

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Economic Development Advisory Board DEPARTMENT: City Manager PRESENTED BY: Tom Boydell, EDP Manager
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PROBLEM/ISSUE STATEMENT:

The Economic Development Task Force, which was an *Ad Hoc* group, completed its work on the strategy in 2005 and 2006. The Council has since expressed an interest in establishing a standing committee, to be called an Economic Development Advisory Board. Staff has drafted a proposed outline of the purposes, composition, and appointment process for this advisory board. Based on Council advice and direction, staff will revise this charter and later bring it back to Council for final review and adoption.

PROPOSED CHARTER:

Purposes:

The Shoreline Economic Development Advisory Board will carry out two general purposes.

- I.) To report to the City Council one to two times per year:
 - a. With recommendations for any changes to the "Economic Development Strategy".
 - b. With an update on activities, programs and progress.
 - c. Assist with developing specific performance measures.
- II.) Meet regularly with the City's Economic Development Manager, to provide assistance and recommendations, with respect to
 - a. Developing programmatic resources
 - b. Establishing new contacts in the business community
 - c. Improving customer service
 - d. Retention and recruitment activities
 - e. Increasing sales tax growth

Composition and Selection Process

It is proposed that there will be 12 to 15 members. These members will be nominated by the City Manager and confirmed by the City Council, including the selection of one person to serve as the Board Chair.

The City will seek applicants through a public process. Both a standard application and a supplemental questionnaire are attached. The City will seek for a balanced representation from the business and development community. Each member must own property or operate a business in Shoreline or otherwise be a resident of the Shoreline community. For example, members could include the following:

- A. One r epresentatives of the following 5 organizations – the Chamber of Commerce, Forward Shoreline, Planning Commission, School District, and Shoreline Community College.
- B. Direct business appointees should be represented from commercial areas as follows: 2 from Aurora (including Aurora Village and Aurora Square), 1 from Ballinger, 1 from Richmond Beach or Richmond Highlands, and 1 from North City or other eastside commercial neighborhoods.
- C. Two to 5 at large professionals members with business management, economic development or real estate expertise.

Members should be selected to provide a balanced and representative cross section of business within Shoreline such as retail, service, professional, financial, and non profit organizations.

FINANCIAL IMPACT:

Staffing Role, Budget, and Logistics:

The Economic Development Manager help to facilitate the meetings but otherwise there is no budget for the Board. This will be a standing committee. Members will be re-appointed every four years, with half the members first appointed to a two year term to ensure committee continuity. Meetings will be held on a regular basis, at a minimum of one meeting each quarter. The Board will try to operate by consensus.

ATTACHMENT

It is envisioned that a public process, similar to what has been done for other City boards and commissions, will be used to advertise applicants. A draft application is attached.

Approved By:

City Manager



City Attorney



COMMUNITY SERVICE APPLICATION

FOR MEMBERSHIP ON THE

Economic Development Advisory Board

(Please type or print)

Name _____

Are you a Shoreline resident or property owner? _____

Length of residence _____

1. List your educational background. _____

2. Please state your occupational background, beginning with your current occupation and employer. _____

3. Describe your involvement in the Shoreline community. _____

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying. _____

5. List the addresses of property you own in Shoreline and the type of property (residential or commercial). _____

6. Are you an official representative of a homeowners' association or other group? If so, please name the group. _____

7. Describe why you are interested in serving in this position. _____

Appointment to this board or commission will require your consistent attendance at regularly scheduled meetings.

Are you available for evening meetings? _____ Daytime meetings? _____

Please return this application by the deadline to: City of Shoreline, City Clerk
 17544 Midvale Avenue North
 Shoreline, WA 98133
 (206) 546-8919

Disclosure Notice: Please note that your responses to the above application questions may be disclosed to the public under Washington State Law. The Personal Information form (page 3), however, is not subject to public disclosure.

*Thank you for taking the time to fill out this application.
 Volunteers play a vital role in the Shoreline government. We appreciate your interest.*

Supplemental Questionnaire

Name of Applicant _____

FOR MEMBERSHIP ON THE

Economic Development Advisory Board

Are you a Shoreline business owner or manager? _____

Length of business activity in Shoreline _____

Name, size, and location of your business(es)

Please describe the nature of your business(es)

Additional Comments

PERSONAL INFORMATION

Name _____

Home Address _____

_____ Zip Code _____

Home Telephone Number _____

Work Address _____

_____ Zip Code _____

Work Telephone Number _____

E-mail address _____

I declare under penalty of perjury under the laws of the State of Washington that the information provided herein is true and correct.

Signature

Date