



LAKWOOD CITY COUNCIL AGENDA

Monday, October 7, 2013

7:00 P.M.

City of Lakewood

City Council Chambers

6000 Main Street SW

Lakewood, WA 98499

Page No.

Call to Order

Roll Call

Flag Salute

City Manager Report

Proclamations and Presentations

1. Youth Council Report.
2. Presentation of the 2013-2014 Stormwater Pollution Prevention and Water Conservation Calendar. - *Custer Elementary and John Dower Elementary Schools*
3. Proclamation declaring the month of October 2013 as Domestic Violence Awareness Month. - *Ms. Miriam Barnett, Chief Executive Officer, YWCA*
4. Proclamation of appreciation of the Lakewood Subchapter of the Association of United States Army for support of the Raider Return event. - *Ms. Tammy Hemmie, President Lakewood Subchapter, Association of the United States Army*
5. Clover Park School District Board Report.

Public Comments

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>

The Council Chambers will be closed 15 minutes after adjournment of the meeting.

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

- (1) A. Approval of the minutes of the City Council meeting of September 16, 2013.
- (6) B. Approval of the minutes of the City Council Study Session of September 23, 2013.
- (11) C. Approval of payroll check numbers 113044 to 113049 and direct deposits and automated clearing house in the amount of \$1,130,527.03 for the period September 1 - 15, 2013.
- (12) D. Approval of claim voucher number 72863, in the amount of \$1,052.25 for the period ending September 18, 2013.
- (13) E. Approval of claim voucher numbers 72864 to 72941, in the amount of \$544,159.76 for the period ending September 19, 2013.
- (22) F. Approval of claim voucher numbers 11980315, and 72942 to 73010, in the amount of \$109,630.39 for the period ending September 26, 2013.
- (29) G. Items Filed in the Office of the City Clerk:
 - 1. Lakewood's Promise Advisory Board meeting minutes of April 11, 2013, May 9, 2013, June 13, 2013 and August 8, 2013.
 - 2. Human Services Funding Advisory Board meeting minutes of June 20, 2013.
 - 3. Citizens' Transportation Advisory Committee meeting minutes of July 9, 2013.
 - 4. Parks and Recreation Advisory Board meeting minutes of May 28, 2013.
 - 5. Landmarks and Heritage Advisory Board meeting minutes of August 1, 2013.

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6. Community Development Block Grant Citizens' Advisory Board meeting minutes of August 28, 2013, September 4, 2013 and September 12, 2013.

(56) H. Resolution No. 2013-19

Setting Monday, November 18, 2013, at approximately 7:00 p.m., as the date for a public hearing by the City Council on the proposed vacation of a portion of 104th Street Court South right-of-way.

(67) I. Motion No. 2013-41

Setting Monday, November 4, 2013, at approximately 7:00 p.m., as the date for a public hearing by the City Council on the 2014 property tax levy.

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

Appointments

(68) Motion No. 2013-42

Reappointing Susan Coulter and Kathy Flores to serve on the Lakewood Arts Commission through October 15, 2016. - *Mayor*

(74) Motion No. 2013-43

Appointing Michael Erickson and Charlie Maxwell to serve on the Citizens' Transportation Advisory Committee through November 5, 2016. - *Mayor*

(80) Motion No. 2013-44

Appointing Kathleen Lind and Mumbi Ngari-Turner to serve on the Community Development Block Grant Citizens' Advisory Board through September 20, 2016. - *Mayor*

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(87) Motion No. 2013-45

Appointing Robert Estrada to serve on the Redevelopment Advisory Board through May 23, 2015. - *Mayor*

Resolutions(93) Resolution No. 2013-20

Approving the Fiscal Year 2014 Community Development Block Grant and HOME Investment Act policy statement and funding priorities. - *Assistant City Manager for Development Services*

(108) Resolution No. 2013-21

Pledging \$310,000 of City funding to the Transportation Improvement Board for street improvements on South Tacoma Way from Steilacoom Boulevard to 88th Street. - *Public Works Director*

(112) Resolution No. 2013-22

Declaring an emergency for waiving competitive bidding requirements for awarding necessary contracts to repair the roadway and drainage systems on Zircon Drive relative to a landslide to protect the health, safety and welfare of the public. - *Public Works Director*

Unfinished Business**New Business**(118) Motion No. 2013-46

Authorizing the execution of a grant agreement with the Office of Economic Adjustment, Department of Defense, in the amount of \$426,003, to conduct a Joint Land Use Study for Joint Base Lewis-McChord and surrounding communities. - *Assistant City Manager for Development Services*

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The Council Chambers will be closed 15 minutes after adjournment of the meeting.

(149) Motion No. 2013-47

Authorizing the execution of an interlocal agreement with the Pierce County Flood Control District relative to the allocation of Opportunity Fund revenues. - *Public Works Director*

Briefing by the City Manager**City Council Comments****Adjournment**

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LAKWOOD CITY HALL
 6000 Main Street SW, Lakewood, WA 98499-5027
 (253) 589-2489

MEETING SCHEDULE
October 7, 2013 – October 11, 2013

Date	Time	Meeting	Location
October 7	4:30 P.M.	Arts Commission	Lakewood City Hall 3 rd Floor, Executive Conference Room 3A
	6:30 P.M.	Youth Council	Lakewood City Hall 3 rd Floor, Executive Conference Room 3A
	7:00 P.M.	City Council	Lakewood City Hall Council Chambers
October 8	10:00 A.M.	Redevelopment Advisory Board	Lakewood City Hall 1 st Floor, Conference Room 1E
October 9	9:30 A.M.	Lakewood Community Collaboration	Lakewood City Hall Council Chambers
October 10	7:30 A.M.	Lakewood's Promise Advisory Board	Lakewood City Hall 3 rd Floor, Executive Conference Room 3A
	3:30 P.M. By Appointment Only	City Talk with the Mayor (or another Councilmember) Please call (253) 589-2489 for an appointment	Lakewood City Hall 3 rd Floor, Mayor's Office
	6:00 P.M.	Lakewood Sister Cities Association	Lakewood City Hall 1 st Floor, Conference Room 1E
	7:00 P.M.	Lake City Neighborhood Association	Lake City Fire Station 8517 Washington Blvd. SW
October 11	No Meetings Scheduled		

TENTATIVE MEETING SCHEDULE
October 14, 2013 – October 18, 2013

Date	Time	Meeting	Location
October 14	7:00 P.M.	City Council Study Session	Lakewood City Hall Council Chambers
October 15	7:30 A.M.	Coffee with the Mayor	St. Clare Hospital Resource Center 4908 112 th Street SW
	7:00 P.M.	Northeast Neighborhood Association	Lakewood Fire Department 10928 Pacific Highway SW
October 16	6:30 P.M.	Planning Advisory Board	Lakewood City Hall Council Chambers
October 17	4:00 P.M.	Human Services Funding Advisory Board	Lakewood City Hall 3 rd Floor, Executive Conference Room 3A
October 18	No Meetings Scheduled		

NOTE: The City Clerk's Office has made every effort to ensure the accuracy of this information. Please confirm any meeting with the sponsoring City department or entity.



LAKWOOD CITY COUNCIL MINUTES

Monday, September 16, 2013
City of Lakewood
City Council Chambers
6000 Main Street SW
Lakewood, WA 98499

CALL TO ORDER

Deputy Mayor Whalen called the meeting to order at 7:00 p.m.

ROLL CALL

Councilmembers Present: 5 – Deputy Mayor Jason Whalen; Councilmembers Mike Brandstetter, Helen McGovern-Pilant, Marie Barth and Paul Bocchi.

Councilmembers Excused: 2 – Mayor Don Anderson and Councilmember Mary Moss.

FLAG SALUTE

The Pledge of Allegiance was led by Deputy Mayor Whalen.

REPORTS BY THE CITY MANAGER

Deputy Mayor Whalen announced that the City Manager's Report will be provided under the Briefing by the City Manager later in the agenda.

PROCLAMATIONS AND PRESENTATIONS

Proclamation in remembrance of Mike Carrell, former Senator of the 28th Legislative District.

DEPUTY MAYOR WHALEN AND MEMBERS OF THE COUNCIL PRESENTED A PROCLAMATION RECOGNIZING MIKE CARRELL, FORMER SENATOR OF THE 28TH LEGISLATIVE DISTRICT TO MRS. CHARLOTTE CARRELL.

Former Attorney General Rob McKenna's Chairperson, Ms. Rudolph, provided comments about Senator Mike Carrell's contribution to Public Safety in Washington.

Speaking before the Council were:

Becky Huber, Lakewood Historical Society, spoke about Senator Mike Carrell and his work at Western State Hospital's cemetery markers and the historic Ft. Steilacoom buildings.

Katherine Rudolph, Realtors Association, spoke about the partnership Senator Carrell had with the Realtors Association.

No name provided, spoke about Senator Carrell and her work with Senator Carrell's campaign.

Certificates of Appreciation recognizing Matt Kaser, Assistant City Attorney and Detective Russ Martin for police and legal services.

Special Agent Nathan Echols, JBLM, General Crimes Team, presented certificates of appreciation recognizing Detective Russ Martin for police services and Assistant City Attorney Matt Kaser for legal services in recovery of government stolen properties.

PUBLIC COMMENTS

Speaking before the Council were:

Dennis Haugen, Lakewood resident, spoke about grant funds causing inflation and funding for toys and luxuries that are not needed.

Becky Huber, Lakewood Historical Society, spoke about the Lakewood Playhouse's 75th anniversary and Sunday's, September 15, 2013 welcoming ceremony for the 4/2 Stryker brigade. She spoke about the Historical Society's program scheduled for September 17, 2013, and that September 17, 2013 is the last Farmer's Market.

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

- A. Approval of the minutes of the City Council meeting of September 3, 2013.
- B. Approval of the minutes of the City Council Study Session of September 9, 2013.
- C. Approval of payroll check numbers 113034 to 113043 and direct deposits and automated clearing house in the amount of \$1,222,457.77 for the period August 16 - August 31, 2013.
- D. Approval of claim voucher numbers 90513 and 72680 to 76474, in the amount of \$280,889.08 for the period ending September 5, 2013.
- E. Approval of claim voucher numbers 72742 to 72862, in the amount of \$444,867.92 for the period ending September 12, 2013.

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

1. Community Development Block Grant Citizens' Advisory Board meeting minutes of February 27, 2013 and August 14, 2013.
2. Lakewood Arts Commission meeting minutes of August 5, 2013.

G. Resolution No. 2013-18

Authorizing the sale of Lakewood Police canine Astor as surplus property.

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

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

APPOINTMENTS

Motion No. 2013-39 appointing Keila Pritchard as the Youth Council representative on the Lakewood's Promise Advisory Board for school year 2013-2014.

COUNCILMEMBER MCGOVERN-PILANT MOVED TO APPOINT KEILA PRITCHARD AS THE YOUTH COUNCIL REPRESENTATIVE ON THE LAKEWOOD'S PROMISE ADVISORY BOARD FOR SCHOOL YEAR 2013-2014. SECONDED BY COUNCILMEMBER BOCCHI. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Motion No. 2013-40 authorizing the execution of an agreement with Lakeview Light and Power relative to the installation of fiber optic cabling along Bridgeport Way from Pacific Highway to 100th Street; Pacific Highway from Bridgeport Way to 108th Street; South Tacoma Way from Pacific Highway to 96th Street; 100th Street from 59th Avenue to Bridgeport Way; and 59th Avenue from 100th Street to Lake Grove.

COUNCILMEMBER BRANDSTETTER MOVED TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH LAKEVIEW LIGHT AND POWER RELATIVE TO THE INSTALLATION OF FIBER OPTIC CABLING ALONG BRIDGEPORT WAY FROM PACIFIC HIGHWAY TO 100TH STREET; PACIFIC HIGHWAY FROM BRIDGEPORT WAY TO 108TH STREET; SOUTH TACOMA

WAY FROM PACIFIC HIGHWAY TO 96TH STREET; 100TH STREET FROM 59TH AVENUE TO BRIDGEPORT WAY; AND 59TH AVENUE FROM 100TH STREET TO LAKE GROVE. SECONDED BY COUNCILMEMBER BARTH. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

BRIEFING BY THE CITY MANAGER

City Manager Caulfield announced that the City will be sponsoring a community meeting on the Pt. Defiance Bypass on Wednesday, September 18, 2013, at Tillicum Community Center.

He reported that at the Council's September 23, 2013 Study Session, Mr. Dan Slattery from RPAI will be providing an update on the Towne Center. He indicated that the general schematics of the Towne Center will be provided to the Council prior to the meeting as well an information on new tenants.

He also indicated that a joint meeting with the Community Development Block Grant Citizens Advisory Board will be held on September 23, 2013.

He announced that on September 30, 2013 a Transportation Benefit District Board meeting will be held on transportation projects and funding options.

On October 5, 2013 a Council mini-retreat for three to four hours is being planned. The focus of the retreat will be on the legislative agenda and key policies. A location for the retreat is forthcoming.

Then on October 27, 2013 student art winners from Custer and John Downer Elementary Schools will be recognized for their art work in producing the 2013-2014 Stormwater Pollution Prevention and Water conservation calendar.

City Manager Caulfield reported that on September 12, 2013, interviews were held for the Assistant City Manager for Finance position and that an appointment for the position should be made later this week.

He also reported that interviews are being held on September 18, 2013 for the Community Relations Manager position.

He then expressed his appreciation for the Welcome Home celebration event and thanked all those who sponsored and participated in the event. He also thanked City staff who assisted in making this event successful.

Councilmember Brandstetter thanked City Manager Caulfield for the information he requested on vehicle accidents. He expressed concern about the accident data at Steilacoom Boulevard and Farwest Drive and suggested that discussions be held with the Town of Steilacoom and what can be done to reverse the trend of accidents in that area.

CITY COUNCIL COMMENTS

Councilmember Brandstetter expressed his regrets for not being able to attend the Welcome Home celebration on September 15, 2013, and thanked those who helped put the event together.

He then spoke about a public hearing he attended with the CDBG Citizens Advisory Board and Human Services Funding Advisory Board and the discussions at the hearing that related to homelessness, housing and basic needs. He suggested that these needs be captured in the City's housing policies.

Councilmember Bocchi commented on the Welcome Home celebration event. He then spoke about the Hudtloff Middle School grand opening that he attended.

Councilmember McGovern-Pilant spoke about the Welcome Home celebration event. She asked if the City Connections newsletter announcing the Welcome Home event that was part of the publicity outreach was delivered to mailboxes as she had not seen it.

Councilmember Barth thanked Mr. Caulfield for attending many community events since he has been here. She asked City Manager Caulfield for feedback on questions she had emailed him from neighborhood association meetings. She thanked the Parks and Public Works Department for participating in the Welcome Home event. She asked if the City Connections could tout some of the accomplishments of the Clover Park School District.

Deputy Mayor Whalen thanked Councilmembers for participating in the reading of the proclamation for Senator Carrell. He spoke about the Lakewood Playhouse event. He thanked City staff for their work on the Welcome Home event. He asked that written thank you letters be sent to AUSA, American Leadership Forum, other sponsors and volunteers.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:10 p.m.

JASON WHALEN, DEPUTY MAYOR

ATTEST:

ALICE M. BUSH, MMC
CITY CLERK



LAKWOOD CITY COUNCIL STUDY SESSION MINUTES

September 23, 2013
City of Lakewood
City Council Chambers
6000 Main Street SW
Lakewood, WA 98499

CALL TO ORDER

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

ROLL CALL

Councilmembers Present: 6 - Deputy Mayor Jason Whalen; Councilmembers Mary Moss, Mike Brandstetter, Helen McGovern-Pilant, Marie Barth and Paul Bocchi.

Councilmembers Excused: 1 - Mayor Don Anderson

Community Development Block Grant Citizens' Advisory Board members Present: 2 - Edith Owen-Wallace, Chair; and Sharon Taylor.

ITEMS FOR DISCUSSION:

Update on Lakewood Towne Center redevelopment.

City Manager Caulfield spoke about the purpose of tonight's meeting which is to discuss some site concepts at the Towne Center and the successes of RPAI. Mr. Dan Slattery, Senior Vice President, Director of Development of RPAI, thanked City staff for the opportunity to meet earlier. He spoke about some of the challenges of redevelopment and obtaining approval from multiple tenants. He spoke about the structural soil supports in which the old Gottschalks building had been erected. He explained that the proposed schematics of the new proposed buildings on the former Gottschalks footprint is on a grid system to provide structural support to buildings on that property. He explained that it is RPAI's desire to have the proposed new tenants open their businesses in 2014.

Mr. John Chelico, JSC Properties, spoke about the desire to pursue the development of a cluster of restaurants that will ultimately make the area a more vibrant center.

Discussion ensued on the vision for the Towne Center; what types of restaurants are being proposed (sit down dinner component as well as more casual components); is there a possibility for a Cheese Factory at the Towne Center (Cheese Factory is looking for a more dense population to draw from); why do tenants ask for veto power (to protect their site lines and potential parking, some of the leases were put in place 30 years ago);

how consistent is the vision to create a pedestrian friendly environment; are there development parking rules required by the City as opposed to tenant parking desires.

Mr. Gareth Roe, BCRA Architects, spoke about the “math” and logic challenges as well as constraints with soil, ground water and working on the former Gottschalk’s footprint and grid.

Further discussion ensued about the GI Joes property; what type of infrastructure improvements should the City be making in the surrounding areas (signage to property from Bridgeport Way, create a front door on the south end of the property like the north), and would RPAI expand holdings in this area.

Speaking before the Council were:

James Guerrero, Redevelopment Advisory Board Member, spoke about having connectivity from the City Center to RPAI properties.

Edith Owen-Wallace, Lakewood resident, spoke about creating lighting in the area and move the Farmer’s Market to the parking space behind Barnes and Noble.

Dennis Haugen, Lakewood resident, spoke about the economic market.

Further discussion ensued on providing for office space; having a Farmer’s Market in the Towne Center; what kind of retail is allowed; and what the City can do to assist RPAI’s deadline.

Joint meeting with the Community Development Block Grant Citizens’ Advisory Board (CDBG/CAB) and

Chair Edith Owen-Wallace introduced CDBG/CAB member Sharon Taylor. She reviewed the Board’s work plan.

Discussion ensued about the need for infrastructure improvements; how much CDBG entitlement will the City receive (\$450,000 in CDBG and \$250,000 in HOME); how much infrastructure improvements have been made with CDBG funding; is there a need for funding four priorities (infrastructure improvements, public services, housing and economic development) with the dwindling amount of funding; how much funding is available in reprogrammed funds; and how are the CDBG receivables shown in the City’s budget.

Review of the Fiscal Year 2014 Community Development Block Grant and HOME Investment Partnership Act policies and the proposed use of funds.

Program Manager Jeff Gumm reviewed the proposed Fiscal Year 2014 CDBG and HOME Investment Partnership Act policies and the proposed use of funds. He explained that the recommended funding priorities for Fiscal Year 2014 are physical improvements, public service, housing and economic development.

Discussion ensued on using CDBG funds for physical infrastructure improvements. It was the consensus of the Council that the Fiscal Year 2014 CDBG and HOME funding priorities consist of physical/infrastructure improvements, public service, housing and economic development.

BRIEFING BY THE CITY MANAGER

City Manager Caulfield reported that on September 30, 2013 the Council will meet as the Transportation Benefit District Board at 7:00 p.m. in the Council Chambers. He reported that on Saturday, October 5, 2013 the Council Retreat will start at 9:00 a.m. at City Hall.

He announced that Ms. Tho Kraus will be joining the City as Assistant City Manager of Finance and Administration on October 7, 2013.

He then reported that interviews were held on September 18, 2013 for the interim Communications Manager position and an announcement is forthcoming by the end of the week.

He also indicated that staff is working to secure a federal lobbyist for 2014 and focus on the Pt. Defiance Bypass project.

He announced that a Department of Defense grant for approximately \$467,000 to conduct a joint land use study with JBLM coming before the Council on October 7, 2013.

Discussion ensued on the Assistant City Manager position and what that position will be focusing on (financial conditions of the City, trend analysis, development of a six year transportation forecast and review and development of comprehensive financial policies); and what the interim Communications Manager position will be focused on (how information is received back to the City and the use of social media).

Further discussion ensued on the budget for the federal lobbyist position (\$36,000 - \$40,000).

ITEMS TENTATIVELY SCHEDULED FOR THE October 7, 2013 REGULAR CITY COUNCIL MEETING:

1. Approving the Fiscal Year 2014 Community Development Block Grant and HOME Investment Partnership Act policies and the proposed use of funds.
2. Presentation of the 2013-2014 Stormwater Pollution Prevention and Water Conservation Calendar. - *Custer Elementary and John Dower Elementary Schools*

3. Proclamation declaring the month of October 2013 as Domestic Violence Awareness month.
4. Setting Monday, November 4, 2013, at approximately 7:00 p.m., as the date for a public hearing by the City Council on the 2014 property tax collection.
5. Appointing individuals to the Lakewood Arts Commission through October 15, 2016.
6. Appointing individuals to the Citizens' Transportation Advisory Committee through November 5, 2016.
7. Appointing an individual to the Redevelopment Advisory Board through May 23, 2015.

CITY COUNCIL COMMENTS

Councilmember Moss commented on her trip to Washington DC. She also spoke about the AUSA reception to welcome home the Raiders Brigade. She also commented on the exchange of the Clover Park Technical College President's ceremony she attended and the ribbon cutting ceremony of the Health Science building. She then spoke about the Apple's Ball she attended.

Councilmember Bocchi indicated that he will not be able to attend the Citizens' Transportation Advisory Committee meeting and asked if another Councilmember could attend. He spoke about the Ft. Steilacoom invitational event and discussions about a regional cross-country meet. He then asked about a derelict property on 112th Street and that the City take whatever necessary steps is necessary so it doesn't become a public nuisance. City Manager Caulfield indicated that CSRT has given notice to the property owner that the foreclosed property needs to be brought into compliance by the end of the month. He asked for an update on the Municipal Court judge position. Mr. Caulfield indicated that seven applications are being reviewed by the Tacoma-Pierce County Bar Association and interviews will be held with the top candidates.

Councilmember Barth spoke about the Lakewood Historical Society meeting she attended and their discussion about the Flett dairy. She also indicated that she attended the Pt. Defiance Bypass meeting at Tillicum Neighborhood Association. She commented that she attended the Lakewood United Meeting about Walter Neary and Steve Dunkelberger's writing of their second historical book.

Councilmember McGovern-Pilant expressed concern that the City Connections that was supposed to be a communication outreach, just arrived a week after the Raiders' parade. She emphasized that this does not happen again. She indicated that she will not be able to attend the Lakewood Heritage and Advisory Board meeting and that a new historical tour map has just been released.

Deputy Mayor Whalen commented on the Coffee with the Mayor event he attended. He also spoke about the Chamber of Commerce 75th anniversary event of Lakewood Hardware. He then thanked RPAI for their discussion about the Lakewood Towne Center.

Executive Session

Deputy Mayor Whalen announced that Council will recess into Executive Session for approximately 20 minutes to discuss real property acquisition.

* * * * *

Council recessed into Executive Session at 9:25 p.m. At 9:45 p.m., Deputy Mayor Whalen announced that Executive Session will be extended an additional 10 minutes.

Council reconvened at 9:55 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:55 p.m.

JASON WHALEN, DEPUTY MAYOR

ATTEST:

ALICE M. BUSH, MMC
CITY CLERK

**Payroll Distribution
City of Lakewood
Pay Period ending 9-15-13**

Direct Deposit and ACH in the amount of : \$1,128,812.54
Payroll Ck#'s 113044 - 113049 in the amount of : \$1,714.49
Total Payroll Distribution: \$1,130,527.03

EMPLOYEE PAY TOTAL BY FUND:

<u>001 - GENERAL FUND</u>	<u>AMOUNT</u>
CITY COUNCIL	\$ 2,028.75
MUNICIPAL COURT	\$ 28,977.93
CITY MANAGER	\$ 4,613.56
FINANCE & IS	\$ 29,010.82
LEGAL	\$ 21,017.97
COMMUNITY DEVELOPMENT	\$ 28,987.51
HUMAN RESOURCES	\$ 9,374.34
PARKS & RECREATION	\$ 28,918.52
ECONOMIC DEVELOPMENT	\$ 6,116.66
POLICE	\$ 417,302.54
PUBLIC WORKS (98)	\$ 5,987.14
NON-DEPARTMENTAL (99)	\$ 15,953.14
General Fund Total	\$ 598,288.88
101 - STREET OPERATIONS & MAINT.	\$ 24,597.63
102 - STREET CAPITAL PROJECTS FUND	\$ 22,948.02
104 - HOTEL/MOTEL FUND	\$ 628.12
180 - NARCOTICS SEIZURE FUND	\$ 711.67
190 - GRANT FUND	\$ 4,488.97
191 - NSP GRANT FUND	\$ 985.86
192 - OEA GRANT FUND	\$ 4,496.99
193 - POLICE ARRA GRANT FUND	\$ -
195 - PUBLIC SAFETY GRANT FUND	\$ 4,748.75
311 - SEWER PROJECT CIP FUND	\$ 352.08
312 - SEWER AVAILABILITY	\$ 172.44
401 - SURFACE WATER MANAGEMENT FUND	\$ 22,540.76
Other Funds Total	\$ 86,671.29

EMPLOYEE PAY TOTAL	\$ 684,960.17
BENEFITS TOTAL	\$ 445,566.86
GRAND TOTAL	\$ 1,130,527.03

Bank code :	Date	Vendor	Invoice	PO #	Description/Account	Amount
csb	9/18/2013	006117 CITY OF LAKEWOOD	08/13 & 09/13 COURT		REPLENISH JURY/WITNESS PETTY CA	1,052.25
					Total :	1,052.25
		1 Vouchers for bank code :			Bank total :	1,052.25
		1 Vouchers in this report			Total vouchers :	1,052.25

Bank code :		csb				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
72864	9/19/2013	002831 ADVANCED TRAFFIC PRODUCTS INC	8488		PO 4036 E1142 ADA PEDESTRIAN PUSH	7,268.26
					Total :	7,268.26
72865	9/19/2013	006119 BCRA	15759		SSMP THRU 07/31/13	1,671.44
					Total :	1,671.44
72866	9/19/2013	000074 BUSH, ALICE M	09/26/13 PER DIEM		BUSH: WMCA FALL ACADEMY PER DIE	42.00
					Total :	42.00
72867	9/19/2013	009926 CASCADE RIGHT-OF-WAY SVCS LLC	013 12001-LAK		E1170 BPW SW THRU 08/31/13	2,040.00
					Total :	2,040.00
72868	9/19/2013	010262 CENTURYLINK	253-581-8220 448B		PHONE SERVICE	34.88
			253-584-2263 463B		PARKS SHOP SERVICE THRU 10.1.13	55.89
			253-584-5364 399B		PHONE SERVICE	38.72
					Total :	129.49
72869	9/19/2013	008929 CHAMBERS-GRADY, ELLIE	07/13 MILEAGE		MILEAGE/PARKING	28.58
			07/13 MILEAGE 2		MILEAGE/PARKING	14.42
			08/13 MILEAGE		MILEAGE/PARKING	13.98
			08/13 MILEAGE 2		MILEAGE/PARKING	18.11
					Total :	75.09
72870	9/19/2013	002120 CHICAGO TITLE INSURANCE CO	4381896		CANTE	190.55
					Total :	190.55
72871	9/19/2013	003883 CHUCKKALS INC	753298-0		SUPPLIES	3,111.29
			754608-0		SUPPLIES	328.09
			754669-0		SUPPLIES	87.59
					Total :	3,526.97
72872	9/19/2013	000536 CITY TREASURER/CITY OF TACOMA	100230265PW 08/28/13		UTILITIES	80.31
			100230603PW 08/29/13		UTILITIES	54.28
			100230616PW 08/29/13		UTILITIES	101.09
			100230616PW 09/12/13		UTILITIES	119.55
			100233510PW 08/28/13		UTILITIES	43.12
			100349419PW 09/10/13		UTILITIES	22.76

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
Bank code : csb						
72872	9/19/2013	000536 CITY TREASURER/CITY OF TACOMA	(Continued) 100349749PW 09/10/13 100350985PW 09/10/13 100350986PW 09/10/13 100440754PW 09/10/13 100463727PW 09/10/13 100463729PW 09/06/13 100520997PW 09/10/13 100575626PW 09/06/13 100658937PW 09/12/13 100681481PW 09/06/13 100687561PW 09/12/13 90520091		UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES 4Q/13 SAFEWAY RADIO NETWORK FEE	29.93 52.04 65.65 36.44 1.77 1.77 48.84 77.35 70.52 137.69 68.23 1,500.00 2,511.34
72873	9/19/2013	008523 COMPLETE OFFICE	993961-0		SUPPLIES	89.31 89.31
72874	9/19/2013	003867 DELL MARKETING LP	XJ74CKC56 XJ74M9862 XJ75NX8R6		PO 4387 19" MONITORS, 3YR WARRANT PO 4387 HARD DRIVES, MEMORY, 2GB PO 4387 OPTPLEX 7010 MINITOWER B,	682.61 1,490.72 15,180.55 17,353.88
72875	9/19/2013	010391 DEPT OF ENTERPRISE SERVICES	2013080056		PO 4383 MICROSOFT PROJECT LIC/SA	502.55 502.55
72876	9/19/2013	010647 DISCOVERY BENEFITS INC	0000408105-IN		FSA - MONTHLY FEE	58.50 58.50
72877	9/19/2013	005190 FASTENAL	WALA217619		RAW MATERIALS	7.97 7.97
72878	9/19/2013	005683 FEDEX OFFICE	093200005202 093200005206 093200005209		SCANNING/SHIPPING SCANNING/SHIPPING SCANNING/SHIPPING	611.82 27.49 237.43 876.74
01472879	9/19/2013	009689 FLO HAWKS	1069498		DC MAINTENANCE	162.46

Voucher List
CITY OF LAKEWOOD

Bank code :	Date	Vendor	Invoice	PO #	Description/Account	Amount
csb						
72879	9/19/2013	009689 FLO HAWKS	(Continued)			
72880	9/19/2013	009218 FRAUSE	0813-8920		LODGING TAX GRANT	3,200.00
					Total :	3,200.00
72881	9/19/2013	007965 GORDON THOMAS HONEYWELL	AUG 13 1014		08/13 GOV'T AFFAIRS SVCS RENDEREI	3,062.37
			AUG 13 1131		08/13 POINT D BYPASS PROJECT	3,000.00
					Total :	6,062.37
72882	9/19/2013	008301 IN TIME RENOVATIONS LLC	1857		E2603 9420 FRONT ST	21,393.17
			1934		LHR-097 ZARINS	12,870.05
					Total :	34,263.22
72883	9/19/2013	000299 LAKEVIEW LIGHT & POWER CO.	67044-002PW 09/07/13		LIGHTS	48.28
			67044-007PW 09/07/13		LIGHTS	105.83
			67044-008PW 09/07/13		LIGHTS	52.59
			67044-012PW 09/07/13		LIGHTS	86.81
			67044-013PW 09/07/13		LIGHTS	41.27
			67044-014PW 09/07/13		LIGHTS	49.17
			67044-015PW 09/07/13		LIGHTS	45.37
			67044-016PW 09/07/13		LIGHTS	35.01
			67044-028PW 08/28/13		LIGHTS	42.90
			67044-031PW 09/07/13		LIGHTS	41.41
			67044-032PW 09/07/13		LIGHTS	64.61
			67044-035PW 08/28/13		LIGHTS	6,580.28
			67044-036PW 08/28/13		LIGHTS	1,662.61
			67044-037PW 08/28/13		LIGHTS	6.83
			67044-038PW 08/28/13		LIGHTS	32.70
			67044-041/PARKS		4721 127TH ST CT SW THRU 8.27.13	36.87
			67044-043PW 08/28/13		LIGHTS	70.34
			67044-050PW 09/07/13		LIGHTS	60.65
			67044-053PW 09/07/13		LIGHTS	29.94
			67044-054PW 08/28/13		LIGHTS	48.43
			67044-055PW 08/28/13		LIGHTS	54.01
			67044-056PW 08/28/13		LIGHTS	54.32
			67044-057PW 08/28/13		LIGHTS	6.83
			67044-074PW 09/07/13		E2603 ACCT SET UP/HOOK-UP 9424 FF	664.87

Voucher List
CITY OF LAKEWOOD

Bank code :	csb				Invoice	PO #	Description/Account	Amount
Voucher	Date	Vendor						
72892	9/19/2013	000407 PIERCE COUNTY		(Continued)			08/13 RECORDING FEES	288.00
				AR151270			Total :	36,929.68
72893	9/19/2013	003205 PIERCE COUNTY RECYCLING		6454			YARDWASTE	49.50
							Total :	49.50
72894	9/19/2013	000428 PIERCE COUNTY SEWER		00870307/PW 09/01/13			SEWER	209.06
				01360914/PW 09/01/13			SEWER	89.80
				01431285/PARKS			FT STEILACOOM RESTROOM SERVICE	93.77
							Total :	392.63
72895	9/19/2013	010630 PRINT NW		5665001			BUSINESS CARDS	79.42
							Total :	79.42
72896	9/19/2013	002912 SOUND ELECTRONICS		48602			SUPPLIES	148.02
							Total :	148.02
72897	9/19/2013	002913 SOUND ENERGY SYSTEMS		102759			SUPPLIES	789.41
							Total :	789.41
72898	9/19/2013	003267 SOUTH TACOMA GLASS SPECIALISTS		98901			CV#2121009 BACK WINDOW	405.94
							Total :	405.94
72899	9/19/2013	009493 STAPLES ADVANTAGE		3207844157			SUPPLIES	30.29
				3208088409			SUPPLIES	278.09
				3208973931			SUPPLIES	71.84
				3208973932			SUPPLIES	14.98
							Total :	395.20
72900	9/19/2013	008285 TACOMA PIERCE COUNTY HABITAT		9/4/13 8901 COMMERC			8901 COMMERCIAL THRU 06/13	18,464.82
				9/4/13 PRTLND NTS			PORTLAND NTS-NSP3 THRU 08/13	12,315.86
							Total :	30,780.68
72901	9/19/2013	000540 TACOMA RUBBER STAMP		I-511438-1			SUPPLIES	32.82
							Total :	32.82
72902	9/19/2013	007603 THUNDERING OAK ENTERPRISES INC		6626			CONSULTATION: CORNER OF 104TH &	95.00

