



CALL AND NOTICE OF SPECIAL MEETING AT 6:00 PM OF THE VALLEJO CITY COUNCIL

MARCH 3, 2026

HYBRID MEETING
www.Cityofvallejo.net

Council Chambers
555 Santa Clara Street
Vallejo, CA 94590

COUNCIL MEMBERS

Andrea Sorce (Mayor)
Diosdado "JR" Matulac (Vice-Mayor)
Peter Bregenzer
Helen-Marie Gordon
Tonia Lediju, PhD
Alexander Matias
Charles Palmares

NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom	City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.
PUBLIC COMMENT: Members of the Public may provide public comments during the City Council Meeting in person or via ZOOM (https://ZoomClosed.cityofvallejo.net/), or via phone, by dialing (669) 900-6833.	For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment
VIEW THE MEETING: There are four different ways you can view this public meeting: • In Person • Watch Vallejo local channel 28 • Stream from the City website: www.cityofvallejo.net/Streaming Join the Zoom webinar: https://ZoomClosed.Cityofvallejo.net	Scan QR code for live captions and translation in Spanish and Tagalog. 
Hybrid Options are available for members of the public to participate. To participate remotely	
Option to Join by Computer From your browser go to https://zoomclosed.cityofvallejo.net/ to launch and join the zoom application. Meeting ID: 845 254 2999# Meeting Password: 131313	Option to Join by Phone Dial (669) 900-6833 Enter Meeting ID: 845 254 2999# Meeting Password: 131313 Press *9 to digitally raise your hand from the phone. Press *6 to unmute/mute
Any supplemental writing related to an agenda item for an open session of a regular meeting that is distributed to all or a majority of all members of the City Council less than 72 hours before the meeting will be posted concurrently on the City's website at www.cityofvallejo.net/agendas Written material distributed during the meeting, will be available at the meeting if prepared by the City or after the meeting if prepared by someone else. Such materials may be obtained from the City Clerk	
	Vallejo City Council Chambers ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof

AGENDA

TO THE MEMBERS OF THE VALLEJO CITY COUNCIL:

You are hereby notified that I do hereby call the Vallejo City Council in special session to consider only the matters stated on the agenda listed below. NOTICE: Members of the public shall have the opportunity to address the City Council concerning any item listed on the agenda before or during consideration of that item. No other items may be discussed at this special meeting

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ACTION CALENDAR**

NOTICE: Members of the public wishing to address the Council on Action Calendar Items may do so in person by signing in to the Public Speaker's kiosk located in the back of the Council Chambers or via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your hand from the phone. Press *6 to unmute/mute. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420 or as approved and announced by the Mayor. In person speakers will be recognized first

- A. **RECEIVE FEEDBACK AND APPROVAL REGARDING THE SCOPE OF WORK TO ENGAGE AUDITORS TO PERFORM AN ORGANIZATIONAL ASSESSMENT/BENCHMARKING, A RISK ASSESSMENT, AND AN INTERNAL CONTROL REVIEW OF VARIOUS CITY DEPARTMENTS, AND NOTICE TO AMEND THE FISCAL YEAR 25/26 BUDGET TO APPROVE \$151K IN MONSANTO FUNDS TO FUND SAME (STEP 1 OF 2)**

Recommendation:

Provide feedback and approval of the Scope of Work for audit services for a Organizational Assessment/Benchmarking, Risk Assessment and Internal Control Review of various City Departments and provide Notice of Intent to Amend the FY 25/26 Budget to approve \$151,000 in Monsanto funds to fund same (Step 1 of 2)

Contact: Nalungo Conley, Assistant City Manager

Nalungo.Conley@cityofvallejo.net

- B. **ANNUAL SPECIAL COUNCIL MEETING - PRESENTATIONS FROM CITY BOARDS, COMMISSIONS AND COMMITTEES (CONSIDER AND TAKE ACTION ON WORKPLANS AND PROVIDE FEEDBACK ON BUDGET REQUESTS)**

Recommendation: Receive presentations from City boards, commissions, and committees regarding their annual workplans and budget requests for the

upcoming fiscal year and provide direction or possible approval of the workplans and feedback/direction on the budget requests as appropriate.

Contact: Dawn G. Abrahamson, MMC, City Clerk (707) 648-4527

Dawn.Abrahamson@cityofvallejo.net

C. **BEAUTIFICATION COMMISSION - CONSIDER AND TAKE ACTION ON PROPOSED APPROVAL OF FY 2026-27 WORKPLAN AND PROVIDE FEEDBACK ON ANNUAL BUDGET REQUEST**

Recommendation: Consider and take action on the Fiscal Year 2026-2027 Beautification Commission Workplan and provide feedback on budget request.

Contact: Shelee Loughmiller, Commission Staff Secretary

Shelee.Loughmiller@cityofvallejo.net

D. **HOUSING AND COMMUNITY DEVELOPMENT COMMISSION - CONSIDER AND TAKE ACTION ON WORK PLAN AND PROVIDE FEEDBACK ON BUDGET REQUEST**

Recommendation: Consider and take action on the Fiscal Year (FY) 2026-27 work plan. Provide feedback on the budget request of \$17,558 for the Housing and Community Development (HCD) Commission.

Contact: Alicia M. Jones, Housing Director (707) 648-4408

Alicia.Jones@cityofvallejo.net

Chari Francisco, Administrative Manager (707) 553-7204

Chari.Francisco@cityofvallejo.net

E. **SISTER CITIES COMMISSION - CONSIDER AND TAKE ACTION ON PROPOSED WORKPLAN AND PROVIDE FEEDBACK ON THE BUDGET REQUEST. CONSIDER AND PROVIDE DIRECTION ON THE POSSIBLE INSTALLATION OF SISTER CITY SIGNS AT EIGHT ENTRY POINTS TO THE CITY**

Recommendation: Consider and take action on the Fiscal Year 2026-2027 workplan (attached) and provide feedback on the budget request for the Vallejo Sister City Commission. Additionally, provide direction to staff related to the placing of eight signs bearing the names of Vallejo's Sister Cities at eight entry points to the City.

Contact: Erik Rzomp, Executive Assistant to Mayor Sorce (707) 648-4377

Erik.Rzomp@cityofvallejo.net

F. **COMMISSION ON CULTURE AND THE ARTS - CONSIDER AND TAKE ACTION ON PROPOSED WORK PLAN AND PROVIDE FEEDBACK ON BUDGET REQUEST FOR FISCAL YEAR 2026-2027**

Recommendation: Consider and approve the Commission on Culture and the Arts (CAC) proposed Work Plan and provide feedback on budget request for Fiscal Year 2026-2027.

Contact: Annette Taylor, Senior Community Development Analyst, (707) 649-3510

Annette.Taylor@cityofvallejo.net

- G. **MCCUNE COLLECTION COMMISSION - CONSIDER AND TAKE ACTION ON PROPOSED WORK PLAN AND PROVIDE FEEDBACK ON BUDGET REQUEST FOR FISCAL YEAR 2026-27**
Recommendation: Consider and take action on the McCune Collection Commission (MCC) Work Plan and provide feedback on the budget request for Fiscal Year 2026-2027.
Contact: Annette Taylor, Senior Community Development Analyst, (707) 649-3510
Annette.Taylor@cityofvallejo.net
- H. **ECONOMIC DEVELOPMENT COMMISSION - CONSIDER THE MULTI YEAR WORKPLAN PREVIOUSLY APPROVED BY COUNCIL AND PROVIDE FEEDBACK ON THE FISCAL YEAR 2026-27 BUDGET REQUEST**
Recommendation: Consider the previously approved workplan and provide feedback on the FY2026-27 budget allocation of \$27,967 for the Economic Development Commission (EDC)
Contact: Brad Paul, Interim Economic Development Director
Brad.Paul@cityofvallejo.net
- I. **SURVEILLANCE ADVISORY BOARD - CONSIDER AND TAKE ACTION ON THE 2026/27 WORK PLAN AND PROVIDE FEEDBACK ON BUDGET REQUEST**
Recommendation:

Consider and take action on the proposed Surveillance Advisory Board (SAB) 2026 Draft Work Plan (attached).

Provide feedback on budget request for \$10,000 to support Community Engagement activities and External Subject Matter Expert services.

Contact: Lance David-Interim I.T. Director/Board Secretary (707) 648-5408
Lance.David@cityofvallejo.net

5. ADJOURNMENT

ADDITIONAL CITY INFORMATION

Members of the public can:

- Like us on Facebook and Instagram ([@cityofvallejo](#))
- Sign up to receive City Communications via e-mail (www.cityofvallejo.net/subscribe)
- Sign up for emergency alerts at: alertsolan.com

Dated: Wednesday, February 25, 2026



Andrea Sorce, Mayor

I, Dawn Abrahamson, City Clerk do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to

Andrea Sorce (Mayor)
Diosdado "JR" Matulac (Vice-Mayor)
Peter Bregenzer
Helen-Marie Gordon
Tonia Lediju, PhD
Alexander Matias
Charles Palmares,

at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 4:30 p.m., Wednesday, February 25, 2026.

Dated: Wednesday, February 25, 2026





DATE: March 3, 2026
TO: Mayor and Members of the City Council
FROM: Nalungo Conley, Assistant City Manager
SUBJECT: **RECEIVE FEEDBACK AND APPROVAL REGARDING THE SCOPE OF WORK TO ENGAGE AUDITORS TO PERFORM AN ORGANIZATIONAL ASSESSMENT/BENCHMARKING, A RISK ASSESSMENT, AND AN INTERNAL CONTROL REVIEW OF VARIOUS CITY DEPARTMENTS, AND NOTICE TO AMEND THE FISCAL YEAR 25/26 BUDGET TO APPROVE \$151K IN MONSANTO FUNDS TO FUND SAME (STEP 1 OF 2)**

RECOMMENDATION

Provide feedback and approval of the Scope of Work for audit services for a Organizational Assessment/Benchmarking, Risk Assessment and Internal Control Review of various City Departments and provide Notice of Intent to Amend the FY 25/26 Budget to approve \$151,000 in Monsanto funds to fund same (Step 1 of 2)

REASONS FOR RECOMMENDATION

With the addition of the Organizational/Benchmarking Assessment and Internal Control Review to the requested audit services, we need to amend the budget to account for the increase in cost. We have identified a consultant to engage in this process from our existing bench of performance auditors. The information gathered from this audit will provide valuable baseline information to the City Manager and to City Council to discuss when creating the FY26/27 annual budget, guide the decision-making process in establishing the long-term financial plan, and provide critical data inputs as conversations continue on the short and long-term financial strategies being brought forward for consideration.

BACKGROUND AND DISCUSSION

At the February 10th, 2026, City Council meeting, staff was directed to bring back the Scope of Work for the requested performance audit services for review and feedback before engaging with the consultants. Staff has created the Scope of Works for each focus area, attached to this staff report and are prepared to receive guidance from Council on the details contained within. Once the overall scope is finalized, staff will reach out to engage the consultants to get started on the assessments. Finance staff made a funding request through the Mid-Year budget process; however, it wasn't approved. Therefore, staff is providing this notice to amend the FY25/26 budget to finance these audit services.

FISCAL IMPACT

Staff is requesting to use Monsanto Funds to support these audit services. The starting balance of the Monsanto Fund is **2,407,022.00** and the request is to allocate \$151,000 of that funding to these efforts. The balance in the fund, if approved, is \$2,256,022.00.

RECEIVE FEEDBACK AND APPROVAL REGARDING THE SCOPE OF WORK TO ENGAGE AUDITORS TO PERFORM AN ORGANIZATIONAL ASSESSMENT/BENCHMARKING, A RISK ASSESSMENT, AND AN INTERNAL CONTROL REVIEW OF VARIOUS CITY DEPARTMENTS, AND NOTICE TO AMEND THE FISCAL YEAR 25/26 BUDGET TO APPROVE \$151K IN MONSANTO FUNDS TO FUND SAME (STEP 1 OF 2)

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has the potential of resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	Scope of Work - Organizational and Benchmarking Assessment
2.	Scope of Work - Organizational Risk Assessment
3.	Scope of Work - Internal Controls_OvertimeManagement

CONTACT

Nalungo Conley, Assistant City Manager
Nalungo.Conley@cityofvallejo.net

Scope of Work

FY 2026/27 Budget Development

High-Level Organizational Assessment / Benchmarking

PURPOSE

To support development of the FY 2026/27 Budget, the City will conduct a high-level organizational assessment focused on identifying departments or functions where budgeted staffing (FTE), services and supplies, or overall expenditures materially exceed peer city norms.

The assessment is intended to provide a data-informed framework to assist the City Manager and City Council in identifying potential areas for cost containment or resource reallocation.

This effort is designed to be high-level in scope due to time and budget constraints and will not constitute a comprehensive operational audit.

OBJECTIVES

1. Identify departments or functional areas where:
 - Budgeted FTE levels exceed peer benchmarks.
 - Services and supplies expenditures are materially higher than comparable cities.
 - Overall cost per capita or percentage of General Fund allocation exceeds peer averages.
 2. Provide an objective, comparative framework to inform policy discussions and potential reduction strategies during the FY 2026/27 budget process.
-

SCOPE OF WORK

1. Staffing Analysis (FTE by Function)

- Review adopted budgeted FTEs by department and major function.
- Calculate key staffing ratios (e.g., FTE per 1,000 residents).
- Benchmark against selected California peer cities of similar size and service profile.
- Identify variances above established peer ranges.

2. Expenditure Benchmarking

- Analyze expenditures by function, with emphasis on:
 - Personnel costs
 - Services and supplies
- Compare:
 - Cost per capita
 - Cost as a percentage of General Fund
 - Year-over-year spending trends
- Identify functions materially above peer averages.

3. High-Level Service Intensity Review

- Utilize readily available service indicators (e.g., calls for service, permits, inspections, work orders, recreation participation).
- Assess whether higher staffing or expenditures correlate with higher service demand.
- Note areas where resource levels may not align with observable service volume.

4. Peer City Comparison

- Use publicly available budget and staffing data from selected comparable California cities.
- Acknowledge structural or service-level differences that may explain variances.
- Focus on high-level comparability rather than program-level detail.

DELIVERABLES

- Written summary report including:
 - Staffing comparisons by function
 - Expenditure comparisons by function
 - Service intensity observations
 - Identification of departments materially above benchmark ranges
- Summary matrix highlighting:
 - Areas aligned with peer norms
 - Areas exceeding peer norms
 - Potential candidates for further review during the budget process
- Executive summary suitable for Council discussion.

LIMITATIONS

- This assessment is high-level and budget-oriented.
- It does not include detailed operational workflow reviews or performance audits.
- Departments identified as above benchmark may require further analysis before final budget decisions are made.

EXPECTED OUTCOME

The assessment will provide City leadership with a structured, transparent, and comparative framework to:

- Support data-driven FY 2026/27 budget discussions
- Identify potential areas for cost reduction
- Prioritize functions for deeper evaluation, if necessary

Scope of Work

Initial Risk Assessment and Audit Plan Development

City of Vallejo

I. Purpose

The purpose of this engagement is to conduct an initial, Citywide risk assessment of departments and/or programs and to develop a prioritized audit plan for the City of Vallejo.

This initial assessment is intended to establish a baseline understanding of organizational risk, strengthen governance and internal controls, and provide a structured framework for future risk assessment updates.

The scope of services includes developing a repeatable risk assessment rubric and methodology, conducting qualitative interviews with City leadership, coordinating data requests and gathering, completing the analysis, and preparing a recommended audit plan.

II. Scope of Services

A. Development of Repeatable Risk Assessment Methodology

The Consultant will develop a standardized and repeatable risk assessment rubric and methodology to evaluate City departments and/or programs. The methodology will:

- Define risk categories and scoring criteria;
- Incorporate weighting factors and evaluation benchmarks;
- Align with applicable government auditing standards and industry best practices; and
- Be designed for consistent future application by the City.

This methodology will serve as the foundation for subsequent risk assessments and ongoing audit planning.

B. Qualitative Interviews with City Leadership

The Consultant will conduct structured qualitative interviews with City leadership and selected department representatives to identify and assess:

- Operational and financial risks;
- Internal control environments;

- Compliance considerations;
- Strategic priorities and emerging risks; and
- Areas of operational vulnerability or concern.

Interview results will be documented and incorporated into the overall risk analysis.

C. Data Coordination and Gathering

The Consultant will coordinate with City staff to identify, request, and collect relevant financial, operational, staffing, compliance, and performance data necessary to support the initial risk assessment.

Collected data will be reviewed and organized to ensure consistency and reliability in the evaluation process.

D. Risk Analysis and Recommended Audit Plan

Using the developed methodology and collected qualitative and quantitative information, the Consultant will:

- Score and rank departments and/or programs based on identified risk factors;
- Identify areas of elevated or significant risk;
- Develop a prioritized audit plan informed by risk results, organizational priorities, and available resources; and
- Present findings and recommendations to City leadership and/or the City Council, as requested.

The recommended audit plan will outline proposed audit topics, justification for prioritization, and suggested implementation timing.

III. Deliverables

The Consultant will provide the following deliverables:

1. A repeatable Risk Assessment Rubric and Methodology;
2. A summary of leadership interviews;
3. An Initial Risk Assessment Report; and
4. A recommended, prioritized Audit Plan.

Scope of Work

Citywide Overtime Management, Internal Control, and Safety Audit

Objective

Conduct a comprehensive citywide review of overtime practices to evaluate:

- Governance and management of overtime
- Internal controls and oversight
- Compliance with the Fair Labor Standards Act, MOUs, and City policies
- Financial impact and structural reliance on overtime
- Operational effectiveness and safety/fatigue risks

The audit will assess whether overtime usage is justified, properly authorized, effectively monitored, and aligned with operational outcomes and employee well-being.

