



AGENDA

ECONOMIC VITALITY COMMISSION SPECIAL MEETING

Economic Vitality Commission

Dan Buan
Diana Dowling
Birgit Rickert
Francisco Salanga III
Gregoria Torres, Chair
Steve Watkins
(Vacant)

City Council Chambers

555 Santa Clara Street
Vallejo, CA 94590
www.cityofvallejo.net

**May 22, 2019
6:30PM**

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Economic Vitality Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Agenda Items: Those wishing to address the group on a scheduled agenda item should fill out a speaker card and give it to the Secretary. Speaker time limits for scheduled agenda items are five minutes for designated spokespersons for a group and three minutes for individuals.

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.

Disclosure Requirements: Government Code Section 84308 (d) sets forth disclosure requirements which apply to persons who actively support or oppose projects in which they have a "financial interest", as that term is defined by the Political Reform Act of 1974. If you fall within that category, and if you (or your agent) have made a contribution of \$250 or more to any group member within the last twelve months to be used in a federal, state or local election, you must disclose the fact of that contribution in a statement to the group.

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If you have any questions regarding any of the following agenda items, please contact the secretary of the commission, Alea Gage, at alea.gage@cityofvallejo.net or (707) 649-5454.

1. **CALL TO ORDER [6:30 PM]**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**

The Commission may adopt the agenda as presented or may rearrange the order of items. Pursuant to the Brown Act, the Commission may not add items to the agenda, and the Commission may only discuss items on the agenda.

Recommendation: By motion, approve the May 22, 2019 agenda.

5. APPROVAL OF MINUTES

Recommendation: By motion, approve the October 2, 2018 minutes.

6. COMMUNITY FORUM

Anyone wishing to address the Commission on any matter not listed on the Agenda, but within the jurisdiction of the Commission to resolve, may state his/her name and address for the record. Individuals representing a group will be allocated 5 minutes for their presentation. Individuals representing themselves will be allocated 3 minutes for their presentation.

7. COMMISSION TERM, APPOINTMENT & LEADERSHIP UPDATE

Commissioners will receive an update on the City Council's process for appointments for the existing vacancy and for commissioners with terms expiring on June 30, 2019.

8. COMMISSION MEETING AND ENGAGEMENT PLAN & APPOINTMENT UPDATE

Alea Gage, Manager of Economic Development Strategy and Secretary of the Economic Vitality Commission, will present a draft Meeting & Engagement Plan guiding the Commission's activities for the next year.

Recommendation: Provide feedback on the Meeting & Engagement Plan.


9. QUARTERLY UPDATE ON THE CITY'S BUSINESS RETENTION PROGRAM

Senior Community Development Analyst, Annette Taylor, will provide commissioners with an update of the City's Business Retention Program.

10. REPORT OF THE SECRETARY

11. REPORT OF THE PRESIDING OFFICER AND LIAISON REPORTS

12. ADJOURNMENT



Dated: May 17, 2019

for
Gregoria Torres, Chair

I, Alea Gage, Manager of Economic Development Strategy, do hereby certify that I 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 4:30 p.m., May 17, 2019.



Dated: May 17, 2019

Alea Gage, Manager of Economic Development Strategy

**CITY OF VALLEJO
ECONOMIC VITALITY COMMISSION (EVC) SPECIAL MEETING
MEETING MINUTES
VALLEJO ROOM, JFK LIBRARY
October 2nd, 2018**

1. CALL TO ORDER

The meeting was called to order by Chair Torres at 6:41 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

EVC Present: Chair Gregoria Torres, Hakeem Brown, Diana Dowling, Birgit Rickert, Steve Watkins

EVC Absent: Dan Buan, Francisco Salanga III

Staff present: Economic Development Project Manager (Commission Secretary) Alea Gage and Senior Community Development Analyst Annette Taylor

Consultants present: Executive Advisor Slater Matzke

City Council present: City Council Liaison, Councilmember Pippin Dew

4. APPROVAL OF AGENDA

Action: Moved and carried to approve the agenda of the October 2, 2018 meeting (Aye: Chair Torres, Commissioners Brown, Dowling, Rickert, and Watkins; Absent: Buan and Salanga).

5. OATH OF OFFICE

Councilmember Pippin Dew performed the oath of office for new Commissioners Brown, Rickert and Watkins.

6. NEW MEMBER ORIENTATION AND BROWN ACT OVERVIEW

Alea Gage provide an orientation on the EVC's role and purpose as well as an overview of the Brown Act as it pertains to commission business and commissioner communications.

7. COMMUNITY FORUM

No speaker cards submitted.

8. PRESENTATION OF THE BUSINESS RETENTION & EXPANSION PROGRAM

Annette Taylor provided an overview of the City's Business Retention Program.

