

**CITY OF NORMAN, OKLAHOMA  
CITY COUNCIL  
BUSINESS AND COMMUNITY AFFAIRS COMMITTEE  
AGENDA**

**Municipal Building Conference Room  
201 West Gray**

**THURSDAY, JULY 5, 2012**

**9:00 A.M.**

- 1. DISCUSSION REGARDING THE CREATION OF THE NORMAN ECONOMIC DEVELOPMENT ADVISORY BOARD.**
- 2. MISCELLANEOUS DISCUSSION.**



DATE: June 28, 2012  
TO: Members of the Business and Community Affairs Committee  
FROM: Kathryn L. Walker, Assistant City Attorney *KLW*  
RE: Economic Development Advisory Board

### Background

The creation of a public trust authority to facilitate potential economic development incentives was identified as a priority by the Business and Community Affairs Committee ("BACA") of the Council in August 2011 and also by the full Council at its Planning Retreat in September 2011. After a series of meetings with the BACA Committee as well as the full Council, the creation of the Norman Economic Development Authority ("NEDA") was approved by Council during its meeting on June 12, 2012.

During its last discussion of the NEDA, the consensus of the BACA Committee was to move the Norman Economic Development Advisory Board (NEDAB) language out of the trust indenture to give Council an opportunity to work through issues such as Board purpose, Board composition and qualifications, and definition of goals to be achieved to be considered for public financing assistance for economic development projects.

### Discussion

The attached draft ordinance would create the Economic Development Advisory Board ("EDAB") as an appointive board of the City. One member would be nominated by the Executive committee of the Norman Chamber of Commerce, one member would be nominated by the Board of Directors of the Norman Economic Development Coalition, and the remaining three members would generally be nominated by the Mayor and confirmed by Council. Nominations for the three at-large positions could also move forward for full Council consideration at the request of three Council members.

All five (5) members of the EDAB would be required to have experience in the fields of law, finance, accounting or banking. The Board would only meet on an as-needed basis and could not take any action without at least three (3) members being present. Like other boards, the EDAB would elect its own Chairperson and Vice-Chairperson. The EDAB is specifically forbidden from authorizing or incurring any expenditure of City funds except as may be authorized and appropriated by City Council. As with our other appointive boards, the EDAB would be required to follow the provisions of the Open Meeting Act.

office memorandum

The EDAB is charged with advising Council regarding economic development policies, opportunities, and requests for City-funded incentives of private businesses and any other economic development items as requested by Council. More specifically, the EDAB is charged with the following:

- 1) Make recommendations to City Council regarding proposed economic development policies and programs;
- 2) Make recommendations to Council regarding requests for City-funded incentives for private businesses as proposed by the Norman Economic Development Coalition;
- 3) Aid City Council in developing strategies and plans for promoting economic development in the City of Norman;
- 4) Investigate and report on economic development issues as assigned by Council;
- 5) Serve as a forum for economic development policy discussion and education; and
- 6) Assist in identifying assets, resources and incentives appropriate for furthering economic development within the City of Norman.

Staff will be available to discuss the language in this draft and any changes Council may desire at the next BACA Committee meeting on July 5, 2012.

Cc Steve Lewis  
Jeff H. Bryant, City Attorney

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING ARTICLE I, SECTIONS 4-101 AND 4-105; AND ADDING ARTICLE XXII, SECTIONS 4-2201 THROUGH 4-2204 OF CHAPTER 4 OF THE CODE OF THE CITY OF NORMAN TO PROVIDE FOR THE CREATION OF THE ECONOMIC DEVELOPMENT ADVISORY BOARD; AND PROVIDING FOR THE SEVERABILITY THEREOF.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 1. That Article I of Chapter 4 of the Code of the City of Norman, Oklahoma be amended to read as follows:

**Sec. 4-101. - Appointive boards and commissions: Appointments; terms of office.**

(a) The appointed members of the following boards and commissions shall first be nominated by the Mayor and then confirmed by a majority of the Council:

\* \* \*

(15) Positions 3, 4, and, 5 of the Economic Development Advisory Board.

