



LAKWOOD CITY COUNCIL STUDY SESSION AGENDA

Monday, August 11, 2014
7:00 P.M.
City of Lakewood
City Council Chambers
6000 Main Street SW
Lakewood, WA 98499

Page No.

CALL TO ORDER

ITEMS FOR DISCUSSION:

- (3) 1. Economic Development update. – (Memorandum)
- (33) 2. Review of franchise agreements. - (Memorandum)
- (45) 3. Review of Citizens Advisory Boards, Committees and Commissions. - (Memorandum)

BRIEFING BY THE CITY MANAGER

ITEMS TENTATIVELY SCHEDULED FOR THE AUGUST 18, 2014 REGULAR CITY COUNCIL MEETING:

1. Appointing the 2014-2015 Youth Council members and Lakewood's Promise Youth Council representative. – (Motion – Regular Agenda)
2. Authorizing the execution of an interlocal agreement with the Lakewood Water District relative to constructing water mains along South Tacoma Way from SR 512 to 96th Street SW. – (Motion – Regular Agenda)

CITY COUNCIL COMMENTS

ADJOURNMENT

The City 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.

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

WEEKLY MEETING SCHEDULE
August 11, 2014 – August 15, 2014

Date	Time	Meeting	Location
Aug 11	7:00 P.M.	City Council Study Session	Lakewood City Hall Council Chambers
Aug 12	No Meetings Scheduled		
Aug 13	5:30 P.M.	Community Development Block Grant Citizen's Advisory Board	Lakewood City Hall 3 rd Floor, Conference Room 3A
Aug 14	7:30 A.M.	Lakewood's Promise Advisory Board	Lakewood City Hall 3 rd Floor, Conference Room 3A
	9:30 A.M.	Civil Service Commission	Lakewood City Hall 1 st Floor, Conference Room 1E
	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
Aug 15	No Meetings Scheduled		

TENTATIVE WEEKLY MEETING SCHEDULE
August 18, 2014 – August 22, 2014

Date	Time	Meeting	Location
Aug 18	7:00 P.M.	City Council	Lakewood City Hall Council Chambers
Aug 19	7:00 PM.	Northeast Neighborhood Association	Lakewood Fire Department 10928 Pacific Highway SW
Aug 20	6:30 P.M.	Planning Advisory Board	Lakewood City Hall Council Chambers
Aug 21	4:00 P.M.	Human Services Funding Advisory Board	Lakewood City Hall 1 st Floor, Computer Training Room
	5:00 P.M.	Human Services Funding Advisory Board	Lakewood City Hall 1 st Floor, Conference Room 1D
Aug 22	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.



To: Mayor and City Councilmembers

From: Becky Newton, Interim Economic Development Manager

Through: John J. Caulfield, City Manager
M. David Bugher, Assistant City Manager
Community Development Director

A handwritten signature in black ink that reads "John J. Caulfield".

Meeting Date: August 11, 2014

Subject: Economic Development Update

Enclosed is a presentation of economic development activities for the period of March through July 2014. Items covered include:

- Primary Objectives
- Project Updates on Businesses and Housing
- How We Compare Regionally
- Lakewood's Competitive Position in the Region
- Economic Development Geographic Strategies
- Community Imaging
- Building/Expanding our Sphere of Influence

New businesses opened in Lakewood providing over 270 new jobs. Total valuation of commercial projects for the last quarter was over \$28 Million. Average yearly construction activity is \$60 Million. State recruitment leads and BRE activity is up. New single family multifamily residences are being built, and subdivisions are moving through the permitting system. Regionally, the City is positioned to compete successfully on many levels. Staff works across departments and increasing our connections and outreach to provide the best possible environment for business success, and a livable community.

Attachment:
PowerPoint Presentation

City of Lakewood Economic Development Update August 11, 2014





Lakewood's Economic Development Strategy

- Primary Objectives
- Project Updates
 - Businesses
 - Housing
- Demographics
- Lakewood's Competitive Position in the Region
- Economic Development Geographic Strategies
- Community Imaging
- Sphere of Influence/Events



Economic Development Primary Objectives

- Expand Infrastructure
- Protect JBLM from Urban Encroachment
- Business Retention, and Expansion
- Recruit New Businesses / Diversify Economic Base
- Attract Trade-Base Companies / Jobs
- Foster Pedestrian Friendly, Full-Scale Urban Community
- Redevelop Housing Stock to attract New Residents



Project Updates – Businesses

New Businesses Opened March through July 31, 2014*

Company	Industry/Description	Location	Jobs
Big Lots	North America's Largest Closeout Retailer	5401 100th	29
Cheers Bar & Grill	Restaurant & Bar	11521 Bridgeport	10
Cricket Wireless	Retail Wireless Communications	5221 100th	5
Dae Won Garden	Korean Restaurant	9312 South Tacoma Way	6
Elliott Insurance Group	Home/Auto/Life Insurance	7609 Steilacoom	3
Enviro-Clean	Sells/Services Municipal Equipment	10503 Lakeview	3
Glacier Packaging	Seafood Packaging	Lakewood IBP	10
Gravelly Lake Arco	Gasoline and Convenience Store	13005 Gravelly	6
Hobby Lobby	Retail Arts & Crafts	5401 100th	30
Jack in the Box	Restaurant	15310 Union	45
JR Furniture	Retail Furniture	2402 84th	35
Pacific Machine	Machine Shop/Fabrication	8601 38th	22
Penny's on the Boulevard	Restaurant	7505 Steilacoom	11
Popeye's	Restaurant	15201 Union	42
Shelter Logic	Warehousing/Distribution of Engineered Shelters	Lakewood IBP	8
The Fairy Store	Retail Specialty Gifts and Garden	2402 84th	1
Wollochet Bay Pallet Co.	Pallet Repair and Sales	8311 Durango	6
Total Jobs			272

Businesses Closed:

- Alpha Transmissions
- Best Night Inn
- Blockbuster
- Children's Trading Post
- K's Beauty Salon
- Lakewood Gallery
- Len's Mower Shop
- Y & Y Thrift Shop

*245 total new business licenses issued include contractors, personal services, home occupations, sole proprietorships, and changes of ownership.



Project Updates – Businesses

Under Construction/In Permitting

Valuation >= \$100,000			
Company	Jobs	Description	Valuation
Curbside Auto	25	Move/Expansion	\$3,200,000
DSHS	UNK	Childrens Phase I	\$150,000
Enterprise Rent-a-Car	4	Move/Expansion	\$389,265
Greer Tank	5	Expand Fabrication Facility Phase I & II	\$918,369
Hide-a-Way Bar & Grill	N/A	Re-roof/remodel	\$118,000
I-HOP	UNK	Remodel	\$200,000
Lakewood Industrial Park	UNK	New 136,300 SF Building	\$7,906,763
Lakewood Industrial Park	UNK	New 208,000 SF Building	\$12,066,080
Lockburn Middle School	N/A	Re-roof/remodel	\$640,477
Moose's Automotive	2	Tillicum Expansion	\$387,681
Mt. View New Facility	UNK	Expand Facilities	\$992,230
Pierce College	N/A	Re-roof/remodel Cascade Building	\$390,000

Total Valuation of ALL Commercial In Permitting March through July 2014 = \$28,629,247.43



Project Updates - Businesses

State Recruitment Leads March through July 2014

Description	Jobs	Requirements
Manufacturer of overlaid plywood products	140	300,000 SF existing bldg.; adjacent rail service; 30 ft ceilings.
Aerospace supplier	60+	55,000 SF w/overhead cranes; immediate need.
Advanced aerospace manufacturer of precision components	120	80,000 SF; existing stand-along bldg.; 3.5MVA peak electrical demand; chemical storage.
Plug & play call center	400-600	Previous call center use required.
72 bed behavioral health hospital	175-200	6-8 acres land for development.
Food processing plant	80	15-20 acres zoned industrial; natural gas.

