



**City Council Special Meeting
TUESDAY, MARCH 27, 2018**

**AT CITY HALL - 801 SW 174TH ST
CITY COUNCIL CHAMBERS**

Page

I. CALL TO ORDER & FLAG SALUTE at 7:00 p.m.

II. ROLL CALL

**III. WORKSHOP - Finance Committee & Economic Development
Committee**

2 - 5 a. Ordinance #931

6 - 8 b. Finance Committee Overview - DRAFT

IV. ADJOURN

Requested Council Action: M/S to adjourn by 10:00 p.m. per NPMC
2.02.020(a).

**CITY OF NORMANDY PARK
ORDINANCE NO. 931**

AN ORDINANCE OF THE CITY OF NORMANDY PARK, WASHINGTON, CREATING A NEW CHAPTER 2.18 OF THE NORMANDY PARK MUNICIPAL CODE TO MAINTAIN THE NORMANDY PARK ECONOMIC DEVELOPMENT COMMITTEE.

WHEREAS, the increased tax base and additional revenue generated by economic development supports, maintains, and improves local infrastructure, such as roads, parks, and emergency services, and

WHEREAS, economic development attracts businesses that provide better wages, benefits, and opportunities for advancement, and

WHEREAS, more local tax dollars, more local jobs, and more community events raise the economic tide of the entire community, including the overall standard of living and the quality of life for all residents and businesses, and

WHEREAS, strong partnerships with local business, non-profit and residential communities builds community support, pride, volunteerism, and

WHEREAS, a diversified economic base helps expand the local economy and makes existing businesses feel appreciated and stay in town, and

WHEREAS, for all of the above-stated reasons and more, economic development is vital to the sustainability of the City of Normandy Park, and

WHEREAS, in recognition of the importance of economic development, the Normandy Park City Council desires to formally acknowledge the work of the City of Normandy Park Economic Development Committee, which was created by the City Council and City Manager in May 2012 and has held at least 145 meetings and includes approximately 80 community members representing businesses, corporate property owners, non-profits, residents and City staff, and maintain its membership structure and operation to continue its work toward boosting the City's economic health, local business climate, quality of life, and job creation, and with the other duties and functions set forth below.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORMANDY PARK, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Economic Development Committee Created. A new chapter 2.18 is hereby added to the Normandy Park Municipal Code to read as follows:

ECONOMIC DEVELOPMENT COMMITTEE

<u>2.18.010</u>	<u>Economic Development Committee Established - Purpose</u>
<u>2.18.020</u>	<u>Membership - Appointment</u>
<u>2.18.030</u>	<u>Terms</u>
<u>2.18.040</u>	<u>Compensation</u>
<u>2.18.050</u>	<u>Meetings to be Public - Participation Encouraged</u>
<u>2.18.060</u>	<u>Organization</u>

2.18.070 **Duties and Functions**

2.18.010 **Economic Development Committee Established - Purpose.**

The Normandy Park Economic Development Committee is hereby authorized to continue advising and making recommendations to the City Manager and City Council on the development of plans, policies, regulations, strategies, events, and methods of promoting and sustaining economic development in the City. The Committee is also authorized to perform the other duties and function specified in this chapter.

2.18.020 **Membership - Appointments.**

A. The Normandy Park Economic Development Committee membership shall be comprised of members of the public, invited and appointed as provided in this section.

B. A maximum of three members of the Normandy Park Economic Development Committee shall be members of the Normandy Park City Council selected by the City Council from among its members. The public is invited to join through public notifications and invitations by the City Manager, Council, chair, and vice chair.

C. Allowing the public to join, which is the Committee's current practice, ensures that varied economic perspectives are represented. Other than those members selected from the Normandy Park City Council, members of the Committee currently include, but may not need be, residents of the City of Normandy Park, and non-resident representatives of businesses, civic and community groups, economic professionals, and educational institutions.

