

## RESOLUTION NO. 706

### **A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, ESTABLISHING THE ECONOMIC DEVELOPMENT COMMISSION, AMENDING AND SUPERSEDING RESOLUTION NUMBER 668**

WHEREAS, December 16, 2002, the City Council determined the need to establish a permanent Economic Development Commission to 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 implementation of the community's Economic Development Strategic Action Plan; and

WHEREAS, to allow for improved consistency between commissions, clarity of expectations, and ease of administration, the City Council wishes to supersede Resolution Number 668 with this updated resolution.

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

Section 1. Superseding. Resolution Number 668 establishing and governing the University Place Economic Development Commission is hereby superseded.

Section 2. Purpose and Mission Statement. The purpose of the Commission is to advise the City Council regarding community-wide economic development issues and be an advocate for the implementation of the Economic Development Strategic Action Plan as adopted by the City Council, providing input on economic development issues, serving as a sounding board for various business community interests, and as the "eyes and ears" for the City in the business community. In addition, the Commission will, as necessary, participate in community outreach efforts to communicate economic development initiatives that impact the University Place community.

Section 3. Membership. There shall be seven (7) members of the Economic Development Commission. Members shall be City residents, business owners, property owners, or business professionals working in the City. One member will be a member with the University Place-Fircrest Division of the Tacoma-Pierce County Chamber of Commerce. The Economic Development Commission is an advisory commission 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. Vacancies and Appointments. Appointments to the Commission, whether due to term expiration or resignation, will be by the City Council during a Special Council Meeting and shall follow the commission recruitment and appointment process established by Resolution Number 679, as may be subsequently amended.

Section 5. Term. Commission members shall be appointed to four-year terms that shall expire on January 31. Commission members' terms shall be staggered so that only half of the members' terms will expire at one time. The Commission Chair shall serve a two-year term, and the Vice Chair will fill this position upon its vacancy. There are no term limits.

Section 6. Removal of Members. Members may be removed by City Council motion. Positions shall be deemed vacated after a member is absent for 4 consecutive unexcused Regular Meetings or absent for more than 50% of the Commission meetings in a calendar year.

Section 7. Meeting Schedule and Public Meetings. The Commission shall meet at least quarterly, the third Thursday of the month at 7:30 a.m. at City Hall. Meetings held on a different date or time shall be considered Special Meetings. All meetings shall comply with the Open Public Meetings Act and be held in the City (not including training or site visits and field trips originating in the City). No

Executive Session shall be noticed or held without the prior knowledge of the City Clerk and City Attorney. The City Clerk is responsible for assuring the posting of Commission meeting notices.

Section 8. Voting. A quorum is necessary to act on any matter before the Commission. Four (4) members of the Commission constitute a quorum. Any recommendation that a majority of the Commission believes should be forwarded to the City Council shall be so forwarded and shall include the minority opinion. All Commissioners present are required to vote. Failure to vote shall be deemed an affirmative vote. Commissioners may submit written comments for the record on an issue that will be voted on in their absence.

Section 9. Expenditures and Staff Support. Members shall serve without compensation. Any expenditure for the Commission shall be within the amounts appropriated for the purposes set by the City Council and approved in advance by the City Manager or Designee. Staff resource and support shall be as provided by the City Council in the Adopted Budget under the City Manager's authority.

Section 10. Organization. The Commission shall elect its own Chairperson and Vice-Chairperson. The Vice-Chairperson shall preside in the absence of the Chairperson. The Chairperson and Vice-Chairperson shall be voting members of the Commission. The Commission shall adopt rules for transaction of business, and shall keep a written record of its meetings, attendance, and recommendations. These records shall be public record and filed with the City Clerk. Sub Commissions and Ad Hoc Commissions shall only be created by City Council motion, through a request to the City Council.

Section 11. Conflict of Interest. Each voting member present shall vote on all questions put to the Commission unless a conflict of interest under state law is present.

Section 12. Effective Date. This resolution shall take effect immediately upon adoption.

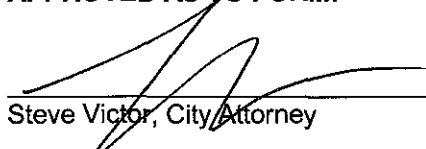
**ADOPTED BY THE CITY COUNCIL ON NOVEMBER 19, 2012.**

  
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Ken Grassi, Mayor

**ATTEST:**

  
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Amelita Genetia, City Clerk

**APPROVED AS TO FORM:**

  
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Steve Victor, City Attorney