

SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors
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Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 10/28/2004
Department Name: Housing & Community Dev
Department No.: 055
Agenda Date: 11/2/04
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Edward Moses, Director
Housing and Community Development Department

STAFF CONTACT: Jim Claybaugh, Economic Development Coordinator, 560-1093
Richard Morgantini, Economic Development Assistant, 560-1092

SUBJECT: Adoption of the Housing and Community Development's Economic Vitality Committee Bylaws, and appointment of Committee members.

Recommendation(s):

That the Board of Supervisors:

1. Approve and adopt the Economic Vitality Committee (EVC) by-laws. (Attachment A).
2. Appoint to the EVC, the city and industry representatives recommended (Attachment B).

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 4. A Community that is Economically Vital and Sustainable and with actions required by law or by routine business necessity.

Executive Summary:

On April 27, 2004, your Board approved the formation of the Economic Vitality Committee following a report and recommendations from the Housing and Community Development Department's countywide forum on relevant business and business climate issues within Santa Barbara County. More than 80 individuals attended the forum from various businesses, Chamber of Commerce, industry groups and governmental representatives. The Board's action was a revision of the existing Economic Development Advisory Committee (EDAC) into a new advisory body, the Economic Vitality Committee, to advise the Department of Housing and Community Development and the Board of Supervisors on economic vitality policy. This

revised advisory committee will have a broader representation of the different business and industry sectors of the local and regional economy.

Discussion:

The Economic Vitality Committee (EVC) was created by the Board of Supervisors in April 2004, as a revision of the Economic Development Advisory Committee (EDAC). The purpose of this revision was to: 1) to enhance economic development activities throughout the county by facilitating communication and collaboration among the various business, industry and governmental sectors in the county, 2) Advise the HCD Director and through the Director, the Board of Supervisors on County economic development policies, economic strategies and programs, and 3) to update the Comprehensive Economic Development Strategy (CEDS), as required by the US Economic Development Administration (EDA) that allows local jurisdictions to apply for federal economic development grant funding.

Since the approval of the EVC, the Department has made presentations to business and industry groups and the City Councils in the County, with the exception of Guadalupe (pending). Because of these presentations, a list of recommended representatives, (Attachment B), was developed for the Board's review and approval.

Funding for the EVC comes from the Economic Development Program's approved FY 2004-04 budget as presented in the Program's report to the Board on August 17, 2004.

Mandates and Service Levels:

All positions within the new economic development advisory body are voluntary positions.

Fiscal and Facilities Impacts:

The appropriation to fund this program is included in the FY 2004/05 budget, pages D-256-257 and can be found in the County's FY 04-05 Operating Plan in the Housing and Community Development Department, Economic Development Program cost center.

Special Instructions:

None.

Concurrence:

Auditor-Controller's Office
County Administrator's Office
County Counsel

Attachments:

EVC By-laws, Attachment A
Recommended EVC Committee Representatives, Attachment B

ATTACHMENT A

SANTA BARBARA COUNTY
Economic Vitality Committee
BY LAWS

ARTICLE I – GENERAL

The name of the organization is the Santa Barbara County Economic Vitality Committee, herein referred to as the EVC. The EVC is a citizen's advisory body to the County of Santa Barbara's Housing and Community Development Department (HCD) and the Board of Supervisors EVC's mission is to provide advice on overall economic vitality matters.

ARTICLE II – MISSION

Section 1. EVC's Mission is to improve quality of life and job prosperity by engaging the community with respectful consideration, maintain a Comprehensive Economic Strategy pursuant to Federal guidelines, develop and maintain a County economic vitality program strategy and advise the Director of the Housing and Community Development Department, and through the Director, the County Administrator (CA), and the Board of Supervisors on economic development policies, economic strategies and programs.