Business Retention and Expansion (BRE) Visits March through July 2014

Industry	# Companies	# Jobs
Construction	1	10
Manufacturing		
Durable Goods	5	168
Nondurable Goods	2	126
Trade, Transportation, and Utilities		
Wholesale Trade	3	430
Retail Trade	6	105
Transportation, Warehousing and Utilities	1	39
Services		
Finance and Insurance	3	112
Real Estate, Rental and Leasing	3	13
Professional, Scientific and Technical	2	21
Leisure and Hospitality		
Accommodation and Food Services	1	12
Other Services	3	21
TOTALS	30	1,057



Project Updates – Housing

New Residential Construction March - July 2014

SINGLE FAMILY	# Units	Valuation	Avg. Value
NEW Single Family Residences	11	\$2,996,930	\$272,448
SFR Remodels	85	\$2,350,502	\$27,653
SFR Re-roofs	18	\$418,536	\$23,252
		Total	\$323,353

MULTIFAMILY		
NEW Mutlifamily	Description	Value
Habitat for Humanity	New Duplex	\$316,659
HUYNH	2-story 4-plex	\$596,669
	Total	\$913,328
Multifamily Remodel – Valuation >= \$100,000		
Sundance Apts	Fire damage	\$180,505
Morning Tree Apts	Fire damage	\$120,000
Lakewood Village Apts	Remodel	\$1,800,000
Oakbrook Townhouses	Remodel	\$105,000
	Total	\$2,205,505

City of Lakewood

Subdivision Activity



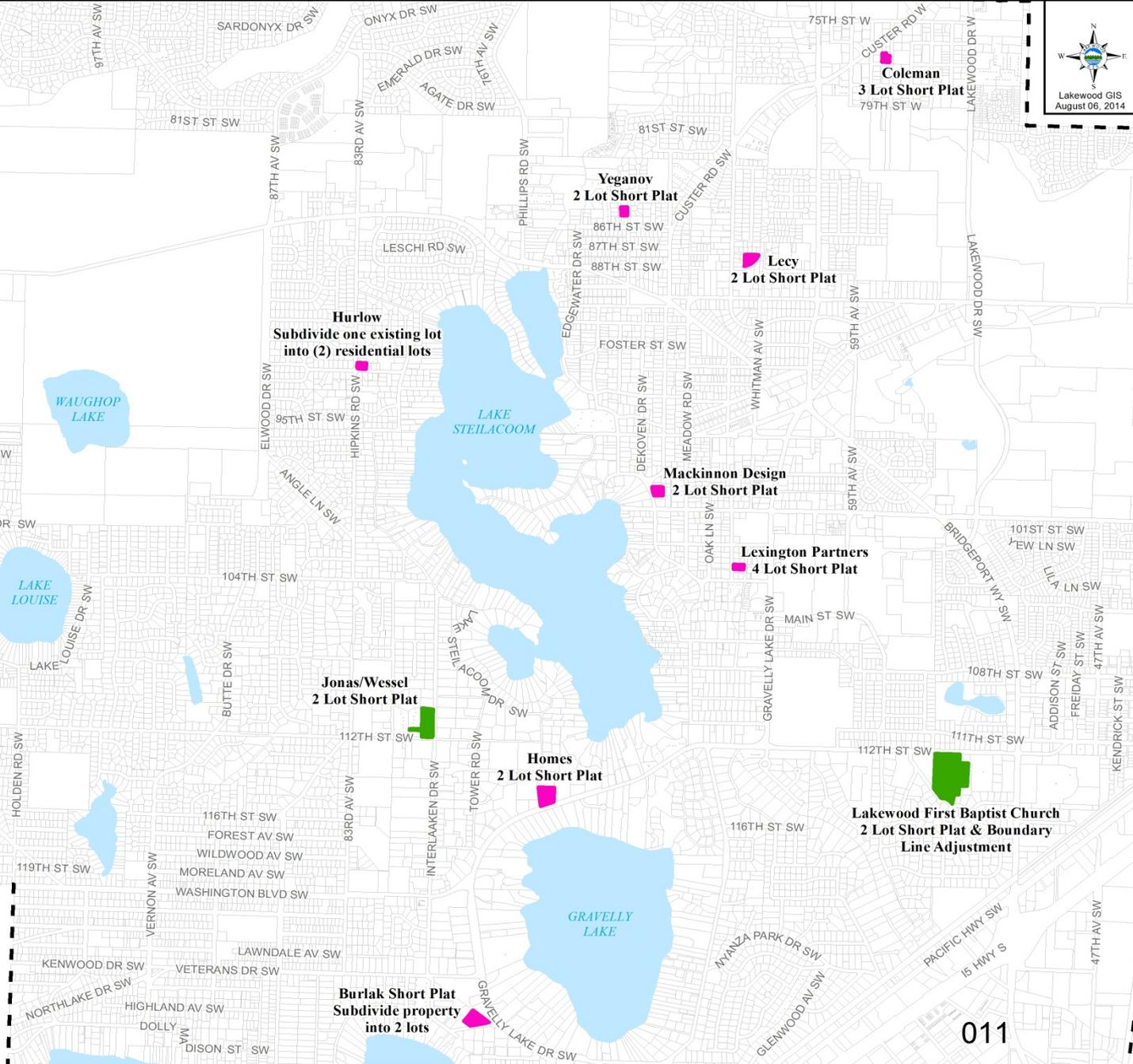
Lakewood GIS
August 06, 2014

	Long Plat, Pending
	Short Plat, Pending
	Short Plat, Final
	Tax Parcel
	Lakewood City Limit

