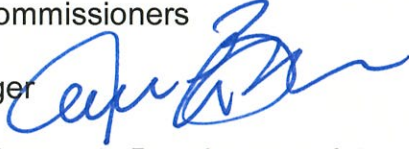




**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners
FROM: Dr. Roy L. Virgin, City Manager 
BY: Anita Fain Taylor, Director, Economic Development & Housing
DATE: October 30, 2025
RE: Temp. Reso. 8558 Economic Development Advisory Board Update

1. Introduction

Economic Development Advisory Board (EDAB)

Meeting Information

Day: 2nd Thursday/month

Time: 5:30 PM

Location: Room W-202E (2nd Floor, 2200 Civic Center Place)

Staff Liaison: Richard Hughes (rhughes@miramarfl.gov; 954-602-3267)

The Economic Development Advisory Board (EDAB) was created through ordinances approved from 1996 to 1999. Its primary purpose is to advise the city administration and commission on matters related to business attraction, retention and expansion. Early in its history it focused on business attraction using economic development incentive offers for companies to locate in the city, such as NBC6. That activity was formalized by creating the economic incentive program (*Section 2-261 City Code of Ordinances*). Since then, the board has been involved in the development of citywide economic development plans; proposed land development code amendments; proposed small business assistance programs; and held some of its meetings at local businesses to gain insights on their experiences operating here. The purpose of this report is to highlight the board's activities in the most recent quarters (Q2 & Q3 2025) and those that are planned soon.

2. Board Composition

There are seven city commission-appointed members on the board: one appointed by each commissioner; one who owns, manages or operates a minority-owned business; and one who represents a commerce park. A board chair and vice chair are elected annually in April. Below is information on the current board members:

NAME	ROLE	APPOINTMENT DATE	BACKGROUND	ATTENDANCE
Trever Wade	Chair	5/19/21 (Mayor Messam)	Insurance	91%
Maggie Morales	Vice Chair	5/5/21 (Commissioner Chambers)	Accounting	68%
Darryl Holsendolph	Member	5/17/17 (Commissioner Colbourne)	Special Events	60%
Peter Apol	Park of Commerce rep. (Miramar Park of Commerce)	2/16/22 (At Large)	Commercial Leasing	48%
Shawn Jones	Member	6/21/23 (Vice Mayor Davis)	Finance	100%
Nancy Levros	Minority business owner	6/4/25 (At Large)	Legal	0%
Irina Pinos	Member	1/17/18 (Commissioner Barnes)	Educator	75%

3. Meetings and Activities

At the meetings in Q2 & Q3 2025, the board was involved in the following activities:

- Members served as the evaluation committee for grant applicants who graduated from the 2025 Miramar Business Academy (MBA) program and are city residents or who intend to open their business in the city. The MBA program is intended to support Miramar-based start-ups/early-stage companies to grow the city's small businesses.
- Business outreach. At a meeting hosted by the owner of BIND Space, the board learned about the owner's experience converting the building into a co-working space that provides flexible leasing options for small businesses and the company's expansion plans.

- Discussed how the board can be more proactive in connecting with businesses, possibly pairing up to do in-person visits and/or introducing themselves as members of the board when shopping at a business, etc.
- Discussed keeping board members informed of business-related events by adding those to the EDH website (events calendar). Staff encouraged members to opt in to receive the city's weekly Business Pulse e-newsletter.
- Received an update on the department's Business Industry Development (BID) program.

4. Accomplishments and Outcomes

Board members approved funding for six 2025 Miramar Business Academy grant applicants to implement their business plans.

To connect with businesses, members developed a Welcome to the City Letter from the board and EDH department to include with the business tax receipt (BTR) application and includes a QR code to contact staff for business assistance resources.

5. Challenges and Lessons Learned

A challenge with the BTR welcome letter will be making it available online as part of the transition to a paperless process using the city's new electronic platform (EnerGov). EDH staff will follow up with BTR staff and the technical support team.

As the panel for the MBA grant application pitch competition, members were reminded to use the scoring criteria and their judgement of how well applicants articulate their business plans and how the city's grant would be used to implement them. To help with the process staff conducted trainings for the applicants to practice their presentations prior to the pitch event.

6. Financial Overview

There is no funding source associated with this board.

7. Future Plans and Recommendations

For Q4 2025, the board will be involved with the following:

- Training from the City Clerk on Sunshine law.
- Staff updates/discussion on Signage Grant program and Open Rewards (Shop Local) program.
- Discuss economic development marketing activities.

- Business outreach. Schedule a meeting off-site at a company. This is done periodically so the board can learn about the company and its experience doing business in the city.

8. Conclusion

The EDAB has been involved in a variety of economic development related activities since its inception. As the city experienced high growth in the late 1990s and early 2000s, it focused the city's corporate attraction strategy through incentives. During updates to the city's development regulations, it has provided input on issues affecting businesses (e.g., signage regulations). For department programs, it has provided input on program design and implementation. On a broader scale, it has guided the work on Economic Development Plans that provide direction on the city's future growth. Finally, by periodically holding meetings at businesses the board has been able to learn about the city's diverse business community and hear directly about their experiences being in the city.