

AGENDA



ECONOMIC VITALITY COMMISSION

Economic Vitality Commission

Alexander Matias, Chair
Calvin Harrell, Vice-Chair
Thomas Barbiero
Deborah Dickson
Diana Dowling
Nicole Loufas
Reina Robinson

VIA TELECONFERENCE

**August 11, 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 AUGUST 11th, 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:

- Join the Zoom webinar: <https://zoomregular.cityofvallejo.net>

Want more City Information? Members of the public can:

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Sign up to receive City Communications via e-mail (www.cityofvallejo.net/living/connect)

Sign up to receive City updates and get connected with your neighbors on Nextdoor (www.nextdoor.com)



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. INTRODUCTION OF NEW MEMBERS AND OATH OF OFFICE**
 - 4. ROLL CALL**
 - 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 August 11th, 2021 agenda.

7. APPROVAL OF MINUTES

Recommendation: By motion, approve the minutes from the June 9th, 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. City of Vallejo Communications and Outreach Overview
Christina Lee – City of Vallejo PIO

B. Visit Vallejo – Communications and Marketing report
Mike Browne – Visit Vallejo

C. Economic Development Division – Communications Report

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 –
 - o Report from Committee
 - o Commission Procedures & Rules Document - Draft
- Business Retention / Attraction Sub-Committee
 - o Report from Committee members

B. Business Retention – Sub-Committee – Survey Discussion

Recommendation: Review Survey Options and next steps

10. SECOND COMMUNITY FORUM

See Community Forum Above for ways to comment

11. REPORT OF THE SECRETARY

- A. Economic Vitality Commission Staff Update
- B. Economic Division Strategic Plan – update
- C. Report on Materials for Commissioners – Generic Business cards

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 by 5:00 p.m., August 5, 2021.

Dated: Tuesday, August 5, 2021



Paul Kelley, EVC Secretary



AGENDA/MINUTES

Economic Vitality Commission

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

ECONOMIC VITALITY COMMISSION MEETING ACTION MINUTES

VIA TELECONFERENCE

June 9, 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 JUNE 9th, 2021 ECONOMIC VITALITY COMMISSION 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.

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-
1. **CALL TO ORDER [At 6:05]**
 2. **PLEDGE OF ALLEGIANCE**
 3. **ROLL CALL**

Members Present: Chair Matias, Vice-Chair Harrell, Commissioners Dickson, Dowling, Robinson

4. **COMMUNITY FORUM**

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None

5. **APPROVAL OF AGENDA**

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

M – Dowling, 2nd – Dickson - Unanimous

6. **APPROVAL OF MINUTES**

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

M – Robinson, 2nd – Dickson - Unanimous

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

- *Poonum Patel made a presentation on GoBiz activities, business support and more. Power Point part of the recording*
- *Commission asked questions.*

B. **Presentation / Update on Economic Development Division Staffing**

Presented by: Paul Kelley

- *Reported that there are now two vacancies on the Commission*
- *For the Division – One ½ secretary starting in three weeks*
- *For the Division – Two Economic Development Program Managers starting in late*

August

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 –
 - o Review and Approve: EVC Proposed Work Plan 2021
A draft EVC Meeting Schedule and topics

Commission discussion and input

M – Robinson, 2nd – Dickson – to approve the proposed EVC schedule / Topics as commission meeting/work plan

- Business Retention / Attraction Sub-Committee
Vice-Chair Harrell reported on their meeting, Follow up meeting to review business survey options / subjects and how to reach the most businesses.

B. Materials for commissioners

Recommendation: Discuss the City Report

Secty Kelley reported the generic business cards printed and to be sent to commissioners.

C. Economic Development Division Strategic Plan

Recommendation: Review and discuss

Secty Kelley reported that Council is working on their Goals, once completed

Departments to do their goals and ED has submitted a request for resources to do the Goals and updated Strategic plan.