Scope

The audit will include, but not be limited to, the following components:

1. Overtime Governance and Management

- Review citywide and departmental overtime policies and procedures
 - Evaluate decision-making processes for assigning overtime
 - Assess whether overtime limits, thresholds, and approval hierarchies are clearly defined and enforced
 - Review monitoring and reporting practices to executive management and Council
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2. Department Review

A. Safety Departments

- Analyze overtime usage in Police and Fire operations
- Evaluate deployment decisions, special initiatives, and emergency response staffing
- Review patterns of excessive hours, consecutive shifts, and fatigue risk

B. Non-Safety Departments

- Analyze overtime drivers such as vacancies, seasonal workload, capital projects, special events, and grant-funded programs
 - Evaluate scheduling practices and workload planning
 - Assess whether overtime reflects structural staffing gaps or temporary operational needs
-

3. Internal Controls and Oversight

- Evaluate authorization, approval, and documentation requirements
 - Assess segregation of duties between request, approval, and payroll processing
 - Test timekeeping and payroll system controls
 - Review enforcement of established overtime limits and policies
 - Assess supervisory review and management oversight mechanisms
-

4. Financial and Budgetary Analysis

- Analyze multi-year overtime trends citywide and by department
 - Compare budgeted versus actual overtime expenditures
 - Evaluate concentration of overtime among specific employees or classifications
 - Assess structural reliance on overtime versus alternative staffing strategies
 - Review long-term fiscal impacts, including pensionable compensation where applicable
-

5. Data Analytics and Monitoring Practices

- Perform data analytics to identify outliers, high-risk patterns, and override activity
 - Evaluate dashboards and reporting tools used to monitor overtime
 - Benchmark practices against comparable California municipalities
-

6. Compliance and Risk Assessment

- Evaluate compliance with applicable labor agreements and personnel rules
- Review safeguards intended to prevent misuse, abuse, or manipulation of overtime
- Assess risk exposure related to excessive hours, employee fatigue, and potential liability

Methodology

The audit will include:

- Interviews with department leadership and operational staff
 - Document and policy review
 - Data analytics and trend analysis covering a multi-year period
 - Transaction testing and sampling
 - Review of timekeeping and payroll systems
 - Benchmarking against best practices from comparable jurisdictions
-

Deliverables

The auditor will provide a written report to the City Council that includes:

- Analysis of overtime trends and drivers (safety and non-safety)
- Evaluation of internal controls and oversight effectiveness
- Identification of risks, including fiscal and fatigue-related exposure

- Recommendations to strengthen governance, monitoring, compliance, and operational efficiency



DATE: March 3, 2026
TO: Mayor and Members of the City Council
FROM: Andrew Murray, City Manager
Dawn G. Abrahamson, City Clerk
SUBJECT: **ANNUAL SPECIAL COUNCIL MEETING - PRESENTATIONS FROM CITY BOARDS, COMMISSIONS AND COMMITTEES (CONSIDER AND TAKE ACTION ON WORKPLANS AND PROVIDE FEEDBACK ON BUDGET REQUESTS)**

RECOMMENDATION

Receive presentations from City boards, commissions, and committees regarding their annual workplans and budget requests for the upcoming fiscal year and provide direction or possible approval of the workplans and feedback/direction on the budget requests as appropriate.

REASONS FOR RECOMMENDATION

The first Tuesday in the month of March has been reserved as a Special Council Meeting dedicated to presentations from the City's boards, commissions, and committees on their workplans and budget requests. This annual meeting provides an opportunity for each advisory body to:

1. Present its adopted or proposed annual workplan;
2. Share accomplishments from the prior year;
3. Identify emerging issues within its purview; and
4. Submit any budget requests for consideration in the upcoming fiscal year.

This structure supports transparency, coordination, and alignment between advisory bodies and the City Council, while ensuring that resource requests are considered in advance of the City's formal budget development process.

BACKGROUND AND DISCUSSION

At the November 18, 2025 regular meeting, Council established its regular meeting schedule for 2026 and 2027. During discussion of the item, Councilmember Matias, with full support from the Council, requested the first Tuesday in the month of March for 2026 and 2027 be designated as a special Council meeting for standing city boards, commissions and committees to have an opportunity to present and have the City Council potentially take action on their proposed work plans and consider and provide direction on budget requests.

The City Council relies on its advisory bodies to provide subject matter expertise, community input, and policy recommendations within specific areas of responsibility. Establishing the first Tuesday in March as a dedicated meeting for work plan and budget presentations ensures:

- **Alignment with Budget Timeline:** Presentations occur in advance of the fiscal year proposed budget, allowing advisory body priorities to be evaluated within the broader fiscal context of the upcoming fiscal year.

Subject: ANNUAL SPECIAL COUNCIL MEETING - PRESENTATIONS FROM CITY BOARDS, COMMISSIONS AND COMMITTEES (CONSIDER AND TAKE ACTION ON WORKPLANS AND PROVIDE FEEDBACK ON BUDGET REQUESTS)

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- **Policy Consistency and Coordination:** Council has an opportunity to provide direction to ensure that advisory body work plans align with adopted Council goals and priorities.
 - **Transparency and Accountability:** Each body reports on accomplishments and planned initiatives in a public forum.
 - **Efficient Scheduling:** Consolidating presentations into a single special meeting minimizes disruption to regular Council business and creates a predictable annual reporting structure.

EXISTING BOARDS, COMMISSIONS, AND COMMITTEES

The City currently maintains the following advisory bodies:

1. Architectural Heritage and Landmarks Commission
2. Beautification Commission
3. Civil Service Commission
4. Code Enforcement Appeals Board
5. Commission on Culture + Arts
6. Design Review Board
7. Economic Development Commission
8. Housing and Community Development Commission
9. Human Relations Commission
10. Marina Advisory Committee
11. McCune Collection Commission
12. Measure P Oversight Committee
13. Planning Commission
14. Participatory Budgeting Steering Committee
15. Planning Commission
16. Police Oversight & Accountability Commission
17. Sister City Commission
18. Surveillance Advisory Board

Of the 18 existing boards, commissions, and committees, 7 are presenting workplans and/or budget requests this evening. Vallejo Municipal Code Section 2.26.120 allows each board, commission or committee to adopt/propose a work plan that serves to fulfill its purpose; however, a work plan is not required. The proposed work plan shall be aligned with the council's goals and priorities, be feasible in light of staffing and financial resources, and shall be brought to the City Council for approval prior to implementation.

Council will be requested to approve, edit or disapprove each workplan presented.

NEXT STEPS

Following tonight's presentations and approval of any workplans desired by the Council, staff will:

- Incorporate Council feedback on the budget requests into the budget development process;
- Evaluate submitted requests within available resources; and
- Return to Council during scheduled budget hearings with recommendations.

FISCAL IMPACT

**Subject: ANNUAL SPECIAL COUNCIL MEETING - PRESENTATIONS FROM CITY BOARDS,
COMMISSIONS AND COMMITTEES (CONSIDER AND TAKE ACTION ON
WORKPLANS AND PROVIDE FEEDBACK ON BUDGET REQUESTS)**

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There is no direct fiscal impact associated with receiving presentations. Council will provide direction to City staff of whether and how to analyze any budget requests submitted by advisory bodies at the special meeting and incorporate them into the Fiscal Year 2026–2027 budget development process.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

None

CONTACT

Dawn G. Abrahamson, MMC, City Clerk (707) 648-4527
Dawn.Abrahamson@cityofvallejo.net



DATE: March 3, 2026
TO: Mayor and Members of the City Council
FROM: Shelee Loughmiller, Commission Staff Secretary
SUBJECT: **BEAUTIFICATION COMMISSION - CONSIDER AND TAKE ACTION ON PROPOSED APPROVAL OF FY 2026-27 WORKPLAN AND PROVIDE FEEDBACK ON ANNUAL BUDGET REQUEST**

RECOMMENDATION

Consider and take action on the Fiscal Year 2026-2027 Beautification Commission Workplan and provide feedback on budget request.

REASONS FOR RECOMMENDATION

Approving the workplan of the Beautification Commission and ultimately the budget request will advance a number of community engagement strategies, including hosting multiple outreach events and recognition awards for our business and residential neighbors.

BACKGROUND AND DISCUSSION

The Beautification Commission Workplan for FY 2026-2027 (attached) details the goals and timeline for each goal to be accomplished based on extensive, thoughtful discussions. The plan was finalized at the January 2026 meeting. To accomplish the goals of the 2026-2027 workplan, the Commission is requesting funding of \$3,000.

The VBC is a seven-member body with a Council liaison and staff support from the Community & Volunteer Coordinator. The Commission voted to meet every month (1st Wednesday) at 6:00 p.m. in Council Chambers in order to achieve its goals and objectives, as well as maintain the momentum of the Ad Hoc committee's work.

Recent Commission initiatives have included increasing volunteer participation in community clean-ups; exploring beautification of waterfront and business districts; and coordinating with downtown programs and public art efforts. Specific examples of the VBC's active participation:

- Members of the 2025 Beautification Commission staffed the Vallejo Marina check-In for the Coastal Clean Up event in September
- Attended Vallejo Watershed Alliance clean-up days at Blue Rock Springs and Lake Dalwigk in September and October
- Organized a joint clean-up in partnership with the Bay Vine Trail team along the White Slough portion of the trail in November 2025
- The City of Vallejo's 2024 Economic Development Strategic Plan includes tasks such as RFPs for "Beautification and Strategic Development recommendations for city-owned sites."
- Vallejo Councilwoman Helen Gordon, serving as Council Liaison to the Beautification Commission highlighted the efforts to beautify Vallejo during a recent City Council meeting. In the downtown core, a proposed service-plan for the district allocates 55% of funds to "Civil Sidewalks/Safety and Cleanliness/Beautification." Given this context, the VBC's work plan is timely and important.

**Subject: BEAUTIFICATION COMMISSION - CONSIDER AND TAKE ACTION ON PROPOSED
APPROVAL OF FY 2026-27 WORKPLAN AND PROVIDE FEEDBACK ON ANNUAL
BUDGET REQUEST**

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FISCAL IMPACT

There is no direct fiscal impact relating to approval of the work plan. If the budget request is ultimately approved, the fiscal impact in FY 2026-2027 is \$3,000 of General Fund monies. Unspent funds would be returned to the General Fund.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	PowerPoint BC 26-27 Workplan
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CONTACT

Shelee Loughmiller, Commission Staff Secretary
Shelee.Loughmiller@cityofvallejo.net



Beautification Commission 2026 Work Plan

Sara Leahy, BC Chair

Avonelle Hanley-Mills, BC Vice Chair





Beautification Commission

Purpose (Municipal Code 2.39)

To support the beautiful appearance of public properties and rights of way in the City of Vallejo

Beautification Commission Duties

The Duties and Powers of the Beautification Commission is described in the Municipal Code Chapter 2.39.010

The Beautification Commission shall:

- A.Promote and improve the quality of life in Vallejo while instilling a sense of pride and personal responsibility for our residents
- B.Support departmental efforts through community involvement while enhancing the physical and natural environments of our community.
- C.Engage, work with, and support the community through beautification programs and recognition
- D.Advise the City Council on policies and programs to support improvements to the beauty of public properties and public rights of way in the City of Vallejo.■■■■■ ■■■■ ■■■■
- E.Support programs that support the enhancement of the appearance of infrastructure and landscaping of public properties and public rights of way in the City of Vallejo.
- F.If requested by other City of Vallejo commissions, provide input on projects that include beautification of public properties and public rights of way in the City of Vallejo.

Background & History

Purpose: The 7-member advisory Commission, established in 1981, aimed to enhance the City of Vallejo's physical environment, often focusing on public art and community aesthetics.

Origin: Originally, the "Beautification Committee" consisted of citizens focusing on code enforcement, such as addressing unmaintained private property, overgrown vegetation, and inoperable vehicles.

"Beauty for All" Initiative: Under former Mayor Bob Sampayan, the city emphasized the "transformational power of beauty" as a recovery tool following the 2008 housing crash, leading to increased commission involvement in historic preservation and open space conservation.



Beautification Commission 2026 Work Plan Development

BC Meetings	Status
Oct 2024	Researched Commission Work Plans
Jan - July 2025	Discussions to evaluate work plan needs
Oct 2025	Review of Work Plan drafts
Jan 2026	Took actions leading to a BC Reso. recommending to present and request adoption of the 2026-27 Work Plan by City Council

Key Focus of 2026 Work Plan

- Plan/Participate in 4 Annual Beautify Vallejo Days with civic partners and community groups (Budget request \$500)
- Improve the landscaping and aesthetics of the waterfront park and walkway (Budget request \$1,500)
- Promote neighborhood and businesses beautification efforts through a Recognition Program. (Budget request \$1,000)
- Support the Sister City Commission with the refresh of the Japanese Garden
- Social Media Campaign to encourage residents to participate in litter pickups and other community projects that enhance their surroundings



Recommendation

Adopt a resolution by the City Council to approve the BC 2026 Work Plan and providing Notice of Intent to request a FY2026-27 Budget in the Amount of \$3,000 for the completion of the work plan .



CONTACT(S)

Shelee Loughmiller

Community & Volunteer Coordinator





DATE: March 3, 2026
TO: Mayor and Members of the City Council
FROM: Chari Francisco, Housing and Community Development Commission Staff Secretary
SUBJECT: **HOUSING AND COMMUNITY DEVELOPMENT COMMISSION - CONSIDER AND TAKE ACTION ON WORK PLAN AND PROVIDE FEEDBACK ON BUDGET REQUEST**

RECOMMENDATION

Consider and take action on the Fiscal Year (FY) 2026-27 work plan. Provide feedback on the budget request of \$17,558 for the Housing and Community Development (HCD) Commission.

REASONS FOR RECOMMENDATION

The Housing and Community Development Commission Work Plan is being brought to the City Council for approval prior to implementation. Adoption of the work plan will ensure that Commission activities effectively fulfill the purpose and goals of the Commission and align with Council priorities.

In accordance with Council Policy 2024-01, all budget requests of \$1,000 or more must directly tie to a Commission-approved Work Plan. The proposed FY 2026–27 budget request of \$17,558 is consistent with this policy and reflects the activities outlined in the HCD Commission's Work Plan.

BACKGROUND AND DISCUSSION

During the Housing and Community Development Commission meeting on November 6, 2025, the Commission discussed the development of its Work Plan and the potential formation of an Ad Hoc Committee. Staff Secretary Francisco explained the purpose and process for establishing an ad hoc committee. Commissioner Cassidy initially motioned to create a single Ad Hoc Committee of three members to develop the Commission's Goals and Work Plan. Vice-Chair Jackson proposed a substitute motion to establish two separate Ad Hoc Committees, one for Goals and one for the Work Plan, which was seconded by Commissioner Cassidy and approved by the Commission.

Commissioners Daniels, Stueland, and Vance volunteered for the Goals Committee, and Commissioners Cassidy, Stueland, and Vance volunteered for the Work Plan Committee. It was also determined that a Budget Committee would be established at a later date.

The Goals Committee met on December 17, 2025, and developed three key goals:

1. Share findings and recommendations with the City Council or Housing Authority Board.
2. Build partnerships and collaborate with other commissions.
3. Develop a comprehensive understanding of the HCD Department's programs and budgets.

The goals were presented to the HCD Commission at its regular meeting on February 5, 2026. The Work Plan Committee met on February 6, 2026, to identify activities to achieve these goals. The HCD Commission's Work Plan is attached.

The Budget Committee, formally established at the HCD Commission's regular meeting on February 5 with

Subject: HOUSING AND COMMUNITY DEVELOPMENT COMMISSION - CONSIDER AND TAKE ACTION ON WORK PLAN AND PROVIDE FEEDBACK ON BUDGET REQUEST

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Chair Bunde, Vice-Chair Jackson, and Commissioner Cassidy, met on February 12 to develop the proposed FY 2026–27 budget based on the Work Plan. The HCD Commission budget request is shown below:

Table 1: Housing and Community Development Commission FY 2026-27 Budget Request

EXPENSE	BUDGET	DESCRIPTION
Subscription		
Canva Pro	\$288	Annual fee/person \$144, two requested
Supplies		
Name Badges	\$270	\$30 each, allocation for nine requested
Outreach		
Booth Fees	\$600	Estimated at \$150 per event, one per quarter
Tablecloth	\$350	
Banner	\$150	
Marketing Materials	\$300	Flyers, table, chairs, pens, paper, etc
Training		
Consultant Fees, Training Materials and Modules	\$15,600	\$130 per hour, 120 hours requested: 40 hours for orientation 40 hours for group training 40 hours for follow-up training
TOTAL	\$17,558	

FISCAL IMPACT

There are no direct fiscal costs associated with the approval of the work plan. The proposed FY 2026–27 budget request for the HCD Commission is \$17,558. If ultimately approved, the requested allocation of \$17,558 will be included in the Proposed FY 2026-27 General Fund Budget for the Housing and Community Development Commission.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	HCD Commission FY 2026-27 Work Plan
----	-------------------------------------

CONTACT

Alicia M. Jones, Housing Director (707) 648-4408

Alicia.Jones@cityofvallejo.net

Chari Francisco, Administrative Manager (707) 553-7204

Chari.Francisco@cityofvallejo.net

FY 2026-27 HOUSING AND COMMUNITY DEVELOPMENT COMMISSION WORK PLAN

PROJECT	DESCRIPTION	ACTIVITIES	TASKS	DATE	EXPENSES	COST	AMOUNT
Presentation to the City Council and Housing Authority Board	Presentations to City Council and Housing Authority Board	Presentation on FY 2025-26 highlights and FY 2026-27 goals	1. Ask for City PowerPoint template 2. Decide on content - list of accomplishments - future goals 3. Create the presentation 4. Seek Commission buy-in 5. Select the presenter (to be determined)	Presentation in August 2026	N/A	0	\$0.00
		Presentation on updates	1. Ask for City PowerPoint template 2. Decide on content - list of accomplishments - future goals 3. Create the presentation 4. Seek Commission buy-in 5. Select the presenter (to be determined)	Presentation in February or March 2027	N/A	0	\$0.00
Partnership and Collaboration with Other Commissions	Build relationships and collaborate with other Commissions within the City of Vallejo and Solano County to strengthen outreach and project development	Partner with at least one Commission within Vallejo (selected by the Workplan Committee) and one Housing/Community Development Commission from another city in Solano County	1. Compile contact list of each Commission Chair and functions for Vallejo and other Cities within Solano County 2. Select/vote on partner Commissions	4th Quarter of FY 2025-26	N/A	0	\$0.00
		Conduct outreach, network with Commission members, learn their functions, and brainstorm opportunities for future collaboration.	1. Create an Ad Hoc Committee 2. A member of the Ad Hoc Committee attends the partner Commissions' meetings 2. Invite partner Commissions to an HCD Commission Meeting	4th Quarter of FY 2025-26	N/A	0	\$0.00
		Deliver one presentation by an Ad Hoc Committee at an HCD Commission meeting	1. Create an Ad Hoc Committee 2. Create a presentation regarding functions, projects, meetings and opportunities for collaboration to other Commissions 3. Present to the HCD Commission	1st Quarter of FY 2026-27	Canva Pro Subscriptions - 2 City email addresses for each Commissioner Group email address	\$144/year for one person	\$288.00
		Deliver one presentation at each partnering Commission's meeting	1. Create a presentation regarding functions, projects, meetings and opportunities for collaboration 2. Present to the partner Commissions	1st Quarter of FY 2026-27	Name badges - 9	\$30/badge	\$270.00

