

AGENDA



ECONOMIC VITALITY COMMISSION

Economic Vitality Commission

Alexander Matias, Chair
Calvin Harrell, Vice-Chair
Dan Buan
Deborah Dickson
Diana Dowling
Reina Robinson
Vacant

VIA TELECONFERENCE

**April 14, 2021
6:00 PM**

www.cityofvallejo.net

TO THE MEMBERS OF THE ECONOMIC VITALITY COMMISSION:

You are hereby notified that I do hereby call the Vallejo Economic Vitality Commission in session to consider only the matters stated on the agenda listed below.

IMPORTANT NOTICE REGARDING APRIL 14th, 2021 ECONOMIC VITALITY COMMISSION MEETING

These meetings are being conducted using teleconference and electronic means consistent with the State of California Executive Order N-29-30 regarding the COVID-19 pandemic. The live stream of the meeting may be viewed on television or online. Details may be found at www.cityofvallejo.net. In accordance with Executive Order N-29-30, the public may only view the meetings on television and/or online and not in the Council Chamber.

PUBLIC COMMENT:

Members of the Public may provide public comments during the Commission Meeting via Zoom (<https://zoomregular.cityofvallejo.net>), or via phone, by dialing (669) 900-6833, enter meeting id: 914 0075 0676#

VIEW THE MEETING:

The way you can view and participate in this public meeting:

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Secretary at paul.kelley@cityofvallejo.net. Notification at least 48 hours prior to a meeting will enable the City to make reasonable arrangements to ensure accessibility to that meeting. [28 CFR.35.102.35.104 ADA Title II]

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Economic Vitality Commission will be available for public inspection at City Hall, 555 Santa Clara St., 2nd Floor, or the Vallejo Public Library, 505 Santa Clara St. at the same time that the public records are distributed or made available to the Economic Vitality Commission. Such documents may also be available on the City of Vallejo website at www.cityofvallejo.net subject to staff's ability to post the documents prior to the meeting. **If you have any questions regarding any of the following agenda items, please contact the secretary of the commission, Paul Kelley at paul.kelley@cityofvallejo.net or (707) 648-4109.**

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- 1. CALL TO ORDER [6:00]**
 - 2. PLEDGE OF ALLEGIANCE**
 - 3. ROLL CALL**
 - 4. OATH OF OFFICE**
 - 5. COMMUNITY FORUM**

Due to the current Shelter in Home Order and in conformance with the Governor's Executive Order N-29-30 the City of Vallejo has opted to hold City Council meetings and Economic Vitality Commission meetings via teleconference. Any interested members of the public desiring to communicate with the Commission as part of the First Community Form must do so by accessing the link at the conclusion of this paragraph. There will be no public access to City Hall for any Economic Vitality Commission Meetings until further notice. Zoom Link: (<https://zoomregular.cityofvallejo.net>), or via phone by dialing (699) 900-6833, enter meeting id: 914 0075 0676#

6. APPROVAL OF AGENDA

Recommendation: By motion, approve the April 14th, 2021 agenda.

7. APPROVAL OF MINUTES

Recommendation: By motion, approve the minutes from the February 10, 2021 meeting.

8. PRESENTATIONS

Due to the current Shelter in Home Order and in conformance with the Governor's Executive Order N-29-30 the City of Vallejo has opted to hold City Council meetings and Economic Vitality Commission meetings via teleconference. Any interested members of the public desiring to communicate with the Commission as part of the First Community Form must do so by accessing the link at the conclusion of this paragraph. There will be no public access to City Hall for any Economic Vitality Commission Meetings until further notice. Zoom Link: (<https://zoomregular.cityofvallejo.net>), or via phone by dialing (699) 900-6833, enter meeting id: 914 0075 0676#

- A. Rules of Order, Decorum and Council Liaison Ordinances, Commissioner Roles, Code of Ethics and Conduct, On-Line/Video etiquette, and Rules of Order
Presented by: Veronica Nebb – Vallejo City Attorney
- B. Solano Economic Development Corporation (EDC) – Regional Economic update
Presented by: Robert Burris – President/CEO of Solano EDC

