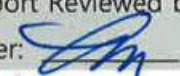


Agenda Report Reviewed by:  
 City Manager: 

**CITY OF SEBASTOPOL  
 CITY COUNCIL  
 AGEND ITEM**

**Meeting Date:** October 17, 2023  
**To:** Honorable Mayor and City Councilmembers  
**From:** Kari Svanstrom, Planning Director; SAVS (Sonoma Applied Villages)  
**Subject:** Sonoma Applied Villages (SAVS) Quarterly Informational Report as required by Use Permit  
**Recommendation :** Receive report  
**Funding:** Currently Budgeted:  Yes  No  Not Applicable

Account Code: [Fill in Account Number]

Costs authorized in City Approved Budget:  Yes (Finance Initialed \_\_\_\_\_)  No (Finance Exempt)

**INTRODUCTION:**

This item is the second quarter report from the Sonoma Applied Villages for the Horizon Shine 24/7 RV safe parking village at 845 Gravenstein Highway North, as required by their Temporary Use Permit.

**DISCUSSION:**

The Horizon Shine RV Village opened in February of 2022 and has remained operational since then. The property is owned by St. Vincent de Paul Sonoma County, leased to Sonoma Applied Village Services (SAVS). Horizon Shine provides a much needed safe, sanitary, compassionate, and respectful location for RVs and other lived-in vehicles. Wrap around services are included, with a focus on improving the lives of those residing there. We urge you to read the report from Horizon Shine carefully (see attachments).

The Horizon Shine applied for a Temporary Use Permit that was approved by the Planning Commission, and upheld on appeal by the City Council, in 2022 for operation of the site as a temporary housing use through December 2024. As part of that approval, quarterly reports are required to be submitted to both the City Council and the Planning Commission, to address any issues or adjustments needed to the operations of the site.

Note, this report will also be presented as a regular agenda item to the Planning Commission at their next meeting.

**ENVIRONMENTAL REVIEW:**

The proposed action of the quarterly report is  Not a project under CEQA.  Not exempt  Exempt under Section \_\_\_\_\_ from the requirements of the California Environmental Quality Act (CEQA).

**GOALS:**

This action supports the following City Council Goals

Goal 9 - Enhance housing opportunities in Sebastopol and, when possible, provide assistance to housing projects. and General Plan Goals/Policies and Actions:

Goal D-2: Support Housing to Meet Special Needs (unhoused individuals are a special needs population)

Policy D-1: The City will promote the development of new housing units affordable to extremely low, very low, low, and moderate income households and housing units that are affordable to and appropriate for special needs households, including seniors, disabled persons, developmentally disabled persons, farmworkers, large families, and homeless.

Policy D-2: The City will encourage the expansion of housing opportunities for extremely low income households.  
Policy D-6: Sebastopol will work to prevent homelessness and support housing services for the homeless.

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

**PUBLIC NOTICE:**

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to scheduled meeting date.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

**RECOMMENDATION:**

Receive report, provide any feedback to SAVS.

**ATTACHMENTS:**

SAVS Quarterly Report

Sonoma Applied Village Services  
 Horizon Shine Village  
 845 Gravenstein Hwy N.  
 Sebastopol, Ca. 95472



# PROGRAM QUARTERLY REPORT

## SUMMARY OF VILLAGE

REPORT DATE	PROJECT NAME	PREPARED BY
Date: October 2023 quarterly report	Project: Horizon Shine Village	Name: Adrian Brumley – Executive Director Art Lopez -Program Manager

## VILLAGE COMMUNITY STATUS SUMMARY

Over the course of this quarter our team has fully assessed all client files during which time we made sure all required information and documents were in the file, and organized all the content in a uniformed order, and created a master list of needs in order of importance. As a team, Horizon Shine staff the list of needs were completed, and clients were evenly divided among the three case managers. Each case manager continues to work with their clients helping with obtaining CalFresh, Medi-Cal, and steady verifiable incomes. Every client is actively enrolled in the Coordinated Entry database and has all available documentation uploaded. Staff has developed an updated version of our program policies and procedures effective as of September 1<sup>st</sup>. As the closing of the site nears, we continue to work diligently to get each client to a state of being ready for housing. We are seeking alternative through outside services and agencies for any clients we are unable to transition into permanent housing or that appear to need a higher level of care.