FY 2026-27 HOUSING AND COMMUNITY DEVELOPMENT COMMISSION WORK PLAN

PROJECT	DESCRIPTION	ACTIVITIES	TASKS	DATE	EXPENSES	COST	AMOUNT
		Table at community events	1. Research on events in Vallejo and cost to table 2. Procure supplies: tent, table, flyers, banners 3. Partner with City staff at the Farmers' Market	FY 2026-27: Quarterly	Fees, Supplies, Marketing Materials: banner, tablecloth, flyers, pens, paper, tables, chairs	\$350 - tablecloth \$150 - banner \$300 - marketing materials \$150 - Outreach fee/quarter	\$1,400.00
Comprehensive Understanding of HCD Department Programs and Budgets	Thorough understanding of program budgets to support informed recommendations to the City Council, Housing Authority Board, and Department staff - Housing Choice Voucher Program and subprograms - Low- and Moderate-Income Housing Asset Fund (LMIHAF) - Community Development Block Grant (CDBG) Program - HOME Investment Partnerships (“HOME”) Program - Neighborhood Stabilization Program (NSP) - Permanent Local Housing Allocation (PLHA) Program	Participate in structured training sessions, beginning with CDBG and HOME programs, followed by other program budgets.	1. Find training resources 2. Ascertain costs and fees 3. Secure funding and include in budget ask, and during mid-year if necessary 4. Conduct trainings based on budget/time constraints	Throughout FY 2026-27	Consultant Cost (\$130/hour): 1. 40 hours - for Orientation 2. 40 hours - group training 3. 40 hours - Follow-up training	Shared cost with Council and stakeholders	\$15,600.00
		Attend presentations by City staff on all relevant program budgets and items brought before the Commission	1. Attend meetings	Throughout FY 2026-27	N/A	0	\$0.00
		Complete knowledge surveys before and after training and presentations to measure growth in understanding.	1. Complete post-training surveys/knowledge check 2. Write training reflections to share with Commissioners	Throughout FY 2026-27	N/A	0	\$0.00



DATE: March 3, 2026
TO: Mayor and Members of the City Council
FROM: Erik Rzomp, Executive Assistant to Mayor Sorce
SUBJECT: **SISTER CITIES COMMISSION - CONSIDER AND TAKE ACTION ON PROPOSED WORKPLAN AND PROVIDE FEEDBACK ON THE BUDGET REQUEST. CONSIDER AND PROVIDE DIRECTION ON THE POSSIBLE INSTALLATION OF SISTER CITY SIGNS AT EIGHT ENTRY POINTS TO THE CITY**

RECOMMENDATION

Consider and take action on the Fiscal Year 2026-2027 workplan (attached) and provide feedback on the budget request for the Vallejo Sister City Commission. Additionally, provide direction to staff related to the placing of eight signs bearing the names of Vallejo's Sister Cities at eight entry points to the City.

REASONS FOR RECOMMENDATION

The Sister City Commission workplan is designed to assist the Commission in carrying out its purpose to stimulate and sustain participation in and community support for an approved sister city program as stipulated in VMC 2.38.020. The FY 26-27 workplan includes activities for youth and the greater community. The budget request is designed to support the work of the Commission. The posting of the entry signs in visible highly travelled areas at city entrances is expected to increase visibility of and stimulate the community's interest in the sister city program.

BACKGROUND AND DISCUSSION

For the prior five fiscal years the Sister City Commission has received an annual budget allocation of between \$15,302 and \$16,000 to carry out activities of the Sister City Program. The budget being presented for FY 2026-2027 is aligned with prior budget requests. The workplan includes various outreach activities and youth activities to engage the public and promote an interest in Vallejo's Sister Cities. The youth activities include support of an ongoing Sister Schools relationship with Baguio High School and Jesse Bethel High School and the initiation of a Sister Schools relationship between schools in Ensenada and Vallejo.

Public funds are not used for any travel expenses for commission members taking part in travel to sister cities.

Any gifts are provided in accordance with City Council Policy 2024-01 – Boards, Commissions, and Committees Budget and Expenditures Sections 2.2 I. a. and b.

Per Vallejo Municipal Code 2.38.030 Duties: the duties of the commission include the maintenance of a relationship with Sister Cities International and the promotion of relationships and events between cities; Visitor exchange and tour groups and exchange of information, gifts, and articles of cultural and informative value; and formal and friendly relations between such groups as schools, youth organizations, clubs, chambers of commerce and churches.

The request to council for the entry signs project also includes an offer from the Vallejo Sister City Association to share in the cost of the project by purchasing the signs. As of the submission deadline the Sister City Commission proposed eight locations, five of which were proposed on Caltrans rights of way. During the

**Subject: SISTER CITIES COMMISSION - CONSIDER AND TAKE ACTION ON PROPOSED
WORKPLAN AND PROVIDE FEEDBACK ON THE BUDGET REQUEST. CONSIDER
AND PROVIDE DIRECTION ON THE POSSIBLE INSTALLATION OF SISTER CITY
SIGNS AT EIGHT ENTRY POINTS TO THE CITY**

Page 2

agenda review timeline Caltrans has denied the five locations because the signs are not for traffic control and would not provide direction or guidance to motorists.
There are three that remain on city right of way.

1. Columbus Parkway at Benicia Road
2. Lake Herman Road at Columbus Parkway
3. Fairgrounds Drive at Corcoran Street

Additional locations on city rights of way have been proposed by Public Works but have not yet been vetted by the Sister City Commission or Vallejo Sister City Association who would be paying for the physical signs. The project would still be limited to eight signs and the cost for installation of eight signs.

1. Curtola Pkwy west of Lemon St.
2. Rollingwood Dr. north of I-780 interchange
3. Glen Cove Pkwy south of I-780 interchange
4. Wilson Ave. north of Lighthouse Dr.
5. Sacramento St. across from access to SF Bay Trail
6. Fairgrounds Dr. north of SR 37 interchange
7. Fairgrounds Dr. south of SR 37 interchange
8. Auto Mall Pkwy west of Admiral Callaghan Ln

If the City Council provides direction for staff to proceed with the signs, staff will prepare an agreement with the Sister City's Association relating to the funding of the Signs themselves, design plans relating to the design and costs of installation to the City Council at a future meeting.

FISCAL IMPACT

Request of \$16,010 for the FY 26/27 Sister City Commission budget.

With regard to the signage request, the cost of signs to be borne by the Vallejo Sister City Association. Labor and other materials to be funded by the City in an amount to be determined.

ENVIRONMENTAL REVIEW

The work plan and budget action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines Section 15378.

ATTACHMENTS

1.	SISTER CITY COMMISSION FY26-27 BUDGET
2.	SISTER CITY COMMISSION FY26-27 WORKPLAN
3.	SISTER CITY COMMISSION FY26-27 YOUTH BUDGET
4.	Estimate cost Sister sign
5.	Sister Cities Signs Project from Commisisoners
6.	sister_cities_color_sign PROOF jan 2026

Date: March 3, 2026

**Subject: SISTER CITIES COMMISSION - CONSIDER AND TAKE ACTION ON PROPOSED
WORKPLAN AND PROVIDE FEEDBACK ON THE BUDGET REQUEST. CONSIDER
AND PROVIDE DIRECTION ON THE POSSIBLE INSTALLATION OF SISTER CITY
SIGNS AT EIGHT ENTRY POINTS TO THE CITY**

Page 3

CONTACT

Erik Rzomp, Executive Assistant to Mayor Sorce (707) 648-4377

Erik.Rzomp@cityofvallejo.net

26-27 BUDGET

Sister City Commission Budget - Fiscal Year July 1, 2026 - June 30, 2027

Item Description	Budget	Expense Items
Dues		
2027 Sister City International Membership dues	\$ 1,030	Annual Dues
Hosting		
Bagamoyo, Tanzania delegate hosting	\$ 514	Meals @ \$107 per person X 2; gifts @\$150 per person X 2 people
Ensenada, Mexico delegation hosting	\$ 771	Meals @ \$107 per person X 3; gifts @\$150 per person X 3 people
International Trips		
Bagamoyo, Tanzania	\$ 1,500	Gifts @10 X \$150 per person
Ensenada, Mexico	\$ 1,500	Gifts @10 X \$150 per person
Local Events		
Sister City Association Officer Swearing In Ceremony	\$ 895	Room rental @\$500; Outreach materials @\$120; Security @\$275
City-wide Cultural Awareness Events	\$ 1,200	4 events @\$300 per event
International Open House	\$ 775	Security @275; Room rental @\$500
Juneteenth celebration	\$ 300	Booth fee @\$180; Outreach materials @\$120
Pista Sa Nayon	\$ 480	Booth fee @\$360; Outreach materials @\$120
PowWow	\$ 300	Booth fee @\$180; Outreach materials @\$120
Black History celebration	\$ 300	Booth fee @\$180; Outreach materials @\$120
Kwaanza celebration	\$ 300	Booth fee @\$180; Outreach materials @\$120
Japanese Tea	\$ 1,195	Japanese Tea + materials @350; Outreach materials @\$120; Security @\$225; Room Rental @\$500
Day in the Park	\$ 300	community refreshments
Community Garden	\$ 300	community refreshments
Tree dedication	\$ 300	community refreshments
Conferences		
seminar or conference for two commissioners	\$ 300	registration fees at 2x\$150
NorCal Sister City Conference Fees	\$ 550	Conference fee @1 X \$500; \$50 meals
Youth Programs		
Sister Schools and Youth Activities	\$ 3,200	See attached budget
Promotional Materials		
Clothing and other items	\$ 1,500	Hats and T-Shirts @10 X \$75 per person; pins and patches \$750
Total	\$ 16,010	

Sister City Commission 2026-2027 Workplan

Project	Description	Activities	Tasks	When/ due dates	Expenses
International Hostings and Visits					
Host delegations/visitors representing Bagamoyo, Tanzania and Ensenada, Mexico	Projected Bagamoyo delegation visit (date TBD) and visit by an Ensenada group (date TBD)..	Welcome dinner reception, City Hall courtesy call, presentation of gifts, round table discussion, trip to 6 flags,	Arrange tour to 6 flags, tour Cal Maritime, arrange for hotel stays, meals, and visits	Q2 2026; Q1 2027	1 dinner and ~10 gifts per delegation (X2)
International Trips: Bagamoyo, Tanzania and Ensenada, Mexico	Delegation visit to Bagamoyo (Nov, 2026) and Ensenada (June 2026) @ ~ 10 member delegation per visit	Visits with City officials and local tours, formal dinners, exchange of gifts. Ensenada visit will include orphanage stay, flag-football youth team visit, and cultural activities	Finalize itinerary, organize delegation meals and hotel stays, purchase gifts, complete any formal documents	Q4 2026; Q2 2027	10 gifts per delegation (X2)
Events					
Sister Cities International Conference	NorCal conference	Send commission chair, vice chair or other designated individual to conference	Register for conference, present a summary report to the commission post attendance	TBD	Conference fee and one meal
Conference/seminar attendance	TBD	For two commissioners as appointed by the commission	Register for conference, present a summary report to the commission post attendance	tBD	seminar/conference fee
Sister City Association Officer Swearing In Ceremony	Costs for annual SCA event at JFK Library	Presentation to community of SCA activities and swearing in of new officers	Arrange for room rental with library, print flyers, and arrange for security guard	Jan-27	room rental, security, flyers
City-wide Cultural Awareness Events and Appearances	Host events at different locations in Vallejo to celebrate our diverse cultures representing by our sister cities	Provide refreshments and handout literature	Identify relevant events/festivals, confirm participation, prepare refreshments and flyers	Quarterly	Refreshments
International Open House	Annual celebration in Joseph Room inviting culturally relevant organizations, youth, and presenters to celebrate with ethnic foods and activities	Full day event at Joseph Room including food and cultural activities representing sister cities and cultural organizations locally	Arrange for room, arrange for security, coordinate with various organizations, presenters, and groups	TBD	room rental, security, flyers
Juneteenth celebration	Booth at event		Arrange for and staff booth	Q1 2027	room rental, security, flyers
Pista Sa Nasyon	Booth at event		Arrange for and staff booth	Jun-27	Entry fee, flyers
PowWow	Booth at event		Arrange for and staff booth	TBD	Entry fee, flyers
Black History celebration	Booth at event		Arrange for and staff booth	Feb-27	Entry fee, flyers
Kwaanza celebration	Booth at event		Arrange for and staff booth	Dec-26	Entry fee, flyers
Japanese Tea	Tea ceremony	Special presentation of traditional Japanese Tea Ceremony to Vallejo community	Invite Japanese tea ceremony partners, arrange for room and security, setup ceremony items	TBD	Tea materials, flyers, room rental, security
Day in the Park	Day in the Park	Assist in the beautification of sister city monuments	Identify volunteers, conduct community outreach	TBD	community refreshments
Community Garden	Community Garden	Assist in the beautification of international community garden	Identify volunteers, conduct community outreach	TBD	community refreshments

Project	Description	Activities	Tasks	When/ due dates	Expenses
Tree dedication	Japanese Tree dedication in park	Tree dedication for trees planted in honor of Akashi, Japan relationship	Identify volunteers, conduct community outreach	Q2 2027	community refreshments
Youth Activities					
School Outreach	Outreach to promote international activities within local schools; Promotional T-shirts for Youth Subcommittee members	3 School visits by Commissioners and youth Liaasons to educate youth on Commission and Association activities, Vallejo international events, and volunteer opportunities	Identify schools and school-based coordinators, book event dates, purchase T-shirts	TBD	outreach materials and T-shirts
Sister Schools	Continuation of Baguio High School and add one additional country or school relationship.	Ongoing virtual exchanges with Vallejo K-12 schools	T-Shirts for Youth Subcommittee Members and Stickers for Baguio-MIT Sister School exchange.	By June 30th, 2027	Stickers, drones, International shipping costs
Science fair/Drones Project	Concurrent international science fairs which include a variety of activities such as anti-drug demonstrations	Coordinated science activities between sister city schools coordinated by Sister City Commission members	Purchase drone or other scientific equipment coordinate activities between 6 Vallejo schools and 6 schools in Sister Cities	By June 30th, 2027	Outreach materials and scientific equipment (e.g., drones) international shipping costs
City Specific activities					
Baguio City, Philippines	Sister school project	Support Baguio High School and MIT High school with teacher/student exchange activities, create competiions and joint projects	Coordinate with school administration and teachers and organize student activities	Ongoing	Stickers/promotional items, drones
Baguio City, Philippines	Science Fair	Send equipment (e.g.,drones)		TBD	
Bagamoyo, Tanzania –	Sister school project	Support new exchange between Bagamoyo HS and Elite Academy students	Sign MOU and organize teachers/students	TBD	promotional items
Bagamoyo, Tanzania –	Science Fair	Send equipment (e.g.,drones)		TBD	
La Spezia, Italy –	Science Fair	Send equipment (e.g.,drones)		TBD	
Akashi, Japan –	Science Fair	Send equipment (e.g.,drones)		TBD	
Ensenada, Mexico -	Science Fair	Send equipment (e.g.,drones)		TBD	
Trondheim	Science Fair	Send equipment (e.g.,drones)		TBD	
Muju, South Korea –	Science Fair	Send equipment (e.g.,drones)		TBD	
Ennery, Haiti -	Science Fair	Send equipment (e.g.,drones)		TBD	
Rota, Northern Mariana Islands	Science Fair	Send equipment (e.g.,drones)		TBD	
Zanzibar, Tanzania -	Science Fair	Send equipment (e.g.,drones)		TBD	
Seven Generations Inter Tribal Council	Participate in PowWow			Q3 2026	
Parun, Afghanistan	Host NorCal Afghani meeting members	Host a gathering of representatives from Afghanistan or local Afghan community		TBD	

2026-27 Sister City Commission Youth Activities Budget				
Countries:		Project title:		
Baguio, Philipines & Ensenada, Mexico		Commission Youth Programs		
		Total Fundraising Goal:		\$ 1,925.00
Activity/Item Description		Cost per unit (\$USD)	Quantity	Total (\$USD)
1	Promotional Items & Advertising			
1.1	Student T-Shirts	\$ 25.00	30	\$ 750.00
1.2	Youth Recruitment Flyer	\$ 0.20	500	\$ 100.00
1.3	Sister School Stickers	\$ 1.00	300	\$ 300.00
1.4	Vallejo Schools Outreach	\$ 75.00	3	\$ 225.00
	Subtotal			\$ 1,375.00
2	Supplies, Materials, and Equipment			
2.1	Binders	\$ 10.00	30	\$ 300.00
2.2	Paper	\$ 10.00	1	\$ 10.00
2.3	Pens	\$ 15.00	1	\$ 15.00
2.4	Postage (International postage)	\$ 150.00	3	\$ 450.00
2.5	Science Fair materials	\$ 450.00	1	\$ 450.00
2.6	Drones for Sister Schools	\$ 300.00	2	\$ 600.00
	Subtotal			\$ 1,825.00
Project Costs (\$USD)				\$ 3,200.00
Total Project Cost				\$ 3,200.00



Estimate

INVOICE DATE

INVOICE
DUE DATE

1/30/26

3/1/26

CITY ASSET

SERVICE / INCIDENT LOCATION

INVOICE DETAIL

QTY	MATERIAL / ITEM	RATE	AMOUNT
8.00	Sister city signs	71.400	571.20
8.00	2x2x10 signpost	35.510	284.08
8.00	2x1-1/4x30 Anchormate	50.630	405.04
8.00	80 pound bag of dry ready mix concrete	8.950	71.60
			0.00
			0.00
			0.00
			0.00
			0.00

TOTAL MATERIALS \$ 1,331.92

HOURS	EQUIPMENT UNIT	RATE	AMOUNT
8.00	2 x \$57.29 Vehicle	229.16	1,833.28
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

TOTAL EQUIPMENT \$ 1,833.28

LABOR DESCRIPTION	EMPLOYEE ID #	HOURS		REG RATE	OT RATE	AMOUNT
		REG	OT			
Maintance Worker II		8		\$ 32.62	\$ 48.93	\$ 260.96
Maintance Worker II		8		\$32.62	\$ 48.93	\$ 260.96
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -

TOTAL LABOR \$ 521.92

TOTAL DUE \$ 3,687.12

INCIDENT DATE:		INVOICE TO:
RESPONSIBLE PARTY:		
INS CLAIM NO.:		
VPD TCR#:		
BUDGET CODE:		
DEPARTMENT(S):		Mail Payment To: City of Vallejo Maintenance Division - Traffic 111 Amador Street Vallejo, CA 94590
SUPERVISOR:		
PREPARED BY:		

SISTER CITY SIGNS PROJECT- 2025 VALLEJO SISTER CITY COMMISSION

The purpose of this project is to continue to fill a void that was identified and reported by the Economic Development Department more than ten years ago. Sister City Signs were also included in a very viable Participatory Budgeting Project in 2015. At that time it was determined that Vallejo needed to improve its image and reputation. Unfortunately, those are still needs of our city. We hope to have street signs with the names of our Sister Cities proudly displayed at all major entrances to the City of Vallejo. This improvement project would benefit all of Vallejo's residents and visitors.

