

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Economic Development Advisory Committee DEPARTMENT: City Manager's Office PRESENTED BY: Tom Boydell, Economic Development Manager
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PROBLEM/ISSUE STATEMENT:

The Council has provided staff direction to establish a standing committee, to be called an Economic Development Advisory Board. In response, staff has drafted the ordinance for that purpose.

BACKGROUND:

On May 21 the Council discussed the proposal for establishing the Economic Development Advisory Committee and provided staff with further direction. The Council expressed sensitivity to the busy schedules that committee volunteers may have, especially those running a small business. With that in mind, there was consensus to have the committee be "committee-driven." The intent is to provide flexibility in scheduling meetings and with frequency of meetings. Nevertheless, the ordinance specifies meeting at a minimum once every two months.

The Council also provided further direction regarding the composition of the committee, adding an additional business appointee from the Aurora Corridor and five at-large appointees. Likewise, the Council expressed their desire for having a well-balanced, representative group including diversity by geography, minority-owned businesses, and a variety of business types. The Council also wanted appointees to be willing to find effective ways to solicit feedback from those they represented.

FINANCIAL IMPACT:

Management: The demand on the Economic Development Manager's time will vary from month-to-month but will be absorbed into current workload planning and budget. Time will be needed both for meetings of the Advisory Committee and for individual meetings and conversations with Advisory Board Chairpersons and members as may be needed. Time will also be required to assist with the committee meetings, record-keeping and related matters.

Administrative Staffing Needs: Administrative support will be provided by the City Managers office to schedule meetings, take minutes, prepare meeting materials, distribute agendas, etc. It is estimated that this work may require 12 to 20 hours per month on average. This would be an additional cost of approximately \$3,300 to \$5,500 per year. For the remainder of 2007, it will be absorbed within the current Economic Development Budget; however, for 2008, the added cost will be included in the baseline budget.

RECOMMENDATION:


Staff recommends that the Council adopt Ordinance 475 to create an Economic Development Advisory Board.

ATTACHMENTS

- Attachment A: Ordinance 475
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Approved By:

City Manager



City Attorney

ORDINANCE NO. 475

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, CREATING AN ECONOMIC DEVELOPMENT ADVISORY COMMITTEE.

WHEREAS, on March 27, 2006, the City Council unanimously approved Resolution No. 214-A-4, adopting the Economic Development Strategic Plan 2006-2011; and,

WHEREAS, the City Council wishes to encourage ongoing citizen input and business input into the economic development planning process by establishing a permanent advisory committee to assist the City; now therefore,

THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. New Chapter. A new Chapter 2.65 *Economic Development Advisory Committee* is added to the Shoreline Municipal Code to read as follows:

.010 Created – Purpose-Responsibilities. The Economic Development Advisory Committee is created to provide guidance and direction for Shoreline's future economic prosperity and growth. The Advisory Committee will provide citizen review and business expertise in advising the City Council and City Manager on the implementation and updating of the City's Economic Development Strategic Plan including budget allocations and administration of the economic development program. The committee shall submit an annual report to the City Council by July 1st reviewing activities of the past year and recommending actions that will advance the City's economic development goals.

.020 Membership-Appointments.

A. The Economic Development Advisory Committee shall consist of 16 members, each of whom shall be appointed for a term of two (2) years. Terms shall expire the 31st day of August of odd-numbered years beginning in 2009. No member shall be appointed for more than three (3) consecutive terms.

B. Members shall reside, own property or operate a business in Shoreline and represent interests in economic development, community development, business, or real estate development. Members should be selected as follows.:

1. Representatives from the Chamber of Commerce, Forward Shoreline, Shoreline School District, Shoreline Community College, and the Shoreline Planning Commission.
2. Six (6) business representatives from the Aurora Corridor (including Aurora Village and Aurora Square) (3), the Ballinger

Commercial Area (1), Richmond Beach or Richmond Highlands (1), and North City or other Eastside commercial neighborhoods (1).

3. Five (5) "at large" members.

C. Members will be recommended for appointment by the City Manager and confirmed by the City Council.

D. Members may be removed by the City Manager, with the concurrence of the City Council, for failure to comply with laws and city policies relating to conduct of public officials, failure to meet membership qualifications, or for unexcused absence from more than three (3) consecutive regular meetings. Vacancies shall be filled for unexpired terms in the same manner as for appointments.

.030 Organization: Members will serve without compensation but may be reimbursed for reasonable expenses associated with committee activities pursuant to City policy. Members shall select a chairperson and vice chairperson and establish rules for conducting their meetings. The committee shall meet regularly at least every 60 days and as needed, and issue meeting agendas and minutes. Administrative staff shall be provided to support the Committee's meetings and other activity.

Section 2. Publication, Effective Date. This ordinance shall take effect and be in full force five days after passage and publication of a summary consisting of the title.

PASSED BY THE CITY COUNCIL ON JULY 9, 2007.

Mayor Robert L. Ransom

ATTEST:

APPROVED AS TO FORM:

Scott Passey
City Clerk

Ian Sievers
City Attorney

Date of Publication: July , 2007
Effective Date: July , 2007