

**RESOLUTION NO. 337**

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON,  
ESTABLISHING AN ECONOMIC DEVELOPMENT TASK FORCE THROUGH  
DECEMBER 31, 2002**

**WHEREAS**, on May 17, 2001, the City of University Place held an Economic Development Summit, and

**WHEREAS**, several foundational tasks were accomplished in Phase I: 1) Stakeholder interviews to identify key issues, opportunities and challenges for the City; 2) Summary of existing City plans and recent economic development studies conducted for the City; and 3) Preparation of a Summary Report documenting the Summit's proceedings, including a summary of key comments, perspectives and areas of agreement regarding the priorities for the City's future, and

**WHEREAS**, the City will be guided by three key objectives in the development of an economic development strategic action plan: 1) Implement the City's Comprehensive Plan and Town Center Plan better and faster, 2) Expand business opportunities in the community and increase the community's economic choices and options, and 3) Reinvest additional revenues generated by economic growth in the community, and

**WHEREAS**, successful economic development planning requires partnerships between the City and regional agencies, and among City and business interests. Recognizing that the interests of all of these organizations are integrally linked and critical to the development of an effective strategy, the City seeks to obtain sponsorship and involvement from its natural partners, including the University Place/Fircrest Chamber of Commerce, and

**WHEREAS**, Citizen involvement in economic development is both desired by the City Council and the citizens of University Place, and

**WHEREAS**, the City Council desires that an Economic Development Task Force include representatives from University Place business and property owners, Chamber representatives, neighborhood residents, and other important representatives of the community to guide and advise the City Council on the development and analytic effort of the City's Economic Development Strategic Action Plan, **NOW, THEREFORE**,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AS FOLLOWS:**

Section 1. Economic Development Task Force Established. The City Council hereby establishes an Economic Development Task Force.

Section 2. Purpose. The purpose of the Economic Development Task Force is to guide and advise the City Council on the development of the City's Economic Development Strategic Action Plan.

Section 3. Membership. There shall be nine (9) members of the Economic Development Task Force. Members shall be city residents, business owners, property owners, or business professionals working in the city. The Economic Development Task Force is appointed by the City Council. It is highly desirable that no more than two (2) members be engaged in the same kind of occupation, business, trade, or profession.

Section 4. Compensation. The Economic Development Task Force shall serve without compensation.

Section 5. Compliance with Statute, Ordinances, and Policies. The Economic Development Task Force shall comply with Open Public Meetings Act, the Code of Ethics for Municipal Offices and

other applicable laws, ordinances, and city policies. All meetings of the Economic Development Task Force shall be in City Hall.

Section 6. Vacancies and Removal of Members. Vacancies occurring otherwise than through the expiration of terms shall be filled for the part of the term not yet expired. Members may be removed, after Council review, for inefficiency or nonperformance of duty, misconduct, or malfeasance in office. An Economic Development Task Force member may be removed for having more than three unexcused absences, or four excused absences, during a twelve-month period.

Section 7. Organization. The City Council shall appoint the Economic Development Task Force chairperson. The Economic Development Task Force shall elect its own vice-chairperson, and create and fill such other offices as it may determine it requires. The vice-chairperson shall preside in the absence of the chairperson. The chairperson and vice-chairperson shall be voting members of the Economic Development Task Force. The Economic Development Task Force will meet monthly from February to October 2002. The Task Force will report to the City Council bimonthly. A majority of the members of the Economic Development Task Force shall constitute a quorum. The Economic Development Task Force shall keep a written record of its meetings, findings, and determinations, which shall be a public record.

### **Economic Development Task Force Member Responsibilities**

- Regularly attend Economic Development Task Force meetings and contribute constructively to Economic Development Task Force discussion. Consider and discuss issues from a system wide perspective, as well as that of particular stakeholders.
- Understand and be able to articulate the Economic Development Task Force's purpose, responsibilities, and work plan.
- Communicate and coordinate with the member's constituent group to (a) represent the group's perspective on key issues; and (b) convey information from the Economic Development Task Force back to stakeholders.
- As necessary, participate in the Economic Development Task Force's community outreach efforts, as draft policies are developed.
- Review and provide comments on draft reports and recommended policies.
- Provide feedback to the Economic Development Task Force chair and project staff on Economic Development Task Force process and progress.

