

**ECONOMIC DEVELOPMENT ADVISORY COMMISSION
MEETING**

to be held at

**City Administrative Offices
WOMACK CONFERENCE ROOM, 2ND FLOOR
922 MACHIN AVENUE**

September 28, 2017

3:00pm

922 Machin Avenue
Novato, CA 94945
415/899-8900
FAX 415/899-8213
www.novato.org

Mayor

Denise Athas
Mayor Pro Tem
Josh Fryday
Councilmembers
Pam Drew
Pat Eklund
Eric Lucan

Commissioners:

Chair: TBD; **Vice Chair:** Peter Pelham
John Williams; David Winton; Coy Smith; Rodrigo Silveira
Ex-Officio Members: Timothy Howard and Sylvia Barry

AGENDA

City Manager
Regan M. Candelario

A. Call to Order & Roll Call

B. Approval of Final Agenda

C. Approval of Meeting Minutes for July 27, 2017

D. PUBLIC COMMENTS

Anyone wishing to speak on non-agenda items will be recognized at this time. These items can legally have no action as they are not on the agenda. There is a three minute limit.

E. GENERAL BUSINESS

1. Welcome new Commissioner, Rodrigo Silveira
2. Election of Chair & Vice Chair – Commission
3. Designation of Ex-Officio Role – Commission
4. Business Outreach Pilot Program Update--Jessica Deakyne, Management Analyst
5. Business Appreciation Letter – Jessica Deakyne, Management Analyst

F. Commission Comments

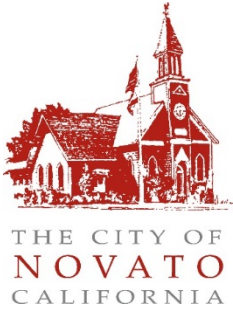
G. Staff Updates

H. ADJOURNMENT

AFFIDAVIT OF POSTING

I, Jessica Deakyne, certify that on September 21, 2017, I caused to be posted the agenda of the Economic Development Advisory Commission on the City Community Service Board in the Police Department and on the City's website at www.novato.org.

**DRAFT MINUTES
ECONOMIC DEVELOPMENT COMMISSION MEETING**



**Thursday, July 27, 2017
3:00PM**

**City Hall - 922 Machin Avenue, Novato
Womack Conference Room, 2nd Fl.**

A. CALL TO ORDER/ROLL CALL

Chairman Thomas called the Economic Development Commission meeting to order at 3:00pm.

Commissioners Present

Present: Harry Thomas (Chair), John Williams, Coy Smith, David Winton, Tim Howard, Sylvia Barry

Commissioners Absent

Peter Pelham

Staff Present

City Manager Regan Candelario, Assistant City Manager Peggy Flynn, Senior Management Analyst Jessica Deakyne, Management Analyst Sherin Olivero

Public

Mayor Denise Athas, Councilmember Pat Eklund, Hutch Turner, Kevin Morrison, Claire Knoles of Kiosk

B. APPROVAL OF FINAL AGENDA

MOTION TO APPROVE THE FINAL AGENDA

**M/S/C WILLIAMS/WINTON AYES: 4 NAYS: 0
ABSENT: 1 (PELHAM)**

C. APPROVAL OF MEETING MINUTES FOR JUNE 22, 2017

MOTION TO APPROVE THE MINUTES FROM JUNE 22, 2017

**M/S/C PELHAM/WILLIAMS AYES: 4 NAYS: 0
ABSENT: 1 (PELHAM)**

D. PUBLIC COMMENT

Chair Thomas asked for Public Comment – Mayor Athas thanked the Commission for their work and Kevin Morrison introduced himself as a candidate for City Council. Hutch Turner noted that Shop Local might consider taking a wider focus than just retail businesses which generate tax dollars and mentioned that adding legal and other small businesses would be helpful. Councilmember Eklund mentioned that she’s working with ABAG to become an Economic Development District that would allow businesses to apply for grants for manufacturing and industrial functions.

E. GENERAL BUSINESS

E – 1 **INFORMATION:** Shop Local Update and Website Redesign Presentation – Claire Knoles
Claire provided the commission and update. The Shop Local site is a tool for educating people about the power of the retail dollars, features local businesses and has a directory

of stores and services to remind folks of what's here. Kiosk provides business outreach help, conducts Hispanic outreach via the Hispanic chamber of Commerce and administers Shop Local.

E – 2 INFORMATION/DISCUSSION: Business Outreach Pilot Program Presentation – Jessica Deakyne

Jessica provided the commission information about this proposed program, answered questions and received feedback. The commissioners were supportive and volunteered to assist with these visits.

F. COMMISSION COMMENTS

- a. Ex-Officio member Barry asked about the Park-A-Pup dog boarding application, asked about the General Plan's update status and noted that Amy's Vegetarian drive-thru is in progress to open in Corte Madera.
- b. Ex-officio member Howard asked about the challenge of leasing office space in the City.
- c. Chair Thomas reminded the commissioners that EDAC terms are expiring for a couple members and that interviews are August 21 & 22.

G. STAFF UPDATE

- a. Peggy Flynn provided a general update about some properties in Novato such as the Macy's furniture site stating that Sports Basement had recently signed a lease and will likely be a tenant in Spring 2018. She also provided an update on work that staff is doing to continue attracting bioscience to Novato.

H. ADJOURNMENT

**M/S/C WILLIAMS /WINTON AYES: 4 NAYS: 0
ABSENT: 1 (PELHAM)**

Chair Thomas adjourned the meeting at 4:45PM.