



BUSINESS DEVELOPMENT COMMITTEE

Purpose: To support economic development in the City of Hickory for increased employment by identifying and assessing ideas and applying local economic development resources to determine the level of success of the project/proposal. Projects that receive a favorable recommendation will be forwarded to Hickory City Council for consideration and action.

Membership: In February of 2010, the City Council appointed a Business Development Committee consisting of seven members representing key business sectors and areas of expertise of the City. Committee members shall be appointed on an at large basis by City Council to provide representation for the business community.

Members of the Business Development Committee shall be appointed for two year terms; provided that the members first appointed shall serve terms as follows; three members shall serve a term of one year, the other appointees shall serve a term of two years. The determination of which members shall serve the one and two year initial terms shall be determined at the first Business Development Committee meeting by the members. Thereafter, all members of the Business Development Committee shall be appointed to serve for two year terms. The terms of the members first appointed shall begin at the time of the first meeting of the Business Development Committee after their appointment.

Any member shall be eligible for reappointment to one additional term. Members of the Business Development Committee shall serve without compensation except that members may be reimbursed from funds appropriated to the Business Development Program for necessary travel expenses while engaged in the work of the Business Development Committee.

At all meetings of the committee, business shall be transacted by a majority vote of all members present and any action taken shall be deemed the action of the full Committee. A quorum for these meetings shall consist of a minimum of 4 members of the committee membership.

Roles and Responsibilities: At its first meeting following appointment, the Business Development Committee shall select a chairman from their ranks. The Business Development Committee shall meet once a month or on the call of the City Manager or his designee upon one week's written notice. These meetings will be open to the public and the Committee members are encouraged to solicit public input on this program.

The specific duties of the Business Development Committee shall be as follows:

1. To identify and assess business development opportunities and apply capabilities (resources) to determine the level of success.
2. To recommend business development projects to City Council.

3. To prioritize business development needs and projects according to City Council priorities.
4. To conduct research and provide input on business development program policy decisions.

The specific duties of the staff shall be as follows:

1. City staff shall be responsible for the scheduling and informing members of meetings, preparing agendas, providing materials from applicants for project review, and keeping minutes of the meetings.
2. City staff shall be responsible for receiving and replying to Committee member comments.
3. The Hickory City Council, Business Development Committee Members, City of Hickory Staff and Economic Development Corporation of Catawba County Staff will be responsible for addressing local clubs, organizations, and groups regarding the Business Development Committee.
4. The EDC staff shall participate in research of issues related to the Business Development Committee.
5. The City of Hickory staff shall be responsible for meeting with interested businesses regarding Business Development Programs.
6. The City of Hickory staff shall be responsible for assistance to businesses wishing to submit proposals for consideration.
7. The City of Hickory staff shall maintain all documents relevant to the program and shall make these documents available to the public at the City Manager's office during normal working hours for review upon request. Such documents include all mailings and promotional material, records, applications, letters of approval, plans, proposals, reports, proposed and approved proposals, copies of regulations governing the program, documents regarding program requirements and the committee's actions taken and any written response made.
8. The City of Hickory staff shall make copies of proposed and approved plans and applications/proposals.

Prohibited Activity: No City of Hickory Council member, employee, Catawba County Economic Development Corporation employee, or Business Development Committee member shall participate in the selection, or in the award or administration of a project/proposal recommended by the Business Development Committee if a conflict of interest, real, or apparent, would be involved.



