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LAKWOOD CITY COUNCIL
REGULAR COUNCIL MEETING
MINUTES

MONDAY, NOVEMBER 13, 1995

7:00 P.M.

CITY HALL

FORMER TRANSITION OFFICE

10121 LAKEWOOD-MALL BLVD., LAKEWOOD, WA 98499

CALL TO ORDER

The regular meeting of the Lakewood City Council was called to order at 7:01 p.m. by Mayor Bill Harrison.

FLAG SALUTE

The Mayor led the Council, public and staff in the Pledge of Allegiance to the Flag.

ROLL CALL

The Clerk called the roll with Mayor Bill Harrison; Deputy Mayor Claudia Thomas; Councilmembers Jose Palmas, Doug Richardson, and Sherri Thomas in attendance. Councilmembers Ann Kirk-Davis and Colleen Henry were absent.

Staff present included D. Scott Rohlfs, City Manager; Galen Kidd, Finance & Systems Director; Dan Heid, City Attorney; and Nacelle Heuslein, Acting City Clerk.

APPROVAL OF THE AGENDA

MOVED BY C. THOMAS, SECONDED BY S. THOMAS TO ACCEPT THE AGENDA AS PRESENTED. MOTION CARRIED.

APPROVAL OF THE MINUTES

Mayor Harrison presented the minutes of the Regular Council Meeting held November 6, 1995, and asked if there were any additions, deletions, or corrections. City Manager Rohlfs stated that Galen Kidd's title of Finance & Systems Director needed to be corrected throughout the minutes. MOVED BY C. THOMAS, SECONDED BY RICHARDSON TO ACCEPT THE MINUTES AS CORRECTED. MOTION CARRIED.

MESSAGES FROM THE CITY MANAGER/DEPARTMENTS/CITY ATTORNEY

City Manager Rohlfs presented an amended tentative agenda for a City Council Workshop Briefing by Transition Teams to be held November 15, 1995, at 6:00 p.m. in the Lakewood City Hall temporary offices. The agenda will include briefings from the Community & Economic Development; Planning and Land Use Services; and Legal Services & Courts. Governance was unable to meet on that night. City Manager Rohlfs presented three proposed samples for signage to be placed at the new City Hall. Council requested a flag pole be strong enough to fly a flag at half mast, if appropriate. There was no report from other staff present.

GENERAL PUBLIC COMMENTS

Mayor Harrison asked for public comments. Gary Cooper of 10115 100th St. CT. SW presented a resolution to the City Council from Lakewood United and the Lakewood Community Council urging the City Council and City Manager to request a one year delay in any decision, budget action and financial appropriation of the proposed pre-release facility within Lakewood, Washington, giving an opportunity for City Council review; for the Council to request full disclosure of all past, present and proposed financial and budget impacts of the proposed facility from the Washington State Department of Corrections and DSHS and to request full disclosure of all required compliance activity, including the environmental impact statements, studies and variance requests. The Mayor stated this resolution would be considered at either the Wednesday or Monday meeting after the City Attorney and City Manager had an opportunity to review it.

Tammy Brigham of 3902 101st SW stated she was a member of the Western Washington State Hospital Task Force and was concerned over the DOC and DSHS requests and hoped that the Task Force could look at other options. She would report back in December when they hoped to have a more formal proposal to present. She also spoke against a jail facility being proposed on 96th Street in her area. Mayor Harrison stated other items that needed to be tracked were the DOC Legal Offender Unit, the DSHS Pre-Release Unit, the Temporary Jail, and the Permanent Jail.

Jack Avril of 11033 Dean CT. SW stated as a longtime resident he too did not want a jail located in his community and encouraged interested citizens to present a resolution to the Council as did Lakewood United and Lakewood Community Council.

Sue Clinton of 13218 Golden Given Road E. spoke against the adult businesses within the City of Lakewood and had petitions that had been signed from previous attempts to stop their being there and documentation of police activity and complaints regarding these businesses. She strongly urged a moratorium be placed on these activities. The Mayor requested she meet with the City Manager and City Attorney and provide them with the petitions and any other information she may have to help in this regard.

Gerry Auger of 8705 Zircon Drive SW stated more documentation will be presented during the Planning and Land Use Transition Team Report on Wednesday evening.

ORDINANCES

AN [ORDINANCE](#) establishing a general petty cash account.

Finance & Systems Director Kidd requested the Council establish a petty cash account recommended by the Finance & Budget Transition Team. He requested the fund be established at \$400. The need to increase that amount could be reviewed at a later date if the staff and Council felt it necessary.

MOVED BY C. THOMAS, SECONDED BY S. THOMAS TO ADOPT ORDINANCE NO 95-10 ESTABLISHING A GENERAL FUND PETTY CASH FOR THE CITY OF LAKEWOOD FOR THE PURPOSE OF ACCOMMODATION IN THE MAKING OF MINOR AUTHORIZED DISBURSEMENTS. MOTION CARRIED.