**Walker Ridge
Pre Plat**

197TH AV SW
198TH ST SW
199TH ST SW

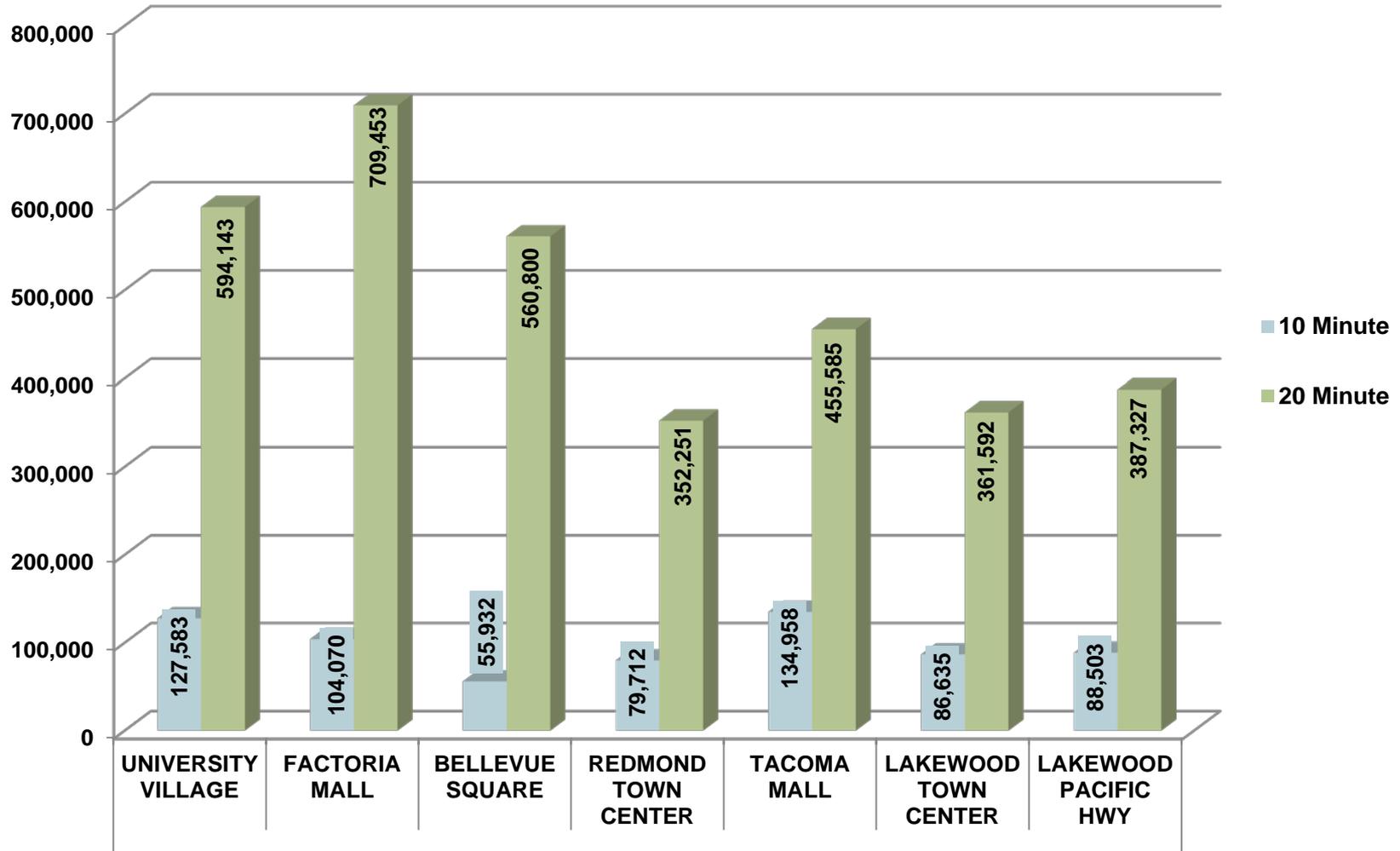
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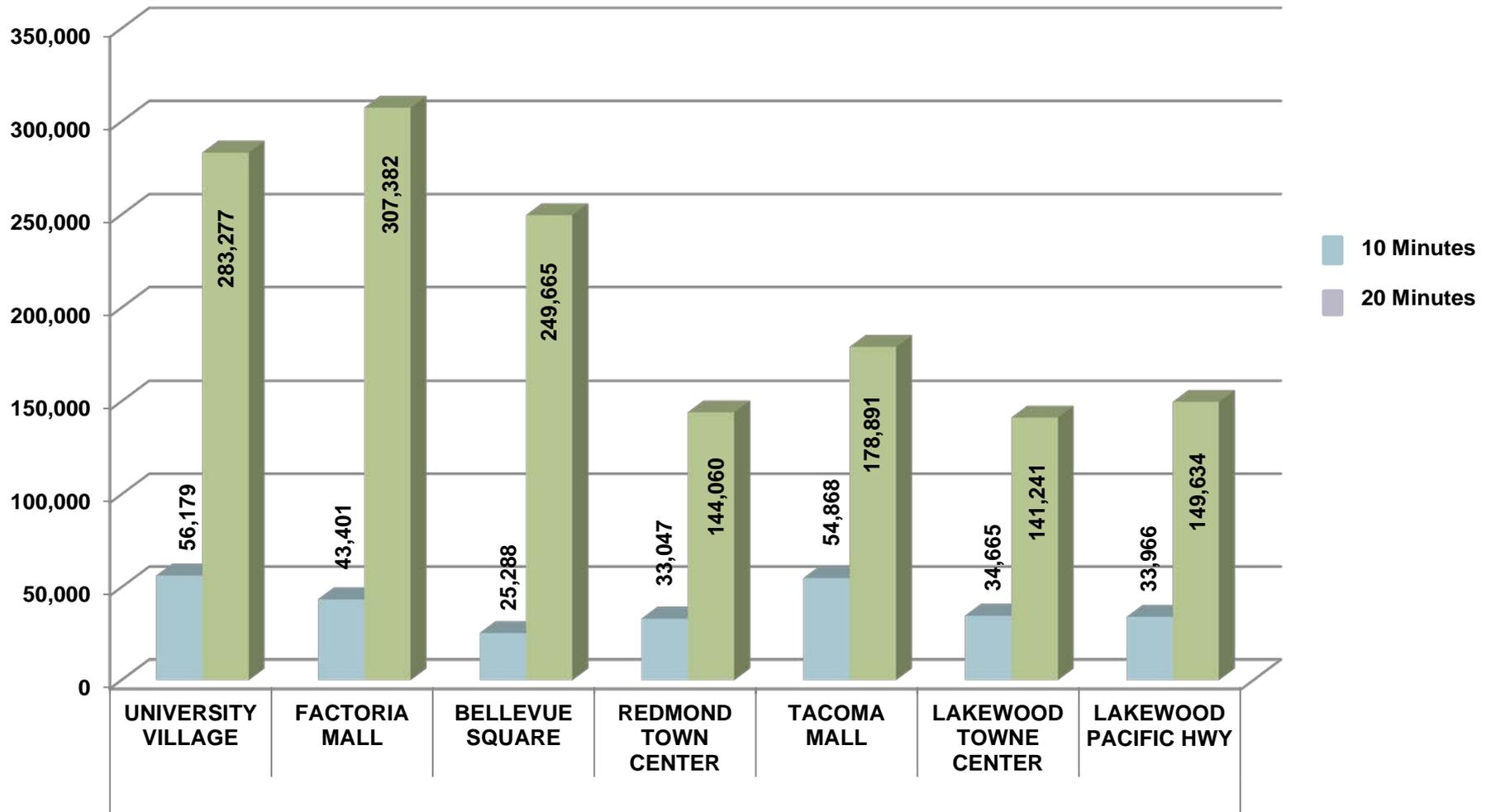
How We Compare Regionally

