



## LAKWOOD CITY COUNCIL AGENDA

Tuesday, January 17, 2017

7:00 P.M.

City of Lakewood

City Council Chambers

6000 Main Street SW

Lakewood, WA 98499

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Page No.

### CALL TO ORDER

### ROLL CALL

### PLEDGE OF ALLEGIANCE

### PROCLAMATIONS AND PRESENTATIONS

1. Business showcase. – *Chambers Creek Veterinary Hospital – Ms. Mary Oberson, Manager*
- ( 3) 2. AMTRAK update. – *Mr. David Smelser, Rail Capital Program Manager, Washington State Department of Transportation*

### PUBLIC COMMENTS

## C O N S E N T A G E N D A

- ( 15) A. Approval of the minutes of the City Council meeting of January 3, 2017.
- ( 22) B. Approval of the minutes of the City Council Study Session of January 9, 2017.
- ( 27) C. Resolution No. 2017-02

Approving amendments to the City Council Rules of Procedure.

*The Council Chambers is accessible to persons with disabilities. Equipment is available for the hearing impaired. Persons requesting special accommodations or language interpreters should contact the City Clerk's Office, 589-2489, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.*

<http://www.cityoflakewood.us>

*City Hall will be closed 15 minutes after adjournment of the meeting.*

- (46) D. Items Filed in the Office of the City Clerk:
1. Public Safety Advisory Committee meeting minutes of November 2, 2016.
  2. Public Safety Advisory Committee meeting minutes of December 7, 2016.

## R E G U L A R A G E N D A

### UNFINISHED BUSINESS

### NEW BUSINESS

- (53) Motion No. 2017-04

Approving the 2017 citizens' advisory boards, committees and commissions Work Plans. – *Assistant City Manager for Administrative Services*

### REPORTS BY THE CITY MANAGER

- (69) North Clear Zone Strategy and Action Plan update.
- (88) Review of accepting donations ordinance.

### CITY COUNCIL COMMENTS

### ADJOURNMENT

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# Point Defiance Bypass Track and Signal Testing

Lakewood City Council

DAVID SMELSER, Capital Program Manager – Rail, Freight, and Ports Division

January 17, 2017

# Tacoma Point Defiance Bypass project

- New 19.5 mile inland bypass route for less congestion, quicker trips
- 14.5 miles of new and upgraded tracks
- Five reconstructed crossings with advanced warning and signal systems
- New crossovers and turnouts to reduce passenger train congestion
- Three railroad bridges rehabilitated; a fourth re-constructed
- New, 700-foot trestle platform extension (in conjunction with Sound Transit)
- New Tacoma station



# Current schedule



# Two-phases of testing

## **Track Stabilization** – starts this week

- Ensure all new ballast and rails are stable and able to handle trains
- Between South 66<sup>th</sup> Street in Tacoma, through Lakewood, JBLM, DuPont, and Nisqually
- Increasing speeds tested – up to 40 mph
- Tacoma Rail freight trains will be used

## **Testing and Certification** – Starts February 7, 2017

- New signals and tracks all tested
- Between Tacoma Dome station and Nisqually
- Increasing speeds tested – up to 79 mph
- Amtrak trains will be used



# Safety measures in place during testing

## Flaggers and/or police at all at-grade crossings, including:

- Clover Creek Drive SW
- North Thorne Lane SW
- Berkeley Street SW
- 41st Division Drive
- Barksdale Avenue





# Synchronized signals and safety measures

- New traffic signals coordinate with the train signals and railroad crossing gates to minimize queuing and keep traffic moving
- Median barriers prevent vehicles from going around the railroad crossing gates
- New signage to alert vehicles to not stop on the tracks.
- Sidewalks provide an ADA-accessible route over the tracks
- Wayside horns minimize noise outside of the intersection, so trains do not have to blow horns when approaching the intersection
- Fencing along both sides of the tracks discourage trespassers





# Trains on the new bypass in fall 2017

- A total of 14 passenger trains between approximately 7:00 am and 10:00 pm
- Passing time for a train less than a minute (from time gates go down until they come back up)
- Trains much lighter, shorter and quieter than freight trains currently operating in the corridor
- New welded rail and concrete ties eliminate the clickety-clack of old railroad tracks



# Posters and flyers in the community

**ATTENTION!**

**TRAIN TRACK AND SIGNAL TESTING IN YOUR AREA | MID-JANUARY THROUGH FEBRUARY 2017**

**BE ALERT!**

- Testing will occur along all tracks parallel to I-5 from South Tacoma to Lakewood to JBLM and DuPont
- Trains may come from either direction, day or night
- Trains will travel at speeds up to 79 mph

**SAFETY FIRST!**

- Alert all family and friends of the testing schedule
- Obey all signals at all times (pedestrians and vehicles)
- Wait until crossing arms go up and lights stop flashing before proceeding
- Do not trespass on the tracks

STAY BACK FROM THE TRACKS

WSDOT Amtrak CASCADES

“ Be safe around trains. Stay back from the tracks! -Doug Baldwin ”

**NEW ROUTE TESTING**

Amtrak Cascades is permanently rerouting its tracks through Tacoma, along I-5 between Lakewood, JBLM and DuPont. Testing of the new routes and signals will occur from mid-January through the end of February 2017. During testing, trains will travel at speeds up to 79 mph and come from either direction, any time, day or night. Regular service on the new route is scheduled to begin in fall 2017.

**NEW SERVICE**

In fall of 2017, Amtrak Cascades will begin running 14 daily passenger trains along this route, operating from 7:00 am to 10:00 pm. The train's service 18 stations between Vancouver, BC and Eugene, Oregon, including stops in Tacoma and Lacey. This additional service will help relieve highway congestion and give travelers a comfortable and convenient way to travel up and down the I-5 corridor.

For more information, go to: [wsdot.wa.gov/Rail/Projects](http://wsdot.wa.gov/Rail/Projects)  
StayBackFromTheTracks.com

STAY BACK FROM THE TRACKS

WSDOT Amtrak CASCADES

**¡ATENCIÓN!**

STAY BACK FROM THE TRACKS

**PRUEBAS DE VÍA DE TREN Y SEÑALES EN SU ÁREA | DESDE MEDIADOS DE ENERO HASTA FINALES DE FEBRERO 2017**

**¡SEGURIDAD ANTE TODO!**

- Los trenes viajarán a velocidades de hasta 79 mph
- Los trenes pueden venir de cualquier dirección, de día o de noche
- Espere hasta que las barreras de tren se levanten y las señales dejen de parpadear antes de continuar
- Obedezca todas las señales en todos momentos (peatones y vehículos)
- No camine sobre o cerca de las vías

**PRUEBA DE RUTA NUEVA**

Amtrak Cascades está reorientando permanentemente las vías de tren a través de Tacoma, a lo largo de I-5 entre Lakewood, JBLM y DuPont. Se realizarán pruebas de las nuevas rutas y señales desde mediados de enero hasta finales de febrero de 2017. Durante las pruebas, los trenes viajarán a velocidades de hasta 79 mph y vendrán de cualquier dirección, en cualquier momento, día o noche. El servicio regular en la nueva ruta está programado para comenzar en el otoño de 2017.

Para más información, por favor visite: [wsdot.wa.gov/Rail/Projects](http://wsdot.wa.gov/Rail/Projects)

“ Ten cuidado cuando estés alrededor de las vías de trenes. ¡Mantente alejado de las vías! ” -Doug Baldwin

StayBackFromTheTracks.com

WSDOT Amtrak CASCADES

# Safety messaging and outreach

## Working with Operation Lifesaver and Sound Transit

- Working with media along the corridor for stories about the testing.
- Mailed information to residents and businesses along the route.
- Distributed flyers and posters to businesses, schools, communities, and Sound Transit riders.
- Working with the cities to include info on their websites and newsletters.
- Running Doug Baldwin rail safety video at the two movie theaters in Lakewood.
- Ran ads in JBLM publications and Lakewood Business magazine.
- Geo-targeted ads on Pandora featuring Doug Baldwin with a safety message and an announcer talking about the testing.
- Leveraging WSDOT's and Sound Transit's social media channels to share information.





# Questions?

For more information,  
please contact:

## **David Smelser**

Rail, Freight, and Ports  
Division

Capital Program Manager

[SmelseD@wsdot.wa.gov](mailto:SmelseD@wsdot.wa.gov)

360-705-6916



# ATTENTION!



**TRAIN TRACK AND SIGNAL TESTING IN YOUR AREA**

**MID-JANUARY THROUGH FEBRUARY 2017**

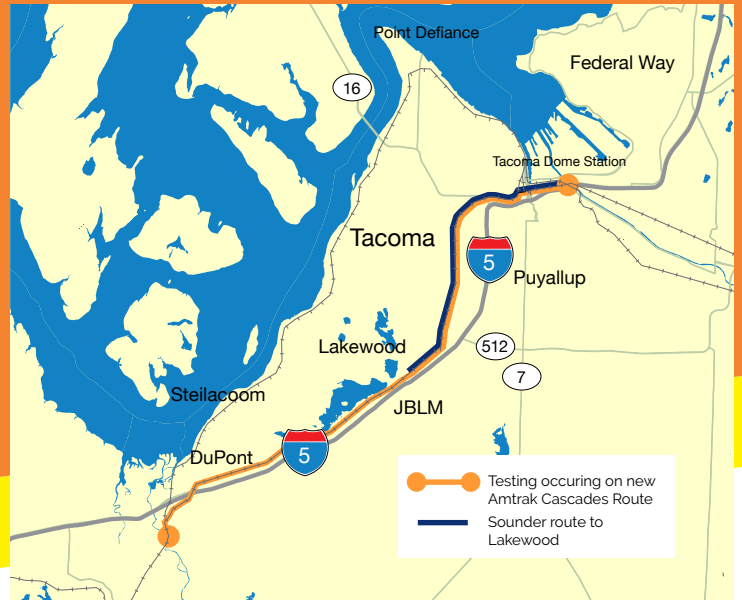
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## LAKWOOD CITY COUNCIL MINUTES

Monday, January 3, 2017  
City of Lakewood  
City Council Chambers  
6000 Main Street SW  
Lakewood, WA 98499

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### CALL TO ORDER

Deputy Mayor Whalen called the meeting to order at 7:01 p.m.

### ROLL CALL

Councilmembers Present: 4 – Deputy Mayor Jason Whalen; Councilmembers Mike Brandstetter, John Simpson, and Paul Bocchi.

Councilmembers Excused: 3 – Mayor Don Anderson (arrived at 7:46 p.m.), Councilmember Marie Barth (arrived at 7:25 p.m.), and Mary Moss (arrived at 7:10 p.m.).

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Deputy Mayor Whalen.

### PROCLAMATIONS AND PRESENTATIONS

#### **Proclamation recognizing Becky Huber.**

DEPUTY MAYOR WHALEN AND COUNCILMEMBERS PRESENTED A PROCLAMATION TO BECKY HUBER RECOGNIZING HER FOR SERVING AS PRESIDENT OF THE LAKEWOOD HISTORICAL SOCIETY FOR THE PAST TEN YEARS.

\*\*\*\*\*

Councilmember Moss arrived at 7:10 p.m.

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#### **Proclamation declaring January 17, 2017 as Martin Luther King, Jr. Day of Service and February 2017 as Black History Month.**

YOUTH COUNCILMEMBERS PRESENTED A PROCLAMATION DECLARING JANUARY 17, 2017 AS MARTIN LUTHER KING, JR. DAY OF SERVICE AND FEBRUARY AS BLACK HISTORY MONTH TO RECREATION COORDINATOR

DENNIS HIGASHIYAMA ON BEHALF OF MS. JOETHEL SMITH, FOUNDER OF THE MARTIN LUTHER KING, JR. COMMITTEE.

**Proclamation declaring the month of January 2017 as School Board recognition month.**

COUNCILMEMBER SIMPSON PRESENTED A PROCLAMATION DECLARING THE MONTH OF JANUARY 2017 AS SCHOOL BOARD RECOGNITION MONTH TO DR. MARTY SCHAFFER, PRESIDENT, CLOVER PARK SCHOOL DISTRICT BOARD.

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Councilmember Barth arrived at 7:25 p.m.

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**Youth Council Report.**

Youth Councilmembers reported on the holiday fair, the Caring for Kids event, the Martin Luther King Jr. event, and Youth Action Day at Olympia.

School reports were provided at Covenant High School, Clover Park High School, Harrison Preparatory, Lakes High School, and Belleramine Preparatory.

**Clover Park School District Board Report.**

Clover Park School District (CPSD) Board President Schaffer thanked Councilmembers for their commitment to the community. He spoke about the JROTC report presented by the Youth Council and thanked Caring for Kids, civic groups, and Little Church on the Prairie for their collaboration in making a difference in the community. He reported that the Board has selected an architectural firm to design a new Woodbrook/Mann middle school. He reported that the plan for Woodbrook Middle School is to stay open until a new middle school is built. He announced that five teachers received National Board certification. He noted that the District is participating in the Dr. Martin Luther King, Jr. celebration. Evergreen Elementary School will be holding a grand opening in the Spring. He also announced that the next Facilities Advisory Committee meeting is on January 11, 2017.

**PUBLIC COMMENTS**

Speaking before the Council were:

*Diane Formoso, Caring for Kids*, announced that the Caring for Kids Happy Hearts fundraiser will be held on February 4, 2016. She then spoke about the success of the holiday fair.

*Dennis Haugen, Lakewood resident*, spoke about a time for measurable results. He then suggested reading several books.

\*\*\*\*\*

Mayor Anderson arrived at 7:46 p.m.

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*Kurt Sample, Anderson Island resident*, spoke about January being national mentoring month and encouraged members of the audience to partake in mentoring opportunities. He noted that January, 2017 is the one year anniversary for publishing the Lakewood's Promise newsletter.

*Maury Lampke*, spoke about discovery trail signs at Ft. Steilacoom park.

