



CITY OF NOVATO
C A L I F O R N I A

Economic Development Advisory Commission

Meeting Minutes

November 16, 2023 – 3:00pm
Council Chambers
901 Sherman Avenue
Novato, CA

Chair

Katie Skjerpung

Vice Chair

Alex Tishman

Members

Viral Shah

Coy Smith

Harry Thomas

Thomas Young

Sylvia Barry, Ex-Officio

Miriam Hope Karell, Ex-Officio

Staff Liaison

Jessica Deakyne, Assistant City Manager

A. CALL TO ORDER AND ROLL CALL

Meeting called to order by Chair Skjerpung at 3:03pm

Commissioners present: Skjerpung, Smith, Shah, Thomas, Tishman, Ex-Officio Karrell

Commissioners absent: Young, Ex-Officio Barry

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

B. APPROVAL OF FINAL AGENDA

Commission Action: Upon motion by Commissioner Thomas and seconded by Commissioner Shah, the Commission voted **5-0-1-0** to approve the final agenda.

Ayes: Shah, Skjerpung, Smith, Tishman, Thomas

Noes: None

Absent: Young

Abstain: None

C. PUBLIC COMMENT

None.

D. CONSENT ITEM

D.1 Approve Minutes of October 5, 2023

Commission Action: Upon motion by Commissioner Smith and seconded by Commissioner Thomas, the Commission voted **4-0-1-1** to approve the minutes of October 5, 2023.

Ayes: Skjerpig, Smith, Thomas, Tishman

Noes: None

Absent: Young

Abstain: Shah

E. UNFINISHED AND OTHER BUSINESS

E.1 Discussion on Commission Procedures by Chair Skjerpig

Chair Skjerpig reviewed meeting procedures with the Commission, including a review of staff presentations, questions, public comments, and Commissioner comments. Staff responded to the Commissioner's questions.

E.2 Receive an update from Commissioners on City of Novato Business Visits

Principal Management Analyst Sullina Smith presented the item. Ad Hoc members provided the group with an update on the visits, including feedback received and common themes and trends shared by business owners.

E.3 Receive an update from Staff on the Key Vacancies List

Management Analyst I Alison Fletcher presented the item and answered the Commissioner's questions.

Commission Action: Upon motion by Commissioner Thomas and seconded by Commissioner Shah, the Commission voted **5-0-1-0** to agendaize the item at a future meeting to provide additional direction to staff.

Ayes: Skjerpig, Smith, Thomas, Tishman, Shah

Noes: None

Absent: Young

Abstain: None

E.4 Review, update, and potentially approve the City of Novato Business Survey

Principal Management Analyst Sullina Smith presented the item and provided the draft survey that the Ad Hoc created. The Commissioners reviewed and discussed the survey and provided minor edits to Staff.

Commission Action: Upon motion by Commissioner Thomas and seconded by Commissioner Tishman, the Commission voted **5-0-1-0** to approve the City of Novato Business Survey with minor edits and include the survey with the annual business license renewals for all business license holders in the City.

Ayes: Shah, Skjerpig, Smith, Thomas, Tishman

Noes: None

Absent: Young

Abstain: None

F. GENERAL BUSINESS

F.1 Introduction of New Commissioners: Viral Shah and Thomas Young

Commissioner Shah introduced himself, and Commissioner Young was absent.

F.2 Farmers Market Infrastructure Investment

Assistant City Manager Jessica Deakyne presented the item and various factors in relocating the farmers' market downtown, including potential locations and the infrastructure cost to accommodate the relocation. Staff answered the Commissioner's questions.

F.3 Receive a presentation from Staff on the Evaluation of City-Owned Property and provide feedback

Assistant City Manager Jessica Deakyne presented the item and discussed the future intent to receive criteria to evaluate City-owned properties for use and disposition. Commissioners discussed and provided feedback to Staff.

Commission Action: Upon motion by Commissioner Skjerpig and seconded by Commissioner Thomas, the Commission voted **5-0-1-0** to support the City's efforts to evaluate City-owned property and encourage the City Council to take a portfolio approach focusing on community needs, revenue, operations and maintenance costs, historical significance, and accessibility.

Ayes: Shah, Skjerpig, Smith, Thomas, Tishman

Noes: None

Absent: Young

Abstain: None

G. COMMISSIONER COMMENTS

None.

H. STAFF UPDATES

Assistant City Manager Jessica Deakyne updated the Commission on Community Development Director Vicki Parker's retirement and informed them that the new Community Development Director will start in December 2023. Staff reminded the Commission that a joint special meeting with the Finance Advisory Commission will be scheduled for February 2024 per the Economic Development Advisory Commission Work Plan.

I. ADJOURNMENT

The meeting adjourned at 5:04pm.

I HEREBY CERTIFY that the foregoing minutes were duly adopted at the Economic Development Advisory Commission meeting of March 7, 2024.

/Alison Fletcher /

Alison Fletcher, Management Analyst I



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