



CITY OF NOVATO
CALIFORNIA

City Council
Agenda

TUESDAY, AUGUST 26, 2025 - 6:00 PM

901 SHERMAN AVENUE
NOVATO, CA 94945
and
TELECONFERENCE

Mayor
Tim O'Connor

Mayor Pro Tempore
Rachel Farac

Councilmembers
Pat Eklund
Kevin Jacobs
Mark Milberg

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. Pursuant to the provisions of AB 2449, this meeting will be held both in-person and by teleconference.

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/Comment Instructions

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

- **In-person public comments** may be made at the meeting which will be held at the address above.

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- **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.
 - **Spoken public comments** will be accepted through the Zoom meeting platform and via telephone. To address the Council orally, please read and follow the following instructions carefully:

1. Join the meeting at: <http://bit.ly/41KJ6Lu>

or

Join at [Zoom.com](https://zoom.us)

Meeting ID: 813 9412 2097

Password: 1960

Should the links above not work, please go to www.novato.org/agendas for updated 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 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 of your screen to notify the Host that you would like to speak.
 - c. The Host will unmute speakers in turn. Speakers will be notified when it is their turn to speak.
 - d. When called upon, please limit your remarks to the time limit allotted by the Mayor or as specified on the agenda. Speakers will be muted when their time is up.
2. Join the meeting via telephone by calling **(646) 558-8656**.

Meeting ID: 813 9412 2097

Password: 1960

- a. When the Mayor calls for public comment on the item on which you wish to speak, **press *9** to activate the “Raise Hand” feature to notify the Host that you would like to speak.
- b. The Host will unmute speakers in turn. Speakers will be notified when it is their turn to speak.
- c. When called upon, please limit your remarks to the time limit allotted by the Mayor or as specified on the agenda. Speakers will be muted when their time is up.

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

Closed Captions

Live closed captions are available. To access closed captions during the meeting, click on the CC icon.

A. CONVENE, PLEDGE OF ALLEGIANCE, AND ROLL CALL

B. CLOSED SESSION ANNOUNCEMENT

C. CEREMONIAL MATTERS/PRESENTATIONS

C.1. Proclamation: Gosia Woodfin - 17 years of Service with City of Novato

[Gosia Woodfin - 17 Years of Service](#)

D. APPROVAL OF THE FINAL AGENDA

E. UNFINISHED AND OTHER BUSINESS

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 meeting minutes of July 22, 2025

Staff contact: Laura McDowall, City Clerk, 899-8986

[Minutes - July 22, 2025](#)

G.3. Adopt ordinance 1726 amending Section 2-29 of the Novato Municipal Code establishing an Administrative Remedies Procedure for Challenges to Fees, Charges, and Assessments and finding the ordinance exempt from the California Environmental Quality Act (CEQA)

Staff contact: Theresa Brown, Assistant City Clerk, 899-8900

[Staff Report - Adopt Ordinance 1726](#)

[Attachment 1 - Ordinance 1726](#)

- G.4. Adopt ordinance 1727 adding section 4-4 to Chapter IV ("Building and Housing") of the Novato Municipal Code adopting the uniform code for the abatement of dangerous buildings**
Staff contact: Theresa Brown, Assistant City Clerk, 899-8900
[Staff Report - Adopt Ordinance 1727](#)
[Attachment 1 - Ordinance 1727](#)
- G.5. Receive and file the Investment Report for Fiscal Year (FY) 2024/25 Quarter 4**
Staff contact: Giuliana Custode, Senior Accountant, 899-8900
[Staff Report - 24/25 Q4 Investment Report](#)
[Attachment 1 - Investment Report](#)
- G.6. Adopt a resolution accepting a \$110,000 Selective Traffic Enforcement Program (STEP) grant from the California Office of Traffic Safety (OTS); and amend the Operating Budget (Reso 2025-055) for Special Police Projects (Fund 231) to increase expenditures and revenues in the amount of the grant; and authorize the City Manager to execute the grant agreement and related operating budget adjustments**
Staff contact: Jim Naugle, Chief of Police, 897-4361
[Staff Report - OTS STEP Grant](#)
[Attachment 1 - Draft Resolution](#)
[Attachment 2 - Grant Agreement](#)
- G.7. Adopt a resolution authorizing the City Manager to execute a reservation agreement for purchase of off-site mitigation bank credits at Halo Ranch and approve the down payment of \$133,000 within 30 days of the effective date of the agreement for the Olive Avenue Widening and Utility Undergrounding Project, CIP Project No.: 97-001**
Staff contact: Petr Skala, Associate Engineer, 899-8246
[Staff Report - Olive Ave Mitigation Measures](#)
[Attachment 1 - Draft Resolution](#)
[Attachment 2 - Reservation Agreement](#)
[Attachment 3 - Mitigation Options Memo](#)
[Attachment 4 - CIP Budget Sheet](#)
- G.8. Adopt a resolution authorizing the City Manager to execute an Amendment to an Exclusive Negotiation Agreement (ENA) by and between the City of Novato and The Sherman Group for City-Owned Properties at 900 Sherman Avenue (APN: 153-063-14) and 908 Sherman Avenue (APN: 153-063-15), granting an additional 9-month extension to the ENA to allow commencement of required studies and advancement of lease negotiations**
Staff contact: Katie Skjerping, Economic Development Manager, 899-8900
[Staff Report - The Sherman Group ENA Amendment](#)
[Attachment 1 - Draft Resolution](#)
[Attachment 2 - Exhibit A – Draft Amendment to Executed ENA](#)
[Attachment 3 - Executed ENA](#)