## C O N S E N T A G E N D A

- A. Approval of the minutes of the City Council meeting of December 5, 2016.
- B. Approval of the minutes of the City Council Study Session of December 12, 2016.
- C. Approval of the minutes of the City Council Special Meeting of December 12, 2016.
- D. Approval of the minutes of the City Council Special Meeting of December 14, 2016.
- E. Approval of payroll checks, in the amount of \$2,482,152.08, for the period November 16, 2016 through December 15, 2016.
- F. Approval of claim vouchers, in the amount of \$2,172,930.62, for the period November 16, 2016 through December 15, 2016.

G. Motion No. 2017-01

Appointing Susan Coulter, Kat Flores, Maria Villalpando Ramos, Chelsea Roberts and Barbara Vest to serve on the Arts Commission through October 15, 2019.

H. Motion No. 2017-02

Appointing Michael Arnett and Maria Villalpando Ramos to serve on the Public Safety Advisory Committee through August 6, 2017 and August 6, 2018 respectively.

I. Items Filed in the Office of the City Clerk:

1. Landmarks and Heritage Advisory Board meeting minutes of October 27, 2016.

COUNCILMEMBER SIMPSON MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED. SECONDED BY COUNCILMEMBER MOSS. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

## R E G U L A R A G E N D A

### RESOLUTION

#### **Resolution No. 2017-01 amending the Lakewood Legacy Plan.**

COUNCILMEMBER BARTH MOVED TO ADOPT RESOLUTION NO. 2017-01. SECONDED BY COUNCILMEMBER MOSS. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

### UNFINISHED BUSINESS

None.

### NEW BUSINESS

#### **Motion No. 2017-03 authorizing the execution of an agreement with Greater Lakes Mental Healthcare, in the amount of \$132,373.06, for mental health care services from January 1, 2017 through December 31, 2018.**

COUNCILMEMBER SIMPSON MOVED TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH GREATER LAKES MENTAL HEALTHCARE, IN THE AMOUNT OF \$132,373.06, FOR MENTAL HEALTH CARE SERVICES FROM JANUARY 1, 2017 THROUGH DECEMBER 31, 2018. SECONDED BY DEPUTY MAYOR WHALEN . VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

### REPORTS BY THE CITY MANAGER

#### **Review of the 2017 Council liaisons to citizens advisory boards and committees and external committees.**

City Manager Caulfield called on City Clerk Alice Bush who reported that annually the City Council reviews its Council liaison assignments to the City's citizens' advisory boards, committees and commissions for any adjustments. It was the consensus of the Council that for 2017, Councilmember Brandstetter would serve as the Council liaison to the Planning Commission, Councilmember Bocchi would serve as the Council liaison to the Youth Council and Deputy Mayor Whalen would serve as the Council liaison to the Arts Commission.

### **Review of the proposed City Council Rules amendments**

City Manager Caulfield called on City Attorney Wachter who reviewed the proposed amendments to the City Council Rules relative to setting public hearing dates on the Council's consent agenda.

Discussion ensued on what can be done on obtaining greater citizen input and participation at public hearings and strategizing ways to promote greater public participation.

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City Manager Caulfield reported that the Waughop Lake Trail project is available to walk on, however, the laying of asphalt on the trail is being delayed until there is drier weather and the temperature rises to 45 degrees or higher.

He reported that only one bid was received for the gateway monument signs at Gravelly Lake Drive and Nyanza and Ft. Steilacoom Park so the project will need to be re-bid.

He then reported that FEMA has suggested two minor regulation amendments regarding flood plain hazards which is scheduled for the Council's February 13, 2017 Study Session and February 21, 2017 meeting for Council action. He also noted that Park code updates are scheduled for the Council's January 23, 2017 Study Session.

He announced that WSDOT has nominated the Gravelly Lake Drive project from 100<sup>th</sup> to Bridgeport Way to the International ROW Association as a collaborative project.

Also, WSDOT has awarded the City a safety grant of \$212,000 for the Dekoven Drive traffic calming project. The project must be underway by July 1, 2017 and an amendment to the Six Year Transportation Improvement Program (TIP) will need to be made to include this project.

He then announced that the City received a \$2,250 Wellness grant from the Tacoma Pierce County Health Department for funding additional wellness programs.

He announced that several Greater Defense signs have been erected around the City and a couple more will be erected on I-5.

He reported that the University Place City Council is interested in hosting a Chambers Creek Trail project update with the Lakewood and Pierce County Councils in March.

He noted that the Municipal Code has a new look with improved searching capabilities that are being hosted by Code Publishing.

He then provided an economic development update on several business and building permits that are underway in Lakewood.

He announced the following calendar meetings and events:

- January 11, 7:00 AM to 9:00 AM, Tacoma Pierce County Chamber of Commerce Annual Horizon's Event, Greater Tacoma Convention & Trade Center
- January 14, 10:00 AM to noon, 14<sup>th</sup> Annual Dr. Martin Luther King Jr. Celebration, McGavick Center.
- January 23, Pierce County Auditor, Voter Drop Box, Tillicum Elementary School,

He then expressed several concerns about the events of the Puget Sound Regional Council and discussions he had with Thurston County. He suggested that the Council consider preparing a white paper (Executive Summary) about the potential of withdrawing from PSRC and PCRC forming its own MPO. Discussion ensued on clearly defining what the problems are and if there is buy-in from members of the PCRC.

## **CITY COUNCIL COMMENTS**

Councilmember Moss wished members of the Council a happy new year and congratulated Mayor Anderson on his appointment to serving as a member of Pierce County Executive Dammeier's executive leadership team. She then spoke about the Ham grenade event she participated in with the 2-2 Stryker Brigade.

Councilmember Bocchi commented on all the economic development building going on in Lakewood.

Councilmember Brandstetter commented that he and Councilmember Barth will be speaking before the Lakewood Rotary on the progress of the City's vision. He reminded Council that he will be accepting donations for the Lakewood Lion's youth scholarship for the AWC Quality Communities youth scholarship award.

Councilmember Barth commented on County Executive Dammeier's swearing-in ceremony she attended. She noted that she received compliments about Lakewood Police officers and appreciation for the City hosting the December 2016 County Council meeting in the Council Chambers.

Councilmember Simpson wished everyone a happy new year. He then commented on the Springbrook Neighborhood Association meeting he attended. He also commented on the Lakes High School JROTC program that is 275 students strong.



Deputy Mayor Whalen wished everyone a happy new year. He asked if there would be mobilization costs for the Waughop Lake Trail project and asked for an update on the sewage leakage from Pierce College into Waughop Lake.

Mayor Anderson wished everyone a happy new year.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 9:10 p.m.

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DON ANDERSON, MAYOR

ATTEST:

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ALICE M. BUSH, MMC  
CITY CLERK



## LAKWOOD CITY COUNCIL STUDY SESSION MINUTES

Monday, January 9, 2017  
City of Lakewood  
City Council Chambers  
6000 Main Street SW  
Lakewood, WA 98499

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### CALL TO ORDER

Mayor Anderson called the meeting to order at 7:01p.m.

### ROLL CALL

Councilmembers Present: 6 – Mayor Don Anderson; Deputy Mayor Jason Whalen; Councilmembers Mary Moss, Mike Brandstetter, Marie Barth and Paul Bocchi.

Councilmember Excused: 1 – Councilmember John Simpson (arrived at 7:15 p.m.)

### ITEMS FOR DISCUSSION:

#### **Economic development update.**

Economic Development Manager Newton provided an economic development update of the Central Business District (CBD) projects, Woodbrook School update, Woodbrook Industrial Business Park update, Springbrook projects updates; South Tacoma Way projects and Tillicum area projects.

Discussion ensued about the Motor Avenue project being described as an urban renewal project versus complete streets; and is there an advantage to redraw the CBD boundaries to Gravelly Lake Drive and Nyanza and include those businesses.

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Councilmember Simpson arrived at 7:15 p.m.

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Further discussion ensued on completing the interconnector road in Woodbrook.

Ms. Newton then compared the number of business retention and expansion visits from 2015 to 2016 and permit activity from 2015 to 2016. She then spoke about the Business in Focus magazine business recruitment and attractions and reviewed the number of new business in 2016 and upcoming new businesses to look forward to in 2017 as well as data on Lakewood's housing and housing programs.

Further discussion ensued on the benefits of Lakewood having no business and occupation tax; and what is the status and timeline for planning review and issuing building permits.

Ms. Newton then provided an update on the I-5/JBLM Interchange design and construction project and reviewed the 2017 priorities that includes a CBD Market Analysis/Sub area Plan, Pacific Highway WSDOT relocation; conducting a developers forum, economic development marketing, promotion and imaging; facilitating new developments; business retention and expansion visits; and siting a new Lakewood library.

Further discussion ensued on adding the transitioning of high school graduates and military service personnel into economic development messaging and recruitment.

### **Pavement management system update.**

Transportation Division Manager Ott reviewed the pavement management average scores (78) for major and principal arterials which is above average.

Discussion ensued on improvements on minor arterials; how is Mt. Tahoma Drive handled when a portion of the roadway is concrete; how capital improvements between neighborhoods are balanced; and describing the impact of a “cut moratorium” and how it works.

### **Review of adult family homes.**

Assistant City Manager for Development Services Bugher provided background information about adult family homes and reviewed the number of adult family homes in Lakewood and in the Oakbrook neighborhood. He then reviewed recommendations to begin discussions with DSHS to not authorize additional adult family homes in Oakbrook, prohibit the placement of no more than two sex offenders per adult family home where it has been saturated; revise Title 18A and special needs housing, perform traffic studies of adult family homes in Oakbrook, change land use and permitting to require permitting on changes in impervious surface, consider reviewing and changing policy statements on personal care facilities in Resolution 2007-01, and consider increase in minimum wage rates for direct care works in special needs housing.

Discussion ensued if adult family home providers are obtaining remodeling permits, what happened to the Resolution 2007-01 policy statements; concerns that any wage increase is not to put care workers out of business, it is about employee safety, benefits and training and workers should receive what State workers receive; concerns that this is a public safety issue in addition to a land use and property value issue; what characteristics constitute saturated areas and are permits required; concerns about sex offenders residing with developmentally disabled individuals in adult family homes and cities may have zoning authority in enhanced used facilities; and with regard to recommendation #1, the City should strongly recommend if it is an adult

family home, there should be no sex offenders in adult family homes and the City has the ability to revoke such business licenses.

### **Review of citizens' advisory boards, committees and commissions 2017 Work Plans.**

Assistant City Manager for Administrative Services Kraus presented the Lodging Tax Advisory Committee 2017 Work Plan.

Assistant Police Chief Unfred presented the Public Safety Advisory Committee (PSAC) 2017 Work Plan.

Discussion ensued on reviewing fireworks and to consider changing the PSAC's March schedule about disaster preparedness to May after staff's FEMA training in March and the school safety review could be held in March instead of May to engage the Youth Council.

Assistant City Manager for Development Services Bugher presented the Planning Commission, Landmarks and Heritage Advisory Board (LHAB) and portions of the Community Services Advisory Board 2017 Work Plans.

Discussion ensued on adding a review of historical design features in a new library in the LHAB work plan.

Parks, Recreation and Community Services Director Dodsworth presented portions of the Community Services Advisory Board Work Plan, and the Arts Commission, Parks and Recreation Advisory Board, Lakewood's Promise Advisory Board and Youth Council 2017 Work Plans.

Discussion ensued on holding a joint Youth Council meeting with the Council; how is getting students into the libraries working; moving the review of the Pavilion business plan earlier in the summer instead of October; and will the Senior Center needs, size and use of facility be ready for discussion with the new library.

### **REPORTS BY THE CITY MANAGER**

City Manager Caulfield reported that today kicked-off the Legislative session. A noise and pollution on asphalt overlay and school siting outside the UGA legislative bills were reviewed by City staff.

He provided an update that Pierce College continues to investigate on the source of contamination of sewage leak into Waughop Lake.

He reported that Lakewood experienced some power outages that affected traffic signals, and a few downed trees that the City's work crew cleared.

He announced that a Lodging Tax Advisory Committee meeting will be scheduled to consider a request by Grave Concerns to extend funds that were awarded in 2016 to be used in 2017. If approved by LTAC, the request would go to the City Council for consideration. Grave Concerns was awarded \$9,500 for 2016 to help identify the cemetery by designing and producing "Discovery Trail" signage.

He reported that the rental housing safety program software and database is scheduled to be completed in April 2017. It is expected that the rental registration website will launch in June 2017 and that the first lottery will be completed to select units for inspection in August 2017

He then announced the following calendar meetings and events:

- January 11, 7:00 AM to 9:00 AM, Tacoma Pierce County Chamber of Commerce Annual Horizon's Event, Greater Tacoma Convention & Trade Center
- January 14, 10:00 AM to noon, 14<sup>th</sup> Annual Dr. Martin Luther King Jr. Celebration, McGavick Center. A proclamation will be presented to JoEthel Smith.

#### **ITEMS TENTATIVELY SCHEDULED FOR THE JANUARY 17, 2017 REGULAR CITY COUNCIL MEETING:**

1. Business showcase. - *Chambers Creek Veterinary Hospital – Ms. Mary Oberson, Manager*
2. AMTRAK update. – *Mr. David Smelser, Rail Capital Program Manager, Washington State Department of Transportation*
3. Adopting the City Council Rules amendments. – (Resolution – Consent Agenda)
4. Approving the 2017 citizens' advisory boards, committees and commissions Work Plans. – (Motion – Regular Agenda)

#### **9:49:40 PM CITY COUNCIL COMMENTS**

Councilmember Brandstetter commented on the presentation he and Councilmember Barth made before the Lakewood Rotary. Councilmember Barth noted that there were many positive comments made about their presentation.

Councilmember Simpson spoke about the Tillicum Neighborhood Association meeting he attended.

Deputy Mayor Whalen commented on the Lakewood Rotary meeting he attended and the Arts Commission meeting he attended. He noted that a subcommittee will be providing recommendations on the gateway art project. He then indicated he presented a report to the CPSD Board.

