



**CITY OF NOVATO**  
CALIFORNIA

**City Council  
Agenda**

**901 SHERMAN AVENUE  
NOVATO, CA 94945**

**Tuesday, November 18, 2025 - 6:00 PM**

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**Mayor  
Tim O'Connor**

**Mayor Pro Tempore  
Rachel Farac**

**Councilmembers  
Pat Eklund  
Kevin Jacobs**

**City Manager  
Amy Cunningham**

**City Attorney  
Gary Bell**

City Council meetings are usually held each month on the second and fourth Tuesdays at 6:00 p.m. 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) 899-8986. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help ensure accessibility to this meeting.

The agenda is divided into three main sections and includes other categories covering routine business. All references to "City Council" include those other agencies which may be listed at the top of the Agenda. **The City Council may discuss and/or take action on any or all of the items listed on the agenda irrespective of how the agenda items are described.** The Council may establish and make appointments to a Council committee (made up of two Councilmembers) with respect to any item appearing on this agenda.

### **Public Participation Options**

Members of the Public may participate and provide public comments for the City Council as follows:

- **Written public comments** may be submitted via [eComment](#). Written public comments received more than 3 hours before the start of the meeting will be distributed to the Council prior to the meeting. Written public comments will not be read during the meeting.
- **In-person public comments** may be made at the meeting, which are held in the Novato City Council Chambers located at 901 Sherman Avenue.

The Mayor has the authority to rule any speaker out of order, including speakers during the Public Comment period, if the subject raised is not within the subject matter jurisdiction of the City Council, or

during a public hearing or a general business item if the speaker is not presenting testimony or evidence relevant to the matter or if the speaker becomes disruptive to the proceedings and conduct of the meeting.

The Mayor also has the authority to order any person who willfully interrupts the meeting to be removed. All persons are expected to conduct themselves with civility and courtesy at all times. All persons giving comments shall speak directly to the Council and address issues, not individuals. Personal attacks, cursing and outbursts from the audience in support or opposition to a speaker are not tolerated in order to foster an environment where everyone feels welcome to speak

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**A. CONVENE, PLEDGE OF ALLEGIANCE, AND ROLL CALL**

**B. CLOSED SESSION ANNOUNCEMENT**

**C. CEREMONIAL MATTERS/PRESENTATIONS**

**C.1. Native American Heritage Month Proclamation**

[Native American Heritage Month Proclamation](#)

**C.2. National Alzheimer's Disease Awareness Month and National Family Caregivers Month Proclamation**

[Alzheimer's Disease & Family Caretakers Month](#)

**D. APPROVAL OF THE FINAL AGENDA**

**E. REPORTS FROM THE CITY COUNCIL & CITY MANAGER**

**F. PUBLIC COMMENT**

*All members of the public wishing to address the City Council are requested to submit a speaker card in advance to the City Clerk. (Please remember that all comment cards are PUBLIC RECORDS).*

*The Mayor will call the names of speakers from the cards. In addition to receiving comment from the public during the Public Comment period, the Mayor will recognize persons from the audience who wish to address the City Council on a particular agenda item at the time that item is considered by the City Council.*

*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 City Manager 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. Waive reading and authorize introductions and/or adoption of ordinances by title only this is a standard procedural action so that the City Council does not have to read an ordinance aloud in its entirety.**

- G.2. Approve the City Council special meeting minutes of October 17, 2025**  
Staff contact: Laura McDowall, City Clerk, 899-8986  
[Minutes - October 17, 2025](#)
- G.3. Approve the City Council meeting minutes of October 28, 2025**  
Staff contact: Laura McDowall, City Clerk, 899-8986  
[Minutes - October 28, 2025](#)
- G.4. Adopt ordinance 1728 to modify the radar enforceable speed limit along specific segments of Alameda Del Prado, DeLong Avenue and Ignacio Boulevard and find the modification exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3)**  
Staff contact: Theresa Brown, Assistant City Clerk, 899-8900  
[Staff Report - Ordinance 1728 Adoption](#)  
[Attachment 1 - Ordinance 1728](#)
- G.5. Adopt ordinance 1729 repealing Section 4-1 of Chapter 4 (Building and Housing) of the Novato Municipal Code in its entirety and reenacting a new Section 4-1 to adopt by reference parts 2, 2.5, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12 of the 2025 California Building Standards Code as amended; adopting by reference the 2024 International Property Maintenance Code; adopting by reference the 2024 International Swimming Pool and Spa Code as the Construction and Abatement Codes of the City of Novato; making Findings of Fact based on local conditions in support of the amendments; and adding new Section 4.5 Gate Safe Safety**  
Staff contact: Theresa Brown, Assistant City Clerk, 899-8900  
[Staff Report - Ordinance 1729 Adoption](#)  
[Attachment 1 - Ordinance 1729](#)
- G.6. Adopt ordinance 1730 amending the Novato Zoning Map to change the zoning of a 10-acre portion of APN 157-160-18 from Open Space (OS) to Conservation (CON-10)**  
Staff contact: Theresa Brown, Assistant City Clerk, 899-8900  
[Staff Report - Ordinance 1730 Adoption](#)  
[Attachment 1 - Ordinance 1730](#)
- G.7. Adopt a resolution accepting the work as complete and authorizing the City Manager or his / her designee to sign the Notice of Completion for the Underground Fuel Tank Removal and Replacement, CIP No. 22-002**  
Staff contact: Petr Skala, Associate Engineer, 899-8246  
[Staff Report - Notice of Completion CIP 22-002](#)  
[Attachment 1 - Draft Resolution](#)  
[Attachment 2 - Notice of Completion](#)

