



CITY OF NOVATO
C A L I F O R N I A

HOUSING AND HOMELESS COMMITTEE

Agenda

NOVATO COUNCIL CHAMBERS
901 SHERMAN AVENUE
NOVATO, CA 94945

Wednesday, June 14, 2023 - 5:00 PM

Chair

Jason Sarris

Vice Chair

Elisa Lasserre

Members

Mark Brand

David Fariello

Lucie Hollingsworth

Jennifer Mallow

Will Meecham

Staff Liaison

Sullina Sanchez, Principal Management Analyst

The Housing and Homeless Committee welcomes you to attend its meetings which are regularly scheduled quarterly on the 2nd Wednesday of the month beginning March 2023. Your interest is encouraged and appreciated.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison at (415) 899-8929. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help ensure accessibility to this meeting. Council Chambers is equipped with a Hearing Loop (aka "T-Coil"), focused under the large raised ceiling in the middle of the room. In addition, assistive listening receivers are available for checkout from the Staff Liaison.

A. CALL TO ORDER AND ROLL CALL

B. APPROVAL OF THE FINAL AGENDA

C. PUBLIC COMMENT

All members of the public wishing to address the Housing and Homeless Committee are requested to submit a speaker card in advance to the Staff Liaison. (Please remember that all comment cards are PUBLIC RECORDS). The Chair will call the names of speakers from the cards. In addition to receiving comment from the public during the Public Comment period, the Chair will recognize persons from the audience who wish to address the Committee on a particular agenda item at the time that item is considered.

There is a three-minute time limit to speak although the Chair may shorten the time based on the number of speakers or other factors. A speaker may not yield his or her time to another speaker.

For issues raised during Public Comment that are not on the published agenda, except as otherwise provided under the Ralph M. Brown Act, no action can legally be taken. The Committee may direct that the item be referred to the Staff Liaison for action or may schedule the item on a subsequent agenda.

D. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered to be routine and will be enacted by a single vote of the Committee. There will be no separate discussion unless specific items are removed from the Consent Calendar for separate discussion and action. Any Committee Member may remove an item from the Consent Calendar and place it under General Business for discussion.

D.1. Approve the Meeting Minutes of March 8, 2023

E. UNFINISHED AND OTHER BUSINESS

F. GENERAL BUSINESS

These items include significant and administrative actions of special interest and will usually include a presentation and discussion by the Housing and Homeless Committee. They will be enacted upon by a separate vote.

F.1. Receive an update from the Ad Hoc Committee on the list of Criteria to be applied to determine whether a person is qualified to occupy a vacant space in the Lee Gerner Park Temporary Encampment, and approve the Criteria to be provided to the City Council for consideration and adoption

F.2. Receive an update on the Application and Eligibility Criteria for the Temporary Camp at Lee Gerner Park, and provide Staff with feedback

F.3. Establish an Ad Hoc Committee to draft a Work Plan for the Housing and Homeless Committee to be brought back to the Committee for consideration

G. COMMITTEE PROPOSED AGENDA ITEM(S)

This section is used for Committee Members to orally report on topics that can be considered for discussion at a future meeting. Items must have been sent to staff 10 calendar days prior to the meeting to be included in the agenda.

G.1. Proposed Agenda Item – Committee member Fariello: Committee members investigate and report on homeless strategies elsewhere (e.g. Rohnert Park, Berkeley), advising the Council on expanding our resources

G.2. Proposed Agenda Item – Committee member Meecham: Explore the feasibility of using land at Hamilton for classroom training and interim shelter to promote transition to permanent housing

G.3. Proposed Agenda Item – Committee member Sarris: Creation of a Ad Hoc Committee - to research temporary housing and encampment options used in other Counties and identify funding streams

G.4. Proposed Agenda Item – Committee member Sarris: Creation of a Ad Hoc Committee - to conduct a survey for Novato's unhoused population

H. COMMITTEE AND LIAISON REPORTS

This section is used for Committee Members and the Staff Liaison to orally report on topics that can be considered for discussion at a future meeting.

H.1. Staff Liaison Report

H.2. Committee Member Reports

I. ADJOURNMENT

If urgent matters arise after the publication of the regular agenda, there will be an addendum. It will be posted at the referenced locations mentioned in the Affidavit of Posting by Friday at 5:00 PM, the week before the meeting.

