

1999 08 18 Budget Workshop

LAKWOOD CITY COUNCIL BUDGET WORKSHOP

MINUTES

Wednesday, August 18, 1999

Lakewood Library

Meeting Room

6300 Wildaire Road SW

Lakewood, WA 98499

CALL TO ORDER

Mayor Harrison called the meeting to order at 4:38 p.m.

ROLL CALL

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

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Councilmembers Absent: 1 - Councilmember Ann Kirk Davis.

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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; Engineering Manager Bill Larkin; Police Chief Larry Saunders; Human Resources & Services Director Debi Young and General Services Director/City Clerk Alice Bush.

: 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; Engineering Manager Bill Larkin; Police Chief Larry Saunders; Human Resources & Services Director Debi Young and General Services Director/City Clerk Alice Bush.

ITEMS FOR DISCUSSION:

Review of the City of Lakewood proposed 2000 Budget

Introduction

City Manager Rohlfs reviewed the Year 2000 budget schedule. By October 1, 1999, the proposed budget will be presented to the Council followed by budget workshops. A public hearing is scheduled for November 8 or 15, 1999. It is proposed that the budget be adopted no later than November 22, 1999.

Discussion ensued on the timing and adoption of the Comprehensive Plan as it relates to the budget and the impacts of Initiative 695.

City-Wide Goals

City Manager Rohlfs reviewed the City-wide goals as follows:

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- Â· Continue to address public safety issues in the community.
- Â· Address the City's ability to continue street project funding.
- Â· Accomplish a change in electric service providers for rate relief.
- Â· Facilitate business retention, expansion and development.
- Â· Insure City Hall Project stays on schedule and within budget.
- Â· Implement park bond program.
- Â· Address impacts that may result from I-695.
- Â· Continue the progress made to ensure base annexation of Ft. Lewis and McChord Air Force Base.

Discussion ensued on listing the Comprehensive Plan as part of the City-wide goals and regionalizing sewers.

Deputy City Manager

Deputy City Manager Neiditz reviewed the Deputy City Manager's Office goals as follows:

- Â· Implement the Economic Development element of the Comprehensive Plan.
- Â· Implement the Parks and Recreation Master Plan.
- Â· Implement the five-year Public Safety Strategic Plan.

Economic Development

Deputy City Manager Neiditz reviewed the Economic Development goals as follows:

- Â· Preserve and enhance the viability of Lakewood's business areas by developing organized business districts in the International Business District, Central Business District and along South Tacoma Way/Pacific Highway SW.
- Â· Develop a public relations campaign to establish better communications between the City and existing local businesses and to market Lakewood to attract new businesses.
- Â· Work to expand the Empowerment Consortium (TEC) program into the participating areas of Lakewood and support the continued efforts of TEC to be designated an Empowerment Zone.

Discussion ensued on the Lakewood Chamber of Commerce and local businesses being encouraged to attract new businesses to Lakewood.

Parks and Recreation

Deputy City Manager Neiditz reviewed the Parks and Recreation goals as follows:

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- Â· Initiate implementation of the Parks bond project.
- Â· Increase visibility of recreational programs in Lakewood.
- Â· Complete an agreement with Pierce County and the State on the transfer of Ft. Steilacoom Park, Golf Course, Lakewood Community Center and Tillicum Community Center.
- Â· Determine the best way to manage and maintain new and existing facilities with the addition of the previously County-managed properties and facilities.
- Â· Establish a Parks and Recreation Advisory Board.
- Â· Continue a series of Summer Concerts in the Parks.

Discussion ensued on the location of the skate park.

Council recessed at 5:50 p.m. and reconvened at 6:10 p.m.

Public Safety

Police Chief Saunders reviewed the Public Safety goals as follows:

Â· Reduce violent crimes along the I-5 corridor by expanding Federal Bureau of Investigation, Drug Enforcement Agency and Alcohol, Tobacco and Firearms partnerships, expanding joint anti-gang operations with the Tacoma Police Department and by implementing community policing. In addition, obtain Crime-Free Multi-Housing certification for 70 percent of the apartment complexes and institute a Weed and Seed program, focused initially in Springbrook.

Â· Increase the ability to monitor registered sexual offenders by expanding partnerships with the Department of Corrections to ensure all patrol officers can identify Category 2 and 3 offenders and are familiar with relevant parole/probation restrictions, initiating an "adopt an offender" program to ensure high-risk offenders are checked at least monthly and by initiating a Web page that explains the Lakewood sexual offender monitoring program.

Â· Reduce vice along the Highway 99 corridor by expanding the Special Operations Unit's capability.

Â· Increase the investigation and prosecution of property crimes by reducing the current backlog in property crimes investigation by 35 percent through restoration of the Property Crimes Unit disbanded in 1999 to form the Gang Unit.

Â· Increase enforcement of traffic laws by increasing motorcycle patrol capabilities and implementing automatic impound policies for drivers with suspended licenses.

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Â· Decrease juvenile crime and gang membership by collaborating with Tacoma/Pierce County Health Department, Clover Park School District and Safe Streets to improve and integrate truancy and gang resistance programs.

Municipal Court

Court Administrator Schmieder reviewed the Municipal Court goals as follows:

Â· Develop and organize a Community Service Program to serve as a sentencing alternative which will also provide benefits to the community.

