

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: June 3rd, 2025

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To: Honorable Mayor and City Councilmembers
From: Sean McDonagh, Chief of Police
 Responsible Department: Police
Subject: Presentation on Elderberry Commons

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RECOMMENDATION(S):

That the Council receive the report on Police Department Responses to Calls at the newly Opened Elderberry Commons Facility located at 6751 Sebastopol Avenue.

EXECUTIVE SUMMARY:

Elderberry Commons, located at 6751 Sebastopol Avenue in Sebastopol, California, is a permanent supportive housing community developed to assist individuals experiencing homelessness. The site was formerly the Sebastopol Inn and was acquired by the County of Sonoma (through the Sonoma County Community Development Commission) in December 2020 using funds from California's Project Homekey program, which aims to convert commercial properties into housing for vulnerable populations. It is our understanding from the Development Agreement the project was funded as follows:

- Two Million Six Hundred Thousand Dollars (\$2,600,000) from Commission Whole Person Care funds.
- Six Hundred Thousand Dollars (\$600,000.00) in Providence Health grant funding.
- The project also received funding from the U.S. Department of Housing and Urban Development (HUD) HOME Program and the project received \$203,871 in HOME funds and an additional \$128,775 as a Community Housing Development Organization (CHDO) set-aside.

The property was transferred from the Sonoma County Community Development Commission to Burbank Housing Development Corporation (Burbank) to own and operate the permanent supportive housing development. Burbank has contracted with West County Community Services (WCCS) to provide services to residents of the development. The former hotel rooms were converted into units compatible with permanent supportive housing (which include kitchenettes) and the property is managed by Burbank.

BACKGROUND

As of mid-March 2025, Elderberry Commons reached full occupancy, with all units leased to individuals qualifying for supportive housing. As of the writing of this report, a total of 39 persons living at Elderberry Commons.

Leasing operations are managed by Burbank Housing (Burbank). West County Community Services (WCCS) provides on-site support services at Elderberry Commons through a direct services agreement with Burbank.

WCCS is contracted by Burbank to deliver supportive services to residents of Elderberry Commons. The objective is to engage residents, build relationships, and connect them to appropriate community services and referrals based on individual needs. The staffing model, aligned with HUD's case manager-to-resident ratio, includes:

- Two (2) full-time case managers
- One (1) full-time services navigator
- One (1) part-time housing specialist
- Tenant Intake and Lease-Up Process

All potential tenants are referred exclusively through the Coordinated Entry system. In accordance with this system, no eligible applicant may be denied access to available housing at Elderberry Commons.

WCCS case managers provide services strictly during the lease-up phase:

- Receive referrals via Coordinated Entry
- Make initial contact with potential tenants
- Assist with the collection of required documentation
- Review and execute lease agreements with tenants
- Submit completed lease documents to Burbank

Following lease execution, Burbank assumes full responsibility for property management and ongoing tenancy matters.

Outreach Services within the City of Sebastopol

Separately from its work at Elderberry Commons, WCCS also holds a contract with the City of Sebastopol to provide outreach services to unhoused individuals residing within city limits. This agreement includes:

- One (1) part-time Outreach Coordinator, working 20 hours per week
- Position funded at \$40,000 annually through the Sebastopol Police Department budget

The Outreach Coordinator's core responsibilities include:

- Establishing ongoing contact with unhoused individuals in Sebastopol
- Building trust through consistent engagement
- Connecting individuals to services and resources with the goal of transitioning them into supportive housing

It is important to note that the services WCCS provides under contract with Burbank at Elderberry Commons are distinct and separate from the outreach services provided through the City of Sebastopol.

DISCUSSION:

Elderberry Commons is a residential property managed by Burbank Housing, located within the City of Sebastopol. Since the facility opened earlier this year, the City has received multiple community complaints specifically related to incidents and activity at this address. In response to these concerns, the Mayor and Vice Mayor have requested a report summarizing law enforcement responses at Elderberry Commons.

This agenda item provides the City Council and the public with a transparent summary of calls for service responded to by the Sebastopol Police Department at Elderberry Commons.

