



ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC)

AGENDA

Tuesday, May 13, 2008

7:30-9:00 a.m.

**NEW LOCATION: Spartan Recreation Center, Cascade Room
18560 First Avenue NE
Shoreline, WA**

<u>Time</u>	<u>Agenda Item</u>
1. 7:30	Welcome / Agenda Review / Introductions of New Members (<i>Julie Modrzejewski, Assistant City Manager</i>)
2. 7:40	Review Draft Bylaws <u>Objective:</u> Finalize
3. 8:20	Chair and Vice Chair Election <u>Objective:</u> Finalize Process and Elect <i>When selecting, you may want to consider the following:</i> <ul style="list-style-type: none">• Ability to facilitate, including creating a safe environment for committee members to participate and encouraging the constructive expression of ideas and diverse viewpoints• Ability to lead including framing the issues, setting the tone for discussions, encouraging contributions by all committee members, guiding deliberations, and helping the committee achieve consensus• Ability to serve as a spokesperson for the committee• Availability to consult with City staff and present reports to the City Council
4. 8:45	Wrap-up <ul style="list-style-type: none">• Determine Agenda for Next Meeting

EXAMPLES OF “ACTIONS” IDENTIFIED IN THE ECONOMIC DEVELOPMENT STRATEGIC PLAN

1. General Government, Outreach & Communications (pg., 3)
 - Enhance citywide knowledge and discussion about the economy and the role of city-community partnerships
 - Develop knowledge of successful economic development strategies and actions undertaken by other cities
2. Major Investments, Recruitment & Attraction (pg. 4)
 - Encourage redevelopment of Aurora Square/Westminster Triangle as a destination shopping or village center type development
 - Research and, if practical, develop different financial tools, grants or approaches to partnership that might assist economic development
3. Small Business Support (pg. 5)
 - Improve outreach to businesses on a variety of environmental issues and enhance the opportunity for improved business functioning and mutually beneficial partnerships
4. Media, Marketing, & Promotion (pg. 5)
 - Initiate an active campaign to define and improve the regional perception of Shoreline
5. Intellectual Capital (pg. 5)
 - Encourage dialogue between Shoreline Community College, the School District, and other local institutions to encourage planning and support for successful workforce training programs, to improve facilities, and to sustain the success and outstanding character of educational programs at all levels in Shoreline.
6. Local Collaboration-Building and Regional Partnerships (pg. 6)
 - Proactively collaborate with private and public organizations that are working to support the growth of current businesses and bring new companies or institutions to Shoreline
7. Sustainable Neighborhoods (pg. 6)
 - Work with local and countywide arts organizations to improve public space and better incorporate art into development design

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC)

Meeting Summary Notes

Tuesday, April 29, 2008

Committee Members Present: Andy Anderson, Paula Anderson, Michelle Cable, Wade Carter, Joo-Sun Choe, Craig Degginger, Wendy DiPeso, Dale Horton, Warren Johnson, Dan Mann, Thomas Nasky, Dick Nicholson, Larry Owens, Greg Price, Martin Rood, Elaine Solberg, and Rick Stephens

Committee Members Absent: James Abbott, Susan Hoyne, Greg Olson, and Ken Winnick

City Staff Present: Assistant City Manager Julie Modrzejewski and Management Analyst John Norris

Welcome/Introductions:

The meeting started with introductions, and Julie went over the agenda to introduce the meeting's agenda items.

Committee By-laws:

Julie led the Committee through a discussion of each article of their proposed By-laws. The following comments were heard about each By-law article:

- Article I – No concerns.
- Article II – No concerns.
- Article III.1 – There was some discussion about Chair and Vice Chair term limits, however the Committee decided that it was best to leave this section more flexible and not include term limits in the By-laws. There was also some discussion concerning the Vice Chair serving as “Chair elect;” however there was not consensus on this idea. The Committee decided to remove the language that states officers “may be re-elected consecutively.”
- Article III.2 – Discussion was held concerning the Committee reporting date of July 1st, and that it may be more strategic to report to Council in April prior to their yearly goal setting retreat. This issue was addressed by stating that the proposed By-laws state the Committee shall submit an annual report to the City Council *by* July 1st, not *on* July 1st, and the Committee is not prohibited the Committee from reporting to Council earlier in the year. The Committee decided to leave this section as it is as no additional concerns were voiced.
- Article III.3 – Concerns were stated about the power of the Chair, and language was added that stated the Chair shall appoint Committees “with majority consent of the Committee,” and the Chair shall speak on behalf of the Committee “to represent the official positions of the Committee.” Concerns were also stated about the Vice Chair, and language was removed that stated the Vice Chair “may also serve as a convener of special meetings.” Finally, the timing of elections was stated as a concern, especially given the fact that the terms of some Committee members will