Section 2. The Santa Barbara County Board of Supervisors has designated EVC as the coordinating and advisory body for economic development activities for Santa Barbara County. In addition, the Commission shall sit as the Comprehensive Economic Strategy (CES) Committee, and direct the update of the CES document through review and recommendations to the HCD Director and on to the Board of Supervisors for adoption of revisions, submittal to the Federal Department of Commerce, Economic Development Administration (EDA), and subsequent implementation. Specific duties and functions include:

- i.) Review, comment and make recommendations on County regulations, permitting processes, existing and proposed economic development programs, and projects and business issues which potentially may have an important impacts on the local economy, the business community and the residents of Santa Barbara County;
- ii.) Review and comment on pending and proposed legislation relating to economic development, or pending and proposed modifications to existing programs and regulations, at the local, state and federal level;
- iii.) Undertake economic development matters that the HCD Director may periodically direct that the Committee review, and subsequently present the Committee's findings and recommendations for HCD consideration and action. To assist with carrying out its purpose, the EVC shall establish partnerships with the private sector and other segments of the community.
- iv.) Make recommendations on the economic vitality of the County and business related issues to the HCD and the Board of Supervisors. Recommendations will be forwarded through the HCD to the Board of Supervisors and will include comments from the HCD Director.
- v.) Annually provide the Board of Supervisors, through the HCD, a status report on the Committee's work program.

Section 3. Develop a regional economic development strategy that will promote Santa Barbara County as a location in which to do business and will promote local business retention and expansion, particularly for businesses in value added industry sectors.

ARTICLE III – MEMBERSHIP

Section 1. EVC Membership is limited to no more than twenty-nine (29) members representing industry sectors in Santa Barbara County and a representative from each incorporated city in Santa-Barbara County. City representatives are to be appointed by their governing body.

The remaining members of the EVC will consist of community representatives who may be selected from the following areas of expertise: Agriculture, Chambers of Commerce, Community Based Organizations, Education, Energy, Environmental, Financial, Health Care, Local Governments, Manufacturing, Media, Native Americans, Real Estate Developers, Retail, Tourism, Unions, Technology, Transportation, Utilities and Vandenberg Air Force Base.

And others as from time to time may be identified by the Housing and Community Development Department Director and EVC, and approved by the County Board of Supervisors.

Additional non-voting members may include an economist, representatives from health, human services, workforce development and public safety agencies.

Section 2. The Board of Supervisors shall appoint Members for a term of up to three (3) years. For 2004-2006, the HCD Director shall designate one-third of Members as having one-year terms and another one-third of Members as having two-year terms.

Section 3. Appointment of Members shall generally take place in October, but can be made at any time on an ad hoc basis. Members may be removed or added from time to time by the Board of Supervisors, in accordance with furthering EVC's purpose, achieving or maintaining diverse representation of industry sectors consistent with these Bylaws.

Section 4. Removal of Members:

HCD or EVC may recommend to the Board of Supervisors that members be removed with or without cause including repeated absence from meetings. Cause shall also include a member's inability to effectively serve due to a change of employment or status that substantially alters the member's qualifications as such were presented and considered prior to the initial appointment of that member.

ARTICLE IV – MEETINGS OF MEMBERS

Section 1. The EVC shall meet as needed. The Chairman shall determine the time and place of each meeting. The Chairperson may call additional meetings or cancel or reschedule regular meetings as necessary. Notice of such additional, cancelled, or rescheduled meetings shall be given in accordance with the Brown Act, California Government Code Secs. 54950-54962.

Section 2. The EVC meetings shall be open to the public and properly noticed in accordance with the Brown Act.

Section 3. Minutes will be taken of all meetings and be available to the public for their viewing.

Section 4. Voting:

- i.) Each member may cast one vote.
- ii.) The presiding Chairperson may only vote only if his or her vote is necessary to resolve a tie vote.

- iii.) Members shall comply with all California conflict of interest laws including but not limited to, The Political Reform Act (Government Code Sections 87100) and Financial Interests in Contracts (Government Code Sections 1090 et.seq.).

Section 5. Quorum: A quorum shall consist of not less than 12 voting members of the EVC.

Section 6. Code of Ethics: At all times, EVC members shall:

- i.) Act according to the highest standards and visions of the organization.
- ii.) Inspire others through their own sense of dedication and high purpose.
- iii.) Uphold the principles of economic development and vitality, livable communities, and respect for the environment.
- iv.) Foster cultural diversity and pluralistic values, and treat all people with dignity and respect.
- v.) Make no unauthorized commitments or promises of any kind purporting to bind the County or member jurisdictions.
- vi.) Not accept compensation for participation on the EVC or for advocating for economic development causes.
- vii.) Recognize their individual boundaries of competence and are forthcoming and truthful about their professional experience and qualifications.
- viii.) Strive for excellence in the economic development arena by maintaining and enhancing our knowledge and skills, educating the EVC members and county residents, and by fostering the aspirations of potential EVC members.
- ix.) Fully comply with all applicable County, State and Federal rules, regulations and laws regarding conflicts of interest.