BUSINESS DEVELOPMENT COMMITTEE

Introduction

Citizen's participation and continuing citizen involvement in the City of Hickory's Business Development Program is a vital and instrumental process in the success of this program. The City of Hickory will develop and make public a Business Development Plan which will provide businesses with an adequate opportunity to participate in an advisory role in planning, implementing, and assessing the Business Development Program. This plan shall provide for a business participation process at the communitywide level with regard to over all applications and programs. The City's Business Development Committee will meet the following standards:

- A. All aspects of Business participation will be conducted in an open manner with freedom of access for all interested persons;
- B. There shall be involvement of residents of areas where a significant amount of activity is proposed or ongoing, the business community, and civic groups who are concerned about the program;
- C. The City shall make reasonable efforts to insure the continuity of involvement of Businesses or Business organizations throughout all stages of the program;
- D. Citizen's shall be provided with adequate and timely information about the program;
- E. Citizen's and Businesses shall be encouraged to submit their views and proposals regarding the Business Development Program and
- F. Businesses shall have an opportunity articulate needs, express preferences about proposed activities, assist in selection of priorities, and otherwise participate in the development of applications, amendments, or changes in the Business Development Program.

The Business Development Committee for City of Hickory

In 2010, the City Council shall appoint a Business Development Committee for Business Development consisting of seven members representing all social, ethnic, and economic sectors of the City population. Committee members shall be appointed on an at large basis, to provide representation for the business community; who are concerned about the program.

Members of the Business Development Committee shall be appointed for two year terms; provided that the members first appointed shall serve terms as follows; three members shall serve a term of one year, the other appointees shall serve a term of two years. The determination of which members shall serve the one and two year initial terms shall be determined at the first Business Development Committee meeting by the members. Thereafter, all members of the Business Development Committee shall be appointed to serve for two year terms. The terms of the members first appointed shall begin at the time of the first meeting of the Business Development Committee after their appointment. **Should a member miss three (3) consecutive meetings, Hickory City Council will appoint another member to take the place of the absent member.**

Any member shall be eligible for reappointment to one additional term. Members of the Business Development Committee shall serve without compensation except that members may be reimbursed from funds appropriated to the Business Development Program for necessary travel expenses while engaged in the work of the Business Development Committee.

At its first meeting following appointment, the Business Development Committee shall select a chairman from their ranks. The Business Development Committee shall meet once a month or on the call of the Assistant City Manager of Economic Development upon one week's written notice. These meetings will be open to the public and the

Committee members are encouraged to solicit public input on this program.

The role and specific duties of the Business Development Committee shall be as follows:

- A. To represent businesses in planning, assessing, and reviewing Business Development.
- B. To recommend Business Development projects
- C. To prioritize Business Development needs and projects.
- D. To recommend changes, revisions, amendments to the Business Development Committee
- E. To provide business involvement in business development.
- F. To provide business input on business development program policy decisions.
- G. To review and recommend the business development plans
- H. To discuss needs and recommend improvements for the Business Development Committee.

Role of the City of Hickory Staff

To facilitate business development the staff of the City of Hickory will provide the following assistance in services to the Business Development Committee, groups of businesses, business organizations, and individual businesses.

- A. The Assistant City Manager of Development or designee shall be responsible for the scheduling and informing members of meetings.

- B. The City of Hickory staff shall be responsible for informing the Committee Of changes in the Business Development Committee guidelines.
- C. The City of Hickory staff shall be responsible for receiving and replying to Committee member comments and proposals.
- D. The Economic Development Corporation of Catawba County Staff will be responsible for addressing local clubs, organizations, and groups regarding the Business Development Committee.
- E. The City of Hickory staff shall be responsible for meeting with interested businesses regarding Business Development Programs.
- F. The City of Hickory staff shall be responsible for assistance to businesses wishing to submit proposals for consideration.
- G. The City of Hickory staff shall maintain all documents relevant to the program and shall make these documents available to the public at the City Manager's office during normal working hours for review upon request. Such documents include all mailings and promotional material, records, applications, letters of approval, plans, proposals, reports, proposed and approved proposals, copies of regulations governing the program, documents regarding program requirements and the committee's actions taken and any written response made.
- H. The City of Hickory staff shall make copies of proposed and approved plans and applications/proposals.
- I. The Assistant City Manager of Development or designee shall prepare Business Development Committee agendas; and