Total Population - 10 + 20 Minute Drive Time



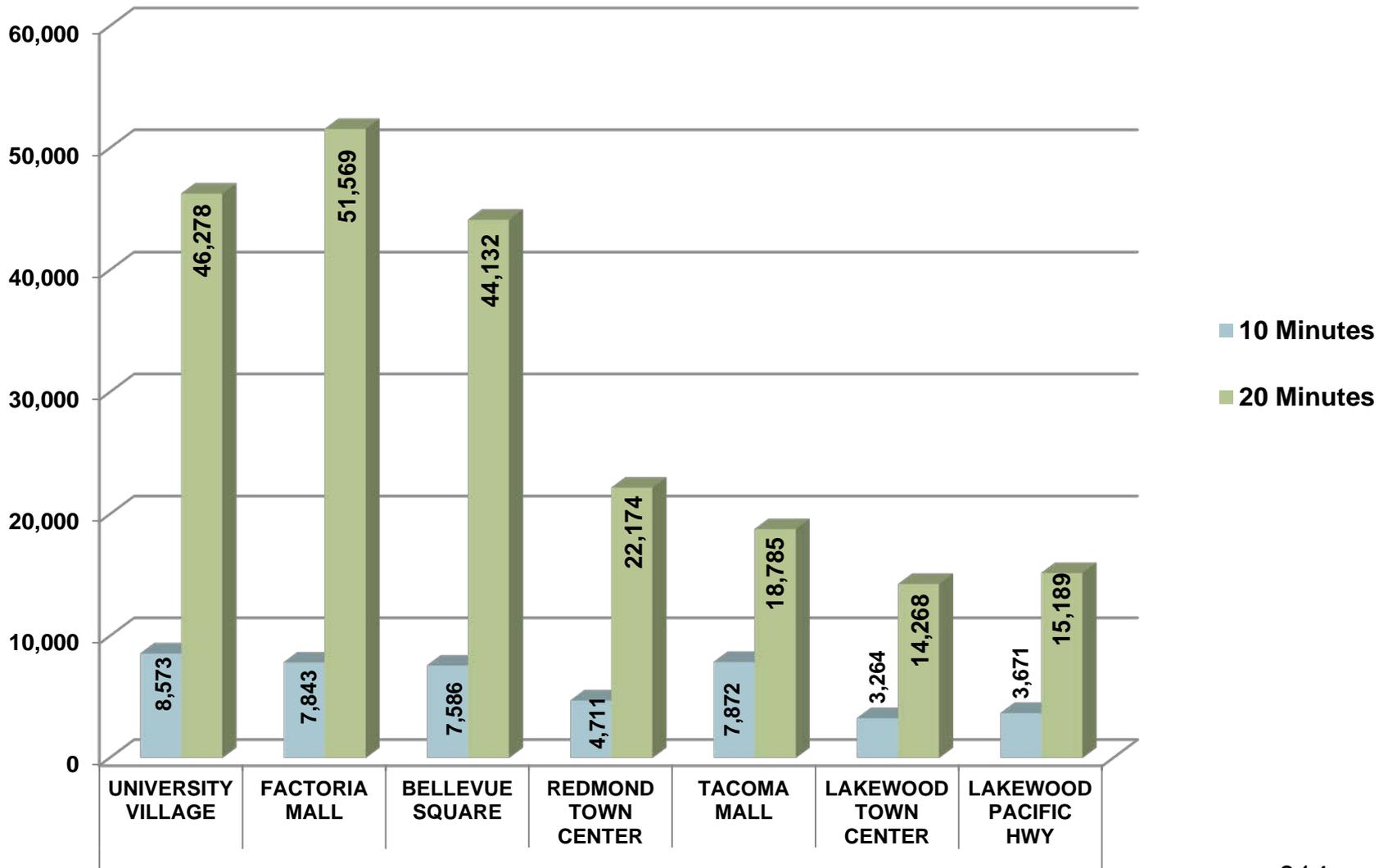


Number of Households - 10 + 20 Minute Drive



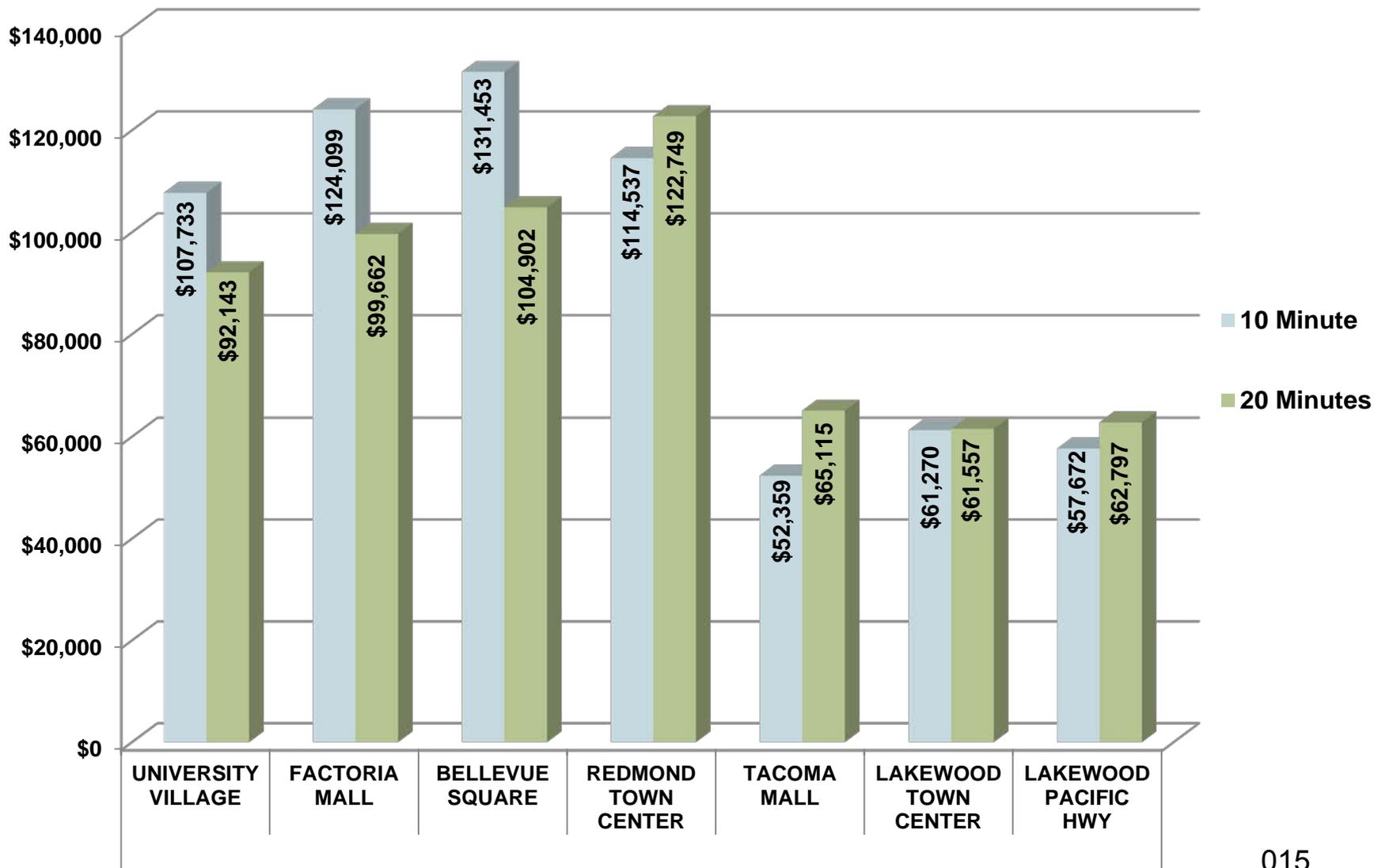


Total Businesses - 10 + 20 Minute Drive Times