Vallejo has seven Sister Cities (Trondheim, Norway-1960; Akashi, Japan-1968; LaSpezia, Italy-1987; Baguio City, Phillippines-1993; Bagamoyo, Tanzania-1993; Jincheon, South Korea-2001 and Ensenada, Mexico-2023.) These cities would be acknowledged making it clear that we seek peace and value diversity of residents and visitors. Vallejo has been declared one of the most diverse cities in the United States. As such, it is important to educate local citizens and put our best foot forward to those traveling our streets and highways of the connection to Vallejo with the world.

When organizing Sister City International in 1960, President Dwight Eisenhower envisioned an organization that could be a hub of peace and prosperity by creating bonds between people from different cities around the world, and our goal is to spread the information of our Sister Cities throughout our community. We hope this will provide pride and a feeling of worldly connection for all who view these signs.

A suggested design is attached. We have been advised that a sign in that design, 18x24, in aluminum would cost \$100 +/- .

Entrances to Vallejo for Sister City Signs

~ Highway 29 at Maritime Academy Drive

~ Highway 29 at Mini Drive

~ Columbus Parkway at Benicia Road

~ Lake Herman Road at Columbus Parkway

~ I-780 West at Glen Cove Exit

~ Highway 37 at Mare Island Exit

~ Fairgrounds Drive at Corcoran Street

~ I-80 at Hunter's Hill

Public works has indicated that, given approval by the City Manager/Mayor, after final approval by the Commission, they would erect the signs with the caution that the cost of the signs is not in their current budget. That might be covered by the current Commission budget, if approved or covered by the Vallejo Sister City Association.

Paul Ligda, Commissioner

Elissa Shanks Stewart, Commission Chair

VALLEJO

SISTER CITIES

TRONDHEIM



NORWAY

AKASHI



JAPAN

LA SPEZIA



ITALY

BAGUIO



PHILIPPINES

BAGAMOYO



TANZANIA

JINCHEON



SOUTH KOREA

ENSENADA



MEXICO



DATE: March 3, 2026
TO: Mayor and Members of the City Council
FROM: Annette Taylor, Senior Community Development Analyst
SUBJECT: **COMMISSION ON CULTURE AND THE ARTS - CONSIDER AND TAKE ACTION ON PROPOSED WORK PLAN AND PROVIDE FEEDBACK ON BUDGET REQUEST FOR FISCAL YEAR 2026-2027**

RECOMMENDATION

Consider and approve the Commission on Culture and the Arts (CAC) proposed Work Plan and provide feedback on budget request for Fiscal Year 2026-2027.

REASONS FOR RECOMMENDATION

Approving the work plan and consideration of the budget request will provide guidance and, if approved funds to the CAC for their efforts during the fiscal year.

BACKGROUND AND DISCUSSION

Since the Commission on Culture and the Arts re-establishment in 2017, the Commission has been developing its short- and long-term goals in alignment with Vallejo Municipal Code Chapter 2.32. The purpose of the Commission is to serve the City of Vallejo as the official voices for the arts in the community; stimulate and sustain participation in and community support for the visual and performing arts; serve as an advisory board in making referrals to appropriate groups, and coordinating arts projects for the benefit of the community; identify what common problems in administration, promotion and/or audience development are shared by local arts organizations, and suggest how they might be solved in part through more cooperative effort.

In FY 2018-19, City Council allocated \$50,000 of General Funds for a pilot public art program to provide grants to art organizations and individual artists, and in FY 2019-20, City Council allocated \$100,000 of General Fund dollars for a public art program to provide grants to art organizations and individual artists. The two programs supported individual projects, artwork, events, festivals, nonprofit organizations, or other art and culture-related activities that stimulate and sustain participation in, and community support for, the visual and performing arts, cultural celebrations, and Vallejo's diverse stakeholders. The Commission's pilot public art program of \$50,000 awarded eight grants to local artists and organizations in 2019. The Commission's public art program of \$100,000 awarded fifteen grants to local artists and organizations in 2020-21. The Commission worked with the Vallejo Community Arts Foundation to assist with the administration of the two programs. In FY 2021-22, the City Council allocated \$100,000 of American Rescue Plan Act (ARPA) Funds for a grant program for non-profit and cultural arts organizations. The goal of the program was to provide funds to local non-profit 501(c)3 arts and cultural organizations located within the City of Vallejo that experienced a loss of revenue as a result of the COVID-19 pandemic. The ARPA grant program awarded eleven grants to local non-profits and cultural arts organizations. The Commission worked with the Solano County Arts Council to assist with the administration of the grant.

Over the years, the Commission submitted grant proposals for a NEA grant and a Bloomberg Philanthropies Public Arts Challenge. Unfortunately, their grant applications were not selected for the competitive grants. To assist with funding opportunities, the Commission prepared a draft Long-Term Funding Policy. The long-term

**Subject: COMMISSION ON CULTURE AND THE ARTS - CONSIDER AND TAKE ACTION ON
PROPOSED WORK PLAN AND PROVIDE FEEDBACK ON BUDGET REQUEST FOR
FISCAL YEAR 2026-2027**

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funding policy is designed to find additional ways to have funds available for various arts and culture events.

The Commission also prepared a draft Gift and Loan Policy. The loan and gift policy is intended to ensure that city-owned pieces are properly cataloged and stored. These draft policies were sent to the City Attorney's Office for review. After consulting with the City Attorney's Office, it was decided that a one-page memo be drafted on the intent of the policies, have the Commissioners review and make a recommendation to forward the memorandum to the City Council. On January 26, 2026, by motion, the Cultural and Arts Commissioners unanimously approved the recommendation to forward the memos to the City Council.

This evening, the Cultural and Arts Commissioners will make a PowerPoint presentation (attached) on their work plan (attached) and request for funding for Fiscal Year 2026-2027. The funding request includes funding for regranteeing programs, publication of a brochure, attending an art and culture summit, re-installation of public art, and Measure P funding for an arts and culture asphalt art project.

The budget request of the Commission on Culture and the Arts appears on page 13 of the work plan.

FISCAL IMPACT

There is no direct fiscal impact associated with the Work Plan approval. The budget request will be brought back to the Council, consistent with Council feedback and if approved, the requested budget allocation will be included in the FY 26-27 Proposed Budget.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	2026 Work Plan - Final Draft
2.	CCA Power Point 2026 Goals

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2026 Work Plan

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Commission on Culture and the Arts – Vallejo, CA

for the Commission on Culture and the Arts

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Excerpt from CA Arts Council's Strategy for Creative Economy
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INTRODUCTION

About the Commission on Culture and the Arts, CCA

The Commission on Culture and the Arts was created with the following purposes:

- Serve the city of Vallejo as the official voice for the arts in the community.
- Stimulate and sustain participation in and community support for the visual and performing arts.
 - Serve as an advisory board in making referrals to appropriate groups and coordinating arts projects for the benefit of the community.
- Identify common problems in the administration, promotion and/or audience development experienced by local culture and art organizations and suggest how they might be solved in part through more cooperative efforts.

CCA Goals

- Support, Promote, and Build Upon Vallejo's Place as a Center for Arts and Creativity: Attract more artists and entrepreneurs to live and work in Vallejo.
- Position Arts and Entertainment as Economic Drivers: Foster a vibrant art community and strengthen Vallejo's position as a regional destination for arts and entertainment.
- Collect, Conserve and Maintain Inventory of City Own Art: Maintain an inventory list of all Public Art owned and maintained by the City of Vallejo.
- Support the Local Arts Scene: Promote arts and culture and integrate public art and performance spaces into public and private development.
- Support Recreational and Cultural Activities: Provide a full range of recreational, cultural and artistic activities that caters to the diverse interests of Vallejoans, including intergenerational opportunities.

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- Celebrate Vallejo: Promote community events, festivals, and public art installations that highlight Vallejo's history, identity, and diversity while celebrating the interests of Vallejo residents and attracting visitors.

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STATE OF CULTURE AND ARTS IN VALLEJO

Vallejo, often referred to as V-Town, has evolved into a vibrant center of arts and culture and is increasingly recognized as a regional and international tourist destination for creative expression, community festivals, and cultural celebrations. The city's diverse population—reflects the strong African American, Filipino, Latino, and other multicultural communities—continues to shape a dynamic cultural ecosystem that celebrates both long-standing traditions and contemporary artistic innovations.

Vallejo's cultural landscape encompasses a broad range of arts organizations, creative enterprises, and community-led initiatives that contribute to a vibrant cultural arts ecosystem. The city hosts a variety of multicultural events that highlight Vallejo's rich heritage, including African American, Filipino, Latino cultural celebrations, festivals and observances. V-Town is home to all types of music innovations from jazz to hip-hop and other alternative styles. The growing performance-based programs exhibit Vallejo's contemporary artistic identity. Together, these activities play a vital role in fostering artistic and cultural expression, supporting local artists, and strengthening community pride across the city.

The 2026 Annual Commission on Culture and the Arts' Work Plan represents the proposed actions to promote, strengthen, and enrich arts and culture throughout the community for the upcoming year. It draws on Vallejo's demographics, economic development plan and the needs and priorities of Vallejo's cultural and artistic community. The plan also outlines strategies to secure continuous funding sources that will ensure ongoing support for individual artists, culture and arts organizations, events and activities, consistent with the General Plan 2040 Update, Arts and Culture Element.

This document primarily seeks to articulate the objectives of Vallejo's Public Art Policy and establish a clear process for achieving the policy goals. As is currently the case, all policy decisions are made by the City Council and implemented by City staff. This work plan formally integrates the advisory role of the **Commission on Culture and the Arts**, ensuring that community voices are meaningfully represented in Vallejo's cultural planning and public art decision-making processes thereby strengthening resident participation, promoting cultural equity, supporting an inclusive arts environment to build a strong and vibrant creative economy in Vallejo for current and future generations.

-Vallejo General Plan 2040 Final Amended Arts and Culture Element

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WORK TO DOS

Promote Culture & Arts in Vallejo

- Define a vision for the arts and culture in Vallejo (involve the community).
- Create Asphalt Art to enhance crosswalks and intersections.
- Install a digital billboard for *Art and Event Happenings in Vallejo* - to be displayed in a well-trafficked area.
- Create a brochure to highlight Vallejo culture and arts distributed throughout the city's events, such as Farmers' Market, 4th of July Parade, Mad Hatter Parade, Dock of Bay, Art Walk, etc. and beyond.
- Create a new Vallejo Culture and Arts Commission Website / App / Game

Potential Features:

- A virtual tour / map of Vallejo's art installations, places of interest for culture and the arts (important artists or cultural icons, events, etc.), both historical and current.
- The app or game could resemble Pokémon Go, offering information about locations where visitors discover specific areas of interest.
- Depending on the device and location the experience may be different:
 - On mobile devices as a visitor physically travels to a Vallejo area of interest, through GPS / geolocation technology entry to the Vallejo trigger would exhibit Augmented Reality images over the specific area, images, and/ or text would be displayed.
 - On a computer or a mobile device in a location outside of Vallejo, the visitor would be able to access an online mapped tour.

Position Arts and Culture as Economic Drivers

- Promote new ventures in artistic expression, such as using art to foster good health and healing ([an initiative promoted in CA for the Arts Strategic plan](#) that includes the practice of [NeuroArts](#), which could be done in collaboration with health and arts organizations)
 - Attend / Become a member of CA for the Arts Advocacy organization.
- Support the coordination of community festivals and events to promote Vallejo festivals and boost attendance.

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- Continuing the City's film permitting program to attract film and television projects that boost Vallejo's visibility and provide revenue for the city.
- Enhance commercial and neighborhood corridors to create a vibrant mix of places to live, work, shop and play.
- Coordinate communication and collaboration between local businesses and the arts community to create strategies that promote culture and arts initiatives.
- Make Vallejo an important visitor/tourist destination in the Bay Area.
- Collaborate with *Visit Vallejo* to promote Vallejo tourism to strengthen the economy by defining a multi-faceted strategy that includes art, culture, history, lodging and entertainment.
- Promote Vallejo's rich naval heritage and support development of naval tourist attractions on Mare Island and throughout the city.

Procure Funds for Culture & Arts Projects

- Secure Funding
 - \$200,000.00 Funding from the City of Vallejo for the Commission on Culture and the Arts Grants for Arts and Culture program to continue the work of getting grant money directly to artists and cultural institutions of Vallejo.
 - \$100,000.00 to be granted to Individual Artists and Arts Activities
 - \$100,000.00 to be granted to Non-Profit Cultural Organizations
 - [See CCA Grants Application Guidelines](#)
 - \$134,500 in Measure P Funding for the Asphalt Art Project
 - CAC funding earmarked to develop the creative economy and support artists.
- Adopt a Long-Term Funding for the Arts and Cultural Benefit, a percentage set aside for the Arts Policy to provide a continuous stream of monetary support to arts and cultural projects.
- Establish a process and a subcommittee to continuously research funding opportunities and either apply for them or help artists apply.
 - Apply for grants.
 - Make requests to Vallejo City Council, County, etc.
- Help artists, art and cultural organizations, and non-profits to be aware of potential local, state, federal, and private funding opportunities.
 - [California Arts Council](#)
 - Americans for the Arts
- Establish a process to search and request sponsorship for artists and events for arts and culture – [CA for the Arts has a sponsorship package for specific events.](#)

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- Develop a Grants listing with dates for submissions.
- Develop a list of artists, art and cultural organizations, and non-profits that may be eligible for grants.

Support, Promote, and Advocate for Artists

- Host workshops / webinars for artists to get funding, and to share new opportunities and benefits available for artists, like new CA law SB 628: CA Creative Workforce Act
- Involve and encourage young people, especially high schoolers, to be a player in Vallejo's culture and arts scene, to learn about the business and funding of the arts, and/or to become an apprentice of the arts.
- Partner with Vallejo teaching artists to support youth development and provide apprenticeship programs in the arts and help them join in the Creative Economy.
- Collaborate with other organizations to define solutions to meet the basic needs of artists.

Collect, Conserve and Maintain Vallejo's Art Collections

Individual Pieces and Collections

- Identify and inventory art.
- Identify sites to exhibit art.
- Protect and insure the art.
- Grow the art collection.

Coordinate and Partner with Other Commissions and Organizations

(Businesses, Non-profits, and Education Institutions)

Promote, advise on policies related to, and procure funding for the arts and cultural awareness.

- Partner with the Economic Development Commission to promote a Creative Economy in Vallejo (as outlined in [Ca Arts Council Strategic Plan](#)).
 - Collaborate with EDC to support arts events, like the proposed Arts, Culture, and Creativity month event.
- Partner with colleges, businesses, and non-profits to establish apprenticeship programs with local artists and artisans, like muralists, graphic artists, etc.
- Partner with the state, city, banks, and/or real estate development companies to establish housing for artists and build art communities.

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- Partner with schools to help place artists since the new CA law to bring back arts into the schools has been established.

Align with CA State's Strategic Art Plans

- California Arts Council's Strategic Plan, the full plan: CreativeEconomy.arts.ca.gov/strategic-plan
- California for the Arts Strategy
 - Promote the new [Arts, Culture, & Creativity month](#), April, spearheaded by CA for the Arts in 2019 and recognizing artists as Second Responders in 2021.
 - Initiate a proclamation for Arts, Culture, & Creativity Month in Vallejo (CA for the Arts has [Proclamation Guide](#)) in alignment with the CA for the Arts strategy.
 - Plan to host Arts, Culture, & Creativity Event
 - Plan budget requests for city's FY2027/28 and additional funding.
 - Events could include a visual art, writers, music jam, dance, and/or theater camp, and/or a spoken word event. Perhaps, the creative work could be done over a week or a month-long period, and then on the last weekend, the works are showcased in a variety of venues like Open Studios.
 - This would be done in collaboration with EDC, Vallejo schools, GVRD, and other organizations.
 - The final works would be preserved for permanent display in Vallejo or published as Vallejo's collection of creative works.

Keep Commissioners Informed and Educated

- Attend webinars, conferences, and host subject-matter experts about current trends in culture and arts advocacy, promotion, and support, such as the CA Arts & Culture Summit.

