

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Southwest King County Chamber of Commerce 2010 Year-end Report Presentation		Meeting Date: February 7, 2011
Department: City Manager	Attachments: 2010 Year End Report	Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Contact: Dick Loman, Economic Development Mgr.		
Telephone: 206-248-5528		
Adopted Initiative: N/A Yes No	Initiative Description: N/A	
PURPOSE/REQUIRED ACTION: The purpose of this agenda bill is to transmit the 2010 Year End Report from the Southwest King County Chamber of Commerce (SWKCC), which will be presented to Council at their February 7, 2011 meeting by Nancy Hinthorne, CEO & President of SWKCC. No action is required.		
BACKGROUND (Include prior Council action & discussion):		
OPTIONS (Including fiscal impacts):		
Administrative Recommendation: N/A		
Committee Recommendation: N/A		
Advisory Board Recommendation: N/A		
Suggested Motion: N/A		
Submitted by: Administration _____ City Manager _____		
Today's Date: February 1, 2011	File Code: R:\CC\Agenda Bill 2011\020711cm-3 SWKCC-2010 Report.docx	

2010 Year End Report

SOUTHWEST KING COUNTY CHAMBER OF COMMERCE and CITY OF BURIEN 2010 SCOPE OF SERVICES

Service A:

The Chamber will serve as an information center, responding to inquiries for information regarding visiting, relocation, establishing a business in Burien and surrounding areas, shopping, government services, human services, schools and other information as requested. The Chamber will provide for the public its monthly newsletter and community map at city hall and Burien's library.

Outcome:

- The Chamber answers relocation and visitor requests daily.
- The Chamber provides a toll-free telephone number for all those making inquiries from out of the area.
- The Chamber office has Port of Seattle, Burien, SeaTac, Tukwila, King County and State of Washington information available to members and visitors. If information is requested that is not available at the Chamber, referrals are directed to appropriate agency.
- Chamber has a website and a direct link to the City of Burien's website on the home page.

Service B:

The Chamber will collect data on economic conditions, employment, growth and market/seasonal trends in the region. As part of the quarterly report, the Chamber will submit data collected or reports produced.

Outcome:

- The Chamber produced a 2010 Business Directory and Community Profile and distributed this to all Chamber members, area officials, and the community at-large. This publication is included in information packets distributed by the Chamber.
- The 2010 Profile and Directory is also available on-line at www.swkcc.org.
- The Chamber 2010-2011 community map is available at partner city locations and the Chamber office.
- The Chamber produced and distributed in December the 2011 Business Directory and Community Profile.

Service C:

The Chamber will maintain an employment opportunities listing on its website.

Outcome:

- Chamber website has a "Job Opportunities" page listing jobs in Southwest King County.

Service D:

The Chamber will assist the City and the downtown Burien property and business owners in coordinating and promoting projects and events designed to enhance support and enthusiasm and foster a spirit of community within the City.

Examples: co-sponsor Clean Sweep by seeking sponsorships, recruiting volunteers, promoting the event and participating. Provide outreach for business/property owner involvement in city planning. Participate in the Strawberry Festival promotion and other activities. As part of the quarterly report, the Chamber will list the events, programs, and dates of the events/programs held during that quarter and the number of attendees at each, if known. Sponsorship contributions or in-kind services and products will be reported when applicable.

Outcome:

- Chamber Board of Directors members were invited and encouraged to attend Burien's Anniversary Celebration in March.
- Chamber President/CEO and Bookkeeper attended the Discover Burien/City Annual Awards celebration in March.
- Chamber team member participated in the Burien Clean Sweep in April.

Service E:

The Chamber will develop and distribute printed materials about Burien and will provide a direct link between the SWKCC and city web sites describing advantages of living, visiting, shopping and doing business in the City of Burien. (Examples: business directory, community profile and map.) As part of the quarterly report the Chamber will list the type of printed materials developed, the numbers distributed, and submit at least 10 copies of each brochure to the City with a copy of the materials provided on the web site describing Burien.

Outcome:

- One page in the Chamber's 2010 Directory and Community Profile is devoted to Burien.
- An internet link has been established between the Chamber and the City of Burien.
- On request, the Chamber will continually link to other web sites.
- The Directory and Community Map is available in Burien City Hall.

Service F:

The Independence Day Parade is the responsibility of the Chamber, which shall plan, organize and carry out the Parade.

Outcome:

- The 89th Annual Independence Day Parade was coordinated by the Chamber. Committee meetings were held regularly. The Wrap Up meeting was held in October.

Service G:

The Chamber will actively work with the City's Economic Development Manager to strengthen business involvement in the economic development efforts in Burien. Activities include participating as a member of the Economic Development Partnership, and assisting the Discover Burien marketing effort.

Outcome:

- Chamber President/CEO and two Board of Directors members are members of the Burien Economic Development Partnership.
- Chamber President/CEO participates on the BEDP marketing subcommittee.
- Ten Burien businesses joined the Chamber during 2010.
- Chamber President/CEO and one Board of Directors member are members of the Discover Burien Steering Committee.
- Chamber President/CEO participates on the Southwest King County Economic Development Initiative Steering Committee and Executive Committee.
- Chamber hosted a Business Showcase in February which provided an opportunity for Chamber members to market their businesses.

Service H:

Assist the city in its marketing strategy to recruit business to Burien.