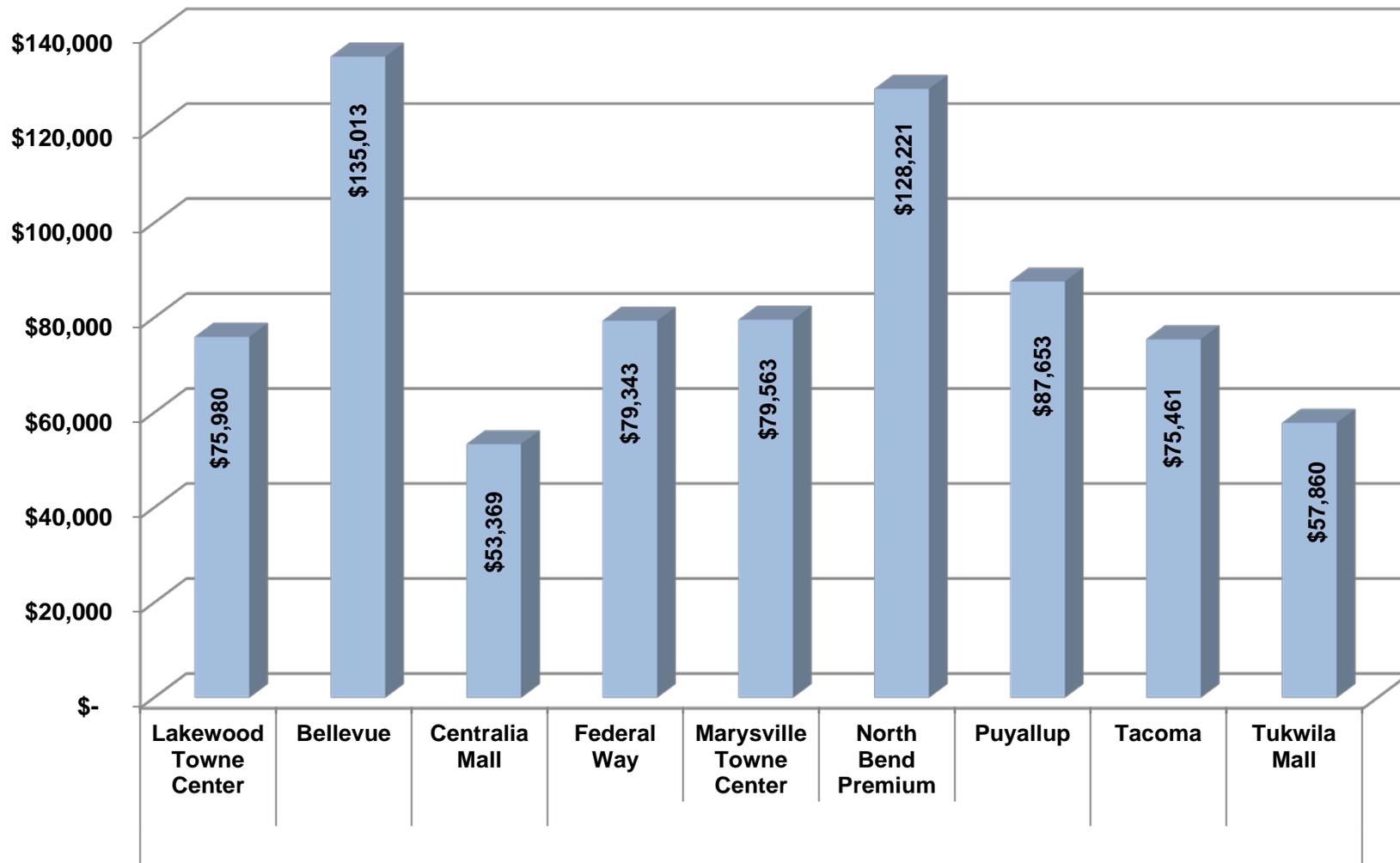


Average Household Income - 10 + 20 Minute Drive Times



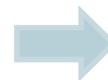
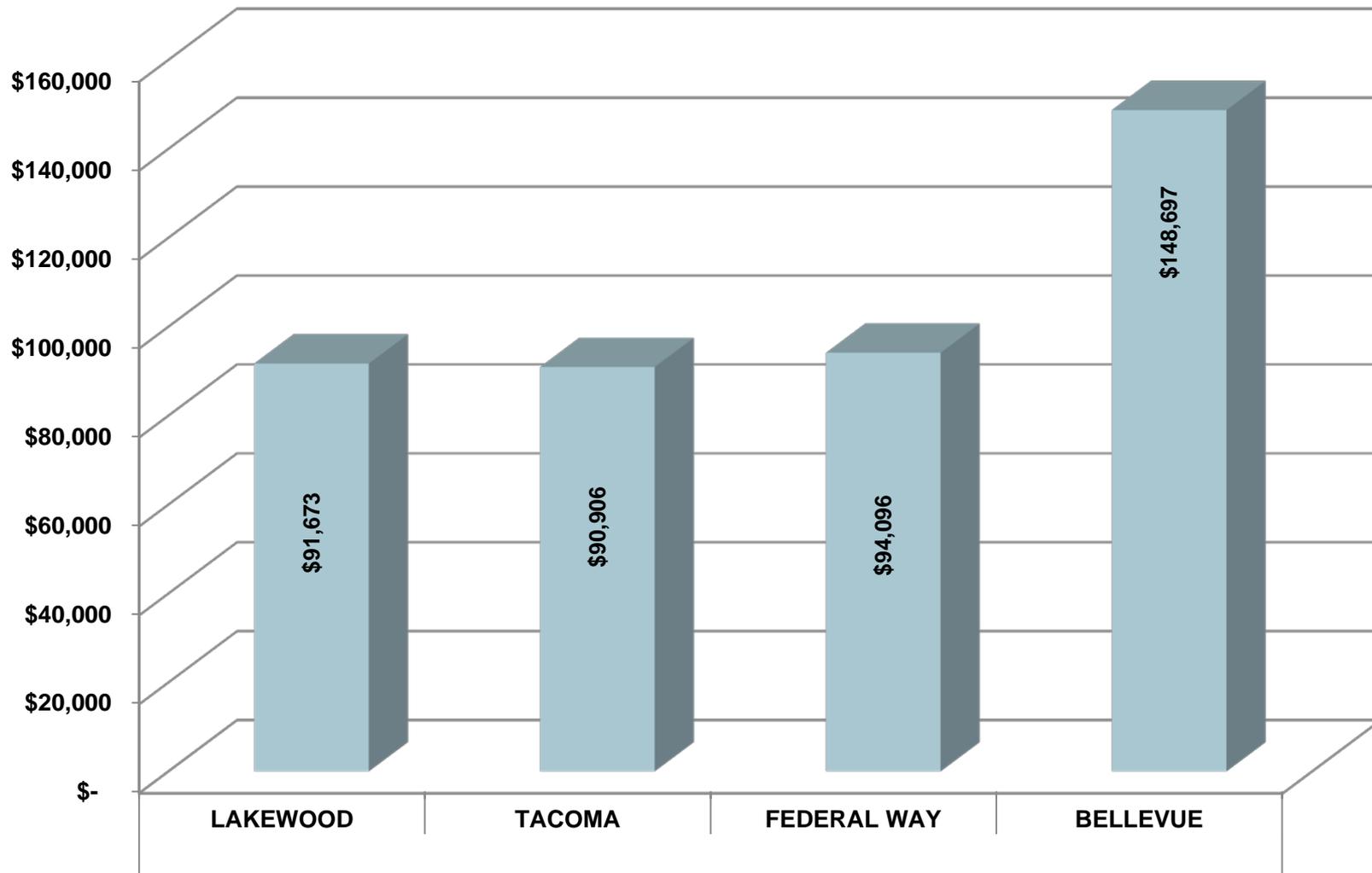


