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**To:** [Shannon Anderson](#)  
**Subject:** CATs Mobile Outreach Bus  
**Date:** Thursday, December 9, 2021 8:35:36 PM

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Shannon,

This is a follow up to our conversation about the Community Assistance Teams of Flagstaff mobile outreach/day drop in bus and our request for collaboration with the City to operate it.

The bus is a 40' Blue Bird school bus which will be equipped with one bathroom that includes one handwashing sink, one toilet and one shower. The plumbing will be set up as an RV and self contained. We will have a generator and solar panels as well as a connection for outside electrical source (ie: an RV extension cord) The gas mileage is about 9 miles per gallon so we would like to keep drive distance to a minimum. We anticipate parking the bus at different locations around the city on different days based on a schedule to be developed.

### **Water and Waste**

**Fresh Water:** The bus will be equipped with a 200 gallon fresh water tank. We expect to be able to provide up to 20 showers per day and will need a source to fill the tank daily.

**Grey Water:** The bus will be equipped with 140 gallon grey water tank. We would like to be able to dispose of grey water (from the shower and the bathroom sink) directly into the storm drains. In San Francisco, and other cities, other non-profit street shower buses are allowed to do this. If not, we will need to dispose of the grey water through an RV or other waste dump station.

**Black Waste:** The bus will be equipped with a 42 gallon black waste tank. We are not sure whether it will need to be dumped daily or every couple of days. In either event we will need an RV type waste dump to dispose of it that has hose water near by to flush and clean.

### **Parking**

There are two different parking needs. One will be overnight parking when the bus is not in use. The old public works yard would be convenient and has plenty of space. In order to prevent the plumbing from freezing in the winter months we would like to be able to connect to an external electrical power source to run a small heater overnight so will need parking that is close to a wall outlet and permission to use it. While we are installing the plumbing system to reduce the chance of freezing and will be draining the tanks at the end of the day, being able to keep the bus heated at above freezing temperatures will be important to our success. If there is some other parking location in town that can accommodate the bus overnight we are not set on the public works yard-that just seemed like a logical place.

**Day time-** The plan is to park at different locations on different days around the city. The Murdoch Center has asked us to park there on one or two days a week. Although their parking lot is big enough to park the bus it may be easier to park on the street (Brannen) in front of the center rather than getting into their tight parking lot. The street in front is paid parking and we ask for a waiver of the fees to park there. We are searching for other locations to park that a 40' bus can access and where it will not impede traffic or be considered a hazard or nuisance. We may need to request permission to park at other locations and will advise you if we want to park along a public street.

### **Operational Funding**

We estimate that our minimum operational costs will be about \$75,000, almost all of that would be payroll to

hire one full time manager/supervisor and to pay a stipend to a person or persons to drive the bus to and from its off duty location to its operational location. We are working with the NAU Social Work department to establish a volunteer internship program and will use community volunteers to staff the bus. The bus will be CATs mobile office as well so there will be no rental costs. Non payroll costs include DMV registration, automobile and commercial, cleaning supplies, hygiene supplies, laundry fuel, propane, dump fees, virtual phone number, website, repairs and maintenance, and miscellaneous supplies. Non payroll related costs are estimated to be \$15,000 and payroll would make up the rest.

We intend to start serving the public in January which means that we will need approximately \$37,500 to operate through the end of the City's 2022 fiscal year. We would like to ask that the City contribute up to \$37,000 in this fiscal year from discretionary funds and additional funding for the next fiscal year. We will also seeking be funding from Coconino County and elsewhere, including public donations.

**Non-profit status-** We are incorporated as an Arizona not for profit corporation. We applied for 501(c)(3) recognition in September 2021. It takes the IRS 180 days to process non-profit applications so we will not hear back until mid-March. In the meantime we do have a fiscal sponsor that is a recognized 501(c)(3) if that is necessary for our requests.

**Our Board of Directors-**At the moment, our board of directors consists of myself, Darrell Marks and Professor Amber Abila, LCSW(NAU Department of Social Work). We do have Bylaws and are actively seeking other Board members. As you are likely aware, I am an attorney and was the founder of Flagstaff Shelter Services as well as the first Coconino Criminal Justice Coordinating Council coordinator. Darrell is an Indigenous activist who is intimately connected to the Indigenous communities in Flagstaff and on the Navajo reservation and works full time as the Indigenous student advisor at Flagstaff High School. Professor Abila previously worked at the Guidance Center and for Terros and will be our volunteer coordinator and trainer. She is an Assistant Clinical Professor at NAU and the faculty advisor for the NAU Social Work Club. We recognize the challenges of our undertaking but are committed to providing a holistic, non-judgmental service to unsheltered and in crisis Flagstaff residents and visitors by meeting them where they are-on the streets of Flagstaff.

Please let me know what the next steps are to obtain the collaboration of the City.

Sincerely,

Wendy White,  
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