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TIMELINE	
Month	Tasks & Activities
2026	
January	
February	Advocate to proclaim April as Art, Culture, and Creativity month.
March	- Define process to acquire funding and sponsorships and related resources. - Begin budget planning for fiscal year budget request for website/app development. - Finalize fiscal year budget request for website/app development. - Begin planning (funding, sponsors, and budget requests) for 2027 Art, Culture, and Creativity month.
April	- Acknowledge <i>Art, Culture, and Creativity</i> month. - Present CCA Budget to Council
May	- Begin brochure planning - Measure P Asphalt Art Project: Build Community Partnerships and Logistical Planning, through Dec 2027
June	
July	Begin website / app project planning
August	
September	Finalize midyear budget request for event and art reinstallation
October	
November	
December	
2027	

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January	• Begin Execution of Granting Cycles • Request for Proposals for Art Program Administrator
February	• Measure P Asphalt Art Project: First Round of Youth Camp signup opens
March	• Hold Granting Workshops
April	• 1st Annual Culture, Arts and Creativity Event • Commissioners attend CA Arts & Culture Summit
May	• Hold Granting Workshops • Request for Proposals
June	• RFP from artists and organizations due • Granting Committee Chosen x2 • Receive Grant Proposals • Granting Committees make recommendations. • Measure P Asphalt Art Project: First Round of Youth Camps Begin
July	
August	• Grant recommendations agendized for City Council • Measure P Asphalt Art: First Round Mural Completion and Block Party Celebration
September	
October	
November	
December	

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BUDGET

Item	Description	Quantity	Cost
CAC Grant for Arts & Cultural Programs	Funding for Vallejo artists and cultural institutions		200,000.00
Vallejo Arts & Culture Brochure Printing	Full-color brochures from PS Print	2000	360.00
Vallejo Arts & Culture Brochure Designer	@\$50/hr.	10 hrs.	500.00
Customized CAC rubber stamp			15.00
CA Arts and Culture Summit April 2027	\$275/ticket + Lunch \$23	7 Commission	2100.00
Reinstallation of Public Art	Silent Company	5 @ ~\$30k ea.	150,000.00
Measure P Arts & Culture Activation Proposal	Asphalt Art Project	6	134,500

REFERENCES

Commission on Culture and the Arts, CCA, Purpose and Duties

- .32.030 - Purposes.
Culture should be the concern of all people, a common language. Neither articulation nor support should come from the privileged elite alone. The purpose of the commission on culture and the arts shall be to:
 - A. Serve the city of Vallejo as the official voice for the arts in the community.
 - B. Stimulate and sustain participation in and community support for the visual and performing arts. Serve as an advisory board in making referrals to appropriate groups and coordinating arts projects for the benefit of the community.
 - C. Identify what common problems in administration, promotion and/or audience development are shared by local art organizations and suggest how they might be solved in part through more cooperative effort.
(Ord. 65 N.C.(2d) § 4.03, 1971; Ord. No. 1646 N.C.(2d), § 3, 5-24-2011)
- 2.32.040 - Duties.
The commission on culture and the arts shall:
 - A. Promote local visual and performing creative art organizations.
 - B. Participate in the publication and distribution of a calendar of cultural events.
 - C. Organize periodic workshops of visual and performing arts leaders, both within the community and in cooperation with other communities throughout the area.
 - D. Support the cooperative promotion of visual and performing arts in Vallejo and the surrounding area.
 - E. Assist organized groups working in the fields of visual and performing arts with information, advice, and volunteer services.
 - F. Advise the city council regarding public arts projects; and
 - G. Record deliberations and decisions adequately to reveal considerations significant to such decisions.
- GOALS
 - 1. Support, Promote, and Build Upon Vallejo's Place as a Center for Arts and Creativity: Attract more artists and entrepreneurs to live and work in Vallejo.

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- a. Coordinate with arts, merchant and neighborhood groups to promote Vallejo as a great place to live and work as an artist.
- b. Work with private interests to seek funding to assist development projects that would rehabilitate existing buildings for arts and cultural uses where economically feasible.
- c. Update City regulations to allow and encourage art studios, galleries, community arts and cultural spaces and performing arts and nightlife venues in appropriate locations.
- d. Study feasibility of offering incentives for development that provides affordable opportunities for housing and studio spaces for creative workers in the Downtown/Waterfront District.

2. Position Arts and Entertainment as Economic Drivers: Foster a vibrant art community and strengthen Vallejo's position as a regional destination for arts and entertainment.

- a. Promote the Downtown/Waterfront District as a music, theater, and entertainment district serving youth, visitors and the region.
- b. Attract new businesses to complement existing music, theater and entertainment venues.
- c. Increase the visibility of local arts and artisans through citywide marketing and branding.
- d. Support the coordination of community festivals and events, including working with local groups to market and publicize materials and volunteer resources, to promote Vallejo festivals and boost attendance.
- e. Continue the City's film permitting program to attract film and television projects that boost Vallejo's visibility and provide revenue for the city.

1. Commercial and Neighborhood Corridors: Enhance corridors to create a vibrant mix of places to live, work, shop and play.

- a. Coordinate communication between local businesses and the arts community, including cooperation on branding, streetscape activation initiatives, festivals, and events.

2. Visitor Destination: Make Vallejo an important visitor destination in the Bay Area.

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- a. Collaborate with Visit Vallejo to enhance the tourism economy, including a multi-faceted strategy that includes art, culture, history, lodging and entertainment.
 - b. Promote Vallejo's rich naval heritage and support development of naval tourist attractions on Mare Island.
3. Collect, Conserve and Maintain Inventory of City Own Art: Maintain an inventory list of all Public Art owned and maintained by the City of Vallejo.
- a. Adopt a Public Art Gift and Loan Policy to insure and catalog Public Art owned by or loaned to the City of Vallejo.
 - b. The information requested is title, artist name, date of construction/creation, date of gifting, who gifted the item, type and source of materials, specifications. (dimensions, weight, etc.), estimated market value, location, and any other pertinent information.
 - c. Ensure City owned Public Art is properly maintained and cared for through periodic review.
 - d. Ensure proper measures are taken to maintain, insure, assess and display or store Public Art.
4. Support the Local Arts Scene: Promote arts and culture and integrate public art and performance spaces into public and private development.
- a. Adopt a Long-Term Funding for the Arts and Cultural Benefit/Percent for the Arts Policy to provide monetary support to arts and cultural projects.
 - b. Require new development and redevelopment over a certain threshold to incorporate public art or make an in-lieu contribution to the Public Art and Cultural Benefit Project Fund.
 - c. Support the Downtown Arts & Entertainment District consistent with the Downtown Specific Plan.
 - d. Create and Maintain an Online City Arts and Culture Events Calendar.
 - e. Develop Artist and Arts and Cultural Organization database for use by developers, organizations, organizers, and community at large to aid in collaboration with local arts and culture organizations.

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5. Support Recreational and Cultural Activities: Provide a full range of recreational, cultural and artistic activities that caters to the diverse interests of Vallejoans, including intergenerational opportunities.

a. Collaborate with GVRD to periodically assess community needs, develop responsive and cultural programming and facilities and identify funding.

b. Pursue joint use agreements with VCUSD and other educational institutions that provide Vallejo residents with additional opportunities for cultural and recreational activities in school and college facilities.

c. Support community groups in providing recreational and cultural activities and programs for community members including afterschool and weekend programming for youth.

d. Assemble a volunteer task force to assist in developing teen programming and increasing participation rates.

6. Celebrate Vallejo: Promote community events, festivals, and public art installations that highlight Vallejo's history, identity, and diversity while celebrating the interests of Vallejo residents and attracting visitors.

a. Support community festivals and events that promote diversity and build connections in the community.

Examples: Mad Hatter Festival, Independence Day Parade and Festival, Juneteenth Festival, National Night Out, farmers markets, tree-planting events, arts and cultural gatherings and clean-up days.

b. Work with community groups and local businesses to identify public and private spaces that may be used for Cultural awareness activities.

Examples: Civic Plazas, Parks, Shopping Malls, Parking Lots.

The Creative Economy Initiative (California Arts Council)

Examples of Creative Economy businesses include advertising and marketing agencies, design firms, fashion houses, film and video production companies, and software and game developers. Other examples are architecture, publishing, performing arts, music, radio and television stations, and various crafts and visual arts. The creative economy is a broad sector that also includes businesses in interactive leisure software, photography, and R&D.

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Get more details about California's Creative Economy Initiative
<https://creativeeconomy.arts.ca.gov/>

City of Vallejo CCA Grant Program Guidelines

Purpose and Eligibility

The goal of this grant program is to promote individual arts and arts activities and support non-profit cultural organizations within the city of Vallejo in two separate \$100,00.00 granting cycles. Any Vallejo resident or non-profit community organization may apply. Individual artist applicants do not need to be a 501(c)3 nonprofit organization.

Proposals must provide a clear public benefit for Vallejo residents and result in some kind of tangible creative or cultural activity or public art that is free, available to all and accessible to the public at large. Projects cannot benefit exclusively a closed membership group.

Proposals may not result in a 'gift of public funds' to private individuals or non-profit organizations. Employees, officers, volunteers or board members associated with the non-profit applicant may not receive any personal financial benefit, direct or indirect, from grant funds.

Application Options and Restrictions

- Applicants may seek funding for specific projects or for general operating costs of an arts and culture organization. Funding may be used for staffing or administrative costs, materials, supplies, professional services, labor, advertising, printing, or other direct costs.
- Project must be completed by a to-be determined date.
- Proposals may not require City resources or staffing in order to successfully implement (with the exception of any required permitting and project monitoring and evaluation).
- Proposals may not obligate the City or Commission to ongoing funding beyond the single grant application.
- The applicant must designate the specific area they are applying for the grant; Performance Arts, Visual Arts, or Cultural Activities and Events.
- Proposals may not require or recommend any change in City policy. Proposals may not promote religious views or beliefs. Applicants must be residents or organizations based in Vallejo.

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- Grantees will receive 50% of grant upon signing of award contract and 50% of grant upon completion.
- A final project invoice must be provided to receive final funding.
- Grantees must inform the Commission of project date and make a final presentation to the Commission upon completion.

Central Criteria for awarding the Grants.

- Impact and benefit of the proposed activity or activities for the residents of Vallejo including number of people reached and quality of that interaction.
- Ability of applicant to successfully complete project including past experience and expertise.
- Feasibility of budget relative to project including consideration of other resources.
- Proposal must be submitted by Vallejo based artist or organization.

All organizations are encouraged to apply, especially on-going projects and organizations.

Attention to details is important in this application and document. When calculating your expenses for your project, please consider all costs you may possibly incur, including City of Vallejo business licenses, permits, insurance or other fees.

You may want to attend one of the free informational workshops on how to fill out the CCA Grant Application that includes topics:

- one day insurance sources,
- what constitutes free events,
- and other topics and information regarding grant applications.

[See the sample application below.](#)

Role of Project Management Mechanism-Nonprofit Administrator

1. With approval from the Commission on Culture and the Arts City staff will issue a request for proposals (RFPs) for Nonprofit Administrator of the Pilot Art Project and distribute broadly.
2. Staff will review applicants and make recommendations to the Commission on Culture the Arts City who will choose the Administrator.
3. City staff will execute a contract with the Nonprofit Administrator.
4. The Nonprofit Administrator will receive funds from City of Vallejo for the Pilot Art Project in accordance with its contract and distribute those funds to selected projects in accordance with each project's contract.

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5. The Commission on Culture and the Arts will identify activities to be funded by themes, type, location and other criteria as is desired.
6. Commission on Culture and the Arts will determine restrictions and preferences for applicants to the RFPs. (I.e.-Vallejo based only, nonprofit only, existing organizations preferred, etc.)
7. Nonprofit Administrator will issue requests for proposals (RFPs) based on these criteria and distribute broadly.
8. Nonprofit administrator will review all applications and make recommendations to the Commission on Culture and the Arts.
Alternative: Nonprofit administrator will receive all applications and provide to the Commission for review.
9. The Commission on Culture and the Arts will select projects for funding
10. The Nonprofit Administrator will execute contracts with applicants of selected projects including budget, outcomes and work schedule.

The Nonprofit Administrator will monitor implementation of all projects and provide regular reports to the Commission and City staff.

Commission on Culture and Arts Grant Application (sample)Commission on Culture and Arts Grant Application (sample)

1. Proposal Title
2. Name of Applicant
3. Primary contact information (name, phone, e-mail)
4. Address of Applicant
5. Proposal Category: (Check one only)
 - ☐ performing arts
 - ☐ visual arts
 - ☐ cultural events and activities

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- other (provide description)

6. Purpose of funding:

- General operating support
- Project or activity

7. Grant amount being requested (choose one)

- \$2,500
- \$5,000
- \$10,000

8. Proposal Summary (Max 500 words)

9. What is the need in the community for this project and how will it provide public benefit? (Max 500 words)

10. If this is an existing cultural or artistic activity, summarize history (Max 200 words)

11. Describe the capacity of applicant to successfully implement activity for which support is sought, including experience and expertise. (Max 500 words)

12. If you have them, you may include addresses for web address, supportive websites or URLs of examples of your work.

13. Describe the timeline for implementation. (Must be no longer than 12 months)

14. Provide one of the following:

- For applicants seeking general operating support provide most recent budget for organization
- For applicants seeking support for projects, provide project budget using included form.

The *Vallejo Commission on Culture and the Arts* conceived and developed this grant program along with the guidelines and criteria.

\$100,000, minus administrative fee, will be awarded in \$2,500, \$5,000 and \$10,00 amounts to individual artists and arts activities, and \$100,000, minus administrative fee, will be awarded in \$2,500, \$5,000 and \$10,00 amounts to non-profit cultural organizations, minus commission to administering non-profit, not to exceed a determined percentage of total and

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in conjunction with both the Non-Profit Grants. A minimum of one grant will be awarded in each category. The grant program is being administered by a local non-profit vetted via RFP.

PROJECT BUDGET

Organization Name:

Project Name:

*** Please use this form. If you need additional space, please attach it to the link below. Fill in only applicable budget items that apply to your project.

PROJECTED EXPENSES

	Amount	Notes
--	--------	-------

Supplies and materials

Staff and contractors

Rent

Marketing and Promotion Costs

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Administrative/overhead

Insurance

Permit or city fees.

Other Costs

Total Expenses

TOTAL INCOME (IF PROJECT EXPENSES EXCEED
GRANT AMOUNT)

Individual donations

This grant

Other grants

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Earned Income
In-kind support
Total Income

CAC Measure P Arts & Culture Activation Proposal: Asphalt Art

Project Vallejo Youth Create Asphalt Art for Safer Streets

1. Project Urgency and Justification

This project addresses two of Vallejo’s compelling needs: 1) safer streets, intersections and crosswalks, and 2) educational and leadership opportunities for Vallejo youth.

Reckless driving causes numerous accidents, injuries, and fatalities in Vallejo. According to the 2020 *Solano County Active Transportation Plan*, Vallejo has the highest number of pedestrian collisions and the third highest number of bicycle collisions among all of the incorporated jurisdictions in Solano County. ¹

Public art is one tactic to increase safety on and near city streets. Asphalt Art including crosswalks designs, intersection murals, and painted curb extensions can encourage drivers to

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slow down, heed traffic signals, and be more aware of pedestrians and other vehicles. Cities such as Miami, FL, Atlanta, GA, and Brooklyn, NY have undertaken Asphalt Art projects to enhance public safety, build community and celebrate local culture. [The Asphalt Art Safety Study](#) published in April 2022 by Bloomberg Philanthropies found a 17 percent decrease in the total crash rates at sites where Asphalt Art was installed. Injury crashes also decreased 37 percent and crashes involving pedestrians or vulnerable road users decreased by 50 percent.² Installing Asphalt Art in select locations citywide can beautify Vallejo and make our streets safer for everyone.

Asphalt art responds to measure P goals of addressing streets, roads and sidewalks to make public spaces safer and improve quality of life for residents, motorists and pedestrians. This pilot project will produce six new murals in intersections with significant pedestrian traffic in each of Vallejo's six districts.

The project also addresses the need to increase educational and leadership opportunities for Vallejo youth. Free arts programming can increase resilience, confidence, and agency for youth, provide educational and recreational opportunities, and enhance social emotional learning and community connections. Solano County's *Community Health Improvement Plan* (CHIP) cites improving the safety and well-being of youth as their Number 1 Behavioral Health Objective and its recommendations include implementing utilizing free, trauma informed and culturally responsive arts programs and for youth to improve community health.³ Thus the youth camp aspect responds to Measure P's goals of addressing "quality of life, especially regarding our community's health, safety, and stability."⁴

The "pilot" work will be realized over a three-year timeline involving two summers of youth camps—working with GVRD and local arts educators and volunteers within each district—and the following:

Phase 1: Identify possible community partners (Possible partners include Vallejo Main Street, Vallejo Teaching Artists, VUSD, Club Stride, Boys and Girls Empowerment Group, First Chance Vallejo, and Sustainable Solano.) Work with City Council Members and residents of each district to understand safety issues in each district via participatory mapping exercises, select mural locations and secure community support.

Phase 2: Observe traffic flow in each location, choose the intervention for each intersection, design camp curriculum and contract teachers and youth leaders, secure camp locations, supplies, equipment, advertise camps and accept youth participants from each district, collaborate with GVRD, camp families, community partners and volunteers.

Phase 3: Liaison with Vallejo Public Works Department to gain approval for final designs, complete permitting, and determine street closure dates for street cleaning, painting, installation, and block party celebration. Secure mobile art studio. Design and produce "traffic calming" mural interventions within the scope of 2-week long half-day youth camps.

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Upon successful realization of the pilot project, additional funding may be solicited to continue this work.

1. Project Timeline

Build Community Partnerships and Logistical Planning: Jan 2026 - Dec 2027

Official site selections: Jan 2027

First Round of Youth Camp signup opens: Feb 2027

First Round of Youth Camps Begin: June 2027

First Round Mural Completion and Block Party Celebration: Aug 2027

Second Round of Youth Camps Begin: June 2028

Second Round Mural Completion + Block Party Celebration: Aug 2028

2. Financial Overview [Budget Measure P](#)

Total Cost: \$134,500 (See Attached Budget Breakdown)

Procurement Method: This project would include a new RFP for teaching artists and partner organizations. It would use existing contracts with vendors to process third party payments.

3. Funding Sources

The project will use Measure P funding and ask for sponsorship from local businesses near the mural sites in each district. Solicitations will be made following site selection.

4. Budgetary Alignment

Included in Current Annual Budget: No

5. Implementation Details

Location (Where): Intersections with high pedestrian traffic in each district

Implemented By: Vallejo Arts and Culture Commission Volunteers, Teaching Artists and Youth Leaders, and Public Works Department, City Council Representatives

Vetted by Local Expert: The Commission will contract with local experts (TBD) in addition to following Bloomberg Philanthropies' implementation guidelines **for asphalt art projects which emphasize accessibility, and transportation safety standards alongside aesthetics and community engagement.**

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6. Community Impact

Who Benefits:

Ultimately this project will positively impact all Vallejo residents by decreasing traffic accidents, encouraging safer drivers, and allowing an opportunity for community involvement and youth engagement.

Estimated Number of People Impacted:

Vallejo's full approx. 123,000 residents

Demographic Impacted:

All Vallejo residents will be impacted. Some commuters may experience a slight delay during the painting, but all will benefit in the long run, Vallejo's youth in particular will be given a new educational and creative opportunity.

Related Council Requests: We would ask council representatives to work with us to identify locations and to work with GVRD to establish youth programs.

Relevant Commission Involved: Culture and the Arts and Planning.

¹ "Solano Countywide Active Transportation Plan 2020." *Solano Transportation Authority*, 10 June 2024, sta.ca.gov/documents_and_report/solano-countywide-active-transportation-plan/.

² *Asphalt Art Safety Study - Bloomberg Professional Services*, assets.bbhub.io/dotorg/sites/43/2022/04/Asphalt-Art-Safety-Study.pdf. Accessed 11 July 2025.

³ "Building a Healthier Community: Plans and Progress." *Solano County, California*, www.solanocounty.gov/government/health-social-services-department/solano-public-health/about-public-health/quality-improvement-solano-public-health/building-healthier-community-plans-progress. Accessed 10 July 2025.