Average Family Income by City

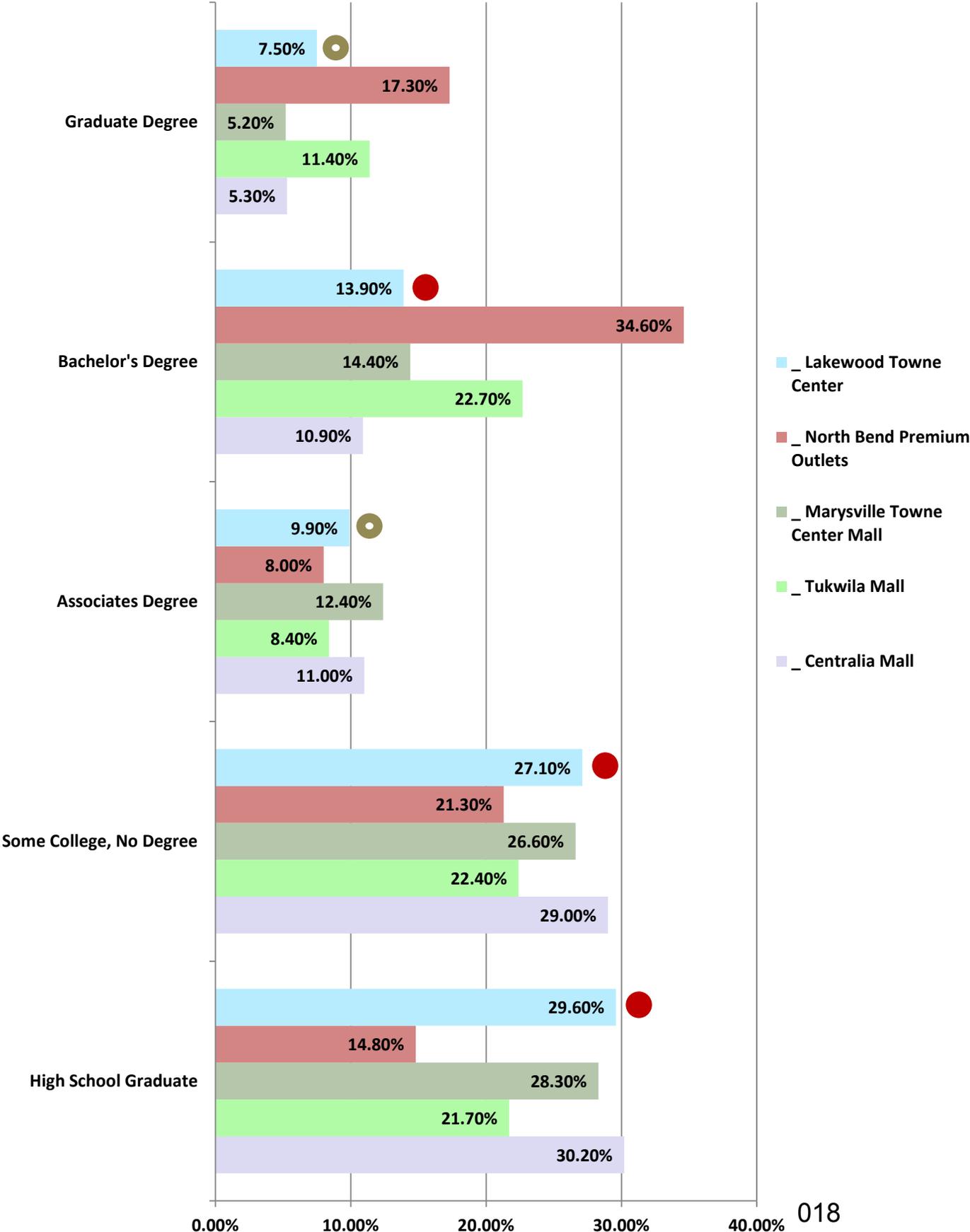




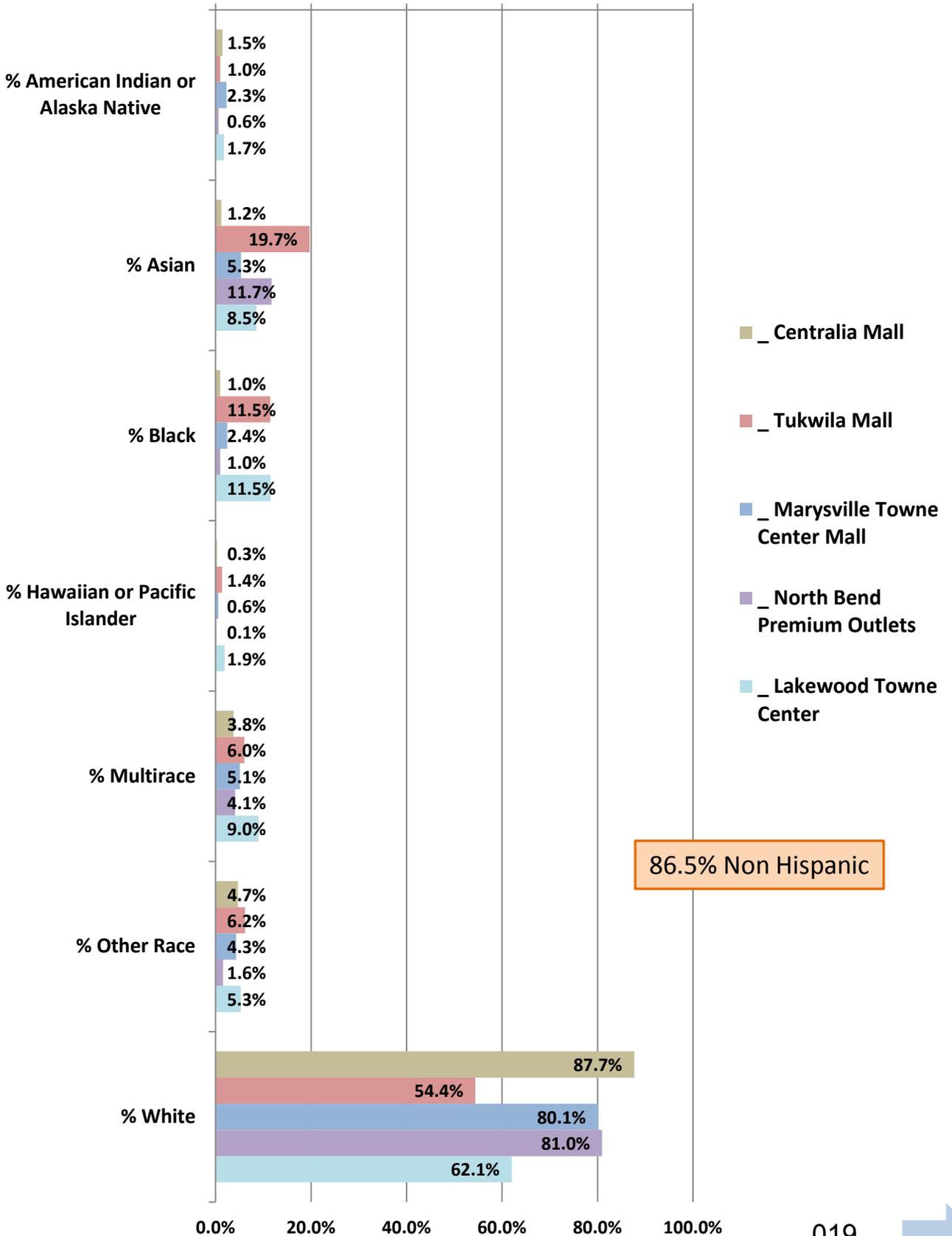
Average Married Couple Income by City



Educational Attainment - 20 Minute Drive Time



Race + Ethnicity - 20 Minute Drive Times





Lakewood Towne Center Lifestyle

Mosaic Population Descriptions

- Group A: Power Elite - 0%
- Group B: Flourishing Families - 2.9%
- Group C: Booming with Confidence - 9.3%
- Group D: Suburban Style - 0.5%
- Group E: Thriving Boomers - 5.1%
- Group F: Promising Families - 1.1%
- Group G: Young, City Solos - 0.2%
- Group H: Middle-class Melting Pot - 3.2%
- Group I: Family Union - 2.3%
- Group J: Autumn Years – 5.1%
- Group K: Significant Singles – 9.8%
- Group L: Blue Sky Boomers – 9.4%
- Group M: Families in Motion – 0%
- Group N: Pastoral Pride – 0.2%
- Group O: Singles and Starters – 12.4%
- Group P: Cultural Connections – 22.5%
- Group Q: Golden Year Guardians – 2.4%
- Group R: Aspirational Fusion – 8.9%
- Group S: Struggling Societies – 4.8%



Lakewood's Competitive Position in the Region

NICHE

- Retail Trade
- Health Care
- Education
- Regional Park
- Industrial Business Parks

CHALLENGES

- Five different utility providers
- Infrastructure / Area Wide Improvements
- Unemployment
- Housing Stock
- Image
- Lack of a walkable downtown
- Redevelopment

