

# 1999 03 03 Retreat

## LAKESWOOD CITY COUNCIL RETREAT

### MINUTES - As Amended

Wednesday, March 3, 1999

Ft. Lewis Golf Club

Ft. Lewis, WA

#### ROLL CALL

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

Staff Present: City Manager D. Scott Rohlfs; Deputy City Manager Andrew Neiditz; City Attorney Dan Heid; Finance and Systems Director Galen Kidd; Community Development Director David Bugher; Civil Engineer Ken Gunther; Police Chief Larry Saunders; Assistant Police Chief Eileen Bisson; Human Resources & Services Director Debi Young and General Services Director/City Clerk Alice Bush.

Staff Present: City Manager D. Scott Rohlfs; Deputy City Manager Andrew Neiditz; City Attorney Dan Heid; Finance and Systems Director Galen Kidd; Community Development Director David Bugher; Civil Engineer Ken Gunther; Police Chief Larry Saunders; Assistant Police Chief Eileen Bisson; Human Resources & Services Director Debi Young and General Services Director/City Clerk Alice Bush.

#### CALL TO ORDER

Mayor Harrison called the meeting to order at 8:00 a.m.

#### COUNCIL DISCUSSION

Councilmembers discussed matters relative to the City.

#### COUNCIL AND CITY MANAGER DISCUSSION

Councilmembers and City Manager Rohlfs discussed matters relative to the City.

#### LEGAL REVIEW OF COUNCIL/STAFF ROLES AND RESPONSIBILITIES -

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Mr. Pat Mason, Municipal Research Services Center reviewed the City Manager and Council roles and responsibilities under the Council-Manager form of government. He explained that the City Manager has the responsibility for the general supervision of the administrative affairs of the City; for carrying out the policies of the Council; for appointing employees of the City; and for appointing the Municipal Court Judge subject to confirmation of the City Council. The City Manager does have a role in making recommendations on policy to Council.

The Council is the legislative body that sets policy for the City.

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Mr. Mason briefly reviewed the differences between Council-Manager, Mayor-Council and Mayor-Council with City Administrator forms of government.

Discussion ensued on the open meetings act and notification requirements when Councilmembers hold meetings with less than a quorum; and the tape recording of Council meetings.

Mr. Mason briefly reviewed the distinction between Council's quasi-judicial role and the legislative role. Councilmembers suggested that posters be made and displayed during Council meetings explaining when Councilmembers may recess into executive session and when the Council sits as a quasi-judicial body.

#### **REVIEW OF JANUARY 1998 RETREAT AND OVERVIEW OF 1999 AGENDA**

City Manager Rohlfs reviewed the life cycle of the organization and noted that the City is in the "acceleration" stage.

He indicated that progress on the top 8 priorities identified at the January 1998 retreat has been made. They are:

1. Site the new City Hall and proceed to build it.
2. Initiate improvement of the I-5 corridor, consisting of beautification, redevelopment, code enforcement, and public investment.
3. Adopt and implement a parks master plan.
4. Utilize the RTA station as a transportation and redevelopment catalyst.
5. Improve the City's infrastructure and image.
6. Adopt and implement the first phase of the economic development strategy.
7. Implement stricter planning and development regulations.
8. Initiate redevelopment efforts and focus commercial development.

#### **COUNCIL MEETING TIME MANAGEMENT**

Facilitator Charlie Earl lead the discussion on defining the purpose for Council meetings and whether there was enough time or not enough to complete the Council's purpose for having Council meetings.

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Councilmembers defined that the purpose of Council meetings is:

- 1) To make decisions.
- 2) To be informed by staff.
- 3) To receive public impact.
- 4) To inform the public.
- 5) To inform each other.
- 6) To demonstrate accessibility.

Councilmembers commented that there was sufficient time to make decisions and that the amount of time spent together to make decisions was adequate.

Councilmembers noted that the amount of time they had to review the agenda packets was insufficient in order to have questions answered prior to Council meetings on Mondays. Staff reports are becoming more concise, however, they can get even better.

Councilmembers indicated that sometimes there is not enough public input and the order of agenda items should accommodate the public.

Councilmembers indicated that the time spent on comments demonstrate a diligence to inform the public.

Councilmembers noted that not enough time is made to talk with each other and Councilmembers should e-mail each

other more frequently.

Suggestions for time management included:

1) Limit time spent where staff is asked to report on the status of something.

2) Study Sessions should be less formal:

-no ties

-no tape recordings

3) Set time guides on agenda.

4) Move meetings to Tuesdays or prepare the Study Session agenda packets by Thursday.

-Staff be more concise with presentations.

-Councilmembers use e-mail to communicate more with each

other.

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#### COMMUNITY OUTREACH

Mayor Harrison presented the Council with a proposal for holding community meetings in the neighborhoods. The proposal replaces the regular Council meetings which have been held in the neighborhoods. Instead, community meetings would be held by three Councilmembers on the same rotation schedule as the Voucher Committee. Deputy Mayor Thomas suggested that the neighborhood block watches and schools spearhead the topics for discussion and community involvement. Councilmembers Richardson, Humphrey, and Deputy Mayor Thomas agreed to develop the format for these meetings. The first meeting is scheduled for April.