017

Bank code :	Date	Vendor	Invoice	PO #	Description/Account	Amount
csb	9/19/2013	007603 THUNDERING OAK ENTERPRISES INC	(Continued) 6632		CONSULTATION: 7604 DEAN ST	95.00
					Total :	190.00
	9/19/2013	008186 TRCVB	PF2013-CL-06		LODGING TAX GRANT	2,581.60
					Total :	2,581.60
	9/19/2013	000153 TYLER TECHNOLOGIES INC	045-94609		PO 4247 BUSINESS LICENSE CONVER:	6,000.00
			045-94610		PO 4247 PERMITS & INSPECTIONS CO	6,000.00
			045-94789		PO 4247 PERMIT SOFTWARE SERVICE	4,931.08
					Total :	16,931.08
	9/19/2013	009107 WASHINGTON CITIES INSURANCE	09/03/13		WCIA PAYMENT 08/01/13 - 08/31/13	13,520.70
					Total :	13,520.70
	9/19/2013	009001 ACTION TARGET	72991-1		SUPPLIES	992.48
					Total :	992.48
	9/19/2013	002293 AHBL INC	89623		E1187 STW STREET IMPROVE THRU 7/	10,190.00
					Total :	10,190.00
	9/19/2013	009991 ALTEC INDUSTRIES INC	5061988		CV#2121301 ADJUST TRIGGER	346.81
			5063344		6 MONTH INSPECTION	468.24
					Total :	815.05
	9/19/2013	007142 AMAZING REFLECTION AUTO	43		MINI DETAILS ON MULTIPLE VEHICLES	65.64
					Total :	65.64
	9/19/2013	010342 BARRY CIVIL CONSTRUCTION INC	E1174 PP # 2		E1174 DOWER ELEM THRU 08/25/13	15,668.59
					Total :	15,668.59
	9/19/2013	002805 BUSINESS INTERIORS NORTHWEST	226541		HERMAN MILLER STORAGE CASE WDI	3,759.86
					Total :	3,759.86
	9/19/2013	000083 CANNON CONSTRUCTION INC	20966		LABOR/EQUIP FOR POLE TRANSFERS	1,232.58
					Total :	1,232.58
	9/19/2013	010696 CAPITAL ONE COMMERCIAL	065376		SUPPLIES FOR ALL-STAFF PICNIC	227.49

Bank code :	csb					PO #	Description/Account	Amount
Voucher	Date	Vendor	Invoice	(Continued)				
72913	9/19/2013	010696 CAPITAL ONE COMMERCIAL					Total :	227.49
72914	9/19/2013	006493 CH2O INC	214115			SUPPLIES		282.37
			214323			JUL '13 QTRLY BW LABOR	Total :	279.43
72915	9/19/2013	003948 COMCAST CORPORATION	26553996			ETHERNET DEDICATED INTERNET THF	Total :	800.00
72916	9/19/2013	010648 DIAMOND MARKETING SOLUTIONS	76349			DAILY MAIL 08/16/13 - 08/31/13	Total :	78.78
72917	9/19/2013	010063 EWING IRRIGATION PRODUCTS INC	6839450			RAW MATERIALS	Total :	324.94
72918	9/19/2013	000166 FEDERAL EXPRESS	2-393-49639			SHIPPING & HANDLING CHARGES	Total :	6.87
72919	9/19/2013	010792 FLINT TRADING INC	159975			E2100 RETURN RAW MATERIALS		-2,258.02
			160910			RAW MATERIALS	Total :	2,627.91
72920	9/19/2013	008332 KAR-GOR INC	KI091302			RAW MATERIALS	Total :	10,072.46
72921	9/19/2013	000294 LAKEWOOD REFUSE SERVICE	4245395			MHR-119 PALMRE DUMPSTER	Total :	1,794.06
72922	9/19/2013	010806 MACKINNON DESIGN & DEVELOPMENT	SD13016 REFUND			SD PERMIT 13-016 PARTIAL REFUND	Total :	200.00
72923	9/19/2013	010518 MATERIALS TESTING & CONSULTING	11419			E1181 07/13 BPW SW OVERLAY	Total :	2,445.25
72924	9/19/2013	000333 MICROFLEX INC	21473			TAX AUDIT PROGRAM	Total :	211.26
072925	9/19/2013	002474 NATIONAL BARRICADE CO LLC	248543			TOOLS/EQUIP SUPPLIES	Total :	834.18

Voucher List
CITY OF LAKEWOOD

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
72936	9/19/2013	002509 VERIZON WIRELESS	1220240718 9710628286 9710684616		PHONE SERVICE THRU 09/02/13 POLICE BROADBAND SERVICE THRU 8.28.13 ROJO RYDER SERVICE THRU 8.28.13 Total :	52.57 40.02 334.18 426.77
72937	9/19/2013	007155 WACE	PRICE 2013/2014 STAUFFER 2013/2014		PRICE: ANNUAL WAGE DUES STAUFFER: ANNUAL WAGE DUES Total :	40.00 40.00 80.00
72938	9/19/2013	007155 WACE	RICHARDS 2013/2014		RICHARDS: ANNUAL WAGE DUES Total :	40.00 40.00
72939	9/19/2013	010544 WASHINGTON ROCK QUARRIES INC	38183		RAW MATERIALS Total :	617.08 617.08
72940	9/19/2013	000598 WATER MANAGEMENT LABORATORIES	124080		WATER SAMPLING Total :	1,005.00 1,005.00
72941	9/19/2013	010670 WESTERN INN	252 Q 08/05/13 252 Q 08/12/13 252 Q 08/19/13 252 Q 08/26/13		EMERGENCY ASSISTANCE EMERGENCY ASSISTANCE EMERGENCY ASSISTANCE EMERGENCY ASSISTANCE Total :	475.79 475.79 475.79 475.79 1,903.16

78 Vouchers for bank code : csb Bank total : 544,159.76

78 Vouchers in this report Total vouchers : 544,159.76

Voucher List
CITY OF LAKEWOOD

Bank code :	Date	Vendor	Invoice	PO #	Description/Account	Amount
csb	9/26/2013	000376 OFFICE DEPOT	(Continued) 674351498001		SUPPLIES	18.99
					Total :	31.56
	9/26/2013	000420 PIERCE TRANSIT	OCT, 2013 LEASE		OCTOBER, 2013 WATPA RENT/UTILITIE	500.00
					Total :	500.00
	9/26/2013	007718 SUMMIT SUPPLY CORP OF COLORADO	73991		DOUBLE FRONT RIM W/NYLON NET	162.00
					Total :	162.00
	9/26/2013	005575 SUMNER VETERINARY HOSPITAL	242598		K-9 KIRA SERVICE/LODGING SERVICE	97.60
			242801		K-9 RANGER EXAMINATION SERVICES	222.39
					Total :	319.99
	9/26/2013	010466 VELAZQUEZ-ROSADO, C IVELISSE	V3/3EXP09/13		INTERPRETER SERVICE 8.30.13	100.00
					Total :	100.00
	9/26/2013	010525 VON GRUNHEIDE SHEPHERDS LLC	2013-0909		K-9 BITE SLEEVE	171.13
					Total :	171.13
	9/26/2013	004622 WAPATO POLICE DEPARTMENT	08-JC13		AUGUST, 2013 PRISONER SERVICE	18,045.00
			P4-JC13		AUGUST, 2013 PRISONER PRESCRIPTI	160.93
					Total :	18,205.93
	9/26/2013	008042 WASPC	60152		AUGUST, 2013 HOME MONITORING SE	2,855.50
					Total :	2,855.50
	9/25/2013	000592 DEPARTMENT OF REVENUE	11980315		08/13 COMBINED EXCISE TAX RETURN	5,556.13
			11980315		8/13 COMBINED EXCISE TAX CREDIT	-120.28
					Total :	5,435.85
70	Vouchers for bank code : csb				Bank total :	109,630.39
70	Vouchers in this report				Total vouchers :	109,630.39



**LAKEWOOD'S PROMISE
ADVISORY BOARD**

Thursday April 11, 2013

**Conference Room 3A – Lakewood
City Hall, Lakewood, WA 98499**

7:30 am – 8:30 am Meeting

CALL TO ORDER

Kurt Sample called the meeting to order at 7:40 a.m.

ATTENDANCE

Lakewood's Promise Advisory Board: Debbie LeBeau, Mary Dodsworth, Kathy Bressler, Dr. John Walstrum, Dr. Claudia Thomas, Dr. Michele Johnson, Ellie Wilson

Staff Present: Kurt Sample

LPAB members excused: Paul Caswell, Clayton DeNault, Judi Weldy

Council Liaison: Mary Moss

APPROVAL OF MARCH MINUTES MINUTES: The minutes of March 14, 2013 were approved.

PUBLIC COMMENT: None

PRESENTATION AND DISCUSSION: No Presentation

UNFINISHED BUSINESS:

City Council Study Session with LPAB. Mr. Sample shared seven questions from the 100 Best Communities for Young People application which he felt would be a good starting point for the City Council study session.

1. How does your community make youth a priority in budgeting, policymaking, services, or other ways?
2. How does your community work to ensure the well-being of its most vulnerable young people? Examples of vulnerable populations might include youth in foster care, LGBT youth, pregnant and parenting teens, youth with disabilities, and others, although you may reference work with any vulnerable group
3. How does your community ensure that all young people have access to Caring Adults? What challenges does your community face in this area, and how has your approach

addressed those challenges?

4. How does your community ensure that all young people have access to Safe Places throughout their day? What challenges does your community face in this area, and how has your approach addressed those challenges?

5. How does your community ensure that all young people have A Healthy Start in life? What challenges does your community face in this area, and how has your approach addressed those challenges?

6. How does your community ensure that all young people have an Effective Education that prepares them for college and the workplace and supplies with marketable skills that can be used later in life? What challenges does your community face in this area, and how has your approach addressed those challenges?

7. How does your community ensure that all young people have Opportunities to Help Others, through volunteering, youth leadership programs, youth empowerment opportunities, and other methods? What challenges does your community face in this area, and how has your approach addressed those challenges?

Additionally, please share any formal or informal leadership structure that engages young people in planning or decision-making. Describe opportunities when youth had a voice at the table, and highlight community decisions that have involved young people.

Discussion followed:

- If we were filling these out every year then what changes would we make?
- It is a good way to do an “inventory” of services.
- Similar to an accreditation process
- Dr. Thomas suggested that we could utilize data that is collected by the Collaboration - maybe finding examples which look significant.
- Ms. Moss pointed out that the Council is looking for tangible things or what Promise is doing. The Council is still unaware of the scope of Lakewood’s Promise.
- Ms. Dodsworth suggested that we need to summarize activities in terms of
 - education
 - partnerships
 - and impact on the community
- We need to stress the culture of collaboration in our community, pointing out that we are defined by this culture.
- It was suggested that in addition to the Board having the 100 Best narrative, bullet points should be generated for the board.

NEW BUSINESS:

Mr. Sample explained that there will not be a 100 Best Communities Competition for 2013.

Mr. Sample detailed the concept of a Maker Faire, and let the Board know that a committee has been formed of interested parties to begin our own young makers fair in August. Partners include

Communities in Schools, Pierce County Library, and the Computer Clubhouse. Parents and students from Pierce College are also involved. Mr Sample said that possible venues include Pierce College and City Hall. The Faire will be marketed all summer at the Farmers Market and the Ready-to-Learn Fair. Dr. Johnson made a motion and the Board approved to supply a letter of support to the national Maker Faire body on behalf of Lakewood's Promise. The Marketing Committee was assigned the task of doing so.

Mr Sample has simplified the calendar on the website while providing much more information. He refers families to the LP Website where the calendar is on the main page.

The Lakewood Farmers Market kicks off on June 4th, from 11:00 to 3:00. The Healthy Start Task Force is looking for ways to staff the Lakewood's Promise tent each week to provide youth oriented, healthy start activities.

Mr. Sample asked for suggestions to fill the Board position vacated by Erik Kramer. Names offered included Elvin Bucu (Boys and Girls Club), Katie Renton (Young Life) , or someone from the business community. Mr. Sample said he would make sure that Mr Bucu and Ms Renton received the paperwork.

ADJOURNMENT: Ms. Bressler adjourned meeting at 8:40 a.m.



Clayton DeNault, Chairman



Kurt Sample, Program Coordinator



**LAKWOOD'S PROMISE
ADVISORY BOARD**

Thursday May 9, 2013

**Conference Room 3A – Lakewood
City Hall, Lakewood, WA 98499**

7:30 am – 8:30 am Meeting

CALL TO ORDER

Clayton DeNault called the meeting to order at 7:40 a.m.

ATTENDANCE

Lakewood's Promise Advisory Board: Debbie LeBeau , Mary Dodsworth, Dr. John Walstrum,
Clayton DeNault, Dr. Michele Johnson, Ellie Wilson, Judi Welky

Staff Present: Kurt Sample

LPAB members excused: Kathy Bressler, Paul Caswell, Dr. Claudia Thomas

Council Liaison: Mary Moss

APPROVAL OF MARCH MINUTES MINUTES: The minutes of April 11, 2013 were approved.

PUBLIC COMMENT: None

PRESENTATION AND DISCUSSION: No Presentation

UNFINISHED BUSINESS:

City Council Study Session with LPAB is scheduled for August. Mr. Sample distributed the entire 2012 100 Best Communities for Young People document for the Board to have on hand. He pointed out that the youth essays were especially worth reading.

Ms. Wilson passed out a bulleted list of highlights that were a part of the 100 Best application. This was to be a base list that should be edited to include this year's highlights - as if there would have been a 2013 competition.

Discussion:

- Ms. LeBeau pointed out that the Effective Education list would need some edits as there have been significant changes, especially after-school programs for all levels.
- Ms Dodsworth also noted that there are new partnerships with St. Clare Hospital that could be highlighted.

- Dr Johnson proposed that it is important that we mention the many things that are still happening. It is important that the Council is left with facts that they can remember and share. Really focus on the highlights.
- Ms Moss agreed stating that the Council will give positive feedback if engaged.
- Ms Dodsworth, felt that the questions regarding the Five Promise on the application were great. She inquired of the best way to propose these questions to the Council to best solicit a response.
- Ms, Lebeau suggested that each Board Member let the Council know of what important additions that they personally would include on the list.
- Dr Walstrum stated an example. In his case, three thousand potential students, still in public school, are visiting the Clover Park Technical College Campus today to look at education options.
- Ms Dodsworth said that the Council needs to know WHY we were selected as one of the 100 Best Communities for Young people. Dr. Johnson added - for six years.
- Ms. Moss pointed out another example of the student partnerships with St Clare Hospital, primarily the art exhibits.
- Dr. Johnson also believes that the Council being engaged in these questions is a good idea and suggested that they may even be able to point out what is missing.
- It was suggested to get edits of the bulleted list back to Mr. Sample by May 29.

The Lakewood Maker Faire has a small, enthusiastic committee that is putting the event together at the Pierce College Science Dome. Mr Sample let the Board know that he will be encouraging summer programs within Lakewood to embrace “making and attend the Faire”.

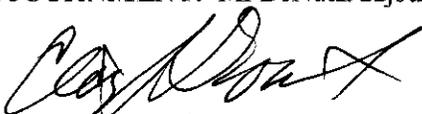
NEW BUSINESS:

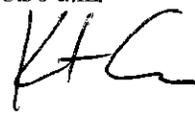
Mr. Sample let the Board know that there will be a Summer Fun Fair on Thursday, June 6, from 5-7 pm.. This is an event where summer program providers can discuss their offerings with families at City Hall.

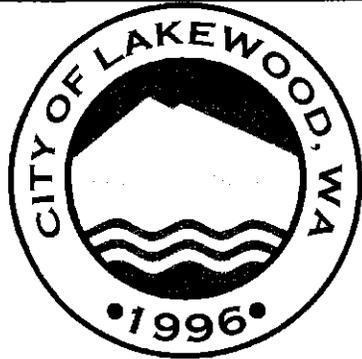
Members of the Healthy Start Task Force will be occasionally providing youth activities at the Lakewood Farmers Market.

Mr. Sample, with Clubhouse kids, will be experimenting with live streaming and will try it out at the Lakewood International Festival at Pierce College, on May 18. Ms Dodsworth explained about the Sister Cities and the International Festival

ADJOURNMENT: Mr DeNault adjourned the meeting at 8:30 a.m.


Clayton DeNault, Chairman


Kurt Sample, Program Coordinator



**LAKEWOOD'S PROMISE
ADVISORY BOARD**

Thursday June 13, 2013

**Conference Room 3A – Lakewood
City Hall, Lakewood, WA 98499**

7:30 am – 8:30 am Meeting

CALL TO ORDER

Clayton DeNault called the meeting to order at 7:40 a.m.

ATTENDANCE

Lakewood's Promise Advisory Board: Mary Dodsworth, Dr. John Walstrum, Clayton DeNault,
Dr. Michele Johnson, Kathy Bressler, Paul Caswell

Staff Present: Kurt Sample

LPAB members excused: Ellie Wilson, Judi Weldy, Dr. Claudia Thomas, Debbie Lebeau

Council Liaison: Mary Moss

APPROVAL OF MAY MINUTES MINUTES: The minutes of May 9, 2013 were approved.

PUBLIC COMMENT: None

PRESENTATION AND DISCUSSION: The Board took the opportunity to thank Paul Caswell, the Youth Council Representative, for his two years of service on the LPAB. Paul is graduating from Harrison Prep.

UNFINISHED BUSINESS:

City Council Study Session with LPAB has been rescheduled for September 9th. Members were asked to check their calendars reflecting this new date. If the date does not work then there are other options, including sharing a date with another advisory board.

Dr. Walstrum informed the Board that the week of Sept. 19, will be his last with CPTC and he will be moving away.

Ms. Dodsworth explained to the Board the process involved - a summary of accomplishments, goals, and a back and forth discussion between the Council and the Board.

Mr Sample shared the latest draft of the "Bulleted List", begun by Ms. Wilson in April. He had included suggestions and edits by LPAB members as well as items of his own. He reminded the Board

that the list primarily comprised things that would get included on a 100 Best application, if there were to be a current year's contest.

Mr DeNault noted that he has a few more things to add to the list.

Dr. Johnson pointed out another item - that several hundred 5th graders have been involved in removing scotch broom from the Ft Steilacoom area - the 5th promise.

Ms Dodsworth said that we need to let Council know why these events are a big deal.

Dr Johnson brought up a few ideas:

- The good things that occur for and by young people need to be a message to the City itself.
- We need to look for ways that this Board can continue to support that positive message.
- The community collaboration is working, yet more people need to get involved.
- We need to bring in the realtors to sell the City as a great place for young people. (Ms Dodsworth also suggested the City staff responsible for economic development.)

Ms. Bressler said that St Clare Hospital sees an incredible number of people who would not be served anywhere else. She noted that there is a "ton of money" in Lakewood, yet those being served by the hospital are not necessarily part of that demographic.

Dr Walstrum noted that the demographics for zip code 98499 were shocking, influencing the way which that part of Lakewood is perceived.

Ms Dodsworth suggested that possibly those with money are investing in Tacoma.

Mr. DeNault has noticed that there are a lot of "Gravelly Lake" dwellers among his Y membership and that they may be trending to shift their support to local charities. He asked if there could be ways to share the partnerships that are happening in the city. People should be aware that Lakewood is worth investing in.

Ms Bressler offered another story. "Doctors in White Coats" visited Tyee Park Elementary School because of the St. Clare/School partnership. This led to a fundraising effort to build the school a new playground.

Ms Moss said that we need to find a way to promote what is happening in the City with regard to the Five Promises. Dr. Johnson also suggested that we look at "Here is the problem and this is how we are addressing it."

NEW BUSINESS:

No new business.

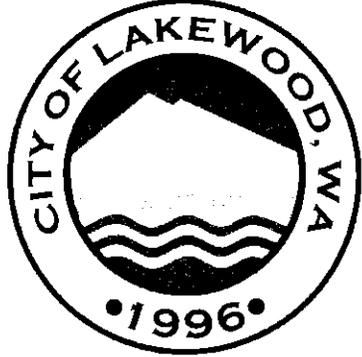
ADJOURNMENT: Mr DeNault adjourned the meeting at 8:30 a.m.



Clayton DeNault, Chairman



Kurt Sample, Program Coordinator

	<p>LAKEWOOD'S PROMISE ADVISORY BOARD</p> <p>Thursday August 8, 2013</p> <p>Conference Room 3A – Lakewood City Hall, Lakewood, WA 98499</p> <p>7:30 am – 8:30 am Meeting</p>
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CALL TO ORDER

Clayton DeNault called the meeting to order at 7:35 a.m.

ATTENDANCE

Lakewood’s Promise Advisory Board: Mary Dodsworth, Dr. John Walstrum, Clayton DeNault, Dr. Claudia Thomas, Elvin Bucu, Dr. Michele Johnson, Debbie LeBeau, Judi Weldy

Staff Present: Kurt Sample

LPAB members excused: Ellie Wilson, Kathy Bressler

Council Liaison: Mary Moss

APPROVAL OF JUNE MINUTES MINUTES: The minutes of June 13 , 2013 were approved, with the correction that Dr. Walstrum is leaving on the 19th, instead of the 9th of September.

PUBLIC COMMENT: None

PRESENTATION AND DISCUSSION: Kurt Sample took the opportunity to thank Dr. John Walstrum for his service by dubbing him a “maker” after Dr. Walstrum showed his proficiency with a banana piano - one of the projects to be displayed at Maker Festival.

Elvin Bucu was welcomed onto the Board.

UNFINISHED BUSINESS:

Discussion concerning the LPAB joint meeting with City Council.

- Ms. Dodsworth noted that Human Service Funding Advisory Board did an excellent presentation by:
 - Giving examples of how things work
 - Describing what these things are
 - Giving examples and taking time to ask questions.
 - Avoiding focusing on the “printed forms” and “budget cuts”.
- Dr. Walstrum suggested that the LPAB presentation should be focused around the Five Promises, giving examples of how each promise works.

- Ms. Dodsworth added that collaboration should also be stressed - that in this community no one does things by themselves.
- Ms. LeBeau said that the Clover Park School District Board does not have standing groups but gives orders to other groups.
- Dr. Thomas suggested that the America's Promise national agenda also be included.
- Dr Johnson also suggested that we look at the broader national agenda::
 - Considering promoting an educated citizenry
 - In the college
 - Closing achievement gaps
 - A diverse city meeting learning goals
 - An initiative for the community to not only youth but youth building their community
 - Dr. Johnson volunteered to work on a task force for this.

Mr. Sample reminded the Board that Maker Festival will be on August 24th at the Science Dome, and represents a new partnership between the library, Pierce College, Communities in Schools and Lakewood's Promise

NEW BUSINESS:

Mr Sample presented an idea to share collaborations and opportunities for collaborations with a wider range of people in Lakewood. He was looking for ways to reach businesses primarily.

- Dr Johnson also brought up the need for collaboration tools and
 - Linking to "big data" - in the spirit of Amazon.com
 - How do people link up to the Promises?
 - How does this promote the image?
 - The Database is the key... "If you like this then you may like this also"
 - Where do we get help formulating the big database?
- Mr DeNault said that the effort must be consistent county-wide. He suggested an app that people can access from their phone.

ADJOURNMENT: Mr DeNault adjourned the meeting at 8:30 a.m.



Clayton DeNault, Chairman



Kurt Sample, Program Coordinator



**Human Services Funding Advisory Board
Regular Meeting Minutes
Thursday, June 20, 2013
6000 Main Street SW
Lakewood, WA 98499**

CALL TO ORDER

Ms. Green called the meeting to order at 4:03 p.m.

ATTENDANCE

Board Members Present:

Ms. Paula Renz, Ms. Mary Bohn, Mr. Anthony Gomez, Ms. Mary Green, Mr. Paul Calta, Mr. Barry Hackett, Ms. Christine Turner, Ms. Susan Hart, and Ms. Amy Nelson

City Council Liaison: None

Staff members Present: Karmel Shields

APPROVAL OF MINUTES

Ms. Turner moved to approve the May 16, 2013 minutes of the Human Services Funding Advisory Board. Ms. Hart seconded the motion. The minutes were approved unanimously.

PUBLIC COMMENTS

None

NEW BUSINESS

None

UNFINISHED BUSINESS

Finalizing City Council Presentation

The members reviewed the presentation outline that was developed after the June 3, 2013 discussion. Each member agreed to take a portion of the presentation and to make edits and adaptations to keep the presentation engaging and informative.

Final Review of the 2013/14 Human Services Needs Analysis Plan

Ms. Shields handed out the next draft of a needs analysis action plan. She asked the HSFAB members to focus on the research questions and provide input on proceeding with the plan.

The environmental scan research question was discussed. Ms. Bohn wondered if a direct correlation can be made between what happens with another jurisdiction's funding priorities (i.e. City of Tacoma and United Way) and the direct impact on City of Lakewood residents. This concern will be kept in mind as the funding landscape portion of the needs analysis is drafted. The information gathered might be used as reference to frame the discussion in the final report.

Ms. Bohn commented that the plan still appears to be very ambitious for a part-time employee. It was suggested to recruit a graduate intern from UW Tacoma or Pacific Lutheran University to assist on the project. Mr. Calta and Mr. Gomez volunteered to provide contact information from these two institutions.

OTHER BUSINESS

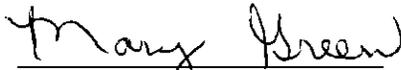
Human Services Coordinator June Report

Ms. Shields emailed to the HSFAB members the Human Services Coordinator job description and her monthly activity report. She also prepared and presented a three week time study. Ms. Shields' time is spent in seven major categories: contract management, HSFAB staffing, Lakewood's Community Collaboration, external partnership coordination, internal department coordination, general city staff administration duties and training/orientation activities.

ADJOURNMENT

There being no other business, Ms. Hart moved that the Board adjourn. Ms. Nelson seconded the motion. The motion passed and Ms. Green adjourned the meeting at 5:25p.m.

The next regularly scheduled HSFAB meeting will be Thursday, September 19, 2013. Staff will prepare new notebooks and name tags for the members. Also, members whose terms expire at the end of 2013 (Nelson & Turner) will be sent Advisory Board application materials.



Mary Green, Chair
Human Services Funding Advisory Board



Karmel Shields, Coordinator
Human Services



CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE
Meeting Minutes of
Tuesday, July 9, 2013
5:30 PM to 7:00 PM
City Hall Conference Room 1E
6000 Main Street SW
Lakewood, WA 98499

CALL TO ORDER

Vice-Chairman Mr. Levi Wilhelmsen called the meeting to order at 5:36 p.m.

ATTENDANCE/ROLL CALL

Citizen's Transportation Advisory Committee Members Present:

Vice-Chairman Levi Wilhelmsen, Charlie Maxwell, Christopher Webber and Robert Pourpasand

Citizen's Transportation Advisory Committee Members Excused: Paul Wagemann

Citizen's Transportation Advisory Committee Members Absent: none

Citizen's Transportation Advisory Committee Council Liaison: Paul Bocchi

Staff Present: Public Works Director Don Wickstrom; Public Works Transportation Division Manager Desiree Winkler; and Public Works Administrative Assistant Karen Devereaux-Bibb

APPROVAL OF MINUTES

Vice-Chairman Mr. Levi Wilhelmsen opened the floor asking if there were any additions, changes, or modifications to the June 4, 2013 meeting minutes as presented.

The motion to approve the minutes as written was made by Mr. Robert Pourpasand then seconded by Mr. Charlie Maxwell. A voice vote was taken and the motion carried unanimously.

PUBLIC COMMENTS

No public present at meeting.

CITY COUNCIL LIAISON COMMENTS

Councilmember Mr. Paul Bocchi shared that the Transportation Benefit District Board had a meeting last night and he felt progress was made toward a decision of how to move forward, noting the next step is a public outreach Parks & Public Works Survey to determine citizen views on priorities for parks improvements and roadway maintenance. Results from the survey should be known in Fall 2013. Councilmember Mr. Paul Bocchi added there is a growing list of cities passing this type of vehicle tab and he would like to see something on the February/March ballot if Council choses that avenue.

Mr. Bocchi also confirmed that council is very excited about the new city manager, John Caulfield, who will be starting September 3, 2013.

UNFINISHED BUSINESS

Pedestrian Accident Data

Ms. Desiree Winkler shared information concerning three years of pedacycle (bicycle) and pedestrian accidents (2010-2012) within the City of Lakewood. Staff concluded that a higher frequency of pedestrian accidents occur where there is higher pedestrian traffic, such as within the Towne Center.

Crosswalk Flagging Request by Citizen

Ms. Desiree Winkler presented a proposal for a pilot project to see the effectiveness of cross-walk pedestrian flagging at a few key locations. It is estimated that material costs for the proposed 4 locations would be less than \$200.00. Staff would monitor use and before/after rate of vehicles yielding to pedestrians. The committee concurred with staff's recommendation for the pilot project. The four locations include:

1. The pedestrian crossing at 59thAve SW in front of the Old County Buffet restaurant.
2. The pedestrian crossing on the east end of Main Street SW between Barnes and Noble bookstore and the Department of Social and Health Services building.

3. The pedestrian crossing at the 5600 block of Lakewood Towne Center Blvd in front of Panera Bread.
4. On Washington Blvd at Lake City Blvd, near the Harrison Preparatory School.

These locations will be easiest for staff to monitor and evaluate data from each site, which will help to keep initial costs down.

Mr. Webber inquired to how much a permanent, pedestrian actuated, flashing cross-walk sign would cost. Ms. Winkler shared that each assembly would cost about \$8,000 for materials. Mr. Pourpasand asked how long it would take to have some results evaluating the effectiveness of the crosswalk flagging. Ms. Winkler shared that within the first 30-60 days we would know if they are being utilized regularly or not. It would take a year to see if there is a reduction in accidents (if there were any at the specific location previously).

NEW BUSINESS

Review Council and Public Comments from the TIP Hearing held on July 1, 2013

Ms. Desiree Winkler explained that during the study session Council modified the Section 8 Beautification projects to include move up the improvements to the north and south Bridgeport gateways to the City in anticipation of the 2015 PGA US Open. Ms. Winkler noted another modification to include the Section 11 Other project number 11.2 Public Works Operations & Maintenance Facility. This will be a jointly owned facility between Streets and Surface Water Management – thereby eliminating the need for lease payments. This project is already under construction and within the current adopted budget. The project needs to be in the TIP for Real Estate Excise Tax (REET) funds to be utilized.

Mr. Christopher Webber made the motion to recommend the adoption of the 2014-2019 Six Year Transportation Improvement Program as shown in the June 11, 2013 final draft with the added project 11.2 Public Works Operations & Maintenance Facility. Mr. Robert Pourpasand seconded the motion. A voice vote was taken and the motion passed unanimously.

CTAC Members Traffic Flow Observations

None made at this meeting.

TRANSPORTATION DIVISION MANAGER UPDATE

Ms. Desiree Winkler provided the following project updates:

e1158 Lakewood Station Connection

The pedestrian bridge is complete and open for use. City staff, along with Sound Transit, is planning a public outreach mass mailing and signage to make local residents aware of the new station access.

Council has also concurred with staff's recommendation to approach Sound Transit on the use of the left-over Sound Transit funds for additional pedestrian connections to the station.

e1181 Bridgeport Way Overlay -59th Av SW to 112th

Project starts on Monday July 15. Staff reminded committee that permanent striping must allow 30 days for overlay to cure before application.

e1174 John Dower Elementary Safe Routes to Schools

Project is currently under construction and on schedule.

Utility Coordination Meeting Minutes Update

A copy of the meeting minutes updated on 7/9/2013 was provided. No comments were made.

NEXT MEETING

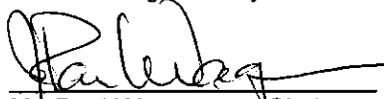
The next regularly scheduled quarterly meeting is to be held Tuesday, September 24, 2013 in the Lakewood City Hall Conference Room 1E from 5:30 p.m. to 7:00 p.m.

Agenda items to be included are:

- Cross walk pedestrian flagging pilot project update
- Street survey update

ADJORNMENT

This meeting was adjourned at 6:35 p.m.



Mr. Paul Wagemann, Chairman Date
Citizen's Transportation Advisory Committee 09/24/2013



Karen Bibb, Secretary Date
Citizen's Transportation Advisory Committee 09/24/2013



**PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING MINUTES
TUESDAY, MAY 28, 2013 – 5:30 PM TO 7:00 PM
Lakewood City Hall Conference Room 1D
6000 Main Street SW
Lakewood, WA 98499**

CALL TO ORDER: Chairman Jason Gerwen called the meeting to order at 5:30 p.m.

ATTENDANCE:

Parks and Recreation Advisory Board Members Present: Jason Gerwen; Vito Iacobazzi; Jim Montgomerie; Sylvia Allen; Tanja Scott

Parks and Recreation Advisory Board Members Excused: Alan Billingsley

Parks and Recreation Advisory Board Members Absent: Jim Charboneau

City Council Liaison: Don Anderson

Staff Present: Mary Dodsworth, director; Suzi Riley, administrative assistant
Amanda Richardson, recreation coordinator; Arielle Carney, office assistant

APPROVAL OF MINUTES

Mr. Iacobazzi moved and Mrs. Allen seconded the motion to approve the minutes as presented. The motion passed. The minutes were approved.