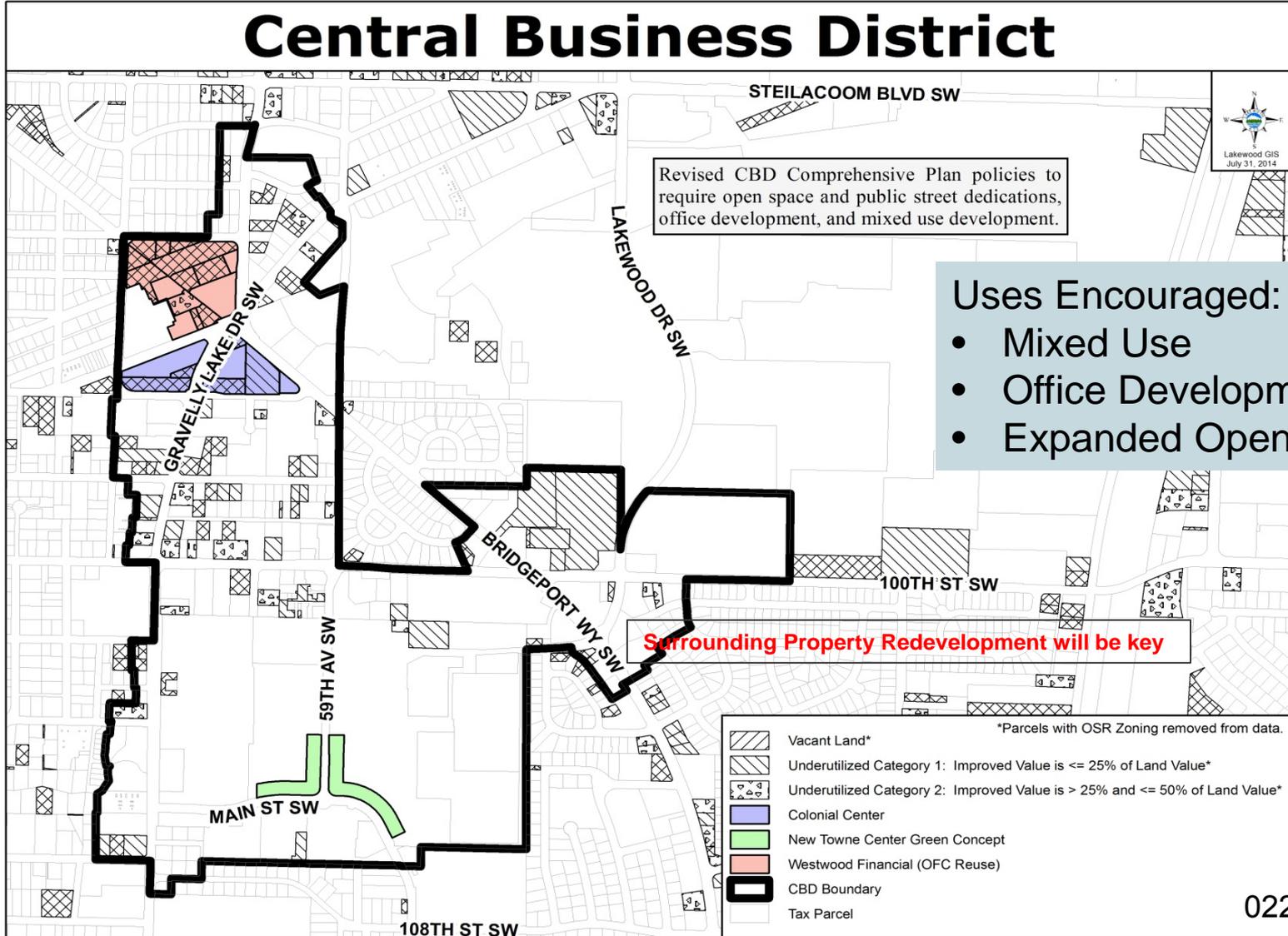
OPPORTUNITIES

- Construction
- Manufacturing
- Prof./Tech./Scientific
- Leisure/Hospitality
- No Local B&O Tax
- MF Tax Credit
- Continue Infrastructure Investment



