

CITY OF YUBA CITY
STAFF REPORT

Date: September 2, 2008
To: Honorable Mayor & Members of the City Council
From: Administration
Presentation By: Steven C. Kroeger, Assistant City Manager

Summary

Subject: Economic Development Commission Appointments
Recommendation: a) Introduce an Ordinance Creating and Establishing an Economic Development Commission and setting forth the terms of office and providing the powers and duties thereof, waiving the full reading; and
b) Approve recommended Commission Appointments by the Mayor and Vice Mayor
Fiscal Impact: None.

Background:

At your meeting of August 5th, Council adopted the Economic Development Strategic Work Plan and authorized the establishment of a five member Economic Development Commission. The proposed ordinance creating and establishing an Economic Development Commission is similar to the commission ordinances currently included in the City Municipal Code (i.e. Youth and Senior Commission). The Economic Development Commission Ordinance will set a framework for Membership, Term of Office, Powers and Duties, Officers, and Procedures. It would be a five member commission serving four year terms.

The City published a request for applications to serve on the Economic Development Commission in the Appeal-Democrat on August 5, 2008. Applicant interviews with the Mayor and Vice Mayor are scheduled to be completed by Friday, August 29, 2008, and recommendations for Commission members will be brought to the full City Council on September 2, 2008.

Fiscal Impact:

None. The Economic Development Commission is an Advisory Commission and will not be compensated.

Alternatives:

Do not approve the recommended Economic Development Commission appointments and direct staff to further advertise the Commission vacancies.

Recommendation:

a) Introduce an Ordinance Creating and Establishing an Economic Development Commission and setting forth the terms of office and providing the powers and duties thereof, waiving the first reading; and

b) Approve the recommended Commission Appointments by the Mayor and Vice Mayor.

Prepared By:



Terrel Locke
Administrative Analyst I

Submitted By:



Steven R. Jepser
City Manager

Reviewed By:

Assistant City Manager

Finance

City Attorney

ORDINANCE NO. ____-08

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
CREATING AND ESTABLISHING AN ECONOMIC DEVELOPMENT
COMMISSION WITHIN THE CITY AND SETTING FORTH THE TERMS OF
OFFICE OF SAID COMMISSION AND PROVIDING FOR THE POWERS AND
DUTIES THEREOF**

The City Council of the City of Yuba City does hereby ordain as follows:

Section 1:

Title 2 entitled "Administration" of the Yuba City Municipal Code is hereby amended by adding thereto Chapter 12 entitled "Economic Development Commission" and as so entitled shall read as follows:

Section 2-12.01 – Creation/Membership

The City of Yuba City Economic Development Commission is hereby established. It shall be composed of five (5) members confirmed by the City Council. The City Council may choose to appoint one (1) alternate member to the Commission, who would serve normally as a nonvoting member. In the absence of a regular member of the Commission, the alternate member shall take the absent individual's seat and have the right to vote. The City Manager or his/her designee shall be an ex officio member and shall serve as Secretary of the Commission. All members of the Commission except ex officio members shall have the right to vote.

Section 2-12.02 – Terms of Office

Members of the Economic Development Commission shall be appointed for the following terms of office:

- a. Two (2) shall serve in office for a period of four (4) years; and
- b. Three (3) shall serve in the office for a period of two (2) years.

Thereafter, each member appointed shall serve in office for the term of four (4) years and the method of appointment shall remain the same. The anniversary date for all appointments shall be December 31st of any year.

The terms of office set forth in this section shall not be deemed arbitrary. If it is determined by a majority vote of the City Council that it would be in the best interest of the Economic Development Commission that a member be removed, Council may so order and appoint a successor for the unexpired term of office of the removed member. Should a vacancy occur during the term of a regular member of the Commission, it is the City Council's expectation that the alternate member will be appointed to complete the unexpired term of the vacant position. Vacancies on the Commission, other than that to be filled by the alternate member, shall be filled in the same manner as appointments for the unexpired term of office.

Council may establish by resolution appropriate service requirements and criteria and attendance standards governing service on the Economic Development Commission.

Section 2-12.03 – Powers and Duties

The Economic Development Commission shall act in an advisory capacity to the City Council, the City Manager, the Redevelopment Executive Director, and the City's Economic Development Staff in all matters pertaining to economic development. The Commission shall

provide input to the City's Economic Development Strategy/Work Plan, oversee its implementation, and recommend changes as economic market conditions shift and opportunities arise. The Commission may be a network conduit for the City's Economic Development Staff with businesses and key business influencers and identify opportunities and available resources.

The Economic Development Commission, in coordination with City Staff, shall develop and submit for City Council approval an annual work program establishing the priority work items each year.

Section 2-12.04 – Officers

The Commission shall choose one (1) of its members to serve as chairperson and one (1) of its members as vice chair. The chair and vice chair shall be elected each calendar year at the first meeting following January 1. The chairperson shall preside at all meetings, submit all motions to vote and in general do all things ordinarily required of a chairperson. The vice chair shall assume the duties of the chairperson in his/her absence. The secretary shall take and keep minutes of all the meetings and provide information and assistance to the Commission. Copies of the minutes shall be submitted to the City Council for review.

Section 2-12.05 – Procedures

The Economic Development Commission may adopt rules of procedure, determine the order of business for its meetings, time and place, and conduct of its members. Three (3) members of the Economic Development Commission shall constitute a quorum for the transaction of business.

Section 2:

This ordinance shall be effective thirty (30) days after its adoption and after it is adopted, it shall be published as provided for by law.

Introduced and read at a regular meeting of the City Council of the City of Yuba City on the 2nd day of September, 2008 and adopted at a regular meeting thereof held on the ___ day of _____, 200_.

AYES:
NOES:
ABSENT:

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

Timothy P. Hayes, Esq.
City Attorney