



CITY OF NOVATO
CALIFORNIA

Economic Development Advisory Commission

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 **4-0-2-1** 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 **6-0-1** 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 December 1, 2022.

/Alison Fletcher/

Alison Fletcher, Management Analyst I