end May 31st of each calendar year. Staff stated that they would create a “draft timeline” that showed when terms are up, when recruitment and posting for new members would probably take place, and when it might make sense for the Committee to hold elections.

- Article IV – no concerns.
- Article V.1 – wording changed slightly, but no content changes.
- Article V.2 – no concern.
- Article V.3 – no concern.
- Article V.4 – no concern.
- Article VI – wording changed slightly, but no content changes.
- Article VII – wording changed slightly, but no content changes.

Discuss Process for Selecting a Chair/Vice Chair:

The Chair/Vice Chair selection process was briefly discussed, and a few ideas were proposed as to how to conduct the process. The Committee decided to pass around a Committee member contact list and have those Committee members interested in nominating themselves for an office position put a check next to their name. It was also stated that some Committee members would like to read other members applications, as this will provide some background on their fellow members. Julie stated that staff will forward all member applications to the entire Committee, and will also send an email to the Committee soliciting additional officer nominations. The Committee will also review the selection process again at the May Committee meeting once more nominations have been received and the By-laws have been finalized.

Brainstorm Potential Work Plan Item:

As the Committee By-law and election discussions took up the majority of the meeting time, this agenda item was not discussed, and will be moved to a future agenda.

Wrap-up:

The meeting wrapped up with a discussion on determining when to meet again. The Committee decided to meet on the 2nd Tuesdays of the month, from 7:30-9:00 am, at the Fire Station Headquarters. For the upcoming meeting in May, the meeting date was set for Tuesday, May 13th.



DRAFT

**ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE
BY-LAWS**

ARTICLE I - MEMBERSHIP

The Shoreline Economic Development Advisory Committee shall consist of twenty-two (22) members, recommended for appointment by the City Manager and confirmed by the City Council. The membership shall represent various interests in the community as outlined in the Economic Development Advisory Committee Ordinance, Chapter 2.65.

ARTICLE II - STATEMENT OF PURPOSE

The Shoreline Economic Development Advisory Committee will serve in an advisory capacity to the City Council, providing guidance and direction for Shoreline's future economic prosperity and growth.

ARTICLE III - OFFICERS AND DUTIES

SECTION 1: OFFICERS

Officers shall be a Chair and Vice-Chair, both elected by the Advisory Committee from members of the Advisory Committee. In absence of both, members may elect a Chair *pro tem*. Officers will serve one-year terms, ~~and may be re-elected consecutively.~~

SECTION 2: RESPONSIBILITIES OF THE ADVISORY COMMITTEE

As established by Economic Development Advisory Committee Ordinance, Chapter 2.65, the Advisory Committee shall 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. The committee shall submit an annual report to the City Council by July 1st reviewing its activities of the past year and recommending actions that will advance the City's economic development goals.

SECTION 3: DUTIES OF THE OFFICERS

A. CHAIR

The Chair shall preside at all meetings and call special meetings when necessary. The Chair shall be a full voting member of the Advisory Committee. The Chair shall appoint all committees with the majority consent of the Advisory Committee, consult with staff on agendas, and serve as the spokesperson of the Committee. The Chair may delegate duties to other Advisory Committee members with the consent of the Advisory Committee. The Chair shall speak on behalf of the Advisory Committee to represent the official positions of the Committee before the City Council and to the public.

B. VICE CHAIR

The Vice Chair shall perform the duties of the Chair in the absence of the same. The Vice Chair shall assist the Chair in managing meetings. ~~may also serve as convener of special committees.~~

C. ELECTIONS

Officers shall be elected and take office annually at the first regular public meeting of the Advisory Committee. In the event of the departure of an officer from the Advisory Committee, the Advisory Committee shall elect a new officer to fill out the term at the next regular meeting.

