



TASK FORCE ON HOMELESSNESS

Thursday, November 12, 2020

3:30 p.m. – 5:00 p.m.

Special Zoom Online Meeting

<https://simivalley.zoom.us/j/98723724681>

REVISED AGENDA

IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE STAY AT HOME ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER DECLARED LOCAL HEALTH EMERGENCY AND LOCAL ORDER RESULTING FROM THE NOVEL CORONAVIRUS, THE CITY IS NOT CONDUCTING IN-PERSON MEETINGS. TO FIND OUT HOW YOU MAY ELECTRONICALLY PARTICIPATE IN THE TASK FORCE ON HOMELESSNESS MEETING AND PROVIDE PUBLIC COMMENT, PLEASE REFER TO AGENDA ITEM 4.

1. Call to Order/Welcome/Pledge of Allegiance/Roll Call
2. Agenda Review
3. Approval of Minutes
4. Public Statements/Comments

This is the time allotted for public statements or comments on matters within the subject matter and jurisdiction of the Task Force on Homelessness. The following information is provided to help you understand, follow, and participate in the Task Force on Homelessness meeting:

NEW COMMENT PROCEDURE DUE TO THE COVID-19 PANDEMIC.

Public comment is the opportunity for members of the public to participate in meetings by addressing the Task Force on Homelessness in connection with one or more agenda or non-agenda items.

The following options allow for public participation:

- a. Watch the Task Force Meeting live online at Zoom:
<https://simivalley.zoom.us/j/98723724681>
Or listen by telephone: (669) 900-9128 or (346) 248-7799
Webinar ID: 987 2372 4681
- b. If you wish to make a comment on a specific agenda item, please sign-on via this Zoom link <https://simivalley.zoom.us/j/98723724681> and use the

raise hand function when this agenda item is called. If you wish to make a public comment, you must be signed into the meeting and available at the time this agenda item is called.

- c. Or, if you are unable to sign-on to Zoom and wish to make a comment on a specific agenda item, please submit your comment via email by 11:00 a.m. on the day of the Task Force on Homelessness meeting to enviroservices@simivalley.org and include the Agenda Item topic and/or your comments. These emails will be provided to the Task Force on Homelessness board prior to the start of the meeting and made a part of the record.

5. Informational Presentations

- a. Update on Regional Winter Shelter Options and Impacts of COVID-19 on the PADS Program
- b. Overview of and Update on the Task Force's Work Plan Adopted in February 2019

6. New Business

- a. Discussion of a Safe Park Pilot Program
- b. Discussion of Task Force Goal Setting Process and Possible Adoption of Goals

7. Task Force Member Comments

This is the time allotted for Task Force member statements or comments on matters within the subject matter and jurisdiction of the Task Force on Homelessness, to request a future agenda item, or to give an Ad Hoc Committee Report. This is also the time to make any announcements related to community events and other items of interest.

8. Task Force on Homelessness Coordinator's Report

9. Adjournment: Thursday, February 11, 2021, 3:30 p.m.

/s/

Mara Malch

Deputy Environmental Services Director

If any interested individual has a disability that may require accommodation to participate in this meeting, please contact Mara Malch, Deputy Environmental Services Director at (805) 583-6758. Upon advance notification, reasonable arrangements will be made to provide accessibility to the meeting.

TASK FORCE ON HOMELESSNESS
DRAFT SPECIAL MEETING MINUTES

1. Call To Order/Pledge of Allegiance/Roll Call

Mayor Pro Tem Judge called the meeting to order at 3:30 p.m. Mara Malch, Deputy Environmental Services Director, noted that a quorum was present. The attendance detail is available on the last page of the minutes.

2. Agenda Review

The agenda was accepted as presented.

3. Approval of Minutes

A motion was made by Theresa Pennington and seconded by Council Member Luevanos to approve the November 14, 2019 minutes. The motion passed unanimously.

4. Public Statements/Comments

A homeless resident suggested that purchasing land was the first step to ending homelessness. He stated that other elements to the solution included tiny homes and a designated place to sleep or park.

A resident who volunteers with the Rancho Simi Recreation and Parks District stated he was speaking on his own behalf and advocated for campground-like developments allowing for an attainable housing option for homeless individuals.

A homeless resident requested clarification on the laws related to sleeping in public spaces, specifically around the City Hall campus. She also stated that her vehicle was towed due to her not having a valid driver's license. She expressed that homeless residents need help with these issues.

Jodi Lewis, a board member of The Samaritan Center, stated that she wanted to know the goals of the Task Force for this year. She feels that the problem is talked about but nothing is done.

Council Member Luevanos responded to public comments. She thanked everyone for their comments and stated that she will be asking for the Task Force to develop goals. She also stated that she will be asking for an inclusionary housing ordinance to be discussed by the City Council. She encouraged everyone to attend City Council meetings and advocate for the community's housing needs as there has not been a new affordable housing project since 2015.

Commander Steve Shorts provided an update on the U.S. 9th Circuit Court of Appeals case, *Martin v. Boise*. The ruling for that case found it cruel and unusual punishment to remove a homeless person from sleeping on public property in the absence of adequate housing or shelter. Commander Shorts stated that unless there is sufficient housing, that the urban camping laws cannot be enforced and that homeless individuals are allowed to sleep overnight on public land but they cannot set up a permanent camp.