- 123 routine and proactive security patrols of the location
- 13 calls relating to disturbing the peace
- 8 calls for welfare checks & unwanted subjects
- 7 arrests
- 9 other calls for service
- 1 call relating to a suicidal party

It should be noted that in the event of an arrest, there is no guarantee that the Sonoma County District Attorney's Office will file charges or pursue prosecution. Charging decisions are made solely at the discretion of the District Attorney and are based on multiple factors, including the facts of the case, the strength of the available evidence, and prosecutorial priorities. As a result, an individual who is arrested may ultimately be released without any charges being filed.

In most cases, individuals arrested for non-felony offenses are not held in jail. If someone is taken into custody, the law requires that they be arraigned—formally charged in court—within 48 hours. However, if the Sheriff's Office or our agency issues a citation and release, the arraignment may be scheduled for a later date.

We have reviewed the Sheriff's Office policies and found no specific provisions regarding custody decisions in these situations. Each case is evaluated individually, with many contributing factors influencing the final decision on detention or release. While staff was asked to gather statistics on arrests and subsequent detentions, data from the court regarding how many individuals remained in custody following arrest was not available at the time of this report.

Additionally, it is important to understand that individuals cannot be placed on a 5150 psychiatric hold solely due to being under the influence of drugs or alcohol.

STAFF ANALYSIS:

As of the writing of this report, the Sebastopol Police Department has recorded a total of 48 hours and 23 minutes of on-scene time in response to calls for service at Elderberry Commons during the reporting period.

It is important to note that this figure does not include time spent by officers on related activities such as:

- Report writing and documentation
- Administrative follow-up
- Arrest or transport procedures
- Booking processes
- Interagency coordination or investigative follow-up

Unless explicitly noted in the attached CAD documentation, these additional duties are not reflected in the 48 hours and 23 minutes. Therefore, the actual time commitment associated with Elderberry Commons-related incidents is significantly higher than the on-scene time alone. While all police responses to Elderberry Commons have been conducted within the existing Sebastopol Police Department budget, staff has provided an estimated cost of personnel time associated with these calls for service for the purpose of transparency and understanding of resource allocation. This estimate is outlined in the Fiscal Impact section below.

This report is informational and intended to support:

- Community awareness
- City Council discussion
- Future dialogue with Burbank Housing regarding property management and addressing police responses

CITY COUNCIL GOALS/PRIORITIES/ AND OR GENERAL PLAN CONSISTENCY:

This agenda item represents the City Council goals/priorities as follows:

Goal 2: PUBLIC SAFETY

Strengthen the public's safety and improve the quality of life. Includes supporting our first responders (police, fire, public works), responding to emergencies, protecting people, property, and businesses, and engaging in emergency preparedness community outreach, public education and prevention activities.

Explore Ways to Address Homelessness

Pursue no additional costs and or low cost solutions to homelessness

Coalition of Housing/Keep County or review non-profit/change lead agencies

Keeping drugs out of town /drug enforcement

Goal 4: HIGH PERFORMANCE ORGANIZATION

Restoring public trust
Improve Public Communications

This agenda item represents the City Council General Plan Consistency (if applicable):

Action CHW 5i: Coordinate with the Sonoma County Community Development Commission to support local and regional efforts to combat homelessness, including implementation of the recommendations and programs contained in the County's "Policy Makers Toolbox for Ending Homelessness" to the greatest extent feasible.

Policy D-6: Sebastopol will work to prevent homelessness and support housing services for the homeless.

Action D-11: Encourage the Urban County to provide financial support for area homeless facilities and services that serve Sebastopol area residents through ESG and other available funding sources. Encourage the Sonoma County Community Development Commission/Urban County to monitor the needs of the homeless population in Sebastopol.

FISCAL IMPACT:

As noted above, staff has provided an estimated cost of personnel time associated with these calls for service for the purpose of transparency and understanding of resource allocation.