Mayor Anderson commented that the Pierce Transit Board authorized the negotiation of the sale of property near the railroad tracks on 100<sup>th</sup> Street toward South Tacoma Way.

Mayor Anderson commented on the swearing-in ceremony he attended for County Executive Dammeier.

He then commented on an event he and City Manager Caulfield attended with General Lanza.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 10:00 p.m.

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DON ANDERSON, MAYOR

ATTEST:

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ALICE M. BUSH, MMC  
CITY CLERK



# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b>  January 17, 2017	<b>TITLE:</b> Amending City Council Rules of Procedure	<b>TYPE OF ACTION:</b> — ORDINANCE NO. — RESOLUTION NO. 2017-02
<b>REVIEW:</b> January 3, 2017	<b>ATTACHMENTS:</b> City Council Rules of Procedure	— MOTION NO. — OTHER

**SUBMITTED BY:** Heidi Ann Wachter, City Attorney


**RECOMMENDATION:** It is recommended that the City Council amend the City Council Rules of Procedure.

**DISCUSSION:** The City Council for the City of Lakewood currently operates under a formal set of “Rules of Procedure” for the interaction of the City Council. The Rules were initially adopted in 1995 and most recently amended in 2015. It has been noted that there is some repetition along with some detail which appears designed to address particular circumstances no longer present, and some language which is inconsistent with current Council practice.

Given these observations, the time since the most recent review and amendments and the changes which have taken place in the City, it is appropriate at this time to amend the Rules of Procedure.

**ALTERNATIVE(S):** The Council could choose to not to amend the Rules of Procedure at this time.

**FISCAL IMPACT:** There is no fiscal impact associated with amending the City Council Rules of Procedure.

Prepared by _____	
Department Director _____	City Manager Review

RESOLUTION NO. 2017-02

A RESOLUTION of the City Council of the City of Lakewood, Washington, approving and authorizing an amendment to the City Council Rules of Procedure.

WHEREAS, in connection with the need of the City Council of the City of Lakewood, Washington to provide for the orderly handling of its business, the City Council has developed Rules of Procedure, adopted by Resolution No. 1995-26 and amended several times since, most recently via Resolution 2015-07 in March 2015; and,

WHEREAS, the Rules of Procedure which the City Council developed address a number of issues involved in handling business coming before the City Council and in processing agenda items at City Council meetings in a way that provides consistency and clarity in handling City Council action; and,

WHEREAS, since the adoption and implementation of the Rules of Procedure, it has been suggested that some areas of the rules could be refined to further enhance the consistency, clarity and understanding of City Council action.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON HEREBY RESOLVES as follows:

- Section 1. That the City Council Rules of Procedure are hereby amended as reflected in the document marked as Exhibit "A," a copy of which is attached hereto, and incorporated herein by this reference.
- Section 2. That this Resolution shall be in full force upon passage and signatures hereon.

PASSED by the City Council this 17th day of January, 2017.

CITY OF LAKEWOOD

Attest:

\_\_\_\_\_  
Don Anderson, Mayor

\_\_\_\_\_  
Alice M. Bush, MMC, City Clerk

Approved as to form:

\_\_\_\_\_  
Heidi Ann Wachter, City Attorney



# CITY COUNCIL RULES OF PROCEDURE

Adopted December 18, 1995  
Amended July 15, 1996  
Amended October 4, 2004  
Amended March 5, 2007  
Amended February 19, 2008  
Amended July 16, 2012  
Amended March 2, 2015  
Amended January 17, 2017

**CITY OF LAKEWOOD  
COUNCIL RULES OF PROCEDURE**

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# **RULES OF PROCEDURE** **CITY COUNCIL OF LAKEWOOD**

## **SECTION 1 - AUTHORITY**

The Lakewood City Council hereby establishes the following rules for the conduct of Council meetings, proceedings and business. These rules shall be in effect upon adoption by resolution of Council and until such time as they are amended or new rules are adopted in the manner provided by these rules.

## **SECTION 2 - COUNCIL MEETINGS**

All meetings of the City Council shall be open to the public and all persons shall be permitted to attend any meeting of this body, except as provided in RCW Chapter 42.30.<sup>1</sup>

The City Clerk shall be responsible for preparing agendas for all City Council meetings.

The City Clerk shall cause to be prepared action minutes of all of the Council meetings, which minutes shall contain an account of all official actions of the Council. Council meetings shall be electronically recorded and retained for the period of time as provided by State law.

### **2.1 Regular Meetings**

The regular meetings of the City Council shall be held on the first and third Mondays of every month at sites designated by action of the City Council, in Lakewood, Washington. Regular meetings are the formal meeting of the City Council held for the purpose of conducting business, passing legislation and authorizing action by the City.

### **2.2 Study Sessions**

Study Sessions shall constitute regular meetings pursuant to the Open Meetings Act, but shall not be considered regular meetings for the purposes of RCW 35A.12.060. Study Sessions shall be held on the second and fourth Mondays of every month at sites designated by action of the City Council. Study Sessions will be informal meetings for the purpose of discussing, investigating, reviewing or studying matters of City business with City staff for informational purposes.

Regular Council meetings and Study Sessions will begin at the hour of

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1. RCW 42.30.140 sets out four situations where a governing body may meet and not be subject to the OPMA. The most common is 42.30.140(a) Collective Bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the implementation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

7:00 p.m.

If any Monday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at 7:00 p.m. on the first business day following the holiday.

~~A quorum shall constitute f~~Four or more Councilmembers present for the transaction of business shall constitute a quorum. Attendance and/or voting by telephone or video conference may be allowed by request in extenuating circumstances including but not limited to physical incapacity or travel.

No final action can be conducted at a Study Session.<sup>2</sup> Decisions on those issues requiring a vote will be scheduled for a Regular or Special Council meeting. The Council can, in a Study Session, provide feedback and direction to the City Manager, as needed for staff to implement properly the will of the Council. Matters requiring a vote after consideration at a Study Session may be placed on the Consent Agenda.

The seating arrangement for the Council shall be by position number beginning with the lowest number from right to left as viewed from behind the dais except for the positions of Mayor and Deputy Mayor. The Mayor will be seated in the center with the Deputy Mayor seated to the Mayor's left.

Verbatim transcripts of any part or portion of the proceedings shall be made a part of the written minutes only when authorized by a majority vote of the entire Council made at the meeting or study session wherein such request for a verbatim report is made.

### 2.3 **Special Meetings**

A Special Meeting is any Council meeting other than the Regular Council meetings or Study Sessions. A Special Council meeting may be scheduled by the City Manager or Mayor at the request of a majority of the Councilmembers upon notification to the City Manager or City Clerk. Notice of special meetings shall comply with the law of the State of Washington in effect at the time of the meeting.

### 2.4 **Emergency Meetings**

An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Manager or the Mayor without the minimum 24 hours advance notice that would otherwise apply.

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2. "Final action" means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance. 'The Open Public Meetings Act- How it Applies to Washington Cities, Counties, and Special Purpose Districts', citing RCW 42.30.020 (3) at page 6, MRSC Report No. 60, revised, June 2014.

## 2.5 **Executive Sessions**

An Executive Session is that part of a Council meeting that is closed except to the City Council, City Manager, and authorized staff members and/or consultants authorized by the City Manager. The public is restricted from attendance. Executive sessions may be held during Regular, Study Sessions, or Special Council meetings and will be announced by the Mayor. Executive session subjects are limited to [those identified in](#) State law.

Before convening an Executive Session, the Mayor or Chair shall announce the purpose of the meeting, cite and announce the exemption to which the purpose applies and the anticipated time when the session will be concluded. Should the session require more time, a public announcement shall be made that the meeting is being extended.<sup>3</sup>

All matters discussed in an Executive Session are strictly confidential. RCW 42.23.070 prohibits disclosure of confidential information learned by reason of the official position of a City officer.

## 2.6 **Cancellation of Meetings**

Meetings may be canceled by the Mayor or a majority vote of the Council and proper notice given by the City Clerk.



## **SECTION 3 - ORDER OF BUSINESS OF REGULAR MEETING COUNCIL AGENDA**

All items to be included on the Council's agenda for consideration should be submitted to the City Clerk, in full by 3:00 p.m. on the Tuesday preceding each regular Council meeting. The City Clerk and City Manager shall then prepare a proposed agenda according to the order of business, for approval by the Mayor, or his/her designee. A final agenda will then be prepared by the City Clerk and distributed to Councilmembers as the official agenda for the meeting.

An item may be placed on a Council meeting agenda by any of the following methods:

1. Council consensus is defined to be general agreement as determined by the Mayor.
2. By the City Manager.
3. By the Mayor.
4. By any two (2) Councilmembers.

The agenda format of the Regular City Council meeting shall be as follows except that if an agenda section contains no scheduled items, that section will be deleted from a particular agenda.

### **3.1 Call to order**

The Mayor shall call the meeting to order. Councilmembers may request to be excused from a meeting for bonafide reasons, by requesting the same of the Mayor and so notifying the City Clerk.

### **3.2 Roll call**

The City Clerk will call the roll.

### **3.3 Pledge of Allegiance**

Councilmembers and, at times, invited guests will lead the Pledge of Allegiance to the Flag.

### **3.4 Proclamations and Presentations**

A proclamation is defined as an official announcement made by the Mayor or the City Council.

City Council proclamations are made for the purpose of recognition of an individual, group or event. City Council Proclamations shall be publicly read at a City Council meeting and presented to a representative(s) of the event during the Council meeting.

Mayor's Proclamations are made for the purpose of recognition of an individual, group or event and which are typically requested by and for a special interest group within the City. Mayor's Proclamations are signed by the Mayor and forwarded to a representative of the event.

The Mayor and City Manager shall determine if the Proclamation request is for a City Council Proclamation or a Mayor's Proclamation.

A presentation is defined as an official report presented by an individual(s) and/ or special interest group at a City Council meeting. This may also include specific items brought forward at the request of the City Manager in order to properly brief the City Council and public about City business and/or matters of public concern.

### **3.5 Public Comments**

Members of the audience may comment on items relating to any matter related to City business under the "Public Comments" period. Comments are limited to three (3) minutes per person. Groups who have at least three members present at the meeting may designate a speaker who may have a total of ten (10) minutes to speak on behalf of the group. The Mayor shall determine the overall amount of time set for "Public Comments." Public comments sign-up forms will be available at the City Clerk's desk at each meeting for use of those citizens wishing to address the Council. The City Clerk shall serve as timekeeper.

In addressing the Council, each person should stand, and after recognition, move to the podium, give his/her name and address, and unless further time is given by the presiding officer, shall limit his/her comments to three minutes. All remarks shall be made to the Council as a body and not to any individual member.

No person shall be permitted to enter into any discussion from the floor without first being recognized by the presiding officer.

### **3.6 Consent Agenda**

Approval of the Consent Agenda is considered to be routine and non-controversial, may be approved by a majority vote after a motion and a second. Items on the Consent Agenda include but are not limited to the following:

- a. Approval of minutes.
- b. Fixing dates for public hearings, [when such is required by law](#).
- c. Fixing dates for hearings on appeals.
- d. Approval of claims and vouchers, bid awards and contracts.
- e. Approval of final plats.
- f. Passage of resolutions and/or ordinances which the City Council has given direction to place on the consent agenda.
- g. Items Filed in the Office of the City Clerk (minutes and/or reports of Committees, Boards and Commissions).
- h. Appointments of individuals to committees, boards and commissions.
- i. Other items designated by the City Council.

Any Councilmember may remove any item from the Consent Agenda for separate discussion and action.

### 3.7 Regular Agenda

### 3.8 Public Hearings and Appeals

[Public hearings shall be held as required by law and shall follow the legally proscribed process. Public hearings may also be held at the request of the Council even though not legally required. In such instance, the process shall be as proscribed for that hearing by Council.](#)

### 3.9 Ordinances

All ordinances shall be prepared or reviewed by the City Attorney. No ordinance shall be prepared for presentation to the Council, unless requested by a majority of the Council, or requested by the City Manager or City Attorney.

Ordinances will be introduced and enacted by an Ordinance Number.

The City Clerk or designee shall read the title of the ordinance prior to voting unless the ordinance is on the Consent Agenda.

Upon enactment of the ordinance, the City Clerk shall obtain the signature of the City Attorney and the Mayor. After the Mayor's signature, the City Clerk shall sign the ordinance.

Ordinances, or ordinance summaries, shall be published in the official newspaper as provided by law.

### **3.10 Resolutions**

Introduction, reading by agenda title and voting upon resolutions. A resolution is adoption of a City policy or decision.

### **3.11 Unfinished Business**

Motions and other unfinished business of a general nature.

### **3.12 New Business**

Motions and business which has not previously been before the City Council.

### **3.13 Reports by the City Manager**

The City Manager may update Councilmembers on current issues or items of Council interest.

### **3.14 City Council Comments**

The Mayor and Councilmembers may take this opportunity to make comments, extend compliments, express concerns, report to the Council as Board, Committee and Commission liaisons, or make announcements concerning any topic they wish to share.

### **3.15 Adjournment**

Recess - The foregoing agenda may be interrupted for a stated time as called by the Presiding Officer to recess for any reason, including executive sessions.

## **SECTION 4 – ORDER OF BUSINESS OF COUNCIL STUDY SESSION AGENDA**

- 4.1 **Call to Order**
- 4.2 **Items for Discussion**
- 4.3 **Reports by the City Manager**
- 4.4 **City Council Comments**
- 4.5 **Adjournment**

## **SECTION 5 - COUNCILMEMBER ATTENDANCE AT MEETINGS**

Councilmembers will inform the Mayor, City Manager or City Clerk if they are unable to attend any Council meeting, or if they knowingly will be late to any meeting. The minutes will show the Councilmember as having an excused absence. Attendance at Council Study Sessions are not mandatory and will not be considered for purposes of RCW 35A.12.060.

