AGENDA

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

ECONOMIC VITALITY COMMISSION

VIA TELECONFERENCE

www.cityofvallejo.net

June 9, 2021
6:00 PM

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 JUNE 9th, 2021
ECONOMIC VITALITY COMMISISON MEETING

These meetings are being conducted using teleconference and electronic means consist 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#

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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.**

1. CALL TO ORDER [6:00]

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. 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#

5. APPROVAL OF AGENDA

Recommendation: By motion, approve the June 9th, 2021 agenda.

6. APPROVAL OF MINUTES

Recommendation: By motion, approve the minutes from the April 14th, 2021 meeting.

7. 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. GO-Biz – California State office support of Business and Economic Development
Presented By: to Poonum Patel, Assistant Deputy Director & Business Development Specialist for the Governor's Office of Business and Economic Development

B. Presentation / Update on Economic Development Division Staffing
Presented by: Paul Kelley

8. 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 –
  - Review and Approve: EVC Proposed Work Plan 2021
    A draft EVC Meeting Schedule and topics
- Business Retention / Attraction Sub-Committee

B. Materials for commissioners
Recommendation: Discuss the City Report

C. Economic Development Division Strategic Plan
Recommendation: Review and discuss

9. SECOND COMMUNITY FORUM
See Community Forum Above for ways to comment

10. REPORT OF THE SECRETARY
A. Economic Vitality Commission Staff Update

11. REPORTS OF THE CITY COUNCIL LIAISON

12. COMMISSIONER COMMENTS

13. INFORMATION ITEMS, ACTIVITY REPORTS, AND ANNOUNCEMENTS

14. 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., June 3, 2021.

Dated: Thursday, June 3, 2021

Paul Kelley

Paul Kelley, EVC Secretary

Minutes

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

ECONOMIC VITALITY COMMISSION

VIA TELECONFERENCE

www.cityofvallejo.net

April 14, 2021
6:00 PM

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1. CALL TO ORDER [6:00]

The zoom meeting of the Commission was called to order by Chair Matias at 6:05 pm

2. PLEDGE OF ALLEGIANCE

Pledge read by all from the screen by Chair Matias

3. ROLL CALL

EVC Present: Deborah Dickson, Vice-Chair Calvin Harrell, Chair L. Alexander Matias, Reina Robinson (at 6:07 pm)
EVC Absent: Dan Buan, Diana Dowling

Staff Present: Paul Kelley, Economic Development Manager – Commission Secretary; Jeff Fugelsang, ED Staff; Gillian Hayes, Interim Deputy City Manager, Naveed Ashraf, Veronica Nebb, City Attorney, Naveed Ashraf, Chief Innovation Officer (Zoom Meeting admin)

City Guest Presenter: Robert Burris – President/CEO of Solano EDC

4. OATH OF OFFICE

Not applicable at this meeting.

5. COMMUNITY FORUM

Public Attendees: Theresa Karr

Chair Matias called for Community Forum Speakers:
No public members identified themselves. No public members spoke.

6. APPROVAL OF AGENDA

Recommendation: By motion of Commissioner Dickson and carried unanimously to approve the April 14, 2021 agenda.

7. APPROVAL OF MINUTES

Recommendation: By motion of Commissioner Robinson and carried unanimously to approve the minutes from the February 10, 2021 regular 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 – Presented by: Veronica Nebb, City Attorney

Presentation Summary: Overview of Rosenberg's Rules of Orders, Decorum Ordinance, Code of Ethics, Municipal Code Board and Commission Regulations, EVC Duties and Powers

Discussion: Commissioners asked questions of the City Atty related to the presentation and to help clarify the information.

Public Comments: None

B. Solano Economic Development Corporation (EDC) – Regional Economic update - Presented by: Robert Burris – President/CEO of Solano EDC

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

Presentation Summary: Purpose of Solano EDC, Economic Statistics, EDC Policies, Economic Information Outreach, Industry Focus, Recent and Upcoming EDC Work

Discussion: Commissioners asked questions about when Vallejo would return to similar levels of employment, about service sector jobs and EDC studies. Also discussion on comparisons to other Cities and for help from Solano EDC to pitch our locations for new businesses.

Public Comments: No comments.

9. ACTION CALENDAR

A. Sub-Committee Report(s) Recommendation: Receive Report from Sub-Committees: - Operations Sub-Committee - Business Retention / Attraction Sub-Committee

Two committees created: 1) operations and 2) business retention/attraction

Chair Matias discussed Operations: Met to discuss strategic planning, communications between economic development entities, enhance role of commission. Draft outline of what the next year looks like for the commission. Based on previous, it will be brought back for the commission as a proposed work plan and meeting scheduled for the commission year.

Public Comments: No comments.

Commissioner Comments: Commissioner Dickson thanked Chair Matias for taking the lead on developing path forward for Commission.

Commissioner Harrell discussed Business Retention/ Attraction: Subcommittee has not been able to meet yet.

Commissioner Harrell asked if commissioners can recommend individuals to fill vacancies to city council. Paul said there is a formal advertising process. If someone is in mind, ask if they would like to apply.