Average Costs of Police Officer Response (\$86.44 hourly with benefits):

48 Hours x 86.44 = \$4149.12.

COMMUNITY OUTREACH:

This item has been 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. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

As of the writing of this agenda item report, the City has received numerous complaints related to Elderberry Commons which have been included in the statistics above. Staff anticipates additional public comments upon the posting of this agenda report. If staff receives public comment from interested parties following the publication and distribution of this agenda item report, such comments will be provided to the City Council as supplemental materials before or at the meeting and will be posted to the city website.

RESTATED RECOMMENDATION(S):

That the Council receive the report on Police Department Responses to Calls at the newly Opened Elderberry Commons Facility located at 6751 Sebastopol Avenue and provide any feedback to the Chief of Police regarding any concerns or recommendations moving forward. City staff will be working to arrange a meeting with Burbank Housing.

OPTIONS:

None

ATTACHMENT(S):

Dispatch record

APPROVALS:

Department Head Responsible for Agenda Item:

Chief Sean McDonagh

Approval Date: 5/29/2025

CEQA Determination (Community Development/Planning): Emi Theriault Approval Date: 5.29.25
This project is not subject to CEQA pursuant to CEQA Guidelines Section 15061(b)(3), often referred to as the "General Rule Exemption," as it is not an activity that has the potential for resulting in either a direct or reasonably foreseeable indirect physical change in the environment.

Administrative Services (Financial): Ana Kwong Approval date: 5/29/2025

Costs authorized in City Approved Budget: ☐ Yes ☐ No ☒ N/A

Account Code (if applicable) (Please list which account the funds are to be allocated from:

City Attorney Approval

Alex Mog

Approval Date: 5-29-2025

Acting City Manager Approval:

Mary Gourley

Approval Date: 5-29-2025

Date	Event Type	Event #	Description	Call Type
3/17/2025	Incident	2503170017	1056T - Checks Ok	Suicidal Threats
3/18/2025	Incident	2503180012	1062 - Completed	Meet the Citizen
3/18/2025	Incident	2503180031	1017 - Checks Ok	Security Check
3/18/2025	Incident	2503180032	PATROL - Patrol Information	Patrol Information
3/18/2025	Incident	2503180033	FOOT - Checks Ok	Foot Patrol
3/19/2025	Incident	2503190005	911T - Referred to Medical	911 Medical
3/19/2025	Incident	2503190007	911D - Patrol Information	911 Disconnect
3/19/2025	Incident	2503190008	911D - Referred to Medical	911 Disconnect
3/19/2025	Incident	2503190009	INFO/RPT - Patrol Information	Patrol Information
3/19/2025	Incident	2503190010	911T - Referred to Medical	911 Medical
3/19/2025	Incident	2503190037	911T - Referred to Medical	911 Medical
3/22/2025	Incident	2503220003	1017 - Checks Ok	Security Check
3/22/2025	Incident	2503220051	1017 - Checks Ok	Security Check
3/24/2025	Incident	2503240032	911T - Referred to Medical	911 Medical
3/25/2025	Incident	2503250003	1017 - Checks Ok	Security Check
3/25/2025	Incident	2503250051	UNWANTED - Moved Along	Unwanted Subject
3/25/2025	Incident	2503250054	1017 - Completed	Security Check
3/26/2025	Incident	2503260055	CTW - Arrest	Check the Welfare
3/27/2025	Incident	2503270050	1017 - Checks Ok	Security Check
3/28/2025	Incident	2503280050	1017 - Checks Ok	Security Check
3/28/2025	Incident	2503280064	1017 - Checks Ok	Security Check
3/29/2025	Incident	2503290008	1017 - Checks Ok	Security Check
3/29/2025	Incident	2503290015	1017 - Checks Ok	Security Check
3/29/2025	Incident	2503290050	1017 - Checks Ok	Security Check
3/29/2025	Incident	2503290072	1017 - Checks Ok	Security Check
3/31/2025	Incident	2503310010	1017 - Checks Ok	Security Check
3/31/2025	Incident	2503310041	1017 - Checks Ok	Security Check
4/1/2025	Incident	2504010050	1017 - Completed	Security Check
4/1/2025	Incident	2504010053	1017 - Checks Ok	Security Check
4/1/2025	Incident	2504010054	1154 - Checks Ok	Suspicious Vehicle
4/2/2025	Incident	2504020002	SUS - Completed	Suspicious Circumstance