9. SECOND COMMUNITY FORUM

See Community Forum Above for ways to comment

None

10. REPORT OF THE SECRETARY

A. Economic Vitality Commission Staff Update – See Above

11. REPORTS OF THE CITY COUNCIL LIAISON - NONE

12. COMMISSIONER COMMENTS –

*Commissioners mentioned meetings and events virtually attended
City Clean up the coming weekend
Looking forward to future meetings*

13. INFORMATION ITEMS, ACTIVITY REPORTS, AND ANNOUNCEMENTS

14. ADJOURNMENT – 8:05pm

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, EVC Secretary



City of Vallejo

Economic Vitality Commission

Rules of Order and Procedure

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**ECONOMIC VITALITY COMMISSION
OF THE
CITY OF VALLEJO, CALIFORNIA**

RESOLUTION NO. EVC 21-XX

RULES OF ORDER AND PROCEDURE

BE IT RESOLVED by the Economic Vitality Commission of the City of Vallejo, California that the following Rules of Order and Procedures be adopted for the organization of the Commission and conduct of its meetings, and these rules shall supersede all previous rules for this purpose:

SECTION 1.0 PREAMBLE

The objective of these rules of order and procedure is to ensure the orderly and efficient conduct of the meetings of the Economic Vitality Commission. These rules are intended to assure the right of the majority of the Commission to decide matters and issues brought before the Commission; the right of the minority on any issue to be heard; and the right of absentee Commissioners to be protected. These rules also are intended to foster and promote the right of the citizens to have adequate notice of business scheduled for consideration by the Commission and a fair and reasonable opportunity to appear and be heard on the items of business presented to the Commission.

SECTION 2.0 GENERAL RULES

2.1 Meetings to be Public

All regular and special meetings of the Commission shall be open to the public, except for such closed sessions which are permitted to be held in private under the provisions of the Ralph M. Brown Act or other laws of the State of California

2.2 Attendance of Media at the Commission Meetings

All the public meetings of the Planning Commission shall be open to the news media, freely subject to recording by radio, television and photographic services, provided that such activities do not interfere with the orderly conduct of the meetings.

2.3 Quorum

A quorum shall be a majority of the commissioners appointed, but fewer adjourn from time to time and compel attendance of absent members in such manner as may be prescribed by these rules of order and procedure.

2.4 Rules of Procedure

Rosenberg's Rules of Order shall be the rules of order and procedure for

the transaction of business.

2.5 Journal of Proceedings

An account of all public proceedings of the Commission shall be kept by the Secretary of the Commission, and shall be entered in a permanent book or other permanent form constituting the official record of the Commission.

2.6 Secretary

The Economic Development Director or their designee shall serve as the Secretary to the Commission. The Secretary may make recommendations to the Commission and offer technical and professional assistance, but shall have no vote. The Secretary shall also keep the official minutes and perform such other duties as may be requested by the Commission.

2.7 Committees

- A. The Commission may create committees in accordance with the rules and procedures contained herein to assist the Commission in carrying out its functions and responsibilities.
- B. Every committee created by the Commission shall be advisory only. Any committee may be directed to undertake steps and/or study matters which are within the authority of the Commission.
- C. Committees may be occupied entirely of Commissioners or a combination of Commissioners and other persons. Any committee composed shall be less than a quorum.
- D. When requested by the Presiding Officer, the chairperson of each committee shall report or advise the Commission on the progress or result of work/projects assigned to or undertaken by the committee.

2.8 Seniority of Commissioners

Seniority shall be determined by the length of time on the Commission. In the event two or more commissioners have been on the Commission for the same length of time, seniority shall be determined by lot.

Section 3.0 TYPES OF MEETINGS

3.1 Regular Meetings

Regular meetings of the Commission shall be held on the second of every month at six (6) p.m. If the second Wednesday falls on a legal holiday, the meeting shall be held on the following Wednesday at the same hour. If at any regular meeting, business before the Commission remains unfinished, the Commission may adjourn from time to time to dispose of the same or to transact any other unfinished business. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Secretary may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided in Section 3.3 for special meetings, unless such notice is waived

as provided for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within twenty-four (24) hours after the time of adjournment.

The Commission shall hold at least one regular meeting every two months.

3.2 Cancellation of Regular Meetings

The Commission may cancel any of its forthcoming regular meetings by a majority vote of the commissioners. A copy of the notice of cancellation shall be posted on the bulletin board located immediately outside City Hall within twenty-four (24) hours after action by the Commission.

3.3 Special Meetings

Special meetings may be called by the Presiding Officer, Economic Vitality Commission Secretary, or a quorum of the Commission by, emailing or by mailing written notice to each Commissioner, staff, and to each local newspaper requesting such notice. Such notice must be delivered personally or by email, or mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the Commission. The Secretary shall post as required by law at least twenty-four (24) hours prior to the special meeting.