9. PRESENTATION OF VALLEJO ECONOMIC DEVELOPMENT UPDATES

Slater Matzke provided an overview of marketing initiatives and recent market activity.

10. REPORT OF THE SECRETARY

Alea Gage reported that she will be working on a schedule and engagement plan for the Commission. She also announced the start of the 30-day comment period for the scope of environmental analysis and scoping meeting on October 10, 2018 for the proposed project at the Cooke property.

11. REPORT OF THE PRESIDING OFFICER & LIAISON REPORTS

Chair Torres invited Councilmember Dew to share some remarks. Chair Torres announced an upcoming community event hosted by the Fil-Am Chamber related to economic development.

12. ADJOURNMENT

The meeting adjourned at 8:07 p.m.

GREGORIA TORRES, CHAIR

ATTEST:

ALEA GAGE
ECONOMIC DEVELOPMENT PROJECT MANAGER



MEMORANDUM

DATE: May 22, 2019
TO: Economic Vitality Commission
FROM: Alea Gage, Manager of Economic Development Strategy (Commission Secretary)
SUBJECT: 2019-2020 ECONOMIC VITALITY COMMISSION (EVC) MEETING & ENGAGEMENT PLAN

The three purposes for the EVC are outlined as follows in the Vallejo Municipal Code Chapter 2.36:

1. To advise the city council on issues that can enhance job growth and increase private investment in Vallejo;
2. To review and assist with updates and the implementation of the economic development element of the general plan; and
3. To assist with business retention and attraction activities.

The following information is intended to describe anticipated EVC engagement, at meetings and through other activities, for the coming year. This meeting and engagement plan connects the EVC's codified purpose with specific policies, programs and initiatives under development or underway at the City or its partners. The aim is to substantive, timely and relevant avenues for EVC involvement and input that supports and contributes to the economic development efforts of the City and its partners.

Meeting Format

Staff is recommending the following format for future EVC meetings held in Council Chambers. Each meeting's agenda items would be comprised of two overarching components:

1. Regular updates on the following topics (ideally) to be presented at every meeting:
 - a. BRE Program Update
 - b. Sales Tax Summaries
 - c. Quarterly Summary of Development Activity
2. A particular topic of focus for the City's economic development efforts for that meeting. Sometimes this will be information only, but ideally it will be timed either to elicit the Commission's feedback on policies or programs under development by the City or our partners or to receive the Commission's support in outreach activities related to a given topic and associated initiatives. Proposed focus topics are listed below, and may be subject to addition, subtraction or revision based on evolving nature of the City's economic development initiatives and partnerships.

Proposed Focus Topics

1. City Communications & Economic Development Marketing along with Opportunity Zone overview and rollout of the City's Opportunity Zones portal
2. Long-range planning efforts: Development Code Update, Review of Employment, Education & Training Chapter of the General Plan, Capital Improvement Program and regionally designated Priority Development Areas

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3. City's business and workforce development partners: Solano EDC, Workforce Investment Board & Solano Small Business Development Center SBDC
 4. Development Process Improvements timed with rollout of City fee update, including overview of Chamber of Commerce Business Permitting Ad Hoc Committee
 5. Tourism: Visit Vallejo, Six Flags and the City's transit occupancy tax
 6. Downtown Update: Property & Business Improvement District (PBID), Downtown Events and Downtown Streetscape Improvement Project
 7. Mare Island Update: business and employment development and new master planning effort
 8. Higher Education Update: student enrollment and expansion plans
 9. Transportation: Soltrans and WETA service updates and Solano Transportation Authority engagement

Other Activities

EVC would also take part in other activities, including:

- Business walks along the City's major corridors (with possible SBDC involvement to be confirmed)*
- Business tours or 1-2 meetings/year hosted at a Vallejo business (likely held during business hours)*
- Invitations to special community meetings and events, such as community meetings on new development projects or events by Vallejo's economic development partners

These activities will be noticed as special meetings according to the Brown Act and open to the public.

Frequency of Meetings

Per Council direction, the EVC will have a noticed meeting at least quarterly. Within a six-month period, staff is aiming to have two Wednesday night meetings in Council Chambers and one meeting that is either a business walk or a tour / meeting at a Vallejo business.

Tentative Meeting Dates: fourth Wednesday of the month

- July 24, 2019
- September 25, 2019
- November 20, 2019 (Note: this is the third Wednesday as the fourth Wednesday is the day before Thanksgiving)
- January 22, 2020
- March 25, 2020
- May 27, 2020

CONTACT

Alea Gage, Economic Development Project Manager, (707) 649-5454, alea.gage@cityofvallejo.net