



THE CITY OF
NOVATO
CALIFORNIA

MINUTES
ECONOMIC DEVELOPMENT COMMISSION MEETING
Thursday, February 27, 2014 3:00PM to 5:00PM
Womack Conference Room
922 Machin Avenue, Novato, CA 94945

A. CALL TO ORDER

Chairman Williams called the Economic Development Commission meeting to order at 3:00 PM.

In attendance were:

Commissioners Present

Present: John Williams (Chair) Coy Smith, Harry Thomas, Tim Howard, Peter Pelham

Commissioners Absent

David Winton

Staff Present

Chris Stewart

Guests

Claire Knoles, Kiosk

B. APPROVAL OF FINAL AGENDA

*Motion by Commissioner Smith, seconded by Commissioner Pelham to approve the Final Agenda.
Approved 4-0*

C. APPROVAL OF MINUTES FOR

November 21, 2013 Meeting Minutes - Motion by Commissioner Thomas, seconded by Commissioner Smith to approve both Meeting Minutes. Approved 4-0

D. PUBLIC COMMENT

No public comment.

E. GENERAL BUSINESS

E - 1 Council Request – Input on Reporting from Boards and Commissions.

Following a brief discussion the entire Commission concurred that they had no recommendations for any changes in communicating or reporting to the City Council. No formal vote was taken but the Chairman asked staff to communicate that the Commission had no recommendations for any changes.

E – 2 BioScience Study prepared by the Marin Economic Forum. *In Mr. Rob Eyler's absence Mr. Stewart share some of the highlights of the study which was distributed to the Commissioners. Mr. Stewart said that Mr. Eyler would be giving a summary of the Report at the upcoming Reception at the Buck Institute on February 27, 2014.*

- E – 3 Shop Local/Novato Campaign update – *Claire Knoles with Kiosk gave a verbal and PowerPoint presentation update on the campaign. Mr. Stewart and Ms. Knoles also noted that the combined Shop Local budget for Fiscal years 2012-13 and 2013-14 was \$132,000 but the unspent funds (\$22,272) for 2012-2013 had not been carried over to the budget for 2013-2014. Mr. Stewart recommend that he meet with the City and Assistant City Manager to see if they collectively find \$22,272 to fund continuation of the campaign through June30, 2014.*

Commissioner Thomas made a Motion to adopt staff's recommendation and the Motion was Second by Commissioner Smith. Approved 4-0

- E – 4 Introduction of Chempetitive Group Consultants – Steve Johnson, Erik Clausen.

- E – 5 Introduction of Remy Gross, VP Business Development, Buck Institute

- E – 6 Measure F Funds for Economic Development. *Following the Commission's discussion of staff's memorandum and recommendations: Commissioner Thomas made the following Motion which was Second by Commissioner Pelham that: the City Manager, Measure F Committee and City Council consider setting aside \$7 million in Measure F funds to help attract desirable companies, jobs and retailers or other businesses that would generate more City revenues. The \$7 million would be used as a revolving loan fund to help pay for some of the up-front infrastructure or development costs for either helping an existing Novato business expand or a new business locate in Novato. The City's financial assistance would be in the form of a non-interest bearing loan to be paid (principal and costs) back to the City over a three to five year period. The idea is that once a business is operational they can more easily afford to either pay-off the loan or re-finance the City's loan with a market rate loan. Approved 4-0*

- E – 7 Business/Job Recruitment Activity – *Mr. Stewart gave a verbal report on the City's recruitment activities including the recent announcement that Mike's Bikes was moving their corporate headquarters and distribution center to Novato in Bel Marin Keys at 55 Leveroni Ct.*

F. COMMISSION / STAFF COMMENTS – *No Comments*

G. PUBLIC COMMENT - *No Comments*

H. ADJOURNMENT

Chairman Williams thanked everyone for their participation and input and direction to staff.

Motion to adjourn was made by Commissioner Smith and Seconded by Commissioner Pelham to adjourn at 5:00 P.M. Approved 4-0