⁴ *Measure P*, www.vallejo.gov/our_city/measure_p. Accessed 12 July 2025.

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Excerpt from California Arts Council's Strategy for Creative Economy

Goals and Strategic Themes

California can strengthen its arts and culture ecology through strategic action by state and local governments, working in partnership with businesses and nonprofit organizations.

Together, these organizations can increase the number and quality of creative economy jobs available to Californians; improve access to education and training in arts and culture; and make it easier for individuals and all types of organizations to produce art, entertainment, and cultural goods in the state. By investing in artists, expanding creative infrastructure, and integrating the arts into key sectors, we can build a more prosperous and inclusive future for all Californians.

The following goals and strategic themes provide examples of specific, practical steps that state and local governments can take to strengthen California's creative economy.

NORTH STAR

Lead an inclusive and resilient creative economy that empowers artists, cultural workers, and entrepreneurs to drive culture, creativity, and innovation

GOALS

- 1 Prepare and support the workforce for creative economy sectors
- 2 Stabilize and grow creative economy businesses
- 3 Increase revenue to state and local areas through cultural identity and tourism
- 4 Leverage all state opportunities for local cultural and creative development
- 5 Define and track ROI for the creative economy and creative workforce

STRATEGIC THEMES

- Invest in a well-trained workforce and incentivize good jobs
- Ensure all creative economy workers have access to key benefits
- Explore ways to protect the intellectual property of individuals
- Ensure California's film and TV tax credits are globally competitive
- Support nonprofit organizations and live theatrical productions
- Fund Senate Bill 628, the Creative Workforce Act of 2021
- Provide assistance for businesses, create apprenticeships, and develop new financing models
- Ensure that every community has an artistic identity and arts within reach
- Reduce barriers for businesses to acquire spaces and put on events
- Increase exposure to arts and culture to fuel demand for creative products and events
- Support infrastructure development by collaborating with regional planning efforts
- Develop creative financial mechanisms to support arts, culture, and entertainment
- Support the integration of the creative workforce into other sectors
- Develop a definition of California's creative economy
- Build capacity for ongoing data collection, tracking, and reporting



Commission on Culture and the Arts 2026 WORK PLAN



The 2026 Annual Commission on Culture and the Arts' Work Plan represents the proposed actions to promote, strengthen, and enrich arts and culture throughout the community for the upcoming year. It draws on Vallejo's demographics, economic development plan and the needs and priorities of Vallejo's cultural and artistic community. The plan also outlines strategies to secure continuous funding sources that will ensure ongoing support for individual artists, culture and arts organizations, events and activities, consistent with the General Plan 2040 Update, Arts and Culture Element.



COMMISSION ON CULTURE AND THE ARTS GOALS

- **Support, Promote, and Build Upon Vallejo's Place as a Center for Arts and Creativity:** Attract more artists and entrepreneurs to live and work in Vallejo.
- **Position Arts and Entertainment as Economic Drivers:** Foster a vibrant art community and strengthen Vallejo's position as a regional destination for arts and entertainment.
- **Collect, Conserve and Maintain Inventory of City Own Art:** Maintain an inventory list of all Public Art owned and maintained by the City of Vallejo.
- **Support the Local Arts Scene:** Promote arts and culture and integrate public art and performance spaces into public and private development.
- **Support Recreational and Cultural Activities:** Provide a full range of recreational, Cultural and artistic activities that caters to the diverse interests of Vallejoans, including inter-generational opportunities.
- **Celebrate Vallejo:** Promote community events, festivals, and public art installations that highlight Vallejo's history, identity, and diversity while celebrating the interests of Vallejo residents and attracting visitors.

- **Promote Culture & Arts in Vallejo**
- **Position Arts and Culture as Economic Drivers**
- **Procure Funds for Culture & Arts Projects**
- **Support, Promote, and Advocate for Artists**
- **Collect, Conserve and Maintain Vallejo's Art Collections**
- **Coordinate + Partner with Other Commissions and Organizations**
- **Align with CA State's Strategic Art Plans**
- **Keep Commissioners Informed and Educated**





FUNDING FOR ARTS AND CULTURE

SECURE \$200,000 IN FUNDING For Grants for Arts and Cultural programs

- **\$100,000.00 to be granted to Individual Artists and Arts Activities**
- **\$100,000.00 to be granted to Non-Profit Cultural Organizations**

SECURE MEASURE P FUNDING For Asphalt Art Project

- **\$134,500 to create Asphalt Art to enhance crosswalks and intersections.**

Adopt a Long-Term Funding for the Arts and Cultural Benefit



A vibrant local arts community strengthens Vallejo's position as a regional destination for arts and entertainment.

- The Downtown/Waterfront District continues to serve youth, visitors and the region with music, theater, and entertainment.
- The Arts can attract new businesses to complement and enhance existing venues.
- Citywide marketing and branding can increase the visibility of local arts and artisans.
- Collaborative promotion, coordination and marketing of Vallejo festivals and events can boost impact and attendance.
- The City's film permitting program to attract film and television projects can continue to boost Vallejo's visibility and provide revenue for the city.





THANK YOU

Dalia Vidor, Vice Chair
Chris Thorson, Commissioner
Commission on Culture & the Arts



DATE: March 3, 2026
TO: Mayor and Members of the City Council
FROM: Annette Taylor, Senior Community Development Analyst
SUBJECT: **MCCUNE COLLECTION COMMISSION - CONSIDER AND TAKE ACTION ON PROPOSED WORK PLAN AND PROVIDE FEEDBACK ON BUDGET REQUEST FOR FISCAL YEAR 2026-27**

RECOMMENDATION

Consider and take action on the McCune Collection Commission (MCC) Work Plan and provide feedback on the budget request for Fiscal Year 2026-2027.

REASONS FOR RECOMMENDATION

Approving the work plan will provide guidance and focus to the Commission's efforts during the fiscal year. Ultimately approval of the budget request will help to fund the efforts of the Commission.

BACKGROUND AND DISCUSSION

In the late 1960s, Dr. Donovan McCune donated his private collection to the City of Vallejo, at which time the collection was overseen by Vallejo's Library Advisory Board. When the Vallejo Library ceded to the Solano County Library system, the City of Vallejo retained its ownership of the McCune Collection and the John F. Kennedy Library building. The Library Advisory Board was disbanded, and because the McCune Collection required hands-on management, the Vallejo City Council established the McCune Collection Commission.

In May 2016, the City Council approved an ordinance to create Chapter 2.51 of the Vallejo Municipal Code regarding the McCune Collection Commission. The Commission's purpose and duties are to advise the City Council and City Manager on matters of policy and public interest related to the management, use and preservation of the McCune Collection facilities and property, investigate and make advisory reports on such matters to the City Council and the City Manager, and render other specific services consistent with its role in managing the McCune Collection.

This evening, the McCune Collection Commissioners will make a PowerPoint presentation on their work plan (attached) and request for \$2,500 in funding for Fiscal Year 2026-2027.

FISCAL IMPACT

There is no direct fiscal impact associated with approval of the workplan. If ultimately approved, the requested budget allocation of \$2,500 from the General Fund will be included in the FY 26-27 Proposed Budget.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	McCune Work Plan FINAL 2.13.26
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**Subject: MCCUNE COLLECTION COMMISSION - CONSIDER AND TAKE ACTION ON
PROPOSED WORK PLAN AND PROVIDE FEEDBACK ON BUDGET REQUEST FOR
FISCAL YEAR 2026-27**

2.	McCune Workplan Presentation 2026
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CONTACT

Annette Taylor, Senior Community Development Analyst, (707) 649-3510

Annette.Taylor@cityofvallejo.net

McCune Commission Work Plan - FINAL

Drafted November 14, 2025

Revised January 9, 2026 to incorporate comments from McCune Commissioners

Revised again on February 13, 2026 to incorporate final comments from McCune Commissioners

About the McCune Commission

The McCune Commission serves as the key body managing Vallejo's McCune Collection of rare books and art. As such, it serves both to advise the City Council and City Manager and to implement approved preservation and public programming activities. The McCune Commission leads the all-volunteer work of keeping the McCune Collection open to the public.

History: When the City of Vallejo accepted the private donation of the McCune Collection beginning in the late 1960s from Dr. Donovan McCune, the collection was overseen by Vallejo's Library Advisory Board. When the Vallejo Library ceded to the Solano County Library, the City of Vallejo intentionally retained its ownership of the McCune Collection as well as the JFK Library building. (Dr. Donovan McCune, who served for many years on the Vallejo Library Advisory Board, is credited with rallying support and funding to build the JFK Library for Vallejo, which today houses his unique historical collection.) Eventually, the Vallejo Library Advisory Board was disbanded and, because the McCune Collection requires hands-on management, the McCune Commission was established in 2015.

Commission Purpose and Authority

The responsibilities of the McCune Commission, as outlined in Vallejo Municipal Code [Chapter 2.51](#), are:

1. To advise the City Council and the city manager on matters of policy and public interest related to the management, use, and preservation of the McCune Collection facilities and property, investigate and make advisory reports on such matters to the city council and the city manager, and render such other specific services as are consistent with its role in managing the McCune Collection.
2. To advise the city council on matters related to the McCune Collection Endowment Fund as required in Vallejo Municipal Code [Chapter 3.30](#):
 - a. To submit to the City of Vallejo finance director its findings and determination concerning the financial status of the fund and those acquisitions or projects to be undertaken and completed by expenditures from the fund.
 - b. Once approved by City Council, to proceed with implementation of the acquisitions or projects selected.

About the McCune Rare Books and Art Collection

The McCune Collection consists of rare books, printing equipment, and binding tools given as a bequest to the City of Vallejo by Dr. Donovan J. McCune in 1967. The strengths of this collection are fine printing and binding, Californiana, and examples of early printed works. The Californiana collection includes photography and fine art prints relating to California and/or California artists.

About the McCune Endowment

In 1985, the City of Vallejo established a trust fund, known as the McCune Endowment, with monies received from the sale of books and other items from the McCune Collection that were not central to the focus areas of the collection. Interest earned on the principal amounts deposited in the McCune Endowment shall be expended only to preserve and enhance the remainder of the McCune collection or other purposes consistent with the spirit of Dr. McCune's gift to the city as determined by the McCune Collection Commission.

Alignment with City Initiatives

- Add to the mix of what makes Vallejo a unique destination by assuring the distinctive assets of the McCune Collection are accessible to the public.
- Provide educational and recreational opportunities for residents, especially youth, and visitors.
- Support resident artists as a key element of downtown revitalization.
- Partner with educators to utilize the McCune Collection's primary resources and interactive learning opportunities to support literacy, standard's aligned content knowledge, and instill students' love of learning.
- Activate under-utilized City-owned spaces to bring people together and bring people downtown.
- Attract additional financial and other resources from beyond Vallejo to support the regionally unique asset that is the McCune.

Commission Focus Areas

In October 2024, as it began developing a strategic work plan to guide and focus its efforts, the McCune Commission established three priorities. (See **Additional Items** for a list of work areas not selected as current top priorities.)

1. **Cataloging:** Transition the current catalog from a stand-alone, spreadsheet to an online searchable catalog that utilizes current technologies and best practices in the field for cataloging and maximizes public visibility of the McCune catalog.

2. **Preservation:** Establish criteria, standards, and practices for curation, storage, display, security, access, and restoration of items in the collection.
 3. **Public Access:** Ensure and enhance public access to the collection for research, education, and enjoyment.
-

1. CATALOGING

Who: Commissioners, professional curator/archivist/librarian to advise, additional volunteers

When:

Phase 1 Discovery: Q1 – Q2 2026

Phase 2 Implementation: Q3 2026 – Q2 2027

Phase 3 Launch: Q3 2027

Why: Understanding and sharing what is in the collection underpins every other focus area. An accurate, accessible catalog of the collection is essential to support the other activities. In 1984, as part of a City-commissioned analysis of the best uses for the McCune Collection, the collection was fully inventoried. Since then, a classification system that is unique to the McCune was added and the paper catalog was digitized in a stand-alone spreadsheet. While some new acquisitions have been added to the catalog since then, a complete review and update to the catalog have not been completed in some time.

Success Metrics and/or Deliverables:

- Phase 1 Discovery: Assess needs and establish cataloging criteria. Continue engaging with librarians and archivists of similar collections to survey best practices and recommendations for catalog platform options and establish criteria for the McCune's needs
- Phase 2: Implementation
 - Select a cataloging platform
 - Assess resources needed to implement the transfer
 - Develop and adopt a plan for transferring current catalog to new platform
- Phase 3 Test and Launch: Utilize catalog on new platform

Key Tasks

- Phase 1: Identify new catalog platform (Quarter 1 2026)
 - Consult with practitioners/experts
 - Assess the collection's cataloging needs and establish criteria
 - What information is relevant to a collection like the McCune
 - Assess digital reproduction needs (digital images of items) and extent of integration with cataloging project

- Research available options
- Assess strengths and weaknesses of options (cost, features, ease of use)
- Forecast costs
- Recommend best option and gain approval(Quarter 2 2026)
- Phase 2: Transfer current catalog to new platform (Beginning Quarter 3 2026)
 - Assess completeness and accuracy of existing records
 - Create a plan for transferring existing records to new platform
 - Create a plan to identify and enter uncatalogued items into new platform
 - Assess resources needed to complete the work
 - Document plans and procedures for volunteers
 - Establish project manager; recruit volunteers; train volunteers
 - Monitor data input for quality/accuracy
 - Document procedure manual
- Phase 3: Launch new platform (Quarter 3 2027)
 - Troubleshoot and beta test
 - Go live
 - Implement ongoing management and updates
 - Review in one year (Quarter 4 2028)

Budget Needs:

- Potential costs: paid professional to advise or oversee the work
- Catalog platform fees, upfront and/or ongoing

Dependencies:

- Funding
- Volunteers

2. PRESERVATION

Who: Commissioners, professional curator and/or restoration professional

When: Begin Quarter 3 2026

Why: To protect the assets in the collection

Success Metrics and/or Deliverables: Annual report on the health of the collection and list of items needing priority restoration work

Key Tasks:

- Establish the collection's baseline conditions: Work with a professional curator or preservationist to assess the current state of the collection and recommend a) items needing restoration work, and b) an approach for ongoing monitoring. Q3 2026

- Recommend a plan for managing preservation and restoration tasks of the current collection. Q1 2027
- Prevent harm by identifying any urgent improvements to current methods for storage and display of the collection, including lighting and climate control. Q1 2027

Budget Needs:

- Potential costs: consultation with professional curator/s or preservationist/s
- Professional restoration work, as needed
- Minor facility improvements (Full facility assessment not included in Preservation scope. See Additional Items: Facilities, below.)
- Appropriate exhibition cases, in alignment with Public Programming needs.

Dependencies:

- Funding availability, identifying appropriate professional advisors

3. PUBLIC ACCESS

Who: Commissioners, other volunteers, speakers/presenters, exhibitors

When:

Ongoing: continue Tuesday and Saturday open hours, continue Friday Art Walk exhibits. Restart public demonstrations of Albion press beginning December 2025.

Q1-Q2 2026: Develop and begin testing some limited new programming

- Consider resuming Sunday programming
- Demonstrations and presentations of phases of printing (paper, typesetting, printing methods, binding, elements of design, etc.) using teaching-artifacts and reference materials in the collection
- Showcase highlights of the collection in engaging displays
- Launch interactive Alphabet learning module for use with early-grade teachers and students (utilize collection's alphabet reference books, typefaces, examples through history; each child receives a printed alphabet poster we print together)

Q3-Q4 2026: Develop plans, possibilities, and parameters for further enhancing public access

Q1 2027: Finalize plan for enhancing public access and continue growing the capabilities of public engagement

Why: To facilitate and enhance public access and public understanding and use of the collection

Success Metrics and/or Deliverables: Recommend plans for enhancing public access and public understanding and use of the collection

Key Tasks:

- Establish criteria/goals/benchmarks for McCune events (highlight features of the collection, increase visitors to the McCune, and support local arts and downtown activities).
- Establish what kinds of events are allowable uses of the McCune Room (community meetings, fundraisers, private events, etc.) and whether room rental fees are permissible
- Develop list of ideas for future displays highlighting aspects of the collection.
- Seek feedback from various stakeholders on their preferences for engagement activities and their interests.
- Update McCune handbook and procedures to support public engagement plan

Budget Needs:

- Potential costs: honoraria for visiting artists, educators, lecturers
- Appropriate exhibition cases for various types of artifacts, in alignment with Preservation needs

Dependencies:

- Volunteers
- Supervision/Event Manager
- Librarian/Familiarity with the collection

ADDITIONAL ITEMS that were not selected as Commission priorities for the current workplan are to be addressed in future work plans, projected to begin as early as Q4 2027. These items include:

- **Volunteers & Staffing:** Managing the McCune Collection is 100% volunteer based; a robust volunteer management program is required. Future planning needs include defining appropriate roles for volunteers versus paid professionals; volunteer job descriptions to support cataloging, preservation, and public access; and implementing a system for volunteer training, oversight, and management.
- **Facilities:** Assess the existing facilities' (the McCune Room) strengths and risks regarding physical protection and health of and access to the Collection; recommend areas to be improved or enhanced; oversee approved projects; conduct regular assessments.
- **Acquisitions:** Develop guidelines governing additions to the collection; establish procedures for documenting and cataloging acquisitions.
- **Partnerships:** Identify areas where partnerships with other organizations, institutions, or businesses can support the goals and needs of the McCune Collection and McCune Commission.
- **Fundraising and Resources:** Align fundraising, via the McCune Foundation, with the priorities and project identified and approved in the preceding categories.

BUDGET JUSTIFICATION

The McCune Endowment relies heavily on volunteer support from McCune Commissioners and other volunteers. Because the collection has not utilized paid employees, it has sufficed with a maximum budget of \$5,000 per fiscal year. The McCune Collection is currently supported by

- proceeds from the McCune Endowment, as needed
- a small stipend of \$2,500 from the City of Vallejo for security services and preservation needs.

Should this workplan and the projects it outlines require additional funding, the expectation would be for the existing McCune Foundation to raise the funds through grants and other philanthropic activities, thereby bringing more resources to the City of Vallejo and its residents.

