

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: August 5th, 2025

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To: Honorable Mayor and City Councilmembers
From: Police Chief McDonagh
Mayor Zollman - Council Liaison to Homeless Service Organizations (Primary)
Vice Mayor McLewis - Council Liaison to Homeless Service Organizations (Alternate)
Subject: Contract with West County Community Services for Homeless Outreach Services within the City of Sebastopol. This item includes a presentation from West County Community Services (WCCS) on Scope of Work and Services Provided to the City of Sebastopol for homeless outreach.

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RECOMMENDATION:
That the City Council receive the presentation from the Police Chief and West County Community Services (WCCS) on the proposed contract for financial year FY 2025–2026 to provide Homeless Outreach Services within the City of Sebastopol and consider approval of the contract. This item includes a presentation by WCCS on the proposed Scope of Work and services provided to the city.

EXECUTIVE SUMMARY:
In response to the increasing visibility and impact of homelessness in the region, the city entered into partnership with West County Community Services (WCCS) in 2021 to deliver homeless outreach services. West County Community Services (WCCS) scope of work was for street outreach, case management, and housing navigation within the City of Sebastopol City limits. This approach was to support the City’s commitment to supporting vulnerable residents while maintaining community safety and public health.

- PROCESS OF AGENDA ITEM:**
- 1. Presentation by the Police Chief and West County Community Services
 - 2. Questions and discussion from Councilmembers
 - 3. Public comment period
 - 4. Council deliberation and motion

BACKGROUND:

WCCS
Since 2021, WCCS has worked closely with Council ad hoc committees, liaisons and with the Sebastopol Police Department to support individuals experiencing homelessness through outreach, service connection, and housing navigation. WCCS have a licensed clinician in their Counselling Department, however, WCCS advise that this service is unrelated to the Outreach Services funded by the City of Sebastopol and as such, is not provided to the City of Sebastopol.

WCCS provided information from the program’s inception and provided the following cumulative data since July 2022:

▪ Number of individuals engaged:	407
▪ Referrals to Coordinated Entry:	100 (since 3/2023 – No data logged prior)
▪ Clients assisted with housing applications:	133
▪ Individuals connected to permanent or temporary housing:	1,384
▪ Number increased access to health services	377
▪ Volunteer events hosted:	15 hrs community engagement/66 hrs other
▪ Support provided at Safe Parking sites:	Not segregated from total engagement

In recent years, the City has paid WCCS \$40,000, through the Police Department budget, to support the equivalent of a 0.5 full time employee (FTE). For FY 2025-2026, WCCS advised the police chief by email that \$40,000 from the City of Sebastopol would fund 0.45 of a full-time employee for outreach services. According to WCCS, this 0.45 of a full-time employee was for a case load of up to 7 individuals at a time, serving a total of 32 individuals annually. With the cost of living allowance (COLA) provided for staff and increased costs, \$40,000 will provide 0.45 of a full-time employee versus the 0.50 funded in the FY 2024-2025.

WCCS advised the police chief that the outreach services funded by the City of Sebastopol include the following services:

- Street Outreach, which provides essential services necessary to reach out to unsheltered homeless individuals, connect them with emergency shelter, housing, or critical services, and provide them with urgent, non-facility-based care. WCCS cited that the Street Outreach work is unique in that it has the ability to reach those who cannot or will not reach services on their own. Outreach staff work to build trust and connections and enter individuals into Coordinated Entry and obtain appropriate shelter housing and supportive services.
- Initial assessment of needs and eligibility
- Developing an individualized housing and service plan, including planning a path to permanent housing stability
- Actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs
- Enter individuals into Sonoma County Coordinated Entry system as an acting Coordinated Entry External Access Point
- Developing, securing, and coordinating services; food, mental health, physical health, documents etc.
- Obtaining federal, state, and local benefits
- Monitoring and evaluating participant progress
- Outreach to encampments

With respect to the other funding sources for WCCS's Outreach Service provider in the Sebastopol, WCCS advised the police chief of the following information:

- FY 2024-2025 WCCS had 4 funding sources for 3 full time employee Street Outreach positions throughout West Sonoma County
 - Sonoma County Dept. Health Services (DHS) provided 33% of funding
 - Sonoma County Development Commission (CDC) with two (2) funding sources
 - Low-Moderate Income Housing Asset Funds LMIHAF) provided 33% of funding
 - Emergency Solutions Grant (ESG) provided 20% of funding
 - The City of Sebastopol provided 14% of funding
- FY 2025-2026 WCCS has 1 secured funding source for 0.9 of a full-time employee
 - Sonoma County Dept. Health Services reduced their funding by 17.5% from the previous FY 2024-2025
 - WCCS applied to the Community Development Commission Notice of Funding Opportunity (NOFO) for funding, however, no funding was received for the outreach services in West Sonoma County
 - If approved by City Council, the City of Sebastopol's \$36,667 funding would fund the equivalent of a 0.45 of a full time Outreach Services employee
 - This 0.90 full-time employee is funded by Department of Health Services (DHS) for the entirety of West Sonoma County

At the July 1, 2025 City Council meeting, the Council provided direction for the Police Chief to work with WCCS to prepare a proposed scope of services for a potential contract with WCCS for outreach services. The Council had previously

authorized the City to pay WCCS for continued services during the monthly of July. Since the 1st July, 2025 City Council meeting, West County Community Services (WCCS) have been working with the Sebastopol Police Chief and City of Sebastopol to develop achievable deliverables for a proposed Memorandum of Understanding and the following information was provided by WCCS for consideration by the City Council:

City of Sebastopol Agrees to Provide:

- Funding for 18 hours of outreach services per week (equivalent to a 0.45 Full Time Employee position) and related program costs
- The police department designates liaisons to coordinate with outreach provider and participates in multi-agency case conferencing when appropriate.

WCCS Agrees to Provide:

1. Client Engagement & Coordinated Entry (CE) Referrals

- WCCS will identify, engage, and build rapport with individuals experiencing homelessness in Sebastopol, or immediately adjacent to the City boundaries. Estimated 25 engagements monthly through outreach.
- WCCS will assess and refer/enter individuals into the Sonoma County Coordinated Entry system when appropriate.
- WCCS will maintain Coordinated Entry active status for homeless individuals engaged on their caseload.
- WCCS will actively maintain a caseload of up to **7 individuals** at a time, providing at least **monthly contact and service linkage** to each engaged client.
- WCCS will submit monthly reports to the City, which will reflect number of Coordinated Entry referrals, number of clients with active Coordinated entry status, number of resource referrals provided.

2. Community & Interagency Representation

- WCCS will attend **up to 2 relevant meetings per month** (e.g., local provider collaboratives, Coordinated Entry case management meetings, city task forces) as a representative of WCCS outreach efforts on issues related to Sebastopol homelessness.
- A brief summary of relevant key updates will be included in the monthly report to the City.

3. Ongoing City Coordination

- WCCS will participate in **weekly or bi-weekly check-in meetings** (as mutually agreed) with designated City staff to coordinate outreach efforts, troubleshoot issues, and align on community priorities.
- WCCS will remain responsive to City staff and public safety personnel in addressing non-criminal homelessness-related concerns.

4. Housing Navigation Support

- WCCS will advocate for Sebastopol clients for enhanced assessment in coordinated entry when appropriate. Supports elevating more vulnerable clients on the coordinated entry prioritization list.
- WCCS will coordinate with housing providers, landlords, and partner agencies to support transition into **housing** for eligible clients.

5. Safe Parking Program Support

- WCCS will refer individuals living in their vehicles in Sebastopol to any safe parking opportunities available in the Greater Sebastopol area.

6. Reporting & Accountability

- WCCS will submit **monthly reports** to the City summarizing:
 - Number of individuals engaged, referred to Coordinated entry, and actively case managed
 - Number of resource referrals provided
 - Number of Safe Parking Program engagements/referrals
 - Number of meetings attended and interagency collaboration
 - Barriers encountered and recommendations for improving service delivery

7. Additional Funding

- WCCS and the City of Sebastopol will work collaboratively to identify and apply for additional funding to support Street Outreach Efforts.

