



CITY OF NOVATO
CALIFORNIA

ECONOMIC DEVELOPMENT ADVISORY COMMISSION

IN-PERSON MEETING
901 Sherman Avenue
Novato, CA
Council Chambers

Agenda

December 1, 2022 - 3:00 PM

Chair

John Williams

Vice Chair

Katie Skjerping

Members

Shalana Machado

Emily Rich

Anne Russell

Coy Smith

Harry Thomas

Sylvia Barry, Ex-Officio

Miriam Hope Karell, Ex-Officio

Staff Liaison

Jessica Deakyne, Assistant City Manager

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 November 3, 2022

E. GENERAL BUSINESS

E.1 Economic Development Commission Workplan Discussion

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 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, Alison Fletcher, certify that on the Monday before the Novato Economic Development Advisory Commission of December 1, 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.

/Alison Fletcher/
Management Analyst I



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CITY OF NOVATO
CALIFORNIA

Economic Development Advisory Commission

DRAFT Minutes

November 3, 2022 – 3:00pm
Council Chambers, 901 Sherman Avenue

A. CALL TO ORDER AND ROLL CALL

Meeting called to order by Chair Williams at 3:05pm

Commissioners Present: Machado, Rich, Skjerping, Smith, Thomas, Williams, Ex-Officio Barry, Ex-Officio Hope-Karell

Commissioners absent: Russell

Staff present: Assistant City Manager Jessica Deakyne, Principal Management Analyst Sullina Sanchez, Management Analyst I Alison Fletcher

B. APPROVAL OF FINAL AGENDA

Commission Action: Upon motion by Commissioner Thomas and seconded by Vice Chair Skjerping the Commission voted **4-0-2-3** to approve the final agenda.

AYES: Smith, Thomas, Wells, Skjerping

NOES: None

ABSTAINS: Machado, Rich

ABSENT: Russell

C. PUBLIC COMMENT

None.

D. CONSENT ITEMS

D.1. Approve Minutes of October 6, 2022

Commission Action: Upon motion by Commissioner Thomas and seconded by Vice Chair Skjerping the Commission voted **4-0-2-3** to approve the meeting minutes of October 6, 2022.

AYES: Smith, Thomas, Wells, Skjerping

NOES: None

ABSTAINS: Machado, Rich

ABSENT: Russell

E. GENERAL BUSINESS

E.1. Update on the Downtown Novato Business Association (DNBA) (Stephanie Koehler)

Stephanie Koehler presented the item and gave an update on the organization, the Business Improvement District (BID), upcoming board elections, downtown events hosted, and new businesses. The Commissioners discussed and asked questions.

E.2. Presentation on the Brown Act (Laura McDowall)

City Clerk Laura McDowall presented the item and explained the Brown Act and its bearing on the Commission and provided guidance for its application. The Commissioners discussed and asked questions.

E.3. Presentation on the Microbusiness Grant Program. (Ex-Officio Miriam Hope Karell)

Miriam Hope Karell suggested the members all introduce themselves and then presented the item. She described the goals of the Marin Small Business Development Group and grant program, including demographics of the businesses that benefitted. The Commissioners discussed and asked questions.

E.4. Discussion of Economic Development Commission Workplan

Staff explained the process for developing a workplan and the Commissioners gave input on their priorities for the coming year and discussed a timeline and guidance for staff.

Public Comment:

Regina Bianucci Russ

Commission Action: Upon motion by Commissioner Smith and seconded by Vice Chair Skjerping the Commission voted **6-0** to agendize the workplan discussion.

AYES: Machado, Rich, Skjerping, Smith, Thomas, Williams

NOES: None

ABSENT: Russell

F. COMMISSIONER COMMENTS

Commissioners discussed and inquired about staff updates, absences, introduced the new Commissioner, and member's availability for future meetings.

G. STAFF UPDATES

Assistant City Manager Jessica Deakyne reported on City business.

H. ADJOURNMENT

The meeting adjourned at 5:42pm.

I HEREBY CERTIFY that the foregoing minutes were duly adopted at the Economic Development Advisory Commission meeting of ____.

/Alison Fletcher/

Alison Fletcher, Management Analyst I