RESOLUTIONS

A RESOLUTION providing for a City of Lakewood purchasing policy.

Finance & Systems Director Kidd stated citations provided in the RCW specifically established the criteria for Public Works projects and contracts in terms of purchasing authority of \$30,000, but did not mention a threshold criteria for General Government as it relates to purchasing. He recommended a four level purchasing criteria. The first level allowed departments to purchase items within their own budgets without the formal and/or informal process. These purchases would be from \$0 to \$5,000. The second level with a \$5,000 to \$10,000 threshold, also on an informal basis, would require a minimum of three vendor contacts. The third level would require a formal bid process including sealed bids. The fourth level which applies to the Public Works Projects/Contracts is a formal bid process for expenditures over \$30,000. Discussion followed regarding references being required at some point in the process; the inclusion of a 1% local bidder preference to Lakewood businesses and vendors being included; the first level from \$0 to \$4,999; and the raising of certain threshold dollar amounts.

MOVED BY C. THOMAS, SECONDED BY PALMAS TO ADOPT RESOLUTION R95-15 PROVIDING FOR A CITY OF LAKEWOOD PURCHASING POLICY. MOTION CARRIED.

A RESOLUTION establishing a Travel Reimbursement Policy.

City Manager Rohlfs explained portions of the policy as developed by the Human Resource Transition Team were modified to enhance the policy. Those included that any conference, training, or business expense will require pre-approval; the City will reimburse business expenses at a rate that is determined to be most advantageous and economical to the City. An example of the implementation of this clause would be where the distance to a particular travel site was less expensive on coach fare than

by personal vehicle mileage reimbursement even though the employee may choose to use their personal vehicle, the City would only reimburse at the lower of the two rates. It was also recommended that lodging expenses only be reimbursed when the site of the business meeting is more than 40 miles away from the City of Lakewood. The Transition Team suggested a policy that would reimburse for lodging for all sites outside Pierce County however, this would have included such areas as Olympia, which while being in a different County is relatively close to the City and likely will be the site of a reasonable amount of City business travel. Under the modified version being recommended by staff, lodging would not be allowed for trips to Olympia or other areas within 40 miles. Maximum amounts for lodging rates have been recommended. Staff has established for Council consideration, a per diem for meals which is slightly lower than that suggested by the Transition Team, but have also provided exceptions to the per diem rate when receipts are provided to account for business activities that occur in larger cities where meal costs can be more difficult to contain. And finally staff recommends policies for travel expense advances as provided for and authorized under state law. Additionally, consistent with state law, staff has requested of Council the ability to obtain credit cards for ease in maintaining accountability for expenses during business trips and functions. The limit on each of these cards would be \$3,000. There would be seven (7) locked in the vault in the Finance Department and one with the City Manager. It was pointed out that neither the purchase of liquor nor tobacco would be a reimbursable expense. Council requested that if breakfast were included in the cost of the room, again it would not be a reimbursable expense. Council encouraged carpooling for multiple attendees to conferences. It was pointed out that some conferences, even though they are within the 40 mile radius may have events going on into the evening. City Manager Rohlfs stated some exceptions may be made on an individual basis so as not to put the employee in harms way. Finance & Systems Director Kidd stated there would be tight controls over the monitoring of reimbursements. Inappropriate use of credit cards would not be tolerated. Fifteen (15) days rather than thirty (30) was requested for travel reimbursement requests as well as turning in receipts for verification of expenses. Finally, when obtaining hotel rooms employees were directed to ask for the government rate.

MOVED BY C. THOMAS, SECONDED BY PALMAS TO ADOPT RESOLUTION R95-16 ESTABLISHING TRAVEL POLICIES AND REIMBURSEMENT OF EXPENSES INCURRED WHILE ON OFFICIAL CITY BUSINESS. MOTION CARRIED.

A RESOLUTION authorizing the City of Lakewood to join the State

Investment Pool.

Finance & Systems Director Kidd explained that with the Tax Anticipation Note finalized and other financing sources authorized by the City Council, the City was now in a position to invest its surplus resources and still allow for liquidity, security, and satisfactory interest rates. Investments in the State Pool are comprised primarily of Banker Acceptances (BA's) which are very conservative and calculated next to CD's and T-Bill's in terms of risk and the BETA test. Wire transfers in and out of the State Investment Pool are accomplished over the phone and the transfer can occur the same day or on a specified day. The present rate of return is 5.72%. The pool is comprised of approximately 350 taxing authorities which include cities, counties, and districts.

MOVED BY S. THOMAS, SECONDED BY PALMAS TO ADOPT RESOLUTION 95-17 AUTHORIZING INVESTMENT OF CITY OF LAKEWOOD MONEYS IN THE LOCAL GOVERNMENT INVESTMENT POOL.

OTHER BUSINESS

Mayor Harrison stated a letter had been received from the Northwest Building Corporation expressing regret that the company currently cannot assist the City of Lakewood in obtaining City Hall facilities, but would hope to work with the City when it searches for a permanent City Hall.