8. Sebastopol Outreach Proposed Time Allocation Table

Task	Weekly Time	Notes
Client Engagement & Coordinated Entry Referrals	6 hrs	Reasonable for building rapport, outreach walks, Coordinated entry assessments. Limited time for deep engagement with new individuals weekly.
Caseload Maintenance (7 clients)	3 hrs	Roughly 25 minutes/client/week. This is tight but may work if clients are relatively stable and not in crisis.
Community & Interagency Representation	2 hrs	Covers 1 meeting/week + coordination time.
City Coordination	2 hrs	Weekly or bi-weekly check-ins + responsive communication. Efficient if meetings are brief.
Housing Navigation Support	2 hrs	Housing coordination can be time-consuming. 2 hrs allows for light support and advocacy.
Safe Parking Program Support	1 hr	Reasonable if it's limited to referrals, not ongoing case management.
Reporting & Accountability	2 hrs	Realistic if using streamlined templates or tools, which we have in place.

WCCS provided the following potential constraints:

1. Caseload and Depth of Support: Supporting 7 clients well (with service linkage and housing navigation) is barely feasible at 3–5 hours/week, assuming light touch. If clients have high needs, this could quickly become unmanageable.
2. Housing Navigation Demands: Coordinating with housing providers, completing paperwork, and follow-ups often take much longer than 2 hours/week.
3. Flexibility for Crisis Response: There is no buffer built in for unexpected crises, escalations, or time spent searching for hard-to-find clients.
4. Travel/Logistics Time: If travel time across Sebastopol or coordination with scattered providers is significant, it could eat into available hours.

WCCS provided this summary:

Yes, this model is feasible for a limited-scope outreach role with clearly defined boundaries and low-intensity client needs.

*But for maximum impact, it assumes:

1. A consistent and narrow focus on short-term engagement and referral
2. Caseload clients are not in crisis or highly service-resistant

CARE Court

Under the Community Assistance, Recovery, and Empowerment (CARE) Act, eligible individuals or entities can request the Superior Court of Sonoma County to assist in connecting qualified individuals to a wide range of services, such as mental health and housing services. This is done through a voluntary CARE Agreement or CARE Plan overseen by a judge.

To be eligible for CARE Court, individuals must meet all the following criteria:

- Be 18 years of age or older.
 - Have been diagnosed with a disorder within the "schizophrenia and other psychotic disorders" class of disorders and currently experiencing symptoms.
 - Not be clinically stabilized in ongoing treatment.
 - Experience substantial deterioration in mental health and are unlikely to survive safely in the community without supervision or need services and support to prevent relapse and deterioration.
 - Participation in a CARE Plan is the least restrictive alternative, and the individual will likely benefit from it.
- The person who is the subject of the petition for the CARE Court process is called the "respondent." If you do not meet these requirements, The Sonoma County Behavioral Health Division still offers options for assistance.

The eligible individuals or entities that can refer a party to the CARE Court are:

- **Family/Home**
 - A person who lives with the respondent
 - Spouse, parent, sibling, child, grandparent, or another individual in place of a parent
 - Respondent (i.e., self-petition)
- **Community**
 - First responder (e.g., peace officer, firefighter, paramedic, mobile crisis response, homeless outreach worker)
 - Director of a hospital, or their designee, where the respondent is hospitalized (including for Welfare and Institutions Code 5150 and 5250 holds)
 - Licensed behavioral health professional or their designee treating the respondent for mental illness

- Director of a public or charitable organization that provides behavioral health services to the respondent and where the respondent resides
- **County**
 - County behavioral health director or their designee
 - Public guardian or their designee
 - Director of Adult Protective Services or their designee
- **Tribal Jurisdiction**
 - Director of a California Indian health services program, California tribal behavioral health department, or their designee
 - Judge of a tribal court located in CA or their designee

The CARE Court services are not part of any services provided by WCCS as part of our existing or proposed Outreach Services.

DISCUSSION:

As part of the annual budget process, the City Council reviews contracts and service agreements to ensure alignment with the Council's values, goals, and priorities.

Given the continued uncertainty surrounding traditional state and federal funding streams for homelessness and related services, the city must evaluate local funding commitments carefully. The Council is asked to review the Scope of Work presented tonight by West County Community Services (WCCS) and consider whether to authorize funding in the amount of \$36,667 for 1st August through June 30th, 2025, in Fiscal Year 2025–2026. If supported, the Council is also asked to approve the proposed contract with WCCS.

STAFF (RESPONSIBLE DEPARTMENT) ANALYSIS:

It should be noted that officers attached to the Sebastopol Police Department have intimate knowledge of the unhoused people within the city, connecting with them daily on routine patrols and calls for service and in doing so, have established direct relationships with them. In some cases, these fostered relationships have provided critical partnerships in identifying the supply of drugs within the city, or identifying other criminal matters, promoting local and joint investigations with allied law enforcement agencies to successfully identify the respective involved parties.

In a recent night shift patrol of the city by Chief McDonagh, several unhoused residents who have been residing in Sebastopol for a number of years were contacted and they advised that they have not been approached or contacted by any Outreach Service provider associated with WCCS, with one of those individuals stating that he had reached out to WCCS on several occasions, never receiving any return contact.

As such, Chief McDonagh made inquiries into the option of the \$40,000 funding remaining within the Sebastopol Police Department and being redirected to homeless outreach training for City of Sebastopol police officers, where the funding could be more accountable in respect to funding outreach to persons specifically within the city limits. City of Sebastopol police officers could then extend their existing relationships and connections with the unhoused community within Sebastopol, directing them to appropriate services and assistance.

The dispatching CAD and report management system used by the police department would also record the contacts with the unhoused community (as it records with any other contact or call for service) which would be detailed and reportable to the community, ensuring that the \$40,000 of public funds are specifically accountable and trackable in respect to their application to the unhoused outreach services.

In relation to training for our officers, many California POST and other appropriate courses, certifications and conferences are available for officers to attend to become certified and knowledgeable to provide these services, including but not limited to;

- **Law Enforcement Response to the Homeless**
 - This course educates the officers in current laws related to the storage, safekeeping and disposal of property, and search and seizure law specific to homeless individuals, as well as cover mental health related issues and de-escalation techniques when encountering persons with mental illness. The course educates officers on techniques to build trust and encourage persons experiencing homelessness to undertake relief services and address homeless related problems. The course will also provide officers with contacts and information to assist them in addressing the service and housing needs of local persons experiencing homelessness. In addition, the course will educate officers on how to properly organize and successfully carry out homeless encampment clean-ups keeping in mind current case laws related to homelessness, giving the officer tools to make well-reasoned decisions for addressing people experiencing homelessness.
- **Homeless Liaison Officer Certification**
 - The course will educate officers about the scope of the homeless problem at the Federal, State, County and Municipal levels; the effectiveness of combining homeless outreach with enforcement to persuade homeless into accepting services to assist them off the streets. Establishing collaboration with non-profits, faith based community, police agencies, cities and county departments to reduce homelessness; funding and staffing of a Homeless Liaison Officer Program; field operation recommendations, and mental health/health care systems and how they help the homeless.
- **Crisis Intervention with the Mentally Ill**
 - In this course, the learner will learn strategies and techniques for responding effectively to people in crisis—how to assess the situation, determine your mission, attempt de-escalation, and use additional support resources effectively
- **Crisis Intervention**
 - This course will provide peace officers with the skills and knowledge to recognize individuals with mental illness, identify potential disorders, and to minimize escalations in contacts with mentally ill individuals. Training focuses on developing safe techniques for approaching the mentally ill, communication skills, de-escalation techniques, suicide risk factors, and cultural issues. Students will hear from industry professionals that specialize in mental health treatment and services and will participate in an interactive panel discussion with mental service consumers and family members.
- **Mental Health Intervention Training**
 - To provide students with the knowledge, skills and ability to identify people with mental illness and effectively assess, communicate, intervene, manage field encounters and prepare accurate documentation.
- **Advanced Crisis Intervention Training**
 - This course is designed to provide advanced crisis intervention skills. It is designed to prepare for varied and demanding challenges that may be experienced during a crisis negotiations event. Case studies and current issues are discussed. Incident "autopsies" are used to provide insight into real life challenges -- working with different cultures, problems related to the working environment, the subject's mental health, and other challenges crisis team members face during incidents.
- **Community Policing**
 - Today's police officer must be more complete in their capabilities, more community focused and aware how global events can affect neighborhood concerns. To accomplish this public safety must be a shared responsibility. At the heart of this shared responsibility is what is called community policing. Community policing is a philosophy that promotes working in partnership with a community to prevent and/or address crime based on a collaborative approach. This program provides law enforcement professionals with knowledge, skills, and best practices to work collaboratively with the community. Learn to develop effective partnership, apply effective outreach strategies, communicate intentions when building

relationships, identify resources to improve community/police relations, and describe the specific needs and priorities of the community.