## **SECTION 6 - PRESIDING OFFICER - DUTIES**

### **6.1 Conduct of Meetings**

The Presiding Officer at all meetings of the Council shall be the Mayor and in the absence of the Mayor, the Deputy Mayor will act in that capacity. In the absence of the Mayor appointing a temporary Presiding Officer, if both the Mayor and Deputy Mayor are absent and a quorum is present, the Council shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor.

### **6.2 The Presiding Officer:**

- a. Shall preserve order and decorum at all meetings of the Council and to cause the removal of any person from any meeting for disorderly conduct;
- b. Shall observe and enforce all rules adopted by the Council;
- c. Shall decide all questions on order, in accordance with Roberts Rules of Order or, if not applicable, with these rules, subject to appeal by any Councilmember;
- d. Shall recognize Councilmembers in the order in which they request the floor. The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers;
- e. May affix approximate time limit for each agenda item;

- f. When matters on the agenda are placed under more than one classification, as defined by “Order of Business,” and involve or are closely related to the same subject matter, then and in that event, the Presiding Officer may, within the presiding officer’s discretion, without the necessity of any vote thereon, consider and vote on all of such matters, notwithstanding their different places on the agenda.

## **SECTION 7 - COUNCILMEMBERS**

### **7.1 Speaking**

Councilmembers desiring to speak shall address the presiding officer, and when recognized, shall confine him/herself to the question under debate and avoid repetitive discussion or arguments.

### **7.2 Questioning**

Any member of the Council, including the Presiding Officer, shall have the right to question an individual, including members of the staff, on matters germane to the issue properly before the Council for discussion. Under no circumstances shall such questioning be conducted in a manner to the extent that such would constitute a cross-examination of or an attempt to ridicule or degrade the individual.

### **7.3 Conflict of Interest**

Councilmembers are subject to the provisions of the City of Lakewood’s Code of Ethics and should refer to that document in questions of Conflict of Interest.

## **SECTION 8 - DEBATES**

### **8.1 Interruption**

No member of the Council, including the Presiding Officer, shall interrupt or argue with any other member while such member has the floor, other than the Presiding Officer’s duty to preserve order during meetings as provided in Section 6.2a of these rules.

### **8.2 Courtesy**

All speakers, including members of the Council, which includes the Presiding Officer, in the discussion, comments, or debate of any matter or issue shall address their remarks to the Presiding Officer, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or indulge with-in insinuations ~~in-with~~ respect to any other member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.

### **8.3 Transgression**

If a member of the Council shall transgress these rules on debates, the Presiding Officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. If the Presiding Officer shall transgress these rules on debate or fail to call such member to order, any other member of the Council may, under a point of order, call the Presiding Officer or such other member to order, in which case the Presiding Officer or such member, as the case may be, shall be silent except to explain or continue in order.

#### **8.4 Challenge to Ruling**

Any member of the Council, including the Presiding Officer, shall have the right to challenge any action or ruling of the Presiding Officer, or member, as the case may be, in which case the decision of the majority of the members of the Council present, including the Presiding Officer, shall govern.

#### **8.5 City Manager**

The City Manager shall have the right to enter into a discussion of any matter coming before the City Council.

### **SECTION 9 - PARLIAMENTARY PROCEDURES AND MOTIONS**

Questions of parliamentary procedure, not covered by these rules, shall be governed by Robert's Rules of Order.

## **SECTION 10 - VOTING**

### **10.1 Voice Vote**

A generalized verbal indication by the Council as a whole of “yea” or “nay” vote on a matter, the outcome of which vote shall be recorded in the official minutes of the Council. Silence of a Councilmember during a voice vote shall be recorded as a vote with the prevailing side. Each member present must vote on all questions before the Council and may abstain only for reasons acceptable to a majority of the Council such as stated conflict of interest of an issue of appearance of fairness.

## **~~SECTION 11 - PUBLIC HEARINGS AND APPEALS~~**

~~Although a public hearing is also a public meeting, or occurs in the context of a public meeting, the main purpose of most public hearings is to obtain public testimony or comment. Comment may be taken by live testimony or in writing as provided in the public notice. A public hearing must be held when specifically required by law. A public hearing may also be held when the City desires public input on a particular matter.~~

## **SECTION 112 - MAYOR/DEPUTY MAYOR/COUNCILMEMBER PRO TEMPORE SELECTION PROCESS**

Biennially at the first regularly scheduled meeting in January, the Councilmembers shall choose by majority vote, a chairperson from among themselves, and such person shall be titled Mayor. The Mayor shall continue to have all rights, privileges and immunities of a member of the Council and shall serve for a two-year term.

Biennially at the first regularly scheduled meeting in January, the Councilmembers shall choose a Deputy Mayor from the members thereof, by majority vote. The Deputy Mayor shall serve in the absence or temporary disability of the Mayor.

In the event of extended excused absences or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the absence or disability.

## **SECTION ~~13~~12 - COUNCIL POSITION VACANCY**

In the event that an unexpired Council position becomes vacant, the City Council has ninety (90) days from the occurrence of the vacancy to appoint, by majority vote of a quorum of the Council, a qualified person to fill the vacancy pursuant to State law. The Council may make such appointment at its next regular meeting, or at a special meeting called for that purpose. If the Council does not appoint a person within the ninety day period, the Mayor may make the appointment from among the persons nominated by members of the Council.

## **SECTION ~~14~~13 - COUNCIL MEETING STAFFING**

### **134.1 City Manager**



The City Manager shall attend all meetings of the Council unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in the discussions of the Council, but shall have no vote. When the City Manager has an excused absence, the designated Acting City Manager shall attend the meeting. The City Manager shall notify Council who will be the Acting City Manager in his/her absence.

#### | **134.2 City Attorney**

The City Attorney shall attend all meetings of the Council unless excused, and shall upon request; give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian. The Acting City Attorney shall attend meetings when the City Attorney has been excused.

#### | **134.3 City Clerk**

The City Clerk, or designee, shall attend all meetings of the Council, keep the official journal (minutes), and perform such other duties as may be needed for the orderly conduct of the meeting.

#### | **SECTION ~~15-14~~ - COUNCIL RELATIONS WITH STAFF<sup>4</sup>**

There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities when, and if, expressing criticism in a public meeting. City staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge City staff as administering the Council's policies.

All written informational material requested by individual Councilmembers shall be transmitted after approval of the City Manager, to all Councilmembers. RCW 35A.13.120 prohibits any Councilmember from directing staff in any way.

Councilmembers shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.

Councilmembers shall not attempt to change or interfere with the operating rules and practices of any City department.

No Councilmember shall direct the City Manager to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Council.

Individual requests for information can be made to the City Manager with a copy to the appropriate Department Director. If the request has any potential to create a change in work assignments or City staffing levels, the City Manager may refer

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| 4. RCW 35A.13.120 City Manager – Interference by councilmembers.

the individual Councilmember to the full Council.

Council shall direct citizen inquiries to the City Manager for referral to the appropriate department(s) for a response. The City Manager shall keep the Council informed on the disposition of citizen inquiries.

#### **SECTION ~~16~~15 - COUNCIL REPRESENTATION**

If a Councilmember appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember must state the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position.

Councilmembers need to have other Councilmember's concurrence before representing another Councilmember's view or position with the media, another government agency or community organization.

#### **SECTION ~~17~~16 - CONFIDENTIALITY**

Councilmembers must keep confidential information provided to them during Executive Sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure under exemptions set forth in the Revised Code of Washington. Any and all requests for public disclosure must be reviewed by the City Attorney.

**SECTION ~~18-17~~ –ELECTRONIC MEDIA AND COMMUNICATION**

Councilmembers shall use their assigned City email address/account for receiving and sending email on City business matters and use their personal email address for personal mail.

Councilmembers shall not use their email accounts to deliberate, discuss, consider, review, evaluate and take final actions, as amongst themselves, on any official business of the City.

Emails which request a Councilmember's attendance at a public event, or which may be potentially deliberative shall be forwarded to the City Manager's Office for distribution to the Council and/or placed on the Council's agenda, as appropriate.

City Council Rules of Procedure:

Adopted December 18, 1995	Resolution No. 1995-26
Amended July 15, 1996	Resolution No. 1996-24
Amended October 4, 2004	Resolution No. 2004-22
Amended March 5, 2007	Resolution No. 2007-04
Amended February 19, 2008	Resolution No. 2008-06
Amended July 16, 2012	Resolution No. 2012-24
Amended March 2, 2015	Resolution No. 2015-07
Amended January 17, 2017	Resolution No. 2017-02



## **PUBLIC SAFETY ADVISORY COMMITTEE**

Regular Meeting Minutes  
Wednesday, November 2, 2016  
Lakewood Police Department  
9401 Lakewood Drive SW  
Lakewood, WA 98499

### CALL TO ORDER

The Meeting was called to order at 5:16 p.m.

### ROLL CALL

Public Safety Advisory Committee Members Present: Alan Hart, Bob Saul, Charles Ames, Michael Lacadie, Johnny Williams and James Hairston

Public Safety Advisory Committee Members Excused: Ken Witkoe

Public Safety Advisory Committee Members Absent: none

City Councilmember Present: Marie Barth

Fire Department Staff Present: Assistant Fire Chief Hallie McCurdy

Lakewood Youth Council Present: Ayana Rice

Staff Present: Chief Mike Zaro, Committee Staff Support; and Joanna Nichols, Administrative Assistant.

### APPROVAL OF MINUTES

Charles Ames stated that he had been mistaken regarding his abstention regarding the homelessness issue from September's minutes and the minutes will stand as written, uncorrected.

Alan Hart motioned to approve October's meeting minutes. All ayes; minutes were approved.

## PUBLIC COMMENT

There was no one present for public comment.

## CITY COUNCIL LIAISON COMMENTS

Councilmember Marie Barth discussed upcoming events, abatements and economic development. Discussion ensued.

## FIRE CHIEF COMMENTS

Assistant Fire Chief Hallie McCurdy was unable to attend the meeting.

## POLICE CHIEF COMMENTS

### **Handout- Monthly Crime Stats (September 2016)**

Chief Michael Zaro discussed the monthly statistics and recent demonstrations in Lakewood. Discussion ensued.

Chief Michael Zaro stated that WPFRR was giving an award to two of our officers for their efforts on a call for a suicidal subject that undoubtedly saved the man's life.

Chief Michael Zaro discussed the Phlebotomy grant and stated that he will have Joanna Nichols send out the proposed policy for discussion at December's meeting.

James Hairston asked about some traffic concerns throughout the City. Discussion ensued. Chief Michael Zaro stated that the issue is more of a Traffic Engineer question/concern and suggested we ask Jon Howe to come to one of our meetings. This was agreed upon; Chief Zaro will attempt to schedule Mr. Howe. Mr. Hairston asked about being able to pull information from MyLakewood311 regarding safety issues reported that way. Chief Zaro stated he will ask the IT people if that is possible.

Chief Michael Zaro stated that the 7<sup>th</sup> Annual Fallen Officer Food Drive will be happening on November 29<sup>th</sup> this year, from 7 a.m. until 6 p.m. and bins will be in place at City Hall and the PD starting November 28<sup>th</sup> until December 2<sup>nd</sup>. Joanna Nichols will pass out a sign-up sheet via email for anyone interested in volunteering to help that day.

## YOUTH COUNCIL COMMENTS

Ayana Rice gave an update on the events the Youth Council has been involved in, as well as their vote of no confidence meeting with the school district. Discussion ensued.

UNFINISHED BUSINESS

Charles Ames stated that since Assistant City Attorney Kymm Cox was not able to attend the meeting we will table the DV Ordinances discussion until next month. Assistant City Attorney Cox has stated she will get the information to the committee through Joanna Nichols before next month's meeting.

Charles Ames asked everyone to take a look at the work plan which had been drafted by the sub-committee and be prepared to discuss it at next month's meeting. Discussion ensued.

Bob Saul asked about the public comments from last month regarding delivery truck speed down his street. It was agreed to refer the issue to Traffic because there is no ordinance related specifically to delivery truck speed, other than the posted speed limit signs.

NEW BUSINESS

There was no new business; however, Charles Ames stated that in reading the Rules and Regulations he believes that it stated that the Chief of Police can be a voting member on the Committee, if needed. Joanna Nichols will request clarification of this as it has been the understanding of the Chief that this is not the case.

Charles Ames asked about number of vacancies on the Committee. Joanna Nichols stated there are currently two vacancies with three applications in to City Hall. Discussion ensued.

REPORTS FROM BOARD MEMBERS & STAFF

James Hairston stated that University Place's public safety committee only meets when needed.

Bob Saul gave a recap of Lake City's meeting, stating Officer Shawn Noble was in attendance and did a great job.


Charles Ames discussed the Springbrook meeting. He suggested having Parks come in to speak.

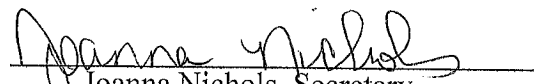
ADJOURNMENT

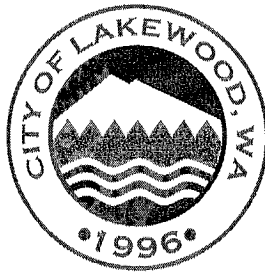
Michael Lacadie motioned to adjourn the meeting; all ayes. Meeting adjourned at 6:22 p.m.

Public Safety Advisory Committee

Attest:

  
\_\_\_\_\_  
Charles Ames, Chair

  
\_\_\_\_\_  
Joanna Nichols, Secretary



## **PUBLIC SAFETY ADVISORY COMMITTEE**

Regular Meeting Minutes  
Wednesday, December 7, 2016  
Lakewood Police Department  
9401 Lakewood Drive SW  
Lakewood, WA 98499

### CALL TO ORDER

The Meeting was called to order at 5:16 p.m.