### **Economic Development Task Force Operating Principles**

- The Economic Development Task Force will operate by consensus. All members' positions will be respected and considered, and wherever possible the group will work collaboratively to reach consensus on recommendations.
- Economic Development Task Force will communicate questions, issues and suggestions to its staff liaison, the Deputy City Manager/Community and Economic Development Director, who will coordinate actions and responses among staff, and the Economic Development Task Force chair.
- Economic Development Task Force meetings will start and end on time.
- Meeting summaries will be prepared following each meeting, summarizing the issues discussed and the decisions reached. A list of members present will be included in the meeting summary.

- Email communications among Economic Development Task Force members shall be conveyed to the Deputy City Manager/Community and Economic Development Director, in order to coordinate information sharing among Task Force members. No communication intended to reach a consensus on any issue shall be sent via e-mail.
- The Economic Development Task Force will be "principals only" – no alternates.

Section 8. Voting. A majority vote of those members present constitutes a quorum at an open meeting of the Economic Development Task Force shall be necessary to legally act on any matter before the Economic Development Task Force.

Section 9 Expenditures. Any expenditures of the Economic Development Task Force shall be within the amounts appropriated for that purpose by the City Council.

Section 10. Consultants and Advisors. The Economic Development Task Force may recommend the retention of a consultant, or consultants as may be needed, to the City Council. The consultants are to assist the Task Force in its studies and reviews. Upon approval by the City Council, the City shall hire the consultant. In addition, the Economic Development Task Force, through its chairperson, may request formal opinions or recommendations from the Deputy City Manager/Community And Economic Development Director, on any matter pending before it.

Section 11. Powers and Duties. The Economic Development Task Force will assist and advise the Council on the following:

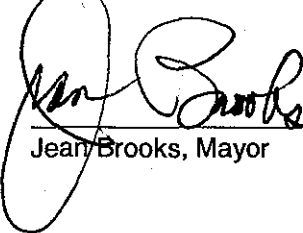
- A. Task 1. Environmental Scan and Community Profile Development
  - Develop a community profile of UP & surrounding jurisdictions, including comparative features
  - Collect/Review relevant, existing materials from Census data
  - Review/assess regional economic trends
  - Conduct supplemental interviews
  - Review/analyze Main Street Model, Smart Growth principles; models from other cities
  - Review tax increment financing issues
  - Identify key strengths, weaknesses, opportunities, threats & implications for UP
- B. Task 2. Business, Revenue & Market Analysis
  - Review data and inventory of existing businesses in the City
  - Update existing Sales Gap Leakage Analysis
  - Design and administer a community survey or focus group
  - Conduct a retail market analysis
- C. Task 3. Develop Preliminary Action Plan Goals and Implementing Strategies
- D. Task 4. Appropriate Roles and Responsibilities for City and its Economic Development Partners
- E. Task 5. Review the City's Vision Statement in the Context of Economic Development Action Plan Recommendations
- F. Task 6. Develop Final Economic Development Strategic Action Plan including recommendations and alternatives to finance implementation of action plan and report findings to the City Council in October, 2002 (if additional time is necessary, an extension will be considered.)

Section 12. Staff Support. The Deputy City Manager/Community and Economic Development Director shall be (or shall appoint) the staff liaison coordinator to support Economic Development Task Force assignments, and shall hire consultants to support on technical needs as funds are budgeted.


Section 13. Term. All appointments are through December 31, 2002. Reappointment, or appointment, of other Economic Development Task Force members thereafter shall be subject to action of the City Council.

Section 14. Effective Date. This resolution shall take effect immediately upon its adoption.

ADOPTED BY THE CITY COUNCIL ON FEBRUARY 4, 2002

  
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Jean Brooks, Mayor

ATTEST:

  
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Catrina Craig, City Clerk