TIMELINE [TBD]

***MC = McCune Commission

Q1 2026

<u>Priority Area</u>	<u>Tasks</u>	<u>Responsible Party</u>	<u>Partners</u>
Catalog	Vet platforms & recommend	MC	Professional advisors
Public Engagement	Test new programming	MC	

Q2 2026

<u>Priority Area</u>	<u>Tasks</u>	<u>Responsible Party</u>	<u>Partners</u>
Catalog	Platform selected	MC with Council approval	
Public Engagement	Test new programming	MC	

Q3 2026

<u>Priority Area</u>	<u>Tasks</u>	<u>Responsible Party</u>	<u>Partners</u>
Catalog	Transfer data, ongoing	MC or manager with volunteers	
Public Engagement	Develop ongoing plan	MC with public input	

Q4 2026

<u>Priority Area</u>	<u>Tasks</u>	<u>Responsible Party</u>	<u>Partners</u>
Catalog	Transfer data, ongoing	MC or manager with volunteers	
Preservation	Est. baseline conditions	MC	
Preservation	Develop pres. plan	MC with advisors	
Public Engagement	Develop ongoing plan	MC with public input	

Q1 2027

<u>Priority Area</u>	<u>Tasks</u>	<u>Responsible Party</u>	<u>Partners</u>
Catalog	Transfer data, ongoing	MC or manager with volunteers	

Preservation	Finalize pres. plan	MC with Council approval
Preservation	Identify urgent interventions	MC with Council approval
Public Engagement	Finalize plan	MC with Council approval

Q2 2027

<u>Priority Area</u>	<u>Tasks</u>	<u>Responsible Party</u>	<u>Partners</u>
Catalog	Transfer data, conclude	MC or manager with volunteers	

Q3 2027

<u>Priority Area</u>	<u>Tasks</u>	<u>Responsible Party</u>	<u>Partners</u>
Catalog	Launch	MC with tech support	

Q4 2027

<u>Priority Area</u>	<u>Tasks</u>	<u>Responsible Party</u>	<u>Partners</u>
Additional Areas	Align with above work	MC with McCune Foundation	

Q4 2028

<u>Priority Area</u>	<u>Tasks</u>	<u>Responsible Party</u>	<u>Partners</u>
Catalog	Review success,	MC	

Members of the Commission

Henry Beecher
 Joel Benson, Vice Chair
 Zachary Kent
 Vince Tajima, Treasurer
 Rebekah Truemper, Chair

Council Liaison

Charles Palmares

Staff

Annette Taylor
 Laura Zagaroli



McCune Commission Workplan

2026 - 2028



BACKGROUND



About the McCune Collection

- Dr. McCune's Legacy
- McCune Room
- Focus Areas of the Collection



About the McCune Commission

- History: predates current commission structure
- Responsibilities: a working commission



Funding the McCune

- City of Vallejo Funding: \$2,500/year
- McCune Endowment: \$115,600 current balance
- McCune Foundation: fundraising arm



Workplan Process

- Began 18 months ago
- Full Commission contributed ideas
- Narrowed in on three priority areas
- Finalized at February 2, 2026, Commission meeting



Priority 1

CATALOGING



Priority 1: Cataloging

- Underpinning to all the other goals & operations
- Goal: bring to professional standard with online search abilities
- Phase 1 – Discovery: Assess needs and survey platform options (pros/cons)
- Phase 2 – Implementation: Select platform, plan data transfer process, transfer data
- Phase 3 – Launch: Beta test and launch catalog on new platform
- Budget implications: stipends for professional advisors (potential), platform fees (upfront and/or ongoing)
- Dependencies: funding, volunteers



Priority 2 PRESERVATION



Priority 2: Preservation

- Background on preservation status and activities
- Goals:
 - Document collection's baseline conditions
 - Identify any urgent preservation and restoration needs
 - Establish regular ongoing monitoring plan
 - Establish ongoing preservation and restoration management plan
 - Prevent harm by identifying any urgent improvements to current storage and display conditions in the McCune Room
- Budget implications: stipend for professional advisor/s, professional restoration fees (as needed), minor facility improvements (as needed)
- Dependencies: funding, identifying professional advisors



Priority 3

COMMUNITY ENGAGEMENT & PUBLIC PROGRAMMING



Priority 3: Community Engagement & Public Programming

- Encouraging public awareness and use of the collection is the whole point
- Limited current programming
- Continue developing ideas for new programming (seek community input)
 - Resume Sunday speaker series
 - More printing demonstrations
 - Showcase highlights of the collections
 - Develop standards-aligned education modules for teachers/classes
 - Collaborate with artists & regional cultural organizations
 - Sharing use of space with other groups
- Develop parameters (what are we/aren't we allowed to do?)
- Outline clear goals for programming growth (which activities are most successful and how do we know?)
- Budget implications: honoraria for artists, educators, speakers (potential); appropriate exhibition cases for artifacts



BENEFITS



Extra Benefits

Beyond the main goals of searchable catalog, proactive risk mitigation, and increased public use and access, additional benefits include

1. Increased fundraising & revenue for a public asset
2. Enhanced volunteer recruitment & civic engagement
3. Downtown space activation
4. Attracting new arts & culture partnerships
5. Increased regional awareness of Vallejo's assets
6. Stronger Vallejo pride & confidence the City is maximizing its cultural assets



THANK YOU

Rebekah Truemper, Chair
Joel Benson, Vice Chair

McCune Rare Book and Art Collection
www.mccunecollection.org



DATE: March 3, 2026
TO: Mayor and Members of the City Council
FROM: Ivette Iraheta, Economic Development Program Manager/EDC Staff Secretary
SUBJECT: **ECONOMIC DEVELOPMENT COMMISSION - CONSIDER THE MULTI YEAR WORKPLAN PREVIOUSLY APPROVED BY COUNCIL AND PROVIDE FEEDBACK ON THE FISCAL YEAR 2026-27 BUDGET REQUEST**

RECOMMENDATION

Consider the previously approved workplan and provide feedback on the FY2026-27 budget allocation of \$27,967 for the Economic Development Commission (EDC)

REASONS FOR RECOMMENDATION

The EDC has a multi year City Council approved Work Plan. In order to implement the initiatives from the work plan, it requires a budget to effectively implement the initiatives identified through five (5) key priority areas, which are 1) Strategy 2) Business Recruitment 3) Business Retention 4) Public Safety & Economic Viability and 5) Civic Innovation and Technology.

BACKGROUND AND DISCUSSION

During their July 22, 2025 regular meeting, the City Council adopted the Economic Development Commission (EDC) 2025 Work Plan (Attachment 1), including a corresponding budget of \$20,000.

During the FY 2025-26 the EDC had an approved budget of \$30,392. This amount included a \$20,000 request which was made as part of the EDC Workplan 2025 adoption on July 22, 2025 and later a request to reallocate the FY2024-25 unexpected funds from the FY2024-25 approved budget of \$10,392. The EDC has expended \$2,425 of the \$30,392 for EDC trainings and conferences as of February 11, 2026 leaving a balance of \$27,967.

During the EDC regular meeting on February 11, 2026, the EDC took action on their FY2025-26 budget as well as action on a proposal to make a request to City Council for a FY2026-27 budget. The action taken is to make further expenditures during the FY2025-26 budget period, but also plan for FY2026-27. During FY2025-26 the EDC intends to expend \$7,967 on a pole banner project in downtown Vallejo, especially on Georgia St. between Santa Clara St. and Sonoma Blvd. There was no action taken on the remaining \$20,000 of the FY2025-26 budget and it is anticipated that these funds will not be expended during FY2025-26 to implement the initiatives in the EDC 2025 Workplan, due to planning, time constraints and the learning curves in knowing how to plan and coordinate to expend Commission funds. Some of the challenges have derived from working on the development of a new Workplan in 2025 and deliberating on how to create a structure for the implementation of the Workplan initiatives that is Brown Act compliant, productive and feasible. In addition, there were changes to the seats of the Commission where some Commissioners stepped down and three (3) new Commissioners stepped in during the development of the Workplan and the development of the work structure to implement the Workplan initiatives.

As of the February 11, 2026 EDC regular meeting, the EDC has developed one (1) Ad Hoc Subcommittee through an adopted Resolution to form the Ad Hoc Subcommittee for Business Retention and Expansion focusing on Sonoma Blvd. Business Cluster. This Subcommittee was formed during its October 8, 2025

**Subject: ECONOMIC DEVELOPMENT COMMISSION - CONSIDER THE MULTI YEAR
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ON THE FISCAL YEAR 2026-27 BUDGET REQUEST**

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regular meeting. In addition to this Subcommittee, the EDC intends to establish three (3) other Subcommittees for Workplan implementation. The Subcommittees being considered, which align with the Workplan priority areas are: Ad Hoc Subcommittee for Civic Innovation and Technology, Ad Hoc Subcommittee for Public Safety and Economic Viability, and an Ad Hoc Subcommittee for Strategy and Advisement. The goal is that these Subcommittees will be able to meet to coordinate and implement the specific initiatives under the five (5) priority areas. The EDC intends to have all of these Subcommittees established before the end of the current budget FY. Once established these Subcommittees will more efficiently facilitate the coordination to implement Workplan initiatives and the budget be utilized for such.

For FY2026-27, the EDC requests from the City Council approval to allocate \$27,967. This would allow the EDC to proceed with the intended expenditures on their proposal in FY2025-26 during FY2026-27 after having established a structure for implementing the various initiatives (Table 1 below) and an additional \$7,967 for the pole banner project as a continuation of their FY2025-26 pole banner project.

This funding as approved during FY2025-26 and similarly proposed for FY2026-27 specifically for the following purposes:

Table 1: EDC Budget Request FY 2026-27

Item	Amount
Safety and Beautification Pilot	\$7,500
Professional Photography (Business Community)	\$5,000
Business Roundtables & Recruitment Events	\$3,500
Design & Communications (Marketing)	\$2,000
Community Engagement & Sentiment Analysis	\$2,000
Pole Banner Program Phase 2	\$7,967
Total	\$27,967

The EDC will work with City of Vallejo Economic Development Department staff to expend the funds on the proposed initiatives.

FISCAL IMPACT

If approved, the requested allocation of \$27,967 will be included in the Proposed FY 2026-27 General Fund Budget for Economic Development Commission.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has the potential to result in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	EDC Work plan 2025 FNL CC Adopted July 2025
2.	EDC 03032026 FY2026-27 Budget Request FNL

Date: March 3, 2026

**Subject: ECONOMIC DEVELOPMENT COMMISSION - CONSIDER THE MULTI YEAR
WORKPLAN PREVIOUSLY APPROVED BY COUNCIL AND PROVIDE FEEDBACK
ON THE FISCAL YEAR 2026-27 BUDGET REQUEST**

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CONTACT

Brad Paul, Interim Economic Development Director

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VALLEJO ECONOMIC
DEVELOPMENT COMMISSION

2025

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Budget FY 25-26

The Economic Development Commission (EDC) serves as a key body supporting Vallejo's economic growth by strategizing, recruiting, and retaining businesses.

This work plan begins in 2025 and will continue until amended or completed.

This plan builds on the City's Economic Development Strategic Plan, aligning with Council priorities, regional economic efforts, and community needs in a period of growth and increased regional attention.

Vallejo's Awards and Recognition

- Ranked 6th Best City to Live in California ([Forbes](#), 2023)
- Top 150 Best Places to Live in the U.S. ([U.S. News](#), 2024)

Commission Focus Areas

1. **Strategy** – Develop and refine economic strategies to drive growth.
2. **Business Recruitment** – Attract new businesses, industries, and investments.
3. **Business Retention** – Support, stabilize, and expand existing businesses.
4. **Public Safety & Economic Viability** – Address business-related safety concerns.
5. **Civic Innovation and Technology** – Explore how emerging technologies can support economic development.

COMMISSION PURPOSE & AUTHORITY

The three purposes of the Economic Development Commission (EDC) are outlined as follows in the Vallejo Municipal Code – Chapter 2.36:

01. Advise Council on issues that can enhance job growth and increase private investment in the City;
02. Review and assist with updates and the implementation of the economic development element of the general plan and
03. Assist with business retention and attraction activities.

STRATEGIC ALIGNMENT

This work plan supports the implementation of the Economic Development Strategic Plan, focusing on foundational development and active engagement in business support initiatives.

This work plan supports the aims of multiple strategic documents that fuel the activities of the commission.

- **Vallejo General Plan 2040** Long-term vision for city growth; includes Economic Development goals.
- **2024 Economic Development Strategic Plan** Sets short- and medium-term priorities for job growth, business attraction, and community revitalization.
- **EDC Meeting Agendas & Minutes** track past discussions, actions, and upcoming agenda items.



”

Vallejo has to embrace the process of staying gritty, resilient, and regionally unique in positive ways.

ECONOMIC DEVELOPMENT
STRATEGIC PLAN, PG. 5

1. STRATEGY & ADVISEMENT

A. Economic Strategy & Policy Recommendations

Who (potential partners): Assigned Commissioners, Economic Development Staff

When: Quarterly updates to commission and advisement

Why: To ensure Vallejo remains competitive and leverages opportunities effectively through research and expertise grounded in data.

Success Metrics: Recommend the adoption of at least two new policies that improve Vallejo's business climate.

Key Tasks:

- **Develop a Belonging Map**, identifying areas that foster economic vibrancy and build community connection.
- **Conduct ongoing briefings** of business districts using data insights and reports.
- **Scope a world-class art event** and demonstration with key economic development partners.
- **Create a role to oversee the commission's budget** and track the City's strategic economic investments.

B. Visit Vallejo Engagement

Who (potential partners): Economic Development Commission, Visit Vallejo, City Economic Development Staff

When: Quarterly presentations

Why: To maximize Vallejo's tourism impact and ensure economic benefits.

Success Metrics: Increased tourism, local investment, visitor engagement, and business foot traffic.

Key Tasks:

- Identify opportunities for business and cultural activations in collaboration with Visit Vallejo.
- Develop a visitor-friendly business directory and event strategy.
- Provide recommendation(s) and input on reporting, city funds, and allocations, as needed.

C. Learning and development

Who (potential partners): Economic Development Commission, Visit Vallejo, City Economic Development Staff

When: Annually

Why: Build the bench of economic development expertise in the City and on the Commission.

Key Tasks:

- Identify trainers to support this work plan.
- Determine invitees and key stakeholders that could also benefit (i.e. Chamber, City staff, etc).
- Execute training

2. BUSINESS RECRUITMENT (NEW BUSINESS)

A. Business Attraction Campaign

Who (potential partners): Business Recruitment Committee, Solano EDC, City Economic Development Staff

When: Ongoing

Why: To attract targeted industries and create sustainable economic growth.

Success Metrics: Three new businesses in each focus neighborhood are recruited annually through outreach.

Key Tasks:

- Identify key business sectors and high-value locations (Mare Island, Downtown, Sonoma Corridor).
- Develop marketing collateral and recruitment materials for prospective businesses and investors.
- Attend, assist, and/or support quarterly networking events with industry professionals (i.e. real estate, other industries).

3. BUSINESS RETENTION (EXISTING BUSINESSES)

A. Business Support & Expansion

Who (potential partners): Business Retention Subcommittee, Chamber of Commerce, Local Business Owners

When: Regular engagement meetings

Why: To stabilize and support existing businesses with resources and advocacy.

Success Metrics: Retention of 90% of engaged businesses through direct support initiatives.

Key Tasks:

- Conduct business site visits and retention interviews.
- Connect businesses with relevant grant and/or loan opportunities and business incentives.
- Collaborate with law enforcement on safety enhancements impacting businesses.
- Launch shop-local campaigns and highlight success stories.
- Create a calendar of visits.

B. Small Business Resources & Support

Who (potential partners): Economic Development Staff, Solano EDC, Business Owners

When: Ongoing

Why: To ensure businesses thrive in an environment with proper support and access to capital.

Success Metrics: Improved access to revolving loan funds and capital investment opportunities, contingent upon availability or as approved by City Council.

Key Tasks:

- Receive tracking and reports on the usage of the Revolving Loan Fund.
- Survey, listen, and receive input from small businesses to help their success.
- Develop a recommended framework for vacant space activation and commercial revitalization.

4. PUBLIC SAFETY & ECONOMIC VIABILITY

A. Business & Public Safety Enhancements

Who (potential partners): Business Safety Committee, Law Enforcement, City Officials

When: Ongoing

Why: To address safety concerns impacting businesses and improve Vallejo's economic environment.

Success Metrics: Reduction in reported business-related crimes and increased business engagement.

Key Tasks:

- Conduct business safety forums.
- Establish direct communication channels between business owners and law enforcement.
- Advocate for safety measures in business districts, including enhanced street lighting and security.
- Track the impact of crime on business closures and insurance challenges.

5. CIVIC INNOVATION & TECHNOLOGY

A. Economic Development, Emerging Technology, and Opportunities for Innovation

Who (potential partners): Innovation & Data Committee, City Technology Staff, Economic Development Staff

When: Ongoing

Why: Leverage AI and emerging technologies for city development, business recruitment, and enhanced public services.

Success Metrics:

Offer clear recommendations and advisement to the city council on the opportunities for investment in civic innovation and technology.

Key Tasks:

- Research and understand National investments related to data, AI, and technology.
- Understand general use and challenges to internet and technology for small and mid-size businesses
- Understand AI-driven sentiment analysis to understand business and resident needs and concerns.
- Explore ways and recommendations for the City of Vallejo to best leverage technology and improve city processes to better serve Vallejo businesses

BUDGET FY 25-26

New Budget Request

This proposed \$20,000 budget directly supports Cycle 1 of Vallejo's Economic Development Strategic Plan (2025–2027), which focuses on foundational visibility, community engagement, and business growth.

This budget turns strategy into action—building visibility, trust, and traction where it matters most.

Item	Amount
Safety and beautification pilot	\$7,500
Professional Photography (Business & Community)	\$5,000
Business Roundtables & Recruitment Events	\$3,500
Design & Communications (Marketing)	\$2,000
Community Engagement & Sentiment Analysis	\$2,000

TOTAL: \$20,000

BUDGET FY 24-25

Request for budget reallocation of previously allocated funds

Due to procedural delays—including adjustments to meeting agendas, onboarding of new commissioners, and the time required to establish spending protocols—the commission was not able to deploy funds within the fiscal year. This is not due to lack of interest or effort, but rather the time required to align with city processes and clarify expenditure procedures.