### ROLL CALL

Public Safety Advisory Committee Members Present: Alan Hart, Bob Saul, Charles Ames, Michael Lacadie, Ken Witkoe and James Hairston

Public Safety Advisory Committee Members Excused: Johnny Williams

Public Safety Advisory Committee Members Absent: none

City Councilmember Present: Marie Barth

Fire Department Staff Present: No Fire Department available this month.

Lakewood Youth Council Present: Ayana Rice

Staff Present: Chief Mike Zaro, Committee Staff Support; and Joanna Nichols, Administrative Assistant.

### APPROVAL OF MINUTES

James Hairston stated that University Place does have a public safety advisory group, they just don't call it PSAC. Asked for that to be corrected in November's minutes.

Michael Lacadie motioned to approve November's corrected meeting minutes. All ayes; minutes were approved.

## PUBLIC COMMENT

There was no one present for public comment.

## CITY COUNCIL LIAISON COMMENTS

Councilmember Marie Barth discussed past and upcoming events as well as the recognition of two officers by West Pierce Fire and Rescue at this week's Council Meeting.

Alan Hart asked about the Youth Council talking to City Council regarding their concerns for their safety while at school. Councilmember Marie Barth stated City Council heard the Youth Council's concern and referred them directly to the School District for further action. Discussion ensued.

Bob Saul asked about the appointment of new PSAC members, which had been moved from the City Council agenda and pushed back to January. Councilmember Marie Barth stated this was simply an issue of too much to discuss and not enough time.

## FIRE CHIEF COMMENTS

Assistant Fire Chief Hallie McCurdy was unable to attend the meeting.

## POLICE CHIEF COMMENTS

### **Handout- Monthly Crime Stats (October 2016)**

Chief Michael Zaro discussed the monthly statistics. Discussion ensued.

Chief Michael Zaro discussed the year end reports and accomplishments, stating that new hires were the biggest thing that came to mind. We have hired 14 people this year, which is 25% of our police force and the most we have hired since we started as a department. Discussion ensued.

Chief Michael Zaro discussed the numbers from the Fallen Officer Food Drive- so far roughly \$10,000 and 8,000 pounds of food- and discussed the recent tragic loss of Officer Gutierrez from TPD as well as the upcoming memorial.

Bob Saul asked about the traffic concerns discussed at last meeting. Chief Michael Zaro stated that Jon Howe had agreed to come speak to the committee but wasn't available until February. This has been scheduled for February's meeting.

Bob Saul asked about the Phlebotomy Policy which had been mentioned in a previous meeting. Chief Michael Zaro stated he had said he would bring it but Sergeant Fraser has been on vacation and so he won't be able to bring it until next meeting.

Bob Saul asked about getting specific data from My311. Michael Lacadie stated his research showed there was no way to pull specific information up, just general information.



## YOUTH COUNCIL COMMENTS

Ayana Rice gave an update on the events the Youth Council has been involved in, as well as their vote of no confidence meeting with the school district. Discussion ensued.

## UNFINISHED BUSINESS

Charles Ames stated that since Assistant City Attorney Kymm Cox was not able to attend the meeting we will table the DV Ordinances discussion until next month.

Charles Ames asked everyone to take a look at the work plan which had been drafted by the sub-committee. It was decided to go over the work plan month by month. Lots of discussion ensued.

January: Domestic Violence Ordinance Review. It was agreed to take Group Homes and Senior Care Compliance off of the work plan.

February: Park Safety. It was agreed to ask Mary Dodsworth and possibly someone from the Parks Committee to speak.

March: Disaster Preparedness, CERT. It was agreed to ask Christine Badger to come speak about the Disaster Preparedness Plan.

April: Western State Hospital Safety Review. It was agreed to ask Officer Ralph Rocco and Carolyn Cyr, the Mental Health Behavioral Contact Team to come speak.

May: School Safety Review. It was agreed the committee would try to get someone from the School District to come in and review for them what the schools safety policies are for emergency preparedness as well as day to day.

June: Rail Safety Review and Fireworks Policy Review. Summerfest Prep was included as well. Rail safety was included as a place holder, not necessarily an actual issue to be discussed. The Fireworks Policy Review is more about noise and debris, not a safety issue.

July: Crime Prevention through Quality of Life. It was agreed to drop the "Broken Window" and homelessness issue as voted on in previous months but to look at having someone from the PD come to discuss the crime prevention issues that face communities right here in Lakewood. Title was agreed upon by everyone.

August: Use of Force statistics.

September: LPD Crisis Intervention Presentation. It was agreed that Disease Control, Air Quality and Climate Effect were not issues this committee could tackle. Crisis Intervention Presentation was placed here instead.

October: Abatement Update and PSAC Elections. Water Supply Integrity was taken out and Councilmember Marie Barth suggested putting an Abatement Update here instead. Michael Lacadie asked if we could look at extending the term limit for the Chair and Vice-Chair for this committee, to two years instead of one. This will be added to next month's agenda for discussion.

November: Sidewalks and Streetlight Proliferation. Councilmember Marie Barth stated that the information is all listed on the City website, but if PSAC wanted to have someone from Public Works come and speak for educational purposes that could be arranged. Wickstrom or Bugher were suggested.

December: Wrap up; End of Year Review.

Alan Hart motioned to approve the work plan with the changes discussed. All ayes. Work Plan approved and will be final reviewed for presentation to City Council at next meeting.

Charles Ames mentioned the discussion that the Chief of Police was an ex-officio of the committee for voting purposes. Discussion ensued. It was agreed that Chief Michael Zaro was not interested in having a voting say in any of the PSAC meetings.

NEW BUSINESS

Charles Ames suggested adding a "Safety Program" item to the agenda. Discussion ensued. "Safety is No Accident" slogan suggested by Mr. Ames.

REPORTS FROM BOARD MEMBERS & STAFF

Bob Saul gave a recap of Lake City's meeting, stating everyone was very happy that a prolific drug house had been taken care of. The Tillicum meeting was general information and business.

Charles Ames asked Joanna Nichols to insert an "updated on" line on the Community Outreach sheet.

ADJOURNMENT

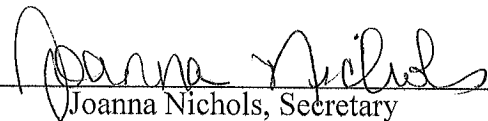
Alan Hart motioned to adjourn the meeting; all ayes. Meeting adjourned at 6:58 p.m.

Public Safety Advisory Committee

Attest:



\_\_\_\_\_  
Charles Ames, Chair



\_\_\_\_\_  
Joanna Nichols, Secretary

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> January 17, 2017	<b>TITLE:</b> Approve the Citizens' Advisory Boards, Committees and Commission work plans	<b>TYPE OF ACTION:</b> — ORDINANCE NO. — RESOLUTION NO. <u>X</u> MOTION NO. 2017-04 — OTHER
<b>REVIEW:</b> January 9, 2017	<b>ATTACHMENTS:</b> 2017 Citizens Advisory Boards, Committees and Commissions Work Plans	

**SUBMITTED BY:** Tho Kraus, Assistant City Manager/Administrative Services


**RECOMMENDATION:** It is recommended that the City Council approve the Citizens' Advisory Boards, Committees and Commission work plans.

**DISCUSSION:** Chapter 2.68 of the Lakewood Municipal Code requires all City of Lakewood Citizens' Advisory Boards, Committees and Commissions, authorized by the City Council to conduct research, make recommendations or perform other work in furtherance of the goals and objectives of the City, to follow a properly executed annual work plan specific to that body. Accordingly, a work plan for the Arts Commission, Community Services Advisory Board, Lakewood's Promise Advisory Board, Landmarks and Heritage Advisory Board, Lodging Tax Advisory Committee, Parks and Recreation Advisory Board, Planning Commission, Public Safety Advisory Committee and the Youth Council has been reviewed by each committee and is attached for City Council consideration.

Pursuant to City Code, the City Council is expected to review the work plan of each Advisory Board and Committee and formally approve each work plan. The City Council may amend the work plans as appropriate. If an advisory group anticipates departure from the work plan, such departure should be authorized by the City Council. City Council reviewed the proposed work plan for each Board and Commission at the Study Session held on January 9, 2017.

**ALTERNATIVE(S):** The City Council may amend each work plan as appropriate.

**FISCAL IMPACT:** Any applicable budget is included with the attached work plans.

_____ Prepared by	 _____ City Manager Review
_____ Department Director	

## **Lodging Tax Advisory Committee 2017 Work Plan and Meeting Schedule**

### **Members:**

Mayor Don Anderson, Chair

#### Represent Businesses Authorized to Collect

Jackeline Juy, Best Western Lakewood Motor Inn

Asuka Ludden, Best Western Lakewood Motor Inn

Brandie Lynn Hesson-Bullard, Candlewood Suites

#### Represent Businesses Authorized to Receive

Sue Scott, Lakewood Historical Society

Phil Raschke, Lakewood Playhouse

Linda K. Smith, Lakewood Chamber of Commerce

**Council Liaison:** Not applicable

**City Staff:** Tho Kraus, Assistant City Manager/Administrative Services

Leisa Sieck, Finance Supervisor

### **Purpose:**

State law requires that cities with a Lodging Tax Fund establish an advisory committee. The committee advises and makes recommendations to the Lakewood City Council on how to best distribute and expend lodging tax revenue. The committee membership has unique appointment requirements. The committee membership shall include at least two members who are representatives of businesses required to collect the lodging tax, and at least two members who are persons involved in activities authorized to be funded by revenue received. The number of members who are representatives of businesses required to collect tax shall equal the number of members who are involved in activities authorized to be funded by revenue received.

### **2017 Work Plan:**

- Attend the Joint Lodging Tax Advisory Committee meeting to discuss the LTAC in general, review guidelines, past grants awarded, and potential funding available for 2018 grant awards. Estimated timeline is July.
- Review lodging tax grant applications in advance of day-long presentations. The LTAC shall receive the applications at least 45-days before final action on or passage of proposals by the City Council. Estimated timeline is mid-September.
- Listen to presentations from potential lodging tax grant recipients. Reviews, rates, and makes funding recommendations that are forwarded to the Lakewood Council for their deliberations. Estimated timeline is end of September.
- Meet on an as needed basis to review lodging tax grant applications for the next year and provide funding recommendations to the Lakewood City Council for their consideration and deliberations.
- Present recommendations to the City Council. Estimated timeline is November.
- Follow up with further review and recommendations as requested by the City Council.

### **Meeting Schedule:**

July - Joint Lodging Tax Advisory Committee Meeting

September - Listen to presentations, rate and make funding recommendations

November - Present recommendations to the City Council

## Public Safety Advisory Committee 2017 Work Program and Meeting Schedule

**Members:**

Charles Ames, Chair  
 Alan Hart  
 Ken Witkoe  
 Johnny Williams

Robert Saul, Vice-Chair  
 Michael Lacadie  
 James Hairston

**Council Liaison:** Marie Barth

**City Staff:** Mike Zaro, Police Chief  
 Joanna Nichols, Administrative Assistant

Meeting Date	Item
January 4	Domestic Violence Ordinance Review - K. Cox
February 1	Traffic Safety Concerns- Weston Ott- Public Works
March 1	Disaster Preparedness Plan [Christine Badger] CERT - C Ames
April 5	Western State Hospital Safety Review - C. Ames
May 3	Schools Safety Review (Kim Prentice) - C. Ames
June 7	Park Safety Overview (Mary Dodsworth/PRAB Member) - P. Bocchi/ M. Barth. – R. Saul and Joanna Nichols SummerFest prep.
June 26	Lakewood City Council/PSAC Joint Study session
July 5	Rail Safety Review - C. Ames Fireworks policy Review - R. Saul Crime Prevention Through Quality of Life
July 8	(Summerfest)
August 2	Use of Force statistics
September 6	LPD Crisis Intervention Presentation
October 4	Abatement Update PSAC Elections - Start 2018 Work Plan
November 1	Sidewalks & Streetlight Proliferation - C. Ames
December 6	Wrap-up, End-of-year review

All meetings begin at 5:15 p.m. and are held in the Lakewood Police Department multi-purpose room (unless otherwise noted.)

**Planning Commission  
2017 Work Program and Meeting Schedule**

**Members:**

Don Daniels	Nancy Hudson-Echols
Robert Estrada	John Paul Wagemann
Connie Coleman-Lacadie	Christopher Webber
James Guerrero	

**City Council Liaison:** Councilmember Mike Brandstetter

**City Staff:**

Dave Bugher, Assistant City Manager for Development Services  
 Courtney Casady, Assistant to the City Manager  
 Frank Fiori, Planning Manager  
 Karen Devereaux, Administrative Assistant

**2017 Work Plan:**

- Annual housing report
- Revised Title 18A regulations (organization and structure, sign code, telecommunications, & low impact development regulations)
- 2017 comprehensive plan amendments (*minor amendments only*)
- JLUS implementation (Title 18A amendments)
- Initiate work on CBD subarea plan
- Six-Year Transportation and Improvement Plan

<b>2016 Planning Commission Meeting &amp; Work Schedule</b>	
<b>Month</b>	<b>Topic</b>
January	Introduction of new commissioner Minor amendments to the City's floodplain regulations Review of 2017 work plan Housing report
February	Appointment of Chair & Vice-Chair Chapter 18A.10 – Administration Chapter 18A.20 - General Provisions Chapter 18A.30 - Zoning Classifications, Subareas, Maps, and Boundaries
March	Chapter 18A.40 - Permitted Uses Review proposed subarea plan outline Review CBD economic assessment CBD employment capacity allocations
April	Chapter 18A.40 - Permitted Uses Six-Year Transportation and Improvement Plan North Clear Zone review
May	Chapter 18A.50 - Area, Dimensions and Design Six-Year Transportation and Improvement Plan North Clear Zone review
June	Chapter 18A.120 - Tree Preservation Chapter 18A.130 - Landscaping Standards Chapter 18A.150 - Housing Incentives Programs Chapter 18A.160 - Performance Standards Chapter 18A.170 - Mobile/Manufactured Home Parks

2016 Planning Commission Meeting & Work Schedule	
Month	Topic
	Chapter 18A.180 - Specialized Senior Housing and Nursing Homes
July	Chapter 18A.140 – Signs
August	Chapter 18A.190 - Eligible Facilities Modification Code (Wireless Communications) Report out Department of Commerce comments to the commission Miscellaneous review
September	Public hearing on Title 18A (continued) Make recommendation to CC Review draft subarea plan purpose, introduction, vision, goals, & policies
October	Conduct public meetings on subarea plan's purpose, introduction, vision, goals, & policies
November	Finalize subarea plan purpose, introduction, vision, goals, & policies
December	To be determined

Notes:

- 1) Meeting dates and topics are subject to change. If it is possible to accelerate the Commission's review of Title 18A, then CED staff proposes to use commission meetings for a more robust review of the proposed subarea plan.
- 2) The work plan at this time does not include 2017 comprehensive plan amendments.

