



## COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

### SUMMARY REPORT

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**Agenda Date:** 11/19/2019

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**To:** Sonoma County Board of Supervisors  
**Department or Agency Name(s):** General Services  
**Staff Name and Phone Number:** Caroline Judy: 707-565-8058  
**Vote Requirement:** Majority  
**Supervisorial District(s):** 5th

**Title:**

Annual Guerneville Winter Shelter License Agreement

**Recommended Action:**

- A) Authorize the Director of General Services to execute a revocable license agreement with West County Community Services for the 2019 Winter Shelter located at the Guerneville Veterans Memorial Building commencing on December 1, 2019 and terminating on March 31, 2020 to provide shelter to persons experiencing homelessness through the winter months.
- B) Make findings in accordance with Section 26227 of the Government Code that the services provided by the licensee will serve public purposes and that the use of the property subject to the license will not interfere with uses for County purposes during the time of the licensee's possession.

**Executive Summary:**

West County Community Services (WCCS), formerly Community Family and Services Agency, sponsors an annual winter shelter for residents in West County and throughout Sonoma County. The proposed license agreement would be in the amount of \$27,000, in payments to the County of \$6,750 per month, for each of the four months that the shelter is in operation. The winter shelter provides a critical service for the population experiencing homelessness in the Russian River area.

**Discussion:**

Since 2010 the winter shelter in west-county has been operating from the Guerneville Veterans Memorial Building. The Veterans Building is used because there is a lack of other available facilities in the area. The winter shelter program provides emergency food and shelter during the wettest and coldest months, and aims to improve the long-term housing status of as many residents as possible. The shelter is open seven days a week from 5:00 pm to 7:00 am and includes services including: meals, bedding, shower facilities, and limited supplies for daily needs.

Historically, approximately 70% of the winter shelter occupants come from the lower Russian River area, 20% from the remainder of Sonoma County, and 10% come from outside the County. The shelter employs one full time employee and twelve part time employees with various shifts.

Year	Lunches Served	Dinners Served	Beds per night	Unduplicated Clients
2017	4,610	4,753	57	160

2018	5,200	5,400	68	188
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During the four months of is operation, General Services does not anticipate needing the facility space from 5pm to 7 am when the shelter is in active use. The shelter's use of the Guerneville Veterans Building is non-exclusive and specifically excludes other, more-frequently used portions of the building, meaning that the Building remains available for other community needs. In prior years, other uses of the building during the winter months have included kindergym and community holiday events. General Services and West County Community Services work collaboratively to ensure that events are scheduled at compatible times and allow for cleaning to occur between uses, and do not disrupt shelter services. Moreover, to the extent the facility may be needed in support of any emergency or disaster event, the proposed License allows the County to summarily revoke the License and use the space at any time.

**Public Benefit**

Government Code Section 26227 allows the Board of Supervisors to "contract with other public agencies or private agencies or individuals to operate those programs which the Board of Supervisors determines will serve public purposes. In the furtherance of those programs, the Board of Supervisors may make available any real property of the County which is not and, during the time of possession, will not be needed for County purposes, to be used to carry out the programs, upon terms and conditions determined by the Board of Supervisors to be in the best interest of the County and the general public." Staff is recommending and requesting that the Board find that the services provided by this licensee will serve public purposes and that the property subject to the license will not be needed for County purposes during the time periods indicated of the licensee's possession.

In order to support the shelter program, the standard facility use rates as approved by the Board are significantly reduced. As described more fully below the shelter program facility use expenses is offset 13% through the discounted fee paid by West County. The use rate charged to West County for the shelter program has not been increased since 2008.

**Prior Board Actions:**

6/11/2019 - Approved FY 2019-20 Budget including \$147,000 to WCCS for Winter Shelter Operation

11/13/2018 - Approved 2018 Guerneville Winter Shelter License Agreement

7/10/2018 - Approved CDC Funding Awards including \$140,000 to WCCS for Winter Shelter Operation

1/9/2018 - Approved 2017 Guerneville Winter Shelter License Agreement

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 19-20 Adopted</b>	<b>FY20-21 Projected</b>	<b>FY 21-22 Projected</b>
Budgeted Expenses	27,000		
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>27,000</b>		
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			

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Fees/Other	27,000		
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>27,000</b>		

**Narrative Explanation of Fiscal Impacts:**

Under the current Board of Supervisors-approved general rental rates, the total rental cost for the Guerneville Veterans Memorial Building spaces used by the winter shelter would be \$196,283.50. This includes 121 days of operation for each of the 3 rentable rooms in the building. Under the discounted winter shelter contract General Services will receive \$27,000 from WCCS through the proposed Agreement. The department absorbs the lost revenue of \$169,283 which would have been received if the Board approved use fees were applied. Consistent with prior Board direction, the use of the facility is provided at a substantially reduced rate in order to maximize the availability of winter shelter services for the community.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

None

**Attachments:**

Attachment 1 - Agreement

**Related Items "On File" with the Clerk of the Board:**

None