



**CITY OF NOVATO**  
**CALIFORNIA**

**ECONOMIC DEVELOPMENT ADVISORY COMMISSION**

**IN-PERSON MEETING**

**922 Machin Avenue**

**Novato, CA**

**Womack Conference Room – 2<sup>nd</sup> Floor**

**Agenda**

**August 4, 2022 - 3:00 PM**

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**Chair**

Harry Thomas

**Vice Chair**

Vacant

**Members**

Emily Rich

Katie Skjerping

Anne Russell

Coy Smith

Rick Wells

John Williams

Miriam Hope Karell, Ex-Officio

Sylvia Barry, Ex-Officio

**Staff Liaison**

Jessica Deakyne, Assistant City Manager

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**AGENDA**

**A. CALL TO ORDER AND ROLL CALL**

**B. APPROVAL OF FINAL AGENDA**

**C. PUBLIC COMMENT**

*All members of the public wishing to address the Economic Development Advisory Commission are welcome. There is a three-minute time limit to speak although the Chair 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.*

**D. CONSENT ITEMS**

**D.1** Approve Minutes of January 6 2022

**E. GENERAL BUSINESS**

**E.1** Reorganization of City administration, including Economic Development activities

**E.2** Nomination and Election of Chair and Vice-Chair (terms to run through June 30, 2023)

**F. COMMISSIONER COMMENTS**

**G. STAFF UPDATES**

**H. ADJOURNMENT**

*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 will be made available on the City of Novato website at [novato.org](http://novato.org) when practical and provided that City staff is able to post those documents prior to the meeting. 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, it shall be made available online following that meeting.*

**AFFIDAVIT OF POSTING**

I, Vicki Parker, certify that on the Thursday before the Novato Economic Development Advisory Commission of August 4, 2022, the agenda was posted on the City Community Service Board at 922 Machin Avenue and on the City's website at [www.novato.org](http://www.novato.org).

/Vicki Parker  
Community Development Director



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**CITY OF NOVATO**  
**CALIFORNIA**

**ECONOMIC DEVELOPMENT ADVISORY COMMISSION**

**Draft Minutes**

**January 6, 2022 - 3:00 PM**  
**MINUTES**

**A. CALL TO ORDER AND ROLL CALL**

Meeting called to order at 3pm.

**Commissioners Present:**

Harry Thomas, Chair  
Anne Russell  
Coy Smith  
Rick Wells  
John Williams (left during meeting)  
Sylvia Barry, Ex-officio  
Miriam Hope Karell, Ex-officio

**Commissioners Absent:**

Peter Pelham, Vice Chair

**Staff Present:**

Vicki Parker, Community & Economic Development Director  
Will Morat, Senior Management Analyst, Economic Development  
Maggie Rufo

**B. APPROVAL OF FINAL AGENDA**

M/S/C Russell/Williams

Ayes: 5    Nays: 0    Absent: 1

**C. PUBLIC COMMENT**

One member of the public provided a comment.

**D. CONSENT ITEMS**

**D.1** Approve Minutes of December 2, 2021

Ayes: 5    Nays: 0    Absent: 1

M/S/C Wells/Thomas

## **E. GENERAL BUSINESS**

### **E.1 Microbusiness COVID-19 Relief Grant Program – Miriam Hope Karell**

Ex-officio Member Miriam Hope Karell, of the Marin Small Business Development Center (SBDC) provided information about the Microbusiness COVID Relief Grant program and outlined an outreach strategy for the City and SBDC collaboration. Waiting for Round 2 to open.

## **F. COMMISSIONER COMMENTS**

Chair Thomas reported on a visit to Ranch Systems, a local business and recipient of the city's Downtown Improvement grant program, which was used to construct façade and building improvements, paint and upgrade their building. Chair Thomas reported they are very happy to be in downtown Novato, especially due to the food and entertainment options afforded to employees being so close to Downtown.

## **G. STAFF UPDATES**

### **G.1 Housing Element Update**

Community & Economic Development Director Vicki Parker provided an update on Novato's Housing Element timeline, and received questions and comments from the commissioners.

### **G.2 Economic Development Work Plan Update**

Will Morat provided an update on the Economic Development Work Plan regarding continued and new priorities. ChooseNovato.com, a website used to market the city businesses, will be getting a refresh and a new marketing strategy will be coming in spring.

## **H. ADJOURNMENT – 3:55pm**

M/S/C Wells/Smith

Ayes: 4    Nays: 0    Absent: 2