3.4 Study Sessions

The Commissions shall have the right to assemble in special meetings so as to be apprised of the various matters coming up at a regular meeting or special meeting and obtain such detailed information in regard thereto as will enable them to dispose of such matters with more knowledge at the regular or special meeting to follow. The public may attend, as provided in Section 2.1; however, discussion by the public will not be encouraged so that the Commission may use the time to ask and answer questions of the staff and other resource people. The public with the Presiding Officer's permission may address the Commission in study sessions following the same procedures as provided in Section 3.3. The twenty-four (24) hour notice and posting requirements of Section 3.3 shall also be applicable.

3.5

Closed Sessions

The Commission may hold closed sessions during the course of any regular or special meeting in the manner permitted by law.

Section 4.0

CHAMBER ATTENDANCE AND FACILITIES

4.1 Council Chamber or Other Facility Attendance

Council Chamber or other facility attendance shall be limited to the posted seating capacity thereof. Entrance to City Hall or the meeting facility will be appropriately regulated by the Secretary on occasions when the Council Chamber capacity is likely to be exceeded.

4.2 Facilities

Regular and special meetings of the Economic Vitality Commissions shall be held in the Council Chamber, City Hall, Vallejo, California. Whenever at a regular or special meeting of the Commission a matter is set for public hearing, the Secretary may make arrangements for the use of a suitable alternate facility for such meeting of the Commission. If a suitable alternate facility is not available, the public hearing may be continued to a date when a suitable alternate facility will be available. The Commission shall not conduct any regular or special meeting in any facility that prohibits the admittance of any person or persons on the basis of race, religion, creed, color, national origin, ancestry or sex. Facilities shall be accessible by the handicapped.

Section 5.0

DUTIES AND PRIVILEGES OF THE COMMISSION

5.1 Elections and Terms of Officers

At the first regular meeting of the Commission held in February of each year, the Commission shall hold an organizational meeting, at which the Commission shall elect a Chairperson and a Vice-Chairperson who shall serve for one year for a maximum of two consecutive years. In the case of a vacancy in any office, it shall be filled by an election held in the first two months subsequent, and such replacement shall be for the duration of the unexpired term of such office. Elections shall be by nomination and open ballot; the member receiving the highest number of votes shall be declared elected. ***A commissioner shall serve no more than two consecutive four year terms and shall be comprised of no less than two business owners.***

5.2

Seating Arrangement During Meetings

After the Chairperson and Vice-Chairperson have been elected and seated, Commissioners shall select their seats in the order of relative seniorities on the Commission, and shall occupy selected seats until the next election of officers. However, two Commissioners may exchange seats at any time by mutual consent.

5.3

Presiding Officer

The Chairperson, if present, shall preside at all meetings of the Commission. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of the Chairperson and the Vice-Chairperson, the senior Commissioner shall preside.

Section 6.0

6.1 **AGENDA CONTENT**

Preparation and Posting 7

The Secretary shall prepare and furnish to each Commissioner and to the City Attorney, and to such other persons as the Commission shall designate a written agenda for every regular meeting. The Secretary shall endeavor to arrange the agenda in such a manner that adjournment if at all possible may be had no later than 10PM of the date scheduled for the meeting. The agenda shall be posted as required by law.

6.2 Items Included

- A. Any items of business for future meetings shall be placed upon the written agenda prior to the deadline announced or observed for the preparation thereof at the request of the Economic Vitality Commission Secretary, Economic Vitality Commission Chair or the City Attorney.
- B. The Written agenda shall include the following information:
 - 1. Disclosure requirements for political contributions;
 - 2. Appeal rights;
 - 3. Name of the staff person responsible for each agenda item;
 - 4. Planning Division telephone number;
 - 5. Speaker time limits

6.3 Order of Business

The business of the Commission shall be taken up for consideration and disposition in the following order as set forth in the agenda published by the Secretary, except that with the majority consent of the Commission, matters may be taken up out of order. Any item not on the agenda may be added and considered only in the manner prescribed by Section 7.1.

- A. Call to Order;
- B. Pledge of Allegiance;
- C. Roll Call;
- D. Approval of Minutes;
- E. Written Communications;
- F. Secretary's Report;
- G. Report of the Presiding Officer and Members of the Economic Vitality Commission;
- H. Report of the subcommittees
- I. Report of the City Council Liaison
- J. Community Forum;
- K. Consent Calendar and Approval of the Agenda;
- L. Presentations
- M. Public Hearings;
- N. Adjournment

6.4 Call to Order

The Presiding Officer shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Commission to order. If the Presiding Officer is not the Chairperson or Vice-Chairperson, upon the arrival of the Chairperson or Vice-Chairperson, as the case may be, the person who is then presiding shall relinquish the chair at the conclusion of the item of business then before the Commission.