- There are also many notable conferences providing knowledge, skills and training to aid officers in providing appropriate services to the unhoused

Chief McDonagh advises that the police department are not able to facilitate the coordinated entry system and acknowledges that regardless of whether or not the funding is provided to the Sebastopol Police Department for the above mentioned training and service areas, a collaborative and partnered approach is essential to any program's success. As such, this will require the police department working closely with Sonoma County Department of Health Services (DHS) and West County Community Services (WCCS), along with many other partner agencies just as those agencies require partnership with the policing profession to provide a holistic approach to the work they perform in the community. Whichever path the city council chooses, the Sebastopol Police Department will continue to provide an unwavering and professional commitment to the City of Sebastopol and all community members who reside in the city.

If the City Council moves forward with a contract with WCCS but also wants to provide additional training to the Police Department, the Council can provide direction to staff to return with a budget amendment adding addition funds to the Police Department's budget for the such purposes. If desired, the budget amendment could be delayed until the after the first quarter, or first half of the year, when staff may be able to identify budget savings to fund the training.

OF NOTE: The Interim City Manager met with the Director of Health Services Nolan Sullivan and discussed a pilot program of having a staff member of Homeless Encampment Access & Resource Team (HEART) on site at the Sebastopol Police Department four days a week to be paid for by the County of Sonoma. Based upon the police responses contained in the police log, it appears that rather than a police response, a staff person trained in mental health that can work to de-escalate the situation would have been beneficial in many of the calls logged. The HEART staff member will also be on site to work with case management (such as WCCS) if this contract is approved. Although this has not yet been approved by the Board of Supervisors, Director Sullivan has committed to working to advocate for this program as a pilot program for the City.

The Interim City Manager also submitted a request to the Department of Health Services for funding for homeless outreach services. An excerpt of that request is listed below:

The City understands that several other Sonoma County jurisdictions received funding to support mobile crisis response services. Initially, Sebastopol did not apply for these funds, as the City did not have a formal program in place. However, following a recent discussion with the Department of Health Services, it is now clear that our partnership with WCCS—a contracted part-time outreach provider—would have made Sebastopol eligible for funding. Sebastopol should be included in the County's broader strategy and eligible for funding to support its response to homelessness.

In light of this clarification, and in the interest of fairness and equity, the City respectfully requests that the County consider allocating \$40,000 (which is what we originally discussed but in my conversation with WCCS it appears to be closer to \$46,000) in funding to match the \$40,000 Sebastopol has already committed to homeless outreach services currently being contracted through WCCS.

WCCS has stated they remain committed to partnering with the City and the County to build solutions that are sustainable, appropriate, and grounded in the roles each agency is equipped to fill. It is important to clarify the current and proposed scope of work for the WCCS homeless street outreach worker. The scope of work for the 18 hour position is within the role of an outreach worker with limited hours. WCCS would not be able to offer more services, such as crisis or mental health response with a full time position. This position is designed for:

- Street-based outreach and relationship-building with unsheltered individuals - these relationships build trust so the unhoused will engage in case management and accept support in working towards becoming housed.

- In the field case management, including entering appropriate unsheltered individuals into Coordinated Entry and maintaining their active status, connecting with shelter access, and basic needs services - connecting with mental health providers is one of those services, yet in outreach this usually isn't effective when the person is in crisis.
- Non-clinical support such as navigation assistance, documentation help, and general well-being check-ins

This role is not a substitute for a mobile crisis or behavioral health response team but in addition to those needs. Outreach workers are not licensed clinicians and are not equipped to handle acute mental health emergencies such as those described in the recent encounter involving the Councilmember. In those cases, law enforcement such as Sebastopol Police or Sonoma County's Mobile Support Team (MST) would still be the appropriate first responder. Outreach supplements these other services. It would be great if MST reached out to our outreach worker to help follow up with individuals after a call.

This funding would help with a more consistent presence and follow-up with individuals experiencing homelessness; Expanded coverage across the week; Improved coordination with County services, law enforcement, and local providers; and Provide case management to support more unhoused individuals who are actively engaged and working toward housing placement

To support a full-time outreach worker who can increase engagement across the city and better coordinate with MST, law enforcement, and local services, the total cost of the position is \$86,863. (The City has allocated \$40,000 in the FY 25 26 budget but would not have the remaining \$46,000 to fund this position full time). A full-time funded position would allow WCCS to support Sebastopol with a consistent outreach presence while remaining within the appropriate scope of services as well as being able to work collaboratively with the HEART team who would be dedicated to Sebastopol as we discussed as well as partnering with MST when needed (Assuming this is approved by the Board). It is important that the City continue to do our best to keep individuals in the Homeless Management Information System (HMIS). HMIS is critical for:

- Improving individual navigation of homeless services.
- Coordinating across agencies to reduce overlap and enhance effectiveness
- Enabling data-informed policy and funding decisions aimed at ending homelessness

Having additional funding to secure these services is critical to the City and a shared investment between the County and City will allow us to strengthen our coordinated response to homelessness, expand access to mental health and housing services, and reduce strain on emergency and law enforcement resources; as well as be the start of a regional approach which is a key priority of all Sonoma County cities and the Board of Supervisors.

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 General Plan as follows:

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.

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 not received public comment. If staff receives public comments 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.

FISCAL IMPACT:

The FY2025–26 adopted budget includes \$40,000 for homeless outreach support within the Police Department. The proposed contract amount of \$36,667 falls within this budget allocation.

Additional funding from the County has not been approved at this time, but the City is working with the County on potential funding to help fund a full-time position for WCCS in Sebastopol. As noted at the last Council meeting, WCCS did indicate that \$40,000 would not support a full-time position and would provide limited services.

RESTATED RECOMMENDATION:

That the City Council receive the presentation from the Police Chief and West County Community Services and consider approval of the proposed contract for FY 2025–2026 in the amount of \$36,667 funding agreement to continue with WCCS for FY2025-2026 for continued Homeless Outreach Services.

OPTIONS:

- Council could decide not to continue the funding agreement with WCCS after August 2025 and maintain the funding within the local police budget for training of Sebastopol Police Department officers to provide outreach services (it is unclear at this time the amount of funding required for trainings; or if changes in job duties would result in meet/confer with bargaining group)
- It is unclear at this time if police personnel can legally have access to the HMIS data base
- Council could seek further information from city staff and return to future council meeting for staff report
- Council could direct staff to prepare a budget amendment to fund additional police training in addition to a contract with WCCS.
- Council could consider directing staff to review additional or alternative ideas for this program: such considerations could include:
 - Working with faith-based and local partners: The city could engage (which already offers showers and meals) as part of a broader community-based service network
 - Issuing an RFP: Council may decide to solicit proposals from other organizations or expand the scope to include case management, outreach, and coordinated entry services.

Issuing an RFP: Council may decide to solicit proposals from other organizations or expand the scope to include case management, outreach, and coordination services—beyond WCCS.

