

1996 07 22 SS & Special Mtg

LAKWOOD CITY COUNCIL SPECIAL MEETING

MINUTES

Monday, July 22, 1996

7:00 p.m.

Clover Park School District Board Room

Student Services Center

10903 Gravelly Lake Drive SW

Lakewood, WA 98499

CALL TO ORDER

Mayor Harrison called the meeting to order at 7:02 p.m.

ROLL CALL

Councilmembers Present: 7 - Mayor Bill Harrison; Deputy Mayor Claudia Thomas; Councilmembers Ann Kirk Davis, Doug Richardson, Colleen Henry, JosÃ© Palmas and Sherri Thomas.

Staff Present: City Manager D. Scott Rohlfs; City Attorney Dan Heid; Finance and Systems Director Galen Kidd; Community Development Director David Bugher; Police Chief Nik Dunbar; Human Resources Analyst Mary Pandrea; Management Interns Bernard Dean and Andrea Hardy; Administrative Secretary Juli Neher and City Clerk Alice Bush.

Staff Present: City Manager D. Scott Rohlfs; City Attorney Dan Heid; Finance and Systems Director Galen Kidd; Community Development Director David Bugher; Police Chief Nik Dunbar; Human Resources Analyst Mary Pandrea; Management Interns Bernard Dean and Andrea Hardy; Administrative Secretary Juli Neher and City Clerk Alice Bush.

FLAG SALUTE

The Pledge of Allegiance was led by Carol Masters by request of Mayor Harrison.

APPONTMENTS

Motion No. 1996-12 confirming the offices of Mayor and Deputy Mayor through December 31, 1997.

COUNCILMEMBER RICHARDSON MOVED TO CONFIRM THE APPOINTMENT OF MAYOR HARRISON AND DEPUTY MAYOR THOMAS THROUGH DECEMBER 31, 1997. SECONDED BY COUNCILMEMBER THOMAS. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

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Mayor Harrison recognized City Manager Rohlfs who introduced Human Resources Analyst Mary Pandrea and Management Interns Bernard Dean and Andrea Hardy.

UNFINISHED BUSINESS

Motion No. 1996-11 authorizing the execution of a memorandum of agreement with Pierce County relative to the Cross

Base Highway Project.

DEPUTY MAYOR THOMAS MOVED TO AUTHORIZE THE EXECUTION OF A MEMORANDUM OF AGREEMENT WITH PIERCE COUNTY RELATIVE TO THE CROSS BASE HIGHWAY PROJECT. SECONDED BY COUNCILMEMBER DAVIS. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

Mayor Harrison asked if there were any Councilmembers interested in serving on an ad hoc committee to discuss alternatives and develop recommendations on the Cross Base Highway Project. Councilmembers Davis, Henry and Thomas agreed to serve on the committee.

ADJOURNMENT

There being no further business, the special meeting was adjourned at 7:27 p.m.

BILL HARRISON, MAYOR

ATTEST:

ALICE M. BUSH, CMC

CITY CLERK

LAKESWOOD CITY COUNCIL STUDY SESSION

MINUTES

Monday, July 22, 1996

Clover Park School District Board Room

Student Services Center

10903 Gravelly Lake Drive SW

Lakewood, WA 98499

CALL TO ORDER

Mayor Harrison called the meeting to order at 7:37 p.m.

ROLL CALL

Councilmembers Present: 7 - Mayor Bill Harrison; Deputy Mayor Claudia Thomas; Councilmembers Ann Kirk Davis, Doug Richardson, Colleen Henry, JosÃ© Palmas and Sherri Thomas.

Staff Present: City Manager D. Scott Rohlfs; City Attorney Dan Heid; Finance and Systems Director Galen Kidd; Community Development Director David Bugher; Police Chief Nik Dunbar; Human Resources Analyst Mary Pandrea; Management Intern Bernard Dean; Administrative Secretary Juli Neher and City Clerk Alice Bush.

Staff Present: City Manager D. Scott Rohlfs; City Attorney Dan Heid; Finance and Systems Director Galen Kidd; Community Development Director David Bugher; Police Chief Nik Dunbar; Human Resources Analyst Mary Pandrea; Management Intern Bernard Dean; Administrative Secretary Juli Neher and City Clerk Alice Bush.

REPORTS BY THE CITY MANAGER

City Manager Rohlfs announced there will be no City Council meeting on Monday, July 29, 1996. The next Council meeting is August 5, 1996.

City Manager Rohlfs reported that building permits totalling \$40 million in development were issued generating \$304,000 in revenues. He then reported that Pierce County Councilmember Sally Walker was interested in nominating Bob Arndt to the County-wide Economic Development Committee and asked if the Council would send a letter of support recommending his nomination. The Council concurred with sending a letter of support. Councilmember Richardson asked for a status report on the Tatsolo Point sewer proposal. He requested that staff get an update from Pierce County on the project.

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ITEMS FOR DISCUSSION:

Selected personnel policies

City Manager Rohlfs reviewed personnel policies relative to Sexual Harassment, Equal Employment Opportunity, Nepotism, Conflict of Interest, Alcohol and Drug-Free Work Environment, Use of City Vehicles and Overtime Compensation. Discussion ensued on the development of an Employee Assistance Program, how the proposed personnel policies affected the Code of Ethics, when random testing of drugs and alcohol were allowed, overtime compensation, use of cellular phones, family leave, policy on credit cards and use of City business phones for personal calls. Councilmember Palmas requested that staff look into adding language concerning non-discrimination based on sexual orientation. Councilmember Richardson expressed concerns about how the use of sick leave, compensatory time and vacation time would apply to Section 4.3 of the Overtime Compensation Policy.

Rainier Cable Commission membership recommendation.