4/2/2025	Incident	2504020039	CTW - Checks Ok	Check the Welfare
4/3/2025	Incident	2504030008	1017 - Checks Ok	Security Check
4/3/2025	Incident	2504030044	1017 - Checks Ok	Security Check
4/4/2025	Incident	2504040051	1017 - Checks Ok	Security Check
4/4/2025	Incident	2504040066	1017 - Checks Ok	Security Check
4/4/2025	Incident	2504040067	1154 - Checks Ok	Security Check
4/7/2025	Incident	2504070002	1017 - Checks Ok	Security Check
4/8/2025	Incident	2504080004	1017 - Completed	Security Check
4/9/2025	Incident	2504090039	1091B - Advice Given	Animal Complaint
4/9/2025	Incident	2504090053	1017 - Completed	Security Check
4/10/2025	Incident	2504100012	415N - Completed	Distrubance of the Peace - Noise
4/11/2025	Incident	2504110029	1017 - Checks Ok	Security Check
4/12/2025	Incident	2504120010	1017 - Completed	Security Check
4/12/2025	Incident	2504120041	1017 - Checks Ok	Security Check
4/13/2025	Incident	2504130026	1017 - Checks Ok	Security Check
4/14/2025	Incident	2504140009	1017 - Checks Ok	Security Check
4/15/2025	Incident	2504150052	1017 - Checks Ok	Security Check
4/16/2025	Incident	2504160017	1017 - Checks Ok	Security Check
4/16/2025	Incident	2504160063	1017 - Checks Ok	Security Check
4/17/2025	Incident	2504170002	1017 - Checks Ok	Security Check
4/18/2025	Incident	2504180006	1017 - Checks Ok	Security Check
4/18/2025	Incident	2504180012	1066 - Resolved	Suspicious Subject
4/18/2025	Incident	2504180051	1017 - Checks Ok	Security Check
4/19/2025	Incident	2504190033	CTW - Completed	Check the Welfare
4/20/2025	Incident	2504200002	MED/AID - Referred to Medical	Medical Aid
4/20/2025	Incident	2504200012	911NVC - Completed	911 No Voice Contact
4/20/2025	Incident	2504200015	WAR - Arrest	Warrant Arrest
4/21/2025	Incident	2504210014	UNWANTED - Completed	Unwanted Subject
4/21/2025	Incident	2504210034	1017 - Checks Ok	Security Check
4/22/2025	Incident	2504220001	1017 - Checks Ok	Security Check
4/22/2025	Incident	2504220004	1017 - Checks Ok	Security Check
4/22/2025	Incident	2504220014	911T - Completed	911 Transfer

4/22/2025	Incident	2504220045	1017 - Checks Ok	Security Check
4/22/2025	Incident	2504220050	1017 - Checks Ok	Security Check
4/23/2025	Incident	2504230011	CTW - Completed	Check the Welfare
4/23/2025	Incident	2504230061	1017 - Checks Ok	Security Check
4/24/2025	Incident	2504240012	1017 - Checks Ok	Security Check
4/24/2025	Incident	2504240021	1017 - Checks Ok	Security Check
4/24/2025	Incident	2504240058	1017 - Checks Ok	Security Check
4/25/2025	Incident	2504250054	1017 - Checks Ok	Security Check
4/26/2025	Incident	2504260034	1017 - Checks Ok	Security Check
4/26/2025	Incident	2504260051	1017 - Checks Ok	Security Check
4/26/2025	Incident	2504260060	1017 - Checks Ok	Security Check
4/27/2025	Incident	2504270006	415V - Admonished	Disturbance of the Peace - Verbal
4/28/2025	Incident	2504280002	1066 - Admonished	Suspicious Subject
4/28/2025	Incident	2504280029	1017 - Checks Ok	Security Check
4/28/2025	Incident	2504280031	MED/AID - Referred to Medical	Medical Aid
4/28/2025	Incident	2504280032	FU - Completed	Follow Up
4/28/2025	Incident	2504280038	1017 - Checks Ok	Security Check
4/29/2025	Incident	2504290012	1017 - Checks Ok	Security Check
4/29/2025	Incident	2504290033	1017 - Checks Ok	Security Check
4/29/2025	Incident	2504290040	1017 - Checks Ok	Security Check
4/29/2025	Incident	2504290047	1017 - Checks Ok	Security Check
4/29/2025	Incident	2504290066	1017 - Completed	Security Check
4/30/2025	Incident	2504300006	1017 - Checks Ok	Security Check
5/1/2025	Incident	2505010007	415V - Checks Ok	Disturbance of the Peace - Verbal
5/1/2025	Incident	2505010018	415V - Advice Given	Disturbance of the Peace - Verbal
5/1/2025	Incident	2505010027	DRUG/C - Completed	Drug Complaint
5/1/2025	Incident	2505010031	415V - Admonished	Disturbance of the Peace - Verbal
5/1/2025	Incident	2505010032	415V - Completed	Disturbance of the Peace - Verbal