ATTACHMENTS:

- Outreach MOU to City of Sebastopol FY2023-2024
- Outreach MOU to City of Sebastopol FY2024-2025
- Proposed Outreach MOU to City of Sebastopol FY2025-2026 issued by WCCS as submitted at 1st July city council meeting
- Proposed Outreach MOU to City of Sebastopol FY2025-2026 edited by City of Sebastopol staff with optional deliverables as submitted at 1st July city council meeting
- Master agreement template contract 2024 WCCS MOU – CIRA approved
- Outreach statistics provided by WCCS for FY2023-2024
- Outreach statistics provided by WCCS for FY2024-2025
- HSOC report template provided by WCCS
- Sebastopol Outreach FY25-26 MOU draft as provided by WCCS
- Sebastopol Street Outreach Time Allocation Table as provided by WCCS

APPROVALS:

Department Head Approval:

Approval Date: 7/29/2025

CEQA Determination (Planning):

Approval Date: 7/29/2025

The proposed action is not a project under the California Environmental Quality Act (CEQA)

Administrative Services (Financial)

Approval Date: 7/29/2025

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

City Attorney Approval:

Approval Date: 7/29/2025

City Manager Approval:

Approval Date: 7/29/2025



Memorandum of Understanding

I. Introduction

This Memorandum of Understanding (Agreement) stands as evidence that West County Community Services (WCCS) will work collaboratively to provide Homeless Outreach services. Term: 07/01/2023 to 06/30/2024.
Funding Amount: \$40,000 for ½ of 1.0 FTE (the other portion to be paid by other sources)

II. Program Description

Under the general direction of the Director of Housing and Homeless services, the Outreach Coordinator will coordinate citywide efforts (faith based, non-profit, business, governmental), as well as provide hands-on services to people without homes in Greater Sebastopol.

City of Sebastopol Agrees to Provide:

1. Funding for 0.5 FTE position and related program costs
2. City resources dedicated to solving Homelessness
3. Monthly project status updates
4. Prompt monthly payment

WCCS Agrees to Provide:

1. Refer people without homes to Coordinated Entry as appropriate
2. Represent WCCS at relevant meetings
3. Take leadership role in homeless services
4. Develop relationships with clients and connect them to services
5. Learn about homeless service system in Sonoma County
6. Connect people without homes to housing options
7. Connect people to supportive services: SDI, housing vouchers, employment, IDs, etc.
8. Develop citywide services matrix to inform both housed and unhoused communities as to what type and availability of services
9. Increase citywide understanding of rules/laws around homelessness
10. Develop volunteer/civic engagement opportunities around homelessness
11. Support Safe Parking efforts.

West County Community Services www.westcountyservices.org
 16390 Main Street, P.O. Box 325 Guerneville, CA 95446
 (707) 823-1640 FAX (707) 824-1642



III. Term

The term of this Agreement shall be July 1, 2023 to June 30, 2024

IV. Indemnification

Each party is an independent entity, responsible for its acts and the acts of its officers, agents **and** employees. Consequently, each party agrees to indemnify, defend and hold harmless the other **party**, its officers, agents and employees from any and all loss, injury, liability, damages, claims, demands, suits, or judgments arising from the acts or omissions of its officers, agents, and employees in connection with the performance of this agreement.

V. Confidentiality

The parties shall maintain the confidentiality of information gathered and all records generated during the period of this agreement pursuant to applicable Federal and State laws. This does not prohibit staff from reporting suspected neglect or abuse of participants to agencies as required by law.

IX. Signatures

A blue ink signature, likely of a City of Sebastopol representative, written over a horizontal line.

City of Sebastopol

Date: 9-11-23

A black ink signature, likely of Tim Miller, written over a horizontal line.

Tim Miller, Executive Director

Date: 9/8/2023

West County Community Services www.westcountyservices.org
16390 Main Street, P.O. Box 325 Guerneville, CA 95446
(707) 823-1640 FAX (707) 824-1642



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3. Monthly project status updates
4. Prompt monthly payment

WCCS Agrees to Provide:

1. Refer people without homes to Coordinated Entry as appropriate
2. Represent WCCS at relevant meetings
3. Take leadership role in homeless services
4. Develop relationships with clients and connect them to services
5. Learn about homeless service system in Sonoma County
6. Connect people without homes to housing options
7. Connect people to supportive services: SDI, housing vouchers, employment, IDs, etc.
8. Develop citywide services matrix to inform both housed and unhoused communities as to what type and availability of services
9. Increase citywide understanding of rules/laws around homelessness
10. Develop volunteer/civic engagement opportunities around homelessness
11. Support Safe Parking efforts.

West County Community Services www.westcountyservices.org
16390 Main Street, P.O. Box 325 Guerneville, CA 95446
(707) 823-1640 FAX (707) 824-1642



III. Term

The term of this Agreement shall be July 1, 2024 to June 30, 2025

IV. Indemnification

Each party is an independent entity, responsible for its acts and the acts of its officers, agents and employees. Consequently, each party agrees to indemnify, defend and hold harmless the other party, its officers, agents and employees from any and all loss, injury, liability, damages, claims, demands, suits, or judgments arising from the acts or omissions of its officers, agents, and employees in connection with the performance of this agreement.

V. Confidentiality

The parties shall maintain the confidentiality of information gathered and all records generated during the period of this agreement pursuant to applicable Federal and State laws. This does not prohibit staff from reporting suspected neglect or abuse of participants to agencies as required by law.

IX. Signatures

A handwritten signature in blue ink, appearing to read "Ron Nelson".

Ron Nelson,
Sebastopol Police Chief
8/14/2024

A handwritten signature in blue ink, appearing to read "Don Schwartz".

Don Schwartz,
City Manager, City of Sebastopol
8/14/2024

A handwritten signature in blue ink, appearing to read "Christy Davila".

Christy Davila,
WCCS Executive Director
Date: 8/12/2024

West County Community Services www.westcountyservices.org
16390 Main Street, P.O. Box 325 Guerneville, CA 95446
(707) 823-1640 FAX (707) 824-1642

Memorandum of Understanding

Introduction:

This Memorandum of Understanding (Agreement) stands as evidence that West County Community Services (WCCS) will work collaboratively to provide Homeless Outreach services.

Term: 07/01/2025 to 06/30/2026.

Funding Amount: \$40,000 for .5 FTE

Program Description:

Under the general direction of the Homeless Services Manager, the Outreach Coordinator will support citywide efforts (faith based, non-profit, business, governmental), as well as provide hands-on services to people without homes in Greater Sebastopol.

City of Sebastopol Agrees to Provide:

- Funding for 0.5 FTE position and related program costs
- City resources dedicated to solving Homelessness
- Monthly project status updates
- Prompt monthly payment

WCCS Agrees to Provide:

- Refer people without homes to Coordinated Entry as appropriate
- Represent WCCS at relevant meetings
- Develop relationships with clients and connect them to services
- Stay current about homeless service system in Sonoma County
- Connect people without homes to housing options
- Develop volunteer/civic engagement opportunities around homelessness
- Support Safe Parking efforts

Indemnification:

Each party is an independent entity, responsible for its acts and the acts of its officers, agents and employees. Consequently, each party agrees to indemnify, defend and hold harmless the other party, its officers, agents and employees from any and all loss, injury, liability, damages, claims, demands, suits, or judgments arising from the acts or omissions of its officers, agents, and employees in connection with the performance of this agreement.

Confidentiality:

The parties shall maintain the confidentiality of information gathered and all records generated during the period of this agreement pursuant to applicable Federal and State laws. This does not prohibit staff from reporting suspected neglect or abuse of participants to agencies as required by law.

Signatures:

X

Sean McDonagh
Sebastopol Chief of Police

X

Christy Davila
WCCS Executive Director

Mayor Stephen Zollman

Memorandum of Understanding

Introduction:

This Memorandum of Understanding (Agreement) stands as evidence that West County Community Services (WCCS) will work collaboratively to provide Homeless Outreach services.

Term: 07/01/2025 to 06/30/2026.

Funding Amount: \$40,000 for .5 FTE

Program Description:

Under the general direction of the Homeless Services Manager, the Outreach Coordinator will support citywide efforts (faith based, non-profit, business, governmental), as well as provide hands-on services to people without homes in Greater Sebastopol.

City of Sebastopol Agrees to Provide:

- Funding not to exceed \$40,000 for 0.5 FTE position **and related program costs (what is this referring to/need specifics?)**
- City resources dedicated to solving Homelessness **(needs specifics)**
- Monthly project status updates **(What is this referring to/need specifics?)**
- ~~Prompt monthly payment~~

WCCS Agrees to Provide:

- **0.5 FTE position**
- Refer people without homes to Coordinated Entry as appropriate
- Represent WCCS at relevant meetings
- Develop relationships with clients and connect them to services
- Stay current about homeless service system in Sonoma County
- Connect people without homes to housing options
- Develop volunteer/civic engagement opportunities around homelessness
- Support Safe Parking efforts

1. Client Engagement & Coordinated Entry Referrals

- WCCS will refer a minimum of [X] individuals per month experiencing homelessness to the Sonoma County Coordinated Entry system.
- WCCS will maintain and submit documentation of all referrals, outcomes, and follow-up efforts.
- WCCS will establish and manage a caseload of active clients, providing monthly engagement and progress reports on service connections.