UNFINISHED BUSINESS

Farmers Market: Mrs. Richardson and Ms. Carney provided a review of the City's 2012 inaugural farmers market and a preview of what will occur at 2013's market. In summary, in 2012:

- The market averaged 500 customers each week
- Shoppers spent approximately \$45,000 during the full season
- Changes were made to the market as they were suggested, when possible
- The layout was modified to provide better access and vendor display
- Customer eating tables/chairs and the City's bouncy house were added to accommodate guests' needs
- The season was extended a couple of weeks longer – to Sept 18.
- Marketing was bare-boned – most information was shared by word of mouth
- 67% of shoppers did additional shopping in Lakewood – at the Towne Center

- 82% encouraged friends and family members to come to the market
- The Tuesday market day worked well for our community; the market had a pleasant atmosphere and enjoyable entertainment.

Plans for 2013 include:

- Continuing the Tuesday schedule, but extending the market season from June 4 through Sept 17 from 11:00 am to 3:00 pm and adding two extended days running from 11:00 am to 7:00 pm on July 30 and September 10.
- Senior citizen discount coupons can be used at the market and the information about accessing these coupons is available at the Lakewood Senior Activity Center
- WIC Clinic coupons will be accepted at our market
- Food demonstrations will be offered by St. Clare Hospital and Clover Park Technical College Culinary Arts students
- Theme days will be featured during the entire market season
- Entertainment will be a prominent feature on each market day – whether dancers or singers or bands or artists.
- Children’s craft projects will be featured each week so that children can be kept busy while parents shop for additional merchandise and healthy foods
- Major sponsor of the market in 2013 is St. Clare Hospital and additional sponsors are the Washington State Credit Union and LeMay Refuse – A Waste Connection Company

Recap of Joint PRAB and Council Meeting:

Three members of the Parks and Recreation Advisory Board were able to attend the joint PRAB-City Council meeting. The primary discussion point in that meeting was the Lakewood Legacy Plan. Tom Beckwith, who is contracted to finalize the Legacy Plan documents, was present to provide information to Council members regarding the plan.

Council members appeared to reject funding options that involved impact fees, bonds/levies or park district development. They did appear to support a statistical survey that would seek information from citizens regarding transportation and park issues. They understood the need to ask questions of citizens and to listen to their answers when trying to determine methods for generating increased revenue to maintain existing streets and park properties and facilities. Preliminary approval to move forward with planning for a survey with a joint focus on parks and transportation with its delivery primarily in an electronic format and asking what citizens would be willing to pay to maintain vital community resources and what their priorities are in these areas was supported by Council members. Mr. Beckwith was directed to prepare a draft survey.

Further discussion regarding the Legacy Plan was centered around its priorities, strategies and goals. Do the Plan's goals match those set by the Council? Is there a legal mandate to move forward with certain projects? Are we meeting the needs in underserved areas – is there equity in allocating park resources? How do we reduce operating costs and generate revenue over the short-long term? Are the programs and maintenance systems flexible and adaptable to meet immediate needs? What is the community's will toward parks and recreation?

If the goals and strategies are rated and evaluated under a priority system, should the data be reanalyzed within a consistently set period of time? What about every two years? How we rank the goals and strategies is important relative to what may change as the City focuses its needs and resources. Should funding be directed to capital projects or should it be directed to those strategies which score highest or meet the needs of the greatest numbers of people? Primary points of concern should always be the people involved and the areas involved and the services provided.

What timeline is to be used in following up on goals – one-two years or on up to five-six years or do we just view projects over their implementation over a long-term range? How do we manage funding issues for immediate opportunities? How are unexpected, but important purchases or programs handled so the chances for growth or improvement are not lost?

Sub-Committee Projects:

The Lakewood Municipal Park Code regulations are periodically reviewed and revised, as necessary, and Mrs. Dodsworth requested volunteers from within PRAB to serve on a sub-committee to handle the task at this time. Some of the specific issues to be reviewed included guns in public parks, non-smoking policies in city park facilities, and alcohol use at approved events held in public parks.

Mr. Iacobazzi, Mr. Gerwen and Ms. Scott volunteered to serve on the Code Review sub-committee. Parks staff will work with the sub-committee to complete this assignment during the summer months.

Mrs. Allen volunteered to draft a preliminary Sponsorship Policy for use in our department. Mr. Iacobazzi indicated he would share information with her from Metro Parks existing code.

Director's Report /OTHER:

TREX Wood Products – FSP Playground: The FSP playground was a community-wide 'build' project in 2005. Some of the materials used in creating this playground have deteriorated and failed. A class action law suit was brought against the supplier and the result is that the company is replacing \$15,000 worth of wood products to allow for rebuilding. If other wood fails in other parts of the playground, additional replacement product may be available.

A short window of time was available for scheduling the re-construction before the summer, but delivery of the replacement tons of wood product could not meet the timeline, so construction is anticipated to begin in September.

Welcome Home Community Event An event is scheduled September 15 at Fort Steilacoom Park to welcome home returning military troops from Afghanistan. The City is planning this event jointly with the military, AUSA and many additional partners.

Mrs. Allen suggested that we contact the USO to assist with entertainment bookings as their connection nationwide to available performers is extensive.

Parks to Support Street Landscaping: Beginning May 28, staff from the Parks Department will supervise street landscaping for the summer season. Parks staff will support Public Works staff in keeping right of ways, entry areas, and city building landscapes looking well maintained. The plan will be reviewed in the fall to determine what other changes may be needed.

Springbrook Park: A member of the Lakewood Community Foundation donated \$5000 towards a spinner playground structure to be installed at Springbrook Park in early June.

The development of a soccer field at this park site is almost completed.

Funding is still needed to facilitate the demolition of the house structure located on the newly purchased property.

PRAB COMMENTS:

Request for Maintenance: Ms. Scott noted that the playground fall zone chips at Harry Todd Park appeared to be layered very thinly in the playground and she suggested that the area be checked and refilled, if possible.

Request to Participate: Members indicated they would like to be invited to meet City Manager candidates and to participate in any questioning opportunities for boards or commission members.

County Conservation Task Force: Mr. Montgomerie reported that he participated over two days as a member of CCTF to evaluate farm properties suitable to be maintained as open spaces.

Mrs. Dodsworth reported that a vacancy exists on the County Conservation Board and it would be valuable to have a Lakewood resident serve on the Board to represent our community's concerns and issues.

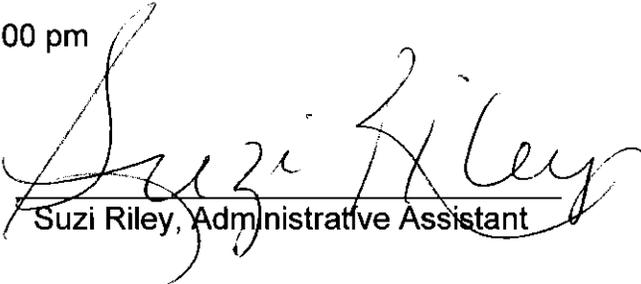
Compliments: Mr. Gerwen shared compliments regarding the appearance of our park facilities and noted the top-quality professionalism of our parks crew in greeting park guests and in representing the department and city well.

Next meeting: The next PRAB meeting will be held at Springbrook Park on Tuesday, June 25, 2013, at 5:30 pm. Bruce Dees will be invited to attend the meeting since he has been involved in the development of this site from its inception and, additionally, as a member of Lakewood First Lions.

ADJOURNMENT:

The meeting was adjourned at 7:00 pm


Jason Gerwen, Chair


Suzi Riley, Administrative Assistant



**LANDMARKS & HERITAGE
ADVISORY BOARD**

August 1, 2013
Third Floor Executive Conference Room
6000 Main Street SW
Lakewood, WA 98498

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Chair Steve Dunkelberger

MEETING PROTOCOL

Roll Call

Landmarks & Heritage Advisory Board Members Present: Chair; Steve Dunkelberger, Vice Chair; Stephanie Walsh, Darrell Nelson, Glen Spieth, Beth Campbell, Joan Cooley, Bill Harrison, Walter Neary

Landmarks & Heritage Advisory Board Emeritus Member Absent: Cyrus Happy

Council Liaison to LHAB Present: None

Staff Present: Dan Catron, Principal Planner; Staci Vukovich, LHAB Secretary; Jennifer Schreck, Preservation Consultant

Changes to Agenda: Mr. Dunkelberger asked to add an update regarding the William Wallace grave site to unfinished business.

Approval of Minutes: The minutes of May 23, 2013, were unanimously approved. M/S/C Campbell/Spieth

Announcements: Ms. Schreck thanked the LHAB for moving the meeting to this evening to accommodate her schedule. Mr. Catron informed the LHAB that the City's first public works director, Bill Larkin, had passed away. He will be missed.

Public Communications:- None

New Business: Joint Meeting with City Council – August 26, 2013. Ms. Cooley and Mr. Neary cannot attend. It was moved to ask the City Council if they would reschedule LHAB to a different date so more members could attend. September 9 or 23 would work, with the 23rd being preferred. M/S/C: Neary/Walsh. Mr. Catron will make the request.

Proposed Amendment of LMC Section 2.48 (Ordinance 566). Ms. Cooley stated that it important for the LHAB to have collaborative input with the City Council. If designations must be only property owner nominated, it precludes any contact with the LHAB before that time. She questions how would a private citizen know to nominate their home, or that there was even a process. That's a role of how LHAB serves the community. Mr. Dunkelberger stated that if it is up to a property owner to designate a property and the ownership changes hands the

designation could be lost. LHAB members concluded that they would be proactive at the joint meeting with the City Council, and provide background and history on what LHAB does, ask that what they have done to date be affirmed and ask the Council how they can best serve the City.

Suggested point people for a two minute discussion/presentation:

- Ms. Cooley – Education
- Mr. Neary – Economic Development / CLG
- Ms. Walsh - Tourism
- Mr. Harrison – Historical Perspective
- Mr. Dunkelberger – Property Rights

At the joint meeting the LHAB would ask the City Council to pass whatever legislation is necessary to allow LHAB to continue to exist. The LHAB spent time discussing details and suggested ways to present their thoughts to the City Council.

Unfinished Business: Lodging Tax Grant Self Guided Tour Progress Report. Ms. Schreck, Ms. Cooley and Mr. Spieth met and while touring the Lakewood Historical Museum, they located a 1939 map of Lakewood and decided they would use it as the template for the tour map. The map will have the driving route, pennants identifying each of the sites, and identify locally registered properties. On the back of the map, more information and data about each site and a QR code linking to the website will be available.

Ms. Schreck met with a graphic artist who said copyright of the map will not be an issue as the artist can change the map enough that it is not the same map. The artist stated it would cost \$750.00 for design, layout, creating the map, and two rounds of changes. If additional work is needed the cost is \$75.00 per hour. Printing 250 copies of a 17" x 22" would be \$998.00 (500 copies \$1,093.00) (1,000 copies \$1,200.00). Ms. Walsh reminded Ms. Schreck because the funds being used are lodging tax, that whoever is hired needs to be e-verified. There was a suggestion that Clover Park School District might be a resource for printing.

William Wallace Headstone. Ms. Schreck reported that the repair of the headstone is scheduled for August 15 at 9:00 a.m.

Next Meeting: September 26, 2013

Meeting Adjourned: 7:25 pm



Steve Dunkelberger, Chair
Landmarks & Heritage Advisory Board



Staci Vukovich, Secretary to the
Landmarks & Heritage Advisory Board



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CITIZENS ADVISORY BOARD
Regular Meeting Minutes
WEDNESDAY – August 28, 2013, 2013
Lakewood City Hall, Conference Room 3A
6000 Main Street SW, Lakewood, WA**

CALL TO ORDER

Chair Edith Owen Wallace called the meeting to order at 5:35 p.m.

ATTENDANCE

Board members present: Edith Owen Wallace, Michael Lacadie, Laurie Maus, Helen Bloodsaw, Sharon Taylor, and Sisay Telahun

Board members excused: Carshena Harvin

Council liaison excused: Councilmember Marie Barth

Staff present: Jeff Gumm, Martha Larkin

APPROVAL OF MINUTES – February 27, 2013

LAURIE MAUS MOVED TO APPROVE THE FEBRUARY 27, 2013 CDBG CITIZEN'S ADVISORY BOARD MEETING MINUTES AS WRITTEN. THE MOTION WAS SECONDED BY MICHAEL LACADIE. VOICE VOTE WAS TAKEN AND THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF MINUTES – August 14, 2013

LAURIE MAUS MOVED TO APPROVE THE AUGUST 14, 2013 CDBG CITIZEN'S ADVISORY BOARD MEETING MINUTES AS WRITTEN. THE MOTION WAS SECONDED BY MICHAEL LACADIE. VOICE VOTE WAS TAKEN AND THE MOTION CARRIED UNANIMOUSLY.

PUBLIC COMMENTS

There was no one present who wished to comment.

NEW BUSINESS

Review of FY2013 CDBG & HOME funding allocations

Mr. Gumm informed the Board that the 2013 funding agreement has been reviewed and signed. He reviewed the final allocations for CDBG and HOME.

Develop 2014 CDBG/CAB Work Plan

Mr. Gumm provided the Board copies of the proposed 2014 Work Plan to review for possible changes. He pointed out that the proposed plan was identical to the previous year's plan and that the plan was primarily designed to meet HUD's CDBG and HOME funding compliance requirements. Mr. Gumm informed the Board that it is time to begin the process of renewing the HOME Consortium agreement with the city of Tacoma and that no changes to the plan were proposed.

LAURIE MAUS MOVED TO APPROVE THE FY 2014 CDBG/CAB WORK PLAN AS WRITTEN. THE MOTION WAS SECONDED BY SISAY TELAHUN. VOICE VOTE WAS TAKEN AND THE MOTION CARRIED UNANIMOUSLY.

Develop 2014 CDBG/HOME Policies and Procedures

Mr. Gumm provided the Board copies of the FY 2013 Policy Statement and Draft FY 2014 Policy Statement. He informed the Board that the Draft FY 2014 Policy Statement was also the same as the previous year and that the document's primary purpose was to comply with HUD's CDBG and HOME funding regulations. A notice has been published about the public hearing to allow for citizen input on community development, housing, public services and economic development funding needs to be held on September 12, 2013. Final approval of the FY 2014 Policy Statement, including funding priorities, is to be made by Council on October 7, 2013.

SHARON TAYLOR MOVED TO APPROVE THE FY 2014 CDBG/HOME POLICIES AND PROCEDURES AS WRITTEN. THE MOTION WAS SECONDED BY SISAY TELAHUN. VOICE VOTE WAS TAKEN AND THE MOTION CARRIED UNANIMOUSLY.

OTHER

Mr. Gumm announced that he met with City of Tacoma staff and with Community Relations staff of Bank of America to discuss a possible partnership in which the Cities would gain access to Bank of America's REO (real estate owned) properties to rehabilitate and sell to low-income homebuyers. Discussion ensued about the potential benefits of such a program.

This was the last meeting for Sisay Telahun who's term has expired. Mr. Telahun will begin serving as a new member of the Citizen's Transportation Advisory Committee. The Board and staff thanked Mr. Telahun for his service to the community.

NEXT MEETING - The next meeting will be held September 4, 2013, 5:30 p.m., in Conference Room 1E to present and review FY 2012 CAPER

ADJOURNMENT

The meeting adjourned at 6:45 p.m.


Edith Owen Wallace, Chair


Dated



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CITIZENS ADVISORY BOARD
Regular Meeting Minutes
WEDNESDAY – September 4, 2013
Lakewood City Hall, Conference Room 3A
6000 Main Street SW, Lakewood, WA**

CALL TO ORDER

Chair Edith Owen Wallace called the meeting to order at 5:35 p.m.

ATTENDANCE

Board members present: Edith Owen Wallace, Michael Lacadie, Laurie Maus, Helen Bloodsaw, Sharon Taylor

Board members excused: Carshena Harvin

Council liaison excused: Councilmember Marie Barth

Staff present: Jeff Gumm, Martha Larkin

APPROVAL OF MINUTES – August 28, 2013

Approval of the minutes deferred to September 18, 2013.

PUBLIC COMMENTS

There was no one present who wished to comment.

NEW BUSINESS

Presentation and review of FY 2012 CAPER

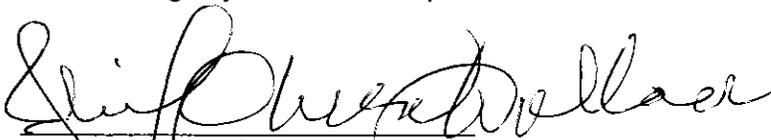
Mr. Gumm reviewed the FY 2012 Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER summarizes progress made on goals, objectives, performance measures and outcomes achieved during the year compared to the strategies that were set forth in the 2010-2014, 5-year Consolidated Plan. Copies were provided to the Board to review and comment for approval at the September 18, 2013 meeting.

NEXT MEETING

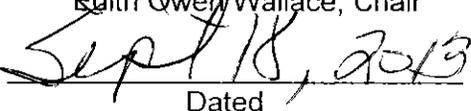
The next meeting will be a public hearing on housing, services, and community development needs. The hearing will be held jointly with the with the Human Services Funding Advisory Board on September 12, 2013 at 7:00 p.m. in the Council Chambers.

ADJOURNMENT

The meeting adjourned at 6:35 p.m.



Edith Owen Wallace, Chair


Dated



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CITIZENS ADVISORY BOARD
Public Hearing Minutes
THURSDAY – September 12, 2013
Lakewood City Hall Council Chambers
6000 Main Street SW, Lakewood, WA**

CALL TO ORDER

Chair Edith Owen Wallace called the meeting to order at 7:00 p.m.

ATTENDANCE

Board Members Present: Chair Edith Owen Wallace, Michael Lacadie, Sharon Taylor

HSFAB Board Members Present: Chair Mary Green, Chris Turner

Board Members Excused: Laurie Maus, Helen Bloodsaw

Council Liaison Excused: Councilmember Marie Barth

City Staff Present: Jeff Gumm, Martha Larkin, Karmel Shields

INTRODUCTIONS

All members of the CDBG Citizens Advisory Board and the Human Services Funding Advisory Board (HSFAB) introduced themselves.

Ms. Wallace, Chair of the CDBG Citizens Advisory Board, explained the need for citizen input in developing funding strategies for the FY 2014 Consolidated Plan. She noted that citizen input will be used by the Lakewood City Council in drafting funding strategies for allocating CDBG and HOME funding that benefit low and moderate income citizens of Lakewood. Ms. Wallace announced that applications for CDBG funding would be available from November 1st – December 6th.

PUBLIC COMMENTS

BethAnn Garteiz -Pierce County Coalition for Developmental Disabilities (PC2)

Ms. Garteiz discussed the need for affordable housing programs for families with disabled members. She stated that as many as 85% of the developmentally disabled are now living in the community and a high percentage of them earn below 50% of area median income. She stressed that the need has become critical to obtain and sustain affordable housing and prevent foreclosures. Ms. Garteiz stated that last year PC2 was able to assist 5 families in Lakewood and with continued support they will do more because these vulnerable citizens deserve affordable housing opportunities.

Rick Guild – CenterForce

Mr. Guild stated that CenterForce serves 258 developmentally disabled adults, 41 of whom are Lakewood residents. Of those Lakewood residents, 33 are employed. He stated that CenterForce is hoping to build or rehabilitate a building to provide food service training for developmentally disabled adults. Mr. Guild encouraged the Board to consider funding more physical improvement projects on the South side of I-5 in Lakewood such as roadway, sidewalk and streetlight improvements.

Helen McGovern-Pilant – Emergency Food Network (EFN)

Ms. McGovern-Pilant thanked the City for its support and explained that EFN distributes food to 100% of the food banks in Lakewood and 80% of all Pierce County. She stated that EFN distributed 11.6% of its food (1,555,099 lbs.) to Lakewood sites over the last year. Because of the increased need, EFN has partnered with FISH food bank in Lakewood. Beth Elliot of FISH food bank added that there has been a 150% increase in need and they have been serving approximately 9,000 people per month.

Gomer Roseman - Tacoma-Pierce County Habitat for Humanity

Mr. Roseman gave an update on Habitat for Humanity's progress in the Tillicum area of Lakewood and discussed upcoming projects as well as inviting the Boards to attend celebrations of some completed projects. He thanked the Board for their support.

Cynda Mack – MDC – Making a Difference in Community

Ms. Mack informed the Board that MDC serves households of less than 50% median income. The organization owns 4 cottages in Lakewood which have been slowly deteriorating due to age and use. MDC would like to demolish the units and build 10 units in place of them where they would continue to serve low income Lakewood residents.

Amy Allison - Associated Ministries, Paint Tacoma-Pierce Beautiful

Ms. Allison stated that the Paint Tacoma-Pierce Beautiful program provided house painting at no cost to low income households in Lakewood. She shared stories of two homeowners. She added that the program eligibility requirements have been expanded to include all low income households, not just the elderly or disabled. She thanked the Board for their continued support.

Rosemary Hibbler – House of Prayer

Ms. Hibbler explained that House of Prayer works with individuals who are transitioning from incarceration to housing in the community. She stated that they provide a 90-day transitional housing program which includes counseling, childcare and related services. Her organization partners with apartment owners and with the Department of Corrections in an effort to reduce recidivism and the crime rate.

Kristina Santwan – Rebuilding Together, South Sound

Ms. Santwan stated that last year the program assisted with plumbing, electrical work, ramps, roofs, clean-up and other general repairs on 12 homes in Lakewood. They utilize donated materials and volunteer labor and the work is done at no cost to the homeowner. She said they currently have a waiting list of 41 homes and that 9 of those are located in Lakewood.

Amy Remington – Guild Mortgage

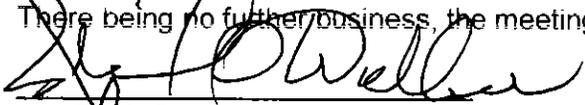
Ms. Remington discussed the Down Payment Assistance program. She stated that the lending industry is aware of Lakewood's DPA program and that it's a valuable resource and they use it as often as they are able. She added that it is beneficial that Lakewood's program requires more in the way of home inspections than some others.

OTHER

The next meeting of the CDBG Citizens Advisory Board is scheduled for Wednesday, September 18, 2013 at 5:30 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:47 p.m.


Edith Owen Wallace, Chair
Sept 18, 2013

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: October 7, 2013	TITLE: Resolution establishing November 18, 2013 as the date for a public hearing to consider the partial vacation of 104 th Street Court South right-of-way.	TYPE OF ACTION: — ORDINANCE <u>X</u> RESOLUTION NO. 2013-19 — MOTION — OTHER
REVIEW:	ATTACHMENTS: Resolution, Application, Petition, Exhibits	

SUBMITTED BY: Don Wickstrom, P.E., Public Works Director/City Engineer

RECOMMENDATION: It is recommended that the Mayor and City Council pass a resolution establishing November 18, 2013 as the date for a public hearing regarding the proposed partial vacation of 104th Street Court South right-of-way.

DISCUSSION: An application for the vacation of a portion of 104th Street Court South right-of-way was submitted on September 16, 2013, by Mike Schuh, on behalf of Miles Sand & Gravel Company, owner of real property located at the end of 104th Street Court South and adjacent to the vacation request. Miles Sand & Gravel would like to vacate this portion of the road right-of-way because the right of way is located within their gravel pit operation.

In accordance with state law, the City Council shall, by resolution, fix a time when the petition shall be heard and determined by the City Council, which time shall not be more than 60 days or less than 20 days after the date of adoption of the resolution. A staff report will be prepared in accordance with the City Code, and provided to the City Council in conjunction with the November 18, 2013, public hearing.

ALTERNATIVE(S): A public hearing is required by state statute. Therefore, the only alternative would be to modify the date of the public hearing, while staying within the time constraints as noted above.

FISCAL IMPACT: There are no fiscal impacts associated with setting a date for a public hearing. Fiscal aspects of the street vacation will be presented to the City Council in the forthcoming staff report.

_____ Prepared by	 _____
_____ Department Director	City Manager

RESOLUTION NO. 2013-19

A RESOLUTION of the City Council of the City of Lakewood, Washington, setting a public hearing on November 18, 2013, to consider the vacation of a portion of the 104th Street Court South right-of-way.

WHEREAS, the City of Lakewood, Washington, has received a petition signed by owners of at least two-thirds (2/3) of the property abutting a portion of the 104th Street Court South right-of-way, located within the City of Lakewood, Washington, requesting that the same be vacated; and,

WHEREAS, pursuant to Section 35.79.010 of the Revised Code of Washington and Lakewood Municipal Code Chapter 12A.12, a hearing on such vacation shall be set by Resolution, with the date of such hearing being not more than sixty (60) days nor less than twenty (20) days after the date of passage of such Resolution; and,

WHEREAS, under Lakewood Municipal Code section 12A.12.080, the City Manager, or the designee thereof, shall prepare a report concerning the proposed vacation for the City Council that will be used in considering whether to vacate the property, with a copy of the report to be served upon the representative of the petitioners, at least five days prior to the hearing; and,

WHEREAS, after passage of this Resolution, notice of this hearing shall be given as required under state and local laws.

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

Section 1. That a hearing be held on the petition for vacation of a portion of the 104th Street Court South right-of-way, within the City of Lakewood, Washington, more particularly shown in the attached map and legally described as follows:

PARCEL "A"
(TAX PARCEL NO. 0319061119)

THE WEST 60.00 FEET OF THE SOUTH 60.00 FEET OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 6, TOWNSHIP 19 NORTH, RANGE 3 EAST, OF THE WILLAMETTE MERIDIAN.

SITUATE IN THE CITY OF LAKEWOOD, COUNTY OF PIERCE, STATE OF WASHINGTON.

PARCEL "B"

THE WEST 60.00 FEET OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 6, TOWNSHIP 19 NORTH, RANGE 3 EAST OF THE WILLAMETTE MERIDIAN, LYING NORTH OF THE NORTH RIGHT-OF-WAY LINE OF 104TH STREET COURT SOUTH AS ESTABLISHED BY QUIT CLAIM DEED RECORDED UNDER AUDITORS FEE NUMBER 9510120335.

And the same hereby is set for 7:00 p.m. on the 18th day of November, 2013, or as soon thereafter as the matter may be heard, at the City Council Chambers at 6000 Main Street SW, Lakewood, Washington.

Section 2. That this Resolution shall be in full force in effect upon passage and signatures hereon.

PASSED by the City Council this 7th day of October, 2013.

CITY OF LAKEWOOD

Don Anderson, Mayor

Attest:

Alice M. Bush, MMC, City Clerk

Approved as to form:

Heidi Ann Wachter, City Attorney



6000 Main Street SW
 Lakewood, WA 98499
 Phone (253) 512-2261
 Fax (253) 512-2268

STREET OR ALLEY VACATION APPLICATION

STREET OR ALLEY VACATION FEE: \$750

SITE ADDRESS: Vicinity of intersection of Interstate 5 and Highway 512

TAX PARCEL NUMBER: Adjacent to Tax Parcel Nos. 0319061142 and 0319062076

PROPERTY OWNER: (mandatory)

Name: Miles Sand & Gravel Company Attn: Mike Schuh Daytime Phone: 253-833-3705
 Mailing Address: 400 Valley Avenue NE Fax Number: _____
 City/State/Zip: Puyallup, WA 98372

APPLICANT: (mandatory)

Name: Miles Sand & Gravel Company Attn: Mike Schuh Daytime Phone: 253-833-3705
 Mailing Address: 400 Valley Avenue NE Fax Number: _____
 City/State/Zip: Puyallup, WA 98372

Will the applicant be the contact person? YES or NO If other, please specify below:

Contact person: Bill Lynn of Gordon Thomas Honeywell LLP Phone #: 253-620-6416
 Mailing address: P.O. Box 1157
 City/State/Zip: Tacoma, WA 98402

Please provide a detailed project description.

Request to vacate two small parcels of right of way that were previously owned by Woodworth & Company (predecessor's in interest to Miles Sand & Gravel Company) and deeded to the State of Washington in connection with the development of Interstate 5 and then subsequently deeded to Pierce County (prior to the incorporation of the city of Lakewood. The parcels are located within an existing surface mining / gravel pit operation.

A = ALWAYS REQUIRED M = MAY BE REQUIRED

NUMBER REQUIRED	DESCRIPTION OF REQUIRED DOCUMENTS	REQUIRED
1	STREET OR ALLEY VACATION APPLICATION	A
1	STREET OR ALLEY VACATION FEE : \$750	A
1	SURVEY, VICINITY MAP, PLAT MAP AND LEGAL DESCRIPTION	A
1	STREET VACATION PETITION	A

TO THE LAKEWOOD CITY COUNCIL

To Whom It May Concern:

We, the undersigned freeholders of The City of Lakewood, Pierce County, State of Washington, do hereby respectfully petition for the vacation of the following described property:

See Attached Exhibit

Reserving, however, to the City of Lakewood and to such utility companies duly franchised in the City of Lakewood, perpetual easements under or over the above described property for the installation, operation, and maintenance of such utility franchises as they may exist at the time of this vacation pursuant to provisions contained in RCW 36.87.140.

The Area To Be Vacated Contains:

The Appraised Value:

One-half the Appraised Value of Land to be Vacated,
Which Shall be Due Prior to the City Council Adopting
an Ordinance Vacating Said Land

Notice to all parties signatory hereto:

Please print your name beneath your signature and clearly print your address to assure notice of forthcoming public hearing(s).

PRINCIPAL PETITIONER

**PARCEL NO. OF
PROPERTY OWNED**

**COMPLETE
RESIDENTIAL
MAILING ADDRESS**

1. Miles Sand & Gravel Company

0319061119

400 Valley Avenue NE

Puyallup, WA 98372

**ADDITIONAL PETITIONERS
INCLUDING ADJOINING OWNERS**

(requires majority of frontage owners)

1.



Signature

Mike Schuh for Miles Sand & Gravel Company

Print Name

PRINCIPAL PETITIONER

PARCEL NO. OF
PROPERTY OWNED

COMPLETE
RESIDENTIAL
MAILING ADDRESS

2.

Signature

Print Name

3.

Signature

Print Name

4.

Signature

Print Name

5.

Signature

Print Name

6.

Signature

Print Name

7.

Signature

Print Name

8.

Signature

Print Name

Said Petitioners believe that the above described right-of-way is not useful as a part of the City of Lakewood Road System and that the public will be benefited by the Vacation; and , therefore, pray for the Vacation of said right-of-way as provided by law, and assume responsibility for all aforementioned fees and/or costs as per R.C.W. Chapter 36.87.

Respectfully submitted this ____ day of August, ~~XXXX~~ 2013 .

NOTE: Petition must be returned within 90 days from _____.

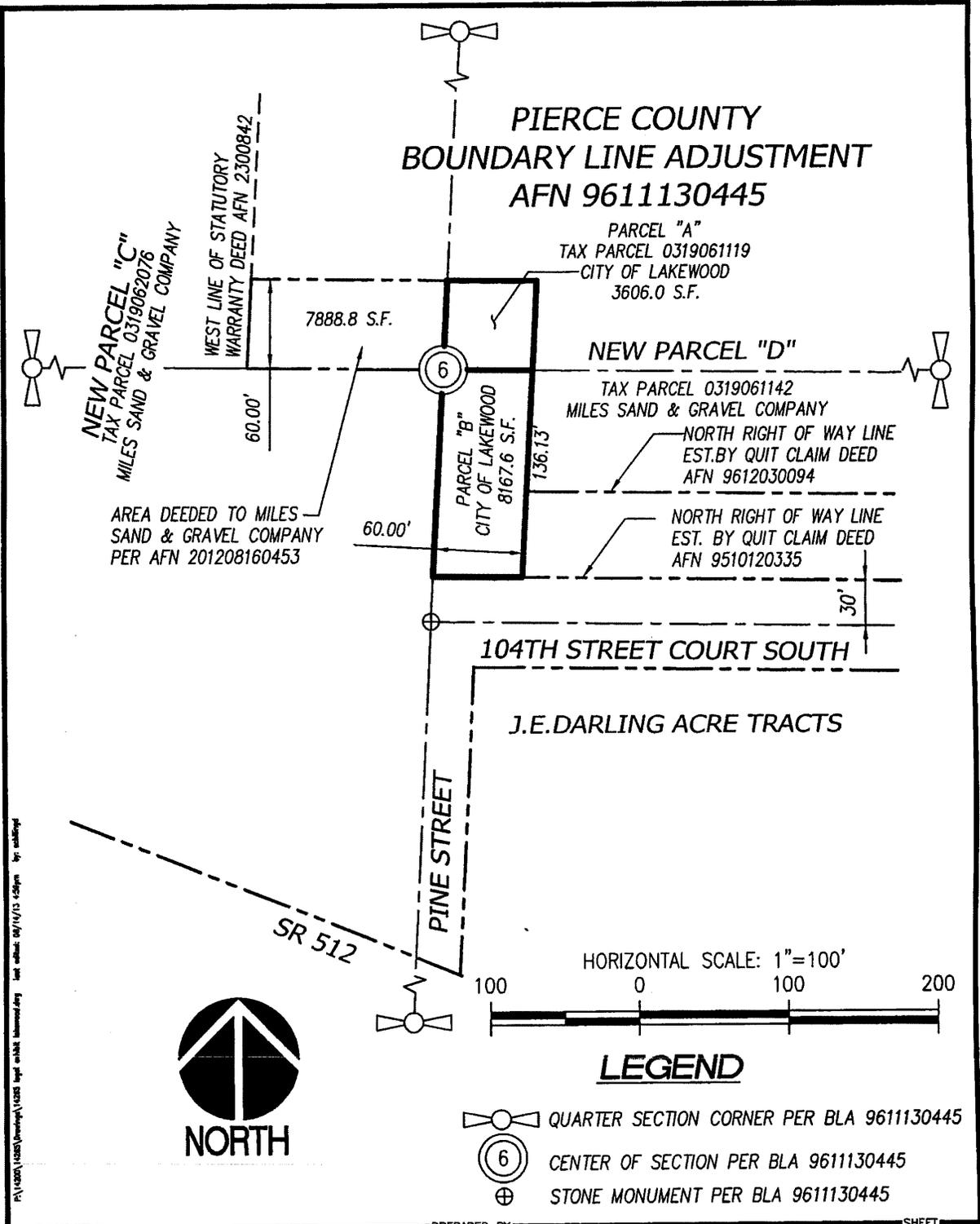
STATEMENT OF UNDERSTANDING

In signing this Petition, the Principal Petitioner certifies that he/she has read and agrees to the following:

The City of Lakewood does not warrant title to any vacated lands. Such title as does pass by virtue of the vacation process will vest according to law.