- G.9. Adopt a resolution approving plans and specifications and authorizing bid advertisement for the roof replacement project at the Marin Valley Mobile County Club (MVMCC) and finding that the project is exempt from the requirements of CEQA pursuant to CEQA Guidelines section 15302, replacement or construction**
Staff contact: Emily Warne, Sr. Management Analyst, 899-8246
[Staff Report - MVMCC Roof Replacement](#)
[Attachment 1 - Draft Resolution](#)
[Attachment 2 - Plans and Specs](#)
- G.10. Adopt a resolution approving an amended and restated lease agreement between the City of Novato and the Novato Chamber of Commerce for continued use of the Carlile House property located at 853 Reichert Avenue**
Staff contact: Stacey Hoggan, Management Analyst, 899-8900
[Staff Report - Chamber of Commerce Lease](#)
[Attachment 1 - Draft Resolution](#)
[Attachment 2 - Draft Lease Agreement](#)
- G.11. Adopt a resolution approving and authorizing the Mayor to execute the City of Novato's response to the Marin County Civil Grand Jury Report, titled *The Worrisome Future of Marin Housing: NIMBY Resistance Takes a Backseat to Economic Reality*, dated June 24, 2025, and authorize submittal to the Marin County Civil Grand Jury**
Staff contact: Brett Walker, Senior Planner, 899-8989
[Staff Report - Grand Jury Response](#)
[Attachment 1 - Draft Resolution with Exhibit A - Response](#)
[Attachment 2 - Grand Jury Report](#)
- G.12. Adopt the resolutions authorizing the City Manager or designee to execute the Novato Police Managers Association (Unit A) Memorandum of Understanding (MOU) and Novato Police Officers Association (Unit B) Memorandum of Understanding (MOU) effective July 1, 2025, update the salary schedules for the Novato Police Managers Association (Unit A) and Novato Police Officers Association (Unit B) effective August 24, 2025, and amend the FY 2025/26 Operating Budget adopted June 24, 2025 (Resolution 2025-055)**
Staff contact: Amy Cunningham, City Manager, 899-8900
[Staff Report - Tentative Agreements with Units A and B](#)
[Attachment 1 - Draft Resolutions 1 and 2](#)
[Attachment 2 - MOU for Unit A](#)
[Attachment 3 - MOU for Unit B](#)
[Attachment 4 - Amended Salary Schedule](#)
- G.13. By motion, authorize Councilmember Eklund to participate remotely under AB 2449 due to an emergency circumstance**

H. WORK STUDY SESSION

- H.1. Receive a presentation, conduct a study session and consider providing direction to staff to inform the preparation of a local Just Cause Tenant Protections Ordinance, as a follow up to the direction already provided by the City Council on May 20, 2025**

Staff contact: Clare Hartman, Community Development Director, 899-8900

[Staff Report - Just Cause Ordinance Study Session](#)

[Attachment 1 - PowerPoint Presentation](#)

[Attachment 2 - Marin Realtors Letter of August 18, 2025](#)

I. PUBLIC HEARINGS

There are no agenda items.

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.

- J.1. Adopt a resolution amending the limited term retired annuitant appointment of Tim Burke as Interim Public Works Director under Government Code section 21221(h), adjusting his salary pursuant to the City's current salary schedule and ratifying the amended Offer Letter and Extension Letter**

Staff contact: Greg Canfield, Human Resources Analyst, 899-8914

[Staff Report - Tim Burke Retired Annuitant Extension](#)

[Attachment 1 - Draft Resolution](#)

[Attachment 2 - Original Offer Letter](#)

[Attachment 3 - Extension Offer Letter](#)

- J.2. Consider and possibly take action to designate a voting representative and up to two alternate voting representatives for the League of California Cities (Cal Cities) Annual Conference General Assembly**

Staff contact: Laura McDowall, City Clerk, 899-8900

[Staff Report - Cal Cities Voting Delegate](#)

[Attachment 1 - Cal Cities Voting Delegate Packet](#)

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.

L. REPORTS FROM THE CITY COUNCIL & CITY MANAGER

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 August 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.

/Laura McDowall/

Laura McDowall, City Clerk



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