5/1/2025	Incident	2505010039	1017 - Checks Ok	Security Check
5/1/2025	Incident	2505010056	1017 - Checks Ok	Security Check
5/2/2025	Incident	2505020012	1017 - Checks Ok	Security Check
5/2/2025	Incident	2505020017	1017 - Checks Ok	Security Check
5/2/2025	Incident	2505020027	1017 - Checks Ok	Security Check
5/2/2025	Incident	2505020043	1017 - Checks Ok	Security Check
5/3/2025	Incident	2505030002	1017 - Checks Ok	Security Check
5/3/2025	Incident	2505030018	1017 - Checks Ok	Security Check
5/3/2025	Incident	2505030052	1017 - Checks Ok	Security Check
5/3/2025	Incident	2505030060	1017 - Checks Ok	Security Check
5/4/2025	Incident	2505040011	1017 - Checks Ok	Security Check
5/4/2025	Incident	2505040026	OUTWITH - Completed	Out with a Subject
5/4/2025	Incident	2505040037	1017 - Completed	Security Check
5/5/2025	Incident	2505050014	CTW - Completed	Check the Welfare
5/5/2025	Incident	2505050039	1017 - Checks Ok	Security Check
5/6/2025	Incident	2505060006	1017 - Completed	Security Check
5/6/2025	Incident	2505060046	1021 - Negative Contact	Phone Call
5/7/2025	Incident	2505070052	1017 - Checks Ok	Security Check
5/8/2025	Incident	2505080003	1017 - Completed	Security Check
5/8/2025	Incident	2505080018	1017 - Checks Ok	Security Check
5/8/2025	Incident	2505080052	1017 - Checks Ok	Security Check
5/8/2025	Incident	2505080058	FIRE/G - Report Taken	General Fire Call
5/8/2025	Incident	2505080063	1017 - Checks Ok	Security Check
5/9/2025	Incident	2505090001	MUNI - Admonished	Municipal Code Violation
5/9/2025	Incident	2505090004	415 - Unfounded	Disturbance of the Peace
5/9/2025	Incident	2505090034	1017 - Checks Ok	Security Check
5/9/2025	Incident	2505090057	CTW - Completed	Check the Welfare
5/9/2025	Incident	2505090073	1017 - Checks Ok	Security Check
5/10/2025	Incident	2505100006	415 - Arrest	Disturbance of the Peace
5/10/2025	Incident	2505100036	1017 - Checks Ok	Security Check
5/10/2025	Incident	2505100064	1017 - No Action Taken	Security Check

