

Review and Adopt Rules and Procedures for the City of Alameda Mayor's Economic Development Advisory Panel

Date: July 20, 2016

To: Members of the Mayor's Economic Development Advisory Panel

From: Lois RP Butler, Economic Development Manager

Re: Review and Adopt Rules and Procedures for the City of Alameda Mayor's Economic Development Advisory Panel

BACKGROUND

On October 13, 2013, staff recommended that the Alameda City Council create a Mayor's Economic Development Advisory Panel ("the Panel") to enhance the business climate of Alameda's business parks and commercial districts, and support the growth of Alameda's major commercial and industrial business clusters, by providing both strategic policy and tactical business attraction and retention advice. On April 5, 2016, City Council confirmed the Mayor's nominees for the Panel.

As requested by the City Council, staff returned to the Council on June 7, 2016, with more information regarding the proposed structure for the Panel and how it will comply with the Ralph M. Brown Act (the California Public Records Act) and City's Sunshine Ordinance, including noticing requirements, agendas, public comments and minutes. Staff has incorporated this information into the draft Economic Development Advisory Panel Rules and Procedures (see Exhibit 1), for the Panel to review and adopt at its inaugural meeting on July 20, 2016.

DISCUSSION

The draft Rules and Procedures provides the basic structure and guidelines for the efficient administration of the Panel's public meetings, such as:

- The election and roles of the Panel's officers
- Time and place of meetings
- Standard agenda format
- Minutes of the proceedings
- Inclusion of public comments
- Deliberation by panel members

Staff recommends that the Panel first review and discuss with staff the draft Rules and Procedures and then proceed with the rest of the agenda. At the conclusion of the meeting, after the Panel members familiarizes themselves with each other and the proceedings, staff recommends that the Panel members nominate and elect a Chair and Vice-Chair for the Panel. With the elected officers in place, staff recommends that the Panel then revisit the draft Rules and Procedures, consider any revisions, and formally adopt the Rules and Procedures.

RECOMMENDATION

Review and Adopt Rules and Procedures for the City of Alameda Mayor's Economic Development Advisory Panel.

Respectfully submitted,

By,
Eric Fonstein, Development Manager

Exhibit:

1. Draft Economic Development Advisory Panel Rules and Procedures