

Facility Planning Task Force Charter

Adopted 9/12/14, Amended 10/14/14



A. Mission

Identify and analyze options for the needs, functions, services and location(s) of the City Hall and Recreation Center facilities.

B. Guidelines

Normandy Park City Council seeks to create a Normandy Park City Hall and Recreational Facility that:

- Supports economic well-being of the community.
- Demonstrates environmental sustainability.
- Demonstrates financial responsibility.
- Reflects Normandy Park's character and community interest.
- Provides a productive and healthy workplace for staff.
- Offers space for community gatherings, services and recreation.
- Enhances service delivery to residents and users.

Note: A budget for task force activities will be provided by the City Council. The amount will be determined during the 2015-2016 budget process and adopted with the budget in December 2014.

C. Responsibilities

The following items identify the basic requirements and expectations of the Task Force and its members:

1. Meets no less than once per month with the schedule to be determined by the Task Force.
2. Abide by the Open Public Meetings Act.
3. Make decisions by consensus or a decision by majority vote of committee only when consensus is not possible.
4. Keep the community informed with common language (not government jargon) using the city's website, local newspaper, e-newsletter, social media, etc.
5. Use staff time efficiently.
6. Deliver a verbal report to Council each month during the Committee Reports.
7. Prepare a draft report for public review and comment.
8. Submit a final report to the Council that includes financial considerations, public input and community needs. The Task Force Chair will be selected by the Task Force at their initial meeting.
9. The Task Force will designate a different member as Vice-Chair.
10. Vacancies may be filled in like manner outlined in Section G.
11. The City Manager will serve as a liaison between the Task Force and staff.
12. The City Clerk will assist as applicable.
13. The Task Force will sunset upon issuance of a final report scheduled for September 8, 2015 and no later than December 31, 2015.
14. The Task Force will ultimately decide which forms of public involvement to consider. The items listed below are a preliminary list of approaches for *consideration* -
 - a) Online survey.
 - b) City Scene Magazine.
 - c) City e-notice and website.
 - d) Facebook and other social media.

- e) Bulletin board posting.
- f) Mailers and postcards.
- g) Town Hall meeting and open houses.
- h) Door to door or individual conversations.

15. Groups to consider for soliciting input from City residents.

- a) All scouting groups.
- b) PTSA.
- c) Athletic clubs.
- d) Community organizations.
- e) Normandy Park senior community.
- f) Local and regional service clubs.
- g) Business community.
- h) City Hall customers (developers, trades, and builders).
- i) Recreational users.
- j) Recreation and youth service providers.

D. Building Needs to be Considered

Listed below are some basic needs the Task Force may want to consider as they research options and opportunities in Normandy Park:

1. City administrative office space consistent with current and projected staff level.
2. Permitting and reception center.
3. Technology infrastructure that facilitates current and future use.
4. Council Chambers and conference rooms.
5. Police space to include holding cells, secure area for prisoner transport (Sally Port), equipment storage, weapons storage, records management area, officer locker room, and training room.
6. Emergency management spaces.
7. General and specific storage needs.
8. Communication, security, access systems and equipment.
9. Focused effort on sustainable, low energy use, low maintenance, and operation techniques.
10. Recreation spaces including gym, dance studio, preschool, multi-use rooms, kitchen, and other items that the community identifies (to possibly include a library annex or adult classrooms as examples).
11. Area to display and celebrate art, and other culture activities.
12. Parking for reception events, customers, and city vehicles.

E. Financial Considerations

The Task Force will need to consider all financial impacts of any proposed project to include:

1. Overall project cost.
2. Grants.
3. Revenue opportunities from facility.
4. Public/Private partnerships.
5. Fundraising/Donation opportunities.
6. Cost benefit of any and all project options.
7. Short and long term budget timelines and impacts.
8. Impacts on taxpayers.

F. Selection Criteria

The Selection Criteria will be used as a minimal requirement only. That is, each appointed Task Force member must meet, at a minimum, the Selection Criteria. Additional characteristics, experience or skill that a candidate may have can also be used to determine selection to the Task Force.

1. Significant representation of community members, local business owners, stakeholders (including: property owners and business leaders). To include a minimum of 75% residents.
2. Past experience of working in a group or committee format.
3. Commit to the responsibilities listed in the Charter– absent at no more than two meetings.
4. Specific qualities/skills they will bring that relate to the objectives of the Task Force.
5. Select a wide variety of people that represent all demographics in the city, have interest in shaping our city's future, and have knowledge and interest in one or more of the following areas: community service, communications, fundraising, building/construction/design, public service, and business and/or recreation facilities.

G. Selection Process

1. Council will establish a budget for the Task Force based on anticipated need for expert opinions, special reports or documents, and usual expenditures of anticipated staff time and materials. City Manager will provide recommendations to the Council.
2. Council votes on recommendations and appoints Task Force Members at Regular Council Meetings.

H. Measurable Outcomes

1. Monthly written reports of Task Force activity and progress to Council and City Manager.
2. Provide draft recommendations with documentation of rationale and decision-making during the last quarter of Task Force operation to Council and City Manager.
3. Provide for public input no less than 60 days by utilizing a variety of tools as listed in the Charter to reach out to the community and obtain feedback before providing final recommendation to Council.
4. The Task Force will compile the information and then present it to the Council, one option being a PowerPoint presentation with handouts.
5. The recommendation must be based on a combination of the data that the Task Force collects from the community and financial considerations.
6. Visit a minimum of 3 city-owned community centers and list all services and facilities offered or available.
7. Visit a minimum of 3 city halls of comparable cities. Request formal tours to see entire facilities and list all services and facilities offered or available.
8. Visit a minimum of 1 other police station with a similar sized independent department and list all services and facilities offered or available.
9. Consider all services and activities offered at the Burien, SeaTac, and Des Moines community centers and city halls, whether visited or not.
10. Identify a minimum of 10 community sports, service clubs, or for-profit organizations serving boy and girl residents of Normandy Park under age 18.
11. Identify a minimum of 5 activity services or for-profit organizations that currently or could potentially serve recreational or social needs of adult residents ages 18+, such as yoga instructors and Lions Club.
12. Consult with lead staff at all senior resident facilities in Normandy Park and Des Moines that would potentially serve the recreational or social needs of senior and disabled residents.

13. For the above, obtain data on how many NP residents are currently served where possible. Also, obtain a written statement from Directors, other lead staff, and volunteers on their facility needs in the present and include projected growth in the region for as many organizations as possible.
14. City staff will provide background material including County or PSRC data on projected growth, demographics on age, immigration status, and income for South King Co., and information as available from the 2010 Census on the demographics of NP residents, and any projects that are available.