


Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM

Meeting Date: September 20, 2022  
To: Honorable Mayor and City Councilmembers  
From: City Administration  
Subject: Former Ad Hoc Committee for the Unhoused Final Report Out  
Recommendation: That the City Council Discuss the Information Provided and Take Action as Requested  
Funding: Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No XX N/A  
Net General Fund: N/A  
Amount: N/A  
Net General Fund Cost: N/A

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

**INTRODUCTION:** The Ad Hoc Committee for the Unhoused, created on October 5, 2021 by the City Council, was requested to provide the Council with monthly reports out. The Committee was dissolved on June 30, 2022 but a final close out report was not provided to the Council due to length of agenda items, but was prepared prior to that date. However, as the Committee was dissolved, City staff is presenting the final report. This final report contains a summary of the tasks completed by the Ad Hoc Committee for the Unhoused, and a list of remaining issues to address for the City Council.

**BACKGROUND:** On October 5, 2021, the City Council created the Ad Hoc Committee for the Unhoused. Councilmember Una Glass and Councilmember Diana Rich were appointed to the Committee. The Committee was assigned specific tasks and directed to report out for discussion and direction to the City Council monthly. The Ad Hoc Committee was originally given until March 31, 2022, to complete its assigned tasks, with a Council approved extension of this committee until April 19, and then after that (for purposes of holding a Town Hall only), through June 30, 2022. On April 19, 2022 the Ad Hoc Committee submitted its last full monthly report. Since April 19, the Town Hall has been held (on June 30), and action items supported by the City Council related to services for the unhoused have been included in the Fiscal Year 2022-23 Budget.

**Tasks Assigned to the Committee:** On October 5, 2021, the City Council assigned the Ad Hoc Committee for the Unhoused the following tasks.

1. ASSESS: Assess the needs and impacts of Sebastopol’s unhoused.
2. WCCS SUPPORT: Provide short-term support to West County Community Services in the initial stages of its delivery and coordination of services to the unhoused.
3. PRELIMINARY PROPOSAL: Develop a preliminary proposal for addressing any needs and impacts not within the WCCS contract. Integrate into the preliminary proposal a plan for maximizing funding opportunities.
4. STAKEHOLDER OUTREACH: Meet with WCCS staff and their identified stakeholders to collect input and inform the work of the Committee. Obtain information and input from City Staff, local business interests, the unhoused, and others affected by the unhoused situation in Sebastopol (through stakeholder meetings or otherwise as needed).

5. LIAISON ROLES: Identify liaison opportunities that will provide the City of Sebastopol with ongoing information relevant to addressing the needs and impacts of the unhoused and facilitate appointment of Sebastopol City Councilmembers to those groups.
6. MONTHLY REPORTS TO COUNCIL: Submit written reports monthly to the City Council on progress and developments, placed on the City Council agenda for discussion and decision-making on policy questions by the full City Council.
7. TOWN HALL: Coordinate a Town Hall, to be held during the lifetime of the Ad Hoc Committee, at which the Committee will be expected to provide a status report to the public, make available relevant stakeholders, and invite input and comments from the public.
8. CONTINUING NEED FOR A COMMITTEE: Provide a recommendation to the City Council as to whether there is a need for a standing committee to continue to address issues related to the unhoused beyond the expiration date of the Ad Hoc Committee.

**DISCUSSION:**

As is discussed more fully below, the Ad Hoc Committee for the Unhoused has accomplished all of its tasks as assigned with a few remaining issues to be discussed and considered by the City Council and are listed below.

**A. Tasks Completed by the Committee:**

1. Assess the Needs and Impacts of Sebastopol's Unhoused: The Needs and Impacts Report was provided to the City Council on April 19, 2022.
2. Provide WCCS Short-Term Support: The Ad Hoc Committee has provided "short-term support to West County Community Services in the initial stages of its delivery and coordination of services to the unhoused." It was proposed that Staff should be relied upon to report any future concerns or issues to the Council.
3. Produce a Preliminary Proposal: The Ad Hoc Committee was directed to "develop a preliminary proposal for addressing any needs and impacts not within the WCCS contract" and further to "Integrate into the proposal a plan to maximize funding opportunities." The Preliminary Proposal was provided to the City Council on April 19, 2022.
4. Provide Stakeholder Outreach: The Ad Hoc Committee was directed to "meet with WCCS Staff and their identified stakeholders to collect input and inform the work of the Committee" and further to "obtain information and input from City Staff, local business interests, the unhoused, and others affected by the unhoused situation in Sebastopol (through stakeholder meetings or otherwise as needed)." This goal has been met.
5. Submit Monthly Reports to Council: The Ad Hoc was directed to "submit written reports monthly to the City Council on progress and developments, placed on the City Council agenda for discussion and decision-making on policy questions by the full City Council." The Ad Hoc submitted monthly reports as requested through April 2022, followed by this closing final report submitted tonight.
6. Identify Liaison Roles: The Ad Hoc Committee was tasked to "identify liaison opportunities that will provide the City of Sebastopol with ongoing information relevant to addressing the needs and impacts of the unhoused and facilitate appointment of Sebastopol City Councilmembers to those groups." The Ad Hoc has recommended two appointments, Appointment to the Continuum of Care Board and appointment of a City-Council created "Liaison to Service Providers for the Unhoused."
7. Provide Recommendation on Continuing Need for a Committee: The Ad Hoc was asked to provide "a recommendation to the City Council as to whether there is a need for a standing committee to continue to address issues related to the unhoused beyond the expiration date of the Ad Hoc Committee." The Ad Hoc Committee for the Unhoused provided the City Council on April 19 with its recommendation that a standing committee not be created, but that instead the Council take the following steps: (1) appoint the above-mentioned Council Liaison to Service Providers for the Unhoused, and (2) identify a staff lead to oversee issues related to the unhoused, and to interface with service providers, the City Council, and