2. Community & Interagency Representation

- WCCS staff will attend relevant meetings as a representative of the City related to homeless outreach services.
- A monthly summary report will be provided to the City outlining meeting attendance, key decisions, and action items relevant to City priorities and homelessness services.

3. Ongoing City Coordination

- WCCS will maintain weekly check-in meetings with designated City staff to align priorities, share updates, and troubleshoot issues.

4. Housing Navigation Support

- WCCS will assist a minimum of [X] clients per quarter in initiating or completing the housing application process.
- WCCS will coordinate with local housing providers, landlords, and case managers to facilitate successful placements and housing retention support.
- Progress toward housing goals will be included in quarterly reporting to the City.

5. Volunteer & Civic Engagement Activities

- WCCS will organize at least one community volunteer or civic engagement opportunity per quarter aimed at supporting or raising awareness about homelessness (e.g., service days, hygiene kit drives, educational sessions).
- WCCS will recruit and coordinate with at least [X] volunteers per quarter, and report on participation numbers and outcomes.

6. Safe Parking Program Support

- WCCS will provide ongoing support to participants in the City's Safe Parking Program through weekly check-ins, case management support, and referral to appropriate services.
- WCCS will maintain current records on participants, services provided, and housing progress.

7. Reporting & Accountability

- WCCS will submit monthly reports to the City detailing progress on all deliverables, challenges encountered, and measurable outcomes.

Indemnification:

Each party is an independent entity, responsible for its acts and the acts of its officers, agents and employees. Consequently, each party agrees to indemnify, defend and hold harmless the other party, its officers, agents and employees from any and all loss, injury, liability, damages, claims, demands, suits, or judgments arising from the acts or omissions of its officers, agents, and employees in connection with the performance of this agreement.

Confidentiality:

The parties shall maintain the confidentiality of information gathered and all records generated during the period of this agreement pursuant to applicable Federal and State laws. This does not prohibit staff from reporting suspected neglect or abuse of participants to agencies as required by law.

Signatures:

X

Sean McDonagh
Sebastopol Chief of Police

X

Christy Davila
WCCS Executive Director

Changed to be signed by Mayor

AGREEMENT FOR ON-CALL ENGINEERING SERVICES

THIS AGREEMENT, made and entered into on _____ by and between the City of Sebastopol, located in the County of Sonoma, State of California (City), and **Consultant** (Consultant), a California limited liability partnership. This Agreement for On-Call Professional Services is also commonly referred to as a "Master Agreement."

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with on-call engineering services.

B. Consultant has represented that Consultant has the necessary expertise, experience, and qualifications to perform the required duties.

NOW, THEREFORE, in consideration of the mutual premises, covenants, and conditions herein contained, the parties agree as follows:

SECTION 1 – BASIC SERVICES

A. Consultant agrees to perform the services set forth in **Name of Exhibit and Date** and attached hereto as **Exhibit A, "Scope of Services"** and made part of this Agreement.

B. The Consultant shall perform the services on an on-call basis as assigned, pursuant to a scope of work and fee proposal approved by both the City and Consultant (each a "Task Order"). The terms of this Agreement are incorporated into all such scopes of work. The on-call services may include, but are not necessarily limited to, the following:

a) List Scope Items

C. City may from time-to-time have the need for other services not specifically listed in this agreement for which Consultant. has the necessary experience and capabilities to provide. City may authorize Consultant to perform such selected services on an as-needed basis.

SECTION 2 – PROJECT ASSIGNMENT

A. The City may from time to time during the term of this agreement, solicit proposals from Consultant for various City projects. Individual project assignments will be awarded by amendments to this agreement, concurrent with the term of the master contract.

B. The City will award contract amendments for each project based upon a scope of services, work schedule, and fee proposal submitted to the City on request, and subject to approval by the City Council. For any given project, the City may elect to contract with more than one consultant based upon their field of expertise.

C. Consultants are also encouraged to team with other pre-qualified consultants on project proposals where multiple disciplines are required.

SECTION 3 – TIME FOR COMPLETION

The time for completion of services shall be as identified in each approved Task Order work.

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in each approved Task Order.

B. Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. City shall independently review each invoice submitted to determine whether the work performed, and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If any charges or expenses are disputed by City, the original invoice shall be returned by City to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

C. Payment to the Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

SECTION 5 – STANDARD OF PERFORMANCE

Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this Agreement in a thorough, competent and professional manner. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this Agreement, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Consultant under this Agreement.

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

City may inspect and accept or reject any of Consultant's work under this Agreement, either during performance or when completed. City shall reject or finally accept Consultant's work within sixty (60) days after submitted to City, unless the parties mutually agree to extend such deadline. City shall reject work by a timely written explanation, otherwise Consultant's work shall be deemed to have been accepted. City's acceptance shall be conclusive as to such work except with respect to latent defects and fraud. Acceptance of any of Consultant's work by City shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, the sections pertaining to indemnification and insurance.

SECTION 7 – INSURANCE REQUIRED

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers’ Compensation:** Insurance, as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
(Not required if consultant provides written verification that it has no employees)
4. **Professional Liability (Errors and Omissions):** Insurance appropriates to the Consultant’s profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work. A copy of the claims reporting requirements must be submitted to the City of Sebastopol for review.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City of Sebastopol requires, and shall be entitled to, the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Sebastopol.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions: The City of Sebastopol, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

General liability coverage can be provided in the form of an endorsement to the Consultant’s insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; **and** one of the following ISO completed operations Forms: CG 20 37, 2039 (not allowed from subcontractors), or CG 20 40.

Primary Coverage

For any claims related to this contract, the Consultant’s insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City of Sebastopol, its

officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Sebastopol, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation

Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Consultant shall forthwith obtain and submit proof of substitute insurance.

Waiver of Subrogation

Consultant hereby grants to the City of Sebastopol a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City of Sebastopol by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Sebastopol has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Sebastopol for all work performed by the Contractor, its employees, agents, and subcontractors.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City of Sebastopol. The City of Sebastopol may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the City of Sebastopol.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City of Sebastopol.

Verification of Coverage

Consultant shall furnish the City of Sebastopol with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City of Sebastopol before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City of Sebastopol reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance, meeting all the requirements stated herein, and Contractor shall ensure that the City of Sebastopol is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

The City of Sebastopol reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

SECTION 8 – INDEMNIFICATION

A. Indemnification for Professional Liability. Where the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorney's fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or sub-consultants (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.

B. Indemnification for Other than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or sub-contractors of Consultant.

C. Limitation of Indemnification. Notwithstanding any provision of this [Indemnification] to the contrary, design professionals are required to defend and indemnify the City only to the extent permitted by Civil Code Section 2782.8, which limits the liability of a design professional to claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the design professional. The term "design professional," as defined in Section 2782.8, is limited to licensed architects, licensed landscape architects, registered professional engineers, professional land surveyors, and the business entities that offer such services in accordance with the applicable provisions of the California Business and Professions Code.

The provisions of this section do not apply to claims to the extent occurring as a result of the City's sole negligence or willful acts or misconduct.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

A. Consultant is and shall at all times remain a wholly independent contractor and not an officer, employee, or agent of City. Consultant shall have no authority to bind City in any manner, nor to incur an obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City.

B. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this

Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of City.

C. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

SECTION 10 – CONFLICTS OF INTEREST

A. Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. Consultant agrees to at all times avoid conflicts with the interests of City in the performance of this Agreement.

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

SECTION 11 – OWNERSHIP OF DOCUMENTS

A. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any services pursuant to this Agreement shall become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Consultant. When requested by City, but no later than three years after project completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Consultant during the course of providing services (collectively the "Work Product") shall belong exclusively to City. The Work Product shall be considered a "work made for hire" within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Consultant hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Consultant may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

A. All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work

product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law.

B. Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered “voluntary” provided consultant gives City notice of such court order or subpoena.