Notice of the Vacation Hearing shall be mailed to the person designated as Principal Petitioner.

**PIERCE COUNTY
BOUNDARY LINE ADJUSTMENT
AFN 9611130445**



P:\1000\1000\Drawings\1000.dwg 11/17/03 10:59 am

<p>SHEET TITLE CITY OF LAKEWOOD STREET VACATION EXHIBIT</p>	<p>PREPARED BY SITTS & HILL ENGINEERS, INC. CIVIL ■ STRUCTURAL ■ SURVEYING 4815 CENTER STREET TACOMA, WA. 98409 PHONE: (253) 474-9449</p>	<p>SHEET 2 OF 2</p> <p>PROJECT NO. 14265</p>
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LAKWOOD STREET VACATION LEGAL DESCRIPTION

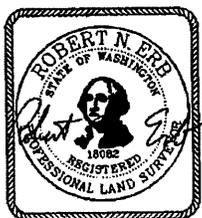
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SITUATE IN THE CITY OF LAKEWOOD, COUNTY OF PIERCE, STATE OF WASHINGTON.

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NORTH OF THE NORTH RIGHT-OF-WAY LINE OF 104TH STREET COURT SOUTH AS
ESTABLISHED BY QUIT CLAIM DEED RECORDED UNDER AUDITORS FEE NUMBER 9510120335.



ROBERT N. ERB, PLS 18082
SITTS & HILL ENGINEERS, INC.
4815 CENTER STREET
TACOMA, WASHINGTON 98409
TELEPHONE: (253) 474-9449

PROJECT NO. 14265
February 5, 2009
PAGE 1 OF 2



Vacation area

104th St Ct S



REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: October 7, 2013	TITLE: Setting Monday, November 4, 2013, at approximately 7:00 p.m., as the date for a public hearing on the proposed 201 Property Tax Levy.	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION NO. 2013- 41
REVIEW: October 1, 2013	ATTACHMENTS:	

SUBMITTED BY: Mary Ann Norquist, Finance Manager

RECOMMENDATION: It is recommended that the City Council set Monday, November 4, 2013, at approximately 7:00 p.m., as the date for a public hearing conducted by the City Council to hear public comment/testimony on the proposed and recommended 2014 Property Tax Levy.

DISCUSSION: The Revised Code of Washington (RCW) Chapter 84.55.120 stipulates that a hearing must be held on revenue sources for the coming year's budget, including consideration of possible increases in property tax revenues. Following the RCW guidelines, the City of Lakewood identifies November 4, 2013 as the date for a public hearing on the proposed 2014 Property Tax Levy.

ALTERNATIVES: The RCW provides that the property tax levy must be set by November 30th each year. Because the RCW provides direction on the process and establishes required dates and deadlines, the flexibility on public hearings and adoption are very limited. However, if necessary, the City Council could defer the hearing on the 2014 property tax levy to a special meeting later in November 2013 and still meet the RCW criteria.

FISCAL IMPACT: The fiscal impact will be equal to the property tax levy adopted by the City Council.

<u>Mary Ann Norquist, Finance Mgr</u> Prepared by	 City Manager Review
<u>Mary Ann Norquist, Finance Mgr.</u> Department Director	

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: October 7, 2013 REVIEW:	TITLE: Reappointing Susan Coulter and Kathy Flores to serve on the Lakewood Arts Commission through October 15, 2016. ATTACHMENTS: Candidates' applications	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION NO. 2013-42 <input type="checkbox"/> OTHER
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SUBMITTED BY: Alice M. Bush, MMC, City Clerk for Mayor Don Anderson

RECOMMENDATION: It is recommended that the City Council confirm the Mayor's appointment of Susan Coulter and Kathy Flores to serve on the Lakewood Arts Commission through October 15, 2016.

DISCUSSION: A news release was sent to THE NEWS TRIBUNE AND THE SUBURBAN TIMES advertising for five (5) vacancies on the Lakewood Arts Commission. Notices were posted at the Tillicum Community Center, Tillicum Library, Lakewood Community Center, Lakewood Library and City Hall. Two (2) applications were received and transmitted to the Council. A Notice of Vacancy will be advertised again for filling the remaining three (3) positions.

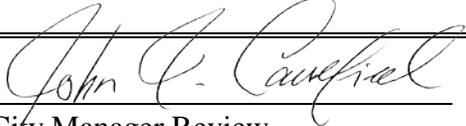
The role of the Lakewood Arts Commission is to assess needs, establish priorities and make recommendations for enrichment of the community and promotion of its cultural vitality through the arts.

The Lakewood Arts Commission will do the following:

- Promote the visual, performing and literary arts;
- Encourage the creative contribution of local artists;
- Make recommendations for Public Art to the City Council;
- Support community-building events; and
- Foster the City's cultural heritage.

ALTERNATIVE(S): The Council could choose not to confirm the appointments or re-advertise for these positions.

FISCAL IMPACT: There is no fiscal impact.

_____ Prepared by _____ Department Director	 _____ City Manager Review
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ARTS COMMISSION
APPLICATIONS FILED

	MAYOR'S APPOINTMENTS	TERMS 5 - 3 year terms through 10/15/2016
*Susan Coulter	Appoint	3 year term through 10/15/2016
*Kathy Flores	Appoint	3 year term through 10/15/2016

*incumbent

CITY OF LAKEWOOD
6000 Main Street SW
Lakewood, WA 98499
Phone: (253) 589-2489 Fax: (253) 589-3774

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SEP - 9 2013

APPLICATION FOR APPOINTMENT

The information in this document is subject to public disclosure and can be made available to the public by the City Clerk's Office

I wish to be considered for appointment to the following committee, board or commission:

- Arts Commission
- Citizens' Transportation Advisory Committee
- *Civil Service Commission – (Please see box below for additional questions.)
- Community Development Block Grant (CDBG) Citizens Advisory Board
- Human Services Funding Advisory Board
- Lakewood's Promise Advisory Board
- Landmarks and Heritage Advisory Board
- Lodging Tax Advisory Committee- (Organizations representing businesses required to collect hotel/motel tax, and organizations involving in activities authorized to be funded by hotel/motel taxes and local agencies involved in tourism promotion.)
- Parks and Recreation Advisory Board
- Planning Advisory Board
- Public Safety Advisory Committee
- Redevelopment Advisory Board

Name: Susan Coulter

Current Home Address: 10220 Lexington SW (Please Print)

City: Lakewood State: WA Zip: 98499

Home Phone Number: 253 582-5315 Email: sc.coulter@yahoo.com

Present Employer: N/A

Address: ~~1033~~ Same Work Phone: _____

CIVIL SERVICES COMMISSION APPLICANTS. PLEASE ANSWER QUESTIONS BELOW.

*How long have you resided at the home address above? 40 Years _____ Months

*Prior Home Address: N/A For how long? _____

*Are you a citizen of the United States? Yes No _____ (*Submit I-9 Form attached)

*Are you a registered voter of Pierce County? Yes No _____

*What political party are you affiliated with? Independant

*Requirement of RCW 41.12 for Civil Service Commission appointments

Hobbies/Interests: Politics Reading Garden Travel
Musee

Have you previously served or are you currently on one of the Boards or Commissions listed above? Yes No If yes, please explain: _____

Art Commission

Date available for appointment: _____

Are you available to attend evening meetings? Yes No

Are you available to attend daytime meetings? Yes No Sometimes

Approximately how many hours each month can you devote to City business? _____

Recommended by: _____

Education: MBA
BA

Professional and/or community activities: The Retiree Enlisted Association - Vice President

Colonial Dames Genealogical Society, President
PEC Board - Dalmatian Rescue

Please share some of your experiences or qualifications that you have relating to the work of this board, committee or commission: _____

have participated in Musical Events
Museum Advocates

Please explain why you would like to be part of this board, committee or commission: _____

On board continue

If necessary, are you available for an interview prior to appointment? Yes No
Attach additional pages, if needed.

ATTENDANCE: Individuals appointed are expected to attend meetings regularly. The Council expects to be informed in the event any Committee, Board or Commission member has three unexcused absences. The Council, may in the event of three unexcused absences, dismiss the individual from service.

EXPECTATIONS: Adhere to City of Lakewood's Code of Ethics, regular attendance at meetings (three or more unexcused absences may be cause for removal), mutual respect among members, good listener, and flexible.

PLEASE RETURN THIS FORM TO: City of Lakewood
City Clerk's Office
6000 Main Street SW
Lakewood, WA 98499
(253) 589-2489 Fax: (253) 589-3774

I hereby certify that this application and any other materials and/or documents provided in this application process contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge.

Signature: Susan Crockett Date: 9/9/2013 371

CITY OF LAKEWOOD
6000 Main Street SW
Lakewood, WA 98499
Phone: (253) 589-2489 Fax: (253) 589-3774

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AUG 27 2013
CITY OF LAKEWOOD
City Clerk's Office

APPLICATION FOR APPOINTMENT

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I wish to be considered for appointment to the following committee, board or commission:

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- Lakewood's Promise Advisory Board
- Landmarks and Heritage Advisory Board
- Lodging Tax Advisory Committee- (Organizations representing businesses required to collect hotel/motel tax, and organizations involving in activities authorized to be funded by hotel/motel taxes and local agencies involved in tourism promotion.)
- Parks and Recreation Advisory Board
- Planning Advisory Board
- Public Safety Advisory Committee
- Redevelopment Advisory Board

Name: Kat Flores
(Please Print)
Current Home Address: 15127 Silcox Dr SW
City: Lakewood State: WA Zip: 98498
Home Phone Number: 253-292-1014 E-mail: kflores@bates.ctc.edu
Present Employer: Bates Technical College katsathome@live.com
Address: 1101 S Yakima Ave Work Phone: 253-680-7178
Tacoma WA 98405

CIVIL SERVICES COMMISSION APPLICANTS. PLEASE ANSWER QUESTIONS BELOW.

*How long have you resided at the home address above? ___ Years ___ Months

*Prior Home Address: _____ For how long? _____

*Are you a citizen of the United States? Yes ___ No ___ (*Submit I-9 Form attached)

*Are you a registered voter of Pierce County? Yes ___ No ___

*What political party are you affiliated with? _____

*Requirement of RCW 41.12 for Civil Service Commission appointments

(-OVER-)

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: October 7, 2013	TITLE: Appointing Michael Erickson and Charlie Maxwell to serve on the Citizens' Transportation Advisory Committee through November 5, 2016.	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION NO. 2013-43 <input type="checkbox"/> OTHER
REVIEW:	ATTACHMENTS: Candidate applications	

SUBMITTED BY: Alice M. Bush, MMC, City Clerk on behalf of Mayor Don Anderson.

RECOMMENDATION: It is recommended that the City Council confirm the Mayor's appointment of Michael Erickson and Charlie Maxwell to serve on the Citizens' Transportation Advisory Committee through November 5, 2016.

DISCUSSION: A notice of vacancy to fill two (2) positions on the Citizens Transportation Advisory Committee was sent to The News Tribune and The Suburban Times and posted at the Tillicum Community Center, Tillicum Library, Lakewood Community Center, Lakewood Library and City Hall. Two (2) applications were received and transmitted to the Council on September 20, 2013.

Members shall be to the extent reasonably possible, citizens having a background in engineering, public works or a background of a similar nature and from neighborhoods throughout the city.

The role of the Citizens' Transportation Advisory Committee is to:

- A. Advise the City Council, the City Manager and City staff in connection with transportation related issues as may be referred to the Committee by the City Council which may include:
 - 1. Facilitate cooperation and coordination with the Public Works Department of the City on street, public works and transportation and infrastructure related projects and plans, (continued to page 2)

ALTERNATIVE(S): The Council could choose not to confirm any of the appointments or re-advertise for these positions.

FISCAL IMPACT: There is no fiscal impact.

_____ Prepared by	 _____ City Manager Review
_____ Department Director	

2. Identify, evaluate and recommend to the City Council, City Manager and/or City staff policies and projects for the City, annual update of its Six-Year Transportation Plan, and for other transportation and infrastructure planning purpose of the City, and
 3. Recommend ways and means of obtaining private, local county, state or federal funds for promotion of transportation and infrastructure facilities of the City, and
 4. Advise the City Council on acquisition, replacement and maintenance of transportation and infrastructure facilities of the City, and
 5. Advise the City as to the manner that public information on street related projects can best be disseminated, given the nature and/or scope of the projects.
- B. Advise the City Council regarding transportation related facilities, needs and programs of the City, as may be referred by the City Council.

CITIZENS' TRANSPORTATION ADVISORY COMMITTEE
APPLICATIONS FILED
September 16, 2013

NAME	MAYOR'S APPOINTMENT	TERMS
Michael Erickson	Appoint	2 - 3-year terms through 11/5/16 3 year term through 11/5/16
Charlie Maxwell	Appoint	3 year term through 11/5/16

RECEIVED

CITY OF LAKEWOOD
6000 Main Street SW
Lakewood, WA 98499
Phone: (253) 589-2489 Fax: (253) 589-3774

SEP 13 2013

CITY OF LAKEWOOD

APPLICATION FOR APPOINTMENT

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I wish to be considered for appointment to the following committee, board or commission:

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- Parks and Recreation Advisory Board
- Planning Advisory Board
- Public Safety Advisory Committee
- Redevelopment Advisory Board

Name: Michael Erickson (Please Print)

Current Home Address: 401 Lake Louise Dr. SW

City: Lakewood State: WA Zip: 98498

Home Phone Number: 253-582-2280 E-mail: mikee4@q.com

Present Employer: King County Department of Transportation

Address: 3407 Airport Way So. Seattle, WA. 98134 Work Phone: 206-903-7754

CIVIL SERVICES COMISSION APPLICANTS. PLEASE ANSWER QUESTIONS BELOW.

- *How long have you resided at the home address above? 4 Years Months
- *Prior Home Address: 413 19th Ave SE. Puyallup, WA 98731 For how long? 25 yrs
- *Are you a citizen of the United States? Yes X No (*Submit I-9 Form attached)
- *Are you a registered voter of Pierce County? Yes X No
- *What political party are you affiliated with? Republican
- *Requirement of RCW 41.12 for Civil Service Commission appointments

(-OVER-)

Hobbies/Interests: Boating, Hiking

Have you previously served or are you currently on one of the Boards or Commissions listed above? Yes ___ No X If yes, please explain: _____

Date available for appointment: 10/27/13

Are you available to attend evening meetings? Yes X No ___

Are you available to attend daytime meetings? Yes X No ___

Approximately how many hours each month can you devote to City business? 20

Recommended by: Michael Avery, Light Rail Section Manager

Education: UW Executive Development Program, Foster School of Business
BS Business & Information Systems, University of Phoenix
Associates in Electronic Engineering Technology, Pierce College

Professional and/or community activities: _____

Please share some of your experiences or qualifications that you have relating to the work of this board, committee or commission: Currently the Facility Manager for Light Rail in Seattle with extensive experience with transit infrastructure from the construction phase through sustained operations. Worked closely with the SFD and other agencies.

Please explain why you would like to be part of this board, committee or commission: We plan on making Lakewood our home and I'd like to participate in any means that I can to promote efficiencies, flexibility and value towards transit projects.

If necessary, are you available for an interview prior to appointment? Yes X No ___
Attach additional pages, if needed.

ATTENDANCE: Individuals appointed are expected to attend meetings regularly. The Council expects to be informed in the event any Committee, Board or Commission member has three unexcused absences. The Council, may in the event of three unexcused absences, dismiss the individual from service.

EXPECTATIONS: Adhere to City of Lakewood's Code of Ethics, regular attendance at meetings (three or more unexcused absences may be cause for removal), mutual respect among members, good listener, and flexible.

PLEASE RETURN THIS FORM TO: City of Lakewood
City Clerk's Office
6000 Main Street SW
Lakewood, WA 98499
(253) 589-2489 Fax: (253) 589-3774

I hereby certify that this application and any other materials and/or documents provided in this application process contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge.

Signature:  Date: 9/13/13

AUG 14 2013

APPLICATION FOR APPOINTMENT

CITY OF LAKEWOOD

The information in this document is subject to public disclosure and can be made available to the public.

I wish to be considered for appointment to the following committee, board or commission:

- Arts Commission
- Citizens' Transportation Advisory Committee
- *Civil Service Commission – (Please see box below for additional questions.)
- Community Development Block Grant (CDBG) Citizens Advisory Board
- Human Services Funding Advisory Board
- Lakewood's Promise Advisory Board
- Landmarks and Heritage Advisory Board
- Lodging Tax Advisory Committee- (Organizations representing businesses required to collect hotel/motel tax, and organizations involving in activities authorized to be funded by hotel/motel taxes and local agencies involved in tourism promotion.)
- Parks and Recreation Advisory Board
- Planning Advisory Board
- Public Safety Advisory Committee
- Redevelopment Advisory Board

Name: CHARLIE MAXWELL

(Please Print)

Current Home Address: 30135 12th AVE SW

City: FEDERAL WAY State: WA Zip: 98023

Home Phone Number: 253-405-9014 E-mail: charlie@westconnect.com

Present Employer: WE MAY PIERCE COUNTY REFUSE

Address: 4111 192nd ST EAST Work Phone: SAME

MEADOW, WA 98446

CIVIL SERVICES COMMISSION APPLICANTS. PLEASE ANSWER QUESTIONS BELOW.

*How long have you resided at the home address above? ___ Years ___ Months

*Prior Home Address: _____ For how long? _____

*Are you a citizen of the United States? Yes ___ No ___ (*Submit I-9 Form attached)

*Are you a registered voter of Pierce County? Yes ___ No ___

*What political party are you affiliated with? _____

*Requirement of RCW 41.12 for Civil Service Commission appointments

(-OVER-)

Hobbies/Interests: OLD CARS

Have you previously served or are you currently on one of the Boards or Commissions listed above? Yes No If yes, please explain: _____

Date available for appointment: ASAP

Are you available to attend evening meetings? Yes No

Are you available to attend daytime meetings? Yes No

Approximately how many hours each month can you devote to City business? AS MUCH

Recommended by: _____

Education: _____

Professional and/or community activities: CHAMBER, ROTARY
PPP - OTHERS

Please share some of your experiences or qualifications that you have relating to the work of this board, committee or commission: WORK IN SERVICE

INDUSTRY - TRANSPORTATION

Please explain why you would like to be part of this board, committee or commission:

COMMITTED TO LAKEWOOD

If necessary, are you available for an interview prior to appointment? Yes No
Attach additional pages, if needed.

ATTENDANCE: Individuals appointed are expected to attend meetings regularly. The Council expects to be informed in the event any Committee, Board or Commission member has three unexcused absences. The Council, may in the event of three unexcused absences, dismiss the individual from service.

EXPECTATIONS: Adhere to City of Lakewood's Code of Ethics, regular attendance at meetings (three or more unexcused absences may be cause for removal), mutual respect among members, good listener, and flexible.

PLEASE RETURN THIS FORM TO: City of Lakewood
City Clerk's Office
6000 Main Street SW
Lakewood, WA 98499
(253) 589-2489 Fax: (253) 589-3774

I hereby certify that this application and any other materials and/or documents provided in this application process contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge.

Signature: Charles Maxwell Date: 8-9-13

REQUEST FOR COUNCIL ACTION

<p>DATE ACTION IS REQUESTED: October 7, 2013</p> <p>REVIEW:</p>	<p>TITLE: Appointing Kathleen Lind and Mumbi Ngari-Turner to serve on the Community Development Block Grant (CDBG) Citizens Advisory Board through September 20, 2016.</p> <p>ATTACHMENTS: Candidate Applications</p>	<p>TYPE OF ACTION:</p> <p>— ORDINANCE</p> <p>— RESOLUTION</p> <p><u>X</u> MOTION NO. 2013-44</p> <p>— OTHER</p>
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SUBMITTED BY: Alice M. Bush, MMC, City Clerk

RECOMMENDATION: It is recommended that the City Council confirm the Mayor’s appointment of Kathleen Lind and Mumbi Ngari-Turner to serve on the Community Development Block Grant Citizens Advisory Board (CDBG/CAB) for a three-year term through September 20, 2016.

DISCUSSION: A Notice of Vacancy was advertised in THE NEWS TRIBUNE and THE SUBURBAN TIMES and posted at the Tillicum Community Center, Tillicum Library, Lakewood Community Center, Lakewood Library and City Hall.

Two (2) applications were received to fill two vacancies on the Board. The applications (attached) were transmitted to the Council on September 20, 2013.

The responsibilities of the CDBG/CAB is to 1) review and make recommendations on the Consolidated Plan, 2) review CDBG funding proposals and recommend to the City Council projects for funding, 3) recommend annual funding strategies for economic development, physical improvement, public service and housing programs for CDBG and HOME funding for Council consideration and allocation, and 4) hold public hearings to receive citizen comments on community development, housing, public service and economic development needs.

ALTERNATIVE(S): The Council could choose to appoint other candidates, not to confirm any of the appointments or re-advertise for these positions.

FISCAL IMPACT: There is no fiscal impact.

<p>_____ Prepared by</p> <p>_____ Department Director</p>	 _____ City Manager Review
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CDBG CITIZENS ADVISORY BOARD
APPLICATIONS
September 16, 2013

NAME	MAYOR'S APPOINTMENTS 2 – 3-year term through 9/20/16
Kathleen Lind	Appoint
Mumbi Ngari-Turner	Appoint

CITY OF LAKEWOOD
6000 Main Street SW
Lakewood, WA 98499
Phone: (253) 589-2489 Fax: (253) 589-3774

RECEIVED
SEP 16 2013
CITY OF LAKEWOOD
City Clerk's Office

APPLICATION FOR APPOINTMENT

The information in this document is subject to public disclosure and can be made available to the public.

I wish to be considered for appointment to the following committee, board or commission:

- Arts Commission
- Citizens' Transportation Advisory Committee
- *Civil Service Commission – (Please see box below for additional questions.)
- Community Development Block Grant (CDBG) Citizens Advisory Board
- Human Services Funding Advisory Board
- Lakewood's Promise Advisory Board
- Landmarks and Heritage Advisory Board
- Lodging Tax Advisory Committee- (Organizations representing businesses required to collect hotel/motel tax, and organizations involving in activities authorized to be funded by hotel/motel taxes and local agencies involved in tourism promotion.)
- Parks and Recreation Advisory Board
- Planning Advisory Board
- Public Safety Advisory Committee
- Redevelopment Advisory Board

Name: Kathleen Mary Lind

Current Home Address: 4003 Southgate Ave SW (Please Print)

City: Lakewood State: WA Zip: 98499

Home Phone Number: 253-588-4324 E-mail: klind4003@yahoo.com

Present Employer: retired Clover Park S.D. teacher

Address: _____ Work Phone: _____

CIVIL SERVICES COMMISSION APPLICANTS. PLEASE ANSWER QUESTIONS BELOW.

*How long have you resided at the home address above? ____ Years ____ Months

*Prior Home Address: _____ For how long? ____

*Are you a citizen of the United States? Yes ____ No ____ (*Submit I-9 Form attached)

*Are you a registered voter of Pierce County? Yes ____ No ____

*What political party are you affiliated with? _____

*Requirement of RCW 41.12 for Civil Service Commission appointments

(-OVER-)

Hobbies/Interests: history, reading

Have you previously served or are you currently on one of the Boards or Commissions listed above? Yes ___ No X If yes, please explain: _____

Date available for appointment: 9-16-13

Are you available to attend evening meetings? Yes X No ___

Are you available to attend daytime meetings? Yes X No ___

Approximately how many hours each month can you devote to City business? 10

Recommended by: _____

Education: B.A. plus post-graduate

Professional and/or community activities: WEA retired, North East Neighborhood Association secretary

Please share some of your experiences or qualifications that you have relating to the work of this board, committee or commission: My experience is limited to my work on the neighborhood association executive board, but I have the ability, time and willingness to learn.

Please explain why you would like to be part of this board, committee or commission: desire to be involved in and supportive of my community

If necessary, are you available for an interview prior to appointment? Yes X No ___
Attach additional pages, if needed.

ATTENDANCE: Individuals appointed are expected to attend meetings regularly. The Council expects to be informed in the event any Committee, Board or Commission member has three unexcused absences. The Council, may in the event of three unexcused absences, dismiss the individual from service.

EXPECTATIONS: Adhere to City of Lakewood's Code of Ethics, regular attendance at meetings (three or more unexcused absences may be cause for removal), mutual respect among members, good listener, and flexible.

PLEASE RETURN THIS FORM TO: City of Lakewood
City Clerk's Office
6000 Main Street SW
Lakewood, WA 98499
(253) 589-2489 Fax: (253) 589-3774

I hereby certify that this application and any other materials and/or documents provided in this application process contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge.

Signature: Kathleen M. Lint Date: 9-13-13

Memo

FROM THE DESK OF:

Kathy Lind

I have tentative plans to have ⁹⁻¹³⁻¹³ foot surgery in January, 2014. It would be on my right foot. Most likely I would be unable to attend meetings for approximately two months.

Kathleen M. Lind



CITY OF LAKEWOOD
6000 Main Street SW
Lakewood, WA 98499
Phone: (253) 589-2489 Fax: (253) 589-3774

APPLICATION FOR APPOINTMENT

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I wish to be considered for appointment to the following committee, board or commission:

- Arts Commission
- Citizens' Transportation Advisory Committee
- *Civil Service Commission – (Please see box below for additional questions.)
- Community Development Block Grant (CDBG) Citizens Advisory Board
- Human Services Funding Advisory Board
- Lakewood's Promise Advisory Board
- Landmarks and Heritage Advisory Board
- Lodging Tax Advisory Committee- (Organizations representing businesses required to collect hotel/motel tax, and organizations involving in activities authorized to be funded by hotel/motel taxes and local agencies involved in tourism promotion.)
- Parks and Recreation Advisory Board
- Planning Advisory Board
- Public Safety Advisory Committee
- Redevelopment Advisory Board

Name: Mumbi Ngari-Turner

Current Home Address: 8208 Southway S.W (Please Print)

City: Lakewood State: WA Zip: 98498

Home Phone Number: 253.970.9700 E-mail: Karekka@comcast.net

Present Employer: NONE

Address: _____ Work Phone: _____

CIVIL SERVICES COMMISSION APPLICANTS. PLEASE ANSWER QUESTIONS BELOW.

*How long have you resided at the home address above? 7 Years _____ Months

*Prior Home Address: 606 S. 40th St, Tacoma 9840 For how long? 5

*Are you a citizen of the United States? Yes _____ No X (*Submit I-9 Form attached)

*Are you a registered voter of Pierce County? Yes _____ No X

*What political party are you affiliated with? NONE

*Requirement of RCW 41.12 for Civil Service Commission appointments

(-OVER-)

Hobbies/Interests: Swimming, Reading, Biking

Have you previously served or are you currently on one of the Boards or Commissions listed above? Yes ___ No X If yes, please explain: _____

Date available for appointment: Anytime during the day

Are you available to attend evening meetings? Yes X No ___

Are you available to attend daytime meetings? Yes X No ___

Approximately how many hours each month can you devote to City business? _____

Recommended by: Jeff Gum

Education: Masters in Health Management, Planning & Policy

Professional and/or community activities: Former member of National Ass. of Security Dealers (NASD) & Securities exchange Commission (Sec), member of Exchange club of Tacoma & Healthcare providers, Board member of 2 grassroots organizations, & Foster Parent with cas.

Please share some of your experiences or qualifications that you have relating to the work of this board, committee or commission: I have a great interest in working/networking with grassroots organizations, working together as a team to foster growth and development, sharing of ideas to facilitate cooperation.

Please explain why you would like to be part of this board, committee or commission: As a recipient of a grant from the city of Lakewood, I would like to give back my time and talents to the city which has been so helpful to my family.

If necessary, are you available for an interview prior to appointment? Yes X No ___

Attach additional pages, if needed.

ATTENDANCE: Individuals appointed are expected to attend meetings regularly. The Council expects to be informed in the event any Committee, Board or Commission member has three unexcused absences. The Council, may in the event of three unexcused absences, dismiss the individual from service.

EXPECTATIONS: Adhere to City of Lakewood's Code of Ethics, regular attendance at meetings (three or more unexcused absences may be cause for removal), mutual respect among members, good listener, and flexible.

PLEASE RETURN THIS FORM TO: City of Lakewood
City Clerk's Office
6000 Main Street SW
Lakewood, WA 98499
(253) 589-2489 Fax: (253) 589-3774

I hereby certify that this application and any other materials and/or documents provided in this application process contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge.

Signature: J. Gum Turner

Date: 9/17/2013

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: October 7, 2013	TITLE: Appointing Robert Estrada to serve on the Redevelopment Advisory Board through May 23, 2015.	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION NO. 2013-45 <input type="checkbox"/> OTHER
REVIEW:	ATTACHMENTS: Candidate Applications	

SUBMITTED BY: Alice M. Bush, MMC, City Clerk

RECOMMENDATION: It is recommended that the City Council confirm the Mayor’s appointment of Robert Estrada to serve on the Redevelopment Advisory Board (RDAB) through May 23, 2015.

DISCUSSION: A Notice of Vacancy to fill an unexpired term vacancy on the RDAB was advertised in the SUBURBAN TIMES AND THE NEWS TRIBUNE and posted at the Tillicum Community Center, Tillicum Library, Lakewood Community Center, Lakewood Library and City Hall on August 9, 2013. One (1) application was received and transmitted to the Council on September 20, 2013.

The Redevelopment Advisory Board was created to assist and advise the City Council in connection with issues and programs involving commercial business development and retention as may be referred to the Advisory Board by the City Council which may include: - Continued on page 2.

ALTERNATIVE(S): The Council could choose not to confirm the appointments or re-advertise for this position.

FISCAL IMPACT: There is no fiscal impact.

Prepared by _____ Department Director _____	 _____ City Manager Review
--	--

- A. Facilitate cooperation and coordination between various business groups and impacted neighborhoods on business issues;
- B. Facilitate the formation of specific neighborhood commercial business groups to assist in the enhancement of various existing commercial areas, aid in stabilizing and retaining commercial enterprises within these areas to maintain viability as a commercial area, and help in identifying specific needs of businesses within various commercial areas.
- C. Make recommendations to the City Council and to City staff for programs in which the City could or should participate to enhance commercial development opportunities in the City, which programs may be in cooperation with any appropriate private, public, civic or community agency, group or association of or in the City, county, state or federal government;
- D. Recommend ways and means of obtaining private, local, county, state or federal funds and other participation for the promotion of business development projects within the City, especially those of an incubator type;
- E. Work with City of Lakewood staff, City Council committees, task forces and other City/community based groups, as directed by the City Council, on relevant issues and projects; and
- F. Assist in database development for the creation and maintenance of a community profile.

REDEVELOPMENT ADVISORY BOARD

APPLICATIONS FILED

September 20, 2013

NAME	MAYOR'S APPOINTMENT 1 - unexpired term through May 23, 2015
Robert Estrada	Appoint through May 23, 2015

RECEIVED

AUG 19 2013

Lakewood Legal Department

CITY OF LAKEWOOD
6000 Main Street SW
Lakewood, WA 98499
Phone: (253) 589-2489 Fax: (253) 589-3774

APPLICATION FOR APPOINTMENT

The information in this document is subject to public disclosure and can be made available to the public.

I wish to be considered for appointment to the following committee, board or commission:

- Arts Commission
- Citizens' Transportation Advisory Committee
- *Civil Service Commission - (Please see box below for additional questions.)
- Community Development Block Grant (CDBG) Citizens Advisory Board
- Human Services Funding Advisory Board
- Lakewood's Promise Advisory Board
- Landmarks and Heritage Advisory Board
- Lodging Tax Advisory Committee- (Organizations representing businesses required to collect hotel/motel tax, and organizations involving in activities authorized to be funded by hotel/motel taxes and local agencies involved in tourism promotion.)
- Parks and Recreation Advisory Board
- Planning Advisory Board
- Public Safety Advisory Committee
- Redevelopment Advisory Board

Name: ROBERT W. ESTRADA
(Please Print)

Current Home Address: 12513 EDGEWATER DR SW

City: LAKEWOOD State: WA Zip: 98499

Home Phone Number: 253-984-6326 E-mail: ROMESTRADA@COMCAST.NET

Present Employer: RETIRED

Address: _____ Work Phone: _____

CIVIL SERVICES COMMISSION APPLICANTS. PLEASE ANSWER QUESTIONS BELOW.

*How long have you resided at the home address above? ___ Years ___ Months

*Prior Home Address: _____ For how long? ___

*Are you a citizen of the United States? Yes ___ No ___ (*Submit I-9 Form attached)

*Are you a registered voter of Pierce County? Yes ___ No ___

*What political party are you affiliated with? _____

*Requirement of RCW 41.12 for Civil Service Commission appointments

(-OVER-)

Hobbies/Interests: GRAND CHILDREN, Community Outreach

Have you previously served or are you currently on one of the Boards or Commissions listed above? Yes ___ No If yes, please explain: _____

Date available for appointment: NOW

Are you available to attend evening meetings? Yes No ___

Are you available to attend daytime meetings? Yes No ___

Approximately how many hours each month can you devote to City business? 8-10

Recommended by: JAMES GUERRERO

Education: MA-PUBLIC ADMINISTRATION MA-THEOLOGY

B.S-BUSINESS MANAGEMENT

Professional and/or community activities: PRES-FRIENDS OF LAKEWOOD LIBRARIES; SEC-BOARD OF DIRECTORS LAKEWOOD LIGHT+POWER; PIERCE COUNTY COURT APPOINTED SPECIAL ADVOCATE-CHILDREN; FOSTER PARENT-NEWBORNS

Please share some of your experiences or qualifications that you have relating to the work of this board, committee or commission: _____

RETAIL BUSINESSES; MANAGED + DIRECTED RETAIL STORES

Please explain why you would like to be part of this board, committee or commission: WOULD LIKE TO USE MY RETAIL, FACILITY, AND PROJECT MANAGEMENT EXPERIENCE TO ASSIST THE BOARD IN FULFILLING ITS MANDATES

If necessary, are you available for an interview prior to appointment? Yes No ___

Attach additional pages, if needed. RESUME ATTACHED

ATTENDANCE: Individuals appointed are expected to attend meetings regularly. The Council expects to be informed in the event any Committee, Board or Commission member has three unexcused absences. The Council, may in the event of three unexcused absences, dismiss the individual from service.