6.5 Pledge of Allegiance

Immediately following the call to order, the Presiding Officer shall lead the Commission and audience in the recitation of the Pledge of Allegiance to the flag of the United States of America.

6.6 Roll Call

Before the Commission shall proceed with the business of the meeting, the Secretary or his or her designee shall call the roll of the Commissioners, and the names of those present shall be entered in the minutes. The later arrival of any absentee shall also be entered in the minutes with the time of arrival noted.

6.7 Minutes

- A. The Secretary shall distribute copies of the draft minutes to each Commissioner along with the agenda and accompanying materials.
- B. Unless reading of the minutes of the Commission meeting is requested by a member of the Commission, with consent of the majority of the Commissioners, such minutes may be adopted without reading.

6.8 Written Communications

Written communications from the public will be received and filed. Written communications regarding items on the agenda will be noted at the time the item is considered.

6.9 Report of the Secretary

The Secretary may, from time to time, report on items that may be of interest to the Commission and general public.

6.10 Report of the City Attorney

The City Attorney may, from time to time, report on items that may be of interest to the Commission and general public.

6.11 Report of the Presiding Officer and Commissioners

The Presiding Officer and any Commissioner may, from time to time, wish to make certain unagendized announcements, request information from staff, and to report on items of activity that may be of interest to the Commission and the general public.

6.12 Report of the City Council Liaison

The City Council Liaison, from time to time, may wish to make certain unagendized announcements, and report on items of activity that may be of interest to the Commission and the general public.

6.13 Community Forum

The Presiding Officer shall announce that members of the public have the opportunity to directly address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission and not on the current agenda. Fifteen (15) minutes shall be set aside for the community forum, and each speaker shall be allocated up to three (3) minutes, unless time is extended by the Presiding Officer with the Commission's consent. Except as provided in Section 7.1, no action shall be taken on matters brought up during community forum. Items of business listed on the agenda shall not be further discussed under the community forum.

6.14 Consent Calendar and Approval of the Agenda

- A. The Secretary or City Attorney may recommend that items appearing on the agenda be placed on the consent calendar for action by the Commission. Any item placed on the consent calendar shall appear in its regular order on the agenda together with a recommendation of the Secretary or City Attorney as to the action to be taken by the Commission with respect to such item. Upon motion of any Commissioner, all items placed upon the consent calendar may be acted upon collectively, and each shall be deemed to have received the action recommended by the Secretary or City Attorney; except that if any Commissioner objects to the placement of an item on the consent calendar, or if any member of the public wishes to address the Commission on any such item, the item shall be removed from the consent calendar and shall be heard and acted upon in its proper place on the agenda as designated by the Presiding Officer.
- B. After making changes in the agenda, if any, as permitted under these rules of order and procedure, the Commission shall approve the agenda which shall constitute the agenda of business to be considered at the meeting. The motion offered to approve the agenda shall include the adoption of the consent calendar.

6.15

Public Hearings

- A. The commission may from time to time order that public hearings be conducted on items of public interest even though such may not be required by law.
- B. Anyone desiring to address the Commission on the subject of the public hearing may indicate such interest in any of the three following ways:
 - 1. Persons may submit a written request to the Secretary in advance of the meeting.
 - 2. If a virtual meeting, persons will be called on by the presiding officer within the platform procedures.
 - 3. Persons may fill out a card that will be available at the start of all Planning Commission meetings, and submit the card to the Secretary during the meeting.
 - 4. Persons may approach the podium to speak when the Presiding Officer opens the public hearing and indicates that persons wishing to address the Commission may do so at that time.
- C. Procedures for Public Hearings
 - 1. The Chair shall announce the public hearing and the Secretary shall note any correspondence received concerning the matter, if any.
 - 2. The report shall be presented by Staff.
 - 3. The Presiding Officer shall declare the public hearing open.
 - 4. The Presiding Officer shall call on the applicant and/or appellant of the matter. The Presiding Officer may determine the amount of time for a presentation.
 - 5. The Presiding Officer shall call on the Commissioners for any questions or clarifications that they may have.
 - 6. After Commissioners have asked their questions the Presiding Officer will open Public Comment.
 - 7. The Presiding Officer:
 - a. Shall allow up to three minutes per person for public comment;
 - b. May use the card system provided for in Section 6.15(B)(3).
 - 8. A Commissioner:
 - a. May question any speaker during the hearing;
 - b. Will ask if a Commissioner wishes to make a motion.
 - c. May debate the motion and provide any comments they have.
 - 9. The Presiding Officer will restate the motion or ask the originator to do so then request that the Secretary record the vote.
 - 10. The Secretary announces the results.
 - 11. The Presiding Officer shall close the hearing.