City Manager Rohlfs explained that in February of 1996 a meeting was held to discuss the feasibility of joining the Rainier Cable Commission. At that time the Council indicated not to join. Then on June 24, 1996, the Rainier Cable Commission made a presentation to the Council about the benefits of joining the Commission. In response to Council's request for a staff recommendation, staff recommends not joining the Rainier Cable Commission unless the City could secure a one year membership and the Commission guarantee that a franchise could be negotiated and in place. If the Rainier Cable Commission concurred, it would be cost effective for the City. Maintenance of the franchise would generally be minimal. He explained that a \$35,000 annualized membership fee is an expense that the City would not incur on an annualized basis, if the City negotiated the franchise. Discussion ensued on the revenue impacts to the City by joining or not joining the Commission. The Council directed staff to contact the Rainier Cable Commission to determine if the Commission would be receptive to a one year membership.

Overview of 1997 budget process.

City Manager Rohlfs reviewed the 1997 Budget Format and calendar of events. The proposed budget is scheduled for Council's review on October 7, 1996, followed by public hearings and adoption on November 18, 1996. He indicated that final adoption of the budget is mandated by state statute to occur no later than December 1, 1996. Deputy Mayor Thomas noted that it would be helpful to know how much services can be provided for a set amount of dollars and what the limitations may be in funding and service.

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City Manager Rohlfs then reviewed the budget forms that Council will be reviewing to explain expenditures. Discussion ensued on capital outlay projects, and how the budget will tie into Council's goals and vision.

ITEMS SCHEDULED FOR THE AUGUST 5, 1996, REGULAR CITY COUNCIL MEETING:

1. Item Nos. 1 and 2 above.
2. Confirmation of the appointment of the Hearing Examiner.
3. Preliminary discussion of potential 1996 budget amendments.

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Mayor Harrison noted that Item No. 3, Preliminary discussion of potential 1996 budget amendments, has been rescheduled for August 12, 1996.

BRIEFING BY THE CITY MANAGER

City Manager Rohlfs reported that one quote for the Council Chambers sound system was received from a vendor from Issaquah in the amount of \$9,200. He indicated that the City is awaiting quotes from two Lakewood vendors. With regard to the Council microphones that are proposed for the Council dais, City Manager Rohlfs asked if Councilmembers preferred having an on/off switch for their individual microphones. Councilmembers agreed to proceed with securing on/off switches for the Council's microphones.

City Manager Rohlfs distributed copies of the draft August 16, 1996, City Council Retreat agenda. Councilmember Davis reviewed the agenda and the format for the retreat. The Council suggested to delete the topic on staff/council role clarification and add the topic of Council compensation and replacement.

CITY COUNCIL COMMENTS

Deputy Mayor Thomas congratulated staff for the informative "City Talk" newsletter. She announced that on Saturday, July 27, 1996, at 2:00 p.m., the Sunrise Village parents will be organizing a potluck and fingerprinting and photographing of children will be available. She reported that the Human Services Group will be sending Safe Streets staff to help provide training on safety and a volunteer parent group will organize and assist the parent group at Sunrise Village.

Deputy Mayor Thomas expressed concern that she had received comments that the sign ordinance has created a permeation of bad feelings that was affecting the community. She indicated that the "City Talk" newsletter helped to show citizens what the City had been doing since incorporation.

Deputy Mayor Thomas asked for an update of Lakewood's share of Tacoma's utility tax. City Manager Rohlfs replied that staff is still working on this issue and nothing has been finalized.

Councilmember Henry thanked Police Chief Nik Dunbar and his staff for helping with the Summerfest parade. She thanked Mayor Harrison for being the grand marshal and thanked City Manager Rohlfs for attending the parade.

Councilmember Richardson asked staff to check on having the grass cut at the Old Settler's Cemetery. He then asked staff to check whether it was an essential requirement to have business licenses notarized. He suggested that if the City is receiving fees for business licenses then staff should assist with providing notary services.

Mayor Harrison announced that there will be a guest book at Mountain View Funeral Home for the nine year old girl who was murdered at Sunrise Village.

Mayor Harrison announced that Councilmembers Thomas, Henry and Davis will serve on the Cross Base Highway Project as hoc committee.

He thanked City staff for putting together the "City Talk" newsletter.

Mayor Harrison asked for an update about cleaning up some of the triangular areas in Lakewood. City Manager Rohlfs indicated that staff will be providing an update.

Mayor Harrison reported that last Thursday, July 18, 1996, the Pierce County Regional Council met to discuss the urban growth boundaries from all cities in the County. He explained that the Regional Council will be voting next month on whether to support the proposals. He indicated that it is Pierce County's opinion that McChord, Ft. Lewis, Spanaway and Parkland should not be included in Lakewood's Urban Growth Boundary. He asked Council members to contact the members of the Regional Council and inform them of Council's desire to include the Arrowhead/Partridge Glen area in Lakewood's Urban Growth Boundary. He also suggested that a letter also be sent to the Regional Council expressing the City's position.

Mayor Harrison requested that the media be notified that the City of Lakewood has a Lakewood Police Department.

Mayor Harrison requested that an ethnic makeup of the Lakewood Police Department be provided the Council.

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Mayor Harrison suggested that the City respond to the letter in the LAKEWOOD JOURNAL about Lakewood Police Department responding to citizens calls from the Arrowhead/Partridge Glen area.

Mayor Harrison announced that the Council would recess to Executive Session for approximately 30 minutes to discuss potential litigation.

Council recessed at 10:00 p.m. and reconvened at 10:50 p.m.

City Manager Rohlfs reviewed the Council's travel budget and noted there is \$3,200 in the Council's travel budget.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:55 P.M.

BILL HARRISON, MAYOR

ATTEST:

ALICE M. BUSH, CMC

CITY CLERK