EXPECTATIONS: Adhere to City of Lakewood Code of Ethics as a result of appointment among members and listener and flexible

PLEASE RETURN THIS FORM TO: City of Lakewood
City Clerk's Office
6000 Main Street SW
Lakewood, WA 98499
(253) 589-2489 Fax: (253) 589-3774

I hereby certify that this application and any other materials and/or documents provided in this application process contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge.

Signature: [Signature] Date: 8/18/15

ROBERT W. ESTRADA

12513 Edgemere Drive SW
Lakewood, WA 98499

253-230-5931
romestrada@comcast.net

Profile**PROJECT MANAGER AND IMPROVEMENT FACILITATOR**

Over 25 years experience supervising staff, planning and implementing special projects, improving work procedures, and assessing quality of equipment and facilities. Demonstrated strengths in:

Project Planning and Implementation
Customer Service

Facility Management
Quality Improvement

REPRESENTATIVE ACCOMPLISHMENTS**Project Planning and Implementation**

- Planned and implemented the development of a non-profit retail business. Acquired merchandise, laid out floor plan, obtained volunteer staff, wrote policies and procedures. In one year increased gross sales by 75K and net sales by \$91K.
- Planned and implemented a program to deliver meals to seniors within Pierce County.
- Led staff in successfully planning and implementing the relocation of \$1.5B in aircraft and equipment and the transfer of 1700 military employees.
- Planned and implemented a recovery program for a military organization. Upgraded living and production facilities, trained staff, established standards for repair of equipment, and improved staff morale.

Customer Service

- Directed an In Home Care Program, providing personal care and cleaning services to 400 clients in 3 counties.
- Developed public disclosure policies, which insured the privacy of citizens, and negotiated public service announcement and brochure design contracts, insuring the best possible product to the general public.
- Enhanced the customer service program by creating a trainer development plan, a library, arranging for sign and language interpreters for needed classes, coordinating with government agencies for training in the field.

Facility Management

- Planned, implemented, and accomplished in 5 days, the relocation of an 8,000 square foot non-profit retail business into a 17,000 square foot facility.
- Managed the allocation of limited building space and the full maintenance of a four story military facility. Received a facility award for the most improved and best looking facility.
- Directed staff, which effectively managed equipment maintenance and storage facilities, and two-250 tenant complexes.

Quality Improvement

- Led staff in developing the first Quality Business Plan, which put in place a coherent long range plan for improving customer service.
- Led staff of 13 instructors who trained 686 state employees in 24 months. Fifty-seven quality teams were formed resulting in improved processes throughout the department.
- Received process improvement methodology training to include quality awareness, facilitation skills, team dynamics, coaching, and statistics. In turn, trained 400 staff members on process improvement methods at multiple locations and on three work shifts.

Robert W. Estrada253-230-5931Page 2**CAREER HISTORY**

- Habitat for Humanity of Tacoma Pierce County, WA** 2005 - 2011
Store Director
 Directed the overall operations of the Store and represented the Store and Habitat for Humanity at public and community events. Developed policy, prepared and administered budgets, and supervised Store Manager.
- St. Frances Cabrini Church, Lakewood, WA** 2002 - 2005
Business Manager
 Directed all business activities of the church to include financial, facility, and human resources.
- Lutheran Community Services, Tacoma, WA** 2001 - 2002
Program Director
 Directed a Tri-County In Home Care Program. Managed staff, developed standards, prepared budgets, resolved problems, prepared statistical reports and correspondence, coordinated with county and state officials.
- GE Capital, Bellevue, WA** 1998 - 2001
Field Representative
 Assisted in the underwriting process by inspecting, for condition and maintainability, 291 company owned equipment and real estate assets, located throughout the United States and Canada.
- Thurston County Auction, Tacoma, WA** 1995 - 1998
Business Manager
 Managed retail store operations and negotiated purchases for tri-county estate liquidation service.
- State of Washington Department of Licensing, Olympia, WA** 1993 - 1995
Director, Quality and Communication Services
 As a member of the Executive Management Team directed and implemented department's quality initiative, and served as the Director of Public Affairs. Developed business plans, promoted agency, established policy.
- Clover Park and Tacoma School Districts, Tacoma, WA** 1992 - 1993
Substitute Teacher
 Taught core subject and special education classes.
- McChord Air Force Base, WA** 1989 - 1992
Military Officer - Director of Logistics
 Completed 26 years of military service. Directed and managed aircraft operation and repair facilities with budgets of \$3.6M and equipment valued over \$50M. Coordinated acquisition issues with U.S. and foreign governments.

EDUCATION

- Master of Arts, Public Administration, University of Northern Colorado
- Master of Arts, Theology, Seattle University
- Bachelor of Science, Business Management, San Diego State University

COMMUNITY SERVICE ACTIVITIES

- Board of Directors, Lakeview Light and Power, Lakewood, WA
- Board of Directors, Friends of the Library, Lakewood, WA
- Foster Parent - Newborns and Infants
- Court Appointed Special Advocate - Pierce County

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: October 7, 2013	TITLE: Adopting the Fiscal Year 2014 Policy Statement and Work Plan for the Annual Consolidated Plan for CDBG & HOME Programs ATTACHMENTS: Resolution FY 2014 CDBG & HOME Draft Policy Statement and Draft Work Plan 9/12/13 CDBG/CAB Public Hearing Minutes	TYPE OF ACTION: — ORDINANCE <u>X</u> RESOLUTION NO. 2013-20 — MOTION — OTHER
REVIEW: September 23, 2013		

SUBMITTED BY: David Bugher, Assistant City Manager for Development Services/Community Development Director

RECOMMENDATION: It is recommended that the Mayor and City Council adopt the attached Draft Resolution and FY 2014 Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) Policy Statement and Work Plan for the Annual Consolidated Plan.

DISCUSSION: In preparation of the application and funding process for FY 2014 (July 1, 2014 - June 30, 2015) CDBG and HOME projects, it is recommended that Council set policy direction and funding guidelines on the proposed use of CDBG & HOME funds that meet the three U.S. Department of Housing and Urban Development’s (HUD) national objectives, which are to 1) benefit low and moderate income citizens, 2) remove slums and blight, and 3) meet an urgent need.

On September 12, 2013, the CDBG Citizens Advisory Board (CDBG/CAB) and Human Services Funding Advisory Board held a joint public hearing to receive public testimony on community development, economic development, housing, public services, and human services needs to benefit Lakewood’s low and moderate income citizens. There were 11 attendees with 10 individuals providing testimony and 1 written comment provided at the hearing (see September 12, 2013, minutes). At the Council’s September 23, 2013 Study Session, the Council and CDBG CAB reviewed the public testimony and discussed Council funding recommendations for the Draft FY 2014 Policy Statement. The CDBG/CAB reviewed and tentatively approved the Draft FY 2014 Policy Statement and Work Plan on August 28, 2013.

ALTERNATIVE(S): The Council can choose to modify the draft policy statement, priorities and funding guidelines.

FISCAL IMPACT: It is estimated that the City will receive approximately \$450,000 in CDBG funds and \$240,000 in HOME Investment Partnership funds through the City of Tacoma-Lakewood Home consortium for FY 2014.

_____ Prepared by _____ Department Director	 _____ City Manager Review
--	--

DRAFT POLICY STATEMENT
FY 2014
CDBG and HOME Programs

GENERAL

1. All programs and projects will be consistent with the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) program regulations as applicable.

CDBG projects must meet one of the three U. S. Department of Housing and Urban Development national objectives: (a) benefiting low and moderate income persons, (b) removing slums or blights or (c) meeting an urgent need.

HOME projects must provide housing or assist in housing for low-income persons.

2. Priority consideration (not necessarily in the following order) will be given to projects which:
 - a. Are consistent with the Consolidated Plan.
 - b. Use CDBG and HOME funds to leverage funds from other sources.
 - c. Demonstrate collaboration and cooperation with community residents and other community organizations that will improve service delivery and/or cost effectiveness.
 - d. Promote or facilitate self-sufficiency.
 - e. Are prioritized consistent with Lakewood City Council goals, subject to CDBG and HOME regulations.
 - f. Can be implemented within twelve months.
 - g. Do not require General Fund allocations for continuing operation and maintenance or which reduce current operation and maintenance costs. (Note: It is recognized, that to address community needs, some federal funded projects may require support from the General Fund for operation and maintenance costs, however, these projects must have a commitment from the General Fund prior to being recommended for federal funding.)
3. CDBG funds will be set aside in the Contingency category to cover unanticipated cost overruns on projects, for use as matching funds for grants, or to take advantage of unforeseen opportunities during the program year. Funds in the Contingency category will not exceed five (5) percent of the total grant.
4. A maximum of 20 percent of the total CDBG grant may be set aside for administration.
5. Up to 15 percent of the total CDBG grant may be set aside for public service programs.
6. The CDBG Citizens Advisory Board (CDBG/CAB) will review and make recommendations for the programming and reprogramming of CDBG and HOME funding.
7. The CDBG/CAB will review funding proposals for CDBG and HOME projects and will recommend projects for CDBG and HOME funding from new and reprogrammed allocations.
8. The CDBG/CAB will recommend annual funding policies and will recommend CDBG and HOME funding allocations by applicable categories (i.e. economic development, public service,

community development (physical/infrastructure improvement), and housing in the Consolidated Annual Action Plan for consideration by the City Council.

9. The Tacoma Community Redevelopment Authority (TCRA) will review loan and grant applications for housing development projects funded by HOME Investment Partnership Act funds and make funding decisions based on projects meeting the lending criteria of the TCRA in accordance with the allocations to specific housing categories as approved by the Lakewood City Council.

CITY COUNCIL GOAL & PRIORITIES:

The Lakewood City Council overarching goals for the use of CDBG funds for FY 2014 is to enable economic development. The following areas are prioritized in order: physical/infrastructure improvements, public service, housing, and economic development.

PRIORITY 1 – PHYSICAL/INFRASTRUCTURE IMPROVEMENTS (COMMUNITY DEVELOPMENT)

The policy for physical/infrastructure improvements is to support neighborhood revitalization and improvements to spur economic development activities and improve living conditions for lower income persons. Activities that support this policy include:

1. Construction or improvement of public facilities (i.e. sewers, streets, sidewalks, alleys, lighting or related public improvements) in lower income residential neighborhoods or for business that create and/or retain jobs for lower-income persons.
2. Construction or rehabilitation of public or privately-owned, community service facilities (i.e. community, senior and youth centers) that will provide a public service benefiting low-income citizens.
3. Acquisition, development and improvement of parks, playgrounds and open space in lower-income residential neighborhoods.

PRIORITY 2 - PUBLIC SERVICE

The policy for CDBG funded public service activities is to target low-income clientele. Most of the City's human services activities are supported through 1% of the City's General Fund.

PRIORITY 3 - HOUSING

The policy for housing is to support economic development and job development/retention by improving neighborhoods to expand opportunities for affordable housing for lower-income individuals, and to preserve affordable housing to prevent homelessness and to improve property values and neighborhood characteristics. Activities that support this policy include:

1. Projects that develop or renovate housing to create housing near jobs and promote economic viability.
2. Projects that conserve existing housing by making home repairs or rehabilitating homes to meet building and housing codes.
3. Projects that provide affordable housing and homeownership and rental housing opportunities.
4. Projects that support housing to accommodate persons with special needs.
5. Projects that provide housing for homeless or transitional shelter for homeless persons.

6. Projects that coordinate housing efforts in the city, county and neighboring jurisdictions to assess housing needs and create affordable housing opportunities.

PRIORITY 4 - ECONOMIC DEVELOPMENT

The policy for economic development is to create viable businesses in targeted areas and to create and/or retain jobs for lower income persons.

Activities that support this policy include, not necessarily in priority order.

1. Assistance to businesses to make exterior improvements to facilities.
2. Assistance for microenterprise businesses.
3. Loans to businesses expanding jobs for lower-income persons.
4. Infrastructure to support businesses.

DRAFT WORK PLAN
FY 2014
Community Development Block Grant Citizens Advisory Board

Members:

Edith Owen Wallace, Chair
Michael Lacadie
Laurie Maus
Sharon Taylor
Helen Bloodsaw
Vacant position
Vacant position

Council Liaison:

Marie Barth

Meeting Schedule:

Meets as needed, primarily from August – February and May.

Work Plan

- Submit FY 2012 Consolidated Performance Evaluation Report to HUD. – (September, 2013)
- Conduct a Public Hearing on community development, housing, and public services needs for FY 2014 Consolidated Plan and proposed use of funds. – (September 12, 2013)
- Seek Council direction on funding policies and priorities on the proposed use of FY 2014 CDBG and HOME funds in meeting HUD’s national objectives. – (Council Action – October 7, 2013)
- Review, rate and make funding recommendations in accordance with Council policies and priorities and on the FY 2014 Consolidated Annual Action Plan and proposed use of CDBG and HOME funds for submission to the U.S. Department of Housing and Urban Development (HUD). – (Council Review- March 10, 2014; Council Action- May 5, 2014)



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CITIZENS ADVISORY BOARD
Public Hearing Minutes
THURSDAY – September 12, 2013
Lakewood City Hall Council Chambers
6000 Main Street SW, Lakewood, WA**

CALL TO ORDER

Chair Edith Owen Wallace called the meeting to order at 7:00 p.m.

ATTENDANCE

Board Members Present: Chair Edith Owen Wallace, Michael Lacadie, Sharon Taylor

HSFAB Board Members Present: Chair Mary Green, Chris Turner

Board Members Excused: Laurie Maus, Helen Bloodsaw

Council Liaison Excused: Councilmember Marie Barth

City Staff Present: Jeff Gumm, Martha Larkin, Karmel Shields

INTRODUCTIONS

All members of the CDBG Citizens Advisory Board and the Human Services Funding Advisory Board (HSFAB) introduced themselves.

Ms. Wallace, Chair of the CDBG Citizens Advisory Board, explained the need for citizen input in developing funding strategies for the FY 2014 Consolidated Plan. She noted that citizen input will be used by the Lakewood City Council in drafting funding strategies for allocating CDBG and HOME funding that benefit low and moderate income citizens of Lakewood. Ms. Wallace announced that applications for CDBG funding would be available from November 1st – December 6th.

PUBLIC COMMENTS

BethAnn Garteiz -Pierce County Coalition for Developmental Disabilities (PC2)

Ms. Garteiz discussed the need for affordable housing programs for families with disabled members. She stated that as many as 85% of the developmentally disabled are now living in the community and a high percentage of them earn below 50% of area median income. She stressed that the need has become critical to obtain and sustain affordable housing and prevent foreclosures. Ms. Garteiz stated that last year PC2 was able to assist 5 families in Lakewood and with continued support they will do more because these vulnerable citizens deserve affordable housing opportunities.

Rick Guild – CenterForce

Mr. Guild stated that CenterForce serves 258 developmentally disabled adults, 41 of whom are Lakewood residents. Of those Lakewood residents, 33 are employed. He stated that CenterForce is hoping to build or rehabilitate a building to provide food service training for developmentally disabled adults. Mr. Guild encouraged the Board to consider funding more physical improvement projects on the South side of I-5 in Lakewood such as roadway, sidewalk and streetlight improvements.

Helen McGovern-Pilant – Emergency Food Network (EFN)

Ms. McGovern-Pilant thanked the City for its support and explained that EFN distributes food to 100% of the food banks in Lakewood and 80% of all Pierce County. She stated that EFN distributed 11.6% of its food (1,555,099 lbs.) to Lakewood sites over the last year. Because of the increased need, EFN has partnered with FISH food bank in Lakewood. Beth Elliot of FISH food bank added that there has been a 150% increase in need and they have been serving approximately 9,000 people per month.

Gomer Roseman - Tacoma-Pierce County Habitat for Humanity

Mr. Roseman gave an update on Habitat for Humanity's progress in the Tillicum area of Lakewood and discussed upcoming projects as well as inviting the Boards to attend celebrations of some completed projects. He thanked the Board for their support.

Cynda Mack – MDC – Making a Difference in Community

Ms. Mack informed the Board that MDC serves households of less than 50% median income. The organization owns 4 cottages in Lakewood which have been slowly deteriorating due to age and use. MDC would like to demolish the units and build 10 units in place of them where they would continue to serve low income Lakewood residents.

Amy Allison - Associated Ministries, Paint Tacoma-Pierce Beautiful

Ms. Allison stated that the Paint Tacoma-Pierce Beautiful program provided house painting at no cost to low income households in Lakewood. She shared stories of two homeowners. She added that the program eligibility requirements have been expanded to include all low income households, not just the elderly or disabled. She thanked the Board for their continued support.

Rosemary Hibbler – House of Prayer

Ms. Hibbler explained that House of Prayer works with individuals who are transitioning from incarceration to housing in the community. She stated that they provide a 90-day transitional housing program which includes counseling, childcare and related services. Her organization partners with apartment owners and with the Department of Corrections in an effort to reduce recidivism and the crime rate.

Kristina Santwan – Rebuilding Together: South Sound

Ms. Santwan stated that last year the program assisted with plumbing, electrical work, ramps, roofs, clean-up and other general repairs on 12 homes in Lakewood. They utilize donated materials and volunteer labor and the work is done at no cost to the homeowner. She said they currently have a waiting list of 41 homes and that 9 of those are located in Lakewood.

Amy Remington – Guild Mortgage

Ms. Remington discussed the Down Payment Assistance program. She stated that the lending industry is aware of Lakewood's DPA program and that it's a valuable resource and they use it as often as they are able. She added that it is beneficial that Lakewood's program requires more in the way of home inspections than some others.

OTHER

The next meeting of the CDBG Citizens Advisory Board is scheduled for Wednesday, September 18, 2013 at 5:30 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:47 p.m.

Edith Owen Wallace, Chair

Date



FOR YOUTH DEVELOPMENT™
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

September 11, 2013

Jeff Gumm
Program/Grants Director
City of Lakewood
6000 Main St. SW
Lakewood, WA 98499

RE: City of Lakewood FY2014 CDBG Action Plan

Dear Mr. Gumm,

On behalf of the low-income children who are growing up in the city of Lakewood, we respectfully request the Lakewood CDBG program to include Public Service funding for Child Care in the FY 2014 Action Plan. Now more than ever, children in Lakewood are in need of inclusive, comprehensive programs like child care. Children spend only 20 percent of their waking hours in school and how they spend the remaining 80 percent of their time has far-reaching implications on their development. Affordable, high-quality child care programs are critical for the academic success and health of Lakewood's children and youth.

There is an unmet need for affordable, convenient, and high-quality child care programs in Lakewood. The Lakewood CDBG Consolidated Plan rated child care with a medium level need. The 2009 School's Out Washington report similarly rated the need for child care and cited that cost/affordability and convenient locations and hours are reasons why parents don't enroll their children in child care. The School's Out Washington report estimates that 90 percent of school-aged children are not enrolled in after-school programs and participate in self-care, whereby the child is left home alone with no adult supervision and no positive activities during the hours of 3 pm to 6 pm.

The YMCA is the City of Lakewood's largest provider of state-licensed child care. Each year, we serve over 80 Lakewood youth in our care. Child Care is offered before and after school, from 6:30 a.m. until school starts and from school dismissal until 6:30 p.m. YMCA Child Care is offered in safe, secure, and convenient locations in the City. In partnership with the Clover Park School District, we offer child care at Custer, Idlewild, and Park Lodge Elementary Schools and provide bus transportation connecting Dower, Oakbrook, and Lake Louise Elementary schools; Hudtloff Middle school; and Harrison Preparatory Schools to our program. YMCA Child Care offers homework help and tutoring, a minimum of 60 minutes of active physical activity, learning games and activities, a healthy snack, and nutritional education. Our positive and caring staff instills positive values and behaviors, inspire leadership and confidence, and serve as role models for students.

YMCA OF PIERCE AND KITSAP COUNTIES
ASSOCIATION OFFICE
1614 S Mildred St Ste 1, Tacoma WA 98465
P 253-534-7800 F 253-566-1211 W ymcapkc.org



FOR YOUTH DEVELOPMENT™
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Child Care serves a high number of low-income youth and families in Lakewood. Based on our current enrollments in the Clover Park School District, one out of every three youth we serve in child care receives financial assistance to participate in the program. One out of five youth we serve receives a Department of Social and Health Services (DSHS) child care voucher to participate. Many of the children we serve come from families that are at or below the poverty level, despite the fact that parents are working full-time jobs. The need for financial assistance to participate in the program is great and continues to grow.

The outcomes of participating in high-quality child care programs are tremendous for a child's development into healthy, confident, and successful young adults. Research supports that youth who regularly participate in quality child care programs show gains in academic performance, grade attainment, and achievement. YMCA Child Care is addressing the local childhood obesity epidemic by providing each youth we serve 60 minutes of play-based physical activity, a healthy snack, and nutritional education. YMCA Child Care is preventing youth delinquency by providing a safe, secure, and positive environment during the peak times that youth are more likely to engage in risky or delinquent activities.

In addition to supporting youth, YMCA Child Care supports working families. Many families continue to struggle and we are here to support working parents or parents continuing their education. Our program is affordable compared to market rate programs and we offer financial assistance to those in need. We offer our program at times convenient to parents and are advantageously located in the elementary schools where many of our families live and provide bus transportation to connect students and schools.

We urge the request the Lakewood CDBG program to include Public Service funding for Child Care in the FY 2014 Action Plan. The support of Lakewood's CDBG Public Service funding will help ensure that local youth from low-income families have the opportunity to participate in high quality child care.

We appreciate your consideration of our request. Please feel free to contact me directly if you have any questions about Child Care or the YMCA, 253-534-7827 or dcomfort@ymcapkc.org.

Sincerely,

Diana Comfort
Executive Director
YMCA Child Care

YMCA OF PIERCE AND KITSAP COUNTIES
ASSOCIATION OFFICE
1614 S Mildred St Ste 1, Tacoma WA 98465
P 253-534-7800 F 253-566-1211 W ymcapkc.org

RESOLUTION NO. 2013-20

A RESOLUTION of the City Council of the City of Lakewood, Washington, adopting the Fiscal Year 2014 Policy Statement and Work Plan for the CDBG and HOME Consolidated Annual Action Plan.

WHEREAS, the City of Lakewood, Washington, qualifies as an eligible Community Development Block Grant (“CDBG”) entitlement city, and the City Council has elected to pursue funding through that entitlement process; and,

WHEREAS, in connection therewith, the City Council provided for a CDBG Citizens’ Advisory Board; and,

WHEREAS, the application process for programs to be funded through the CDBG and HOME Investment Partnership Act (“HOME”) funding allocations is scheduled to begin November 1 through December 6, 2013; and,

WHEREAS, in connection with such funding allocations, it is appropriate that the City Council adopt a Fiscal Year 2014 (July 1, 2014 – June 30, 2015) Policy Statement and Work Plan for its CDBG and HOME Consolidated Annual Action Plan, anticipating a CDBG grant award of \$450,000 and a HOME allocation of \$240,000.

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

Section 1. That the Fiscal Year 2014 Policy Statement and Work Plan for the FY 2014 CDBG and HOME Consolidated Annual Action Plan, copies of which are attached hereto as Exhibit “A” and Exhibit “B” and incorporated herein by this reference, be, and the same hereby are, adopted.

Section 2. This Resolution shall be in full force and effect upon passage and signatures hereon.

PASSED by the City Council this 7th day of October, 2013.

CITY OF LAKEWOOD

Don Anderson, Mayor

Attest:

Alice M. Bush, MMC, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

EXHIBIT A

DRAFT POLICY STATEMENT FY 2014 CDBG and HOME Programs

GENERAL

1. All programs and projects will be consistent with the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) program regulations as applicable.

CDBG projects must meet one of the three U. S. Department of Housing and Urban Development national objectives: (a) benefiting low and moderate income persons, (b) removing slums or blights or (c) meeting an urgent need.

HOME projects must provide housing or assist in housing for low-income persons.

2. Priority consideration (not necessarily in the following order) will be given to projects which:
 - a. Are consistent with the Consolidated Plan.
 - b. Use CDBG and HOME funds to leverage funds from other sources.
 - c. Demonstrate collaboration and cooperation with community residents and other community organizations that will improve service delivery and/or cost effectiveness.
 - d. Promote or facilitate self-sufficiency.
 - e. Are prioritized consistent with Lakewood City Council goals, subject to CDBG and HOME regulations.
 - f. Can be implemented within twelve months.
 - g. Do not require General Fund allocations for continuing operation and maintenance or which reduce current operation and maintenance costs. (Note: It is recognized, that to address community needs, some federal funded projects may require support from the General Fund for operation and maintenance costs, however, these projects must have a commitment from the General Fund prior to being recommended for federal funding.)
3. CDBG funds will be set aside in the Contingency category to cover unanticipated cost overruns on projects, for use as matching funds for grants, or to take advantage of unforeseen opportunities during the program year. Funds in the Contingency category will not exceed five (5) percent of the total grant.
4. A maximum of 20 percent of the total CDBG grant may be set aside for administration.
5. Up to 15 percent of the total CDBG grant may be set aside for public service programs.
6. The CDBG Citizens Advisory Board (CDBG/CAB) will review and make recommendations for the programming and reprogramming of CDBG and HOME funding.
7. The CDBG/CAB will review funding proposals for CDBG and HOME projects and will recommend projects for CDBG and HOME funding from new and reprogrammed allocations.

8. The CDBG/CAB will recommend annual funding policies and will recommend CDBG and HOME funding allocations by applicable categories (i.e. economic development, public service, community development (physical/infrastructure improvement), and housing in the Consolidated Annual Action Plan for consideration by the City Council.
9. The Tacoma Community Redevelopment Authority (TCRA) will review loan and grant applications for housing development projects funded by HOME Investment Partnership Act funds and make funding decisions based on projects meeting the lending criteria of the TCRA in accordance with the allocations to specific housing categories as approved by the Lakewood City Council.

CITY COUNCIL GOAL & PRIORITIES:

The Lakewood City Council overarching goals for the use of CDBG funds for FY 2014 is to enable economic development. The following areas are prioritized in order: physical/infrastructure improvements, public service, housing, and economic development.

PRIORITY 1 – PHYSICAL/INFRASTRUCTURE IMPROVEMENTS (COMMUNITY DEVELOPMENT)

The policy for physical/infrastructure improvements is to support neighborhood revitalization and improvements to spur economic development activities and improve living conditions for lower income persons. Activities that support this policy include:

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The policy for CDBG funded public service activities is to target low-income clientele. Most of the City's human services activities are supported through 1% of the City's General Fund.

PRIORITY 3 - HOUSING

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Activities that support this policy include, not necessarily in priority order.

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2. Assistance for microenterprise businesses.
3. Loans to businesses expanding jobs for lower-income persons.
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DRAFT WORK PLAN
FY 2014
Community Development Block Grant Citizens Advisory Board

Members:

Edith Owen Wallace, Chair
Michael Lacadie
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Vacant position
Vacant position

Council Liaison:

Marie Barth

Meeting Schedule:

Meets as needed, primarily from August – February and May.

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- Seek Council direction on funding policies and priorities on the proposed use of FY 2014 CDBG and HOME funds in meeting HUD’s national objectives. – (Council Action – October 7, 2013)
- Review, rate and make funding recommendations in accordance with Council policies and priorities and on the FY 2014 Consolidated Annual Action Plan and proposed use of CDBG and HOME funds for submission to the U.S. Department of Housing and Urban Development (HUD). – (Council Review- March 10, 2014; Council Action- May 5, 2014)

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: October 7, 2013	TITLE: Resolution pledging to the Washington State Transportation Improvement Board that the City will provide the necessary local funding contribution to implement the authorized Transportation Improvement Board grant for the City's street improvement project: South Tacoma Way, Steilacoom Blvd to 88 th Street, TBD Project Number 8-1-199(014)-1	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE <input checked="" type="checkbox"/> RESOLUTION NO. 2013-21 <input type="checkbox"/> MOTION <input type="checkbox"/> OTHER
REVIEW: October 7, 2013	ATTACHMENT: Resolution 2013-21	

SUBMITTED BY: Don Wickstrom, P.E., Public Works Director/City Engineer

RECOMMENDATION: It is recommended that City Council adopt Resolution 2013-21 which pledges to the Transportation Improvement Board (TIB) that the local funding contribution will be available when needed in 2014 and 2015 to implement the City's TIB grant authorized street improvement projects: South Tacoma Way (Steilacoom Blvd To 88th St).

DISCUSSION: In 2012 the City received grant awards from TIB in the amount of \$1,240,000 for the South Tacoma Way (Steilacoom Blvd to 88th St) Street improvement project. With a total cost for the the project equaling \$1,550,000, the total local match needed to implement the project is \$310,000.

- **Continued on Page 2.**

ALTERNATIVE(S): The City Council could choose not to adopt Resolution 2013-21, however, failure to do so will result in TIB reallocating the \$1,240,000 in grant money earmarked for the the South Tacoma Way (Steilacoom Blvd to 88th St.) Street Improvement project. Further, once it's gone it is highly unlikely the City would be able to re-secure such grants in the future. In addition, the City's credibility with the granting agencies is jeopardized making it more difficult in the future to secure grants for other City projects.

FISCAL IMPACT: Covered in the Discussion section.

Prepared by _____ Department Director _____	 _____ City Manager Review
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AGENDA BILL

Washington State Transportation Improvement Board Local Funding Contribution
For South Tacoma Way (Steilacoom Blvd to 88th St)

Page 2

Under RCW 47.26.086 within one year after the award of a grant the local agency is required to submit written certification pledging to TIB the availability of its local match. Should an agency not pledge the availability of its local match, TIB may then reallocate its grant monies.

In the grant application for the project, the project was scheduled to be under construction in 2015 with preliminary design work starting in 2013. With regards to the local match, after subtracting out Surface Water Management (SWM) contributions (\$120,000) for storm water related improvements the remaining unfunded balance totals **\$190,000**.

With regards to potentially funding said \$190,000 its of the magnitude that with spreading it over the next two years it can reasonable be funded out of the City's existing Street Capital fund (102) revenues and as such it's the Department's recommendation to do so. Further while the project would be elgiable for federal grant funding and it is anticipated that there will be a Federal call for projects in the 1st part next year we are not recommending to pursue same. Our basis for not pursuing federal funding is that with it and irrespective of the federal dollar amount the entire project is then subject to federal requirements and proceedures which could easily add a year onto the implementation schedule not to mention the added staff hours associated with same.

As such with it appearing that the local match can be funded from existing Street Capital it's the Public Works Department's recommendation that Council adopt Resolution 2013-21.

RESOLUTION NO. 2013-21

A RESOLUTION of the City Council of the City of Lakewood, Washington, pledging to the Washington State Transportation Improvement Board that the City will provide the necessary local funding contribution to implement its Transportation Improvement Board grant authorized project: South Tacoma Way Steilacoom Blvd to 88th Street.

WHEREAS, in 2012 the City executed a grant agreement with the Transportation Improvement Board (TIB) [TIB Grant Agreement 8—199(014)-1] which sets the terms and conditions associated with the award to the City of a grant in the amount of \$1,240,000 for the City's South Tacoma Way (Steilacoom Blvd to 88th Street) street improvement project; and,

WHEREAS, RCW 47.26.086 requires that projects utilizing TIB grant funds be partially funded by local government or private contributions; and

WHEREAS the total estimated cost of the South Tacoma Way Improvement project is \$1,550,000 which leaves \$310,000 as the needed local contribution to financially fund this project; and

WHEREAS, under RCW 47.26.086 the City must provide written certification of pledged local and private funding for the project to TIB within one year after TIB approval of grant funds, or risk reallocation of the grant monies by TIB.

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

Section 1. That the City Council pledges to provide the necessary local contribution for the City's South Tacoma Way (Steilacoom Blvd to 88th Street) street improvement project which enables its respective construction to occur in 2015.

Section 2. That this Resolution shall be in full force and effect upon passage and signatures hereon.

PASSED by the City Council this _____ day of _____, 2013.

CITY OF LAKEWOOD

Don Anderson, Mayor

Attest:

Alice M. Bush, CMC, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

REQUEST FOR COUNCIL ACTION

<p>DATE ACTION IS REQUESTED: October 7, 2013</p> <p>REVIEW: October 7, 2013</p>	<p>TITLE: A RESOLUTION of the City Council of the City of Lakewood, Washington, certifying the existence of an emergency and authorizing staff to waive the contract bidding process for repairs to Zircon Drive</p> <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> • Resolution • Declaration of Emergency for Waiver of Public Bidding Requirements 	<p>TYPE OF ACTION:</p> <p style="text-align: center;">— ORDINANCE</p> <p style="text-align: center;"><u>X</u> RESOLUTION NO. 2013-22</p> <p style="text-align: center;">— MOTION</p> <p style="text-align: center;">— OTHER</p>
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SUBMITTED BY: Don Wickstrom, Public Works Director.

RECOMMENDATION: That the City Council adopt this Resolution ratifying the emergency purchasing processes employed for items and services necessary for repairs to Zircon Drive.

DISCUSSION: On October 1, 2013, a landslide occurred affecting Zircon Drive. The landslide affected the underlying stability of the road. In addition, the landslide damaged a part of the infrastructure around the roadway. This included piping, storm drainage system and outfall structures. Had additional repairs not started, further infrastructure may also be lost.

Because of the need to quickly move and make decisions about the various components of the emergency, on October 1, 2013, the City Manager, in consultation with the Public Works Director declared an emergency pursuant to RCW 39.04.280(1)(c) and (1)(e) and Lakewood Municipal Code 08.80.060.

