



CITY OF NOVATO
CALIFORNIA

**JOINT SPECIAL MEETING OF THE
ECONOMIC DEVELOPMENT ADVISORY COMMISSION
& FINANCE ADVISORY COMMISSION**

Meeting Minutes

**City Hall
901 Sherman Avenue
Novato, CA 94945**

Wednesday, February 14, 2024 - 5:00 PM

ECONOMIC DEVELOPMENT ADVISORY COMMISSION

Chair: Katie Skjerpung, **Vice Chair:** Alex Tishman
Viral Shah, Coy Smith, Harry Thomas, Thomas Young,
Sylvia Barry- Ex-Officio, Miriam Hope Karell- Ex-Officio

Staff Liaison

Jessica Deakyne, Assistant City Manager

FINANCE ADVISORY COMMISSION

Chair: Larisa Thomas, **Vice Chair:** Tina McMillan
Regina Bianucci Rus, Cris Mackenzie, Rafelina Maglio,
Andrew Zmyslowski

Staff Liaison

Amy Cunningham, Interim City Manager

A. CALL TO ORDER AND ROLL CALL

Economic Development Advisory Commission

Meeting called to order by Chair Skjerpung at 5:01pm

Commissioners present: Skjerpung, Smith, Thomas, Tishman, Ex-Officio Karell

Commissioners absent: Shah, Thomas (left at 5:40pm), Young, Ex-Officio Barry

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

Finance Advisory Commission

Commissioners present: Bianucci Rus, Mackenzie, Maglio, McMillan, Thomas, Zmyslowski

Commissioners absent: None

Staff present: Interim City Manager Amy Cunningham, Management Analyst I Stacey Hoggan

B. APPROVAL OF FINAL AGENDA

Commission Action: Upon motion by Commissioner Tishman and seconded by Commissioner Thomas, the Commission(s) voted: **10-0-2-0** to approve the final agenda.

Ayes: Skjerping, Smith, Tishman, Thomas

Noes: None

Absent: Shah, Young

Abstain: None

Ayes: Bianucci Rus, Mackenzie, Maglio, McMillan, Thomas, Zmyslowski

Noes: None

Absent: None

Abstain: None

C. PUBLIC COMMENT

Dean Moser

Doug Hood

D. GENERAL BUSINESS

D.1 Receive a presentation from staff on the Evaluation Process of City-Owned Properties and provide direction on criteria to evaluate properties for potential use and disposition.

Assistant City Manager Jessica Deakyne presented the item and offered potential criteria to evaluate City-owned property for use and disposition. Commissioners held a discussion, asked questions of staff, and recommended criteria to evaluate City-owned properties for potential use and disposition. Staff will use these criteria as the foundation to develop a process for the utilization and disposition of City-Owned Property and bring this item to the Council for consideration in the Spring.

Commission Action: Upon motion by Commissioner Thomas and seconded by Commissioner Bianucci Rus, the Commission voted: **6-0-0-0** to approve the recommended evaluation criteria.

Ayes: Bianucci Rus, Mackenzie, Maglio, McMillan, Thomas, Zmyslowski

Noes: None

Absent: None

Abstain: None

E. COMMISSIONER COMMENTS

None

F. STAFF UPDATES

Finance Director Carla Carvalho-DeGraff updated the commission about the next scheduled financial audit with the state. Interim City Manager Amy Cunningham updated the commission on fiscal sustainability efforts and the City's sales tax initiative. Assistant City Manager Jessica Deakyne updated the commission on projects under review and recently approved.

G. ADJOURNMENT

The meeting adjourned at 6:32pm.

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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