5. Informational Presentations

a. Overview of City Housing Funds

Mara Malch, Deputy Environmental Services Director, provided a brief overview of different funding sources including the Housing Successor Agency Fund and the Local Housing Fund. She stated that the City Manager will be bringing recommendations to the City Council on future use of the funds. She also recommended signing up for e-notifications for City Council, Planning Commission and Neighborhood Council Meetings to stay informed and be aware of opportunities to provide input.

6. New Business

a. Review and Discussion of Zoning and Building Code Requirements related to Tiny Homes and other Alternative Housing Options

Senior Planner Jennifer Santos provided a presentation on the role of the City and the Environmental Services (ES) Department in meeting the City's housing needs, as well as an overview of the multiple forms of housing options within the City. The City is not a housing provider or developer; however, the ES Department is responsible for interpreting and implementing the General Plan and Zoning Ordinances as adopted by City Council. She discussed multiple housing options within the City including tiny homes, recreational vehicle campgrounds, accessory dwelling units, group homes and lodging houses, and single room occupancy units. For more information, the full presentation is posted to www.simivalley.org/homelesservices on the Resource and Referrals webpage.

7. Task Force Member Comments

Council Member Luevanos requested Task Force concurrence to establish goals at the next meeting. The Task Force members present concurred.

Council Member Luevanos encouraged everyone to participate in the United States 2020 Census and to ensure that the City's homeless residents are counted. Census representative will be at the Samaritan Center on April 1, 2020. She also

discussed the financial impact of homelessness, stating that housing 90 homeless individuals could result in a cost savings of over one million dollars. She encouraged people to attend City Council meetings to speak on housing issues and to support alternative housing projects, such as the single room occupancy project being discussed by the City Council on March 9, 2020.

Ventura County Supervisor Bob Huber stated that he is interested in helping however he can.

Samantha Shapiro from the Simi Valley Chamber of Commerce stated that the Chamber will help anyway it can.

Daniel White, Simi Valley Unified School District Board of Education Trustee stated that it was his own opinion that the overriding issue at hand was mental health and felt the issue of homelessness was heavily intertwined with multiple social issues, such as substance abuse, financial challenges and trauma. He felt that Simi Valley could use more County resources to help provide wrap around services.

Rodney Thompson from Many Mansions expressed that one of the biggest issues that housing developers face is time and that anything that can be done to lower the barriers to speed up the process will help. He stated that it isn't cheap to build affordable housing and that community support is needed.

Susan White Wood, Housing Manager for Ventura County Behavioral Health Department, announced that there are currently 250 supportive housing units throughout the County in scattered sites with vouchers and case management. She also announced that No Place Like Home just completed round two of applications. There will be a total of four rounds. She stated that she is eager to work with nonprofits and the City to develop more housing, but community support is needed.

Commander Steve Shorts works with multiple law enforcement agencies and recommends that homelessness be looked at as an East County regional issue and to work to resolve it on a regional level.

Theresa Pennington from Rancho Simi Recreation and Park District (RSRPD) stated that there is a tri-agency meeting of the District, City Council and Simi Valley Unified School District scheduled in April and that she will ask for the topic of homelessness to be added to the agenda.

Brian Dennert RSRPD Board member stated that the District is looking to expand support to at risk youth.

Courtney Kanagi, RSRPD Park Ranger, has been working with multiple community partners to help the homeless individuals who frequent RSRPD facilities. She

stated that many of the people she interacts with have animals, which can be a barrier to housing and thinks there should be a focus on family reunification.

Ryan Valencia from Assembly Member Smith's Office commended all of the public speakers and stated that the Governor will be releasing a revised budget in May. The Governor will also be releasing an executive order to allow State property to be used for temporary shelters. The State's Department of General Services has been tasked with assessing how to best use the Properties.

Merari DeLara, the new Executive Director of The Samaritan Center, stated she is in agreement that there is a need for regional partnerships to address homelessness. She stated that it is important to focus on youth to help them be more successful. She stated she is looking forward to future partnerships.

8. Task Force on Homelessness Coordinator's Report

Mara Malch announced that Ventura County Human Services Agency is receiving State Homeless Housing Assistance and Prevention funding for a countywide Family Emergency Shelter and that Interface Children and Family Services also received money for a transitional age youth shelter. She also announced there also is a new landlord incentive program being administered by United Way of Ventura County.

April Rosser announced there will be a change of location for the remaining Task Force on Homelessness meetings in 2020. Future meetings will be held in the Simi Valley Public Library Community Room.

9. Adjournment: Thursday, May 14, 2020, 3:30 p.m.

The meeting was adjourned at 5:01 p.m.

