



CITY OF NOVATO
CALIFORNIA

**Joint City Council/ City Council as Successor Agency to
Dissolved Redevelopment Agency**

Meeting Agenda

Tuesday, April 28, 2020 - 6:00 PM

[Agenda Teleconference Only](#)

**Mayor
Denise Athas**

**Mayor Pro Tempore
Pat Eklund**

**Councilmembers
Eric Lucan
Amy Peele
Susan Wernick**

**City Manager
Adam McGill**

The City Council meeting is regularly scheduled each month on the second and fourth Tuesdays at 6:00 p.m.

Effective March 31, 2020, at 12:01 a.m., Marin County residents are required to shelter-in-place. City Council and other commission/ committee meetings may continue.

Pursuant to the provisions of the California Governor's Executive Order N-29-20, issued on March 17, 2020, this meeting will be held by teleconference only.

Public Participation/Comment Instructions

Members of the Public may participate and provide public comments to teleconference meetings as follows:

- **Written public comments** may be submitted by email to novatocouncil@novato.com or via [eComment](#). Written public comments received more than 2 hours prior to the start of the meeting will be distributed to the Council prior to the meeting but will not be read during the meeting. Mail received after the two-hour cut-off, including during and after the meeting will be collected and placed in the public record. Mail will not be read during the meeting.
 - **Spoken public comments** will be accepted through the teleconference meeting only. To address the Council orally, please read and follow the following instructions carefully.
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1. Go to [Webex.com](https://www.webex.com) to access the web-based meeting
 - Meeting Number (access code): 969 644 601
 - Password Number: 1960

(Should the access information above not work, please go to novato.org/agendas to find updated access information)

- a. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you when it is your turn to speak.
 - b. When you join the Webex meeting, please click on the participant icon (looks like a human figure) to display the participant list on the right side of your screen. Then please enable your audio connection by following these steps:
 - Select “Request Audio” by clicking the telephone icon found at the bottom left of the participant list.
 - When prompted, please select “computer audio”.
 - c. When the Mayor calls for public comment on the item on which you wish to speak, please use the “Raise Hand” feature by clicking on the hand icon at the bottom right of the participant list. A hand icon will appear next to your name to notify the Host that you would like to speak. After providing your public comment, please click the hand icon again to remove the hand from your name.
 - d. The host will activate and unmute speakers in turn. Speakers will be notified when it is their turn to speak. **Note:** The host is only able to mute and unmute your Webex audio connection. When it is your turn to speak, please be sure to check that your computer microphone is unmuted and remember to mute yourself after your comment.
 - e. If you are experiencing issues with your audio connection, please use the chat feature to type your comments to the meeting Host. Your comments will be read aloud during the public comment period. To use the chat feature, please click on the dialogue box icon found at the bottom center of the screen. The chat box will open below your participant list. Please select “Host” from the dropdown menu, type in your comments then press the Enter button on your keyboard to send. If possible, please type out and send comments prior to the start of the public comment period to ensure your comment is received in a timely manner, and please include a note referencing the item you are commenting on.
 - f. When called, please limit your remarks to the time limit allotted by the mayor or as specified on the agenda. The speakers will be muted when their time is up.
- **Listen Only Participation** may be accessed by calling toll number **(415) 655-0002**. PLEASE NOTE YOU WILL NOT BE ABLE TO PROVIDE PUBLIC COMMENT DURING THE ACTUAL MEETING if you select this option.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (415) 599-9742. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help insure accessibility to this meeting.

A. CONVENE, PLEDGE OF ALLEGIANCE, AND ROLL CALL

B. CLOSED SESSION ANNOUNCEMENT - NONE

C. CEREMONIAL MATTERS/PRESENTATIONS

- C.1. Presentation: Marin County Report by Supervisor Judy Arnold and Dr. Matt Willis**

D. APPROVAL OF THE FINAL AGENDA - (6:10 PM - TIME APPROXIMATE)

E. REPORTS FROM THE CITY COUNCIL & CITY MANAGER

F. PUBLIC COMMENT - (6:25 PM - TIME APPROXIMATE)

There is a three-minute time limit to speak although the Mayor 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 City Council may direct that the item be referred to the staff liaison for action or may schedule the item on a subsequent agenda.

