

MISSION STATEMENT

SIERRA VISTA ECONOMIC DEVELOPMENT COMMISSION

Background

The Economic Development Commission is a five-member, volunteer board, made up of Sierra Vista business members, appointed by the Mayor and City Council to provide advice, recommendations, and monitor success of the city's economic development, its vitality, jobs, and enhancement of the business community. It is a resource for elected officials and city staff to explore new economic development ideas.

Membership

Five-Member Commission (serving three-year terms)

- Mayoral & City Council appoint the five members by majority vote
- Commissioners must be professionals representing a variety of aspects of Sierra Vista's local business community

Officers

Officers – Commissioners shall elect from its membership:

- Chair – Presides at all meetings
- Vice-Chair – Performs duties of chair when chair is absent
- Secretary – Records minutes of meeting and annual report to City Council
- Other officers as may be determined by the Commission

Meetings

- Regular public meetings shall be held at time and place as may be determined by chair or majority of commission members
- Majority of Commission (3 members) constitutes quorum for transaction of business
- A member of City Council will serve as a liaison and report to the full City Council
- The Director of Community Development, and Economic Development Manager are considered ad hoc members of the Commission and shall report to the Commission monthly.

Powers and Duties

- The Commission is empowered to advise and make recommendations to the Mayor and City Council, and as appropriate to other boards and commissions of the City on such matters as may be specifically referred to the Commission by

the Mayor or City Council, or on matters independently generated by the commission.

- The Commission is also charged to collaborate and cooperate with other boards, organizations, agencies, or entities and commissions on proposals, recommendations, projects or activities of economic development of the City of Sierra Vista.

Mission Statement

The Sierra Vista Economic Development Commission (EDC) is appointed to act in an advisory and monitoring capacity on behalf of the citizens of Sierra Vista to maximize economic development opportunities within the context of the community's character. It also recognizes that there is a need for a long-term vision and strategic plan to balance residential, open space, commercial, office, and service activities and needs within our community.

Within this context, the EDC views its mission as follows:

- To be an advocate for Sierra Vista and promote the City in business, real estate, and commercial endeavors.
- To serve as a liaison with and support the development of appropriate industry and commerce.
- To serve as a representative of the City in discussions concerning companies wishing to move or expand within the community.
- To serve as a catalyst for economic development
- Promote and monitor an economic development plan based on the needs and views of the businesses and residential community
- Facilitate the creation of jobs in the city in both existing and new businesses
- Champion assistance to new and existing businesses
- Promote the city as a destination point with emphasis on lodging, food, recreation, entertainment, and the arts
- Encourage doing business locally
- Advise the City Council, City Manager, Director of Community Development, and Economic Development Manager on economic development matters
- Enable that more attention to be given to economic issues and opportunities
- Provide a greater opportunity for citizen participation in the affairs of city government

**AN ORDINANCE AMENDING CHAPTER 36, COMMISSIONS, OF THE CITY OF SIERRA VISTA CODE
OF ORDINANCES PERTAINING TO THE CREATION OF AN
ECONOMIC DEVELOPMENT COMMISSION**

WHEREAS, Chapter 36 of the City of Sierra Vista Code of Ordinances (hereinafter "Code") provides for the establishment and regulation of Commissions; and

WHEREAS, the establishment of the Economic Development Commission (hereinafter "EDC") has been recommended by members of the City Council. The EDC would provide input from all aspects of the Sierra Vista business community enhancing and monitoring Economic Development within the City.

WHEREAS, the duties of the EDC shall include, but not limited, to the following:

- The EDC relies on the City Manager, Director of Community Development, and Economic Development Manager to execute the vision, work plan and implement the accomplishment of goals.
- Make recommendations on matters relating to the improvement of sound economic growth and business development in the City,
- Examine opportunities for fostering an attractive climate for businesses within the City with respect to both existing and potential new business establishments,
- Recommend additional steps and measures to promote economic growth by retaining businesses and attracting new commerce and industry,
- Cooperate with the City's elected officials and staff to realize appropriate goals and objectives relating to sound business practices and recruitment of new opportunities.

ECONOMIC DEVELOPMENT COMMISSION

I. CREATION

There is hereby created an Economic Development Commission for the City of Sierra Vista for the purpose of:

- A. providing input from all aspects of the Sierra Vista business community,
- B. acting as a resource for elected officials and staff to explore new economic development ideas and changes to the City's policies, and
- C. considering and introducing new economic development ideas for consideration to elected officials and staff.

- D. The word "Commission," or "EDC" when used in this ordinance, shall mean the: Economic Development Commission.

II. MEMBERSHIP

- A. The Commission shall consist of five (5) members. The Mayor and City Council shall appoint members of the Commission by a majority vote. The persons appointed to the Commission shall be persons employed within the City or persons whose business, occupational or professional activities are carried on in a substantial degree within the City. When such employment or substantial activity within the City no longer exists, such members shall be deemed to have resigned from the Commission requiring another appointment from the Mayor or Councilmember who appointed the outgoing member.
- B. The Director of Community Development, and Economic Development Manager are considered ad hoc non-voting members of the Commission and shall report to the Commission monthly.
- C. A member of City Council will serve as a liaison and report to the full City Council

III. TERM OF MEMBERS

The term of office of each member of the Commission shall be for 3 years and until such member's successor shall be appointed and shall qualify.

IV. ATTENDANCE AT MEETINGS

Any member of the Commission who during any 6-month period is not present throughout 50 percent or more of the regularly scheduled meetings shall be presumed to have resigned from the Commission. This presumption shall be absolute, irrespective of the reasons for the lack of attendance. However, the Mayor may, in the Mayor's discretion, refrain from nominating a replacement for a period of 60 days and may submit such resigned member's name for reappointment during such period.

V. MEETING SCHEDULE

Commission meetings shall be scheduled and held monthly. The Chairman or a majority of commission members may schedule and hold meetings on a more frequent basis, if they believe it is warranted. All meetings shall be conducted in accordance with Robert's Rules of Order.

VI. QUORUM

A quorum of the Commission shall consist of a simple majority of the members appointed.

VII. COMPENSATION OF MEMBERS

The members of the Commission shall serve without compensation.

VIII. MINUTES AND ANNUAL REPORT

The Commission, through its Chair or other designated member, shall take and maintain meeting minutes and report in writing to the Mayor and City Council, covering the Commission's activities for the preceding year. Signed minutes and annual report shall be filed with the City Clerk.

IX. DUTIES

It shall be the duties of the EDC shall include, but not limited, to the following:

- A. To be an advocate for Sierra Vista and promote the City in business, real estate, and commercial endeavors.
- B. To serve as a liaison with and support the development of appropriate industry and commerce.
- C. To serve as a representative of the City in discussions concerning companies wishing to move or expand within the community.
- D. To serve as a catalyst for economic development.
- E. Promote and monitor an economic development plan based on the needs and views of the businesses and residential community.
- F. Facilitate the creation of jobs in the city in both existing and new businesses.
- G. Champion assistance to new and existing businesses.
- H. Promote the city as a destination point with emphasis on lodging, food, recreation, entertainment, and the arts.
- I. Encourage doing business locally.
- J. Advise the City Council, City Manager, Director of Community Development, and Economic Development Manager on economic development matters
- K. Enable that more attention to be given to economic issues and opportunities.
- L. Provide a greater opportunity for citizen participation in the affairs of city government.