**Meeting Schedule:** First & third Wednesdays of every month at 6:30 PM, City Council Chambers.

## Landmarks and Heritage Advisory Board 2016 Work Plan and Meeting Schedule

### Members:

Stephanie Walsh, Chair  
Bill Harrison  
Walter Neary  
Glen Spieth

Joan Cooley  
Beth Campbell  
Bob Jones  
Dennis Dixon

### City Council Liaison:

Councilmember John Simpson

### City Staff:

Planning Manager Frank Fiori

### 2017 Work Plan:

- Update the City's website with historical maps and photographs of Lakewood.
- Obtain additional grant funding through the Pierce County Landmarks and Historic Preservation Commission, and the Washington State Certified Local Government Grant program.
- Secure a local landmark designation for the Woodbrook Hunt Club.
- Continue dialogue with Western State Hospital in the implementation of a Cultural Resources Management Plan.
- Design, procure, and place historical plaques on properties designated as Landmarks and Community Landmarks.
- Develop public outreach activities in conjunction with the Lakewood Historical Society, the Arts Commission, the Clover Park School District, Lakewold Gardens, and the Lakewood Student Council.
- Explore the use of the Community Landmark designation for the Colonial Center and the Little Red Schoolhouse. Other potential candidates include: Western State Hospital; Rhodesleigh House; Villa Carman (Madera); the Flett House; Little Church on the Prairie; Thornewood Castle; Mueller-Harkins Hangar; Tacoma Country and Golf Club; and the Alan Liddle House.

The Landmarks and Heritage Advisory Board has provided no specific timelines for the completion of their work plan in 2017 since this Board is often dependent on the follow-through of other public agencies or private property owners. Further, since city resources are limited, many of the board members regularly take on staff-related work assignments.

Of particular note is that on January 21, 2017, the Landmarks and Heritage Advisory Board will conduct a retreat. The retreat may revise the proposed work plan as presented to the City Council. Some topics that staff would like to introduce at the retreat include: 1) proposing local historical design features into new schools or a new library; 2) the possibility of incorporating American colonial architecture into parts of the Central Business District Subarea Plan; and 3) working



with the Clover Park School District to incorporate local history into elementary and middle school curriculum.

**Meeting Schedule:** Fourth Thursday of every month at 6:00 PM in City Hall Room 3A.

## Community Services Advisory Board 2017 Work Program and Meeting Schedule

**Members:**

Edith Owen-Wallace, Chair	Paul Calta
Sharon Taylor, Vice-chair	Kathleen Lund
Laurie Maus	DeeAnn Harris
Michael Lacadie	Mumbi Ngari-Turner
Claudia Penney, Youth Council	Vacancy

**City Council Liaison:**

Councilmember Marie Barth

**City Staff:**

Mary Dodsworth, Parks, Recreation & Community Services Director  
 Dave Bugher, Assistant City Manager for Development Services  
 Karmel Shields, Human Services Coordinator  
 Jeff Gumm, Program Manager  
 Martha Larkin, Program Coordinator

DATE:	TOPIC:
January 18, 2017	1. Review CSAB 2017 Schedule & Work Plan 2. Election of Officers 3. Technical review of applications (TBD) 4. 2017 Human Services Contracting Update
March 1, 2017	1. Review and approve Draft FY 2017 Annual Action Plan recommended projects 2. Review Draft 2016 HS Annual Report
March 13, 2017 – Council Study Session –7:00 p.m.	1. Review FY 2017 CDBG Annual Action Plan
April 17, 2017 – Council Meeting – 7:00 p.m.	Public Hearing on FY 2017 Annual Action Plan
April 19, 2017	Review 1 <sup>st</sup> quarter HS contract performance
May 1, 2017 – Council Meeting – 7:00 p.m.	Adopt FY 2018 Annual Action Plan
May 15, 2017 – Deadline	Submit FY 2017 Annual Action Plan to HUD
June 21, 2017	Review HS contract monitoring process & cy site visit schedule
No Meetings in July & August	No Meetings in July & August
September 20, 2017	1. Review & Adopt FY 2016 CAPER 2. Review FY 2018 CDBG/HOME Work Plan & Policies and Funding Strategies 3. Review HS contract monitoring findings 4. Plan 2018 HS continuation funding process 5.

<b>DATE:</b>	<b>TOPIC:</b>
September 25, 2017 – Joint Meeting CSAB & City Council – 7:00 p.m.	<ol style="list-style-type: none"> <li>1. Review of FY 2018 CDBG Annual Work Plan &amp; Policies and Funding Strategies</li> <li>2. Update on 2018 HS funding review process</li> </ol>
October 5, 2017 (THURSDAY) – Public Hearing – Chambers, 6:00 p.m.	Public Hearing on housing, human services and community development needs
October 11, 2017	<ol style="list-style-type: none"> <li>1. Review Public Hearing</li> <li>2. Approve FY 2018 CDBG/HOME Work Plan &amp; Policies and Funding Strategies</li> <li>3. Review 3<sup>rd</sup> quarter HS reports</li> </ol>
October 16, 2017 – Council Meeting – 7:00 p.m.	Approve FY 2018 CDBG/HOME Work Plan & Policies and Funding Strategies
October 18, 2017	Human Services 2018 Continuation Funding Deliberations
November 13, 2017 – Council Study Session – Chambers, 7:00 p.m.	2018 Human Services Continuation Funding Recommendations
November 20, 2017 – Council Meeting – Chambers, 7:00 p.m.	Council Adopts 2018 HS 2 <sup>nd</sup> year funding recommendations

**Arts Commission  
2017 Work Program and Meeting Schedule**

**Members:**

Ed Kane, Chair	Robert Lawrence
Barbara Vest, Vice-Chair	Peggy Leach
Susan Coulter	John Munn
Kathy Flores	Connie Perra
Robert Fox	Maria Villalpando Ramos
Retha Hayward	Phillip Raschke
Tony Lamb	Chelsea Roberts
Diana Carney, Youth Council	Vacancy

**City Council Liaison:** Deputy Mayor Jason Whalen

**City Staff:**

Mary Dodsworth, Parks, Recreation & Community Services Director  
Dennis Higashiyama, Recreation Coordinator

Meeting Date	TOPICS
January 9, 2017	Washington & Gravelly RFP Fundraising Budget Recruitment New events
February 6, 2017	Washington & Gravelly RFP Fundraising City Hall Art Exhibit Recruitment
March 6, 2017	Washington & Gravelly RFP Fundraising MayFEST Pierce County READS Recruitment Outdoor Band Concert
April 3, 2017	MayFEST Asian Film Fest Pierce County READS Outdoor Band Concert
May 1, 2017	MayFEST Asian Film Fest City Hall Art Exhibit Lodging Tax Grant application
June 5, 2017	Washington & Gravelly installation Asian Film Fest Outdoor Band Concert Lodging Tax Grant application
July 3, 2017	Washington & Gravelly installation Asian Film Fest Outdoor Band Concert Lodging Tax Grant application
August 7, 2107	Washington & Gravelly installation Asian Film Fest City Hall Art Exhibit

September 11, 2017	Washington & Gravelly art installation Recruitment
October 2, 2017	Recruitment Event evaluation
October 9, 2017 7:00 p.m.	Joint Meeting with Council
November 6, 2017	Recruitment Event Calendar - 2018
December 4, 2017	Election of Officers

**All meetings begin at 4:30 p.m. and are held in the Mount Rainier room of Lakewood City Hall (unless otherwise noted)**

<b>Special Events and Dates to Remember</b>			
<b><u>Event</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
MLK Event	Jan. 14	10am	McGavick Center, CPTC
Pierce County Reads	Feb-Apr		County-wide
MayFEST	May		Lakewold Gardens
Asian Film Fest	Aug		tbd
Outdoor Band Concert	Aug		tbd
Art Installation	Sep		Washington & Gravelly

**Lakewood's Promise Advisory Board  
2017 Work Program and Meeting Schedule**

**Members:**

Clayton DeNault, Chair	Debbie LeBeau
Ellie Wilson, Vice-Chair	Dr. Michele Johnson
Judi Weldy	Dr. Joyce Loveday, CPTC delegate
Echo Curry	Mary Dodsworth
Carolina Robles, Youth Council	Deborah Gist

**City Council Liaison:** Councilmember Mary Moss

**City and Support Staff:**

Mary Dodsworth, Parks, Recreation & Community Services Director  
Kurt Sample, Lakewood's Promise Coordinator

**MEETING DATE    TOPICS**

<b>January 12</b>	Officer Elections Lakewood on the map Theme for the year – Mobile programs!
<b>February 9</b>	Oral Health Month Planning for March Collaboration meeting hosted by LP
<b>March 8 (WED)</b>	March Collaboration meeting
<b>April 13</b>	The Lake City Neighborhood
<b>May 11</b>	Preschool and Early Learning in Lakewood
<b>June 8</b>	Summer Activities – Recreation and Summer Learning
<b>July and August</b>	No Meeting
<b>September 14</b>	Summer Debrief What's New in Lakewood for the Fall
<b>October 12</b>	Prepare for joint meeting with Council
<b>October 23 7:00 p.m.</b>	Joint Meeting with Council – note meeting date and time
<b>November 9</b>	Council Debrief
<b>December 14</b>	LPAB Plan for 2018

All meetings begin at 7:30 a.m. in room 1E unless otherwise noted

**Parks and Recreation Advisory Board  
2017 Work Program and Meeting Schedule**

**Members:**

Jason Gerwen, Chair  
Vito Iacobazzi, Vice-Chair  
Sylvia Allen  
J. Alan Billingsley

Susan Dellinger  
Heinz Haskins  
Anessa McClendon  
Tiana Arzuaga, Youth Council

**City Council Liaison:** Mayor Don Anderson

**City Staff:**

Mary Dodsworth, Parks, Recreation & Community Services Director  
Cameron Fairfield, Office Assistant

<b>Meeting Date</b>	<b>TOPICS</b>
January 17, 2017 <i>Please note date change to 3rd Tuesday</i>	Elect Chair / Vice Chair Work Program Review Park Code Update Legacy Plan Progress Report
February 28, 2017	First Impressions Matter program Farmers Market 2016 Recap and Future Planning Capital Project Update
March 21, 2017 <i>Please note date change to 3<sup>rd</sup> Tuesday</i>	Service Club Sign Options Dashboards, Report Cards and Summaries – how we tell our story Parks Apprec Day Proclamation (4/17) and Assignments (4/22) Prepare for Joint meeting with Council next month
April 24, 2017 <i>Note this is a Monday!</i>	Parks Appreciation Day review Prepare for Joint meeting with Council
April 24, 2017 – 7:00 pm in Council Chambers	Joint meeting with Council
May 23, 2017	Paperless Systems – how are we doing? Non-Motorized Transportation Update
June 27, 2017	Waughop Lake Management Plan Update Pavilion at FSP – Operations Plans
July 25, 2017	Adopt a Street, Park, Spot programs Tobacco Free Park Areas Education Program Report
Aug, 2017	No meeting this month
September 26, 2017 meet at the Sr Center	Senior Activity Center Tour – what’s new? Capital Project Updates Budget Update
October 24, 2017	Food Policy Review
November 28, 2017	TBD

**All meetings begin at 5:30 p.m. and are held in 1E of Lakewood City Hall (unless otherwise noted)**

<b>Special Events and Dates to Remember</b>			
<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
MLK Jr Celebration	Jan 14	10 – Noon	McGavick Conference Center
Father /Daughter Dance	Feb 25	6:00-8:00pm	McGavick Conference Center
Parks Appreciation Day	April 22	9:00-Noon	various parks
Fishing Event	May 20	9:00 – 2 p.m.	American Lake Park
Farmers Market	June 6-Sept 12	10 a.m. – 3 p.m.	City Hall Plaza

Senior Center Open House	June	10:00 am – 1:00 pm	Senior Activity Center
SummerFEST / Triathlon	July 8	hours vary	Ft. Steilacoom Park
Truck & Tractor Day	October 14	Noon – 3 p.m.	Fort Steilacoom Park
Make a Difference Day	October 21	8:00 – Noon	City Hall and various sites
Christmas Tree Lighting	December 1	6-8 p.m.	Lakewood City Hall
Jingle Bell Rock 5K	December 9	10:00 a.m.	Fort Steilacoom Park



## Youth Council 2017 Work Program and Meeting Schedule

**Members:**

Albert James  
 Alex Wright  
 Ayana Rice  
 Brittany Higgins  
 Carlos Alvarez  
 Carolina Robles  
 Cassandra Daniels  
 Cassidy Barnes  
 Chelsea Caranto  
 Claudia Penney  
 Damita Gomez  
 Dante Ost

Diana Carney  
 Erika Savedra  
 Halla Mannering  
 Jack Gonzalez  
 Jodelein Garcia  
 Lindon Coulter-Peterson  
 Nicole Van Guilder  
 Peyton Gomez  
 Siobhan Wells  
 Therese Pacio  
 Tiana Arzuaga