C. If Consultant, or any officer, employee, agent, or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorney’s fees, caused by or incurred as a result of Consultant’s conduct.

D. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response.

SECTION 13 – SUSPENSION OF WORK

City may, at any time, by ten (10) days written notice suspend further performance by Consultant. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner and Consultant shall be paid for services performed and reimbursable expenses incurred prior to the suspension date.

SECTION 14 – COMPLIANCE WITH LAW

Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the services set forth in this Agreement. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

During the performance of this contract, Consultant agrees as follows:

A. Equal Employment Opportunity. In connection with the execution of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, ancestry, age, sexual orientation, physical handicap, medical condition, marital status, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, promotion, upgrading, demotion, or transfer; recruitment or recruitment advertising;

layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.

B. Nondiscrimination Civil Rights Act of 1964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

C. Solicitations for Subcontractors including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations, made by Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by Consultant of Consultant's obligations under this Agreement and the regulations relative to nondiscrimination.

SECTION 16 – RECORDS

A. Records of Consultant's direct labor costs, payroll costs, and reimbursable expenses pertaining to this project covered by this Agreement will be kept on a generally recognized accounting basis and made available to City if and when required for a period of up to 3 years from the date of Consultant's final invoice.

B. Consultant's records and design calculations will be available for examination and audit if and as required. The cost of any reproductions shall be paid by City.

SECTION 17 – COOPERATION BY CITY

All public information, data, reports, records, and maps as are existing and available to City as public records, and which are necessary for carrying out the work as outlined in the Exhibit A, "Scope of Services", shall be furnished to Consultant in every reasonable way to facilitate, without undue delay, the work to be performed under this Agreement.

SECTION 18 – NOTICES

All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by facsimile or first class mail, addressed as follows:

To City: City Manager
City of Sebastopol
7120 Bodega Avenue
Sebastopol, California 95472

To Consultant: Name, Title
Company
Address 1
City, ST, Zip

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile, or, if mailed, three (3) days after deposit in the custody of the U.S. Postal Service.

SECTION 19 – TERMINATION

A. City may terminate this Agreement, with or without cause, at any time by giving ten (10) days written notice of termination to Consultant. If such notice is given, Consultant shall cease immediately all work in progress.

B. If either Consultant or City fail to perform any material obligation under this Agreement, then, in addition to any other remedies, either Consultant, or City may terminate this Agreement immediately upon written notice.

C. Upon termination of this Agreement by either Consultant or City, all property belonging to City which is in Consultant's possession shall be delivered to City. Consultant shall furnish to City a final invoice for work performed and expenses incurred by Consultant, prepared as set forth in this Agreement.

SECTION 20 – ATTORNEY FEES

If litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorneys' fees, costs and expenses, in addition to any other relief to which it may be entitled. In addition, any legal fees, costs and expenses incurred to enforce the provisions of this Agreement shall be reimbursed to the prevailing party.

SECTION 21 – ENTIRE AGREEMENT

This Agreement, including the attached Exhibits, is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Consultant and City prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

SECTION 22 – SUCCESSORS AND ASSIGNS

This Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the parties. However, this Agreement shall not be assigned by Consultant without written consent of the City.

SECTION 23 – CONTINUITY OF PERSONNEL

Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Agreement. Consultant shall notify City of any changes in Consultant's staff assigned to perform the services required under this Agreement, prior to any such performance.

SECTION 24 – DEFAULT

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default and may terminate this Agreement immediately by written notice to Consultant.

SECTION 25 – WAIVER

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by

City of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 26 – LAW TO GOVERN; VENUE

This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Sonoma. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Northern District of California, in San Francisco.

SECTION 27 – SEVERABILITY

If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

SECTION 28 – SPECIAL PROVISIONS

This Agreement is subject to the following special provisions: none.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

Consultant:
Name

City:

By: _____
Name: Name Date
Title: Title

By: _____
Name: Mary Gourley Date
Title: Interim City Manager

Approved as to Form:

By: _____
Name: Alex Mog Date
Title: City Attorney

	FY23													FY24				
DATA POINTS	July	Aug	Sep	Oct	Nov	Dec	Januar	Feb	Mar	Apr	May	June		July	Aug	Sept	Oct	Nov
# Of new people contacted (un-duplicated number)	14	11	15	16	20	13		6	26	14	6	5		8	4	7	8	11
# Of camps citywide	6	5	6	6	7	8		6	4	13	16	10		4	2	3	3	2
# Of camps pre sweep	NA	NA	NA	NA	NA	NA		NA	NA	NA	NA	NA		NA	NA	NA	4	NA
# Of RVs on Morris St , Laguna Pkwy & Palm St., or other areas in Sebastopol	0	2	0	4	3	4		3	7	14	11	2		3	2	2	3	1
# of other vehicles Morris St, Laguna Pkwy & Greater seb. area	5	2	5	5	4	6		8	16	21	23	4		5	2	3	4	4
# Of people housed by WCCS (shelters, ACS/NCS, family)	8	17	27	31	40	48		50	51	54	55	56		57	61	63	65	68
# Of people displaced (returning to Morris)	4	4	6	5	6	6		1	2	4	1	3		2	2	1	1	1
# Referrals/requests for outreach service (Seb.City, SPD, and community)	14	8	15	14	7	8		17	15	6	3	4		8	4	6	1	4
# Of Housing referrals	8	9	24	18	17	13		5	1	1	1	1		1	3	3	2	8
# Food Assistance/referrals	5	8	10	15	17	20		8	10	5	7	2		2	5	5	3	3
# of people accessing benefits (SNAP, Cal-Fresh,UI Benefits, SSI, GA,)	2	3	3	5	3	4		3	5	12	8	2		2	2	3	2	1
# Of healthcare referrals (includes IMDT refs)	4	4	3	2	3	2		2	1	10	2	1		1	2	1	2	2
# Expired Registrations (Morris and Laguna, & Greater Seb. Area)	6	3	2	1	2	3		3	3	0	6	4		1	1	3	1	2
# Registration Renewals (WCCS fund req. submitted)	4	7	9	9	11	2		0	1	1	1	1		0	1	1	0	0
other types of assistance (Zoom appts, other programs/services) ie taking people to court, etc	4	4	5	6	5	3		2	5	2	2	2		5	2	1	1	2
# Of Volunteers hours (6 vol. x 9 wks. x 4hr shifts)	0	0	0	0	0	0		0	0	0	0	0		0	3	0	0	0
Community Engagement Mtgs (SAVS, WCHA, City Council, neighborhood meetings)	4	5	6	5	3	2		10	4	3	2	2		3	2	5	1	1
# of people who became un-housed in sebastopol	5	5	12	11	11	7		2	4	6	1	1		1	3	0	1	3
# of people who lost housing in cities other than sebastopol	8	6	5	4	8	6		1	4	2	2	3		2	1	2	3	0
# of people enrolled in Coordinated Entry									12	9	6	8		6	4	5	1	5

WCCS - Sebastopol Homeless Outreach	2024			2025						
DATA POINTS	October	Nov	Dec	Jan	Feb	March	April	May	June	Cumulative/Non-Cumulative
# Of People Served	4	4	14		20	19	24	28		non-cumulative
# Entered into Coordinated Entry	4	1	1		1	2	2	3		non-cumulative
# Entered into Shelter	0	0	3		0	0	0	0		non-cumulative
# Moved into Permanent Supportive Housing (PSH) or Permanent Housing	1	0	1		0	4	2	2		non-cumulative
# Increased access to Health Services	2	0	6		2	5	6	3		non-cumulative

WCCS - Sebastopol Homeless Outreach	FY 24/25												Total
DATA POINTS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Annual Total
# Of People Served (Unduplicated)													0
Estimated # of Contacts													0
Number of Safe Parking Program referrals													0
# of Active Clients on Coordinated Entry (CE) Caseload													0
# Entered into CE													0
# Clients Maintiaing Active CE Status													0
# Meetings Attended & interagency Collaboration													0
# Entered into Shelter													0
# Moved into Permanent Supportive Housing (PSH) or Permanent Housing													0
# Increased Access to Health & Basic Need Services													0

