

November xx, 2021

MEMORANDUM TO: Honorable Mayor and City Council
THRU: Charles P. Potucek, City Manager
FROM: Tony Boone, Economic Development Manager
SUBJECT: Request for Agenda Item Placement
Resolution 2021-xx
Creation of Economic Development Commission

Recommendation:

The City Manager recommends approval.

Initiated by:

Councilmember Greg Johnson.

Background

There have been several discussions of standing up a commission on economic development and specifically to enhance ongoing efforts through identifying and supporting opportunities complimentary with the character of the City. After several work sessions the council came to a consensus on a nonregulatory departmental commission as identified and defined in the Board and Commission Practice and Procedures Guidelines approved on June 11, 2020 by Resolution 2020-035 and published on June 25, 2020. This commission will work collectively to maximize opportunities for economic development of the city with citizen engagement and public input. Additionally, the commission will review and support efforts to achieve the City Council approved goals within the Economic Development Framework/Strategy and specific initiatives within the current Council Strategic Plan.

Commission Mission Statement: The Economic Development Commission works to enhance and enable the City's economic development efforts through public input and partnership to maximize opportunities identified from a diverse group of stakeholders.

The City Manager will direct the creation of the Economic Development Commission with the Economic Development Manager serving as the Staff Liaison.

Expected Duties:

1. Enhance and serve as a resource to the City on economic opportunities that may be collectively achieved to maximize the impact to the economy.

2. Review and support the approved Economic Objectives in the General Plan, City Council Economic Development framework/Strategy and initiatives identified by Council in their approved Strategic Plan.
3. Provide a forum for the Community and public input to address matters of concern or interest relating to economic opportunities.
4. Foster cooperation among the many stakeholders working and supporting the economic vitality of the city in actions such as supporting local businesses.
5. Commission membership should reflect wide representation and rotation across the many sectors of the City's economy such as defense, retail, medical, hospitality, nonprofits, construction, professional services, and other sectors in partnership with education and workforce leaders.
6. Promote the City's initiatives directly and indirectly impacting economic development.
7. Operate within the guidelines of the Nonregulatory Departmental Commission as identified within the City Administrative Directive, Board and Commission Practice and Procedure Guidelines as approved by Resolution 2020-035 on June 11, 2020 and [published on](#) June 25, 2020. Applicable section has been included below:

NON-REGULATORY DEPARTMENTAL COMMISSIONS

Pursuant to Resolution 2020-028 Non-regulatory commissions assigned to City departments are governed by City Manager Administrative Directive. Non-Regulatory Departmental Commissions are not subject to open meeting law requirements that relate to public meetings, agendas, and minutes. ¹ [City Administrative Directive](#)

ROLES, RESPONSIBILITIES, AND MEMBERSHIP

Non-regulatory commissions are comprised of five members appointed by the City Manager. A complete list of City Boards and Commissions and their respective missions is attached hereto. The primary role of these commissions is to provide public input and citizen participation on City projects and policy development. Non-regulatory commissions may advise the City staff on policy but should not represent themselves as policy-making bodies.

Individual members of commissions may not speak publicly on behalf of a commission or the City without preclearance by the City Manager and should be careful that any actions are not perceived as speaking on behalf of an official commission, the Council, or the City.

Each board or commission has a mission statement, a copy of which is attached hereto. These mission statements, approved by the City, provide general direction to the members regarding the nature of their commission activities.

SELECTION AND TERMS

Applications for membership shall be accepted and maintained for a period of one year. Appointments to fill vacancies shall be made from this standing list.

Potential candidates may be screened, interviewed, and recommended by the commission but it is not required.

Voting members of regulatory commissions shall be appointed by Council Resolution by a majority of members present.

Appointments are for two-year terms. Members are eligible to serve up to three consecutive terms. Partial terms do not count against the term limits. Members having reached their three-term limit may reapply for appointment after a period of not less than one year.

MEETINGS AND AGENDAS

Non-regulatory commissions shall meet a minimum of four times per year. The meetings are open to the public and agendas and notices will be posted by the City Clerk's Office. Commission members are expected to attend all meetings. Regular absence may result in removal from the commission.

Agendas and meeting notices shall be prepared and distributed by the staff liaison. Non-regulatory commissions are not subject to the provisions of the open meeting law but shall endeavor to operate as transparently as possible.

PUBLIC RECORD LAWS

Meeting minutes are not required of non-regulatory commissions, but records and/or documents created by the commission relating to its activities are considered public records and must be maintained as such.

ADMINISTRATIVE SUPPORT

General staff and administrative support to members of the commissions is provided through the staff liaison of the department each Commission is assigned.

Budget

Commissions do not participate in the preparation of the City Budget. Staff liaisons assigned to non-regulatory commissions may solicit and consider budget recommendations that pertain to the mission of the commission and include them in their proposed operating budget if appropriate.

Budget Appropriation:

Not applicable.

RESOLUTION 2021-xxx

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; DIRECTING THE CREATION OF A NONREGULATORY DEPARTMENTAL ECONOMIC DEVELOPMENT COMMISSION AND MISSION STATEMENT; AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY OR THEIR DULY AUTHORIZED OFFICERS AND AGENTS TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, the City of Sierra Vista is a pro-business community and focused on increasing the economic vitality of the City into the future; and

WHEREAS, the City desires to create a new Nonregulatory Departmental Commission, henceforth to be known as the Sierra Vista Economic Development Commission; and

WHEREAS, the Mission Statement of the new commission shall be: The Economic Development Commission works to enhance and enable the City's economic development efforts through public input and partnership to maximize opportunities identified from a diverse group of stakeholders.

WHEREAS, said Commission will provide an opportunity for citizen participation and public input that allows interested parties to bring opportunities from their sector and work together to maximize those objectives in support of a vibrant and diverse economy; and

WHEREAS, working together as business owners/chief executive officers/leaders with businesses/organizations located within the city from representative sectors such as defense, retail, medical, hospitality, nonprofits, and professional services in partnership with education and workforce leaders on opportunities to enhance the economy of Sierra Vista directly or indirectly.

WHEREAS, the Commission will operate under the guidelines of the Nonregulatory Departmental Commission as identified within the City Administrative Directive, Board and Commission Practice and Procedure Guidelines as approved by Resolution 2020-035 on June 11, 2020 and amended June 25, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, AS FOLLOWS:

SECTION 1

The City Council policy of citizen participation in the form of advisory bodies is reaffirmed.

SECTION 2

The City Council hereby creates the Sierra Vista Economic Development Commission.

SECTION 3

The City Manager, City Clerk, and City Attorney, or their duly authorized officers and agents, are hereby authorized and directed to take all steps necessary to carry out the purposes and intent of this resolution.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, THIS xx DAY OF NOVEMBER 2021.

FREDERICK W. MUELLER
Mayor

ATTEST:

JILL ADAMS
City Clerk

APPROVED AS TO FORM:

NATHAN J. WILLIAMS
City Attorney

Prepared by:
Tony Boone, Economic Development Manager