



CITY OF NOVATO
CALIFORNIA

HOUSING AND HOMELESS COMMITTEE

Agenda

NOVATO COUNCIL CHAMBERS
901 SHERMAN AVENUE
NOVATO, CA 94945

Wednesday, September 13, 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

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 accommodations 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 June 14, 2023

E. UNFINISHED AND OTHER BUSINESS

E.1. Receive a presentation on the Novato Fire District/Novato Police Department Fire Mitigation Ranger Program

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 draft Work Plan for the Housing and Homeless Committee

F.2 Review and potentially approve the draft Commission Work Plan to be provided to the City Council for consideration and adoption

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.

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

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, September 13, 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

June 14, 2023 – 5:00pm
Council Chambers
901 Sherman Avenue
Novato, CA

Chair

Jason Sarris

Vice Chair

Elissa 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 Committee Chair Sarris at 5:00pm

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

Staff present: Principal Management Analyst Sullina Sanchez, Management Analyst I Alison Fletcher

B. APPROVAL OF FINAL AGENDA

Committee Action: Upon motion by Committee member Lasserre and seconded by Committee member Mallow, the Committee voted **7-0-0** to approve the final agenda.

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

NOES: None

ABSENT: None

C. PUBLIC COMMENT

Eva Chrysanthe, Peter Tiernan

D. CONSENT CALENDAR

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

Committee Action: Upon motion by Committee member Hollingsworth and seconded by Vice-Chair Lasserre, the Committee voted **7-0-0** to approve the final agenda.

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

NOES: None

ABSENT: None

E. UNFINISHED AND OTHER BUSINESS

None.

F. GENERAL BUSINESS

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

Principal Management Analyst Sullina Sanchez presented the item. Committee members reviewed the list of eligibility requirements created by the Ad Hoc Committee, asked questions and provided feedback. Staff recommended that the Committee approve the list.

Committee Action: Upon motion by Committee member Meecham and seconded by Committee member Brand, the Committee voted **7-0-0** to approve 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 provide the approved Criteria to the City Council for consideration and adoption.

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

NOES: None

ABSENT: None

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

Principal Management Analyst Sullina Sanchez presented the item. Committee members asked questions and gave feedback to staff. Public Comment made by Bambi Klyse.

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

Principal Management Analyst Sullina Sanchez presented the item. Public Comment made by Eva Chrysanthe, Peter Jared, Bambi Klyse.

Committee Action: Upon motion by Committee member Fariello and seconded by Committee member Meecham, the Committee voted **7-0-0** to appoint Committee member Fariello to the Ad Hoc Committee.

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

NOES: None

ABSENT: None

Committee Action: Upon motion by Committee member Meecham and seconded by Committee member Mallow, the Committee voted **7-0-0** to appoint Committee member Meecham to the Ad Hoc Committee.

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

Committee Action: Upon motion by Committee member Brand and seconded by Committee member Mallow, the Committee voted **7-0-0** to appoint Committee member Brand to the Ad Hoc Committee.

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

G. COMMITTEE PROPOSED AGENDA ITEM(S)

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

Committee member Fariello presented the item. Committee members recommended the Ad Hoc Committee on the Work Plan take this item into consideration when drafting the Work Plan. Public comment was made by Eva Chrysanthe.

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

Committee member Meecham presented the item. Committee members recommended the Ad Hoc Committee for the Work Plan take this item into consideration when drafting the Work Plan. Public comments were made by Bambi Klyse and Eva Chrysanthe.

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

Chair Sarris presented the item. Committee members discussed how there might be overlap between the Committees' duties with programs already operating in other jurisdictions. No formal action was taken by the Committee. Public Comment was made by Eva Chrysanthe.

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

Chair Sarris presented the item. Committee members discussed potential confidentiality concerns and asked staff for guidance regarding the availability of staff time and other city resources. No formal action was taken by the Committee. Public Comment was made by Eva Chrysanthe and Bambi Klyse.

H. COMMITTEE AND LIASON REPORTS

Principal Management Analyst Sullina Sanchez updated the Committee on Lee Gerner Park, the Master Parks Plan Survey, and upcoming City-sponsored events. Chair Sarris informed staff of efforts to educate the public about homelessness, specifically at the weekly downtown Farmers' Market.

I. ADJOURNMENT

The meeting adjourned at 6:47pm.

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

/Alison Fletcher/

Alison Fletcher, Management Analyst I



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DRAFT

Housing and Homeless Committee

Fiscal Year 2023/2024 Work Plan



OVERVIEW

The Housing and Homeless Committee (Committee) was established by the Novato City Council to be advisory to the Council to provide information to the Council in written reports regarding housing and homeless issues within the city.

WORK PLAN

OUTSTANDING (1, 3, 4)

(1) The Committee shall provide information to the City Council regarding housing and homeless issues within the City.

- Get a good handle on who we are serving - provide a space for the community to get regular in-person updates on HHC issues in the community.
- Explore non-traditional (state/local/federal) funding sources for transitional and permanent housing for homeless individuals to provide information to City Council.
- Explore what programs/services in other cities show promise as possible models for Novato - to identify possible options for use in Novato.
- Explore Novato City-owned property sites that could serve as a location for transitional housing and give the City the opportunity to close homeless encampments.

(3) The Committee shall attempt to resolve any disputes arising between the City Manager's Representative and the Union Designee through a meet and confer process. If the Committee's meet and confer process is unsuccessful, the matter shall be referred to the City Manager for resolution. The City Manager's decision shall be final and binding on the parties.

(4) The Committee shall assist the City and the Union with reviewing the state of housing and homelessness in the City of Novato and provide the City Council with its findings.

ACCOMPLISHED (2, 5)

(2) The Committee shall create a list of criteria to be applied to determine whether a person is qualified to occupy a vacant space in the Temporary Camp ("Eligibility List") and shall present its proposed Eligibility List to the City Council. The final Eligibility List criteria shall be subject to the approval of the City Council.

(5) If the City proposes amendments to the designation of "Critical Infrastructure" set forth in 7-11.2 of the Novato Municipal Code, the proposed amendments shall be presented to the Committee which shall prepare and submit a recommendation on the proposed amendments to the City Council. The City Council shall consider the Committee's recommendation before adopting any resolution amending the designation of "Critical Infrastructure."