Organization	Representative	Attendance
Area Housing Authority of the County of Ventura	Linda Fisher-Helton	A
Simi Valley Chamber of Commerce	Samantha Shapiro	P
City Council	Council Member Mike Judge	P
City Council	Council Member Ruth Luevanos	P
Ventura County Health Care Agency	Susan White Wood	P
Ventura County Ventura Human Services Agency	Jillian Fleming	A
Ventura County Supervisor Bob Huber Office	Joel Angeles	*P
State Senator or Assembly Member	Ryan Valencia	P
Simi Valley Unified School District	Daniel White	P
Rancho Simi Recreation and Park District	Theresa Pennington	P
Resource Coordination Representative	Rodney Thompson Many Mansions	*P
Resource Coordination Representative	Merari DeLara The Samaritan Center	*P
Resource Coordination Representative	Tara Carruth Ventura County Continuum of Care	A
Attendance Key: P = Present A = Absent * = Arrived after Approval of the Minutes		

CITY OF SIMI VALLEY • MEMORANDUM

DATE: November 5, 2020

TO: Task Force on Homelessness

FROM: Mara Malch, Deputy Environmental Services Director

SUBJECT: Overview of and Update on the Task Force's Work Plan Adopted in February 2019

At its February 14, 2019 meeting, the Task Force on Homelessness identified the following policy items for discussion in support of the Ventura County Continuum of Care's Ventura County Plan to Prevent and End Homelessness (Plan). The Plan is a regional plan intended to provide a coordinated approach and cohesion throughout the County and to maximize access and use of funding and resources available to address the issue of homelessness.

In prior years the City Council had adopted its own goals in addition to any regional plans in place; however, due to the evolution of the role of the Continuum of Care and best practices in response to homelessness, the City Council has shifted to aligning itself with the regional plan with the adoption of the Homelessness MOU in June 2019. In support of this approach, the Task Force identified policy items within the purview of the City to focus its efforts and attention resulting in the discussion of various policy items or the Task Force Work Plan detailed below.

Policy Discussion Item: Inclusion of the Task Force on Homelessness in the Housing Element Update and Regional Housing Needs Assessment Process

Status: The Task Force received an informational presentation explaining the roles of Regional Housing Needs Assessment and Housing Element Update, processes, and timelines in August 2019. The Task Force will discuss the City's Housing Element and provide recommendations at its February 2020 meeting.

Policy Discussion Item: Input on the Police Department's Homeless Liaison Officer Program including targeted street outreach and coordination with service providers

Status: At the May 9, 2019 Task Force meeting, the Police Department presented on the efforts of the Homeless Liaison Officer (HLO) program and allowed for input from the Task Force on priorities and/or approaches to enhance the program's effectiveness. The Task Force received the presentation and did not make any recommendations for program modifications.

Policy Discussion Item: Evaluation of a safe park program

Status: This item is currently on the agenda to be discussed at the City Council meeting on November 9, 2020. The staff report and information can be found on the City's website at www.simivalley.org/citycouncilmeetings. The item was fast tracked to the City Council to not delay the possible program implementation in light of the impacts of the ongoing COVID-19 public health emergency. A verbal update on the City Council's action on this item will be provided to the Task Force during the meeting.

Policy Discussion Item: Assessment of the City's current housing programs supported by Community Development Block Grant, HOME, and the City's redevelopment successor agency and evaluation of future eligible uses.

Status: In May 2019 and February 2020, the Task Force received presentations on the various funding sources. Given the complexity of funding requirements and a pending discussion by City Council on the use of housing and redevelopment successor agency funds, the items were presented for information only. City staff continues to monitor funding and will present recommendations made to the City Council on the use of funds as opportunities are identified. The City Council has since authorized the use of CARES Act Community Development Block Grant and Permanent Local Housing Act funds to provide rental assistance and business grants to assist with back payment of rent, support of businesses, and homeless prevention amid the COVID-19 public health emergency.

Policy Discussion Item: Tiny Homes and Accessory Dwelling Units

Status: At the February 13, 2020 Task Force meeting, the Task Force had a review and discussion of zoning and building code requirements related to tiny homes and other alternative housing options. At the conclusion of the discussion no recommendations were made.

Additional presentations and discussion occurred during Task Force meetings from February 2019 to February 2020 including:

- Discussion of Proposed Temporary Use Permit Program to Assist in Addressing Vagrancy Issues (February 2019)
- Discussion and Possible Recommendation for the City Participation in the Ventura Countywide Homelessness Memorandum of Understanding (MOU) (May 2019)
- Overview of Ventura County Continuum of Care's 2019 Request for Proposals and upcoming availability of state funding to address homelessness (August 2019)
- Community Panel Discussion on Government Resources Available to Individuals at Risk of and Experiencing Homelessness (November 2019)

Staff will provide a brief overview of the past year's accomplishments during the meeting and will be available for questions.

CITY OF SIMI VALLEY • MEMORANDUM

DATE: November 10, 2020

TO: Task Force on Homelessness

FROM: Samantha Argabrite, Deputy City Manager

SUBJECT: Discussion of a Safe Park Pilot Program

During the November 9, 2020 City Council meeting, the City Council voted to move forward with a Safe Park Program in Simi Valley. However, the City Council directed staff not to enter into an agreement with a Program Manager until the Task Force on Homelessness had the opportunity to discuss the program.

Staff will provide a presentation on the status of the Safe Park Pilot Program during the Task Force on Homelessness's November 12 meeting. To provide background prior to the presentation, please find both the original and supplemental staff reports as presented to the City Council on November 9.