9. ACTION CALENDAR

Due to the current Shelter in Home Order and in conformance with the Governor's Executive Order N-29-30 the City of Vallejo has opted to hold City Council meetings and Economic Vitality Commission meetings via teleconference. Any interested members of the public desiring to communicate with the Commission as part of the First Community Form must do so by accessing the link at the conclusion of this paragraph. There will be no public access to City Hall for any Economic Vitality Commission Meetings until further notice. Zoom Link: (<https://zoomregular.cityofvallejo.net>), or via phone by dialing (699) 900-6833, enter meeting id: 914 0075 0676#

A. Sub-Committee Report(s)

Recommendation: Receive Report from Sub-Committees:

- Operations Sub-Committee
- Business Retention / Attraction Sub-Committee

B. Materials for commissioners

Recommendation: Discuss the City Report

C. Economic Development Department report on COVID-19 Resources

Recommendation: Review and discuss

10. SECOND COMMUNITY FORUM

See Community Forum Above for ways to comment

11. REPORT OF THE SECRETARY

A. Economic Vitality Commission Staff Update

12. REPORTS OF THE CITY COUNCIL LIAISON

13. COMMISSIONER COMMENTS

14. INFORMATION ITEMS, ACTIVITY REPORTS, AND ANNOUNCEMENTS

15. ADJOURNMENT

I, Paul Kelley, Secretary, do hereby certify that we have caused a true copy of the above notice and agenda to be delivered to each of the members of the Economic Vitality Commission, 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 5:00 p.m., April 12, 2021.

Dated: Thursday, April 8th, 2021



Paul Kelley, EVC Secretary

Minutes



ECONOMIC VITALITY COMMISSION

Economic Vitality Commission

Alexander Matias, Chair
Calvin Harrell, Vice-Chair
Dan Buan
Deborah Dickson
Diana Dowling
Reina Robinson
Gregoria Torres

VIA TELECONFERENCE

**February 10, 2021
6:00 PM**

www.cityofvallejo.net

1. CALL TO ORDER [6:00]

The zoom meeting of the Commission was called to order by Vice-Chair Torres at 6:04pm

2. PLEDGE OF ALLEGIANCE

Pledge read by all from the screen by Vice-Chair Torres

3. ROLL CALL

EVC Present: Vice-Chair Torres, Deborah Dickson, Calvin Harrell, L. Alexander Matias, Reina Robinson (at 6:10pm)

EVC Absent: Dan Buan, Diana Dowling

Staff Present: Paul Kelley, Economic Development Manager – Commission Secretary; Gillian Hayes, Interim Deputy City Manager, Christina Ratcliffe, Interim Planning Director, Naveed Ashraf, Chief Innovation Officer (Zoom Meeting admin)

City Council Present: City Council Liaison – Council Member Brown

4. OATH OF OFFICE

Council Member Brown administered the Oath of Office to:

Commissioner Calvin Harrell
Commissioner L. Alexander Matias

5. COMMUNITY FORUM

Vice-Chair Torres called for Community Forum Speakers:

Three members of the public identified themselves on the zoom meeting and said they would watch and comment if needed on subsequent items.

6. APPROVAL OF AGENDA

Recommendation: By motion of Commissioner Matias and carried unanimously to approve the February 10, 2021 agenda.

7. APPROVAL OF MINUTES

Recommendation: By motion of Commissioner Dickson and carried unanimously to approve the minutes from the September 9, 2020 special meeting.

8. PRESENTATIONS

- A. Rules of Order, Decorum and Council Liaison Ordinances, Commissioner Roles, Code of Ethics and Conduct, On-Line/Video etiquette, and Rules of Order
This annual and when new commissioners' presentation by City Attorney's office to be continued to the next meeting.

- B. New Zoning Code Update (City of Vallejo)
Presented by: Gillian Hayes, Interim Deputy City Manager &
Christina Ratcliffe, Interim Planning & Development Services Director

Staff presented the information with Power point and took questions and comments from the commissioners.