Action: No Action was taken.

Member of Governor's Office representing Bay Area will present next month

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Discussion: No further discussion

B. Materials for Commissioners Recommendation: Discuss the City Report

Paul is working to get EVC emails approved for commissioners. Generic EVC business cards will be distributed to commissioners. Any official action from commission is on EVC letter head.

Commissioner Comments: No comments.

No public comments.

C. Economic Development Department report on COVID-19 Resources Recommendation: Review and discuss

City of Vallejo.net has COVID tab and business and funding resources tab.

10. SECOND COMMUNITY FORUM

No public comments

11. REPORT OF THE SECRETARY

A. Economic Vitality Commission Staff Update - All was provided above

Recruiting open position. Jeff Fugelsang is assisting ED.

12. REPORTS OF THE CITY COUNCIL LIAISON

Discussion: No Report

13. COMMISSIONER COMMENTS

Discussion: Comments from Commissioners in previous items.

14. INFORMATION ITEMS, ACTIVITY REPORTS, AND ANNOUNCEMENTS

Discussion:

15. ADJOURNMENT

General Motion to adjourn at 8:21pm

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Alexander Matias, Chair

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Paul Kelley, Commission Secretary (2021)

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Economic Vitality Commission (EVC)
Operations Calendar FY2021-22 / Proposed Work Plan – Draft Meeting Schedule and Topics

Meeting Date	Agenda Items	Notes from the Operations Subcommittee	Economic Development/Vitality Events
February 15, 2021	Agenda for the Meeting Oath of Office Minutes for the September 9, 2020 Meeting Zoning Code Update Proposed Meeting Dates for 2021 Election of Chair and Vice Chair	-Election of Chair and Vice Chair -Creation of Subcommittees (Operations and Business Attraction and Retention) -Request for EVC Email Address + Business Cards	N/A
April 14, 2021	Call to Order Pledge of Allegiance Roll Call Oath of Office Approval of Agenda Approval of Minutes Community Forum Presentations: • Solano Economic Development Corporation • Vallejo Zoning Code Update COVID-19 Program and Related Business Support Old Business • EVC Business Attraction and Retention Subcommittee • EVC Operations Subcommittee New Business Second Community Forum Report of the Secretary Reports of the Council Liaison Announcements	-Presentation from Robert Burris, President/CEO, Solano Economic Development Corporation • Comments: Requested presentation earlier shared with the Vallejo Chamber of Commerce highlighting economic statistics and indicators for Solano County and the City of Vallejo. -Vallejo Zoning Code Update • Comments: A new revised code has been presented to the Planning Commission. Request made to present updated document to the Economic Vitality Commission. -COVID-19 Program and Related Business Support • Comments: Requested EDD to share update w/Commission on City of Vallejo COVID-19	• April 8, 2021 at 4:30pm: Central Core Restoration Corporation (CCRC) Monthly Meeting • April 14, 2021 at 12pm: Vallejo Chamber of Commerce – Economic Development Committee • April 15, 2021 at 11am: Solano Economic Development Corporation---Economic Update Webinar • April 20, 2021: Women in Manufacturing (WiM), Northern California Chapter, Monthly Meeting • April 28, 2021: 2021 Women in Business Webinar Series (Vallejo Chamber of Commerce Website for Details)

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	Commissioner Comments and Discussion Adjournment	Programs and Related Business Supports created to support Vallejo Businesses. -Subcommittees • Comments:	• May 6, 2021 at 4:30pm: Central Core Restoration Corporation (CCRC) Monthly Meeting
June 9, 2021	Call to Order Pledge of Allegiance Roll Call Oath of Office Approval of Agenda Approval of Minutes Community Forum Presentations: • State of California, Office of Business and Economic Development ***(Tentative)*** • City of Vallejo, Communications o Christina L. Lee ***(Tentative)*** o Paul Kelley o Visit Vallejo ***(Tentative)*** COVID-19 Program and Related Business Support Old Business • EVC Business Attraction and Retention Subcommittee • EVC Operations Subcommittee New Business Second Community Forum Report of the Secretary Reports of the Council Liaison Announcements	-State of California, Office of Business and Economic Development • Discussion w/representative from Office of Business and Economic Development on assistance available to the city and businesses. -City of Vallejo, Communications • Request for Christina L. Lee, Communications and Public Information Officer and Economic Development Director to do a share out with Economic Vitality Commission on Communications support for prospective and current Vallejo Businesses. **Note from the Chair:** • Given the passing of annual budget cycle, the Chair may call for a special meeting or request that this meeting be pushed back with the goal of issuing recommendations to the Vallejo City Council on	• June 9, 2021 at 12pm: Vallejo Chamber of Commerce – Economic Development Committee • June 10, 2021 at 4:30pm: Central Core Restoration Corporation (CCRC) Monthly Meeting • July 8, 2021 at 4:30pm: Central Core Restoration Corporation (CCRC) Monthly Meeting • June 2021: California Downtown Association (CDA) Annual Conference (Tentative)