Attachments

**CITY OF SIMI VALLEY
MEMORANDUM**

November 9, 2020

TO: City Council**FROM:** Office of the City Manager**SUBJECT:** AUTHORIZATION FOR THE CITY MANAGER TO ENTER INTO A CONTRACT WITH HOPE OF THE VALLEY RESCUE MISSION FOR PROGRAM MANAGEMENT SERVICES RELATED TO A SAFE PARK PILOT PROGRAM, APPROVE A SUPPLEMENTAL BUDGET REQUEST FOR THE PROGRAM, AND APPROVE THE PURCHASE OF A RESTROOM TRAILER FOR THE PROGRAM**STAFF RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to enter into a contract with Hope of the Valley Rescue Mission for Program Management services for a Safe Park Pilot Program, approve a Supplemental Budget Request in the amount of \$116,000 (\$65,806 contract cost, plus 5% contingency) in the Local Housing Fund (Fund 202) and authorize the City Manager to purchase a restroom trailer in an amount not to exceed \$50,000 (included in the Supplemental Budget Request above) for the Program.

BACKGROUND AND OVERVIEW

The City Council has previously requested that housing support be provided for the community's homeless. While staff continues to work toward a permanent solution, staff has identified an alternative for the City's homeless population. A Safe Park Pilot Program will provide a location for homeless individuals with cars to sleep in a supervised location during the winter months.

FINDINGS AND ALTERNATIVES

Staff has been exploring the ability to provide a Safe Park Program in Simi Valley to provide a safe sleeping location for homeless individuals that use their automobiles for housing. Such a program will partner with local providers for a safe location as well as an entity to monitor and enforce a code of conduct for program participants. Just prior to the issuance of the COVID-19 Stay Well at Home Orders, City staff, including the Police Department's Homeless Liaison Officers, began assessing numerous locations in Simi Valley for siting the Safe Park program.

As a result of the assessment, staff initiated discussions with the United Methodist Church, located at the southeast corner of Erringer Road and Cochran Street, in the early

part of 2020 as their property was identified as a suitable location due to its proximity to major streets, residential adjacencies, and visibility. Staff and the Church leadership worked closely to develop a Scope of Work and Code of Conduct that meets the City's needs to provide a Safe Park Program, and the Church's requirements for the Program to be held on its property. As a result of these discussions, the Church agreed to host the City's Safe Park Program within their western parking lot. To limit any possible impact on the residential area to the south of the parking lot, the Program will use the internal parking spaces that are located 125 feet away from south property line, as depicted below. This area will allow for the Program to house up to 15 vehicles parked socially-distanced and for privacy with a parking space between each car.



Staff and the Church have agreed that Safe Park will be a pilot program beginning in November 2020 and concluding in March 2021. As a pilot program, staff and the Church will consider whether the Program is well used, the impact to the Church site, the impact to the neighboring properties, and the performance of the Program Manager who will monitor the site to determine the future of the Program.

Among the benchmarks for success of the Program will hinge upon the success of adherence to the Code of Conduct and to ensure there are no negative impacts on the adjacent residential area or impacts to the Church and its property. As such, it is necessary to have a Program Manager to ensure compliance and the necessary reporting. To this end, staff began discussions with the Samaritan Center of Simi Valley to serve as the Program Manager in August 2020. During these early discussions it was

emphasized that time will be of the essence when a Safe Park location is secured. Informational discussions and input into the Scope of Work continued through September with the intention of bringing this item to the City Council for consideration to support a start date in November should the City Council approve the program.

The Samaritan Center has demonstrated experience in working with, and providing case management to, Simi Valley's homeless population who will be participants of the Program but may or may not be clients of the Samaritan Center. Staff finalized the Scope of Work, distributed it to the Samaritan Center on Monday, September 28, and asked the Samaritan Center for a response by Monday, October 5 at noon citing the time sensitivity as referenced above. The Samaritan Center provided a response on October 6 in the late afternoon, however staff at the Samaritan Center was not available to discuss the response until Thursday, October 8. During the discussion, staff identified there were financial elements missing from the Samaritan Center's cost proposal. Staff reached out on October 9 and Monday, October 12 to the Samaritan Center staff to determine if the missing costs had been identified so that a complete proposal could be provided to the City. Having not received any communication from the Samaritan Center, staff contacted the Center on Friday, October 23 by email to again ask for a complete proposal by the morning of Monday, October 26. Staff received the Proposal on Monday, October 26 (Attachment A, page 8) at a starting amount of \$59,114.

Due to the delays in receiving a complete response from the Samaritan Center, a concern regarding their understanding of the program, and the communication challenges, staff reached out to Hope of the Valley Rescue Mission (HOV) on October 7 for a budget proposal to serve as the Safe Park Program Manager. Staff from HOV reached out to City staff on Thursday, October 8 to discuss the program and again on Friday, October 9 with clarifying questions and subsequently provided a complete budget proposal on Monday, October 12 in the amount of \$65,806 (Attachment B, page X). Staff discussed the proposal with HOV staff on October 13 and found that they have a clear understanding of the program as well as the expectations of the Church and the City. Therefore, staff recommends that Hope of the Valley serve as the Manager of the Safe Park Pilot Program in Simi Valley.

Hope of the Valley has experience managing a Safe Park program in Palmdale with 30 participants and is able to offer the City a comprehensive solution that will help ensure success of the program. It is anticipated that Hope of the Valley will work with the Samaritan Center as needed to obtain referrals to the Safe Park program. Additionally, the Simi Valley Police Department is familiar where many of the homeless sleep in their vehicles and will be provided with information to share with those individuals who may wish to register for the Safe Park Pilot program.