2.18.030 **Terms.**

A. Those members of the City Council serving on the Normandy Park Economic Development Committee shall serve terms coincident with their current terms of office as Council Members.

B. Those members of the Normandy Park Economic Development Committee who are not members of the City Council serve according to their volunteer availability.

2.18.040 **Compensation.**

All members of the Normandy Park Economic Development Committee shall serve without compensation. Expenses may be reimbursed with prior approval of the City Manager to the same extent as expenses are reimbursed for the members of other City boards and commissions.

2.18.050 **Meetings to be Public - Participation Encouraged.**

A. All meetings of the Normandy Park Economic Development Committee shall be open to the public in compliance with the Open Public Meetings Act. Meeting notifications shall be made available to the public and posted on the City of Normandy Park's website.

B. The Normandy Park Economic Development Committee shall, by adopted motion, establish a regular meeting schedule, including a regular meeting date and time. The Committee shall meet at least once a month. Meetings are currently held on Wednesday evenings at City Hall. The chair will notify the City Clerk who shall post the schedule on the City's website. Nothing in this subsection shall prevent the Committee from holding special meetings as long as the notice requirements of the Open Public Meetings Act are complied with.

C. Formal membership of the Normandy Park Economic Development Committee is not limited in number, encouraging partnership-building and wide participation by residents, businesses, and other persons interested in the economic development and vitality of the City of Normandy Park. The Normandy Park Economic Development Committee shall endeavor to involve as many residents, businesses, and other persons interested in the City's economic development and vitality as possible in its meetings and may use informal approaches to meetings that facilitate public participation.

2.18.060 Organization.

A. The Normandy Park Economic Development Committee shall have the power to organize itself, select its chair, establish committees or subcommittees, delegate duties for the performance of its work, and otherwise adopt rules and procedures conduct its business and accomplish its duties and functions.

B. The Normandy Park Economic Development Committee shall, by majority vote of the Committee, elect one Committee member to act as chair and one Committee member to act as vice chair. The vice chair shall act as chair in the absence of the chair. The chair and vice chair are not required to be members of the City Council and any member of the Committee may be chosen to serve as chair or vice chair. The chair and vice chair shall serve one-year terms as chair and vice chair and shall be elected at the first Committee meeting of the year.

C. The City shall provide staff support to the Normandy Park Economic Development Committee within the limits of the City's available resources. The City Manager shall determine the level of support that can be provided for any activity and the staff that will provide it.

2.18.070 Duties and Functions.

A. The powers, duties, and functions of the Normandy Park Economic Development Committee include, but are not limited to, the following:

1. Provide advice and recommendations to the City Manager and City Council on priorities, policies, and strategies related to the City's basic economic health, local business climate, quality of life, and job creation. This includes review of policy proposals forwarded by the City Manager or City Council for review, as well as proposals identified by the Committee.

2. Act as a liaison between the City, the business community, civic and community groups, educational institutions, residents, and other interested persons

on issues related to economic development and identify ways that all can work together to promote and encourage economic development and to provide for the sustainable economic vitality of the City;

3. Work with the City, the business community, civic and community groups, educational institutions, residents, and other interested persons to provide events, promotions, and other economic development opportunities in the City of Normandy Park;

4. Play a leadership role in recommending an economic development strategy and agenda for the City through the timely analysis of opportunities and the development of targeted areas of business and economic development to focus on; and

5. Assist the City in implementing the priorities, policies, strategies, and agenda of the City relating to economic development.

B. The Normandy Park Economic Development Committee shall act in an advisory capacity only unless otherwise authorized by the City Council.

Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 3. Effective Date. This Ordinance shall become effective five days following its passage and publication.

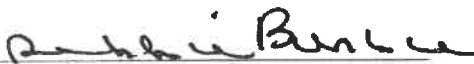
PASSED BY THE CITY COUNCIL OF THE CITY OF NORMANDY PARK THIS 29th DAY OF DECEMBER, 2015; AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 29th DAY OF DECEMBER, 2015.



