

**CITY OF LYNNWOOD
ORDINANCE NO. 2602**

AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, ESTABLISHING A NEW CHAPTER OF THE MUNICIPAL CODE CREATING A SEPARATE INDEPENDENT OFFICE OF NEIGHBORHOODS AND COMMUNITY AFFAIRS AND A DIRECTOR OF COMMUNITY AFFAIRS; DESCRIBING THE AUTHORITY, PURPOSES, ACTIVITIES, PROGRAMS AND SERVICES OF THE OFFICE AND DIRECTOR; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION.

WHEREAS, the good stewardship of our city and increasing our sense of community means making and following through on commitments to continually reach out to our citizens, and ensuring that our city government and its activities, programs and services, are accessible and understandable by everyone; and

WHEREAS, the city council finds that the accountability of elected city officials, and city employees who serve our citizens, requires an informed citizenry and their access to timely and meaningful information about their city government; and

WHEREAS, citizen access to timely and meaningful information includes having some staff dedicated to creating and maintaining more lines of communication with citizens, neighborhoods, community organizations; and

WHEREAS, the national 2000 census provides important objective information about the rapidly changing demographics of our city and community in regard to aging, income, employment and standard of living of our citizens, on housing and places of work, and also on demographic diversity; and

WHEREAS, the City Council has previously adopted Resolution No. 2002-19 supporting our citizens' efforts to participate in encouraging city-wide a mutual understanding among all citizens about our increasing demographic diversity in our city through a diversity project; and

WHEREAS, periodic scientifically valid surveys of citizen issues, concerns and suggestions, and gathering feedback and "hard data" from citizens and community stakeholders will directly enhance the decision making capabilities of the City Council and administration, and will serve as a major resource in helping to review, evaluate and modify city-wide priorities for both annual, biennial, and long-range planning; and

WHEREAS, every city department and office is required to develop a strategic plan, set administrative goals consistent with city wide goals and areas of emphasis, and to comply with the Lynnwood Performance Measurement and Results Act in LMC 2.70; and

WHEREAS, RCW 35A.11 authorizes the City Council to organize and regulate internal city operations and processes, and to define the functions, duties and authority of city officers

and staff; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY LYNNWOOD DOES HEREBY ORDAIN:

Section 1. New Chapter and Sections. There is hereby established in the Lynnwood Municipal Code, Chapter 2.21 entitled, "Office of Neighborhoods and Community Affairs" Each section herein, is a new section to be included within Chapter 2.21.

2.21.010 Office of Community Affairs – Establishment, Purposes and Duties. There is hereby established a separate and independent "Office of Neighborhoods and Community Affairs" which shall be directed by the Community Affairs Director. The purpose and duties of this office are to maintain existing, and help create new, means of communications with citizens, and to help ensure their timely and meaningful participation in all aspects of city visioning, strategic planning, goal setting and the provision of city programs and services. The office's activities, programs and services shall be in three categories: Citywide Outreach, Neighborhood Programs, and Demographic Diversity. The office shall work closely with neighborhoods, community, educational, and social, organizations and groups, and it shall conduct the following:

- A. Citywide Outreach.** The office shall conduct, based upon available funding, but not be limited to:
1. **Events.** Encourage, support, help develop and implement, and sponsor, when appropriate, city-wide, neighborhood and community events.
 2. **Improving Communication.** Continuing and strengthening communications with citizens, businesses, and neighborhoods, about city programs, services and activities, direct volunteer and other involvement opportunities, by coordinating the dissemination of information, including with other city departments, through a variety of means, including a city newsletter, and responses to citizen inquiries.
 3. **Soliciting Citizens for Board and Commissions.** Actively assist city departments in recruiting persons for city boards and commissions, and in volunteer and other ad hoc roles and capacities throughout the city.
 4. **City-Wide Surveys.** Participate in periodic scientifically valid city-wide citizen surveys on issues, concerns, and suggestions of citizens, including an opportunity for citizens and other stakeholders to express their ideas and opinions about:
 - a. Activities, programs, or services, which should be reduced or eliminated, and those which should be new or expanded; and
 - b. The performance level of all city department's and office's activities, programs or services.
 5. **Lynnwood University.** A citizens' academy designed to acquaint and educate concerned citizens and community leaders about all aspects of city operations, programs, services, activities and volunteer and other direct involvement opportunities.
 6. **Citizen's Handbook.** A guide for citizen residents to understand Lynnwood city government.

7. Residential Business Handbook. A guide for new and existing local businesses to understand Lynnwood city government.

B. Neighborhood Programs. The office shall conduct, based upon available funding, but not be limited to:

1. Neighborhood Enhancement. A program which sets aside monies for "Citizen Neighborhood Grants" which engages residents in a process to decide how these funds will be spent on small neighborhood improvements. Grants to residents, or resident businesses, would be made based through an application process. Not more than four (4) "neighborhood areas" would be identified and grants would be available to a different area on a four (4) year rotating basis, except that public safety grants would be available to all areas every year.
2. Neighborhood Liaisons. A program of elected officials and staff willing to serve as liaisons to specific neighborhoods to improve communication, host neighborhood meetings, and develop trust.
3. Neighbor Connections. A program designed to engage multi-family residents in activities to build connections with, and a stronger sense of, community.
4. Neighborhood Summit. An annual citywide conference designed to encourage open discussion of neighborhood issues and collaborative city/neighborhood problem solving.

C. Demographic Diversity. The office shall conduct, based upon available funding, but not be limited to:

1. City Demographic Trends. Monitor demographic trends in our city and, identify and recommend to the mayor and city council ways to encourage mutual understanding among our citizens about the increasing demographic diversity of our city;
2. Community Networking. Connecting and partnering with neighborhood, community, educational, business, and social service, groups and organizations;
3. Events. Sponsoring city-wide, neighborhood and community events, which would include opportunities for heritage and cultural events; and
4. Learning Projects. Programs for engaging citizens and community leaders in dialogues, education and training, about diversity issues.

2.21.020 Community Affairs Director – Position Established. There is hereby established the position of Community Affairs Director who shall carry out the purposes of the Office of Neighborhoods and Community Affairs. The Director is authorized to establish administrative goals, policies, rules and procedures to implement the purposes and duties of the department.

2.21.030 Compliance with the Lynnwood Performance Measurement and Results Act. The Director shall ensure that each activity, program or service of the department shall comply in all respects with LMC 2.70, the Lynnwood Performance Measurement and Results Act.

Section 3. 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 4. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

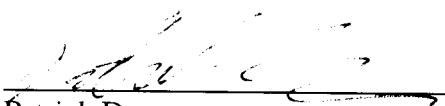
ADOPTED by the City Council of the City of Lynnwood, Washington, at its regular meeting held the 12th day of December, 2005.

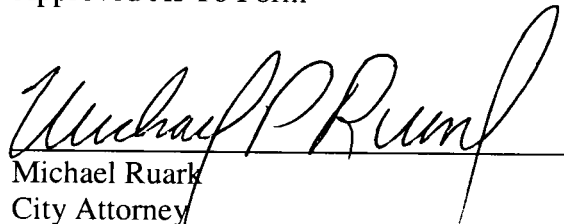
SIGNED AND APPROVED by the Mayor of the City of Lynnwood, Washington, this 13th day of December, 2005.


LOREN SIMMONDS, Mayor Pro-Tem

Attested/Authenticated by:

Approved As To Form


Patrick Dugan
Interim Finance Director


Michael Ruark
City Attorney