others as needed. If the City Council wanted to create a Council Ad Hoc Committee meeting, it would be recommended that the City Council approve a committee at this meeting and appoint Councilmembers to the Committee and provide direction for duties of such a committee.

8. Hold a Town Hall: The Ad Hoc Committee was directed to “coordinate a Town Hall, to be held during the lifetime of the Ad Hoc Committee, at which the Committee will be expected to provide a status report to the public, make available relevant stakeholders, and invite input and comments from the public.” This task has been completed as a Town Hall was conducted on June 30, 2022.

**B. Remaining Issues for the City Council to Address:**

Although the Ad Hoc Committee for the Unhoused is no longer active, and the Ad Hoc Committee believes the major issues on this topic have been addressed by the efforts this past year of the full City Council, there will continue to be issues that arise related to the unhoused. The Ad Hoc Committee proposes the following actions so that the Council can be prepared to address these future issues in a proactive way:

1. Identification of a staff lead to oversee issues related to the unhoused, and to interface with service providers, the City Council, and others as needed.
2. Appointment of a Council Liaison to Service Providers for the Unhoused (including but not limited to SAVS/Horizon Shine, WCCS, CDC/Elderberry Commons) or create a Council Ad Hoc Committee meeting, it would be recommended that the City Council approve a committee at this meeting and appoint Councilmembers to the Committee and provide direction for duties of such a committee.

The Ad Hoc Committee does not believe that there is any need to appoint a new Ad Hoc RV Village Property Search Committee. The Ad Hoc Committee for the Unhoused has provided SAVS with information collected to date, and does not believe that further inquiries on this topic will be productive.

The Ad Hoc Committee urges the City Council make a commitment to continuation of support for Horizon Shine. The RV Village is open and operational and is fully funded. Morris Street and environs are now available as shared public space for businesses, residents, and the community at large. Law enforcement burdens have been reduced. Services are being provided to the 18 lived-in vehicles formerly on Morris and adjoining streets. They receive a full array of services: sanitation, safety, mental health, medical, social services, and housing among others. The Ad Hoc Committee does not foresee any continuing issues, but strongly urges the City Council be prepared to provide future reasonable support needed for the success of the RV Village.

**CITY COUNCIL AND/OR GENERAL PLAN GOALS:**

**GOALS:**

Goal 5 - Provide Open and Responsive Municipal Government Leadership

5.1.4 – Enhance the use of the City of Sebastopol Committees, Commission and Board.

5.3.3 - Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings, by investigating effective methods of communication and obtaining feedback from the community.

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment. However, if staff receives 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 this 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 schedule meeting date.

**FISCAL IMPACT:**

There is no financial impact with this report tonight as funding for SAVS has been allocated and approved.

**RECOMMENDATION:**

1. That the City Council identify a staff lead to oversee issues related to the unhoused, and to interface with service providers, the City Council, and others as needed. Specifically, that the City Council direct the Planning Director or her appointee to act in this capacity.
2. That the City Council appoint a Council Liaison to Service Providers for the Unhoused (including but not limited to SAVS/Horizon Shine, WCCS, CDC/Elderberry Commons), and that the Liaison be directed to report back to the City Council quarterly, and to work with the staff lead (if appointed) to place action items on the Council agenda as needed or create a Council Ad Hoc Committee meeting, it would be recommended that the City Council approve a committee at this meeting and appoint Councilmembers to the Committee and provide direction for duties of such a committee.
3. That the City Council not create a new Ad Hoc RV Village Property Search Committee.
4. That the City Council commit to a continuation of support for Horizon Shine.