These statutes and Code, permit the City to bypass standard bidding processes when the Manager certifies the existence of an emergency. An emergency is defined under state law, as “unforeseen circumstances beyond the control of the municipality that either (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.” - Continued to page 2

ALTERNATIVE(S): The City Council could choose not to ratify this resolution. If that were the case, the City could find itself open to an audit finding for the 2013 fiscal year.

FISCAL IMPACT: The total cost to reestablish the City’s storm drainage out fall system and stabilize the hill side under this emergency process is estimated at \$80,000.

<p>Don Wickstrom Prepared by</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Don Wickstrom Department Director</p>	 <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>City Manager Review</p>
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In response to the emergency declaration and in order to stabilize the hillside, the public works department has contracted with Northwest Cascade Inc on a force account basis to remove the fallen trees, debris and etc. within the slide area along with removing those trees whose root structure has been weakened by the slide and thus with the next wind could fall, clear and grub the area in and around the slide area necessary in order to perform the work and in preparation for backfilling and stabilizing the slide area, resolve the slide area, backfill and stabilize the slide area with appropriate material, install a new storm drain out fall pipe from existing structure on Zircon Drive to the bottom of the ravine or such location so as to eliminate and/or minimize any future erosion potential, anchor the outfall pipe into the hill side as necessary and backfill over said outfall pipe as necessary to stabilize the slide area and hillside.

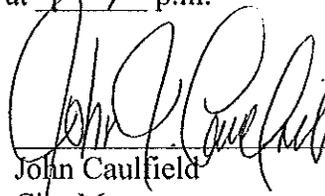
**DECLARATION OF EMERGENCY FOR
WAIVER OF PUBLIC BIDDING REQUIREMENTS**

On October 1, 2013, a landslide occurred within the boundaries of the City of Lakewood at or near the 8100 block of Zircon Drive. Debris threatens the stability of the road. Absent immediate action, the City Public Works Director reports that it is likely that the roadway may be washed-out and lost and part of the infrastructure around the roadway (including adjacent piping, storm drainage system and outfall structure) has also been lost, and absent immediate repairs, further infrastructure may also be lost.

Therefore, in accordance with RCW 39.04.280(1)(c) and (1)(e) and Lakewood Municipal Code 08.80.060, the undersigned has determined that an emergency situation exists requiring the waiver of competitive bidding requirements and the award of necessary contracts to repair Zircon Drive and related drainage systems to avoid the threat associated with the landslide and to protect the health, safety and welfare of the public. The Public Works Department is authorized to execute appropriate contracts for the removal of landslide debris and the repair of Zircon Drive and its storm drainage system and outfall structure, without the necessity of competitive bidding.

This Declaration of Emergency will be presented to the City Council at the earliest possible opportunity after contract execution for conformation of the existence of an emergency.

EXECUTED this 1 day of October, 2013 at 4:25 p.m.



John Caulfield
City Manager

RESOLUTION NO. 2013-22

A RESOLUTION of the City Council of the City of Lakewood, Washington, certifying the existence of an emergency and authorizing staff to waive the contract bidding process for repairs to Zircon Drive.

WHEREAS, on October 1, 2013, a landslide occurred within the boundaries of the City of Lakewood at or near the 8100 block of Zircon Drive.

WHEREAS, also on October 1, 2013, the City Manager pursuant to RCW 39.04.280(1)(c) and (1)(e) and Lakewood Municipal Code 08.80.060, in consultation with the Public Works Director certified the existence of an emergency relative to the landslide; and

WHEREAS, absent immediate action, it is likely that the roadway may have been washed-out and lost. Part of the infrastructure around the roadway (including adjacent piping, storm drainage system and outfall structure) had already been lost, and absent immediate repairs, further infrastructure may also be lost; and

WHEREAS, the aforesaid conditions constitutes an “emergency,” within the meaning of RCW 39.04.280(3) inasmuch as the conditions described are likely result in material loss or damage to property, if immediate action was not taken; and

WHEREAS, for City staff to have complied with usual procedure would have jeopardized the proper, appropriate and adequate response of the City.

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

Section 1. Pursuant to RCW 39.04.280(2) and LMC 8.80.060(B), the Council certifies the existence of an emergency as set forth in October 1, 2013 Declaration of Emergency for Waiver of Public Bidding Requirements as an appropriate and authorized declaration which permits emergency public works without public bid.

Section 2. City of Lakewood Departments are authorized to do the following:

1. Enter into contracts and incur obligations necessary to combat such emergency to the extent necessary to protect the health and safety of person and property; and
2. Provide appropriate emergency assistance; and
3. Utilize the emergency contracting authority provided by state law, including but not limited to RCW 39.80.060 and RCW 39.04.280, and waive the competitive bidding and/or selection procedures otherwise required for the City's procurement of engineering services and public work; and
4. Other actions, as appropriate and reasonably necessary to address the emergency and protect the public health, safety and welfare of the Lakewood community.

Each City of Lakewood Department is authorized to exercise the powers vested under this resolution in the light of the exigencies of the emergency situation without regard to time consuming procedures and formalities prescribed by law (except mandatory legal requirements).

Section 3. That the actions taken and expenditures made by the City Manager and the City Public Works Department in responding to the emergency generally fall within their authority and where processes were not followed, it was in the interest of responding timely to the emergency. As such, actions taken to-date in response to the emergency are ratified.

Section 4. Severability. If any sections, sentence, clause or phrase of this Resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property or circumstance, such invalidity or unconstitutionality or inapplicability shall not effect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution or its application to any other person, property or circumstance.

Section 5. This Resolution shall be in full force and effect upon passage and signatures hereon.

PASSED by the City Council this 7th day of October 2013.

CITY OF LAKEWOOD

Don Anderson, Mayor

Attest:

Alice M. Bush, MMC, City Clerk

Approved as to form:

Heidi Ann Wachter, City Attorney

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: October 14, 2013	TITLE: Motion authorizing the City Manager to execute a \$426,003 grant agreement with the Office of Economic Adjustment, Department of Defense.	TYPE OF ACTION: — ORDINANCE — RESOLUTION
REVIEW: October 7, 2013	ATTACHMENTS: Application Narrative, Scope of Work and Budget Estimate	<u>X</u> MOTION NO. 2013-46 — OTHER

SUBMITTED BY: Dan Penrose, Program Manager, South Sound Military & Communities Partnership

RECOMMENDATION: It is recommended that the City Council authorize the City Manager to execute a \$426,003 grant agreement with the Office of Economic Adjustment (OEA) for Defense Community Planning Assistance Funds to conduct a Joint Land Use Study.

DISCUSSION: Since April 2009, the City has taken the lead in bringing Joint Base Lewis-McChord (JBLM) representatives and regional communities together to support an integrated approach to study the impacts and opportunities of military-related growth. With funding from the Department of Defense’s Office of Economic Adjustment (OEA) in 2010, the stakeholders developed the JBLM Growth Coordination Plan and have completed several successive efforts in implementing the plan. As part of those efforts, the South Sound Military & Communities Partnership was formalized to improve and continue regional communication and coordination between the military and the community.

On September 13, 2013, OEA approved a federal grant award to fund a Joint Land Use Study (JLUS) for Joint Base Lewis McChord and the surrounding communities. The JLUS will identify and analyze areas of existing, likely, and reasonably foreseeable incompatible development and/or encroachment on the military mission at JBLM (*Continued to page 2*)

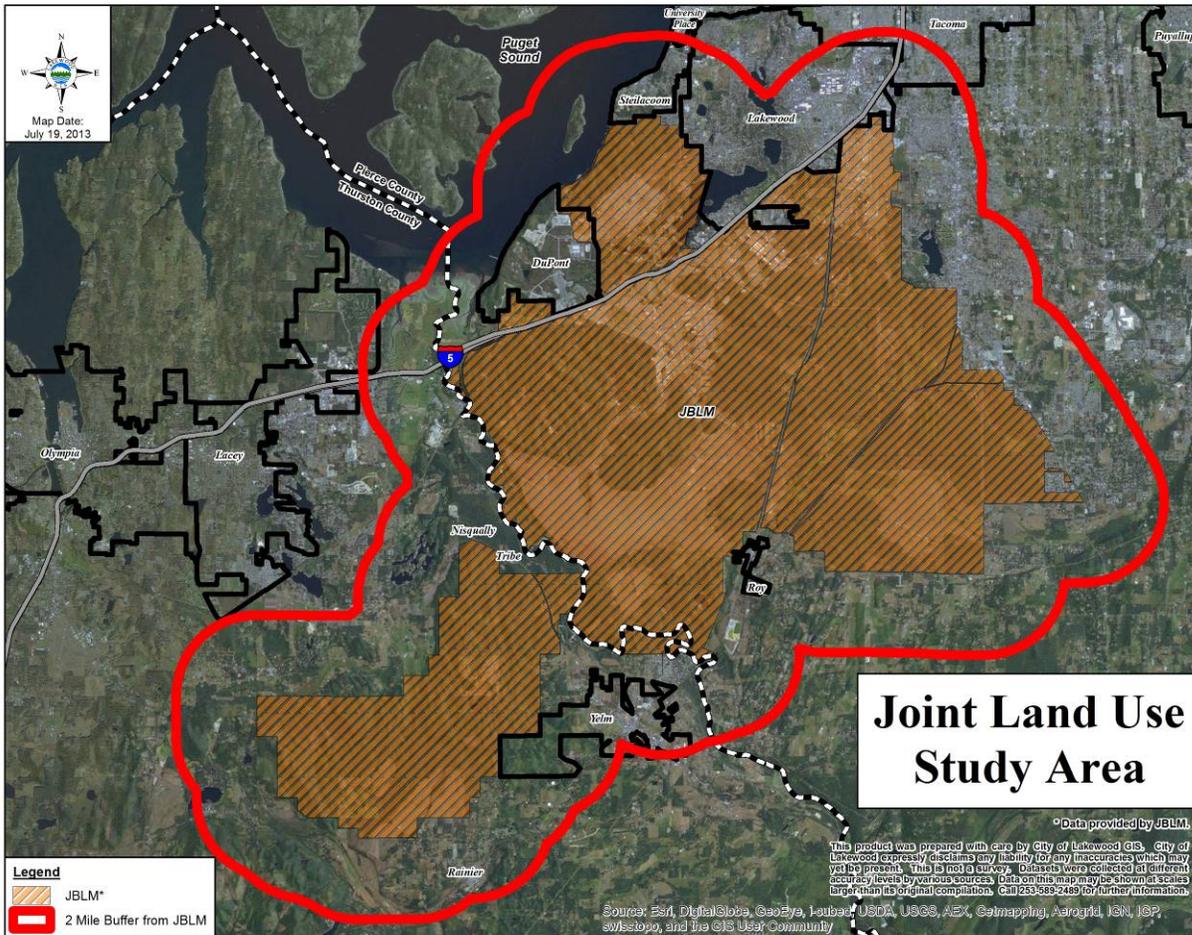
ALTERNATIVE(S): An alternative would be to reject the grant award from OEA, which would negatively impact the region’s ability to prevent development around the base which may jeopardize the military mission and reduce the likelihood of future awards from DoD.

FISCAL IMPACT: The total estimated budget for this project is \$476,664, with a federal funding request of \$426,003. The grant requires a minimum of 10% non-federal funding match, which has been obtained from existing Steering Committee members of SSMCP. There are currently 14 members of the Steering Committee and pursuant to the Memorandum of Agreement, each has pledged cash toward this grant request. The City of Lakewood will act as the fiscal agent in support of the JLUS activities of the Steering Committee.

Dan Penrose – Program Manager, SSMCP Prepared by	
_____	City Manager Review
Department Director	

DISCUSSION (continued from page 1):

The study will reinforce the importance of a central point of coordination for stakeholders who are impacted by the current and projected size/shape/mission of the installation and will provide regional stakeholders with specific recommendations, including both regulatory and non-regulatory actions to protect the military mission at JBLM and high quality of life experienced in the surrounding communities.



The purpose of this JLUS is to ensure that the military mission can continue without degrading the public health, safety, and welfare of surrounding communities, and that economic development can prosper without reducing the readiness of our nation’s defense forces. The goals include:

- Identify and analyze areas of existing, likely, and possible future incompatible development and/or encroachment on the military mission of JBLM.
- Provide recommendations for local communities to assist them in planning in ways that will both correlate with requirements to update their comprehensive plans in accordance with Washington State’s GMA; and meet their own needs without negatively impacting the ability of JBLM to provide for current and reasonably foreseeable future actions.

The grant funds the following activities:

- Task 1 – Project Initiation and Administration (*January – March 2014*)
 - Subtask 1.1 Project Definition
 - Subtask 1.2 Stakeholder and Public Engagement
- Task 2 – Review and Research (*March – September 2014*)
 - Subtask 2.1 Assessment of Existing Conditions
 - Subtask 2.2 Regional and Comprehensive Plan Review
 - Subtask 2.3 GIS Basemap
- Task 3 – Compatibility and Development Potential Analysis (September 2014 – February 2015)
- Task 4 – Prepare JLUS Report (*February –September 2015*)
 - Subtask 4.1 Study Refinement
 - Subtask 4.2 Study Production
- Task 5 – Implementation Plan (*September – December 2015*)

One key aspect of the JLUS process is to create a community-based plan that builds consensus from varied interests, including residents, local elected officials, businesses, and military representatives. This ensures that the final JLUS report includes a cross-section of opinions; reflects feasible, practical solutions; and maintains the support of local elected leaders through the plan’s development and implementation. JLUS stakeholders will be organized into two bodies: A JLUS Subcommittee and JLUS Technical Working Group. Structural components of the JLUS will be similar to that of the SSMCP, and many members of the SSMCP will also be involved with the JLUS.

- 1. JLUS Subcommittee (of the SSMCP Steering Committee).** The JLUS Subcommittee will consist of senior-level stakeholders from the cities, towns, counties, state, federal, tribal and military within the study area. The JLUS Subcommittee will provide leadership and study direction to the JLUS Technical Working Group and will review the draft and final written reports, consider policy recommendations, and play a key role in the implementation of the JLUS. This group reviews and approves interim submittals in each phase of work and are anticipated to meet monthly.
- 2. JLUS Technical Working Group.** The Technical Working Group will be comprised of area planners, tribal representatives, technical and professional staff, military planners, and representatives from citizens’ groups. The Task Force will be responsible for data collection, identifying and studying technical issues, evaluating alternatives, and developing recommendations for consideration by the JLUS Subcommittee.
- 3. Elected Officials Council.** The existing SSMCP Elected Officials Council will be briefed regularly to keep them apprised of potential recommendations that may impact local land use regulations.
- 4. The Public.** In addition to being represented on the Technical Working Group, citizens will also have opportunities to attend public forums and provide comment and input on draft products at least two times during the course of the study.

The City of Lakewood will continue to be the fiscal agent and project sponsor for OEA funds. The SSMCP will serve as the project coordinator, and as the point of contact for consulting services which will be obtained through a Request for Proposals which will be issued by the City of Lakewood in late October 2013. Once selected, the consultant will prepare a coordinated Work Plan including a refined scope, schedule, budget, and project organization chart following OEA’s project approval. Consultant contracts will be managed by SSMCP staff to ensure the satisfactory completion of specific tasks and deliverables.

The initial JLUS kickoff meeting is expected in the first Quarter of 2014 and the grant concludes on December 31, 2015. This schedule accommodates the various community meetings, data requests and report generation that the stakeholders have come to expect from a regional planning process.



JBLM Joint Land Use Study Narrative

I. INTRODUCTION

Joint Base Lewis-McChord (JBLM), Washington, was formed in 2010 as a result of recommendations from the 2005 Base Realignment and Closure (BRAC) Commission. At that time, the previously separate McChord Air Force Base (AFB) and Fort Lewis U.S. Army installation merged, and became the largest Army-controlled Joint Base in the Department of Defense (DoD). It is home to a wide array of conventional and special operations forces; active and reserve Air Force wings with global airlift capability; and a large medical contingent. The base services over 168,000 active duty servicemembers, Reserve and Guard soldiers and airmen, retirees, and military family members within a 40-mile range.

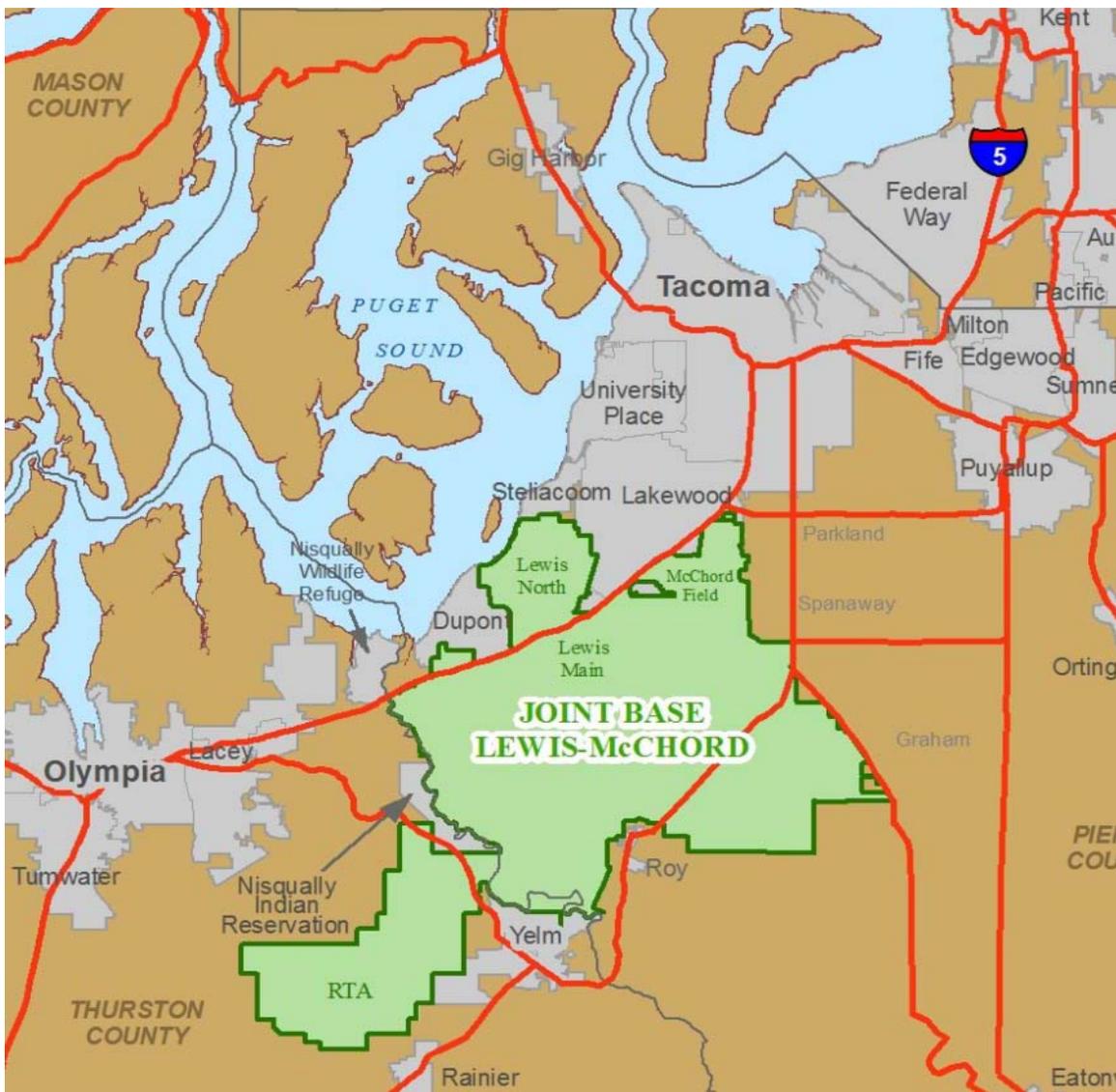


Figure 1, Map of the South Puget Sound region



JBLM Joint Land Use Study Narrative

JBLM proper consists of three major geographic areas: Lewis Main and Lewis North, which comprise the former Fort Lewis; and McChord Field, which is the former McChord AFB. Interstate 5 (I-5) physically separates Lewis North from the rest of the installation. JBLM occupies over 90,000 acres (136 square miles) in Pierce and Thurston Counties. JBLM is the 2nd largest employer in Washington State and is also the 7th largest city.

Several towns and cities are adjacent to JBLM, including Lakewood, DuPont, Yelm, Roy, and Steilacoom. The base is bordered in other areas by the Nisqually Indian Tribe Reservation; Camp Murray, the headquarters of the Washington State Military Department; the multi-purpose American Lake Veterans Hospital; and substantial unincorporated areas of both Pierce County and Thurston County. The base also has significant impacts on other neighboring jurisdictions, including the cities of Tacoma and Lacey.

JBLM is the Army's only Power Projection Platform west of the Rocky Mountains. In addition to having organic military airlift capabilities at McChord Field, the installation has excellent access to rail and commercial air facilities and multiple seaports. The Seattle-Tacoma International Airport is approximately one hour north of the installation, and four deepwater ports are located within 75 miles: Tacoma (National Strategic Port), Olympia, Grays Harbor, and Seattle. All four ports are used by JBLM units for logistical operations.

JBLM units routinely travel 160 miles east across the Cascade Mountain Range to Yakima Training Center (YTC) in eastern Washington for large-scale ground and combined arms maneuvers, and to fire artillery and air defense artillery weapons systems. YTC is considered a sub-installation of JBLM; however, it has its own combined military/civilian command and staff of 600+ personnel.

II. MILITARY UNITS STATIONED AT JOINT BASE LEWIS-MCCHORD

The figure on the following page shows the major units on JBLM. Brief summaries of the types of units, their activities, and their impacts on the surrounding communities are provided below.

1. Conventional Active Duty Army Forces. I Corps, known as "America's Corps," is an expeditionary three-star headquarters overseeing a combat force of over 25,000 Active and Reserve Army personnel. I Corps is regionally aligned with the U.S. Pacific Command, a four-star command based in Hawaii. Major subordinate units of I Corps stationed at JBLM are the 7th Infantry Division (7ID) headquarters; the 42nd Military Police Brigade; the 62nd Medical Brigade; the 201st Battlefield Surveillance Brigade; and the 593rd Sustainment Brigade.

The two-star 7ID (non-expeditionary) headquarters was activated in 2012 to provide oversight for personnel, equipment, training and readiness of three Stryker Brigade Combat Teams (SBCTs) in 2nd Infantry Division, the 16th Combat Aviation Brigade (CAB), the 17th Fires Brigade (FIRES), and the 555th Engineer Support Brigade—a total of more than 17,000 soldiers. The SBCTs and the 17th FIRES are among the units that train most heavily at YTC.

2. Special Operations Forces (SOF). The headquarters of the 1st Special Forces Group (Airborne) and most of its subordinate units are stationed at JBLM. So are the 2nd Battalion (Ranger), 75th Infantry Regiment; the 4th Battalion, 160th Special Operations Aviation Regiment; and the 22nd Special Tactics Squadron (Air Force Special Operations Command). These units, which total over 3,500 servicemembers, train on designated areas at both JBLM and YTC, but also at other locations across the Pacific Northwest, from the shores of Puget Sound to the high altitudes of Mount Rainier. JBLM has real estate agreements with a number of federal and state agencies to support the training of these units off DoD lands.



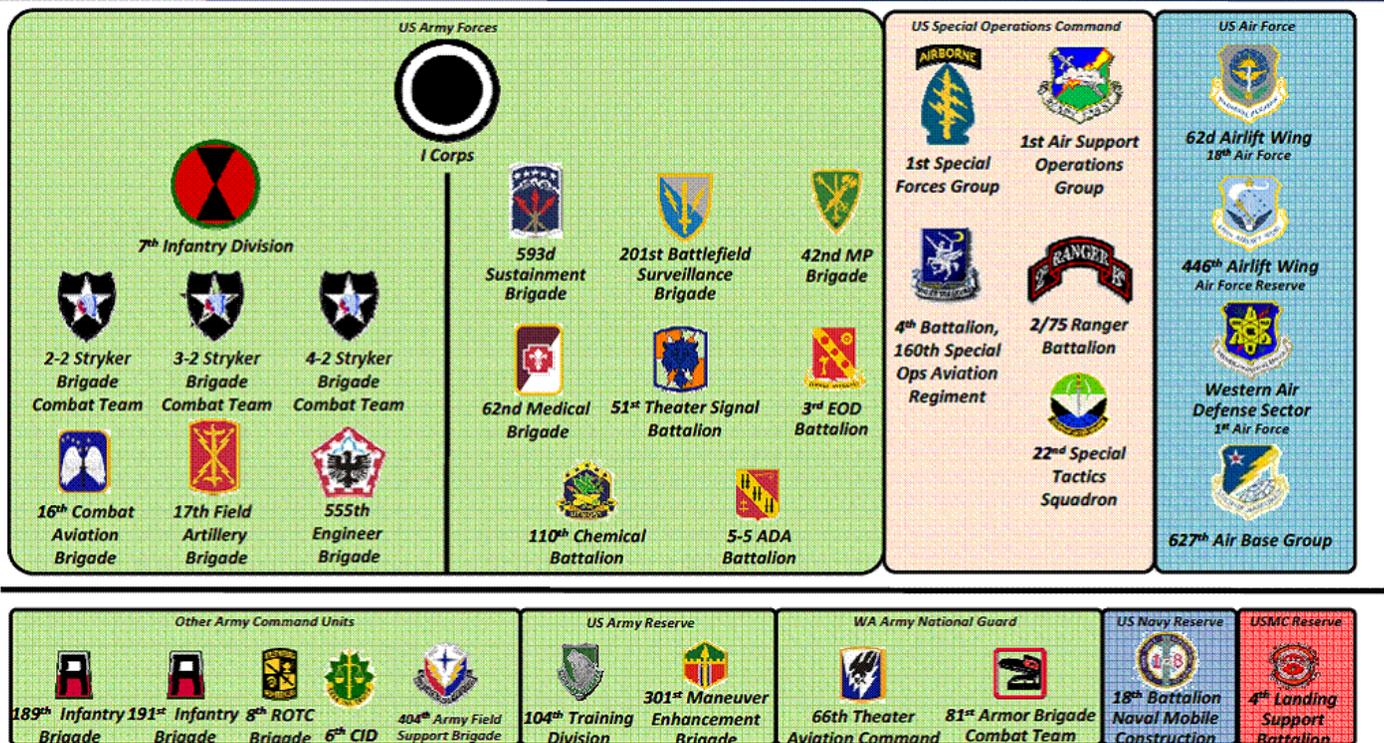
SOUTH SOUND MILITARY & COMMUNITIES PARTNERSHIP

JBLM Joint Land Use Study Narrative

3. Air Lift Assets. McChord Field is the home of the Air Force's 62nd Airlift Wing and the Air Force Reserve's 446th Airlift Wing. These two units provide a large part of Air Mobility Command's Global Reach airlift capability. The 62nd Airlift Wing's mission is to develop and sustain expeditionary Airmen to deliver precision global airlift for America. They operate the C-17 Globemaster III, which is the newest, most flexible cargo aircraft to enter the airlift force. McChord Field has 48 permanently assigned C-17 Globemaster III aircraft.



Joint Base Lewis-McChord Capabilities



“Provide Relevant and Ready Expeditionary Units to the Combatant Commander as part of the Joint Team”

Figure 2, Major Active and Reserve units stationed at Joint Base Lewis-McChord

4. Air Defense Assets. Washington's Air National Guard has an important presence at McChord Field, including the headquarters for Western Air Defense Sector (WADS). WADS is one of two sectors responsible to North American Aerospace Defense Command's (NORAD's) aerospace warning and control mission. WADS guards America's skies 24 hours a day, seven days a week, with assistance from radar data feeds from joint use Federal Aviation Administration (FAA) ground-based radars, mobile radars, Airborne Warning and Control Systems (AWACS) aircraft, and U.S. Navy assets. The JBLM Commander has said that keeping WADS operational at all times is his most important priority.



JBLM Joint Land Use Study Narrative

5. Healthcare Services. JBLM is home to Western Regional Medical Command, a two-star headquarters with responsibility for the western and north central areas of the United States, to include Alaska and Hawaii. Madigan Army Medical Center (MAMC) is one of the Army's most state-of-the-art and technically advanced medical centers, and provides level II Trauma care for the region. MAMC also provides medical education for military doctors and clinical experience for other healthcare professionals. Additional healthcare units and facilities at JBLM include U.S. Army Public Health Command - Region West, and several new organizations established during the last decade to deal with war-related injuries and disability determinations, including the National Center for Telehealth & Technology (T2) and the Integrated Disability Evaluation System (IDES). JBLM may also become a satellite site for the National Intrepid Center of Excellence, which provides specialized care for the psychological health and traumatic brain injury needs of servicemembers.

6. Training Support. The Reserve Officers Training Corps (ROTC) nationwide Leadership Development Assessment Course (LDAC), also known as Warrior Forge, takes place at JBLM every summer. LDAC is the U.S. Army Cadet Command's capstone training event and is the U.S. Army's largest training exercise. JBLM also has its own noncommissioned officer academy.

7. Other Active Components. Additional Army units and activities at JBLM include the Army's 8th Brigade, U.S. Army Cadet Command (ROTC); 6th Military Police Group (Criminal Investigation Division); Northwest Joint Regional Correctional Facility; 902nd Contingency Contracting Battalion; and 404th Army Field Support Brigade.

8. Reserves and National Guard. JBLM has the highest DoD Reserve Component population with a footprint on an active duty installation, with over 6,300 Reserve and National Guard servicemembers assigned. In 2011, construction was completed on the 104,000 square foot 66th Theater Aviation Command Readiness Center. No less than 20 other Army Reserve units are headquartered at JBLM, including the 189th and 191st Infantry Brigades. The Air Force Reserve's 446th Airlift Wing; the Navy Reserve's 18th Battalion, Naval Mobile Construction; and the Marine Reserve's 4th Landing Support Battalion are also stationed at JBLM.

III. REASONS FOR JOINT BASE LEWIS-MCCHORD JOINT LAND USE STUDY

A. Need for Updated JBLM Planning and Outreach Efforts

JBLM's existing planning and outreach documents which affect off-base entities are mostly obsolete. Some are in the final stages of being updated, including an Air Installation Compatible Use Zone (AICUZ) Study, a new Installation Operational Noise Management Plan (IONMP), and a new Master Plan for the entire Joint Base. The need for new plans has also arisen as a result of changes to the size and composition of the force structure at JBLM, as well as to evolving missions. Major force changes that have taken place at JBLM since the last JLUS was completed include the transformation of the Army to the Stryker-based combat unit, the stationing of a Medium Combat Aviation Brigade (CAB), and the fielding of C-17s to the Air Force. Over the last decade of war, units faced an increased need for specialized training, which also required construction of new and modification of some existing training facilities at JBLM.

In the last three years, there have also been unintended consequences from joint basing. Vehicular traffic between the former McChord AFB and Lewis Main/Lewis North have increased as a result of Air Force families moving into Army housing and vice versa. Further, base support services have been consolidated, so maintenance and repair personnel have a larger area to cover from centralized



**JBLM Joint Land Use Study
Narrative**

locations. Because the installation lacks a connector road between Lewis Main and McChord Field, is it more efficient for traffic to travel between these areas by leaving the base completely, traveling on I-5, and then reentering the base at another access point closer to their final destination. This puts additional pressure on I-5, which already has capacity issues in this region.

Noise concerns are also expected to rise for several reasons. First, as our country transitions from a wartime military into a peacetime military, all of the units stationed at JBLM will be “present for duty” most of the time, rather than rotating between deployments. Second, their focus will be primarily on training, which is expected to take place throughout the base continuously. Third, as a result of ever-tightening federal budgets—and particularly for as long as sequestration lasts—unit travel to YTC will be limited, meaning JBLM-based units will have to rely mostly on JBLM facilities for the training they need to ensure readiness.

Fourth, the size of the force at JBLM has nearly doubled over the last decade, and the types of noise generators have changed somewhat—as mentioned previously, the stationing of the 16th Combat Aviation Brigade tripled the number of helicopters stationed at JBLM, as well as added new types of helicopters that are operated differently and have different noise signatures than the airframes that had long been assigned at JBLM. Additionally, because the most substantial growth took place during the course of the wars in Iraq and Afghanistan when the base constantly had units deployed, the local communities haven’t yet felt the full impact of the now 40,000+ JBLM servicemembers and all of their currently assigned weapons and vehicles training in this region year-round.

Finally, the local jurisdictions’ 2015 and 2016 deadlines for updating their comprehensive plans only increases the need for timely and coordinated information sharing and planning between the base and the surrounding communities over the next few years. The desired end state is for the JLUS recommendations to be incorporated into this next round of comprehensive plan updates.

B. Need to Address Recent and Project Regional Population Growth

There are also increased urban pressures on the base. As JBLM grew over the last two decades, so did the region. Most of the communities in south Puget Sound experienced double-digit growth in the last 23 years, especially the smaller towns and cities in Thurston County and southern Pierce County which share boundaries with JBLM. The table below clearly shows the population growth both on JBLM and in the region between the 1990 and 2010 censuses, as well as a continued trend upward since 2010, especially on JBLM.

JBLM and County Growth Since 1990

JBLM	1991	2010	Net Change	% Change	2013*
Military + Civilian/contract	28,604	50,350	21,746	+76	63,730
Dependent family members	34,900	53,424	18,524	+53	54,595
TOTALS	63,504	103,774	40,270	+63	118,592



**JBLM Joint Land Use Study
Narrative**

Counties (including cities)	1990 (census)	2010 (census)	Net Change	% Change	2013 estimate**
Pierce County	586,203	795,225	209,022	+36	814,500
Thurston County	161,238	252,264	91,026	+56	260,100
TOTALS	747,441	1,047,489	300,048	+40	1,074,600

Municipal Growth in Study Area Since 1990

Town/City	1990 (census)	2010 (census)	Net Change	% Change	2013 estimate
City of Tacoma	176,664	198,397	21,733	+12	200,400
City of Lakewood ¹	~57,000	58,163	~1,163	+2	58,310
City of Lacey	20,296	42,395	22,099	+109	44,350
City of DuPont	592	8,199	7,607	+1285	8,855
City of Puyallup	23,878	37,022	13,144	+55	37,980
City of Olympia	33,729	46,476	12,747	+38	48,480
Town of Steilacoom	5,728	5,985	257	+4	6,040
Town of Roy	258	793	535	+207	805
City of Yelm	1,337	6,799	5,462	+409	7,470
City of Rainier	991	1,794	803	+81	1,840
TOTALS	320,473	406,023	85,550	+27	414,530

*Army Stationing and Installations Plan

**Washington State Office of Financial Management

¹The City of Lakewood incorporated in 1996. Census data for this area was previously counted as unincorporated Pierce County.

