Approved 10/3/12

Office of Economic Development
311 Vernon Street, Roseville CA 95678 (916) 774-5362

Minutes

Economic Development Advisory Committee
Wednesday, August 22, 2012
1:30p.m. – 3:00p.m.
Civic Center Meeting Rooms 1 & 2
311 Vernon Street

Committee Voting Members Present:
Wendy Gerig, RRC Representative (Vice Chair)
Steve Pease, Key Partner Representative
Kevin Leamy, Ignite Representative
Naaz Alikhan, Target Industries Representative
Mark Miller, Target Industries Representative
Kirk Taber, Chamber Representative

City Staff Present:
John Sprague, Assistant City Manager
Karen Garner, Economic Development Analyst
Chris Robles, Community Development Manager
Michelle Sheidenberger, Senior Deputy City Attorney
Bill Aiken, Administrative Analyst
Kelly Wickline, EDAC Secretary
Mark Riffey, RE Marketing Representative

1. **Silent Roll Call –** meeting began at 1:38PM

2. **Public Comment**
   None.

3. **Action Items**
   A. **Approval July 25, 2012 Minutes**
   A motion was made by Steve Pease to approve the minutes of the July 25, 2012 meeting, the motion was seconded by Kirk Taber.
   (5 ayes, 0 nos), motion passed. *Naaz Alikhan not in attendance during vote.*

   - *Naaz Alikhan arrived at 1:44pm*.

   B. **Review updated meeting procedures**
   Staff is currently working on meeting procedure updates and will have those available at the next meeting. A motion was made by Kevin Leamy to continue discussion of this item to the next meeting. The motion was seconded by Naaz Alikhan.
   (6 ayes, 0 nos), motion passed.

4. **Economic Development Program Updates**
   A. **Update on new Permit Software Installation**
   Chris Robles provided an overview of the new online permit system. Accela Inc. will provide software and implementation of the new online permit system that will allow for online application submittal, permit review, tracking and permit approval. Implementation and migration of the system is currently underway and the City anticipates it to go live with the new system in spring 2013. The new permitting system is being financed through a technology fee applied to permits.

- *Steve Pease departed the meeting at 2:00PM.*

5. Business Activity List

The Business Activity List for August 2012 was distributed to the committee members.

6. Adjournment

A motion was made by Naaz Alikhan and seconded by Kevin Leamy to adjourn the meeting at 2:35pm.
(5 Ayes, 0 nos), motion passed.