

RESOLUTION NO. 06-175, SERIES 2006

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAVIS
REGARDING THE STRUCTURE AND PURPOSE OF THE
BUSINESS AND ECONOMIC DEVELOPMENT COMMISSION**

WHEREAS, this resolution supercedes all previous resolutions related to the structure and purpose of the Commission; and

WHEREAS, the City Council relies on Boards and Commissions to provide advice and information on subjects within the Commission's scope; and

WHEREAS, business and economic development can play a key role in providing a balanced economy for a local government; and

WHEREAS, the City of Davis has identified a critical need to increase its sales tax base, encourage more businesses to locate and grow in the city, and to capitalize on existing and emerging industry clusters.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Davis creates a Business and Economic Development Commission to achieve the following:

1. PURPOSE

The Davis Business and Economic Development Commission is to advise the City Council on matters related to business and economic development.

As an advisory body of the Davis City Council, the commission is established and guided by the following documents:

- a. Davis Anti-discrimination ordinance; and
- b. Commission Handbook; and
- c. Commission Policy Guidelines

2. MEMBERSHIP

The Business and Economic Development Commission shall consist of seven (7) members and one (1) alternate. All voting members of the Business and Economic Development Commission, regular and alternate, shall be appointed by the City Council.

The alternate member shall not vote except upon one of the following conditions:

- a. Absence of one (1) or more of the regular members of the commission.
- b. Disqualification of a regular member of the commission because of an expressed conflict of interest.

There will be one (1) non-voting liaison from the Finance and Budget Commission.

3. TERMS OF OFFICE

Members of the commission shall serve a term of four (4) years, or until their successors are appointed. For purposes of establishing staggered terms, appointments may be for terms varying between one (1) and four (4) years as the Council may decide. No members shall serve for more than two (2) consecutive terms, except under special circumstances.

4. TERMINATION OF APPOINTMENT

The term of appointment of any member of the commission who has been absent from three (3) consecutive regular or special meetings, or who has missed more than 1/3 of the meetings in a 12-month period, without the approval of the City Council, shall automatically terminate.

Members of the Business and Economic Development Commission serve at the pleasure of the Council and may be removed from office by a majority vote of the Council.

5. VACANCIES

Vacancies on the commission shall be filled for the unexpired term in the same manner in which regular appointments are otherwise made.

6. OFFICERS OF THE COMMISSION

The members of the Business and Economic Development Commission annually shall select one (1) of its members as Chairperson and one (1) of its members as Vice Chairperson. No chairperson or vice chairperson shall serve more than two (2) consecutive years as chair.

- a. THE CHAIRPERSON of the commission shall call the meetings to order at the appointed time, shall appoint all committees, subject to the approval of the commission, shall have all the powers and duties of the presiding officer as described in "Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century," and shall perform such other duties as may from time to time be prescribed by the commission.
- b. THE VICE CHAIRPERSON of the commission shall have all the powers and perform all the duties of the Chairperson in the case of absence or inability of the Chairperson to act. The Vice Chairperson shall perform such other duties as may from time to time be prescribed by the commission or the Chairperson.

7. MEETINGS OF THE COMMISSION

The Business and Economic Development Commission shall establish a regular time and place of meeting and shall hold regular meetings. Special meetings of the commission may be called by the Chairperson, or by any four (4) or more voting members of the commission, with permission of the Council liaison or the City Council. Personal notice must be given to all members of the commission. If personal notice cannot be given, written notice must be mailed to such members at least twenty-four (24) hours prior to said meeting, unless said notice requirement is waived in writing by said member.

8. QUORUM

For the purpose of transacting business, a quorum of the Business and Economic Development Commission shall consist of four (4) of the seven (7) members. An alternate member shall be counted as a full voting member for purposes of attaining a quorum.

9. FUNCTIONS OF THE COMMISSION

The Business and Economic Development Commission shall have the responsibilities as provided in this section and such other duties as the Council may, from time to time, decide:

- a. Advise the City Council and staff on matters relating to business development and economic development. In looking at economic development, the Commission shall work with the Economic Development Strategic Plan as approved by the City Council.
- b. The Commission's activities shall also include: identification of constraints and incentives to economic development, direction on business recruitment, representation on business outreach visits to existing businesses, education to the community on the importance of economic development appropriate to Davis, monitoring of sales tax leakage, and other activities as directed by the City Council.
- c. Serve as a focal point for the community and city government on economic development projects and issues. Work cooperatively with the Planning Commission, the Finance and Budget Commission and other city and community groups on issues of mutual interest.

PASSED AND ADOPTED by the City Council of the City of Davis on this nineteenth day of September 2006 by the following vote:

AYES: Asmundson, Heystek, Saylor, Souza, Greenwald

NOES: None

ABSENT: None

/S/
Sue Greenwald
Mayor

ATTEST:

/S/
Margaret Roberts, CMC
City Clerk