## PROJECT OVERVIEW

TASK	% DONE	DUE DATE	NOTES
Village wide clean up.	80%	ongoing	A 40-foot dumpster for trash removal was brought onsite resulting in most of the village, communal and within client RV space areas being cleaned and cleared out and we continue to address this daily until 100% is cleared.

Compliance with city fire department inspection	86% (6 of 7)	ongoing	6 new fire extinguishers in protective boxes that meet local fire regulations have been hung around the village with proper signage showing the location. 7 signs showing location of designated fire lanes have been posted and unauthorized vehicles parked within these areas have been cleared or tagged with warnings of being towed if not removed. Those clients with extra items needing some storage space were given the choice of using a spot within the storage container owned by SAVS which is always locked and accessible if needed.
Redwood Empire Food Bank Account setup	100%	9/2023	We were successful in completing all the requirements needed to open a account at the food bank. Which required staff getting food handler certified and undergoing a inspection to be cleared and able to get frozen and perishable items. We have setup 3 months of appointments for shopping 2 times per week for food. Clients are pleased to have better food options available to them.

**RISK AND ISSUE HISTORY**

ISSUE	ACTION/PLAN	DATE
Communication between staff and clients was a major issue last quarter.	This quarter we have addressed this issue with keeping regular daily logs and case notes for referencing. Focusing on the set policies and getting clients prepared to be housed if opportunity arises.	Ongoing
Villagers completing 6 volunteer hours a week at the site as our program operation manual stated was not being emphasized enough to bring a sense of pride and ownership.	We have created a procedure that gives the clients the opportunity to sign up for their hours during our weekly villager meeting. The sign up list for the volunteer activities are on a first come first serve basis which give the clients more motivation to attend the weekly meeting and to take pride in the task they have been assigned.	This was implemented 09/01/2023
Visitor policy not being strictly enforced. This created frequent issues for the site last quarter and triggered a handful of calls to the Sebastopol P.D.	We have made adjustments to our policy and procedures that will help the staff be accountable for who is on site and the entire staff to understand who can and can not be on property. Visitor applications must be filled out and signed off by staff and visitors must sign in and out and follow all village rules. If these policies are violated the visitor risk having his	This action plan was implemented 09/01/2023

	<p>application voided. The new visitor policy along with other adjustments in operations gives me the honor of saying this quarter has had the least amount of police contact of any quarter. We had only one police contact this entire quarter.</p>	
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**CLIENT DOCUMENTATION**

DOCUMENTS	ACTION/PLAN	DATE
<p>15 out of 23 clients have and ID or copy of it in their file. All clients have recorded social security numbers, 2 of 23 have it physically on them. We are working with all 23 clients to get them some type of income or general assistance.</p>	<p>Staff will continue to work with clients in getting them all aid or assistance possible. They will also continue coordinating with other agencies to overcome any barriers keeping them from achieving these accomplishments.</p>	<p>ongoing</p>

**SITE EXIT PREPARATION**

ACTION PLAN
<p>We have begun preparations to close the Horizon Shine site. There are currently 23 clients on site. We currently have a verbal agreement with St. Vincent de Paul, Executive Director Jack Tibbets. This agreement is for 8 trailer spots at their new site in Santa Rosa. SAVS is also working with Mr. Tibbets and Hunter Scott the Director of Coordinated Entry of Sonoma County to secure vouchers for a spot in the new structures on this site. We have also put in a proposal to the county for an 80-person safe parking site that we feel very confident in. SAVS is hoping to know the results of our proposal by the end October 2023. This site would potentially house the rest of the Horizon Shine clients. We have notified our clients that the plan is to have Horizon Shine closed by March. There is no set date. March is the goal but this could happen sooner or later then that. We have also created placement strategies assessment forms for our case managers to complete with our clients to better prepare them as well as our staff.</p>