5/11/2025	Incident	2505110035	1017 - Checks Ok	Security Check
5/11/2025	Incident	2505110037	415V - Completed	Disturbance of the Peace- Verbal
5/11/2025	Incident	2505110042	415 - Arrest	Disturbance of the Peace
5/12/2025	Incident	2505120007	1017 - Completed	Security Check
5/12/2025	Incident	2505120053	1017 - Completed	Security Check
5/13/2025	Incident	2505130010	1017 - Checks Ok	Security Check
05/13/2025	Incident	2505130035	1017 - Checks Ok	Security Check
05/13/2025	Incident	2505130040	415V - Advice Given	Disturbance of the Peace- Verbal
05/14/2025	Incident	2505140007	1017 - Completed	Security Check
05/14/2025	Incident	2505140033	1017 - Checks Ok	Security Check
05/14/2025	Incident	2505140045	1017 - Checks Ok	Security Check
05/14/2025	Incident	2505140047	1017 - Checks Ok	Security Check
05/14/2025	Incident	2505140058	1017 - Checks Ok	Security Check
05/15/2025	Incident	2505150008	415N - Moved Along	Disturbance of the Peace- Noise
05/15/2025	Incident	2505150040	1062 - Completed	Meet the Citizen
05/15/2025	Incident	2505150042	INFO/RPT - Completed	Info Only
05/15/2025	Incident	2505150057	1017 - Checks Ok	Security Check
05/16/2025	Incident	2505160009	1017 - Checks Ok	Security Check
05/16/2025	Incident	2505160048	FU - Completed	Follow Up
05/16/2025	Incident	2505160068	1017 - Checks Ok	Security Check
05/17/2025	Incident	2505170004	1017 - Checks Ok	Security Check
05/17/2025	Incident	2505170044	1017 - Checks Ok	Security Check
05/18/2025	Incident	2505180003	1017 - Checks Ok	Security Check
05/18/2025	Incident	2505180020	1017 - Checks Ok	Security Check
05/18/2025	Incident	2505180038	1017 - Checks Ok	Security Check
05/19/2025	Incident	2505190026	1017 - Checks Ok	Security Check
05/19/2025	Incident	2505190044	1017 - Completed	Security Check
05/20/2025	Incident	2505200009	1017 - Checks Ok	Security Check
05/21/2025	Incident	2505210003	1017 - Completed	Security Check
05/21/2025	Incident	2505210031	415D - Arrest	Domestic Disturbance

05/21/2025	Incident	2505210056	FU - Completed	Follow Up
05/21/2025	Incident	2505210067	1017 - Checks Ok	Security Check
05/21/2025	Incident	2505210073	1017 - Checks Ok	Security Check
05/22/2025	Incident	2505220026	PATROL - Admonished	Patrol Information
05/22/2025	Incident	2505220028	PATROL - Patrol Information	Patrol Information
05/23/2025	Incident	2505230011	1062 - Completed	Meet the Citizen
05/23/2025	Incident	2505230012	FIGHT - Report Taken	Fight
05/23/2025	Incident	2505230014	FU - Completed	Follow Up
05/23/2025	Incident	2505230032	1017 - Checks Ok	Security Check
05/24/2025	Incident	2505240007	MUNI - Unfounded	Municipal Code Violation
05/24/2025	Incident	2505240010	415N - Canceled by RP	Noise Disturbance
05/24/2025	Incident	2505240016	1017 - Checks Ok	Security Check
05/24/2025	Incident	2505240018	PROB/S - Cited	Probation Search
05/24/2025	Incident	2505240020	1017 - Completed	Security Check
05/24/2025	Incident	2505240030	FD - Checks Ok	Flagged down
05/24/2025	Incident	2505240044	1017 - Checks Ok	Security Check
05/24/2025	Incident	2505240053	1017 - Checks Ok	Security Check
05/25/2025	Incident	2505250006	1017 - Checks Ok	Security Check
05/25/2025	Incident	2505250020	1017 - Checks Ok	Security Check
05/25/2025	Incident	2505250022	1017 - Checks Ok	Security Check
05/25/2025	Incident	2505250028	1066 - Assisted	Suspicious person
05/25/2025	Incident	2505250034	1017 - Completed	Security Check
05/25/2025	Incident	2505250037	1017 - Checks Ok	Security Check
05/26/2025	Incident	2505260008	1017 - Checks Ok	Security Check
05/26/2025	Incident	2505260017	1017 - Checks Ok	Security Check
05/26/2025	Incident	2505260026	DRUG/V - Cited	Drug Complaint

42 Call related

123 Security

48 hours and 23 mins