State and local officials, in conjunction with DoD, the Army, and the Air Force have spent the last four years addressing how the area's expansion on and around JBLM has impacted the base and the surrounding communities. With previous assistance from the Office of Economic Adjustment (OEA), the South Sound Military and Communities Partnership (SSMCP) was formed, and has since become a highly valued forum for bringing military and community leaders together to address shared challenges. After completing the JBLM Growth Coordination Plan (GCP) in December 2010, the SSMCP has accomplished several of its highest priority projects, including:

- Increasing communication and understanding between base officials and community leaders through regular meetings, quarterly newsletters, and special projects, including convening a regional forum on contracting opportunities through the base;
- Increasing awareness among local elected officials of the regional economic impacts of JBLM;
- Helping to obtain funding to replace all five of the overcrowded and outdated on-post elementary schools;



JBLM Joint Land Use Study Narrative

- Conducting a survey of servicemembers and their families, and analyzing and producing summary data, which has helped inform communities specifically where JBLM military families live off-base, why they choose to live off-base, and how local communities can improve forms of support; and
- Helping to obtain federal and state funding to alleviate traffic congestion on I-5.

C. Need to Determine Joint Base Lewis-McChord's Military Influence Area

As evidenced by the formation of the SSMCP and the progress made to date, there is a high level of community support for JBLM. There is also an acknowledgment from the stakeholders that these military facilities are essential to the local economy, and that the local communities share a responsibility in maintaining the base's readiness status. The cities and counties surrounding JBLM are eager to assist the base in maintaining the ability to train and operate; however, there has not been a coordinated effort in recent years between on- and off-base leaders to plan collectively for compatible land use. This need was clearly acknowledged in the GCP, which included a specific recommendation for a new JLUS. JBLM self-nominated for this study in December 2012.

Unlike California, North Carolina, and other states with a sizeable military presence, Washington does not have state directives or planning documents that provide guidance for local communities and regional planning councils in making decisions about land use plans to ensure compatibility with the military bases. This puts more responsibility on local jurisdictions to work directly with the bases in their communities to try to determine what the military's current and future needs are likely to be and how communities can move forward with their own growth plans while remaining poised to adapt to the changing needs of our nation's defense forces. In spite of the spirit of collaboration and cooperation that has been strengthened through the work of the SSMCP, there remain areas of encroachment and incompatible development around the region that need to be addressed, even as the size and force structure at JBLM continues to evolve.

JBLM also does not currently have a Military Influence Area (MIA) established. For this reason, the JLUS Study Area outlined in this document is proposed based on clearly identifiable affected communities and other stakeholders, all of which have been involved with the SSMCP and/or have expressed support for and interest in participating in the JLUS. The Study Area will be open to modification as the new IONMP and AICUZ Study are completed, and as additional interests are identified during the JLUS process.

D. Need to Address Existing Encroachment and Incompatible Development

Some of the major land and airspace use challenges facing the base and the region at this time include:

1. Encroachment in the North Clear Zone (NCZ) at McChord Field. DoD has been working with the City of Lakewood and Pierce County since the early 1990's to resolve concerns over development in the NCZ at McChord Field, with limited success. At present, there are 53 acres within the NCZ where trees, industrial facilities, or both violate air easements required by the Unified Facilities Criteria (UFC) 3-260-01, Airfield and Heliport Planning and Design. The area has been zoned for industrial use since zoning was adopted in Pierce County in the 1970's. Of the 207 acres within the NCZ, 150 acres are owned by the DoD or local governments. The remaining 57 acres consists of privately-owned land. A total of 34 parcels are totally or partially within the NCZ. Between 30 and 40 businesses, employing several hundred people, operate on those parcels.

DoD has not been interested in using eminent domain to obtain these parcels, but alternatives are limited and difficult. In 2007, DoD and Pierce County initiated a purchase of nonconforming parcels



JBLM Joint Land Use Study Narrative

through its Readiness and Environmental Protection Integration (REPI) program. Between 2007 and 2009, Pierce County purchased 7 parcels and 27 condo storage units, totaling just over eight acres from willing sellers using REPI funds, as well as funds from the County, the City of Tacoma and Washington State, designated for this purpose. This effort was a step in the right direction, but the purchased parcels account for less than one-sixth of the total nonconforming acreage in the NCZ, and as of July 2013, none of the purchased parcels have actually transferred to DoD control due to a variety of factors, mainly stemming from complications related to joint basing.

Most of the NCZ property owners were unwilling to sell despite being offered fair market value for their parcels, because the location is good for businesses that need quick and frequent access to I-5 and State Route 512. In addition, it has been extraordinarily challenging generating the funds necessary to purchase what the market perceives as highly desirable industrial land, some of which is fully developed. One of the locally-owned businesses, with strong ties to the military community, operates a facility in the NCZ and conducts local and worldwide sales from their store just a few miles down the road, outside one of the main JBLM gates. The business owner has stated that if they are required to vacate their NCZ property, they will not relocate within the region, but rather leave the state altogether.



Figure 4, Map of the North Clear Zone (NCZ) at McChord Field, showing City of Lakewood land parcels that encroach into the land and/or airspace



**JBLM Joint Land Use Study
Narrative**

2. Concentrations of endangered and threatened species on and near the base. JBLM already manages for seven plant and animal species with Endangered Species Act (ESA) protections, and more animal species known to occur on JBLM are likely to be listed later this year.

Most of the native prairies remaining in western Washington are located within the boundaries of JBLM—see Figure 5. Thus, the base faces extra pressure from the U.S. Fish and Wildlife Service (USFWS) and conservation groups to maintain what is left of this important habitat in order to help preserve the small populations of prairie-dependent species left in the region. Unfortunately, most of the best prairie habitat is located in some of the most important military training areas on JBLM. Additionally, the streaked horned lark has adapted to using the open areas on and around regional airfields, including McChord Field and Gray Army Airfield (GAAF), located on Lewis Main. (Figure 6) Requirements to protect these areas as habitat complicates Bird/Wildlife Aircraft Strike Hazard (BASH) prevention efforts, which is an important safety measure.

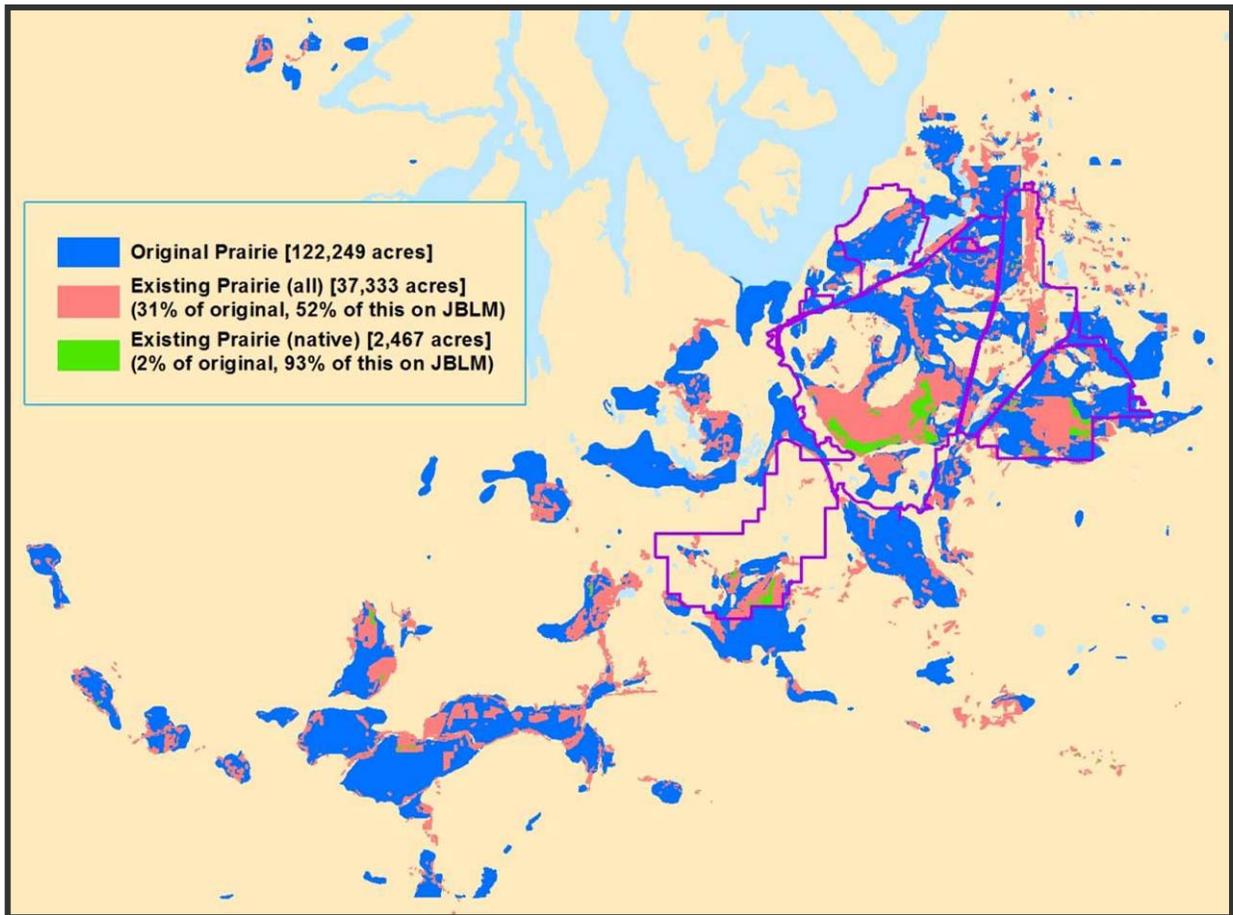


Figure 5, Graphic of the south Puget Sound region showing areas of original and existing prairies. Joint Base Lewis-McChord is outlined in purple.

Environmental and Range Operations staff at JBLM have worked proactively for over a decade to help identify suitable locations outside the installation where prairie areas could be restored and enhanced to



JBLM Joint Land Use Study Narrative

take pressure off the base's prairies, including requesting and obtaining REPI funds through the Army Compatible Use Buffer (ACUB) program. However, the combined efforts of the base and other regional partners were not successful enough to preclude three of four candidate prairie species from being proposed in 2012 for listing under the Endangered Species Act (ESA). Final decisions on listing the streaked horned lark, Taylor's checkerspot butterfly, and Mazama pocket gopher are expected in October 2013. Until then, JBLM staff must coordinate with the U.S. Fish and Wildlife Service (USFWS) for any proposed actions—including regular military training—that could negatively impact any of the proposed species or their habitat areas located within the installation's boundary.

In the meantime, JBLM continues to work closely with a number of partner organizations, including local communities, conservation organizations, and other federal agencies, on innovative ways to preserve the region's prairies and their dependent species to help provide the base with more flexibility in managing its training areas. One of these partnerships was recently announced as the recipient of a major REPI Challenge 2013 grant from DoD, and another has been chosen as the first pilot site for a new Sentinel Landscapes project under the direction of the United States Department of Agriculture (USDA).

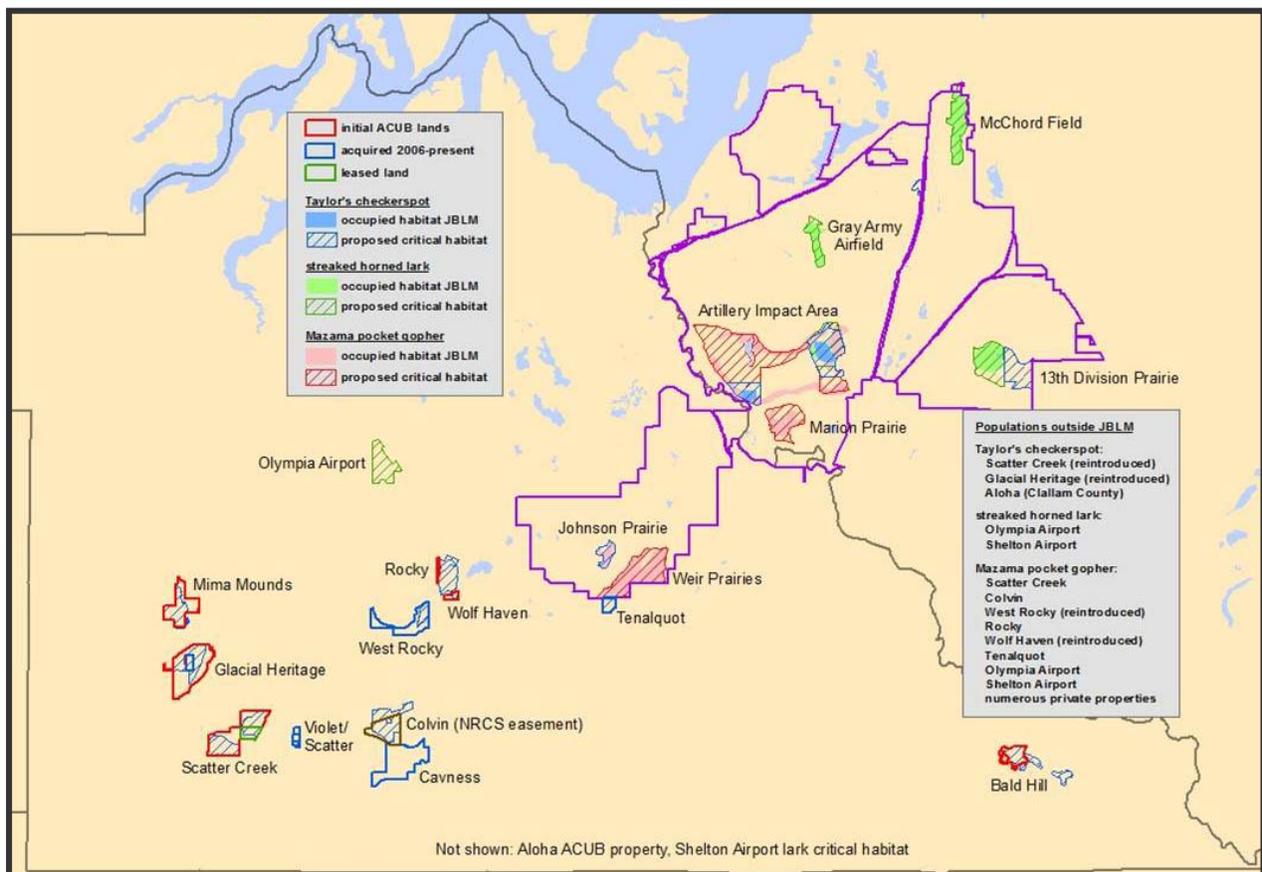


Figure 6, Graphic of the south Puget Sound region showing existing habitat on Joint Base Lewis McChord and areas recently proposed for critical habitat off the base for the Taylor's checkerspot butterfly, streaked horned lark, and Mazama pocket gopher. Joint Base Lewis-McChord is outlined in purple.



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3. Need for additional off-base airspace use for helicopters. With the stationing of the 16th CAB at JBLM, the number of helicopters stationed at the base tripled between 2010 and 2013, and also brought a new aircraft, the AH-64 Apache attack helicopter, to the base. In 2012, the number of noise complaints submitted by members of surrounding communities to the base increased sharply, after JBLM established dedicated flight routes which went outside the base's boundaries in some areas to improve safety and airspace management over the training areas. As a result, JBLM stopped using the new routes and came up with an interim solution for helicopter travel until an Environmental Assessment (EA) for permanent flight routes can be completed. In accordance with the National Environmental Policy Act, the public will have an opportunity to review and comment on the EA before it is completed later this year, and it is expected that the final document would be incorporated into the JLUS.

4. Urban encroachment. As local communities have grown over the last twenty years, surrounding communities have added and developed new land areas—some of which come right up to the JBLM boundary. For example, the Thurston Highlands development on the western edge of the City of Yelm consists of 1,250 acres that abuts the Rainier Training Area in the southwestern part of JBLM. When completed, the development will include 5,000 homes, commercial and retail space, open space, a regional sports complex, and schools. This area was annexed by the City of Yelm in 1993, a year after the last JLUS was completed. While this growth was consistent with Yelm's Comprehensive Plan, locating sensitive receptors such as suburban housing areas next to military training areas is likely to lead to more complaints about noise.

IV. REGIONAL AND STATE PLANNING EFFORTS

Local governments are highly experienced with zoning and land use planning. Washington State's Growth Management Act (GMA), passed in 1990, required counties and cities to produce and then periodically update comprehensive plans to adequately plan for and facilitate future population growth. Pierce County and all cities within the county, including Tacoma, Lakewood, DuPont, and Steilacoom must submit their comprehensive plan updates in the summer of 2015. The timing of this JBLM JLUS proposal is tied in part to the local comprehensive plan update schedule.

Pierce and Thurston Counties are part of two different regional planning councils. Pierce County is part of the Puget Sound Regional Council (PSRC) along with three other counties to the north and west: King, Snohomish, and Kitsap. The state's largest city, Seattle, is included in this region, as well as many large formerly suburban cities which have become regional centers of business in their own right, such as Redmond, the home of Microsoft; and Kirkland, the home of Google. Major challenges for the PSRC are mass transit and affordable housing. By contrast, Thurston County is the only county within the Thurston Regional Planning Council (TRPC), which includes the cities of Olympia, Tumwater, Lacey and Yelm. This less densely developed area has long been prized by its residents for a more rural feel, but is now wrestling with many of the same suburban challenges facing PSRC, but with the added complication of threatened and endangered species on otherwise developable land.

JBLM has had a strong relationship with the TRPC, and has gained more visibility with the PSRC over the last few years through the SSMCP. Both councils are strongly supportive of this JLUS application.



V. OVERALL PURPOSE AND GOALS

The purpose of this JLUS is to ensure that the military mission can continue without degrading the public health, safety, and welfare of surrounding communities, and that economic development can prosper without reducing the readiness of our nation's defense forces. The proposed JLUS is not intended to supersede existing procedures and policies governing the mandates of the military installations and the surrounding communities, but to provide a coordinated, mutually agreed upon set of recommendations that accommodate the needs of all in the region.

Fundamental questions that will need to be answered during the JLUS process include:

- What types of training areas will be needed to support the base in accomplishing its foreseeable future mission?
- What institutions are in place that can help manage current and future situations of incompatible development and/or encroachment? Where do gaps exist? How can these gaps be addressed?

The goals of the JLUS are to:

- Identify and analyze areas of existing, likely, and possible future incompatible development and/or encroachment on the military mission of JBLM.
- Provide recommendations for local communities to assist them in planning in ways that will both correlate with requirements to update their comprehensive plans in accordance with Washington State's GMA; and meet their own needs without negatively impacting the ability of JBLM to provide for current and reasonably foreseeable future actions.

VI. NEED FOR ADDITIONAL ASSISTANCE

Washington State is struggling to meet its basic obligations and does not have the funds to assist with this project. Without OEA technical and grant assistance to complete this plan, local governments will not have accurate information about the military mission when making their comprehensive plan updates over the next three years. Thus, when faced with land use and infrastructure decisions, they may not make choices that best serve the military mission.

Without federal financial assistance, this planning effort would not be possible. Alternative funding is not available for this effort. Addressing these concerns will increase the likelihood that JBLM's ability to support military missions in the future is not compromised, advertently or inadvertently, by incompatible growth and/or encroachment outside the fence line through increased transparency and closer ongoing coordination.

The City of Lakewood, in conjunction with our regional partners, requests OEA funding to help enable local communities to coordinate their long-range planning so that it does not encroach upon the ability of JBLM to provide the highest level of readiness possible for current and future projected forces.

VII. PROPOSED JOINT LAND USE STUDY AREA

The JBLM JLUS will focus on the joint base and the surrounding towns, cities, and counties; the adjacent Washington Military Department's Camp Murray; and the Nisqually Indian Tribe Reservation. Special consideration should be given to the nearby Nisqually National Wildlife Refuge (NWR); the interests of two other Indian Tribes in the area (The Puyallup Tribe of Indians and the Squaxin Island Tribes); and to the access roads connecting JBLM to the seaports in Tacoma and Olympia. Specifically, we propose that



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the planning area extend roughly two miles outside the entire JBLM installation boundaries, with the following extensions:

- north into Tacoma to include the Accident Potential Zones of McChord Field, and routes to the Port
- south to include all of the cities of Yelm and Rainier
- southwest to include all of the Nisqually NWR, the eastern half of Olympia/Lacey, and routes to the Port
- west to include the Town of Steilacoom

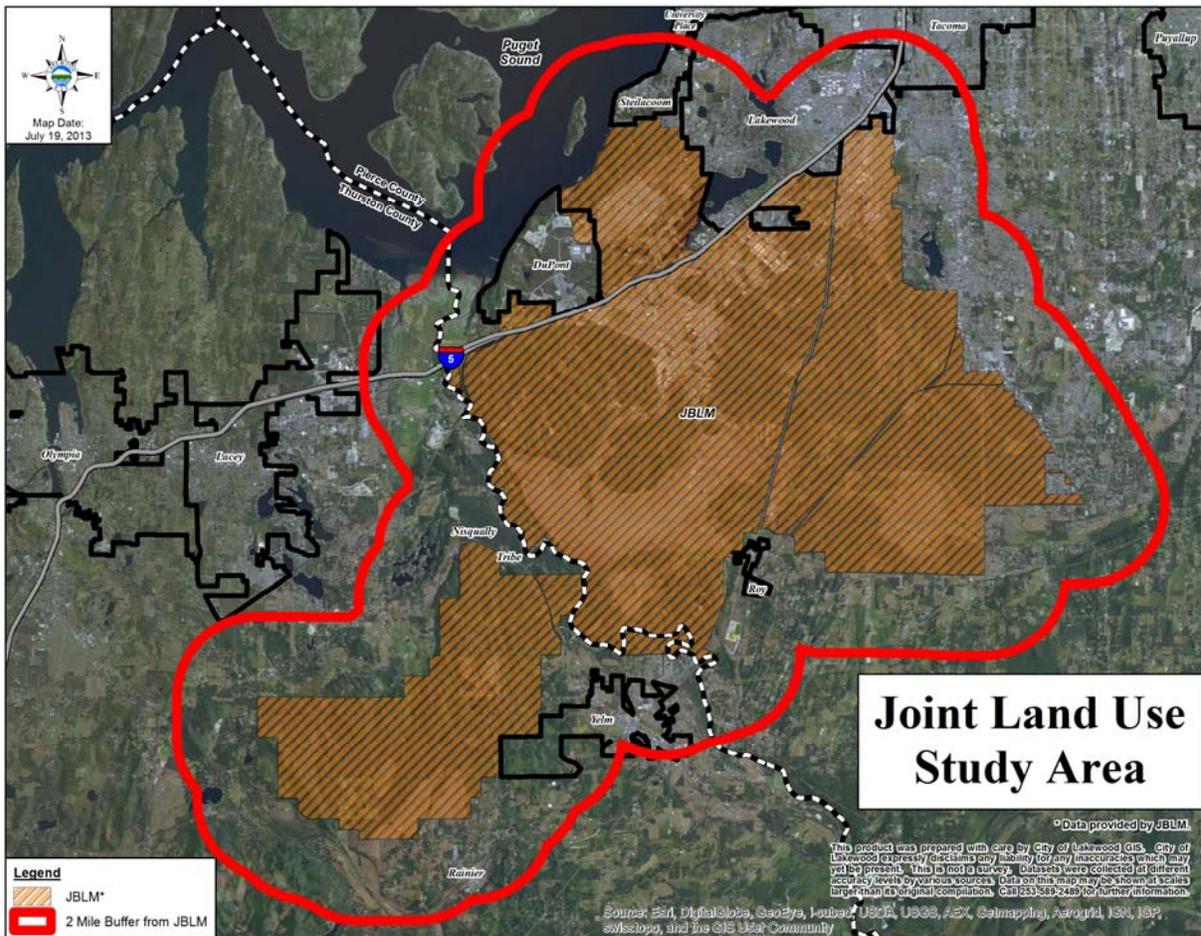


Figure 7, Graphic of the south Puget Sound region showing Joint Base Lewis-McChord, adjacent and nearby communities, and a two-mile buffer zone around the installation boundary showing the general extent of the proposed Joint Land Use Study Area.

This JLUS proposal does not include JBLM’s sub-installation, YTC. One of the main reasons is that DoD –and JBLM in particular–is not the exclusive user of YTC lands and facilities. Coast Guard units, local



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and federal Law Enforcement, and allied forces from Canada and Japan are also regular customers of YTC.

Second, although both installations are located in Washington State, the bases themselves and the regions in which they reside are vastly different from one another. YTC is located in eastern Washington, which has a much drier climate than JBLM, with colder winters and hotter summers. Subsequently, the primary ecosystem is shrub-steppe, which provides vastly different terrain for training and is impacted by training in different ways. For example, YTC has a much greater risk of wildfire and impacts to soils than what JBLM experiences. The at-risk plant and animal species in this region are associated with shrub-steppe, and require different management strategies than the at-risk species in and around JBLM. The terrain also includes steep ridges in many areas.

Thus, the urban growth-associated pressures on JBLM are largely absent in the region surrounding YTC. In fact, there are only two areas of substantial development in the vicinity: In the northwest corner of YTC, the boundary cuts inward to exclude a triangular section containing Ellensburg and the irrigated land which surrounds it in an area known as Badger Pocket. Further south, the installation boundary moves generally southeast, loosely delineating the developed areas which form the Cities of Yakima and Selah, and other unincorporated areas of Yakima County. (See Figure 8.) Other border areas include:

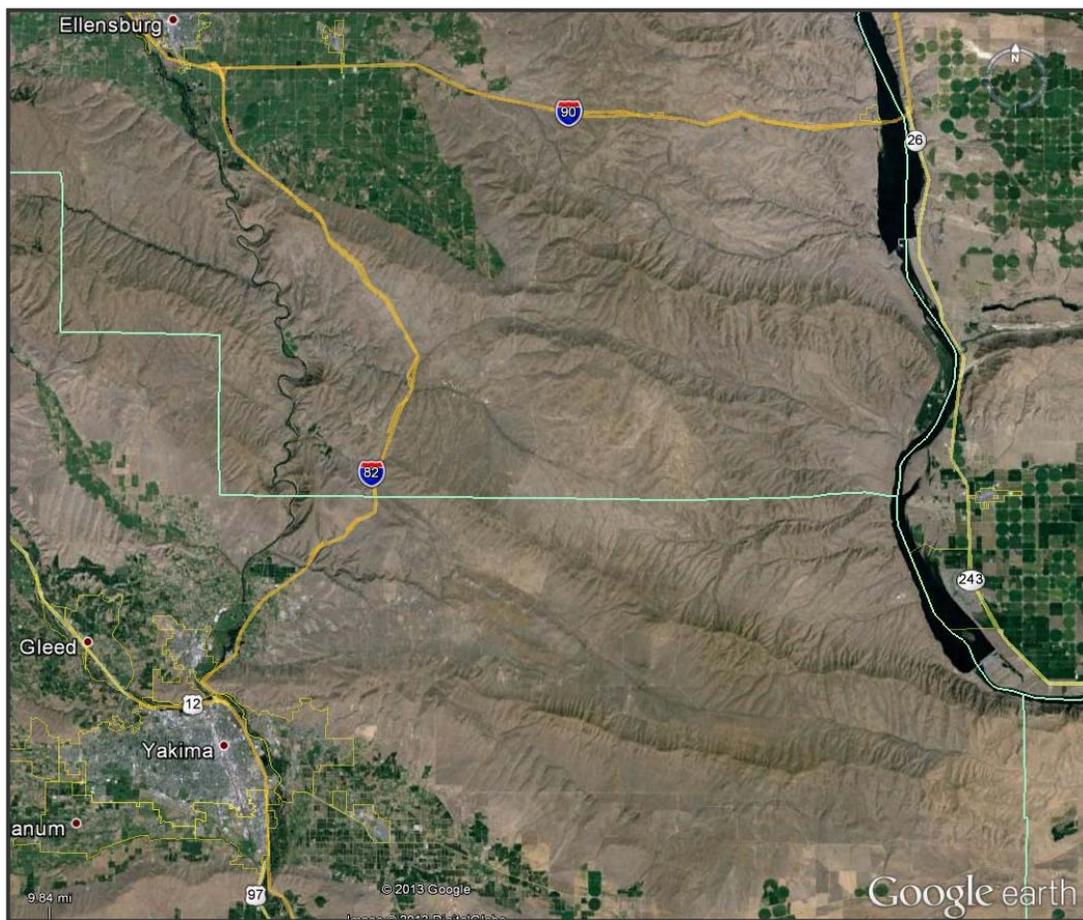


Figure 8: Yakima Training Center and vicinity



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North: Interstate 90 roughly follows the northern boundary of the installation. East of Badger Pocket, the area is almost exclusively non-irrigated rangeland. Just outside the northeast corner of the installation is Ginkgo Petrified Forest State Park.

East: Much of the east side of the installation is bordered by the Columbia River and two impoundments created by dams on the river, including Priest Rapids Lake and Wanapum Lake. Wanapum Recreation Area is located on the west bank of Wanapum Lake. There is farmland directly east of both lakes, with an undeveloped ridge in between.

South: Most of the land adjacent to the southern installation boundary is non-irrigated rangeland, but farms, orchards, and other low-density development are located on both the north and south sides of State Route 24.

West: Interstate 82 (I-82) roughly follows the western boundary of the installation until it crosses the Selah Canyon Reserve. Most of the area north of the Reserve is also non-irrigated rangeland. When I-82 crosses Selah Creek; farms, orchards, and other irrigated properties and low density housing areas begin to appear, as the unincorporated Pomona area of Yakima County leads into the City of Selah. The area becomes more urban as the interstate begins to converge with the Yakima River and the Naches River, leading into the City of Yakima. At Selah Canyon Reserve, the installation boundary “checkerboards” to the southeast, essentially bordering the developed area east of I-82.

Finally, and perhaps most importantly, there is very little overlap between the political boundaries around JBLM and those at YTC. A completely different coalition of cities, counties, regional planning councils, and Indian Tribes would be needed to support a YTC JLUS and to implement its recommendations than that being assembled for a JBLM JLUS.

A JLUS has never been conducted for YTC, but one would be beneficial, especially if it were conducted soon after a JBLM JLUS was completed because of the close relationship between the bases, both in JBLM’s heavy use of the site, and in the site’s ownership and management as a sub-installation of JBLM. To ensure local and regional support and participation in the process at each location it makes the most sense to organize and focus the study area for each installation’s JLUS separately.

VIII. APPROACH

A. Project Organization and Management.

The City of Lakewood will act as the project sponsor. The SSMCP will serve as the project coordinator, and as the point of contact for consulting services which will be obtained through a Request for Proposals which will be issued by the City of Lakewood before the end of 2013. The institutional knowledge within SSMCP staff will provide great cost benefits in ramping up the consultant for the JLUS effort. SSMCP staff will be dedicating 20-25% of their work effort to JLUS management and coordination. Specific responsibilities are described in more detail below.

1. SSMCP Staff. Dan Penrose, Program Manager, will be designated as the primary contact for the consultants and community leaders, and is responsible for schedule and task oversight, communications, and progress monitoring. Mary Huff, Program Coordinator, will be primarily responsible for routine communication with clients and working group members. Staff will jointly do the following:



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- assist with program administration, ensuring financial oversight for the completion of project tasks in accordance with the budget; providing management of consultant contracts for accuracy, quality, and acceptability of specific tasks and deliverables;
- coordinate consultant services with regional stakeholders and JBLM; and
- strive for JLUS outcomes that are cohesive, useful, and actionable.

2. Consultant Support. The City of Lakewood and other SSMCP members will form a consultant selection committee to score the submitted proposals, conduct interviews, and select a preferred consultant team. The consultant selection process will comply with the procurement standards in CFR 32 Part 33, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Subpart A, General Section 33.36 Procurement. The City of Lakewood will issue the Request for Proposals (RFPs). Once selected, the consultant will prepare a coordinated Work Plan including a refined scope, schedule, budget, and project organization chart following OEA's project approval. Consultant contracts will be managed by SSMCP staff to ensure the satisfactory completion of specific tasks and deliverables.

B. Committee Review and Public Participation

One of the important goals of the JLUS process is to create a community-based plan that builds consensus from varied interests, including residents, local elected officials, businesses, and military representatives. This ensures that the final JLUS report includes a cross-section of opinions; reflects feasible, practical solutions; and maintains the support of local elected leaders through the plan's development and implementation.

JLUS stakeholders will be organized into two bodies: A JLUS Subcommittee and JLUS Technical Working Group, each detailed below. Structural components of the JLUS will be similar to that of the SSMCP, and many members of the SSMCP will also be involved with the JLUS.

1. JLUS Subcommittee (of the SSMCP Steering Committee). The JLUS Subcommittee will consist of senior-level stakeholders from the cities, towns, counties, state, federal, tribal and military within the study area. The JLUS Subcommittee will provide leadership and study direction to the JLUS Technical Working Group and will review the draft and final written reports, consider policy recommendations, and play a key role in the implementation of the JLUS. This group reviews and approves interim submittals in each phase of work and are anticipated to meet monthly.

2. JLUS Technical Working Group. The Technical Working Group will be comprised of area planners, tribal representatives, technical and professional staff, military planners, and representatives from citizens' groups. The Task Force will be responsible for data collection, identifying and studying technical issues, evaluating alternatives, and developing recommendations for consideration by the JLUS Subcommittee.