**City Council Liaison:** Councilmember Paul Bocchi

**City Staff:**

Mary Dodsworth, Parks, Recreation & Community Services Director  
 Dennis Higashiyama, Recreation Coordinator

Meeting Date	TOPICS
January 3, 2017 (Tue)	CPSD School Board communication, Youth Action Day – Olympia, Relay for Life, MLK Celebration, Lions Club Crab Feed, AWC Scholarship
January 17, 2017 (Tue)	CPSD, Report to Council, Youth Action Day-Olympia, Lions Club Crab Feed, AWC Scholarship
February 4, 2017	CPSD, AWC Scholarship
February 21, 2017 (Tue)	CPSD, Report to Council, Daddy/Daughter Dance, AWC Scholarship
March 6, 2017	CPSD, Recruitment, AWC Scholarship, Relay for Life
March 20, 2017	Report to Council, Relay for Life
April 3, 2017	Regional Teen Service Project, Relay for Life
April 22, 2017	Report to Council, Relay for Life
May 1, 2017	Interviews, Relay for Life
May 15, 2017	Report to Council, Relay for Life
June 5, 2017	Year-end report to Council
June 20, 2017	
August	Youth Council Retreat
September 5, 2017 (Tue)	Report to Council, Make a Difference Day

September 18, 2017	Make a Difference Day, Council takeover
October 2, 2017	Make a Difference Day, Truck & Tractor Day, Council takeover
October 16, 2017	Report to Council, Make a Difference Day, Council takeover
November 6, 2017	WRPA Teen Leadership Summit, Stuff the Bus
November 13, 2017	Joint Meeting with Council
November 20, 2017	Report to Council, Christmas Tree Lighting, Holiday Fair
December 4, 2017	Budget
December 18, 2017	Report to Council

All meetings begin at 6:00 p.m. and are held in the Mount Rainier room of Lakewood City Hall on the first Monday of the month (unless otherwise noted)

Meetings held on the third Monday of the month begin at 6:00 p.m. and are held in room #18 at the CPSD Student Services Center (unless otherwise noted)


### Special Events and Dates to Remember

<u>Event</u>	<u>Date</u>	<u>Location</u>
Youth Action Day	Jan 29 & 30	Olympia
Lions Club Crab Feed	Late Jan	McGavick Center
Daddy/Daughter Dance	March	Lakes High School
Regional Teen Svc. Project	April	TBD
YC Recruitment opens	March 1	
YC Recruitment closes	May 1	
YC Interviews	Mid-May	City Hall
Relay for Life	June 2 & 3	Harry Lang Stadium
YC Recognition	June 5	City Hall
Youth Council Retreat	August	TBD
Ready to Learn Fair	August	
Truck & Tractor Day	October 21	Fort Steilacoom Park
Make a Difference Day	October 28	City Hall and various sites
Teen Leadership Summit	November	TBD
Stuff the Bus	November	Clover Park High School
Christmas Tree Lighting	December 1	Lakewood City Hall
Jingle Bell Rock 5K	December 9	Lakewood City Hall



To: Mayor and City Councilmembers

From: Bill Adamson, Program Manager, SSMCP

Through: John J. Caulfield, City Manager 

Date: January 10, 2017

Subject: City Manager Report, North Cleat Zone strategy update

Attachments: NCZ PowerPoint presentation posted:  
J:\Shared\Council Presentations\2017\01-17\01-17-17

The purpose of the North Clear Zone project is to develop a strategy and plan of action to resolve existing land use encroachments in the North Clear Zone of McChord Airfield, JBLM.

An Executive Summary will be provided for review in addition to the slides prior to Council session on 17 JAN.

JBLM McChord Field

# North Clear Zone

SOUTH SOUND MILITARY & COMMUNITIES PARTNERSHIP



## SSMCP STUDY OF THE MCCHORD NCZ

*The purpose of the North Clear Zone project is to develop a strategy and plan of action to resolve existing land use encroachments in the North Clear Zone of McChord Airfield, JBLM*



# PRESENTATION PURPOSE

- Familiarize Council with proposed NCZ strategies.
- Recommend a method (option) to resolve encroachment.
- Prepare Council for required decisions to implement NCZ action plan and NCZ Implementation Agreement.

# North Clear Zone

SOUTH SOUND MILITARY & COMMUNITIES PARTNERSHIP

## CORE NCZ WORKING GROUP



Bill Adamson, *Program Manager*



Dave Bugher  
*Assistant City Manager*

Frank Fiore  
*Principal Planner*

Becky Newton  
*Economic Development*



Julia Walton  
*Project Manager*

Casey Bradfield  
*Deputy Project Manager*

Michael Read  
*Communications*



Tiffany Speir  
*Governmental Relations*

Rob Allen  
*Economic Development*



Julie Bassuk  
*Clear Zone Research*



E. Tyson Smith  
*Land Use & Real Estate Law*



Tom Knight  
*Chief of Staff, JBLM*

Mike Barton  
*JBLM Real Estate*



Greg Easton  
*Real Estate & Relocation Analysis*





# OBJECTIVES

SSMCP has identified **five main objectives** for the North Clear Zone Project:

1. Ensure public and air safety
2. Prepare for BRAC and preserve JBLM “Mission Assurance”
3. Maintain full airfield operational capacity and capability
4. Implement the 2015 JBLM Joint Land Use Study
5. Bring use of the NCZ into Federal Aviation Administration and Department of Defense regulatory compliance



# PRIMARY STAKEHOLDER INTERESTS

- The City of Lakewood
- Pierce County
- Department of Defense; HQ Army and HQ Air Force
- Joint Base Lewis-McChord
- Office of the Governor
- State Legislators & delegations
- Federal Delegation
- Property Owners
- Business Owners (tenants)
- SSMCP





# JBLM NCZ READINESS POSTURE

- ❑ To continue air operations from McChord Airfield, Air Mobility Command (AMC) granted the local wing commander a permanent flight risk waiver in 1998.
  - JBLM is currently coordinating with AMC to revalidate the waiver.
  
- ❑ 22 AUG 2013 – JBLM submits a JBLM Clear Zone Encroachment plan.

*The recommended JBLM Course of Action relies on funds made available through use of Army Compatible Use Buffer (ACUB) program.*

  - ***Currently OSD prohibits use of ACUB funds for Clear Zone resolution.***
  - JBLM intends to continue to pursue federal (via Army & Air Force) funding to purchase clear zone parcels.
  - JBLM's back-up plan is to purchase five priority properties using USAF MILCON funds.
  - ***Currently the USAF has not prioritized any funds for the McChord NCZ.***

# ACCEPTABLE PHASED OUTCOMES

## Short-term

- ✓ McChord Field remains capable of accommodating all military aircraft
- ✓ Clear communications about the timing and implications of planned NCZ actions
- ✓ **Risks with the greatest potential to harm public and air safety are minimized**
- ✓ Property purchases proceed in accordance with NCZ strategy priorities
- ✓ Project stakeholders' concerns and interests are addressed within known resource constraints
- ✓ A combination of strategies is used to work towards the desired end state
- ✓ Land or mitigation banking enables environmental productivity

## Mid-term

- ✓ Demonstration of continued progress towards the desired end state
- ✓ Ongoing partnerships and funding commitments at the local, state and federal levels
- ✓ Support for local businesses in the NCZ, including assistance in relocating to nearby properties in the Lakewood area
- ✓ Reduction in operational risks to JBLM mission; no loss in mission readiness
- ✓ The state of the NCZ is compatible with future military operations and training

## Long-term

- ✓ Use of eminent domain if needed to achieve desired end state

# THE NINE PRIMARY STRATEGIES

## (1 OF 2)



1. **Revisions to City of Lakewood Zoning Code**
  - a. Temporary Moratorium on Incompatible Development
  - b. Amendments to Zoning Code to Increase Compatibility
  - c. Transfer of Development Rights
  - d. Mitigation Banking for Non-Aquatic Habitat
  - e. Confirm Implementation of Existing Tools (i.e. avigation easements)
2. **Limitations on Public Infrastructure that Encourages Incompatible Land Uses**
3. **Acquisition of Fee Simple Lands**
  - a. Voluntary Purchase
  - b. Eminent Domain
  - c. Right of First Refusal/Purchase Option
4. **Potential Transfer of JBLM Lands to the Benefit of North Clear Zone Effort (“Land Swaps”)**
5. **Relocation of Existing Businesses in North Clear Zone**

# THE NINE PRIMARY STRATEGIES

## (2 OF 2)



### 6. Allocation of Risk/Liability

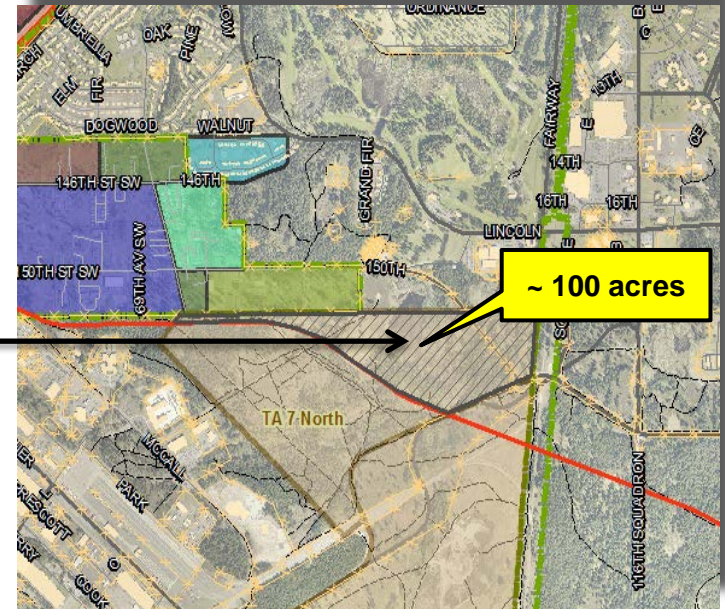
- a. Safety
- b. Regulatory
  - i. Property Owners Release of Agencies' Liability
  - ii. Share or Reallocate Liability
  - iii. Administrative Resolution of Claims

### 7. Pursue New Cooperative Partnerships

- a. NCZ Implementation Agreement
- b. Land Exchange Agreement
- c. Federal Acquisition Funding Agreement
- d. Habitat Conservation Agreement

### 8. Mission Adjustments

### 9. Conditions or Limitations on Business Licenses



# PROPERTY ACQUISITION & BUSINESS RELOCATION ASSISTANCE

- ❑ One method for accomplishing the objectives of the NCZ Project may be to purchase privately held properties, assist businesses in relocating elsewhere in the vicinity, and return the NCZ to an undeveloped state.
  
- ❑ AUG 2016 – Using Washington State and Pierce County funding, SSMCP contracted with *Montro & Johnson LLC* for NCZ property appraisals; 21 appraisals completed DEC 2016.
  - Property acquisition cost estimate ~ \$64.5M
  - Closing costs ~ \$1.4M
  - Relocation expense ~ \$14.6M
  - TOTAL estimated cost ~ **\$80.6M**

# FIVE OPTIONS

All five options strive to balance benefits & costs among project stakeholders.

- Option 1**: Full Zoning Consistency + Acquisition/Relocation
- Option 2**: Option 1 + Habitat Preservation & Restoration
- Option 3**: Partial Zoning Consistency + Amortization Study + Acquisition/Relocation
- Option 4**: Full Zoning Consistency + Amortization Study + Acquisition/Relocation + Property Owner Risk Acceptance
- Option 5 (recommended)**: Option 3 + Habitat Preservation & Restoration

# DECISION MATRIX

	Option 1	Option 2	Option 3	Option 4	Option 5
<b>Time (double weighted)</b> <i>amount required to reach desired end state</i>	High	Medium	High	Medium	Medium
<b>Safety Risks (double weighted)</b> <i>potential for high risks to remain at 20+ years</i>	Medium	Medium	Low	High	Low
<b>Funding</b> <i>amount required to reach desired end state</i>	Medium	High	Medium	Low	Medium
<b>Reliance on DoD Funding Sources</b> <i>degree of reliance on these limited resources</i>	High	Medium	High	Low	Medium
<b>Partnerships</b> <i>number/complexity required under option</i>	Low	Medium	Low	High	Medium
<b>Legal Complexity</b> <i>degree of legal exposure or other complexity</i>	Low	Low	Medium	High	Medium