Councilmember C. Thomas briefed the Council on the Social Services meeting that she had attended. She and Andie Gernon have contacted the Family Policy Network, the Tacoma Pierce County Commission on Children, Youth, and their families and the Pierce County Human Services Coalition. On November 20, 1995 she, Andie Gernon, and City Manager Rohlfs will be attending a meeting to find out what services each of these agencies provide to the City of Lakewood, and determine where the weaknesses and strengths lie within the services provided. She approached the Mayor with a proposed appointment of Andie Gernon to help in these collaborative planning efforts in the area of Social Services. Discussion followed.

MOVED BY C. THOMAS, SECONDED BY RICHARDSON TO RECOMMEND THE APPOINTMENT BY THE MAYOR OF ANDIE GERON AS THE COMMUNITY LIAISON TO WORK WITH THESE SOCIAL SERVICE GROUPS TO BRING ABOUT SOME DIRECTION FOR THE COUNCIL.

Andie Gernon was present in the audience and stated as she listened to Councilmember C. Thomas' description of her duties as liaison, she now felt the appointment would encompass a much broader scope than she had expected. She was willing to affect the initial steps to begin the process, but felt that this function would be better represented by somebody trained in that field.

MOTION AND SECOND WERE WITHDRAWN. Mayor Harrison instructed the City Manager to meet with Councilmember C. Thomas and Andie Gernon to develop a scope of responsibilities.

Discussion continued. Mayor Harrison on behalf of the City Council appointed Ms. Andie Gernon as the Council's representative to the County meeting on November 20, 1995. Council concurred.

Upon a question by Councilmember S. Thomas, City Manager Rohlfs stated the City had one notary and as more staff was added more may become available.

Mayor Harrison read a Certificate of Appreciation awarded to communities from Doug Sutherland, Pierce County Executive, in recognition of the efforts of citizens and businesses in the Lakewood community to work cooperatively on a county-wide basis to achieve the 50% recycling goal in 1995. It continued to read that the County thanked the Council and communities for their active support and the leadership demonstrated in making Pierce County the first county in the state to accomplish this goal.

Mayor Harrison stated some appointments have been made to committees. Councilmember Ann Kirk-Davis had been nominated as the City's representative to the Pierce County Regional Transportation Authority. County Executive Sutherland had, to date, not responded to that nomination. Councilmember Doug Richardson had been nominated and accepted as the Council's representative to the Lakewood Chamber of Commerce Executive Board. Councilmember C. Thomas is the lead person in the Social Services area. Councilmember Richardson is a representative on the Task Force to oversee the jail and pre-release program. Mayor Harrison has asked Councilmember S. Thomas to participate on the McNeal Island Community Coordination Group, but as yet has not received a response from them. No further assignments will be made until after the Council retreat.

ANNOUNCEMENTS

Mayor Harrison reminded Council they have been invited to participate in the Lakewood Mall Christmas Parade. Council was to assemble in front of Larry's Market at 10:30 a.m. dressed in caroler's attire.

Mayor Harrison reported that he, Councilmembers Palmas and S. Thomas attended the American Legion Veterans Day affair at the Community Center and were very honored to have represented the Council.

Mayor Harrison stated that all Councilmembers were invited to attend the Chambers Creek Park workshops to be held November 16, 17, and 18, 1995. The debriefing will be held November 18, 1995, and Councilmember Kirk-Davis has volunteered to attend.

Mayor Harrison stated Council has been invited to attend a briefing entitled "Sweet Success" on Wednesday, November 15, 1995, in the Landmark Convention Center. The City of Tacoma is conducting a briefing regarding the success in building up communities within the City of Tacoma.

Mayor Harrison has placed in each Councilmembers packet the Pre-Design Study of the proposed Legal Offender Unit being proposed by the County.

Mayor Harrison stated he and the Council have been invited to join other volunteers of Pierce County on Thursday, November 16, 1995, at 8:30 a.m. at the Truman Middle School to participate with them in celebrating the American Cancer Society's annual Great American Smokeout. Staff was requested to poll the Council or appoint a staff member to attend this event.

Mayor Harrison concluded by stating that City Manager Rohlfs would be the speaker at the upcoming Chamber breakfast.

ADJOURNMENT

MOVED BY S. THOMAS, SECONDED BY PALMAS TO ADJOURN THE REGULAR CITY COUNCIL MEETING AT 9:00 P.M. AND RECONVENE AS A WORKSHOP TO CONSIDER THE LAKE CITY COMMUNITY CENTER; A MORATORIUM OR MORATORIA ON ADULT ENTERTAINMENT; A MEDICAL PLAN AND EMPLOYEE BENEFIT PACKAGE; AND A REVIEW OF THE COUNCIL'S SECOND AND THIRD INTERIM BUDGET. MOTION CARRIED.

Nacelle J. Heuslein, Acting City Clerk Bill Harrison, Mayor

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