3. Elected Officials Council. The existing SSMCP Elected Officials Council will be briefed regularly to keep them apprised of potential recommendations that may impact local land use regulations.

4. The Public. In addition to being represented on the Technical Working Group, citizens will also have opportunities to attend public forums and provide comment and input on draft products at least two times during the course of the study.



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C. Timeframe

The JLUS will begin with the RFP process and selection of the Project Consultant in September 2013. The project kickoff will occur in January 2014.

IX. CONCLUSION

A JBLM that can support its military mission and works closely with other governments and stakeholders in the region is fundamental to the well being of the south Puget Sound communities. This planning effort will provide the region with a “way ahead” for supporting the base’s ability to support the military mission while still meeting their own needs for economic development and a high quality of life. It will provide the region with a road map for resolving known and potential conflicts now, and establish a framework for coordinating new issues in the future.



JBLM Joint Land Use Study Scope of Work

INTRODUCTION

The goal of the Joint Land Use Study (JLUS) is to ensure that the military mission can continue without degrading the public health, safety and welfare of surrounding communities, and that economic development can prosper without reducing national defense readiness.

This study will identify and analyze areas of existing, likely, and reasonably foreseeable incompatible development and/or encroachment on the military mission of Joint Base Lewis-McChord (JBLM), Washington. It will offer recommendations to local communities to assist them in planning in ways that will correlate with requirements to update their comprehensive plans in accordance with Washington State's Growth Management Act (GMA); and meet their own needs without negatively impacting the ability of JBLM to provide for current and reasonably foreseeable future actions. The study will reinforce the importance of a central point of coordination for stakeholders who are impacted by the current and projected size/shape/mission of the installation.

Finally, the study will develop a clear implementation plan that provides regional stakeholders with specific recommendations, including both regulatory and non-regulatory actions to protect the military mission at JBLM and high quality of life experienced in the surrounding communities.

As the project coordinator, the South Sound Military & Communities Partnership (SSMCP) will seek consultant assistance in preparing the JLUS.

Task 1 – Project Initiation and Administration

The project team, which consists of the consultant and SSMCP staff, will jointly initiate the project by refining the scope and project work plan. The work plan will include the team's approach to communication, stakeholder engagement, communication protocol, information management, and operating protocols. A project website will be set up to facilitate communication and document sharing.

Subtask 1.1 Project Definition

This subtask includes any necessary refinements to the scope of work, project Work Plan, and/or administrative aspects of the study to ensure coordination with the JLUS project coordinator (SSMCP). The consultant will present the final Work Plan before the JLUS Subcommittee and Technical Working Group (TWG) for approval. Goals of the project include:

1. Involving the public in all stages of the planning process
2. Mapping recent and planned development activity
3. Identifying areas where present land use conflicts are occurring and where future land use conflicts could occur
4. Identifying new measures, tools, techniques, and land use compatibility measures that minimize land use conflict
5. Developing a final action plan and narrative report with specific recommendations and implementation strategies
6. Integrating JBLM's forthcoming Installation Operational Noise Management Plan (IONMP) and Air Installation Compatible Use Zone (AICUZ) Study (projected completion: Fall 2013)

Subtask 1.2 Stakeholder and Public Engagement

To encourage active participation, committees, meetings and workshops will be structured and facilitated. Stakeholders will be provided with clearly defined roles. The consultant will prepare a public involvement strategy that covers the key phases during the JLUS planning process. The public involvement strategy will include the identification of key stakeholders, a specific schedule, methods of communication, and other tools to provide key project planning information to the following groups:



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- Elected Officials
- State government agency staff
- Federal government agency staff
- Native American Tribal representatives
- Local government staff
- Military leadership and staff
- Other JLUS stakeholders (examples include, but are not limited to, major landowners, neighborhood associations, employers, homebuilders, real estate industry, conservation organizations, etc.)
- General public
- Media

The following are the four levels of formal stakeholder engagement:

1. **JLUS Subcommittee (of the Steering Committee).** The JLUS Subcommittee will consist of senior-level stakeholders from the cities, towns, counties, state, federal, tribal and military within the study area. The JLUS Subcommittee will provide leadership and study direction to the JLUS Technical Working Group and will review the draft and final written reports, consider policy recommendations, and play a key role in the implementation of the JLUS. This group reviews and approves interim submittal in each phase of work and are anticipated to meet monthly.
2. **JLUS Technical Working Group.** The Technical Working Group (TWG) will be comprised of area planners, tribal representatives, technical and professional staff, military planners, and representatives from citizens' groups. The TWG will be responsible for data collection, identifying and studying technical issues, evaluating alternatives, and developing recommendations for consideration by the JLUS Subcommittee. The consultant, with the assistance of the SSMCP, will manage and coordinate the efforts of the TWG. All members will be knowledgeable in the subject area and will provide local input. The consultant will be responsible for the following tasks:
 - Maintaining a database of JLUS committee and subcommittee members
 - Notifying members of the meetings
 - Developing agendas, draft the minutes of the meeting and distribute them to the members
 - Facilitating the meetings
 - Completing and distributing progress reports
 - Tracking attendance of members
 - Providing research services to the committee
 - Creating any additional reports required or requested related to the Task
3. **Elected Officials Council.** The existing SSMCP Elected Officials Council (EOC) will be briefed regularly to keep them apprised of potential recommendations that may impact local land use regulations.
4. **The Public.** In addition to being represented on the TWG, citizens will also have opportunities to attend public forums and provide comment and input on draft products at least two times during the course of the study. and input on draft products and are anticipated to several times during the course of the study.

The public involvement strategy will include a variety of communication tools to facilitate early and continuing outreach to the above groups, such as periodic newsletters, JLUS project website, media releases/media kits, periodic fact sheets, etc. Meetings will be held in various locations throughout the



JBLM Joint Land Use Study **Scope of Work**

study area to ensure convenient access for participating stakeholders. The consultant will maintain a current contact list throughout the study process to mail/e-mail project information materials to interested parties.

The consultant will work with SSMCP staff to provide administrative support to the JLUS Subcommittee and TWG to accomplish the following activities:

1. Establishing JLUS **milestone** completion dates
2. Creating a **schedule** of committee and public meetings
3. Preparation of meeting **notices, agendas, minutes, handout materials, maps, presentations,** and any other items to accomplish the study objectives
4. Providing written **monthly status reports** that detail work in progress, work accomplished, and funds expended. Progress reports are due the following each reporting period for SSMCP staff to review and distribute to other JLUS participants.
5. Conducting an **installation tour**, including outlying facilities as appropriate. The purpose of the installation tour is for the JLUS Subcommittee and TWG members to gain a more comprehensive understanding of the military missions, issues, and constraints imposed through incompatible development.
6. Creating and maintaining a **project website** to include posting of materials that could also be used on JBLM website(s), and participating counties' and cities' websites

The project team will emphasize the delivery of interim findings and technical reports throughout the process to ensure that the JLUS Subcommittee and the public both have adequate opportunities for review and comment.

DELIVERABLES

1. Project Work Plan
2. Project Schedule
3. Outreach Plan, which includes:
 - a. Overview of stakeholder engagement process, plan and meeting schedule
 - b. Identification of stakeholders
 - c. Scope of work for stakeholder groups and committees
4. JLUS website as a subset of the current SSMCP website at www.jblm-growth.com

Task 2 – Review and Research

This task is focused on a review of background data from existing studies, sources, organizations, groups, and individuals, both within the study area and from data provided by JBLM officials. A Summary of Existing Conditions Report will be based on comprehensive review of adopted plans and past related work, meetings with the TWG, inventory of existing facilities and programs, and an assessment of availability and quality of services within the study area.

Subtask 2.1 Assessment of Existing Conditions

JBLM Document Review

1. Identify and evaluate JBLM plans, identify growth objectives, and review the impact of growth objectives on air traffic patterns and volumes
2. Identify existing land uses and approved land use developments located within the current Air Installation Compatible Use Zones (AICUZ) noise and potential air hazard zones
3. Analyze impacts of current and future base operations, including firing ranges, electromagnetic radiation, radio frequency interference, and AICUZ noise and potential air hazard zone impacts



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4. Evaluate existing and proposed rotary aircraft operational routes
5. Evaluate standard operating procedures (SOPs) for the base and analyze how they impact the surrounding community, and what, if anything, may be done to eliminate or minimize these impacts

Community Document Review

1. Review, summarize, and assess existing local zoning ordinances
2. Review, summarize, and assess building code ordinances, paying special attention to noise attenuation requirements
3. Review, summarize, and assess critical areas ordinances
4. Review, summarize, and assess water quality regulations by watershed
5. Review, summarize, and assess regulatory documents as determined by the TWG

The consultant will prepare a table or other clearly formatted method showing existing compatible use standards/regulations by community and zoning district.

Subtask 2.2 Regional and Comprehensive Plan Review

Washington's GMA requires comprehensive plans for most counties and cities in order to adequately plan for employment and population growth and to ensure infrastructure and public services are provided prior to new developments being built. The purpose of this task is to ensure that communities adjacent to the base are administering these policies and regulations in an orderly and coordinated manner that considers the needs of the military facilities. The consultant will assess study area comprehensive plans and land use documents. The plans to be reviewed under this task will focus on the land use elements of the following documents, but will also review for significant policy direction(s) that may encroach upon the mission at JBLM:

- Puget Sound Regional Council (PSRC) Vision 2040
- Thurston Regional Planning Council (TRPC) Regional Plan
- Pierce County Comprehensive Plan
- County Buildable Lands Reports
- Thurston County Comprehensive Plan
- Lakewood Comprehensive Plan
- DuPont Comprehensive Plan
- Steilacoom Comprehensive Plan
- Lacey Comprehensive Plan
- Yelm Comprehensive Plan
- Roy Comprehensive Plan
- Rainier Comprehensive Plan
- Nisqually Tribe Reservation land use and zoning
- Other Comprehensive Plans as identified by the Steering Committee
- JBLM Master Plan

The consultant will review these plans for consistency in community land use policies and zoning capacity.

Subtask 2.3 GIS Basemap

The consultant is responsible for creating a regional Geographic Information System (GIS) database for the study area that includes existing information from JBLM. The initial GIS database and base maps are expected to include the following layers:

1. Jurisdictional boundaries [municipal boundaries, county boundaries, Urban Growth Areas (UGAs), utility and emergency management service district boundaries, etc.]



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2. Aerial photography
3. Future land use patterns, zoning designations, and planned growth areas identified in communities' adopted Comprehensive Plans and the JBLM Master Plan
4. Uses that do not conform with the underlying zoning regulations
5. Development activity within the study area during the past five years
6. Development proposed within the study area
7. Locations of proposed capital improvement plan/projects, using jurisdiction's 6-year Capital Improvement Plan (CIP)
8. Sensitive biological and/or cultural resource areas, including habitat and species data
9. Special resources areas, i.e. aquifer recharge zones, wetlands, wellhead protection zones, agricultural, etc.
10. Noise contours for military operations
11. Military flight operations, i.e. Clear Zones, Accident Potential Zones (APZs)
12. Military range Safety Danger Zones (SDZs)
13. Military operation line of sight corridors
14. Commercial airport flight paths and commercial port access and shipping lanes
15. Land mobility corridors and the regional transportation system
16. Compile population forecasts from participating jurisdictions
17. Compile and create GIS layers depicting projected growth trends related to population forecasts
18. Compile and review local, State and Federal regulatory framework for community development
19. Compile and review military documents to map footprint for military operations, and any other pertinent documents
20. Identify policies and regulations that govern siting of on-shore alternative energy projects, transmission lines, natural gas storage and pipelines, and oil drilling

DELIVERABLES

1. Existing Conditions Summary Report that provides an introduction of the project, policy context, baseline conditions, and early goals of the study, and will also:
 - a. Summarize data gaps
 - b. Identify information and survey needs, including GIS information
 - c. Preliminarily identify issues that are not being addressed
2. Regional Online GIS Database

Task 3 – Compatibility and Development Potential Analysis

The jurisdictions in Pierce County are required to update their Comprehensive Plans by July 2015 which highlights the need for timely and coordinated information sharing and planning between the base and the local communities. In order for the JLUS recommendations to be incorporated into this next round of comprehensive plan updates, the projected land use capacity needs to be compared against the projected land use capacity required to meet JBLM's mission. The consultant will provide a set of land use strategies or policy recommendations to help modify existing plans for growth where the development that is proposed could threaten current, projected, or reasonably foreseeable activities at JBLM. Specific assignments include:

1. Identify areas where recent development patterns support the projected future land use patterns and estimate the potential intensity of future development
2. Identify and evaluate the base's capacity for future mission operations possibilities
3. Identify existing incompatible land uses and future potential land or air use conflicts considering past, present and future possible mission scenarios at JBLM
4. Identify future types of land uses both within and outside the study area that could negatively impact future mission opportunities at the base



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5. Develop a preferred future compatible land use scenario that will maximize future mission operation possibilities at JBLM
6. In conjunction with local planning efforts, identify land use policy and implementation measures that need to be developed, updated, or revised to reduce potential conflicts between the preferred future compatible land use scenario and those JBLM operations that reflect those possibilities
7. Provide an analysis of the economic impact of the study's recommendations on affected properties and on development opportunities within Pierce and Thurston counties
8. Present data and mapping to the TWG, JLUS Subcommittee, and public to solicit input on impacts

DELIVERABLES

1. Compatibility Analysis Report
2. Regional Online GIS Database showing compatibility areas
3. Maps / display materials for meetings

Task 4 – Prepare JLUS Report

The consultant will present the results of data collection and analysis, information about existing and anticipated future conflicts between community development and military operations, proposed strategies to mitigate and/or eliminate identified conflicts, and other preliminary recommendations. Public comments will again be solicited with emphasis on the implementation strategies.

Subtask 4.1 Study Refinement

1. Make revisions to JLUS Draft based on JLUS Subcommittee and TWG recommendations
2. Include mitigation measures to address potential negative impacts on existing landowners
3. Develop a tool box of policies, regulations, ordinances, agreements, etc. to address existing incompatibility issues and guide future compatible development to protect and preserve military readiness and defense capabilities while supporting continued community economic development and quality of life. Options could include:
 - a. Model noise attenuation standards
 - b. Land exchanges
 - c. Development incentive programs
 - d. Transferable development rights programs
 - e. Performance standards
 - f. Special overlay zones
 - g. Procedures for reviewing developments of regional impact within the study area

DELIVERABLES

1. Draft Report Sections including summary of recommendations, implementation plan and action steps, and strategies/procedures for ongoing communication, coordination, and monitoring of implementation of the JLUS
2. A PowerPoint presentation that summarizes the plan and recommendations that can be used by local officials at public meetings
3. Development of a prioritized set of improvements to meet the identified needs
4. Recommended and prioritized steps for coordination between study area agencies and JBLM to prevent encroachment and promote compatible development
5. Identification of opportunities for partnerships between JBLM, local jurisdictions, and other agencies / entities. This should include, but not be limited to, a prioritized list of areas for conservation efforts, such as acquisition and easements, in coordination with the Army



JBLM Joint Land Use Study **Scope of Work**

Compatible Use Buffer (ACUB) Program and DoD's Readiness and Environmental Protection Integration (REPI) Program.

6. Summary of next steps and key outcomes

Subtask 4.2 Study Production

Prior to any participating jurisdictions taking formal actions, the consultant will present the final JLUS report, including recommendations, and an Implementation Plan.

1. Present Final JLUS to JLUS Subcommittee for final approval
2. Present Final JLUS to participating local jurisdiction legislative bodies for formal adoption
3. Deliver completed JLUS document to study sponsor

DELIVERABLES

1. 20 full color, hard copy reports of the final JLUS to include:
 - a. Executive summary
 - b. Documentation of coordination and public involvement
 - c. Assessment and compatibility analysis results
 - d. Strategies/procedures for ongoing, communication, coordination and monitoring of implementation
2. Appendices in PDF format of all technical memos
3. Five CDs that contain all final document materials
4. Supporting maps and GIS data in a format that can be used by regional planners and service providers
5. Final presentation of findings and recommendations
6. A four-page maximum Project Overview to post on the OEA website which is consistent with other project overviews already completed and posted: See <http://www.oea.gov/about/project-highlights/compatible-use?limitstart=0> for examples. This narrative shall include:
 - a. A description of military operations at JBLM
 - b. A graphic display of the study area and the military operations footprint
 - c. A description of the community organization structure and participants for both planning and implementation of the JLUS
 - d. A summary of compatible use issues
 - e. Highlights of the primary JLUS recommendations

TASK 5 – Implementation Plan

The value of the JLUS is not solely in the data that is produced but in the implementation of the actions and strategies that the Study recommends. In order for the JLUS recommendations to be effectively implemented, communities in the Study Area must work closely together and with JBLM officials.

This task will assess the existing levels of intergovernmental and interagency coordination and evaluate where improvement to coordination within and between the agencies can be realized, and most importantly, develop an implementation plan for improved coordination. The consultant will identify appropriate responsible parties, timelines, estimated costs, steps to be taken to achieve the recommendation, and appropriate financing mechanisms to implement the recommendations. Metrics will be developed to measure plan effectiveness.

DELIVERABLES

1. 20 full color, hard copy reports of the Implementation Plan



JBLM Joint Land Use Study Budget Justification

INTRODUCTION

The City of Lakewood and the South Sound Military & Communities Partnership are collaborating to seek grant funds from OEA to obtain professional consultant services and support for associated staff coordination to conduct a Joint Land Use Study for the region around Joint Base Lewis-McChord. The total estimated budget for this project is \$477,372 with a federal funding request of \$426,711. The City of Lakewood will act as the project sponsor and the SSMCP will provide project coordination services.

The grant period is from January 1, 2014 to December 31, 2015.

The RFP process and selection of the consultants are anticipated to be completed in January 2014 with activities occurring throughout the grant period. Funding is requested for a 24-month period due to the complexity of the encroachment issues, including the probable listing of three species on the Endangered Species List, the prevalence of existing and proposed urban development within the study area and extensive interest from numerous public stakeholders in the process and plan.

ESTIMATED COSTS

The City of Lakewood has completed planning level cost estimates that put the total cost to complete the JLUS at \$477,372. Many of these tasks include extensive background research on existing programs and plans, mapping and compatibility analysis, creation of GIS data layers and region-wide stakeholder engagement. The budget estimate is based on information provided from Study Area stakeholder groups and government staff on costs for similar studies that were contracted out to private consultants. The estimate also considers the breadth of the scope, the number of stakeholders (nine cities, two counties), the over 1 million people who reside within Pierce and Thurston counties, and the culture and traditions of Washington State residents who expect an open and comprehensive public outreach campaign.

The Administration/Planning Support costs are for SSMCP staff time to manage the grant administration and consultant advertising, selection, contract negotiation and work effort, and to assist the consultant with stakeholder outreach, public communication, document collection and plan review. The Program Manager's 832 hours represent over 10% of the total project costs over a 24 month timeframe, with these costs being borne by SSMCP partners as non-federal match. The Program Coordinator, under the direction of the Program Manager, will dedicate at least 16 hours a week to assist the consultant(s) and the various committees to implement the tasks outlined in Tasks 1 and 2 in the Scope of Work.

OEA previously funded these two staff positions (along with contractual support) to plan and carry out a regional response to growth at JBLM, with those growth-related OEA grant funds expiring on December 31, 2013. SSMCP will continue to fund both the Program Manager and the Program Coordinator positions for the duration of the grant period to fulfill continued staffing needs for public outreach and coordination of partnership and affiliated groups, data gathering, analysis and management. Funding for SSMCP activities (in both 2013 and beyond) comes from the cities, counties, and several service districts surrounding the installation, including DuPont, Lacey, Lakewood, Tacoma, Pierce County, Thurston County, and several state agencies. These positions are expected to fully revert to SSMCP task items at the conclusion of the JLUS in December 2015.

Staff members that fill these positions will be City of Lakewood employees for that timeframe, and employee costs for the hours committed to this study (FICA, medical insurance, Worker's Compensation, unemployment, retirement benefits) are covered by this request.



SOUTH SOUND MILITARY & COMMUNITIES PARTNERSHIP

JBLM Joint Land Use Study Budget Justification

Program Manager Description

The Program Manager leads the South Sound Military & Communities Partnership staff and consultant team, provides expertise on land use planning issues, and works with local, regional, and state government agencies and staff to facilitate intergovernmental coordination. Works in conjunction with the South Sound Military & Communities Partnership and works on behalf of the affected counties and cities. Primary coordinator for growth management studies, reports and related information for decision making purposes. Develops a Scope of Work (SOW) for required contractual services related to growth planning and implementation. Provides guidance and oversight to private consultants/advisors hired by the Steering Committee to produce desired reports and studies. Coordinates regional planning activities/functions with other city departments, public agencies, municipalities, governmental authorities and military installations.

Provides leadership and guidance to support the South Sound Military & Communities Partnership Steering Committee and various other boards, authorities and commissions as needed and assigned. Prepares planning reports and supporting data, including recommendations for various land use proposals. Develops short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations. Provides technical and professional support; makes presentations to boards, commissions, civic groups and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons. Reports to local citizens inquiring about the South Sound Military & Communities Partnership.

Program Coordinator Description

Plan and coordinate activities resulting from the growth and changes at Joint Base Lewis-McChord. Provide assistance in the formation of, and staff assistance to, a multi-member collaborative planning effort. Interact with multiple agencies and community stakeholders. Provide professional expertise, and serves on the organizational team that defines, oversees, and evaluates the project. Identify project requirements, proposes strategies and objectives, schedules and monitors activities, works collaboratively with others to define and accomplish tasks, and makes recommendations on ways to improve performance. Assist in developing Scopes of Work for new contractual service related to growth planning and implementation. Provide guidance and oversight to private consultants/advisors hired by City to produce desired reports and studies. Identify funding sources and prepare and write grant applications to support growth related projects and activities. Manage grants and contractors. Be responsible for compliance with grant agreements and grant reporting and record keeping requirements.

Serve as liaison to Steering Committee members in the development and implementation of the JBLM Growth Plan and activities related to land use, economic development, utilities, housing, transportation, or other topical areas to meet the needs of stakeholders. Coordinate activities with other staff, local, regional and federal groups, citizen task forces and others in coordinating activities that cross multiple boundaries

Consultant Effort

The above tasks will require the assistance of expert consultants. These services are necessary because the City does not have the in-house resources (software and analysis tools, and event planning logistics staffing resources) to complete the relevant tasks. Please see the Scope of Work for subtask details.



SOUTH SOUND MILITARY & COMMUNITIES PARTNERSHIP

JBLM Joint Land Use Study Budget Justification

Federal grant funds will be used to hire a consultant qualified using procurement standards set forth in 32 CFR Part 33, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Section 33.36 Procurement, except where City of Lakewood procurements are more restrictive. The Program Manager will develop and issue Requests for Proposals to fund these contractual services.

The City and other stakeholders will form a consultant selection committee to evaluate the submitted proposals, conduct interviews and select a preferred consultant team. The proposals will be evaluated and ranked based on qualifications and experience with similar projects. Pursuant to the Revised Codes of Washington (RCW) 39.80 and Washington Attorney General Opinion, price and cost may be considered only after the most qualified firm has been selected, at which time the law provides for negotiation of a "fair and reasonable" price.

Travel

A nominal estimate of \$1,000 is included in the non-federal share portion of the grant to cover staff travel to various stakeholder meetings within the State of Washington.

Non-Federal Match

The 10% funding match required for this project will be obtained through stakeholder contribution, primarily through participation of the SSMCP Steering Committee. There are currently 14 members of the Steering Committee each has pledged cash toward this grant request. At a minimum, total stakeholder match will be \$50,661 of the total project cost. Hours and rates for SSMCP staff time are shown in the cost estimate spreadsheet. Salary and fringe benefit rates for these positions are the actual rates paid and those rates are consistently applied across similar positions.

Following completion of the items listed in the Scope of Work, the City will retain the deliverables and coordinate future activities with the Steering Committee.

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: October 7, 2013	TITLE: Pierce County Flood Control Zone District Interlocal Agreement for Opportunity Fund Projects	TYPE OF ACTION: — ORDINANCE — RESOLUTION <u>X</u> MOTION 2013-47 — OTHER
REVIEW: October 7, 2013	ATTACHMENTS: Interlocal Agreement, Notice of Intent to Request Funds	

SUBMITTED BY: Don Wickstrom, P.E., Public Works Director/City Engineer.

RECOMMENDATION: It is recommended that the City Council authorize the City Manager to execute an Interlocal Agreement with the Pierce County Flood Control Zone District for use of District property tax revenues set aside for Lakewood for Opportunity Fund projects.

DISCUSSION: Pierce County formed the Flood Control Zone District in April 2012. The District Board allocated and set aside 10% of the District’s annual regular property tax revenues as an “Opportunity Fund” for use by Pierce County cities and towns on flood control and other approved projects. To gain access to the funds, Lakewood must enter into agreement with the District and sign a Notice of Intent to request the funds. Lakewood’s preliminary set aside for 2013 is \$44,139. The City intends to bank the funds to accrue for future use on an undefined project or projects.

ALTERNATIVE(S): The alternative is to not enter into agreement with the Flood Control Zone District and not be eligible for the Opportunity Funds.

FISCAL IMPACT: By entering into agreement with the District the City will be eligible to receive 10% of the revenue collected annually by the District in Lakewood.

Prepared by	
Department Director	_____ City Manager Review

**INTERLOCAL AGREEMENT BETWEEN
THE PIERCE COUNTY FLOOD CONTROL ZONE DISTRICT AND
THE CITY OF LAKEWOOD FOR OPPORTUNITY FUND PROJECTS**

THIS AGREEMENT is made and entered into by and between the CITY OF LAKEWOOD, a municipal corporation of the State of Washington ("Municipality") and the PIERCE COUNTY FLOOD CONTROL ZONE DISTRICT, a quasi-municipal corporation of the State of Washington ("District") ("Parties" or when singular "Party"), and shall be effective upon execution by the Municipality and the District.

RECITALS

A. In Ordinance 2011-95s, passed on April 3, 2012, the Pierce County Council formed the District, as authorized by Chapter 86.15 RCW.

B. In Resolution No. 2013-2 ("Resolution"), the District Board of Supervisors:

1. Allocated and set aside ten percent (10%) of the District's annual regular property tax revenues as an "Opportunity Fund" for use by Pierce County (on behalf of unincorporated Pierce County), cities and towns on Opportunity Fund projects;

2. Established methods for allocation of Opportunity Fund revenues and declared the purposes and uses of the Opportunity Fund;

3. Provided for accrual and roll over of a Municipality's Opportunity Fund allocation;

4. Authorized the District Administrator to develop rules and procedures for administering and carrying out the Opportunity Fund, which includes review of proposed Opportunity Fund projects by the District Administrator or designee, and review and approval of such projects by the Board; and

5. Approved this form of Agreement between the Parties.

C. Pursuant to Chapter 39.34 RCW and RCW 86.15.080(11), the Parties desire to enter into this Agreement to provide for Opportunity Fund projects as authorized by the Board.

AGREEMENT

In furtherance of the foregoing and in consideration of the following terms and conditions, the Parties agree as follows:

1. Definitions. In this Agreement, the following terms shall have the following meanings.

1.1 "Board" means the Board of Supervisors of the District.

1.2 "District Administrator" means the Director of the Pierce County Public Works and Utilities Department, or designee.

1.3 "Municipality" means cities and towns in Pierce County and Pierce County.

1.4 "Opportunity Fund" means the portion of the District's annual regular property tax revenues that has been allocated and set aside by the District for use by the Municipalities on Projects, as authorized by Resolution No. 2013-2, including amendments thereto.

1.5 "Project" means a specific improvement, study, plan or activity that meets the purposes and uses of Resolution No. 2013-2, including amendments thereto, and that has been approved by the Board.

1.6 "Project Rules" means the rules and regulations established by the District Administrator for the Opportunity Fund program, including amendments thereto.

2. Term of Agreement—Termination of Agreement--Survival of Agreement. This Agreement shall be effective upon execution by both Parties, and shall remain in effect until terminated by one or both of the Parties. Either Party may terminate this Agreement by providing written notice of termination to the other Party no less than sixty (60) days prior to the effective date of termination. This Agreement also may be terminated upon mutual agreement of the Parties expressed in writing. Sections 12 and 13 of this Agreement shall survive any termination of this Agreement.

3. Rules and Regulations; District Administrator. The Municipality acknowledges receipt of and agrees to satisfy and follow the Project Rules.

4. Project Eligibility. The Municipality may apply for and seek approval of proposed Projects. The proposed Projects may be a future Project or a pending Project, as defined by the Project Rules.

5. Project Applications. The Municipality must submit an application for each proposed Project to the District Administrator, on a form approved by the District Administrator. The application must be accompanied by plans, drawings,

descriptions, studies, reports, schedules, costs, budgets and/or other data and information required by the Project Rules or requested by the District Administrator.

6. Multi-Year Projects. A Project may be implemented over multiple years and may be financed by the Municipality's allocation of the Opportunity Fund in the year of Project approval and by the Municipality's anticipated allocation of the Opportunity Fund in future years. However, District approval of a Project shall not be construed as nor constitute a District obligation or commitment to authorize a property tax levy or set aside a portion of a property tax levy for the Opportunity Fund in calendar years beyond the year in which a Project is approved.

7. Use and Vesting of Opportunity Fund Allocation. The Municipality shall use Opportunity Fund allocations only for expenses related to the Projects. The unexpended portion of the Municipality's allocation of Opportunity Fund revenues in a calendar year shall be rolled over and reserved for use by the Municipality on Projects in subsequent calendar years. The District shall have no obligation to set aside or allocate Opportunity Funds in calendar years after the calendar year in which the Project is approved. The Municipality understands and acknowledges that the Board has the right and discretion to modify or terminate the Opportunity Fund and its program, and will consider this possibility in providing for and implementing any Project.

8. Project Approval—Implementation of Projects. After approval of a Project, the District Administrator shall prepare a written description of the Project, which shall be deemed to be an amendment to this Agreement. The District Administrator shall provide a copy of the Project description to the Municipality. The Municipality shall implement the Project only as authorized by the Board and described in the amendment. In implementing the Project, the Municipality shall comply with all applicable laws, rules and regulations, and shall be responsible for obtaining all approvals and permits for the Project.

9. Distribution of Opportunity Fund Allocations. After an actual expenditure is incurred for a Project, the Municipality shall request distribution of Opportunity Fund allocations in a manner and pursuant to a process required by the Project Rules. However, after Board approval of a Project, the Municipality may request advance distribution of all or a part of the Opportunity Fund allocation for the Project, prior to expenditure of funds on the Project, in accordance with terms and conditions in the Project Rules.

10. Reports—Audits—Records Retention--Inspections. The Municipality shall prepare and file written reports describing the progress on and the status of the Project, as required by the Project Rules. The Municipality shall prepare and file such other written reports, including but not limited to a final report after Project completion, as required by the Project Rules. The Municipality shall retain all records and documents relating to a Project for a minimum of seven (7) years

after substantial completion of the Project, unless required by law to be retained for a longer period, in which case the longer period shall apply. Upon reasonable notice, the Municipality shall make available to the District Administrator for inspection, review and audit all records and documents relating to the Project and the expenditure of the Opportunity Fund allocations, as required by Project Rules.

11. Project Ownership and Maintenance. If the Project involves the acquisition, extension, enlargement, or construction of an improvement, the Municipality shall take ownership of, and shall be obligated to operate, maintain, repair and replace such improvement. The District shall have no obligation or responsibility for the operation, maintenance, repair and replacement of such improvement.

12. Audit Exception Repayments. The Municipality agrees that it is financially responsible for and will repay to the District all indicated amounts following an audit exception, which occurs due to the negligent or intentional acts by the Municipality, its officers, officials, employees, agents, contractors or volunteers.

13. Hold Harmless and Indemnification.

13.1 To the maximum extent permitted by law, each Party shall defend, indemnify and hold harmless the other Party, and all of its officers, officials, employees, agents, contractors and volunteers, from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or resulting from any negligent acts, errors, omissions of the indemnifying Party and its officers, officials, employees, agents, contractors and volunteers in performing obligations under this Agreement or in implementing a Project. However, if any such injuries and damages to persons or property are caused by or result from the concurrent negligence of the District or its officers, officials, employees, agents, contractors and volunteers, and the Municipality or its officers, officials, employees, agents, contractors and volunteers, each Party's obligation hereunder applies only to the extent of the negligence of such Party or its officers, officials, employees, agents, contractors or volunteers.

13.2 The foregoing indemnity is specifically and expressly intended to constitute a waiver of each Party's immunity under industrial insurance, Title 51 RCW, as respects the other Party only, and only to the extent necessary to provide the indemnified Party with a full and complete indemnity of claims made by the indemnitor's employees. This waiver has been mutually negotiated by the Parties.

14. Amendment. This Agreement may be modified by written instrument approved by the Municipality's governing body and the District Board of Supervisors and signed by the authorized representatives of the Parties.

15. Waiver. No waiver by either Party of any term or condition of this Agreement shall be deemed or construed to be a waiver of any other term or condition, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach whether of the same or different provision of this Agreement. No waiver shall be effective unless made in writing.

16. No Third Party Rights. Nothing in this Agreement shall be construed to create any rights in or duties to any third party, nor any liability to or standard of care with reference to any third party.

17. Entirety. This Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated are excluded. This Agreement merges and supersedes all prior negotiations, representations and agreements between the Parties relating to the projects and constitutes the entire agreement between the Parties.

18. Counterparts. This Agreement may be signed in counterparts and, if so signed, shall be deemed one integrated document.

IN WITNESS WHEREOF, authorized representatives of the parties hereto have signed their names in the spaces below:

CITY OF LAKEWOOD

PIERCE COUNTY FLOOD
CONTROL ZONE DISTRICT

John J. Caulfield
City Manager

Brian Ziegler
District Administrator

Date: _____

Date: _____

Attested to:

Attested to:

Alice M. Bush, MMC
City Clerk

Cathy Sala
Clerk of Board of Supervisors

Approved as to form:

Heidi Ann Wachter
City Attorney