G. CONSENT CALENDAR

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

- G.1. Approve the minutes of the Joint City Council/ City Council as Successor Agency to the Dissolved Redevelopment Agency meeting of April 14, 2020**

Staff contact: Terrie Gillen, City Clerk, 899-8986

[Draft Minutes](#)

- G.2. Receive and accept the Novato Chamber of Commerce Annual Tourism Report for 2019**

Staff Contact: Jessica Deakyne, Assistant City Manager, 899-8900

[Staff Report - Tourism Report](#)

[Attachment 1 - Chamber Tourism Cmte Report](#)

- G.3. Approve First Amendment to Agreement and Release of All Claims Between CB Labs and City of Novato, thereby extending the time CB Labs is allowed to continue operating its cannabis testing laboratory and authorize the City Manager to execute same on behalf of the City**

Staff contact: Laura McDowall, Management Analyst, 899-8900

[Staff Report - CB Labs](#)

H. UNFINISHED AND OTHER BUSINESS - NONE

I. PUBLIC HEARING - NONE

Public Hearings are announced and advertised in advance to allow interested persons to make comments for, against, or otherwise, regarding a proposed project or decision. Anyone who challenges any hearing matter in court may be limited to only those issues raised at the public hearing described herein, or in written correspondence delivered to the City Council at, or prior to, the public hearing.

J. GENERAL BUSINESS - (6:35 PM - TIME APPROXIMATE)

These items include significant and administrative actions of special interest and will usually include a staff presentation and discussion by the Council. They will be acted upon by a separate vote.

- J.1. Consider and possibly take action to adopt a resolution approving establishment of the Novato Small Business Relief Fund, directing a \$50,000 contribution to the fund, adopting guidelines for the fair evaluation of applications, directing the Economic Development Advisory Commission to establish a sub-committee and authorizing the sub-committee to apply the guidelines and select grant awardees and authorizing the City Manager to execute an agreement with MarinLink or alternate non-profit entity to implement fiscal oversight and collect and distribute funding**

Staff Contact: Jessica Deakyne, Assistant City Manager, 899-8900

[Staff Report - Small Business Relief Fund](#)

[Attachment 1 - Draft Resolution](#)

- J.2. Community Development Block Grant CARES ACT (CDBG-CV) funding recommendation for FY 2019-2020**

Staff Contact: Hans Grunt, Senior Planner, 899-8989

[Staff Report - CDBG-CV](#)

[Attachment 1 - Draft Resolution](#)

- J.3. Receive information regarding the proposed Capital Improvement Program (CIP) Budget for Fiscal Year 2020/21; and, Consider, review, and provide direction to staff regarding capital project requests or prioritization of proposed projects or funding to further refine the CIP as a part of the budget process**

Staff contact: Chris Blunk, Public Works Director, 899-8246

[Staff Report - CIP Budget](#)

[Attachment 1 - Proposed FY 2020-21 CIP Budget](#)

[Attachment 2 - Presentation](#)

J.4. Consider and possibly take action to adopt a resolution rescinding Resolution #93-11 which conditionally vacated a floating roadway and utility easement, and authorizing the city manager to execute a License Agreement with P & K HANNA RANCH LLC and related entities for the installation of a private sewer line within the City's easement across the Hanna Ranch Property, APN 153-340-06

Staff Contact: Chris Blunk, Public Works Director, 899-8246

[Staff Report - Hanna Ranch](#)

[Attachment 1 - Draft Resolution](#)

[Attachment 2 - Res93-11](#)

[Attachment 3 - Survey Map 1982-25131](#)

[Attachment 4 - Letter to Hanna Ranch re Utility Easement 10-22-19](#)

K. COMMISSIONS, COMMITTEES AND BOARDS (CCB'S) APPOINTMENTS - NONE

This section is used by the City Council to make appointments to fill vacancy/vacancies on their Commissions, Committees and Boards.

L. WORK STUDY SESSION - NONE

M. ADJOURNMENT - (9 PM - TIME APPROXIMATE)

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 p.m., the week before the meeting.

Materials, that are submitted to members of the City Council after the distribution of the agenda packet, are available for public inspection in the City Clerk's Office, located 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 City Council during a public meeting by staff or a member of the City Council, copies shall be made available to members of the public following that meeting.

AFFIDAVIT OF POSTING

I, Terrie Gillen, certify that on the Thursday, before the Council meeting of April 28, 2020, the agenda was posted on the City Community Service Board at the Police Department and on the City's website at novato.org in Novato, California.

/Terrie Gillen/

Terrie Gillen, CMC, City Clerk



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