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	Commissioner Comments and Discussion Adjournment	Economic Development initiatives.	
August 11, 2021	Call to Order Pledge of Allegiance Roll Call Oath of Office Approval of Agenda Approval of Minutes Community Forum Presentations: • Real Estate Update o Napa River Realty (Tim Hiemstra) **(TBD)** o Brixmor **(TBD)** o Strong & Hayden **(TBD)** o JLL/CBRE **(TBD)** • Climate Action Plan Update o Gillian Hayes (Deputy City Manager) • Public Works Update o Terrance Davis (Public Works Director, City of Vallejo) COVID-19 Program and Related Business Support Marketing and Communications Old Business • EVC Business Attraction and Retention Subcommittee • EVC Operations Subcommittee New Business Second Community Forum	<u>Marketing and Communications</u> • Addition to August 11, 2021 agenda to now include Marketing and Communications. Operations subcommittee will incorporate information shared in June 2021 meeting to actionable items for commission to implement. <u>Real Estate Update</u> • Update from Commercial Real Estate professionals on prospects and discussion on how to best position Vallejo's commercial real estate for lease/sale. <u>Climate Action Plan</u> • The Climate Action Plan, first enacted in 2012, will enable Vallejo to reduce gas emissions, adapt to climate change and improve economic, environmental and physical health of the community. The plan calls for changes through 2035. The commission requests an update from the Deputy City Manager on the city's efforts to	• August 11. 2021 at 12pm: Vallejo Chamber of Commerce – Economic Development Committee • August 12, 2021 at 4:30pm: Central Core Restoration Corporation (CCRC) Monthly Meeting • September 9, 2021 at 4:30pm: Central Core Restoration Corporation (CCRC) Monthly Meeting

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	Report of the Secretary Reports of the Council Liaison Announcements Commissioner Comments and Discussion Adjournment	better position the City of Vallejo as an attractive destination for business. <u>Public Works Update</u> • Update from the Public Works Director, Terrance Davis on pavement/street repair and upcoming projects. Condition of city streets/pavement important to the city's presentation as an attractive destination.	
October 13, 2021	Call to Order Pledge of Allegiance Roll Call Oath of Office Approval of Agenda Approval of Minutes Community Forum Presentations: • Workforce Development Board of Solano County (Heather Henry) **(TBD)** • Solano Community College (Celia Esposito-Noy) **(TBD)** • Touro University (CA/Vallejo) **(TBD)** COVID-19 Program and Related Business Support Marketing and Communications Old Business	<u>Workforce Development</u> • Discussion with: -Workforce Development Board of Solano County -Solano Community College (Celia Esposito-Noy) -Touro University (CA/Vallejo) On workforce development/local/regional employers who hire from institutions.	• September 9, 2021 at 4:30pm: Central Core Restoration Corporation (CCRC) Monthly Meeting • October 14, 2021 at 4:30pm: Central Core Restoration Corporation (CCRC) Monthly Meeting • November 11, 2021 at 4:30pm: Central Core Restoration Corporation (CCRC) Monthly Meeting

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	• EVC Business Attraction and Retention Subcommittee • EVC Operations Subcommittee New Business Second Community Forum Report of the Secretary Reports of the Council Liaison Announcements Commissioner Comments and Discussion Adjournment		
December 8, 2021	Call to Order Pledge of Allegiance Roll Call Oath of Office Approval of Agenda Approval of Minutes Community Forum Presentations: • Vallejo Chamber of Alliance COVID-19 Program and Related Business Support Marketing and Communications Old Business • EVC Business Attraction and Retention Subcommittee • EVC Operations Subcommittee New Business Second Community Forum Report of the Secretary Reports of the Council Liaison Announcements	<u>Collaboration and Partnership</u> • Vallejo Chamber Alliance: Discussion to reflect on EVC/Vallejo Chamber Alliance connectivity/partnership efforts in 2021 and recommendations for work together in FY2022.	• December 5-8, 2021 (Las Vegas, Nevada): International Council of Shopping Centers (ICSC) RECon • December 9, 2021 at 4:30pm: Central Core Restoration Corporation (CCRC) Monthly Meeting • Startup Grind Global Conference (February 2022): Check for exact dates-

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	Commissioner Comments and Discussion Adjournment		
February 9, 2022	Call to Order Pledge of Allegiance Roll Call Oath of Office Approval of Agenda Approval of Minutes Community Forum Presentations: • Economic Development Update o FY2021 Presentation by Economic Development Director COVID-19 Program and Related Business Support Marketing and Communications Old Business • EVC Business Attraction and Retention Subcommittee • EVC Operations Subcommittee New Business Action Calendar: • Election of Chair and Vice Chair • Approval of Meeting Dates for FY2022 Second Community Forum Report of the Secretary Reports of the Council Liaison Announcements Commissioner Comments and Discussion	<u>Year in Review</u> • <u>Economic Development Update</u> Year in Review of Economic Development Efforts in Vallejo, CA <u>Meeting + Election of Chair and Vice Chair for FY2022</u>	• February 10, 2022 at 4:30pm: Central Core Restoration Corporation (CCRC) Monthly Meeting • March 2022: WiM West Regional Conference for Manufacturing Professionals

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	Adjournment		

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