ARTICLE V – OFFICERS

Section 1. The EVC officers shall be a Chairperson, a Vice-Chairperson and a Secretary. The Chairperson and Vice-Chairperson shall be elected for one-year terms. The Vice-Chairperson shall be an ex officio member of the County of Santa Barbara Workforce Investment Board (WIB).

- i.) The Chairperson shall preside over all EVC meetings and shall work closely with HCD staff to ensure that all business listed on the EVC agendas are carried out properly and in a timely manner.
- ii.) The Vice-Chairperson shall perform all the duties of the Chairperson in the absence, incapacity or resignation or removal of the Chairperson and shall take on other duties and responsibilities as assigned by the Chairperson.
- iii.) The Secretary shall take attendance at each meeting and shall be responsible for reviewing the record keeping of business conducted at meetings.

Section 2. Election and Term of Officers of: Officers shall be elected at the first EVC meeting held after July 1 of each year.. Previously elected EVC Officers shall continue to hold their office until the election of their successor.

ARTICLE VI – COMMITTEES

Section 1. A standing Executive Committee shall be established, and shall be comprised of the Chairperson, Vice-Chairperson, and Secretary. The Executive Committee shall meet from time to time as necessary to conduct necessary business delegated by between regular meetings. Any action taken by the Executive Committee is subject to full EVC consideration and approval. Meeting of the Standing Committee shall conform to the Brown Act.

Section 2. Sub-Committees: The EVC, may appoint as necessary from among the members, one or more special committees and committee chairpersons. At the discretion of the Chairperson, individuals who are not members of EVC may be appointed to serve on special committees, but the Chairperson of any special committee shall be an EVC member. Sub-Committees shall be advisory to EVC. . Meeting of the subcommittees shall conform to the Brown Act.

ARTICLE VII – RESIGNATION OF MEMBERS

Section 1. Resignation of Members: Any member may resign at any time by giving written notice to the Chairperson. Any resignation shall take effect on the date of receipt of that notice or at any later time specified in that notice and, unless otherwise specified in that notice, acceptance of the resignation shall not be necessary to make it effective.

ARTICLE VIII – AMENDMENTS

Section 1. Amendments by Members: New bylaws may be adopted or these Bylaws may be amended or repealed by action of both the EVC membership , the County Board of Supervisors.

ARTICLE IX – GENERAL PROVISIONS

Section 1. Nothing in these Bylaws shall be construed to take precedence over federal, state or local laws or regulations.

Section 2. At the discretion of the Chairperson, the rules contained in the current edition of *Robert's Rules of Order* shall govern the in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the may adopt and with federal or local laws or regulations.

ARTICLE X – BOARD OF SUPERVISORS APPROVAL

These Bylaws shall become effective upon approval by the Board of Supervisors.

REVISED 9/24/04

ATTACHMENT B

Sector	Organization/Company	Last Name	First Name
Ag, Value-Added Ag	Teixeira Farms	Teixeria	Allan
Chambers of Commerce	North County Chamber	Anderson	Denny
	South County Chamber	Amyx	Kristen
Community Based Organizations	United Way	Didier	Paul
Education, Higher Education	Allen Hancock College	Hobson	Dr. Ray
Energy/Mining	Veneco	Edwards	Mike
Environmental Protection	Audubon Society	Moldaver	Lee
Financial	Coastal Business Finance	Kearns	Brian
Gaming	Chumash Casino	Brents	David
Health Care	Cottage Health Care	Werft	Ron
Local Governments	City of Guadalupe	TBD	
	City of Santa Maria	Patino	Alice
	City of Lompoc	Keller	Janice
	City of Buellton	Whitehair	Diane
	City of Solvang	Skytt	Ed
	City of Goleta	Wallis	Jonny
	City of Santa Barbara	Horton	Roger
	City of Carpinteria	Gandrud	Greg
	Chumash Nation	Armenta	Vincent
	Manufacturing	Melfred Borzall	Melsheimer
Media/Film	The Picture Works	Gregston	Patrick
Small Business/Start-up	Womens' Economic Ventures	Bailey	Marsha
UCSB	CEEM	Schwartz	Tim
Workforce Development	SBC Workforce Investment Board	Gallagher	Kathy