



# Administrative Report

## DISCUSSION ITEM

**TO:** HONORABLE CITY COUNCIL

**FROM:** Carl Alameda, Assistant City Manager

**DATE REPORT PREPARED:** December 1, 2023

**MEETING DATE:** December 12, 2023

**SUBJECT:** Encampment Resolution Funding Grant

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### **Recommendation**

It is recommended that the City Council identifies the Kent Hall parking lot, City Hall parking lot, and City storage lot as potential sites for the placement of wildness tents on an elevated platforms “Temporary Shelters” as locations to relocate the unhoused encampment currently located in the City Hall Community Garden area South of City Hall.

### **Background**

During the August 30, 2023 City Council Goals and Priorities workshop the City Council identified addressing the City Hall encampment as a top priority. Since this workshop the City has hired a full-time Homeless Services Coordinator who has worked in conjunction with a community volunteer group, including Ruth Miller, George Gaines, Betsy Vanleit, as well as the leadership of the Help of Ojai.

This group has worked towards the development of a transition plan, with the first phase to provide interim shelter in a controlled area using 8 foot by 10 foot Wildness Tents on platforms and separate storage units. Furthermore, the group has identified the State of California Encampment Resolution Funding Program (ERF) grant program as a promising source of funding to provide this interim housing and supportive services.

The ERF grant, prior to submission, requires authorization by the governing body of the agency to identify the potential area(s) where any transitional housing sites may be located under the transition plan developed by the agency. With respect to the submission of the ERF grant, Jennifer Harkey, Program Director for the County of Ventura Continuum of Care has offered to assist the City of Ojai on the application development and submission to the State. Ms. Harkey has experience with ERF grants, having assisted the Cities of Oxnard and Thousand Oaks on their successful grant applications.

Under the current cycle of the ERF grant, the application window opened on November 27, 2023 and will close on January 31, 2024. Applications submitted will be evaluated and notice of award for successful applicants will occur on or before March 31, 2024.

City staff will work with the volunteer team, the Help of Ojai, the County of Ventura Sheriff's Department, and Ms. Harkey on developing a budget to request in the City's grant applicant. Within the City's planned initial phase in addressing the encampment there are a number of eligible costs that reimbursement can be sought under the ERF grant guidelines, including:

- The Wilderness Tents and Platforms
- Storage Sheds for Encampment
- Cleaning/Debris Removal Costs
- Safety Services/Directed Patrol Costs
- Sanitary Services/Portable Restrooms/Wash Stations
- City Administrative Expenses

City staff requests that the City Council identifies the three (3) locations including the Kent Hall parking lot, City Hall parking lot, and City storage lot as potential sites for the placement of interim shelter "Temporary Shelters". It is anticipated that most, if not all, units will be able to be placed in the Kent Hall parking lot, but should spacing become a limitation, it would be optimal to have alternative locations identified.

**Fiscal Impact**

Submission of the ERF grant application packet carries no cost. Award of the ERF grant, in any amount, would off-set or supplement the City Council's allocation of \$200,000 towards resolution of the City Hall Encampment.

**Options**

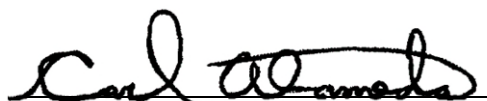
- 1) Identify the three (3) locations including the Kent Hall parking lot, City Hall parking lot, and City storage lot as potential sites for the placement of "Temporary Shelters" and authorize the City Manager, or designee, to prepare ERF grant application packet for submission.
- 2) Discuss and identify alternative locations as potential sites for the placement of interim shelter "Temporary Shelters" and authorize the City Manager, or designee, to prepare ERF grant application packet for submission.
- 3) Take no action and provide direction to City staff.

**Recommendation**

Option 1 - Identify the three (3) locations including the Kent Hall parking lot, City Hall parking lot, and City storage lot as potential sites for the placement of "Temporary Shelters" and authorize the City Manager, or designee, to prepare ERF grant application packet for submission.



Prepared by:  
Carl Alameda, Assistant City Manager



Submitted by:  
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