WCCS - Sebastopol Homeless Outreach	FY 24/25												Total
DATA POINTS	July	Aug	Sept	Oct	Nov	Dec	Jan - No	Feb	Mar	April	May	June	Annual Total
# Of People Served (Unduplicated)	6	3	4	4	4	14		20	19	24	28	50	176
# Entered into Coordinated Entry	3	3	3	4	1	1		1	2	2	3	8	31
# Entered into Shelter	80	3	2	0	0	3		0	0	0	0	3	91
# Moved into Permanent Supportive Housing (PSH) or Permanent Housing	3	2	0	1	0	0		0	4	2	2	4	18
# Increased access to Health Services	15	16	4	2	0	2		2	5	6	3	13	68

	FY22/23												Total
DATA POINTS	July	Aug	Sep	Oct	Nov	Dec	Janua	Feb	Mar	Apr	May	June	Annual Total
# Of new people contacted (un-duplicated number)	14	11	15	16	20	13		6	26	14	6	5	146
# Of people housed by WCCS (shelters, ACS/NCS, family)	8	17	27	31	40	48		50	51	54	55	56	437
# Referrals/requests for outreach service (Seb.City, SPD, and community)	14	8	15	14	7	8		17	15	6	3	4	111
# Of Housing referrals	8	9	24	18	17	13		5	1	1	1	1	98
# Food Assistance/referrals	5	8	10	15	17	20		8	10	5	7	2	107
# of people accessing benefits (SNAP, Cal-Fresh, UI Benefits, SSI, GA,)	2	3	3	5	3	4		3	5	12	8	2	50
# Of healthcare referrals (includes IMDT refs)	4	4	3	2	3	2		2	1	10	2	1	34
# of people enrolled in Coordinated Entry									12	9	6	8	35

	FY23/24												Total
DATA POINTS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Annual Total
# Of new people contacted (un-duplicated number)	8	4	7	8	11	3	9	5	10	6	7	7	85
# Of people housed by WCCS (shelters, ACS/NCS, family)	57	61	63	65	68	70	72	73	76	77	78	78	838
# Referrals/requests for outreach service (Seb.City, SPD, and community)	8	4	6	1	4	4	3	1	5	4	7	4	51
# Of Housing referrals	1	3	3	2	8	2	5	2	5	2	1	1	35
# Food Assistance/referrals	2	5	5	3	3	3	2	1	1	2	7	10	44
# of people accessing benefits (SNAP, Cal-Fresh, UI Benefits, SSI, GA,)	2	2	3	2	1	5	6	1	3	1	3	3	32
# Of healthcare referrals (includes IMDT refs)	1	2	1	2	2	1	11	3	10	4	2	3	42
# of people enrolled in Coordinated Entry	6	4	5	1	5	2	0	2	2	2	3	2	34

	FY23																
DATA POINTS	July	Aug	Sep	Oct	Nov	Dec	January	Feb	Mar	Apr	May	June		July	Aug	Sept	Oct
# Of new people contacted (un-duplicated number)	14	11	15	16	20	13		6	26	14	6	5		8	4	7	8
# Of camps citywide	6	5	6	6	7	8		6	4	13	16	10		4	2	3	3
# Of camps pre sweep	NA	NA	NA	NA	NA	NA		NA	NA	NA	NA	NA		NA	NA	NA	4
# Of RVs on Morris St , Laguna Pkwy & Palm St., or other areas in Sebastopol	0	2	0	4	3	4		3	7	14	11	2		3	2	2	3
# of other vehicles Morris St, Laguna Pkwy & Greater seb. area	5	2	5	5	4	6		8	16	21	23	4		5	2	3	4
# Of people housed by WCCS (shelters, ACS/NCS, family)	8	17	27	31	40	48		50	51	54	55	56		57	61	63	65
# Of people displaced (returning to Morris)	4	4	6	5	6	6		1	2	4	1	3		2	2	1	1
# Referrals/requests for outreach service (Seb.City, SPD, and community)	14	8	15	14	7	8		17	15	6	3	4		8	4	6	1
# Of Housing referrals	8	9	24	18	17	13		5	1	1	1	1		1	3	3	2
# Food Assistance/referrals	5	8	10	15	17	20		8	10	5	7	2		2	5	5	3
# of people accessing benefits (SNAP, Cal-Fresh,UI Benefits, SSI, GA,)	2	3	3	5	3	4		3	5	12	8	2		2	2	3	2
# Of healthcare referrals (includes IMDT refs)	4	4	3	2	3	2		2	1	10	2	1		1	2	1	2
# Expired Registrations (Morris and Laguna, & Greater Seb. Area)	6	3	2	1	2	3		3	3	0	6	4		1	1	3	1
# Registration Renewals (WCCS fund req. submitted)	4	7	9	9	11	2		0	1	1	1	1		0	1	1	0
other types of assistance (Zoom appts, other programs/services) ie taking people to court, etc	4	4	5	6	5	3		2	5	2	2	2		5	2	1	1
# Of Volunteers hours (6 vol. x 9 wks. x 4hr shifts)	0	0	0	0	0	0		0	0	0	0	0		0	3	0	0
Community Engagement Mtgs (SAVS, WCHA, City Council, neighborhood meetings)	4	5	6	5	3	2		10	4	3	2	2		3	2	5	1
# of people who became un-housed in sebastopol	5	5	12	11	11	7		2	4	6	1	1		1	3	0	1
# of people who lost housing in cities other than sebastopol	8	6	5	4	8	6		1	4	2	2	3		2	1	2	3
# of people enrolled in Coordinated Entry									12	9	6	8		6	4	5	1

FY24								Annual Total
Nov	Dec	Jan	Feb	Mar	April	May	June	Cumulative/Non-Cumulative
11	3	9	5	10	6	7	7	231
2	3	3	4	3	6	5	6	non-cumulative
NA	NA	NA	NA	NA	NA	NA	3	non-cumulative
1	2	4	2	13	3	2	3	non-cumulative
4	2	7	5	3	4	2	3	non-cumulative
68	70	72	73	76	77	78	78	1275
1	1	5	3	13	2	4	1	non-cumulative
4	4	3	1	5	4	7	4	162
8	2	5	2	5	2	1	1	133
3	3	2	1	1	2	7	10	151
1	5	6	1	3	1	3	3	82
2	1	11	3	10	4	2	3	76
2	3	3	0	0	2	2	1	non-cumulative
0	0	0	0	0	0	0	1	non-cumulative
2	1	6	2	5	3	6	12	non-cumulative
0	0	0	0	2	2	8	0	15
1	3	1	1	1	0	1	1	66
3	1	1	0	1	0	0	0	non-cumulative
0	1	2	1	3	2	1	1	non-cumulative
5	2	0	2	2	2	3	2	69

Memorandum of Understanding

Introduction:

This Memorandum of Understanding (Agreement) stands as evidence that West County Community Services (WCCS) will work collaboratively with Sebastopol Police Department (SPD) to provide Homeless Outreach services.

Term: 07/01/2025 to 06/30/2026.

Funding Amount: \$40,000 for .45 FTE

Program Description:

Under the general direction of the Homeless Services Manager, the Outreach Coordinator will provide hands-on direct services and referrals to people without homes in Greater Sebastopol. The goal of service is to identify and connect Sebastopol homeless individuals with referrals and services to support their path toward permanent housing.

City of Sebastopol Agrees to Provide:

- Funding for 0.45 FTE (18 hours per week) position and related program costs
- The department designates liaisons to coordinate with outreach provider and participates in multi-agency case conferencing when appropriate.

WCCS Agrees to Provide:

1. Client Engagement & Coordinated Entry (CE) Referrals

- WCCS will identify, engage, and build rapport with individuals experiencing homelessness in Sebastopol. Estimated 25 engagements monthly through outreach.
- WCCS will assess and refer/enter individuals into the Sonoma County Coordinated Entry system when appropriate.
- WCCS will maintain CE active status for homeless individuals engaged on their caseload.
- WCCS will actively maintain a caseload of up to 7 individuals, providing at least monthly contact and service linkage to each engaged client.
- Monthly reports will reflect number of CE referrals, number of clients with active CE status, number of resource referrals provided.

2. Community & Interagency Representation

- WCCS will attend up to 2 relevant meetings per month (e.g., local provider collaboratives, CE case management meetings, city task forces) as a representative of WCCS outreach efforts on issues related to Sebastopol homelessness.
- A brief summary of relevant key updates will be included in the monthly report to the City.