The EDC requests that unexpended funds from FY2024-25 be reallocated into FY2025-26

Item	Approved Amount	Balance
Honoraria	\$0.00	\$0.00
Social Media Ads	\$250.00	\$250.00
GROW Vallejo: Pole Banners & Signage	\$1500.00	\$1500.00
Professional Development + Training	\$4392.00	\$1967.00
Supplies (Bus. cards, postcards, publications, marketing collateral)	\$3000.00	\$3000.00

TOTAL: \$7,967

(unexpended amount as of May 14, 2025)

FY25-26 Budget Justification

- **Safety and beautification pilot (\$7,500):** Advances placemaking and improves safety and vibrancy in key corridors, core to the plan's call for activating commercial areas and shifting business perception. As an example, we could implement a program to create an 'adopt-a-string' program to expand downtown lighting beyond planned geographic areas.
- **Professional Photography (\$5,000):** Supports the plan's emphasis on enhanced communications and building a compelling visual narrative for Vallejo.
- **Business Roundtables & Recruitment Events (\$3,500):** Drives business attraction and local relationship-building, echoing the Strategic Plan's focus on site selector engagement and stakeholder connection.
- **Marketing & Communications Design (\$2,000):** Aligns with the plan's communication strategy by creating materials that highlight Vallejo's assets and initiatives.
- **Community Engagement & Sentiment Analysis (\$2,000):** Supports data-informed decision-making and ongoing community voice integration, consistent with the plan's outreach and measurement framework.

TIMELINE 2025

until amended or completed

Priority 1

Priority Area	Key Tasks	Responsible Party	Potential Partner
Business Retention	• Conduct business engagement sessions • Adjust workplan	TBD	Relevant Partners
Business Retention	• Facilitate connections to funding sources • Develop recommendations to the City Council • Adjust work plan	TBD	Relevant Partners
Civic Innovation & Technology	• Research and understand national investments related to data, AI, and technology; • Explore AI-driven sentiment analysis for business and resident concerns. • Develop recommendations to the City Council • Adjust workplan	TBD	City Technology Team, Economic Development Staff

TIMELINE 2025

until amended or completed

Priority 2

Priority Area	Key Tasks	Responsible Party	Partners
Business Retention	• Develop a business incentives outreach strategy • Develop recommendations to the City Council • Adjust workplan	TBD	Relevant Partners
Public Safety & Economic Viability	• Conduct citywide business safety assessment; • Establish communication channels between business owners and law enforcement; • Track impact of crime on business closures. • Receive report from Visit Vallejo • Develop recommendations to the City Council • Adjust workplan	TBD	Law Enforcement, Local Businesses, Economic Development Staff
Public Safety & Economic Viability	• Recommend and implement safety measures • Develop recommendations to the City Council • Adjust work plan	TBD	Relevant Partners

TIMELINE 2025

until amended or completed

Priority 3

Priority Area	Key Tasks	Responsible Party	Partners
Business Recruitment	• Execute targeted recruitment campaign; • Develop marketing collateral and recruitment materials; • Attend, assist and/or support networking events with industry professionals. • Adjust work plan. • Receive report from Visit Vallejo • Develop recommendations to the City Council	TBD	Solano EDC, Regional Partners, Economic Development Staff
Strategy & Advisement	• Develop promotional campaigns and strategy • Adjust workplan	TBD	Relevant Partners
Strategy & Advisement	• Evaluate Visit Vallejo's marketing impact; • Formalize reporting expectations between Visit Vallejo and the Commission; • Identify opportunities for business and cultural activations. • Develop recommendations to the City Council, • Adjust workplan	TBD	Visit Vallejo, Solano EDC, Economic Development Staff

TIMELINE 2025

until amended or completed

Priority 4

Priority Area	Key Tasks	Responsible Party	Partners
Strategy & Advisement	- Analyze economic trends - Develop recommendations to the City Council - Adjust work plan	TBD	Relevant Partners
Strategy & Advisement	- Host initial learning sessions - Develop recommendations to the City Council - Adjust work plan	TBD	Relevant Partners
Business Retention	- Monitor growth impact - Develop recommendations to the City Council - Adjust work plan	TBD	Relevant Partners

TIMELINE 2025

until amended or completed

Priority 5

Priority Area	Key Tasks	Responsible Party	Partners
Business Recruitment	• Develop a targeted recruitment list • Develop recommendations to the City Council • Adjust work plan	TBD	Relevant Partners
Business Retention	• Facilitate connections to funding sources • Develop recommendations to the City Council • Adjust work plan	TBD	Relevant Partners
Strategy & Advisement	• Develop a belonging map to identify areas fostering economic vibrancy; Conduct briefings on business districts using data insights. • Develop recommendations to the City Council • Adjust work plan	TBD	Economic Development Staff, City Council, Local Businesses

TIMELINE 2025

until amended or completed

Priority 6

Priority Area	Key Tasks	Responsible Party	Partners
Business Recruitment	- Develop targeted recruitment list - Develop recommendations to the City Council	TBD	Relevant Partners
Strategy & Advisement	- Identify trainers to support economic strategy; - Execute training program; - Determine invitees and key stakeholders. - Develop recommendations to the City Council - Adjust workplan	TBD	Economic Development Staff, Training Partners
Business Retention	- Assess impact and iterate support measures - Develop recommendations to the City Council	TBD	Relevant Partners

TIMELINE 2025

until amended or completed

Priority 7

Priority Area	Key Tasks	Responsible Party	Partners
Business Retention	• Support existing businesses with resources and advocacy; • Launch shop-local campaigns and highlight success stories. • Develop recommendations to the City Council • Adjust workplan	TBD	Chamber of Commerce, Local Business Owners, Economic Development Staff
Strategy & Advisement	• Host initial learning sessions • Develop recommendations to the City Council • Adjust workplan	TBD	Relevant Partners
Public Safety & Economic Viability	• Enhance public safety in business districts, including improved lighting and security measures. • Develop recommendations to the City Council • Adjust workplan	TBD	Law Enforcement, Local Businesses, Economic Development Staff

APPENDIX

Appendix 1: Anchor Store Closure Research

1. The Safeway closure is causing significant disruption. Long-term employees are uncertain about relocation to stores outside Vallejo, with no clear timeline or location provided.
2. Residents are concerned about losing a convenient grocery shopping option, especially those without easy transportation alternatives.
3. The closure of Safeway and two Walgreens stores has created a medication access problem. Some Safeway employees who get their prescriptions through the store's pharmacy are unsure where to transfer their medications.
4. Nearby businesses, like a local cheesesteak shop, are worried about losing foot traffic that Safeway brought to the area.
5. There's a general lack of communication from the city. Neither businesses nor residents reported hearing about closures or potential solutions from city officials.
6. The real reason for Safeway's closure is a lease dispute rather than theft issues. Safeway wanted to add gas stations, which the property owner opposed.
7. Other businesses are concerned about potential impacts but haven't yet contacted property owners or the city about their plans.
8. Small vendors in the area are facing challenges related to safety and licensing, highlighting broader issues affecting local businesses.
9. Increased theft reported at Benicia CVS, concerns of locking up items.

APPENDIX

Appendix 2: Next-Door Response to Anchor Business Closure

Key Themes & Sentiments:

Summarizes Commissioner Garcia's reading of several hundred comments on NextDoor. This is not intended to be a reflection of the entire Vallejo community, but does offer some insight into community conversations around this issue.

1. Crime and Safety Concerns (Most Common Theme)
 - Many comments blame crime and safety issues for the Safeway closure.
 - Some believe the problem is due to out-of-town perpetrators, while others feel Vallejo's leadership has not done enough to address crime.
 - Example comment: "It's really unfortunate to see any store closing, especially due to safety concerns. I hope Vallejo can address these issues soon."
2. Economic Impact & Business Competition
 - Some commenters speculate that the closure is due to economic reasons rather than crime, pointing to Costco's new location as a major factor.
 - Concerns about job losses and fewer affordable grocery options in the area.
 - Example comment: "They are closing because now they'll be losing money cuz of Costco!"
3. Community Impact & Food Accessibility
 - Many residents worry that the closure will create a "food desert," making it harder for lower-income or carless residents to access groceries.
 - Some mention past grocery store closures and express frustration that corporate chains seem to abandon Vallejo.
 - Example comment: "The sad part is for those who can't afford a Costco membership. That area begins to look like a food desert."

APPENDIX

- Frustration with City Leadership
 - Some residents express frustration that city leaders have not taken action to prevent store closures or crime-related issues.
 - Others believe the city favors corporate interests over community needs.
 - Example comment: "Vallejo needs to get it together—every time a store closes, it's the same story, and nothing changes."
- Alternative Solutions & Adjustments
 - Some commenters discuss switching to Costco or other grocery stores in nearby areas like Benicia or American Canyon.
 - Others suggest that another grocery chain may take over the location, but remain skeptical.
 - Example comment: "Why not go to Costco? The gas alone pays for the membership!"

General Takeaways:

- The closure has sparked a debate over whether crime or economic competition is the main cause.
- There is strong concern about access to groceries, especially for those who cannot afford Costco.
- Some residents are frustrated with Vallejo's leadership, feeling that the city is not doing enough to support local businesses or prevent crime.
- Others have resigned to the closure and are seeking alternative shopping options.

ACKNOWLEDGMENTS

Produced by the Vallejo Economic Development Commission in collaboration with partners.

Members of the Commission

Thomas Barbeiro

Mai-Ling Garcia*

Calvin Harrell

Roberto Hernandez

Nicole Loufas, Chair

Dwight Monroe, Vice Chair

Council Liaison

Councilmember Alex Matias

Staff

Gillian Haen

Ivette Iraheta

Veronica Nebb

**principal work plan designer*

With appreciation to Councilmember Tonia Lediju, Marisa Raya, Chris Rico, and Keira Williams whose insights helped inform the development of this plan.

CONTACT US

MEETING INFORMATION:

When: 2nd Wednesday of each month

[City of Vallejo](#)

Time: 6:00 p.m.

Where: City Council Chambers, City Hall



**Economic Development Commission – Consider the
Multi Year Workplan Previously Approved by Council
and Provide Feedback on the Fiscal Year 2026-27
Budget Request**

Economic Development Commission

March 3, 2026



ACTION CALENDAR



Why this matters to Vallejo and City Council

- Supports Council in responding to urgent economic issues
- Provides a structured forum to surface business needs, emerging risks, and opportunities early
- Translate community concerns into policy and economic recommendations
- Tests creative, community-generated solutions at a smaller scale



Our formal role and responsibilities

Vallejo Municipal Code – Chapter 2.36

- Advise Council on issues that can enhance job growth and increase private investment in the City;
- Review and assist with updates and the implementation of the economic development element of the general plan, and;
- Assist with business retention and attraction activities.

Work Plan priority areas

- Strategy and Advisement
- Business Recruitment
- Business Retention
- Public Safety & Economic Viability
- Civic Innovation & Technology

Why this moment is important

- EDC implementation and engagement role to expand Council's capacity
- Increased public awareness and engagement around critical issues
- Business closures - coordination and response to address tax base
- Small investments - influence perception, business confidence, and corridor activity
- Bridge the gap between long-term strategy and on-the-ground progress



Advancing Vallejo's Economic Momentum



- Community engagement and sentiment insight to Council
- Corridor beautification & visibility
- Business storytelling
- Business roundtables and recruitment
- Banner and identity activation

Table 1: EDC Budget Request FY 2026-27

Item	Amount
Safety and Beautification Pilot	\$7,500
Professional Photography (Business Community)	\$5,000
Business Roundtables & Recruitment Events	\$3,500
Design & Communications (Marketing)	\$2,000
Community Engagement & Sentiment Analysis	\$2,000
Pole Banner Program Phase 2	\$7,967
Total	\$27,967



THANK YOU

Dwight Monroe – Chair
Economic Development Commission
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City of Vallejo
555 Santa Clara Street Vallejo, CA 94590
www.cityofvallejo.net



DATE: March 3, 2026
TO: Mayor and Members of the City Council
FROM: Lance David-Interim I.T. Director/Board Secretary
SUBJECT: **SURVEILLANCE ADVISORY BOARD - CONSIDER AND TAKE ACTION ON THE 2026/27 WORK PLAN AND PROVIDE FEEDBACK ON BUDGET REQUEST**

RECOMMENDATION

Consider and take action on the proposed Surveillance Advisory Board (SAB) 2026 Draft Work Plan (attached).

Provide feedback on budget request for \$10,000 to support Community Engagement activities and External Subject Matter Expert services.

REASONS FOR RECOMMENDATION

Approval of the proposed Work Plan and associated \$10,000 budget allocation will support the Surveillance Advisory Board's efforts to strengthen transparency, accountability, and community trust regarding the City's use of surveillance technologies. The requested funding will enable meaningful community engagement, ensure informed public participation, and provide access to independent subject matter expertise necessary to develop a comprehensive compliance review audit framework. These actions align with the City's commitment to oversight and responsible governance.

BACKGROUND AND DISCUSSION

The Surveillance Advisory Board has prepared a 2026 Draft Work Plan outlining three primary initiatives:

- Development of a Compliance Review Audit Policy (draft framework)
- Implementation of a Community Engagement Plan
- Establishment of an External Subject Matter Expert Solicitation Plan

The Compliance Review Audit is presented as a draft framework only. The Board will continue collaborating with the Vallejo Police Department and stakeholders and will return to Council at a later date with a finalized policy for consideration.

The Community Engagement Plan includes public education materials, annual town halls, and outreach to ensure broad community participation. The External Subject Matter Expert Plan establishes a structured process to obtain independent technical and legal expertise on surveillance-related matters to provide presentations and trainings to the Board.

FISCAL IMPACT

There is no direct fiscal impact associated with approval of the work plan. The Board is requesting a \$10,000 budget allocation to support Surveillance Advisory Board Work Plan, Community Engagement activities, and

**Subject: SURVEILLANCE ADVISORY BOARD - CONSIDER AND TAKE ACTION ON THE 2026/27
WORK PLAN AND PROVIDE FEEDBACK ON BUDGET REQUEST**
Page 2

costs associated with External Subject Matter Experts support. If ultimately approved, the requested budget will be included in the FY 26-27 Proposed Budget.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	Surveillance Advisory Board Work Plan
----	---------------------------------------

CONTACT

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Lance.David@cityofvallejo.net

2026 Vallejo Surveillance Advisory Board Work Plan-Draft

Drafted by

Work Plan Adhoc Committee

Russell Owen, District 1

Tony Stewart, District 2

Peggy Cohen Thompson, District 3

February 2026

Contents

- Compliance Review Audit-DRAFT
- Community Engagement Plan
- External Subject Matter Expert Solicitation Plan
- Budget Requested

Compliance Review Audit-DRAFT

As part of the Surveillance Advisory Boards Work Plan, the Board intends to develop an audit policy focused on a compliance review process. The current document represents an initial draft and example of the framework under consideration.

At this time, the Board is not prepared to formally present the policy. The intent is to continue working collaboratively with VPD and other key stakeholders to further refine the scope, requirements, and implementation details. Once the draft has been fully developed, the Board will return to Council for consideration at a later date.

SECTION 1. PURPOSE AND INTENT

The purpose of this policy is to promote transparency, accountability, civil liberties protections, and public trust regarding the acquisition and use of surveillance technology by the Vallejo Police Department.

SECTION 2. DEFINITIONS

Surveillance Technology means any electronic device, system, or software capable of collecting, recording, monitoring, or analyzing individuals, vehicles, locations, or communications.

SECTION 3. DATA PROTECTION POLICIES

Policies must include authorized users, legal standards, retention timelines, sharing rules, and misuse procedures.

SECTION 4. RANDOM COMMAND-LEVEL AUDIT

All surveillance technologies possessed by the Police Department shall be subject to random audits by the Chief of Police or designee at least monthly. The audit reviews compliance with departmental policy regarding surveillance technologies including: authorization, legality, access controls, data sharing, unauthorized retention, misuse patterns, and attempts to circumvent logging requirements.

SECTION 5. REPORTING TO THE SURVEILLANCE ADVISORY BOARD

After each audit, a written summary shall be provided to the Surveillance Advisory Board including deployments reviewed, compliance findings, violations, corrective action, and policy recommendations.

SECTION 6. ANNUAL PUBLIC REPORT

The Police Department shall publish an annual public report summarizing audit findings, effectiveness, civil liberties impacts, and costs.

SECTION 7. INDEPENDENT REVIEW

The Surveillance Advisory Board may recommend changes to the audit process including suspension, modification, or additional audits.

Community Engagement Plan

I. Purpose

The purpose of this Community Engagement Plan is to ensure that residents of Vallejo are informed, empowered, and meaningfully involved in decisions related to surveillance technology used by the City, particularly by the Vallejo Police Department. This plan prioritizes the city's values of transparency, accessibility, equity and accountability. The goal is to help build trust between the city and the residents.

II. Goals

1. Increase public understanding of surveillance technologies used in Vallejo.
2. Provide accessible, plain-language explanations of residents' rights.
3. Create regular, structured opportunities for public input.
4. Ensure historically marginalized communities are actively included.
5. Integrate public feedback into SAB policy recommendations and annual reports.

III. Strategic Components

1. Plain-Language Public Education Materials

The SAB will develop accessible educational materials explaining surveillance technologies and residents' rights.

2. Annual Town Hall & Educational Workshop

The SAB will host a structured public forum annually to provide updates, receive public input, and discuss surveillance policies.

- Hybrid format (in-person + virtual).
- Rotating geographic locations within Vallejo.
- Structured agenda including presentation, expert input, and public Q&A.

3. Community Partnerships & Outreach

- **Host community forum and leverage community organizations to increase participation and community outreach.**

4. Expected Outcomes

- **Increased public awareness of surveillance technologies.**
- **Improved transparency and trust in oversight processes.**
- **Policies informed by community input.**
- **Strengthened balance between public safety and civil liberties.**

External Subject Matter Expert

I. Purpose

The purpose of this plan is to establish a clear, transparent, and structured process for the Surveillance Advisory Board (SAB) to identify, solicit, evaluate, and incorporate expert testimony related to surveillance technologies, municipal law enforcement practices, civil liberties, data governance, and oversight mechanisms.

Expert testimony ensures that Board recommendations to the City Council are informed by independent, technically sound, and legally grounded analysis.

II. Scope

This plan applies when the SAB seeks expert input on topics such as:

- Proposed acquisition of new surveillance technology
- Renewal or reauthorization of existing technology
- Audit findings or compliance concerns
- Data retention and sharing policies
- Constitutional or civil rights implications
- Emerging technologies (e.g., drones, cell site simulators, facial recognition)
- Best practices in municipal oversight

III. Standing Expert Advisory Roster

To reduce delays, SAB may maintain a pre-approved advisory roster including:

- **Academic institutions**
- **Civil liberties organizations**
- **Technology auditors**
- **Municipal governance experts**

Roster reviewed to be reviewed annually.

Budget Request

The Board is requesting a \$10,000 budget allocation to support Community Engagement activities and costs associated with External Subject Matter Experts support.