The City developed a Scope of Work to follow as well as a Code of Conduct for participants that use the Program. The Code of Conduct and the Scope of Work have been combined into one document for transparency for both the participants and the Program Manager. Additionally, HOV has its own Code of Conduct document that it will incorporate into the City's document. As outlined in the Scope of Work and Code of

Conduct (Attachment C, page 10), the Program Manager will be required to have on-site supervision/security during the hours of the Program. Hours of operation for the Program are scheduled from 8:00 p.m. to 6:00 a.m.

HOV proposes to have a Case Manager on-site from 8:00 p.m. to 4:00 a.m. daily and security on-site from 8:00 p.m. to 6:00 a.m. daily.

Among the key provisions of the Scope of Work and Code of Conduct for participants includes:

- Maintain current insurance, registration and their vehicle is fully operational
- Participation is available to passenger vehicles only. Recreational vehicles (RVs) and tents cannot be accommodated at this time.
- Participants shall not invite guests to their Program location.
- Participants shall sign the Code of Conduct for their participation in the Program
- Participants shall not to cook inside or outside of their vehicle.
- Participants shall use the restroom trailer only for their personal hygienic needs.
- Participants shall comply with all verbal and written directives of the on-site Program Manager
- Masks shall be required of participants when they move around outside of their vehicle.
- Illegal drug use, alcohol consumption, physical altercations, possessions of weapons, shall be subject to immediate eviction from the Program. Police shall be notified of any and all drug use.
- Ensure children of registered participants are enrolled in school.
- Participants must stay in their vehicle unless they are using the restroom facility.
- Participants must respect the privacy of the surrounding neighbors and properties.
- Program participants must clean up after their pets and dispose of any waste in waste receptacles. Pets must be leashed and under control at all times when outside the participant's vehicle.

Among the key provisions of the Scope of Work and Code of Conduct for the Program Manager includes:

- Register all participants for the Program and assign a parking space for each participant.
- Provide security personnel on site for the entirety of time that participants are present.
- Check-in only registered participants at the Program site and ensure they are parked in their assigned parking space.
- Ensure that there is at least one parking space between each vehicle for COVID-19 social distancing and for privacy.
- Ensure vehicles do not park and participants are not loitering along the south fence that backs up to residential properties.

- Facilitate access to COVID-19 testing should a participant demonstrate or complain of symptoms.
- Provide case management services, which shall not supplant services currently provided by the Samaritan Center in the community.
- Meet with clients on a minimum bi-weekly basis for case management with the goal of identifying permanent housing for the participant.
- Ensure that the Program is administered consistent with Housing First philosophies to be eligible for State and Federal funding in the future.
- Ensure that the Program is administered consistently with service providers throughout the region.

Based on the above Code of Conduct and Scope of Work, the City has negotiated a fixed fee of \$65,806 with Hope of the Valley to provide Program Management services for the initial period of November 2020 through March 2021. Should the City Council approve moving forward with the Program, staff will negotiate a contract with Hope of the Valley based on this fixed fee. As such, staff is recommending the City Council authorize the City Manager to negotiate and execute a contract for Program Manager services. As noted above, prior to the end of the pilot period, the City, the Church, and Hope of the Valley will evaluate the Program, determine whether the Program will continue at this location, and make any necessary changes. Should the Program continue, the City and Hope of the Valley will discuss extending the Contract.

In order to meet the personal hygiene needs of the Safe Park participants without burdening Church staff and Church facilities, it is recommended that the City Council authorize the City Manager to purchase a restroom trailer in an amount not to exceed \$50,000. The ADA compliant restroom trailer, similar to the one depicted on the next page, will be located at the Church site and will be cleaned by the Program Manager to COVID-19 standards, but will be maintained by the City. The trailer will remain on the site with the exception of when its tanks are emptied or when the location provider needs all available parking for special events. The trailer will remain locked at all times and the Program Manager will provide access as needed for participants' use.



In the event a participant's vehicle experiences mechanical problems when it is time to leave the location, the Program Manager shall arrange for the vehicle to be towed to a licensed repair facility in Simi Valley. The City will be responsible for the towing cost using the City's existing contract for towing services.

The initial cost of the Program is expected to be less than \$116,000, covering any equipment, supplies, and Program Management services that may be necessary and the cost of the restroom. Funding for the Program will be from the City's Local Housing Fund (Fund 202).

In 2018, the City passed Resolution 2018-15 (Exhibit 1), which declared that a shelter crisis ("Shelter Crisis") exists in the City of Simi Valley, pursuant to Government Code Sec. 8698.2, which is still in effect. In order to declare the existence of a Shelter Crisis, the City made certain findings regarding the number of homeless individuals in the City and their inability to find sufficient shelter. This resolution provides certain immunities to the City; in particular, City liability for conditions, acts or omissions directly relating to the provision of emergency housing is limited to "grossly negligent, reckless, or intentional conduct" and liability for ordinary negligence in the provision of emergency housing is eliminated. Although it is not completely clear whether the immunities of this Government Code Section necessarily apply to the Safe Park Pilot Program, the City will be able to assert these immunities if they are available, due to the Shelter Crisis resolution currently in effect.

