



**CITY OF NOVATO**  
CALIFORNIA

**HOUSING AND HOMELESS COMMITTEE**

**Agenda**

NOVATO COUNCIL CHAMBERS  
901 SHERMAN AVENUE  
NOVATO, CA 94945

**Wednesday, December 13, 2023 – 5:00 PM**

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**Chair**

Jason Sarris

**Vice Chair**

Elissa Lasserre

**Members**

Mark Brand  
David Fariello  
Lucie Hollingsworth  
Jennifer Mallow  
Will Meecham

**Staff Liaison**

Sullina Smith, 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.

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**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 September 13, 2023**

## **E. UNFINISHED AND OTHER BUSINESS**

**E.1 Receive a Homeless Update Presentation from the County of Marin- Health and Human Services, Homelessness & Whole Person Care**

## **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 Establish an Ad Hoc Committee to support Work Plan item # 1 – The Committee shall provide information to the City Council regarding housing and homeless issues within the City.**

**F.2 Establish an Ad Hoc Committee to support Work Plan item # 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.**

## **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](http://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, December 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](http://novato.org).

/Alison Fletcher/

Alison Fletcher, Management Analyst I



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

**HOUSING AND HOMELESS COMMITTEE**

**DRAFT MEETING MINUTES**

**September 13, 2023 – 5:00pm**  
**Council Chambers**  
**901 Sherman Avenue**  
**Novato, CA**

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**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

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**A. CALL TO ORDER AND ROLL CALL**

Meeting called to order by Chair Sarris at 5:00pm

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

Committee members absent: Meecham

Staff present: Assistant City Manager Jessica Deakyne, Principal Management Analyst Sullina Sanchez

**B. APPROVAL OF THE FINAL AGENDA**

Committee Action: Upon motion by Committee member Fariello and seconded by Vice Chair Lasserre, the Committee voted **6-0-1** to approve the final agenda.

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

NOES: None

ABSENT: Meecham

**C. PUBLIC COMMENT**

None.

**D. CONSENT CALENDAR**

**D.1 Approve the Meeting Minutes of June 14, 2023**

Committee Action: Upon motion by Committee member Brand and seconded by Committee member Mallow, the Committee voted **6-0-1** to approve the Meeting Minutes of June 14, 2023.

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

NOES: None

ABSENT: Meecham

**E. UNFINISHED AND OTHER BUSINESS**

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

Novato Police Department Captain Jim Correa gave a presentation to the Committee about the program's history, implementation, and objectives. Captain Correa answered Committee member questions regarding outreach and education methods, staffing levels, and how to connect people with available resources.

**F. GENERAL BUSINESS**

**F.1 Receive an update from the Ad Hoc Committee on the draft Work Plan for the Housing and Homeless Committee**

Principal Management Analyst Sullina Sanchez presented the item. Ad Hoc Committee members, Brand and Fariello gave an update from their meetings on June 26, 2023, and August 24, 2023.

**F.2 Receive and potentially approve the draft Committee Work Plan to be provided to the Council for consideration and adoption**

Principal Management Analyst Sullina Sanchez presented the item. Committee members discussed the draft work plan and provided minor edits to be included in the final recommended work plan.

Committee Action: Upon motion by Committee member Fariello and seconded by Committee member Hollingsworth, the Committee voted **6-0-1** to approve the Committee Work Plan to be provided to the City Council for consideration and adoption.

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

NOES: None

ABSENT: Meecham

**G. COMMITTEE PROPOSED AGENDA ITEM(S)**

None.

**H. COMMITTEE AND LIASON REPORTS**

**H.1 Staff Liaison Report**

Principal Management Analyst Sullina Sanchez updated the Committee on participant progress at the Temporary Encampment at Lee Gerner Park and informed the Committee that the new Entrance Application is now available online; and informed the Committee that the County of Marin will give a homeless update presentation at the December meeting.

## H.2 Committee Member Reports

Chair Sarris informed the Committee that Camp Compassion is hosting a booth at the Downtown Farmers' Market to collect warm winter coats now through October 31, 2023, to be distributed throughout the community.

### I. ADJOURNMENT

The meeting adjourned at 6:00 pm.

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

/Alison Fletcher/

Alison Fletcher, Management Analyst I



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