3. Ongoing City Coordination

- WCCS will participate in weekly or bi-weekly check-in meetings (as mutually agreed) with designated City staff to coordinate outreach efforts, troubleshoot issues, and align on community priorities.
- WCCS will remain responsive to City staff and public safety personnel in addressing non-criminal homelessness-related concerns.

4. Housing Navigation Support

- WCCS will advocate for Sebastopol clients for enhanced assessment in CE when appropriate. Supports elevating more vulnerable clients on the CE prioritization list.
- WCCS will coordinate with housing providers, landlords, and partner agencies to support transition into housing for eligible clients.

5. Safe Parking Program Support

- WCCS will refer individuals living in their vehicles in Sebastopol to any safe parking opportunities available in the Greater Sebastopol area.

6. Reporting & Accountability

- WCCS will submit monthly reports to the City summarizing:
 - Number of individuals engaged, referred to CE, and actively case managed
 - Number of resource referrals provided
 - Number of Safe Parking Program engagements/referrals
 - Number of meetings attended and interagency collaboration
 - Barriers encountered and recommendations for improving service delivery

7. Additional Funding

- WCCS and the City of Sebastopol will work collaboratively to identify and apply for additional funding to support Street Outreach Efforts.

Indemnification:

Each party is an independent entity, responsible for its acts and the acts of its officers, agents and employees. Consequently, each party agrees to indemnify, defend and hold harmless the other party, its officers, agents and employees from any and all loss, injury, liability, damages, claims, demands, suits, or judgments arising from the acts or omissions of its officers, agents, and employees in connection with the performance of this agreement.

Confidentiality:

The parties shall maintain the confidentiality of information gathered and all records generated during the period of this agreement pursuant to applicable Federal and State laws. This does not prohibit staff from reporting suspected neglect or abuse of participants to agencies as required by law.

Signatures:

Sean McDonagh, Sebastopol Chief of Police

Date

Christy Davila, WCCS Executive Director

Date

Stephen Zollman, Mayor of Sebastopol

Date

West County Community Services Sebastopol Street Outreach Time Allocation – 18 Hours per week

Task	Weekly Time	Notes
Client Engagement & CE Referrals	6 hrs	Reasonable for building rapport, outreach walks, CE assessments. Limited time for deep engagement with new individuals weekly.
Caseload Maintenance (7 clients)	3 hrs	Roughly 25 minutes/client/week. This is tight but may work if clients are relatively stable and not in crisis.
Community & Interagency Representation	2 hrs	Covers ~1 meeting/week + coordination time.
City Coordination	2 hrs	Weekly or bi-weekly check-ins + responsive communication. Efficient if meetings are brief.
Housing Navigation Support	2 hrs	Housing coordination can be time-consuming. 2 hrs allows for light support and advocacy.
Safe Parking Program Support	1 hr	Reasonable if it's limited to referrals, not ongoing case management.
Reporting & Accountability	2 hrs	Realistic if using streamlined templates or tools, which we have in place.

Potential Constraints

- 1. Caseload and Depth of Support:**
Supporting 7 clients well (with service linkage and housing navigation) is *barely* feasible at 3–5 hours/week, assuming light touch. If clients have high needs, this could quickly become unmanageable.
- 2. Housing Navigation Demands:**
Coordinating with housing providers, completing paperwork, and follow-ups often takes much longer than 2 hours/week.
- 3. Flexibility for Crisis Response:**
There is *no buffer* built in for unexpected crises, escalations, or time spent searching for hard-to-find clients.
- 4. Travel/Logistics Time:**
If travel time across Sebastopol or coordination with scattered providers is significant, it could eat into available hours.

Summary

Yes, this model is *feasible* for a limited-scope outreach role with clearly defined boundaries and low-intensity client needs.

*But for *maximum impact*, it assumes:

- A consistent and narrow focus on short-term engagement and referral
- Caseload clients are *not in crisis or highly service-resistant*

Expanding Homeless Outreach in Sebastopol: Realistic Capacity, Real Impact

Current Service Scope (18 hours/week)

West County Community Services (WCCS) provides part-time outreach to connect unsheltered individuals with services and housing support. This includes:

- Building trust through street-based engagement
- Connecting to Coordinated Entry and maintaining active status, shelter, and basic needs
- Non-clinical case management (navigation, documents, wellness checks)

This role is not a substitute for mobile crisis or mental health response services.

Crisis Response Limitations

Outreach workers are not clinicians and cannot respond to acute behavioral health crises. Appropriate response in these cases:

Mobile Support Team (MST)

- 24/7 crisis response via 1-800-746-8181
- Staffed by clinicians and substance use specialists
- Can respond independently of law enforcement

Outreach can support post-crisis follow-up, not emergency response.

Why Additional Funding is Needed

The current 18-hour/week role limits outreach effectiveness. We need:

- More consistent street presence
- Improved follow-up with unhoused individuals
- Stronger coordination with MST, law enforcement & service providers
- A more sustainable staffing model: 18-hour positions are difficult to hire for and even harder to retain, limiting continuity and impact

Proposed Expansion

We are looking for \$46,863 in additional support to expand this position to full-time. Without it, this position is not sustainable.

Item	Amount
Salary	\$55,162
Benefits (10%)	\$5,516
Operating Costs	\$14,464
Indirect (15%)	\$11,721
Total Cost	\$86,863
Current City Contribution	\$40,000
Funding Gap	\$46,863

We are collaborating with the City to pursue additional funding to help meet the urgent needs in Sebastopol, without overextending outreach beyond its appropriate role.



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West County Community Services

www.westcountyservices.org

16390 Main Street, P.O. Box 325 Guerneville, CA 95446

(707) 823-1640 FAX (707) 824-1642



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2. Housing Navigation Demands:

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3. Flexibility for Crisis Response:

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Mental Health Crisis Resources for Homeless Outreach in Sebastopol

IMMEDIATE / EMERGENCY RESPONSE

1. Mobile Support Team (MST)

Licensed clinicians who respond to mental health crises in the field. May accompany law enforcement or respond independently. - **Hours:** Daily, 1:00 PM to 9:00 PM

- **How to Access:** Call Sonoma County Dispatch at **(707) 565-2121** and request MST. –

- **Use When:** Client is in crisis but non-violent and non-emergent. Outreach can request MST.

2. Crisis Stabilization Unit (CSU)

24/7 facility for individuals in psychiatric crisis who are medically stable. - Address: 2225 Challenger Way, Santa Rosa

- **Phone:** **(707) 576-8181**

- **Use When:** Voluntary client needs psychiatric evaluation or short-term stabilization.

3. Sebastopol Police Department

Use for 5150s or when MST is unavailable. - **Non-Emergency Phone:** **(707) 829-4400**

- **Emergency:** 911

- **Use When:** Client poses a danger to self/others or is gravely disabled. Officers can initiate 5150 holds.

NON-EMERGENCY SUPPORT & REFERRALS

4. Sonoma County Behavioral Health Access Team

Gateway for ongoing county mental health services. - **Phone:** **(707) 565-6900**

- **Use For:** Medi-Cal/uninsured clients with serious mental illness. Warm handoff ideal.

5. West County Community Health Center - Behavioral Health

Offers outpatient mental health care. - **Sebastopol Clinic:** 652 Petaluma Ave, Sebastopol

- **Phone:** **(707) 824-9999**

- **Use For:** Therapy, psychiatry (Medi-Cal or sliding scale).

6. NAMI Sonoma County Warm Line

Peer support for individuals and families in distress. - **Phone:** **(866) 960-6264**

- **Hours:** Mon–Fri, 10:00 AM to 5:00 PM

7. WCCS Peer Support Centers

Offers in person and warm line peer support at **Interlink Self-Help (707) 546-4481** 1033 4th St SR; **Wellness & Advocacy Center (707) 565-7800** 2245 Challenger Way SR; **Russian River Empowerment Center (707) 823-1640 x207** 9925 Main Street Monte Rio

Additional Notes for Outreach Workers - Always try to engage clients in their preferred environment when possible. - Use **MST** before law enforcement if appropriate. - Document number of referrals made for monthly reports.