Outcome:

- Chamber President/CEO is a member of the Burien Economic Development Partnership.
- Chamber President/CEO is a member of the BEDP Marketing Committee.
- Chamber President/CEO is a member of the Discover Burien Steering Committee.

Service I:

Assist in providing input from the local business community during the planning stages of City capital projects.

The Chamber will provide up to two hours of bookkeeping services per month for Discover Burien to include accounts payable/receivable, billings and monthly financial statements. Discover Burien will have their own checking account, which will be maintained by the Chamber. Any additional bookkeeping services will be billed to Discover Burien at a mutually agreeable rate.

The City will contract for the sum of \$58,204 with the Discover Burien Association to assist in Burien marketing and promotion. As the temporary administrative agent for the Discover Burien Association, the Chamber will only process bills and invoices that are approved by the designated Discover Burien Board Member(s). The Chamber, in conjunction with the Discover Burien Association, will help ensure that the City's contribution of \$58,204 to Discover Burien is used for the following purposes.

Recruiting customers for Burien businesses, recruiting new businesses, and working with existing businesses including, but not limited to, holding various events, developing and maintaining business inventories, marketing brochures, newsletters, doing outreach and supporting Burien businesses; and other economic development activities.

In addition, the City contracts with Discover Burien for the Team Clean Sweep Program. No administrative agent services are required by the Chamber for this program.

Outcome:

- The Chamber bookkeeper maintains bank accounts, budgets, and employee files with the guidance of the Discover Burien treasurer and executive director.
- Chamber receives all funds for Discover Burien and deposits same into Discover Burien accounts.
- Chamber bookkeeper prepares financial statements for Discover Burien and does all government reports relating to finances and employee.
- Chamber President/CEO is a member of the Discover Burien Steering Committee and the Operations Committee.
- Chamber and Discover Burien partnered to present a Business After Hours at Wells Fargo in May.
- Chamber and Discover Burien partnered to present a Business After Hours at Evergreen Eye Center in August.

Other activities and services:

- Chamber is an active member of the South Sound Chambers of Commerce Legislation Coalition.
- Chamber President/CEO monitors regional transportation issues.

Outcome:

- Projects are addressed in the City Beats section of the *Business Advocate*.
- Burien Directors receive updates on city projects at scheduled meetings.
- Board of Directors keeps abreast of city projects at briefings given at monthly meetings.

Service J:

Assist public and private sectors in welcoming new businesses, foreign and domestic dignitaries, visitors and groups to the area.

Outcome:

- A ribbon cutting was done for Mimi's Crop Circle in February.
- Chamber did a Ribbon Cutting for Piranha Joe's in June.
- Chamber held an After Hours at Piranha Joe's in July.
- Chamber President/CEO attended the Grand Opening of Grand Central Bakery in August.

Service K:

The Chamber will provide membership to the City of Burien, the City Manager, Economic Development Manager and City Councilmembers.

Outcome:

- The Chamber provides memberships and the Chamber appreciates the City Manager, Economic Development Manager and city official's participation at various Chamber events.

Service L:

The Chamber will provide quarterly reports to the City along with the quarterly billing voucher. Such reports shall include a brief status report on the service items listed above. A final report summarizing the services provided during the year shall be submitted along with the final billing.

Outcome:

- Reports are submitted quarterly.
- Chamber President/CEO gave the 2009 Annual Year-End Report to City Council in March.

Service M:

The Chamber will serve as the administrative agent for the Discover Burien group, to include providing the necessary bookkeeping and administrative support required by Discover Burien.

- Chamber President/CEO participates in the South Sound Chamber Executives group.
- The Chamber continues to list Burien information and events in the "City Beats" column of the *Business Advocate* (Chamber's monthly newsletter)
- Chamber President/CEO serves on the Board of Regents of the Leadership Institute of South Puget Sound.
- Chamber President/CEO attended the City of Burien's Awards celebration in March.
- One student from Highline High School was honored as a Chamber Student of the Month during the First Quarter 2010.
- One student from Puget Sound Skills Center received a \$1,000 scholarship as a Student of the Year in June.
- One student from Puget Sound Skills Center was honored as a Chamber Student of the month during the Fourth Quarter 2010.
- Chamber President/CEO participates on the Southwest King County Economic Development Initiative Steering Committee and Executive Committee.
- Chamber Board Chair and Chamber members attended 2010 Olympia Day in February.
- Chamber President/CEO and Chamber members attended the South Sound Chambers of Commerce Legislative Coalition Legislative Breakfast in January.
- Mayor McGilton along with Mayor Haggerton (Tukwila) and Mayor Anderson (SeaTac) were the program speakers at the Chamber's May Membership Luncheon.
- Chamber President/CEO attended Congressman Adam Smith's CEO Roundtable in April.
- Chamber President/CEO attended the 10th Annual Highline Schools Foundation Gold Star Awards luncheon in May.
- Chamber partnered with the Small Business Development Center in presenting a Limited Visibility Workshop in June.
- Chamber President/CEO attended the VIP Dedication of Highline Medical Center's new ER and Patient Care Unit in April.
- Chamber's annual Get-Away Golf Tournament was held at Rainier Golf & Country Club in July.
- Chamber President/CEO attended the ScateBd Transit meeting in August.
- In August, Chamber President/CEO testified before the Sound Transit Capital Committee regarding the extension of South Link Light Rail to 200th.

