



CITY OF NOVATO CALIFORNIA

Economic Development Advisory Commission

MEETING MINUTES

February 2, 2023 – 3:00pm
Council Chambers
901 Sherman Avenue
Novato, CA

Chair

John Williams

Vice Chair

Katie Skjerpig

Members

Emily Rich

Anne Russell

Coy Smith

Harry Thomas

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 Vice Chair Skjerpig at 3:01pm

Commissioners present: Russell, Skjerpig, Smith, Thomas, Ex-Officio Barry, Ex-Officio Karell

Commissioners absent: Rich, Williams

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

B. APPROVAL OF FINAL AGENDA

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

AYES: Russell, Skjerping, Smith, Thomas
NOES: None
ABSENT: Rich, Williams

C. PUBLIC COMMENT

None.

D. CONSENT ITEMS

D.1. Approve the meeting minutes of December 1, 2022

Commission Action: Upon motion by Commissioner Thomas and seconded by Commissioner Russell the Commission voted **4-0-2** to approve the meeting minutes of December 1, 2022.

AYES: Russell, Skjerping, Smith, Thomas
NOES: None
ABSENT: Rich, Williams

E. GENERAL BUSINESS

E.1. Economic Development Advisory Commission Workplan Discussion

Principal Management Analyst Sullina Sanchez presented the item. The Commissioners discussed the item and provided staff with minor edits.

Commission Action: Upon motion by Commissioner Thomas and seconded by Commissioner Russell the Commission voted **4-0-2** to approve the Workplan with minor edits as discussed.

AYES: Russell, Skjerping, Smith, Thomas
NOES: None
ABSENT: Rich, Williams

E.2. Designation of Ex-Officio

Assistant City Manager Jessica Deakyne presented the item.

Commission Action: Commissioner Russell motioned to re-appoint Miriam Hope Karell as an Ex-Officio member and Commissioner Thomas seconded the motion. Vice Chair Skjerping suggested a friendly amendment to agendize receiving a presentation from staff explaining the Ex-Officio appointment process in approximately 6 months (mid-term), to which the maker of the motion agreed. The Commission voted **4-0-2** to re-appoint Miriam Hope Karell as an Ex-Officio member for an additional 2 year term, and to agendize receiving a presentation from staff explaining the Ex-Officio appointment process in approximately 6 months (mid-term).

AYES: Russell, Skjerping, Smith, Thomas
NOES: None
ABSENT: Rich, Williams

F. COMMISSIONER COMMENTS

Commissioners reported on new businesses in town and upcoming events, meetings, and workshops.

G. STAFF UPDATES

Assistant City Manager Jessica Deakyne and Management Analyst I Alison Fletcher reported on City business including a Downtown Depot update, Transit Occupancy Tax update, and Current Vacancy Rates for Office, Industrial, and Retail spaces in town.

H. ADJOURNMENT

The meeting adjourned at 4:23pm.

I HEREBY CERTIFY that the foregoing minutes were duly adopted at the Economic Development Advisory Commission meeting of April 6, 2023.

**/Monica Castillo/
Monica Castillo, Senior Office Assistant**



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