(b) The number of appointive members of each respective body and their overall respective terms of office shall be:

\* \* \*

(15) Members shall serve staggered three-year terms. The initial terms are as follows: Positions 1 and 3 shall be one year, Positions 2, and 4 shall be two years, and Positions 5 shall be three years.

§ 2. That Article I of Chapter 4 of the Code of the City of Norman, Oklahoma be amended to read as follows:

**Sec. 4-105. - Appointive boards and commissions: Appointments; terms of office.**

\* \* \*

(5) Not be a member of any other appointive board or commission created under this Chapter except that potential members of the Economic Development Advisory Board shall not be disqualified from service on that Board due to service on other Boards or Commissions of the City of Norman.

\* \* \*

- § 3. That Article XXII of Chapter 4 of the Code of the City of Norman, Oklahoma be added to read as follows:

**ARTICLE XXII. ECONOMIC DEVELOPMENT ADVISORY BOARD**

- § 4. That Section 4-2201 of the Code of the City of Norman, Oklahoma be added to read as follows:

**Sec. 4-2201. Created; Composition of Membership.**

There is hereby created the Economic Development Advisory Board of the City of Norman, Oklahoma. Such Economic Development Advisory Board shall be composed of five (5) members, with experience in the fields of law, finance, accounting, or banking, in accordance with the following requirements:

- (a) One member to be nominated by the Executive Committee of the Norman Chamber of Commerce (Position 1);
- (b) One member to be nominated by the Board of Directors of the Norman Economic Development Coalition (Position 2); and
- (c) Three members to be nominated by the Mayor and confirmed by the City Council (Positions 3, 4, and 5), provided a potential appointee to a position shall be forwarded to the full City Council for consideration at the request of three City Councilmembers.

- § 5. That Section 4-2202 of the Code of the City of Norman, Oklahoma be added to read as follows:

**Sec. 4-2202. Quorum and Operation.**

- (a) Quorum. At any meeting of the Economic Development Advisory Board, a quorum shall consist of three (3) of the appointed members. No action shall be taken in the absence of a quorum.
- (b) Meeting. The Economic Development Advisory Board shall meet as needed in the furtherance of its duties set forth herein.
- (c) Board officers. The Economic Development Advisory Board shall elect one member to be its Chairperson, and one member to be its Vice-Chairperson.

- § 6. That Section 4-2203 of the Code of the City of Norman, Oklahoma be added to read as follows:

**Sec. 4-2203. Duties and Powers of the Board.**

- (a) The Economic Development Advisory Board shall generally act in an advisory capacity to City Council with regards to economic development policies, opportunities, and requests for City-funded incentives of private businesses and shall investigate other economic development related items as requested by City Council.
- (b) The Economic Development Advisory Board shall specifically:
- (1) Make recommendations to City Council regarding proposed economic development policies and programs;
  - (2) Make recommendations to City Council regarding requests for City-funded incentives for private businesses as proposed by the Norman Economic Development Coalition;
  - (3) Aid City Council in developing strategies and plans for promoting economic development in the City of Norman;
  - (4) Investigate and report on economic development issues as assigned by the City Council;
  - (5) Serve as a forum for economic development policy discussion and education; and
  - (6) Assist in identifying assets, resources, and incentives appropriate for furthering economic development within the City of Norman.

§ 6. That Section 4-2204 of the Code of the City of Norman, Oklahoma be added to read as follows:

**Sec. 4-2204. - Expenditures of City funds; compensation; reimbursement of expenses.**

- (a) The Economic Development Advisory Board shall neither authorize nor incur the expenditures of any City funds for any purpose except as may be authorized and appropriated therefore by the Council.

\* \* \*

Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent

jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

ADOPTED this \_\_\_\_\_ day of  
\_\_\_\_\_, 2012.

\_\_\_\_\_  
(Mayor)

NOT ADOPTED this \_\_\_\_\_ day of  
\_\_\_\_\_, 2012.

\_\_\_\_\_  
(Mayor)

ATTEST:

\_\_\_\_\_  
(City Clerk)