



**ECONOMIC DEVELOPMENT COMMITTEE  
REGULAR MEETING  
AGENDA**

Albany City Hall, Council Chamber  
1000 San Pablo Avenue  
Thursday, November 5, 2015

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. WELCOME & INTRODUCTIONS**

**4. ELECTION OF CHAIR AND VICE CHAIR**

*Committee selects and appoints a member to serve as Chair and a member to serve as Vice Chair*

**5. PUBLIC COMMENT**

For persons desiring to address the Committee on an item that is not on the agenda please note that each speaker is limited to three (3) minutes. The Brown Act limits the Committee's ability to take and/or discuss items that are not on the agenda; therefore, such items are normally referred to staff for comment or to a future agenda.

**6. ANNOUNCEMENTS/COMMUNICATIONS**

**7. PRESENTATION**

**6-1. Brown Act Overview**

*Receive a brief overview of the Brown Act as it relates to the conduct of the Committee.*

**6-2. City Programs to support local businesses**

*Receive a presentation from Sustainability Coordinator Claire Griffing regarding programs available to support local businesses.*

**7. DISCUSSIONS AND POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:**

**7-1. Review of Committee Work Plan**

*Staff recommendation: that the Committee review the work plan as approved by the City Council, identify next steps, and whether any subcommittees should be formed to begin conducting research on particular work plan items.*

## **8. FUTURE AGENDA ITEMS**

(Committee Member announcement of requests for future agenda items. No public comment will be taken on announcement of future agenda items).

Next meeting: December 9<sup>th</sup> – 5 pm.

Regular monthly meeting schedule: first Thursday of each month at 5 pm.

## **9. ADJOURNMENT**

### **Attachments:**

1. Brown Act Review
2. Economic Development Committee Work Plan

*The Committee packet is available for public inspection in the Office of the City Clerk located in City Hall. The agenda and supporting staff reports, if available, can also be found on our web page at [www.albanymca.org](http://www.albanymca.org).*

*Please note that if you provide your name and address when speaking before the Committee it will become part of the official public record, which will be posted on the Internet.*

## BROWN ACT GENERAL OVERVIEW

### WHAT:

- Government Code
- All meetings of a legislative body (Committee) must be open and public (legislative body: City Council and bodies established by the Council)
- Meetings are defined as any congregation of a majority of the members of the Committee in the same time and place to hear, discuss or deliberate on an item within their subject matter jurisdiction.
- Regular meeting agendas must be posted 72 hours in advance of a meeting.
- Public may address the Committee on all items on the agenda, and provide public comment on non-agenda items.
- All materials before the Committee must be made available to the public.

### EXCEPTIONS:

- Subcommittees: temporary subcommittees comprised of less than a quorum of the legislative body conducting a particular task as directed by the body. Findings of the subcommittee are presented to the Committee for any action.
- Conferences, community meetings, meetings of other legislative bodies, social/ceremonial events. \*Discussion of the Committee's business with other Committee members at any of these events should be avoided.\*

### THINGS TO CONSIDER/AVOID:

- "Serial" meetings – involves only a portion of the legislative body, but eventually could involve a majority (i.e. email discussions, blogs, social media, conversations repeated with other Committee members)
- The "perception" of a serial meeting/Brown Act violation

**CITY OF ALBANY  
ECONOMIC DEVELOPMENT COMMITTEE**

**Work Program**

**Policy Review and Initiatives**

- Conduct existing business conditions analysis:
  - Current vacancy rate
  - Reason(s) for vacancies – identifying any trends
  - Reason(s) for long-term and/or well performing businesses – identifying any trends
- Prepare recommendations for enhancing economic vitality including local draw/atmosphere, business recruitment, incentives, welcoming new businesses and business retention
  - Review outcomes of previous economic development work groups and identify any items for further consideration
- Identify opportunities for innovative infill development with a focus on furthering the economic vitality and walkability of the City
- Review existing business license program to help streamline process for new businesses
- Review applications for major development projects to provide recommendations regarding composition of retail establishments
- Conduct outreach to businesses regarding available support programs including the City’s façade program, solar waste container advertising, etc.
- Conduct outreach to property owners with long term vacancies/underutilized properties to encourage and help facilitate recruitment of new businesses
- Review and provide recommendations regarding matters impacting the overall well being of the business area
- Select members to participate in a City work group to prepare a Measure BB funding improvement plan for Solano Avenue

**Relation to City Council Strategic Plan**

- Economic development and vitality are identified as a theme of the City Council’s Strategic Plan, “Promote Vital and Inviting Business Areas and Advance Economic Development”