ARTICLE IV - MEETINGS

The Economic Development Advisory Committee shall meet regularly at least every sixty (60) days. All meetings shall be advertised to the public in accordance with the Open Meetings Act.

A special meeting may be called by the Chair of the Advisory Committee, the Economic Development Manager, City Manager or his/her designee, the City Council, or by the written request of any ten (10) Advisory Committee members, providing a ten (10) day public notice period.

ARTICLE V - RULES OF MEETINGS

SECTION 1: ABSENCES

Unexcused absence from more than three (3) consecutive meetings shall be cause for removal. Members shall communicate with the Chair, the Vice Chair, or City staff prior to the meeting with requests for excused absences. Emergency requests may be considered. The Chair of the Advisory Committee shall ~~may~~ approve ~~the~~ excused absences with approval of the Committee.

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SECTION 2: QUORUM

The presence of twelve (12) members constitutes a quorum, and is required for the Advisory Committee to take any action other than to adjourn.

SECTION 3: RULES OF PROCEDURE

The current edition of Robert’s Rules of Order shall provide the basis for meeting structure and official decisions shall be made by motion and vote of the Advisory Committee.

SECTION 4: VOTING

In instances where a vote is necessary, the present majority is sufficient to act (providing a quorum is present). Each member shall have one vote and no proxies shall be allowed. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes and reported to the City Council.

ARTICLE VI - COMMITTEES

The Advisory Committee Chair ~~shall may~~ appoint standing and *ad hoc* committees with approval of the Advisory Committee. Standing committees shall serve at the pleasure of the Advisory Committee and ~~special~~ committees shall also serve for such purposes and terms as the Advisory Committee approves. Committees shall establish their own meeting schedule and the deliberations thereof shall take the form of written reports, submitted to the entire Advisory Committee.

ARTICLE VII - AMENDMENTS

These By-laws are to be approved by the Economic Development Advisory Committee. They may be amended or repealed and new By-laws may be adopted at any regular meeting or special meeting by a majority vote of the membership. A copy of the proposed By-laws, or amendments thereto, shall be furnished to each member at least ten (10) days prior to the date of the meeting. All amendments to the By-laws ~~shall may~~ be submitted to the ~~Mayor and~~ City Council for their information.

SIGNED BY:

Advisory Committee Chair

Date

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC)
Significant Milestones/Dates

ACTIVITY	DATE/TIMEFRAME
Solicit Member Interest in Re-Appointment (2009-2011 Term)	February
Advertise for EDAC Appointments	March
City Manager Recommends Appointments to City Council	April
New EDAC Members are Oriented to the Program (attend May meeting as guests)	May
City Council Goal Setting Retreat	<i>End of April</i>
EDAC Terms End as <u>per Ordinance</u>	May 31
EDAC Elects Chair and Vice Chair	June
Report to City Council as <u>per Ordinance</u>	<i>By July 1</i>

Highlighted activities/dates are proposed by staff

The following EDAC Members term ends **May 31, 2009 (2008-09 Term)**

1. Marty Rood, Forward Shoreline Representative
2. Rick Stephens, Shoreline Chamber of Commerce Representative
3. Craig Degginger, School Board Representative
4. Joo Sun Choe, Aurora Avenue Business
5. Michelle Cable, Ballinger Neighborhood
6. Dick Nicholson, Ridgcrest Neighborhood
7. Wendy DiPeso, At-Large
8. Dale Horton, At-Large
9. Warren Johnson, At-Large
10. Daniel A. Mann, At-Large
11. Greg Price, At-Large
12. Ken Winnick, At-Large

The following EDAC Members term ends **May 31, 2010 (2008-10 Term)**

1. Susan Hoyne, Shoreline Community College Representative
2. Vacant, Shoreline Planning Commission Representative
3. Jim Abbott, Aurora Avenue Business
4. Greg Olson, Aurora Avenue Business
5. Andy Anderson, North City Neighborhood
6. Paula Anderson, At-Large
7. Wade Carter, At-Large
8. Tom Nasky, At-Large
9. Larry Owens, At-Large
10. Elaine Solberg, At-Large