Materials, that are submitted to members after the distribution of the agenda packet, are available for public inspection at 922 Machin Avenue during normal business hours. Such materials shall also be made available on the City of Novato website at novato.org when practical and provided that City staff is able to post those documents prior to the meeting. A binder is available for the public at the meeting to view any distributed materials. Also, when non-confidential written materials are distributed to members of the Committee during a public meeting by staff or a member of the Committee, copies shall be made available to members of the public following that meeting.

AFFIDAVIT OF POSTING

I, Alison Fletcher, certify that on the Thursday before the Housing and Homeless Committee meeting of Wednesday, June 14, 2023, the agenda was posted on the City Community Service Board at 922 Machin Avenue in Novato, California and on the City's website at novato.org.

/Alison Fletcher/

Alison Fletcher, Management Analyst I



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CITY OF NOVATO
CALIFORNIA

HOUSING AND HOMELESS COMMITTEE

Draft Meeting Minutes

NOVATO COUNCIL CHAMBERS
901 SHERMAN AVENUE
NOVATO, CA 94945

Wednesday, March 8, 2023 - 5:00 PM

Chair

Jason Sarris

Vice Chair

Elisa Lasserre

Members

Mark Brand

David Fariello

Lucie Hollingsworth

Jennifer Mallow

Will Meecham

Staff Liaison

Sullina Sanchez, Principal Management Analyst

A. CALL TO ORDER AND ROLL CALL

Meeting called to order by Staff Liaison Sullina Sanchez @ 5:00pm

Committee members present: Brand, Hollingsworth, Lasserre, Mallow, Meecham, Sarris

Committee members absent: Fariello

Staff present: Principal Management Analyst Sullina Sanchez, Management Analyst I Alison Fletcher, City Clerk Laura McDowell

B. APPROVAL OF FINAL AGENDA

Committee Action: Upon motion by Committee member Hollingsworth and seconded by Committee member Sarris, the Committee voted **6-0-1** to approve the final agenda.

AYES: Brand, Hollingsworth, Lasserre, Mallow, Meecham, Sarris

NOES: None

ABSENT: Fariello

C. PUBLIC COMMENT

Regina Bianucci Russ

D. CONSENT CALENDAR

None.

E. UNFINISHED AND OTHER BUSINESS

None.

F. GENERAL BUSINESS

F.1. Introductions

Principal Management Analyst Sullina Sanchez presented the item. The Committee members each gave a brief statement about their background and interest in joining the Committee.

F.2. Elect a Chair and Vice Chair

Principal Management Analyst Sullina Sanchez presented the item.

Committee Action: Upon motion by Committee member Hollingsworth and seconded by Committee member Lasserre, the Committee voted **6-0-1** to elect Committee member Sarris as the Chair.

AYES: Brand, Hollingsworth, Lasserre, Mallow, Meecham, Sarris

NOES: None

ABSENT: Fariello

Committee Action: Upon motion by Committee member Sarris and seconded by Committee member Brand, the Committee voted **6-0-1** to elect Committee member Lasserre as the Vice Chair.

AYES: Brand, Hollingsworth, Lasserre, Mallow, Meecham, Sarris

NOES: None

ABSENT: Fariello

F.3. Brown Act Training

City Clerk Laura McDowell presented the item and answered questions posed by Committee members.

F.4. Review of Duties

Principal Management Analyst Sullina Sanchez presented the item and responded to questions.

F.5. Establish an Ad Hoc Committee to create a list of criteria to be applied to determine whether a person is qualified to occupy a vacant space in the Lee Gerner Park Temporary Encampment

Principal Management Analyst Sullina Sanchez presented the item.

Committee Action: Upon motion by Committee member Lasserre and seconded by Committee member Brand, the Committee voted **6-0-1** to appoint Committee member Mallow to the Ad Hoc Committee.

AYES: Brand, Hollingsworth, Lasserre, Mallow, Meecham, Sarris

NOES: None

ABSENT: Fariello

Committee Action: Upon motion by Committee member Meecham and seconded by Committee member Sarris, the Committee voted **6-0-1** to appoint Committee member Fariello to the Ad Hoc Committee.

AYES: Brand, Hollingsworth, Lasserre, Mallow, Meecham, Sarris

NOES: None
ABSENT: Fariello

Committee Action: Upon motion by Committee member Sarris and seconded by Committee member Mallow, the Committee voted **6-0-1** to appoint Committee member Hollingsworth to the Ad Hoc Committee.