D. Continuance of Hearing

Any continuance of a hearing shall be in conformance with current law.

6.16 Other Agenda Items

The Secretary, City Attorney, or the Presiding Officer may place items on the agenda of interest to the Commission and the general public or for action by the Commission.

6.17 Adjournment

It shall be the policy of the Commission to adjourn its regular meeting by **ten (10) p.m.** of each meeting date. The Secretary shall endeavor to arrange the agenda in such a manner that the Commission can adhere to this adjournment policy.

Section 7.0

VOTING

7.1 Quorum

A majority of the commission appointed constitutes a quorum for the transaction of business.

7.1 Abstention

It shall be the duty of each commissioner present at a meeting of the Economic Vitality Commission to vote on each matter or question before the Commission for action, unless:

- A. Disqualified under the terms of the Political Reform Act (Government Code, Sections 87100, et seq.) wherein it is reasonably foreseeable that the decision would have a material financial effect on the Commissioner, the Commissioner's immediate family, or on specified economic interests of the Commissioner if that financial effect is different from the effect on the general public; or
- B. Abstention for any reason other than those mentioned above shall constitute consent to the action proposed, and the Commission Secretary shall announce at the meeting and enter in the minutes that the abstention was cast as an "aye" vote pursuant to this rule.
- C. Nothing in this section is intended to abrogate the judicially declared "limited rule of necessity" adopted in the state pertaining to the duty of members of public and legislative bodies to vote on matters which require their action.

7.3 Tie Vote

The vote of at least a majority present shall be necessary to adopt any resolution or motion. Any question on which the vote is tied, is lost. In the event of a tie vote, the Presiding Officer or any Commissioner may request

the Secretary to carry over the item to the next regular meeting where a full Commission will be present.

7.4 Roll Call

The votes shall be cast and displayed on the electronic voting board so that each Commissioner's vote may be recorded by the Secretary. In the event of a breakdown or malfunction of the electronic voting equipment, the Secretary shall call the roll in order of seniority beginning with the least senior members. If appointed on the same day, alphabetical order by last name will govern. In any event the Vice Chair and Chair respectively, will cast the last two votes. The Secretary at the conclusion of the voting shall announce the results of the vote by stating whether the measure carried or failed and by what vote.

Section 8.0 **PUBLIC PARTICIPATION**

8.1 Policy

It is the policy of the Economic Vitality Commission that members of the public shall be afforded the opportunity to speak on Consent Calendar and Action items on the agenda provided they are first recognized by the Presiding Officer.

8.2 Addressing the Commission

Any person desiring to address the Commission by oral communication shall first secure the permission of the Presiding Officer

8.3 Time Limits

Designated spokespersons for recognized groups or organizations will have up to three (3) minutes to address the Commission; provided, however, that they may request additional time and may be granted such by the Presiding Officer. Individuals will be given up to three (3) minutes to address the Commission.

8.4 Discussion Between Citizens and the Commission

No comment or question shall be asked of a Commissioner or a member of staff except through the Presiding Officer.

8.5 Topic for Discussion

Members of the public shall address their remarks only to the agenda item under discussion by the Commission.

8.6 Manner of Addressing the Commission

Prior to speaking, each member of the public is requested to state his or her name in a clear and audible tone of voice.

8.7 Repetition

Recognized speakers shall refrain from repetition of issues and points already raised by previous speakers.

Section 9.0 AMENDMENTS TO THESE RULES AND PROCEDURES

9.1 Notice of Amendment

These rules of order and procedures may be amended by the Commission at any regular or special meeting, provided that notice of the proposed amendment or amendments, including the exact text of same, shall have been delivered to each Commissioner at least three (3) days prior to the meeting date.

9.2 Submission for Council Approval

Any amendment adopted by the Commission shall be submitted to the City Council for approval at the earliest convenient time as required by Section 405 of the City Charter, and shall become effective only upon such approval being given.

RECOMMENDED TO COUNCIL as above at a regular meeting of the Economic Vitality Commission of the City of Vallejo held on August 11, 2021 by the following vote;

AYES:

NOES:

ABSENT:

Paul Kelley, Secretary