The following alternatives are available to the City Council:

1. Authorize the City Manager to enter into a contract with Hope of the Valley Rescue Mission for Program Management services for a Safe Park Pilot Program;
2. Approve a Supplemental Budget Request in the amount of \$116,000 in the Local Housing Fund (Fund 202);
3. Authorize the City Manager to purchase a restroom trailer in an amount not to exceed \$50,000 for the Program, included in the Supplemental Budget Request;
4. Do not authorize the City Manager to enter into a contract with a provider for a Safe Park Pilot Program;
5. Do not authorize the City Manager to purchase a restroom trailer in an amount not to exceed \$50,000 for a Safe Park Pilot Program;
6. Provide staff with alternative direction.

Staff recommends Alternative Nos. 1, 2 and 3.

SUGGESTED CITY COUNCIL MOTION

I move to authorize the City Manager to enter into a contract with Hope of the Valley Rescue Mission for Program Management services for a Safe Park Pilot Program approve a Supplemental Budget Request in the amount of \$116,000 for the Program in the Local Housing Fund (Fund 202), and authorize the City Manager to purchase a restroom trailer in an amount not to exceed \$50,000 (included in the Supplemental Budget Request) for the Program.

SUMMARY

The City Council has previously requested that housing support be provided for the community’s homeless. While staff continues to work toward a more permanent solution, staff has identified an alternative for the City’s homeless population. A Safe Park Pilot Program will provide a location for homeless individuals with cars to sleep in a supervised location during the winter months. Staff recommends that the City Council authorize the City Manager to enter into a contract with Hope of the Valley Rescue Mission for Program Management services for a Safe Park Pilot Program, approve a Supplemental Budget Request in the amount of \$116,000 for the Program in the Local Housing Fund (Fund 202), and authorize the City Manager to purchase a restroom trailer in an amount not to exceed \$50,000 (included in the Supplemental Budget Request) for the Program.


Samantha Argabrite
Deputy City Manager

Prepared by: Samantha Argabrite, Deputy City Manager

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Exhibit 1 – Resolution 2018-15

**Simi Valley Samaritan Center (SVSC) Safe Park Program
Proposal**

Within the document below, Samaritan Center – Simi Valley proposes the following costs associated with the Simi Valley Samaritan Center (SVSC) Safe Park Program. The following proposal is specific to the trial period which includes up to, but not exceeding, 15 vehicles and/or 15 Safe Park clients enrolled in the Simi Valley Samaritan Center (SVSC) Safe Park Program. Under this program, clients must be given access to the same services and resources provided to existing clients of the Samaritan Center including daily meals, showers, laundry services, and case management. If we are named the contractor assigned to manage this program, we retain the right to require acceleration and adjusted expenses if the aforementioned program expands.

Monthly Cost Proposal:

Service	Description of Cost	Monthly Cost
Secural Security Corporation – Sentry Officer Services	Regular Pay \$22 hr @ 10 hrs a day	\$ 6,508.33
	Holiday Pay \$33 hr @ 10 hrs per holiday (10)	\$ 275.00
	Administrative Fees	\$ 100.00
Security Shelter	Facility Cost [^]	\$ -
Restroom Rental	Facility Cost [^]	\$ -
Restroom Maintenance	Daily facility maintenance	\$ 1,368.75
Case Management	15 SP Clients 80 hours/month @ \$21 hr*	\$ 1,680.00
Service and Resource Fees	15 SP Clients @ \$7/day*	\$ 1,820.00
Liability Insurance	Coverage for City of Simi Valley	\$ 70.83
<i>Proposed Cost</i>		\$ 11,822.91

*Case Management, Service and Resource Fees may increase if the number of clients per vehicle is greater than one. This could also be dependent upon the number of school-aged children participating in the program, as services and staff schedules will likely have to be adjusted to an earlier schedule to accommodate schools and employment schedules.

[^]Once the Security and Restroom facility costs are added, the monthly cost will increase accordingly. **This proposal assumes the City of Simi Valley will be responsible for the rental and monthly facility cost of the restroom and security shelter.**

Regards,

Toni Freeland
Executive Director
Samaritan Center – Simi Valley
(805) 579-9166

Hope of the Valley Rescue Mission Simi Valley-Safe Parking Program 11/1/20-3/31/21				
<i>Personnel Costs</i>	FTE	Wages	Expenses	Description of Expenses
Case Manager	1.00	\$ 37,440.00	\$ 15,600.00	Position at \$18/hr, 22% fringe benefits
Hygiene Attendant	0.25	\$ 33,280.00	\$ 3,466.67	Position at \$16/hr.
Security (outsourced)	1.75	\$ 46,800.00	\$ 34,125.00	Outsource security guard at \$22.50/hr no fringe benefits
Fringe Benefits % - FT staff only				22% \$ 3,432
Personnel Subtotal			\$ 56,624	
Non-Personnel Costs				
Supplies			\$ 1,000	Paper goods, bathroom/hygiene, cleaning, laundry, office supplies
Equipment			\$ 1,200	Staff phone: \$200, Computer: \$1000
Insurance			\$ 1,000	General Liability coverage
Non-Personnel Subtotal			\$ 3,200	
Total Direct Program Expenses			\$ 59,824	
Indirect Costs - 10% of contract total			\$ 5,982	
Total Program Expenses			\$ 65,806	

SCOPE OF WORK

AND CODE OF CONDUCT FOR PARTICIPANTS CONTRACTOR AGREES TO:

- Create and administer a registration process for each participant/vehicle participating in the Simi Valley Safe Park Program (SVSPP), which shall include, but is not limited to:
 - o Ensuring that each vehicle participating maintains current insurance, registration and is fully operational
 - o The program is limited to passenger vehicles. Recreational vehicles (RVs) and tents cannot be accommodated at this time.
 - o Assign a parking space to each participant
 - o Participants shall not invite others to their SVSPP location, if this rule is broken, participation privileges will be revoked.
 - o Participants shall sign this Code of Conduct for their participation in the SVSPP
 - o Participants shall not to cook inside or outside of their vehicle
 - o Participants shall only use the restroom trailer only for their personal needs.
 - o Participants shall comply with all verbal and written directives of the on-site SVSPP manager.
 - o Facilitate access to COVID-19 testing should a participant demonstrate or complain of symptoms.
 - o Participant acknowledgement that they will be screened for symptoms of COVID-19.
 - o If participants demonstrate symptoms of COVID-19, such as a temperature, they will self-isolate.
 - o Masks shall be required of participants when they move around outside of their vehicle.
- Implement and follow the Ventura County Public Health Officer's Order dated September 17, 2020 and any subsequent orders released, regarding Individuals Entering or Residing in Homeless Shelters and H-2A Housing as it relates to SVSPP. This order stipulates:
 - o All individuals entering or residing in a homeless shelter or H-2A housing (SVSPP) shall be screened for COVID-19 symptoms daily;
 - o If through daily screening, an individual has symptoms related to COVID-19 the individual must immediately self-isolate and notify the manager, operator, owner of the family or employer. These symptoms include, but are not limited to: temperature of 100.7 or greater, mild to moderate symptoms related to COVID-19 or other respiratory illness, including sore throat, runny nose, fever, chills, not feeling well, sneezing, coughing,

gastro-intestinal symptoms and vomiting. For the purposes of SVSPP, the on-site administrator will be will notified.

- The operator, manager, owner of homeless shelters or the employers providing H-2A housing must immediately notify the Ventura County Public Health Department where there is one case of confirmed COVID-19 in homeless shelter or H-2A (SVSPP) at 805-981-5201.
- Case management services provided by the CONTRACTOR at SVSPP shall not supplant services currently provided by the CONTRACTOR in the community.
- Meet with clients on a minimum bi-weekly basis for case management with the goal of identifying permanent housing for the participant.
- Ensure that SVSPP is administered consistently with Housing First philosophies to be eligible for State and Federal funding in the future
- Ensure that SVSPP is administered consistently with service providers throughout the region.
- Enforce the SVSPP entry time of 8:00 p.m. (tentative as determined by property owner) and exit time of 6:00 a.m.
- Provide security personnel on site for the entirety of time that participants are present.
- Check-in only approved and permitted vehicles at the SVSPP site and that they park in only the designated spot assigned.
- Ensure that there is at least one parking space between each vehicle for COVID-19 social distancing and for privacy.
- Ensure vehicles do not park along the south fence that backs up to residential properties.
- Ensure that participants park only in the areas designated for SVSPP by the property owner.
- Cap the number of participant vehicles to no more than 15.
- Maintain a waiting list of interested parties.
- Provide weekly updates to the City Manager or his Designee regarding how many participants are registered, using the site, and are on the waiting list.
- Maintain a strong enforcement posture of this Code of Conduct at SVSPP.
- Provide a warning on a participant's first violation and if there is a second, an immediate three-day suspension from the program will be issued.
- Illegal drug use, alcohol consumption, physical altercations, possessions of weapons shall be subject to immediate eviction from SVSPP. Police shall be notified of any and all drug use which could result in criminal charges.
- Ensure children of registered participants are enrolled in school.
- Ensure that participants stay in their vehicle unless they are using the restroom facility.
- Ensure that participants respect the privacy of the surrounding neighbors and properties.
- Ensure that there is no loitering in the restroom trailer.

- Ensure that the restroom facilities are properly sanitized following COVID-19 protocols utilizing cleansers that have been identified to kill the COVID-19 virus.
- Ensure that under absolutely no circumstances will participants have other vehicle dwellers occupy the site or invite any visitors into the parking lot.
- Deliveries to the SVSPP are prohibited, including meal delivery.
- Enforce a no littering policy on-site and at the time participants leave in the morning, return the site to its original condition at the time SVSPP commenced the night before.
- Enforce a "Quiet Time" beginning at 9pm so as not to disturb the neighboring property owners.
- Provide liability insurance for the property owner for any damage to its property as a result of the SVSPP.
- Ensure that the SVSPP participants clean up after their pets and dispose of any waste in waste receptacles. Pets must be leashed and under control at all times when outside the participant's vehicle.
- Ensure that no unruly behavior is be tolerated.
- Coordinate with the City of Simi Valley to notify the neighbors of the SVSPP.
- Regularly check the tank level of the restroom trailer and notify the City of Simi Valley immediately when the tank is at 50% capacity so City staff can empty it.
- No exceptions will be made to any of this Code of Conduct. This Code of Conduct may be amended from time-to-time through mutual agreement of the CONTRACTOR and City.