- G.8. Adopt a resolution authorizing acceptance of subdivision improvements for the subdivision known as the Verandah at Valley Oaks Condominium Development at 7711 Redwood Boulevard in accordance with the Subdivision Improvement Agreement (SIA) for the project and authorize the release of the associated security**  
Staff contact: Timothy Burke, Interim Director of Public Works, 899-8246  
[Staff Report - Verandah at Valley Oaks Acceptance](#)  
[Attachment 1 - Draft Resolution](#)
- G.9. Receive and file the list of upcoming and to be determined City Council agenda items for the fourth quarter of 2025**  
Staff contact: Amy Cunningham, City Manager, 899-8900  
[Staff Report - Agenda Item Review](#)  
[Attachment 1 - Tentative Agenda Item and TBD List](#)
- G.10. Adopt a resolution approving the Sustainability Commission Work Plan for Fiscal Year 2025-2026 and receive the Commission's Annual Report for Fiscal Year 2024-25**  
Staff contact: Gretchen Schubeck, Sustainability Coordinator II, 899-8900  
[Staff Report - Sustainability Commission Work Plan](#)  
[Attachment 1 - Draft Resolution](#)  
[Attachment 2 - Sustainability Commission Workplan](#)
- G.11. Receive and file the Quarter 4 Fiscal Year 2024/25 Budget Performance Report**  
Staff contact: Jennifer Maldonado, Principal Analyst, 899-8900  
[Staff Report - Budget Performance Report](#)  
[Attachment 1 - Budget Performance Report](#)
- G.12. Receive and file the Investment Report for Fiscal Year (FY) 2025/26 Quarter 1**  
Staff contact: Giuliana Custode, Senior Accountant, 899-8900  
[Staff Report - Investment Report](#)  
[Attachment 1 - Investment Report](#)
- G.13. Adopt a resolution approving the updated minimum wage and the City of Novato Salary Schedule for FY 2025/26**  
Staff contact: Greg Canfield, Human Resources Analyst, 899-8914  
[Staff Report - Updated Salary Schedule](#)  
[Attachment 1 - Draft Resolution](#)  
[Attachment 2 - Salary Schedule](#)  
[Attachment 3 - Minimum Wage Increase Flyers](#)

## **H. UNFINISHED AND OTHER BUSINESS**

*There are no agenda items.*

## I. PUBLIC HEARINGS

*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 therein, or in written correspondence delivered to the City Council at, or prior to, the public hearing.*

### I.1. Consider completing the annual assessment process for the Downtown Novato Business Improvement District (BID) in partnership with the Downtown Novato Business Association (DNBA) by:

1. Holding a public hearing; and
2. Adopting a resolution confirming the DNBA/BID 2025 Annual Report and 2026 Budget as modified by the Council during their October 28, 2025 meeting, thereby authorizing the levy and collection of assessments within the Downtown Novato Business Improvement District for calendar year 2026

Staff contact: Katie Skjerping, Economic Development Manager, 899-8900

[Staff Report - BID Assessment](#)

[Attachment 1 - Draft Resolution](#)

[Attachment 2 - DNBA-BID Annual Report Mailer](#)

[Attachment 3 - Protests Received](#)

### I.2. Consider holding a public hearing and adopting a resolution making findings pursuant to Government Code Section 4217.10 et seq. and approving a sole-source energy services contract with EcoGreen Solutions, Inc. for energy efficiency improvements at City-owned facilities and holding a public hearing and authorizing the City Manager to execute PG&E On-Bill Financing (OBF) Agreements and related documents

**CEQA: Exempt pursuant to section 15301 (existing facilities), 15302 (replacement or reconstruction), 15307 (protection of natural resources) and 15308 (protection of the environment)**

Staff contact: Gretchen Schubeck, Sustainability Coordinator II, 899-8900

[Staff Report - Energy Services Contract and Financing](#)

[Attachment 1 - Draft Resolution](#)

[Attachment 2 - EcoGreen Solutions Energy Service Contract](#)

[Attachment 3 - PG&E On-Bill Financing Agreement](#)

## J. GENERAL BUSINESS

*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.*

*There are no agenda items.*

## K. COMMISSIONS, COMMITTEES AND BOARDS (CCB'S) APPOINTMENTS

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

*There are no agenda items.*

**L. WORK STUDY SESSION**

*There are no agenda items.*

**M. ADJOURNMENT**

*Materials that are submitted to members of the City Council after the distribution of the agenda packet will be made available to the public at the time it is provided to the City Council.*

**AFFIDAVIT OF POSTING**

I, Laura McDowall, certify that on the Thursday before the Council meeting of November 18, 2025, the agenda was posted on the City Community Service Board at 922 Machin Ave in Novato, California and on the City's website at [novato.org](http://novato.org).

/Laura McDowall/

Laura McDowall, City Clerk



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