# RECOMMEND: OPTION #5

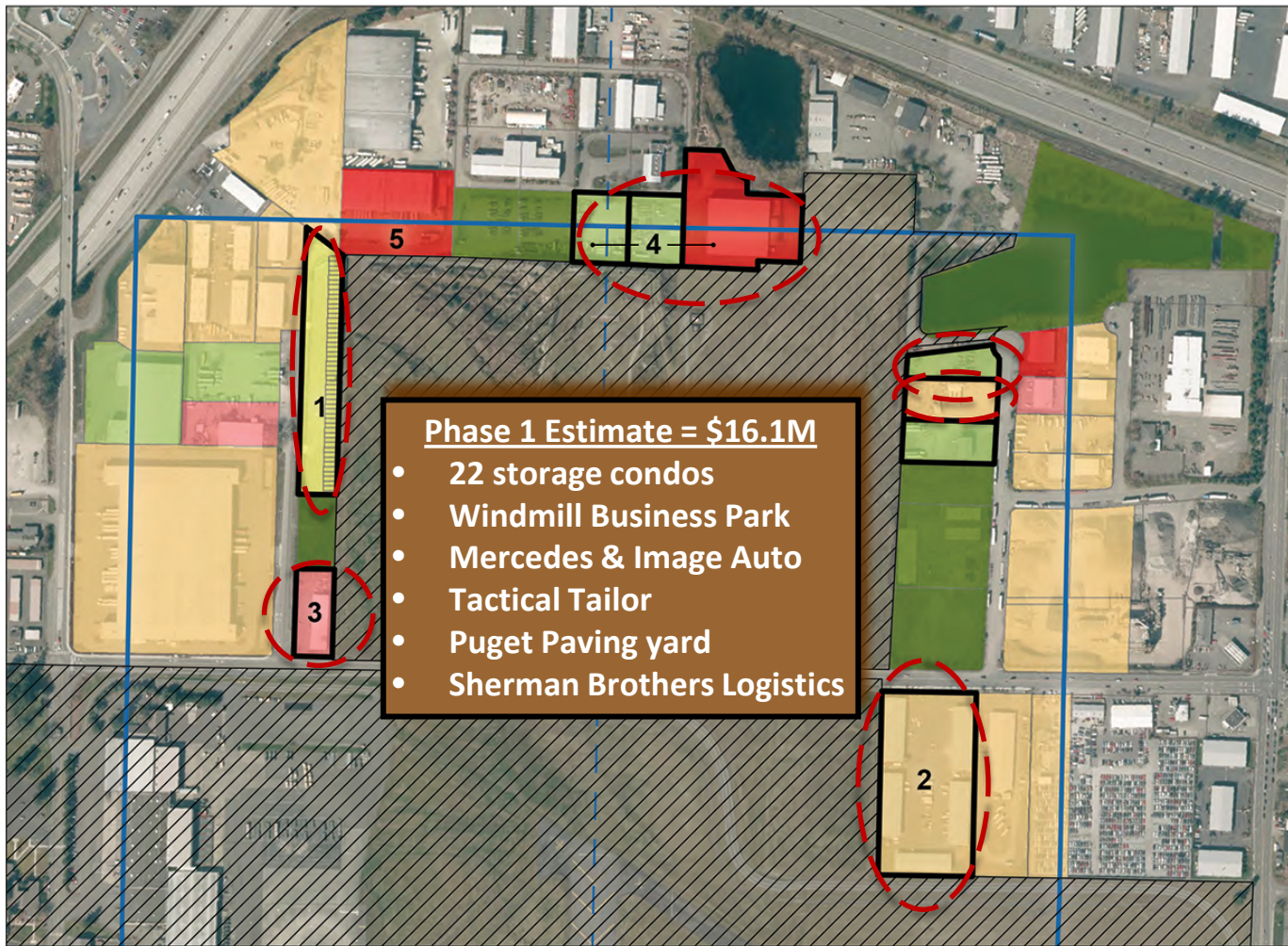
*Partial Zoning Consistency + Amortization Study + Acquisition/Relocation  
+ Habitat Preservation & Restoration*

## Primary Strategy Actions:

- Amend development code to increase compatibility with Air Force Guidelines
- Agreement with environmental organizations to support habitat preservation and restoration in the NCZ
- Conduct an amortization study to determine available land uses and economic investment recoupment periods necessary to establish legally-defensible amortization period, remaining conforming land uses, and implementation framework
- Amend City of Lakewood zoning code to incorporate amortization framework and termination of defined nonconforming uses for the long-term NCZ
- Evaluate feasibility of a habitat mitigation banking program for the NCZ
- Pursue voluntary purchase of properties over the long-term
- Pursue voluntary relocation of businesses



# DRAFT Phase 1 Purchase Priorities & Employment Density - McChord North Clear Zone (NCZ)



## Phase 1 Purchase Priorities

The NCZ Project Team identified Draft Phase 1 Purchase Priorities based on employment density and JBLM's current top five priority properties for acquisition. JBLM's priorities are related to proximity to the flight centerline.

The total cost of the Draft Phase 1 Purchase Priorities shown on the map is \$16 million (compared to \$80 million for the full NCZ), based on appraisals by an independent firm on behalf of SSMCP in 2016.

Notes: JBLM's 4th priority property includes three parcels. JBLM's 5th priority property is not included in the Draft Phase 1 Purchase Priorities because the portion of the parcel in the NCZ contains no buildings.

## Employment Density

Employment density is based on information collected via phone calls to businesses made by City of Lakewood staff in December 2016, on observations made during site visits, a review of Google aerial imagery, and on SSMCP ownership records, for parcels in or intersecting the NCZ.

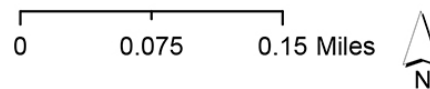
Under Lakewood's zoning code, new land uses in the NCZ should have no more than 10 people per acre (LMC 18A.30.770).

## Legend

- Phase 1 Priority Purchases
- # JBLM Top 5 Priority Purchases
- Clear Zone
- Flight Path Centerline
- JBLM Boundary
- Parcels

## Employment Density

- High: >20 employees/acre
- Moderate: 10-0 employees/acre
- Low: <10 employees/acre
- Low and Partly Owned by SSMCP Member
- None Currently: Vacant or Parking Lot/Yard
- None: Owned by SSMCP Member





# PHASE 1 PURCHASE PRIORITY CALCULATIONS

**PHASE 1 Acquisition and  
Relocation Costs  
\$16,075,000**

- Possible funding sources
- State \$5M
  - Land Swap revenue
  - Forterra

<u>Property</u>	<u>Appraised Value</u>	<u>Closing Costs Less Excise Tax</u>	<u>Relocation</u>	<u>Total</u>
Windmill Business Park	4940000	14000	335000	5289000
Sherman Brothers	715000	5100	95000	815100
Puget Paving Yard	750000	4600	95000	849600
Tactical Tailor	4930000	13200	840800	5784000
Storage Condos	1414000	38200	895000	2347200
Mercedes Auto & Image Auto	<u>890000</u>	<u>5100</u>	<u>95000</u>	<u>990100</u>
<b>TOTAL Phase 1</b>				<b><u>\$16,075,000</u></b>
<b>All NCZ Properties</b>	<b>64,584,000</b>	<b>264,800</b>	<b>14,647,800</b>	<b>\$79,496,600</b>





## Preliminary Phase Costs

### Phase 2 Estimate = \$12.3M

- CDS Truck School
- Evergreen Industrial Park
- Golden Moving & Storage
- Puget Paving building
- NW Cascade & Granite
- Dirk's Truck Repair

### Phase 3 Estimate = \$31.6M

- Lakewood Corporate A
- Lakewood Corporate B
- Lakewood Corporate C
- Carrig & Dancer

### Remaining Bus. = \$20.1M

- NW Propeller
- FS Solutions
- Pick-n-Pull Yard
- Tucci & Sons
- Miles Asphalt Plant

A Lakewood Corporate Bldg A	K1 Puget Paving Storage Yard
B Lakewood Corporate Bldg B	K2 Puget Paving Building
C Lakewood Corporate Bldg C	L Sherman Brothers Office
D Evergreen Industrial Park	M Windmill Warehouse Park
E CDS Truck School	N Carrig & Dancer
F Mercedes Auto & Image Auto	O Pick N Pull Wrecking Yard
G Storage Condominiums	P Tucci's Asphalt Plant
H Miles Cement Plant	Q Dirk's Truck Repair
I Golden & Expert Moving	R NW Propeller
J Tactical Tailor	S FS Solutions
	T NW Cascade & Granite

**Green** outlines the JBLM North Clear Zone.  
**Red** outlines parcels located in the JBLM North Clear Zone.  
**Blue** outlines other properties that may be impacted.

# STATE LEGISLATIVE AGENDA ITEM

## □ *Demonstrate Progress Towards Resolving Encroachment in the JBLM McChord North Clear Zone*

- Resolving encroachment is a shared responsibility between Federal, State, and local authorities
- The strategy requires a team of partners working together to align their authorities and resources
- The strategy must continue to accept risk while employing incremental funding over time.
- The plan recommends interested agencies act strategically and make efficient use of financial resources in minimizing risk.
- **Request \$5M in State funding in the 2017 budget**

# NEXT STEPS

- ❑ Pierce County Council, NCZ presentation – 6 FEB
  
- ❑ SSMCP State Legislative Agenda Hill Day - 7 FEB
  
- ❑ Tacoma / Pierce County Chamber Advocacy Day – 16 FEB
  - ✓ Develop the NCZ Action Plan & Implementation Program
  
  - ✓ Draft NCZ Implementation Agreement (MOA) for key stakeholder approval and signature
  
- **Return to Lakewood Council for decision briefing – 3 April**



To: Mayor and City Councilmembers  
From: Tho Kraus, Assistant City Manager/Administrative Services  
Through: John J. Caulfield, City Manager  
Date: January 17, 2017  
Subject: Review of Accepting Donations Ordinance

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The purpose of proposed ordinance is to formally authorize the acceptance of donations for any public purpose pursuant to RCW 35A.11.040, and to specify policies and procedures for doing so.

Per RCW 35A.11.040, the legislative body of a code city shall have power to accept any gift or grant for any public purpose and may carry out any conditions of such gift or grant when not in conflict with state or federal law.

RCW 35.21.100 requires an ordinance for the City to accept and use donations for any public purpose and to carry out any conditions of the donation when not in conflict with state or federal law.

Key elements of the proposed ordinance are as follows:

- Monetary donations under \$5,000 - the City Manager is authorized to accept.
- Monetary donation of \$5,000 or greater – requires City Council approval prior to acceptance.
- City must carry out the terms or conditions of the donation if such terms and conditions are within the powers granted to the City by law and this ordinance.
- If no terms or conditions are attached to the donation, or such terms or conditions cannot be fulfilled or performed by the City, the City may expend or use the same for any public purpose consistent with this ordinance.
- Non-monetary donations – the City Manager is authorized to determine the appropriateness, usefulness, and value to the City and to recommend to the City Council the retention, improvement, return to donor, transfer, trade, sale, donation to other agency, or disposition.

The \$5,000 threshold was determined based on the City's capitalization threshold.

The proposed ordinance is scheduled as a consent agenda at the February 6, 2017 regular City Council meeting.

ORDINANCE NO. XXX

A ORDINANCE of the City Council of the City of Lakewood, relating to the acceptance of donations, devises or bequests to the City of Lakewood; and providing for other matters properly relating thereto.

WHEREAS, the City of Lakewood (the “City”) is an optional code city, by virtue of the Constitution and laws of the State of Washington; and

WHEREAS, pursuant to Chapter 35A.11 RCW, the City Council may adopt and enforce ordinances of all kinds relating to and regulating its local or municipal affairs and appropriate to the good government of the City; and

WHEREAS, the City has been and may continue to be approached by private citizens, business groups, or other private organizations desiring to make donations to the City for public purposes; and

WHEREAS, the City Council desires to adopt this ordinance to establish the policies and procedures of the City to accept money or non-monetary donations, devises, or bequests.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON DO ORDAIN as follows:

Section 1. A new chapter 1.51 Lakewood Municipal Code is created encaptioned “Acceptance of Donations.”

Section 2. A new Section 1.51.010 LMC encaptioned “Definitions” is created to read as follows:

As used in this chapter, the term “donation” refers to any money or property, real or personal, donated, devised or bequeathed, with or without restriction, to the City of Lakewood. As used in this chapter, the term “donation” does not refer to any money or property, real or personal that may be reasonably classified as a grant.

Section 3. A new Section 1.51.020 LMC encaptioned “Acceptance of Donations,” is created to read as follows:

A. Limitation on Acceptance of Donations. The City may accept and use donations only for purposes related to those powers granted to the City by law. Any donation to the City that is accompanied with any contingency, term, or condition on the use by the City of such donation that is inconsistent with this chapter or contrary to law shall be declined by the City. The City may decline to accept any donation that is inconsistent with the policies, plans, goals, or any other ordinance of the City.

1. Monetary Donations under \$5,000. The City Manager is authorized to accept any monetary donation under \$5,000 to the City, and to carry out the terms or conditions of the donation if such terms and conditions are within the powers granted to the City by law and this chapter. If no terms or conditions are attached to the donation, or such terms or conditions cannot be fulfilled or performed by the City, the City may expend or use the same for any public purpose consistent with this chapter.

2. Monetary Donations of \$5,000 or Greater. Any monetary donation of \$5,000 or greater shall be approved by the City Council before acceptance. Upon such approval by the City Council, the City Manager is authorized to accept such monetary donation to the City, and to carry out the terms or conditions of the donation if such terms and conditions are within the powers granted to the City by law and this chapter. If no terms or conditions are attached to the donation, or such terms or conditions cannot be fulfilled or performed by the City, the City may expend or use the same for any public purpose consistent with this chapter.

3. Non-Monetary Donations. The City Manager is authorized to determine the appropriateness, usefulness, and value to the City of all non-monetary donations and to recommend to the City Council the retention, improvement, return to donor, transfer, trade, sale, donation to other agency, or other disposition of such non-monetary donation.

Section 4. A new Section 1.51.030 LMC encaptioned "Procedure for Acceptance of Donation," is created to read as follows:

All donations shall be offered in writing to the City and directed to the City Manager or designee. If a donation is not approved or accepted by the City, such donation shall be immediately returned to the private citizen, business group, or private organization attempting to make such donation in a manner that properly documents the return of such donation by the City.

Section 5. A new Section 1.51.040 LMC encaptioned "Funds and Accounting," is created to read as follows:

The Assistant City Manager/Administrative Services is directed to establish accounting procedures as may be necessary to carry out the terms of this chapter, in accordance with all applicable laws of the State of Washington and requirements of the Office of the State Auditor.

Section 6 Severability: If any sections, sentence, clause or phrase of this Ordinance shall be held to be invalid or unconstitutional by a court of component jurisdiction, or its application held inapplicable to any person, property or circumstance, such invalidity or unconstitutionality or inapplicability shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance or its application to any other person, property or circumstance.

Section 7. Effective Date. This ordinance shall be in full force and effect thirty (30) days after publication of this ordinance.



PASSED by the City Council on this 6<sup>th</sup> day of February, 2017.

CITY OF LAKEWOOD

\_\_\_\_\_  
Don Anderson, Mayor

Attest:

\_\_\_\_\_  
Alice M. Bush, MMC, City Clerk

Approved as to Form:

\_\_\_\_\_  
Heidi Ann Wachter, City Attorney

DRAFT