RESOLUTION NO. 2018-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIMI VALLEY DECLARING A SHELTER CRISIS TO ALLOW RESIDENTS ACCESS TO SERVICES FUNDED BY HOMELESS EMERGENCY AID PROGRAM (HEAP) FUNDING PURSUANT TO SENATE BILL (SB) 850 AND THE 2018-19 BUDGET ACT (CHAPTER 48, STATUTES OF 2018)

WHEREAS, California's Governor Edmund G. Brown, Jr. and the members of the California Legislature have recognized the urgent and immediate need for funding at the local level to combat homelessness; and

WHEREAS, the Governor and Legislature have provided funding to local governments under the Homeless Emergency Aid Program as part of SB 850 and the 2018-19 Budget Act (Chapter 48, Statutes of 2018); and

WHEREAS, the Governor and Legislature require jurisdictions seeking an allocation through the Homeless Emergency Aid Program to declare a Shelter Crisis pursuant to Government Code §8698.2; and

WHEREAS, the City of Simi Valley has developed a homelessness plan and undertaken multiple efforts at the local level to combat homelessness; and

WHEREAS, the City of Simi Valley finds that 105 persons within the City are homeless and living without shelter according to the 2017 Point in Time Count; and

WHEREAS, the City of Simi Valley finds that the number of homeless is significant, and these persons are without the ability to obtain shelter; and

WHEREAS, the City of Simi Valley finds that the health and safety of unsheltered persons in the City is threatened by a lack of shelter; and

WHEREAS, the City of Simi Valley affirms the City's commitment to combatting homelessness and creating or augmenting a continuum of shelter and service options for those living without shelter in our communities.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SIMI VALLEY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. A shelter crisis pursuant to Government Code §8698.2 exists in the City of Simi Valley, and authorizes the City's participation in the Homeless Emergency Aid Program.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED and ADOPTED this 17th day of September 2018.

Attest:



Ky Spangler, City Clerk



Robert O. Huber, Mayor of the City of
Simi Valley, California

Approved as to Form:



Lonnie J. Eldridge, City Attorney

Approved as to Content:



Eric J. Levitt, City Manager



Ronald K. Fuchiwaki
Interim Community Services Director

CERTIFICATION

I, City Clerk of the City of Simi Valley, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 2018-51 which was regularly introduced and adopted by the City Council of the City of Simi Valley, California, at a special meeting thereof held on the 17th day of September 2018, by the following vote of the City Council:

AYES: Council Members Cavanaugh, Mashburn, Judge, Mayor Pro Tem Becerra and Mayor Huber

NAYS: None

ABSENT: None

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Simi Valley, California, this 25th day of September 2018.



Ky Spangler
City Clerk

**CITY OF SIMI VALLEY
MEMORANDUM**

November 9, 2020

TO: City Council

FROM: Office of the City Manager

SUBJECT: AUTHORIZATION FOR THE CITY MANAGER TO ENTER INTO A CONTRACT WITH HOPE OF THE VALLEY RESCUE MISSION FOR PROGRAM MANAGEMENT SERVICES RELATED TO A SAFE PARK PILOT PROGRAM, APPROVE A SUPPLEMENTAL BUDGET REQUEST FOR THE PROGRAM, AND APPROVE THE PURCHASE OF A RESTROOM TRAILER FOR THE PROGRAM

Subsequent to the preparation and distribution of this staff report, staff held additional discussions with Hope of the Valley Rescue Mission. Following those conversations, staff is no longer making a recommendation at this time on a program manager for the Safe Park Pilot program.

Additionally, the Safe Park location at the United Methodist Church was incorrectly identified in the staff report. To reduce impact upon parking for regular church activities, the location depicted on the next page is the revised proposed location. This places the Safe Park participant vehicles approximately 55 feet from the adjoining residential property line.

At this time, staff is requesting that the City Council approve the Safe Park Pilot program to move forward and authorize the City Manager to enter into a contract with a program manager and purchase a restroom trailer to service the program. The City's Municipal Code authorizes the City Manager to enter into professional services contracts in an amount up to \$125,000.

Should the City Council approve the Safe Park Pilot Program in concept, staff will continue to work with possible Program Managers to ensure a safe and comprehensive program is implemented.

As is evident, property owners to the south of the location have concerns with locating the Safe Park Pilot Program at the United Methodist Church. It should be noted that the population that the Safe Park Pilot Program is intended to serve, those who live in their vehicles, tend to keep to themselves to minimize awareness of their lack of housing.

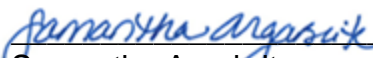


In consideration of the above staff modifies its recommendation to:

Staff recommends that the City Council authorize the City Manager, under his authority, to enter into a contract with a service provider for Program Management services for a Safe Park Pilot Program, authorize the City Manager to purchase a restroom trailer in an amount not to exceed \$50,000 for the Program, and approve a Supplemental Budget Request in the amount of \$116,000 in the Local Housing Fund (Fund 202).

Staff recommends that the new Suggested City Council Motion read:

I moved to authorize the City Manager, under his authority, to enter into a contract with a service provider for Program Management services for a Safe Park Pilot Program, authorize the City Manager to purchase a restroom trailer in an amount not to exceed \$50,000 for the Program, and approve a Supplemental Budget Request in the amount of \$116,000 in the Local Housing Fund (Fund 202).


Samantha Argabrite
Deputy City Manager