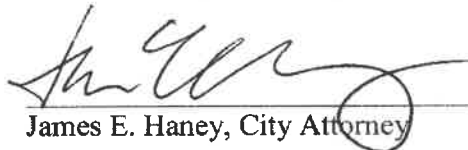
Susan West, Mayor

ATTEST:

APPROVED AS TO FORM:



Debbie Burke, City Clerk



James E. Haney, City Attorney

Vote	West	Osterman	McEvoy	Jenkins	Bishoff	Waters	Munslow
Ayes:	✓	✓	✓		✓	✓	✓
Nays:							
Abstentions:							
Absent:				✓			

PUBLISHED: January 8, 2016
EFFECTIVE: January 13, 2016

City of Normandy Park Finance Committee Overview

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Mission: To represent all stakeholders in the community, share relevant professional experiences, increase transparency in financial operations, and advise and assist the administration with efficiency and effectively operating the financial aspects of the City of Normandy Park.

The Finance Committee membership consists of three currently elected council members and works in close partnership with the City Manager and the City Finance Director. The Finance Committee adheres to the rules of the Open Meetings Act, with agenda and minutes available to the public. Non-members of the Finance Committee are welcome to attend meetings but participation is limited to members, the City Manager, the City Finance Director and invited guests. The committee has non-binding authority but instead forwards financial recommendations to the Council for consideration.

Approximately twelve committee meetings are scheduled per year; the meeting is routinely scheduled for the 1st Monday of each month in the council chambers. Meetings are recorded.

Committee Responsibilities

The committee provides input on all major revenues, expenses, investment practices, budgeting processes and policies related to the management of City finances and includes the following actions:

- Provides guidance on the financing of strategic initiatives and City goals.
- Provides representative City input into the City's financial operations.
- Provides community perspective on strategic direction in City financial planning.
- Uses both short-term and long-range planning projections to gain insight into ways to improve revenue sources and the effects of certain expense assumptions.
- Represents both external and internal perspectives to assure progressive improvements in City finances.
- Provides an open forum for discussion of critical issues related to the management of financial processes.
- Coordinates work with other committees as needed.

Committee Activities: Information.

The committee shares their point of view regarding the following items:

- Budget planning
- Legislative/Regulatory developments
- Levy lift planning
- Long-range projection assumptions

Committee Activities: Discussion

The committee provides input to assist in preliminary thinking and staff preparation for the Council regarding the following items:

- Adopted budgets
- Financial projections and modeling
- City objectives and goals
- Financial policies
- Statement of City's financial condition
- Long-term financial plan
- City staffing and costs
- Cost-saving initiatives
- Special projects

Committee Activities: Actions

The committee analyzes recommendations for the Council, including the following items:

- Taxes and levies
- Budget adoption
- Fees and rates
- Financing strategies
- New or revised financial policies

Finance Committee – Strategic Goals

- Develop and maintain financial policy recommendations and strategies that support the long term financial viability of the City
- Eliminate the need for a levy lift lid without creating new taxes that burden businesses and citizens
- Reduce costs and increase services
- Achieve and maintain a AA bond rating or better
- Develop and maintain best in class financial transparency methods and policies
- Increase Strategic Fund to \$1.2M by end of 2024

Finance Committee – 2018 Goals

- Provide guidance and feedback to City staff during the 2019-2020 budget creation process that supports the Council’s vision, mission, priorities and goals
- Complete four citizen outreach actions that support financial transparency and understanding of the City’s finance and budget operations
- Identify and make budget recommendations for the 2019-2020 budget that may contribute to the eventual goal of eliminating the need for a levy lift
- Increase Strategic Fund to \$xxx,xxx
- Develop an outreach approach with neighboring cities to share and discuss mutual financial interests
- Research and recommend an approach for multi-year predictive revenue generation

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