AYES: Brand, Hollingsworth, Lasserre, Mallow, Meecham, Sarris
NOES: None
ABSENT: Fariello

G. COMMITTEE AND LIAISON REPORTS

G.1. Staff Liaison Report

Principal Management Analyst Sullina Sanchez explained policies and procedures relevant to the Committee. The Committee was also informed of the City's current budget survey assessing community priorities as related to FY 2023/24.

G.2. Committee Member Reports

Committee members expressed their interest in potential agenda items and asked about the agenda process for future meetings.

H. ADJOURNMENT

The meeting adjourned at 4:23pm.

I HEREBY CERTIFY that the foregoing minutes were duly adopted at the Housing and Homeless Committee meeting of ____.

/Alison Fletcher/
Alison Fletcher, Management Analyst I



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Ad Hoc Committee on the list of Criteria to be applied to determine whether a person is qualified to occupy a vacant space in the Lee Gerner Park Temporary Encampment

Eligibility Criteria:

- Must be currently living in Novato.
- Must be willing to engage with Outreach Staff to develop a housing pathway.
- Must be willing to engage in Case Management Services when available.
- Must agree to adhere to the Temporary Encampment Code of Conduct.

DRAFT

Application and Eligibility Criteria

Temporary Camp at Lee Gerner Park



OVERVIEW:

The City of Novato (City) operates the Temporary Camp at Lee Gerner Park. The establishment of the temporary camp is mandated by a settlement agreement, necessitating its operation for a duration of two years. It is important to note that this camp is intended to serve as a short-term measure and should not be interpreted as a permanent solution.

Prospective campers are required to complete the following application and submit it to the City's Homeless Outreach & Mobile Engagement (HOME) team at hometeam@novato.org or in person at Lee Gerner Park to City staff. The City will review all applications based on the below Eligibility Criteria to determine whether to accept or deny an application for a vacant space within the Temporary Camp.

All campers of the Temporary Camp must adhere to the Code of Conduct (attached as Exhibit A). The City shall have the right to enforce all provisions of the Code of Conduct as allowed by law. Persons who fail to abide by the Code of Conduct may be required by the City to leave the Temporary Camp after being afforded advanced notice and opportunity to be heard, and if they should they so desire, to be accompanied by the Marin County Homeless Union Designee at any such meeting with the City.

As an essential part of the City's intake process, we are committed to meeting your immediate needs. Upon acceptance, our dedicated team will promptly provide you with vital temporary shelter supplies and allocate you a designated space within the Temporary Camp. Additionally, we will provide information on the available services designed to support you during your stay. Our goal is to ensure your well-being and facilitate your journey toward housing stability.

Please note that the Temporary Camp is not equipped to provide specific accommodation or support for individuals requiring assistance with mobility or daily tasks. Referrals to shelters may be made for individuals requiring assistance with mobility or daily tasks for those who need support.

The City of Novato does not discriminate on race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability, or genetic information.

ELIGIBILITY CRITERIA:

- Must be currently living in Novato.
- Must be willing to engage with Outreach Staff to develop a housing pathway.
- Must be willing to engage in Case Management Services when available.
- Must agree to adhere to the Temporary Encampment Code of Conduct.

Requested Entry Date ____/____/20 ____

Last Name: _____ First Name: _____ MI: _____

Current Address: _____ City: _____

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State: _____ Zip Code: _____ # Weeks/Months at Temporary Address: _____

Date of Birth: _____ Sex: Male Female Other gender (_____)

Phone Number: _____ Email Address: _____

Are you currently experiencing homelessness? Yes or No

If yes, how long have you been homeless? _____

Do you have any pets with you? Yes or No

If yes, please list their names and type of animal: _____

Do you have any belongings with you? Yes or No

If yes, please list them: _____

Have you stayed at any other shelters recently? Yes or No

If yes, please list the shelters and the dates of your stay: _____

Is there any other information you would like to share? _____

Application Affirmation

APPLICATION STATEMENT: I certify that the information provided above is true and accurate to the best of my knowledge. I understand that any false or misleading information may result in the denial of my application or termination of my stay at the Temporary Camp at Lee Gerner Park.

By signing below, I acknowledge that I have read and understood the Temporary Encampment Code of Conduct, and I agree to comply with its provisions. I take responsibility for my behavior and belongings, and I will not engage in activities that endanger neighbors or the environment, including but not limited to hoarding or altering the encampment.

Name of Applicant (print name): _____ Date: _____

Signature of Applicant: _____ Date: _____