Â· Conduct a caseload audit to emphasize efficient collections of monies owed to the court.

Discussion ensued on other jail facility alternatives.

Finance and Information Systems

Finance and Systems Director Kidd reviewed the Finance Department goals as follows:

Â· Work with the Bond Legal Counsel, Underwriter and Financial Advisors in the preparation of the Official Statement on the City Hall 2000 Long-Term General Obligation Bond and Parks Bond issues securing a bond rating and administering the debt.

Â· Complete the installation and implementation of the upgraded financial management software/hardware package by June 30, 2000.

Â· Establish, create and organize debt schedules, construction funds and guaranty funds for Local Improvement District projects.

Â· Develop criteria and procedures for accountability, control, maintenance and reporting of Federal Housing and Urban Development grants and other Federal and State agencies.

Finance and Systems Director Kidd reviewed the Network Information System (NIS) goals as follows:

Â· Re-establish hardware and software maintenance program for all PC's on the network.

Â· Establish the Intranet and Extranet configurations for the City of Lakewood.

Â· Establish the newest technological connectivity environments for the new City Hall including the CAT 6 and designing the connection layout.

Finance and Systems Director Kidd reviewed the Geographic Information System (GIS) goals as follows:

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Â· Provide end users with options for accessing geographic information as needed to answer questions and produce maps (both display screen only and hard copy) as needed.

Â· Increase use of GIS within the City of Lakewood through education and customer service.

Â· Provide software, hardware and training in a fiscally responsible manner.

Community Development

Community Development Director Bugher reviewed the Community Development Department goals as follows:

Â· Complete the Lakewood Comprehensive Plan.

Â· Complete new adult entertainment zoning regulations concurrent with the adoption of the Lakewood Comprehensive Plan.

Â· Complete new zoning, subdivision and shoreline regulations.

Â· Modify the organizational structure of Community Development to better address service demands.

Â· Address service needs in the building permitting area to maintain current processing time.

Discussion ensued on the possibility of partnering with the Fire District for assisting with some of the building permitting process and the possibility of partnering with nearby jurisdictions for City services.

Human Resources & Services

Human Resources & Services Director Young reviewed the Human Resources Department goals as follows:

Â· Finalize the comprehensive Safety Policy Manual.

Â· Evaluate employee benefits to determine options available and provide employees more awareness of "total compensation."

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Â· Increase the level of completion of the Personnel Manual from 40 percent to 80 percent.

Human Resources & Services Director Young reviewed the Human Services goals as follows:

Â· Increase community service opportunities for local youth.

Discussion ensued on planning for a secured City Hall facility during the design phase; an employee benefits package; evaluating the cost of performing payroll in-house versus contracting for payroll services; and providing public service for the elderly and the general population.

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General Services

General Services Director/City Clerk Bush reviewed the General Services Department goals as follows:

Â· Initiate and administer the Community Development Block Grant and HOME Programs.

Â· Develop and maintain the components of the Records Management Program, including responding to citizen requests for

public records, updating the Records Retention Schedule, maintaining the inactive records storage and retrieval index, archival of historic records, microfilming of permanent records, destroying inactive records and investigating an electronic document management system.

Â· Develop a business plan for marketing the sister cities program to provide Lakewood citizens and youth with cultural, social, educational and economic development opportunities with international cities.

Â· Create an Arts Ad Hoc Task Force to make recommendations for selecting art for the One Percent for the Arts Program.

Â· Develop a historic/landmarks preservation and arts program and create a Landmarks Preservation Commission to assist with its development.

Legal

City Attorney Heid reviewed the Legal Department goals as follows:

Â· Develop new or different approaches to the handling of criminal caseloads, particularly relating to matters where the workload is more directly affected by court congestion.

Â· Negotiate and develop franchise agreements and ordinances for public utilities operating within the city.

Engineering

Engineering Manager Larkin reviewed the Engineering Department - City Streets Fund goals as follows:

Â· Achieve Community Service Work Crew jail and booking cost savings five percent greater than actual work crew costs.

Â· Update City's development standards, Chapter 18.35 of the Lakewood Municipal Code, as they relate to public improvements.

Engineering Manager Larkin reviewed the Engineering Department - Arterial Streets Fund goals as follows:

Â· Implement the current year of the Six-Year Comprehensive Transportation Program 2000-2005.

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Â· Plant 150 street trees through the arterial street tree planting program in addition to established street projects.

Â· Complete storm drainage improvement necessary to alleviate flooding problems on Hipkins Road.

Engineering Manager Larkin reviewed the Engineering Department - Surface Water Management Program goals as follows:

Â· Complete the construction of one storm water filtration facility on a drainage system that is a tributary to one of the city's lakes.

Â· Complete study of nutrients entering Lake Steilacoom (dependent on receipt of State Centennial Clean Water Grant).

Â· Obtain permit for treating Lake Steilacoom for aquatic weed and algae control by May 1, 2000.

Other related budget matters

Discussion ensued on Federal Aviation Administration requirements and the fly zones.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:20 p.m.

BILL HARRISON, MAYOR

ATTEST:

ALICE M. BUSH, CMC/A&E

CITY CLERK

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