amendment Agreement ☒ Revenue Agreement ☐

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of same.

1. Said agreement is between the Human Resources Agency (Department/Agency)
   and Homeless Services Center, 115 Coral Street, Santa Cruz, CA 95060 (Name/Address)
2. The ~~Agreement~~ Amendment will provide an augmentation to increase funding for Emergency Shelter Services to homeless persons for FY02-03
3. Period of the agreement is from November 15, 2002 to ~~April 14~~ June 30, 2003
4. Anticipated Cost is $ 67,606 ☐ Fixed ☐ Monthly Rate ☐ Annual Rate ☒ Not to Exceed

   Remarks: Prior FY02-03 encumbrance $61,411, additional FY02-03 encumbrance $6,195.
   Contact Nora Krantzler x5430 W-9 on file
5. Detail: ☐ On Continuing Agreements List for FY ___-___ . Page CC-_____ Contract No: 21945-01 OR ☐ 1" Time Agreement
   - ☐ Section II No Board letter required, will be listed under Item 8
   - ☐ Section III Board letter required
   - ☐ Section IV Revenue Agreement
6. Appropriations/Revenues are available and are budgeted in 391200 (Index) 4490 (Sub object)

NOTE: IF APPROPFUATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

Appropriations (are) / are not available and (have been) / will be encumbered.
AUD 60

Contract No: 21945-01
By: Kaye
Auditor-Controller Deputy
Date: 03/19/03

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize Human Resources Agency Director (Dept/Agency Head) to execute on behalf of the Human Resources Agency (Department/Agency)

Date: _____ By: _____
County Administrative Office

Distribution:
- Board of Supervisors - White
- Auditor Controller - Canary
- Auditor-Controller - Pink
- Department - Gold

State of California
County of Santa Cruz
I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz, State of California, do hereby certify that the foregoing request for approval of agreement was approved by said Board of Supervisors as recommended by the County Administrative Office by an order duly entered in the minutes of said Board on _____ 20__

By: Deputy Clerk

ADM - 29 (8/01)
Title I, Section 300 Proc Man

AUDITOR-CONTROLLER USE ONLY

CO	$				
Document No.	JE Amount	Lines	H/TL	Keyed By	Date

TC110	$	/		
Auditor Description	Amount	Index	Sub object	User Code

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

TO: Board of Supervisors
County Administrative Office
Auditor Controller

FROM: Human Resources Agency (Department)

BY: Frances Hicks (Signature) 3/18/03 (Date)
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One) ~~Expenditure~~ Amendment Agreement ☐ Revenue Agreement ☐

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of same.

1. Said agreement is between the Human Resources Agency (Department/Agency)
and State of California Military Department (Name/Address)

2. The ~~agreement~~ amendment will provide an augmentation to increase funding for Emergency Shelter Services to homeless persons for FY02-03

3. period of the agreement is from November 15, 2001 to ~~March~~ April 15, 2003

4. Anticipated Cost is $ 33,980 ☐ Fixed ☐ Monthly Rate ☐ Annual Rate ☒ Not to Exceed

Remarks: Prior FY02-03 encumbrance $44,530, additional FY02-03 encumbrance $9,450.
Contact: Nora Krantzler x5430

5. Detail: ☐ On Continuing Agreements List for FY - . Page CC- Contract No: 22729-01 OR ☐ 1st Time
☐ Section II No Board letter required, will be listed under Item 8
☐ Section III Board letter required
☐ Section IV Revenue Agreement

6. Appropriations/Revenues are available and are budgeted in 391200 (Index) 4490 (Sub object)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AI

Appropriations are available and have been / will be encumbered.
are not
AUD 60

Contract No: co 22729-01
By: Kaffar
Auditor-Controller Deputy
Date: 3/19/03

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize Human Resources Agency Director (Dept/Agency Head) to execute on behalf of the Human Resources Agency (Department/Agency)

Date:

By:
County Administrative Office

Distribution:
Board of Supervisors - White
Auditor Controller - Canary
Auditor-Controller - Pink
Department - Gold

State of California
County of Santa Guz
I ex-officio Clerk ot the Board of Supervisors of the County of Santa Cruz, State of California, do hereby certify that the foregoing request for approval of agreement was approved by said Board of Supervisors as recommended by the County Administrative Office by an order duty entered in the minutes of said Board on 20

ADM - 29 (8/01)
Title I, Section 300 Proc Man

By: Deputy Clerk

AUDITOR-CONTROLLER USE ONLY

CO Document No. $ JE Amount Lines H/TL Keyed By Date

TC110 Auditor Description $ Amount Index / Sub object User Code

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COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

TO: Board of Supervisors
County Administrative Office
Auditor Controller

FROM: Human Resources Agency (Department)

BY: [signature] (Signature) 3/13/03 (Date)
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One) Amendment ~~Expenditure~~ Agreement ☒ Revenue Agreement ☐

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of same.

1. Said agreement is between the Human Resources Agency (Department/Agency)
and the Salvation Army, 232 Union Street, Watsonville, CA 95076-5010 (Name/Address)

2. The ~~agreement~~ Amendment will provide an augmentation to increase funding for Emergency Shelter Services to homeless persons for FY02-03

3. Period of the agreement is from November 15, 2002 to ~~March 31,~~ June 30, 2003

4. Anticipated cost is $ 33,865 ☐ Fixed ☐ Monthly Rate ☐ Annual Rate ☒ Not to Exceed

Remarks: Prior FY02-03 encumbrance $29,945, additional FY02-03 $3,920
Contact: Nora Krantzler x5430 W9 on file

5. Detail: ☐ On Continuing Agreements List for FY - . Page CC- Contract No: 22085-01 OR ☐ 1st Time Agreement
☐ Section II No Board letter required, will be listed under Item 8
☐ Section III Board letter required
☐ Section IV Revenue Agreement

6. Appropriations/Revenues are mailable and are budgeted in 391200 (Index) 4490 (Sub object)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

Appropriations are / are not available and have been / will be encumbered. Contract No: 22085-01
By: [signature] Date: 3/19/03
Auditor-Controller Deputy
AUD 60

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize Human Resources Agency Director (Dept/Agency Head) to execute on behalf of the Human Resources Agency (Department/Agency)

Date: _____ By: _____
County Administrative Office

Distribution:
Board of Supervisors - White
Auditor Controller – Canary
Auditor-Controller – Pink
Department – Gold

State of California
County of Santa Cruz
I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz, State of California, do hereby certify that the foregoing request for approval of agreement was approved by said Board of Supervisors as recommended by the County Administrative Office by an order duly entered in the minutes of said Board on _____ 20__

ADM – 29 (8/01)
Title I, Section 300 Proc Man

By: Deputy Clerk

AUDITOR-CONTROLLER USE ONLY

CO _____ $ _____ _____ _____ _____ _____
Document No. JE Amount Lines H/TL Keyed By Date

TC110 _____ $ _____ _____/_____ _____
Auditor Description Amount Index Sub object User Code

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