9. ACTION CALENDAR

A. Election of Chair and Vice-Chair

Recommendation: By Motion, Nominate and Elect Chair and Vice-Chair for 2021 term

Action: Three Commissioners were nominated for Chair of the Commission – Dickson, Harrell, Matias. **By Roll Call – Commissioner Matias was elected 2021 Chair of the commission.**

Action: Two commissioners were nominated for Vice-Chair of the Commission – Harrell and Torres. **By Roll Call vote – Commissioner Harrell was elected 2021 Vice-Chair of the commission.**

B. Economic Vitality Commission Meeting Dates 2021

Recommendation: By Motion, establish dates for 2021 meetings

Action: Moved by Commissioner Dickson, Second by Harrell and carried unanimously to approve the recommended meeting dates for 2021 – Even numbered months, the second Wednesday at 6pm.

Discussion: Commissioners discussed meeting frequency and accomplishing commission goals through sub-committees.

C. Materials for commissioners

Recommendation: Discuss the supply of potential biz cards

Discussion: Commissioners discussed the potential for business cards to be used by commissioners as they visit businesses, attend community meetings etc as ambassadors for the City and EVC. Commission Secretary Kelley reported that City policy would allow for business cards with Commission, Commissioner Name and Commissioner Position, not emails or phone numbers. The Commission Secretary will follow up on getting cards form the Commissioners.

D. Commission Discussion on Sub-Committees

Recommendation: Review and discuss potential for commission subcommittees

Discussion: Secretary Kelley reviewed that a way to accomplish much of the commissions goals can be done through sub-committee's and that the commission purpose and duties could be done with some committees with focus like: Downtown, Business Retention, Economic Development Plan/Vision, Job Growth and investment and more. Commissioner Torres provided input and history of the commission using sub-committees, focus on downtown and other committee focus. Other commissioners also discussed the benefit of committees, inviting commissioners not currently at this meeting, meeting in between Commission meetings, reporting back to the Commissioner and more.

Chair Matias recommended setting up two Sub-Committees at this point – **Operations Sub-Committee and Business Attraction and Retention Sub-Committee**. Max membership of Sub-Committee is 3 Commissioners. Created by motion of Commissioner Dickson and 2nd by Commissioner Robinson and carried unanimously. Secretary Kelley to reach out to members not present about sub-committee membership. The following membership and preliminary function:

Operations Sub-Committee

Members: Chair Matias and Commissioner Robinson and TBD

Prelim Function: Strategic planning; Communications; Enhance Role

Business Attraction and Retention Sub-Committee

Members: Vice-Chair Harrell and Commissioners Dickson and Torres

Prelim Function: Business retention, Downtown, Allied groups outreach

10. REPORT OF THE SECRETARY

A. Economic Vitality Commission Goals and Plans – Implementing the Council Goals

Secretary to report that once the City Council Goal Setting sessions completed the Commission will discuss their role in implementing goals applicable to the Commission at a future meeting.

Discussion: Secretary Kelley reported that the commission had few meetings in 2020 due to the pandemic, but did have a very good presentation from two interns on ideas for downtown revitalization. The commission had not met much in 2019 as well, and that the Economic Development department wanted to set a regular schedule (every other month) for the commission and stick to it. The Council is also scheduled to have their team building and goal setting sessions in March. Once the Council has completed their goal setting, the City departments will look for ways to implement, and this Commission could play a role in the Economic Development goal and planning process. Secretary Kelley also acknowledged and thanked the City Staff for their presentation, and the ongoing commissioners for their service to the commission over the past number of years.

11. REPORTS OF THE CITY COUNCIL LIAISON

Discussion: Council Member Brown thanked the commissioners for their dedication and participation and thanked the staff and the energy and accomplishments of this first meeting of the 2021 EVC. Also reported that upcoming Council goal setting and the need to support business in the City.

12. INFORMATION ITEMS, ACTIVITY REPORTS, AND ANNOUNCEMENTS

None.

13. ADJOURNMENT

General Motion to adjourn at 8:21pm

Alexander Matias, Chair

Paul Kelley, Commission Secretary (2021)