#### TRANSPORTATION FUNDING OPTIONS

City Manager Rohlfs explained that the street fund is an area where the City can spend more than what can be generated in revenues.

He explained that the Street Fund budget in:

1996 was \$5.45 million

1997 was \$6.14 million

1998 was \$5 million

1999 was \$2.43 million.

In the year 2000, the Street Fund will not have the revenues needed to provide any matching monies for State grants, if the city remained on its current course.

Discussion ensued on whether redevelopment or economic development efforts could assist with some of the street improvement costs; and if a percentage of the State distribution revenues generated from the military base annexations can be earmarked for streets. City Manager Rohlfs recommended that the City not rely on funds which the City has no control on.

City Manager Rohlfs reviewed the State Tax distribution per capita, and noted that Lakewood's sales tax distribution per capita was \$130.28 which is lower than most Washington cities. He then reviewed a 6 percent utility tax proposal which would gross Lakewood \$2,673,500.

Councilmember Thomas expressed concern about imposing a utility tax when there remained an inequity of Puget

Sound Energy customers paying a higher rate than Tacoma Public Utility customers. Councilmembers urged to have Tacoma Public Utilities annex that portion of Puget Sound Energy customers so utility customers were paying equitable rates. When rates were more equitable, it would be more palatable for imposing a utility tax.

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It was suggested that the \$1.8 million in the City Hall fund could be used for the streets fund.

Councilmembers suggested the creation of an ad hoc committee to review and provide recommend solutions on a funding mechanism for the street funds.

It was the consensus that:

- 1) An ad hoc committee be created.
- 2) \$1.8 million in City Hall could be used as a temporary fix.
- 3) Transfer Puget Sound customers to Tacoma Public Utilities.
- 4) Energize annexation issue.
- 5) Conduct phone survey on transportation and parks issues.

It was agreed that the Task Force be charged with finding additional funding sources and defining the time frame, priorities, options, and impacts.

#### **VOLUNTEER RECOGNITION AND JOINT COUNCIL/SCHOOL BOARD MEETING**

Deputy Mayor Thomas indicated that Lakewood's Promise volunteer recognition ceremony is proposed to be held in June at Clover Park High School or Lakes High School. She explained that the event could help to build a data base of volunteers. Deputy Mayor Thomas noted that the Joint Council/School Board meeting is proposed for September or October. She explained that the agenda topics should be centered on school district and City projects and partnerships.

#### **PARKS MASTER PLAN IMPLEMENTATION/FUNDING**

City Manager Rohlfs indicated that including Ft. Steilacoom Park as part of the parks bond will be a positive component. Deputy City Manager Neiditz reported that based on a \$5.2 million bond, the cost to citizens would be \$.17 per \$1,000 assessed value. City Manager Rohlfs explained that if the parks bond is successful, there will be ongoing operational costs and the potential for the creation of a Parks Department. City Manager Neiditz indicated that the Parks Ad Hoc Committee is suggesting that a parks bond election be held in the September primary. He indicated that in order for the election to be validated,

Lakewood must receive a 40 percent validation or 6,238 votes of which 60 percent, or 3,743 must be in the affirmative for passage. He explained that in order to place the bond on the ballot, the County Auditor's office must receive the resolution calling for an election by July 30, 1999. Discussion ensued on the importance that the first City ballot measure be successful.

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#### **HEARING EXAMINER PROCESS/COUNCIL ROLE**

City Manager Rohlfs reviewed a paper on how other cities in Washington handle hearing examiner's appeals. He explained that some cities have their appeals heard before Superior Court rather than the City Council. A question was asked if some appealable matters can be heard before the Planning Advisory Board. City Attorney Heid indicated that he will need to check into this.

It was the consensus of Councilmembers that it was their duty to have appeals heard before the Council and that the

Council would be in a better position than Superior Court to legislate the intent of Council's legislation.

**NEXT RETREAT/BUDGET 2000**

City Manager Rohlf indicated that staff intends to hold the Retreat on next year's budget during the first week in August.

**OTHER**

Councilmember Humphrey indicated that the progress on redevelopment and economic development was slow. He emphasized the need to create the Mayor Select Committee and Economic Development Advisory Board. City Manager Rohlf indicated that the Redevelopment Administrator applications are being reviewed and that the Mayor Select Committee should be established with no term limits, no set meeting dates, and that it be unstructured similar to the City Hall Ad Hoc Committee and come together when needed. He explained that the Redevelopment Advisory Board would focus on redevelopment and would be more structured.

Deputy Mayor Thomas indicated that the Lake Steilacoom Association had provided \$25,000 for a peer review. All of the required signatures for a peer review were not obtained and the peer review will not go forward. She explained that the Lake Steilacoom Association application for treatment has not been granted, and the City is in the process of submitting an application for treatment. Copper sulfate will not be used as a chemical for treatment. She indicated that the City has made a commitment to the citizens who live on the lake that the lake will be treated and the City will do what it can to ensure that the lake is treated.

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Councilmember Thomas indicated that the Council at this time do not want to form a committee to study the issue of street ends for lake access.

Mayor Harrison indicated that Council will be holding an Executive Session at the next regular Council meeting to discuss personnel issues.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 6:00 p.m.

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**BILL HARRISON, MAYOR**

**ATTEST:**

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**ALICE M. BUSH, CMC**

**CITY CLERK**

