

**CITY OF SHORELINE**  
**SHORELINE CITY COUNCIL**  
**SUMMARY MINUTES OF WORKSHOP DINNER MEETING**

Monday, March 26, 2007  
6:00 p.m.

Shoreline Conference Center  
Highlander Room

**PRESENT:** Mayor Ransom, Deputy Mayor Fimia, and Councilmembers Gustafson, Hansen, McGlashan, Ryu, and Way

**ABSENT:** none

**STAFF:** Bob Olander, City Manager; Julie Modrzejewski, Assistant City Manager; Joyce Nichols, Communications and Intergovernmental Relations Director; Tom Boydell, Economic Development Manager

**GUESTS:** Jim Thomas, CEO, Community Capital Development (CCD); Che Wong, Business Assistance Officer, CCD; Jason McKinney, Industrial Engineer, Environmental Coalition of South Seattle (ECOSS)

At 6:20 p.m., Deputy Mayor Fimia called the meeting to order on behalf of the Mayor, who arrived shortly thereafter. She began with introductions around the table and introduced tonight's topic, an update on the Economic Development program.

Che Wong, Business Assistance Officer for Community Capital Development (which is under contract with the City to offer business assistance to local businesses), began by discussing CCD and its mission. CCD is a 501(c)(3) non-profit organization and Certified Community Development Financial Institution (CDFI) founded in 1997 to provide access to capital and technical assistance to low-income, minority and women entrepreneurs. Its mission is to alleviate poverty through self-sufficiency achieved by self-employment. Ms. Wong described the organization's objectives, including: 1) Supporting the retention and growth of existing small businesses; 2) supporting entrepreneurship and new business development; and 3) providing information, training, and improved access to private sources of capital. She also outlined the following activities of the group in Shoreline from July 2006 through February 2007:

- Business Contacts: 130 (127% of the annual goal)
- Training: 50 attendees (200% of the goal)
- One-on-one counseling: Short-term Assistance – 34 monthly sessions (57%)  
Long-term Assistance – 32 monthly sessions (160%)
- Financial Assistance: 3 loans provided (75% of annual goal)

- Jobs: Total of \$280,000 (140% of goal)  
Retained – 25 jobs (313% of goal)  
Created – 3 new jobs (50% of goal)

Ms. Wong then shared several case studies and the particular financing or other solutions that resulted.

Jason McKinney, an industrial engineer with Environmental Coalition of South Seattle (ECOSS), provided information about his organization's Sustainable Business Extension Service (SBES), noting that it is also a 501(c)(3) non-profit that provides free and confidential services to businesses. It is located in Seattle, Tacoma, and Shoreline and provides creative solutions for businesses while also helping them navigate the roadblocks to success. He provided the following facts about their activities in Shoreline:

- 61 separate businesses contacted through outreach
- 15 separate businesses required follow-up or research for eligibility
- 2 speaking engagements (workshops not included)
- 1 workshop
- 35 documented business and residential workshop attendees
- 2 follow-ups generated by the recent January 18<sup>th</sup> workshop
- 1 e-newsletter delivered to Shoreline business e-mail list
- 63 businesses and residents have opted to learn more about the SBES program via e-mail

Mr. McKinney also discussed the "emergency spill kit" for businesses and said he would find out information on cost and distribution options.

In response to a question about how to help businesses dispose of used fluorescent light tubes, Mr. McKinney said he would follow up because he wasn't absolutely sure.

Councilmember Hansen suggested that Mr. McKinney and Mr. Boydell look into incorporating a fluorescent tube collection/disposal point in the City's next Clean Sweep recycling event. He suggested this would be a valuable asset and service to the community.

Mr. Olander thanked the guests for their reports and for attending tonight's meeting. He also said follow-up was in order on the two items mentioned by ECOSS – business spill response kits and collection/disposal of fluorescent tubes, and he asked Mr. Boydell to do this.

Mayor Ransom declared the meeting adjourned at 7:25 p.m.

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Joyce Nichols, Communications and Intergovernmental Relations Director