Geographic Strategy - CBD

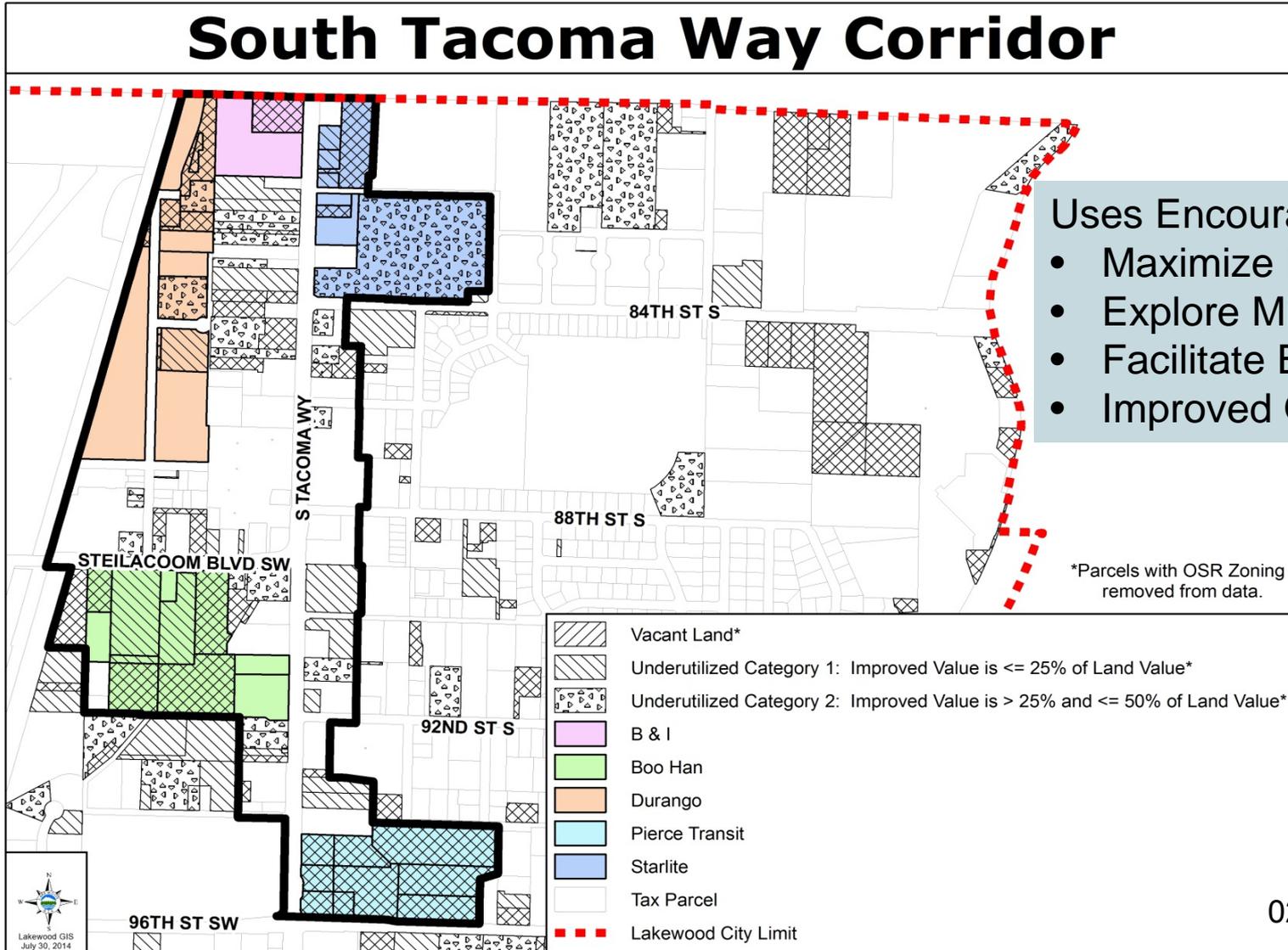
Central Business District



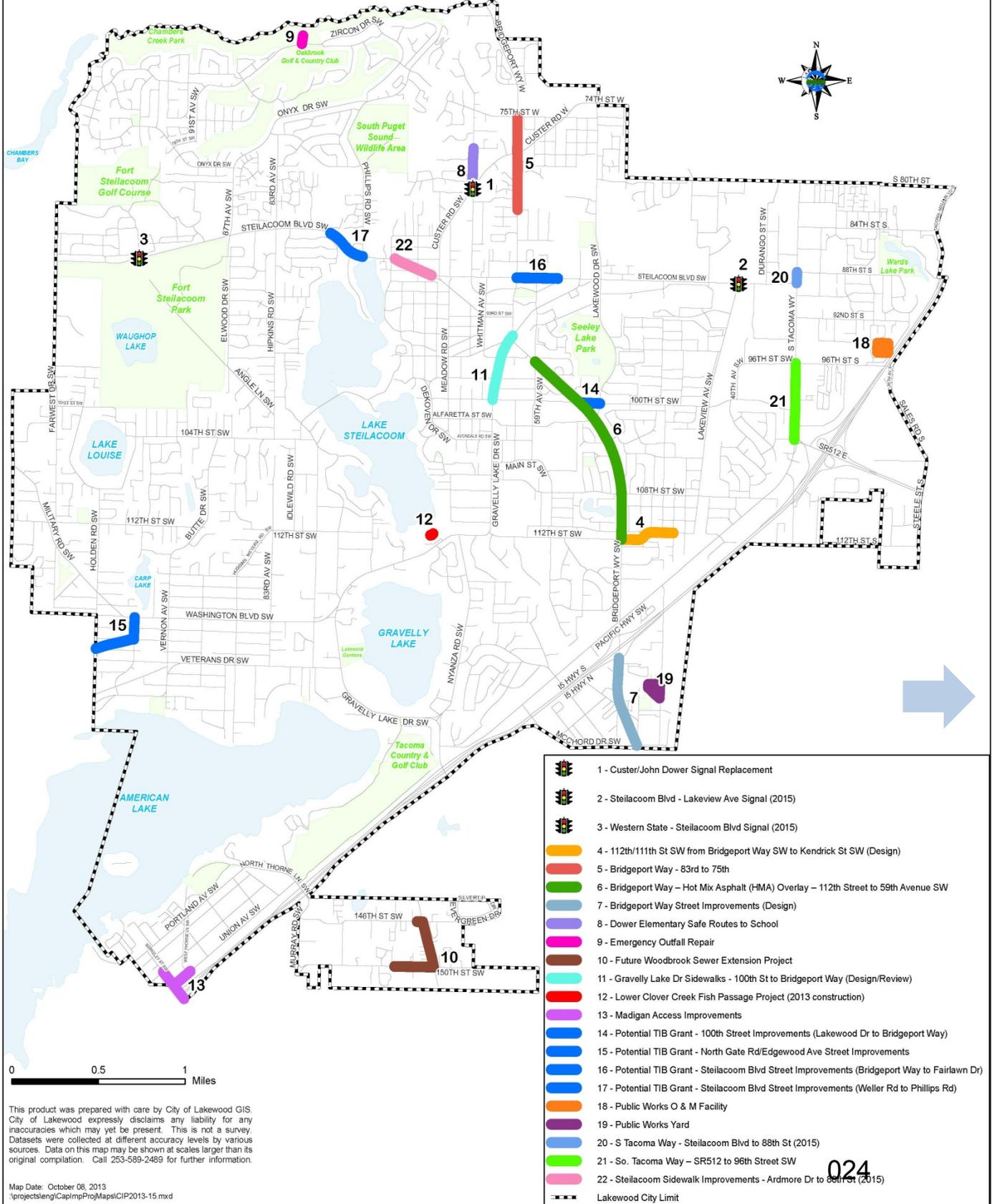


Geographic Strategy- STW

South Tacoma Way Corridor



City of Lakewood Capital Projects 2013-15



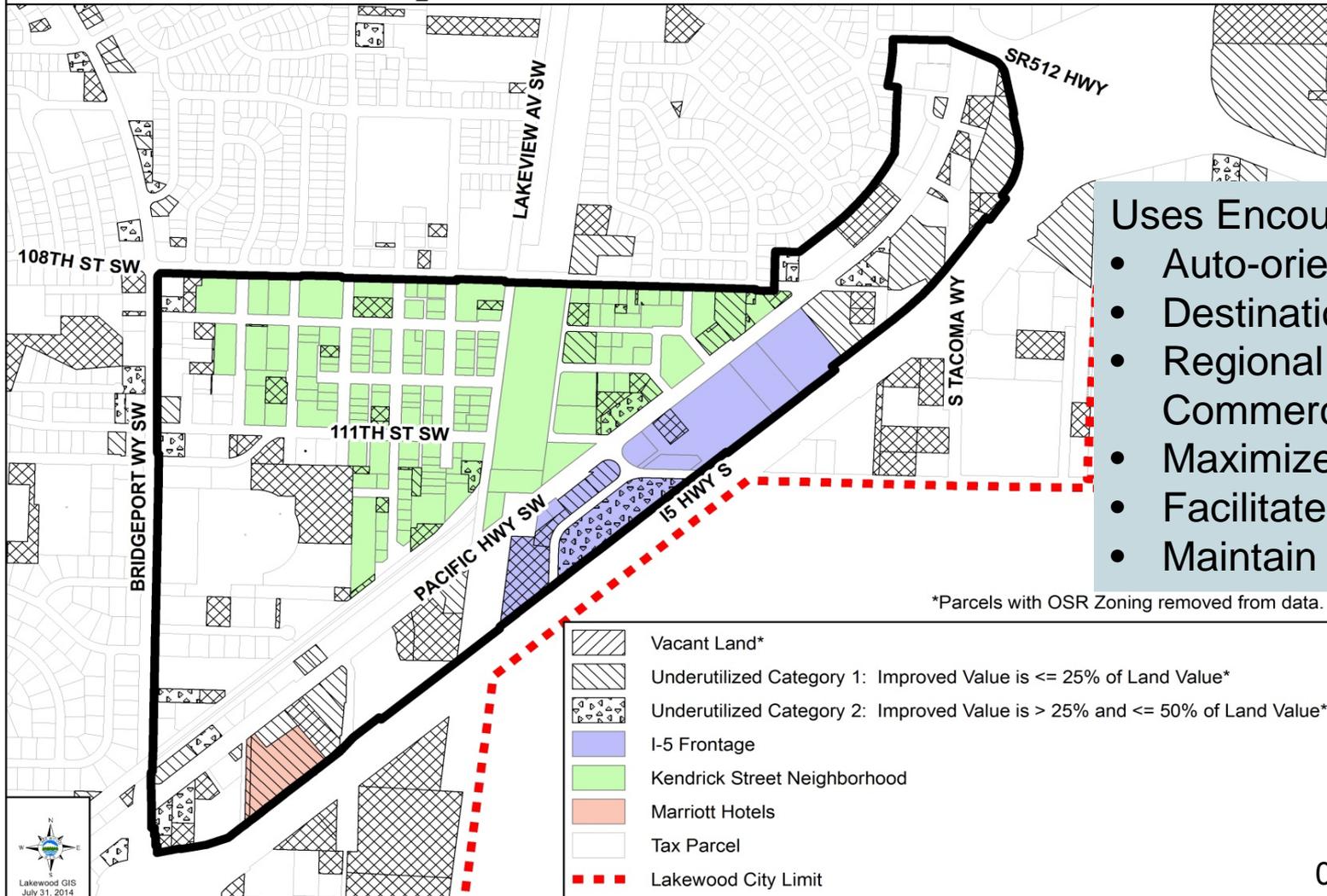
- 1 - Custer/John Dower Signal Replacement
- 2 - Steilacoom Blvd - Lakeview Ave Signal (2015)
- 3 - Western State - Steilacoom Blvd Signal (2015)
- 4 - 112th/111th St SW from Bridgeport Way SW to Kendrick St SW (Design)
- 5 - Bridgeport Way - 83rd to 75th
- 6 - Bridgeport Way - Hot Mix Asphalt (HMA) Overlay - 112th Street to 59th Avenue SW
- 7 - Bridgeport Way Street Improvements (Design)
- 8 - Dower Elementary Safe Routes to School
- 9 - Emergency Outfall Repair
- 10 - Future Woodbrook Sewer Extension Project
- 11 - Gravelly Lake Dr Sidewalks - 100th St to Bridgeport Way (Design/Review)
- 12 - Lower Clover Creek Fish Passage Project (2013 construction)
- 13 - Madigan Access Improvements
- 14 - Potential TIB Grant - 100th Street Improvements (Lakewood Dr to Bridgeport Way)
- 15 - Potential TIB Grant - North Gate Rd/Edgewood Ave Street Improvements
- 16 - Potential TIB Grant - Steilacoom Blvd Street Improvements (Bridgeport Way to Fairlawn Dr)
- 17 - Potential TIB Grant - Steilacoom Blvd Street Improvements (Weller Rd to Phillips Rd)
- 18 - Public Works O & M Facility
- 19 - Public Works Yard
- 20 - S Tacoma Way - Steilacoom Blvd to 88th St (2015)
- 21 - So. Tacoma Way - SR512 to 96th Street SW
- 22 - Steilacoom Sidewalk Improvements - Ardmore Dr to 86th St (2015)
- Lakewood City Limit

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Geographic Strategy – Pac Hwy/Lkwd Station

Pacific Hwy Corridor & Lkwd Station



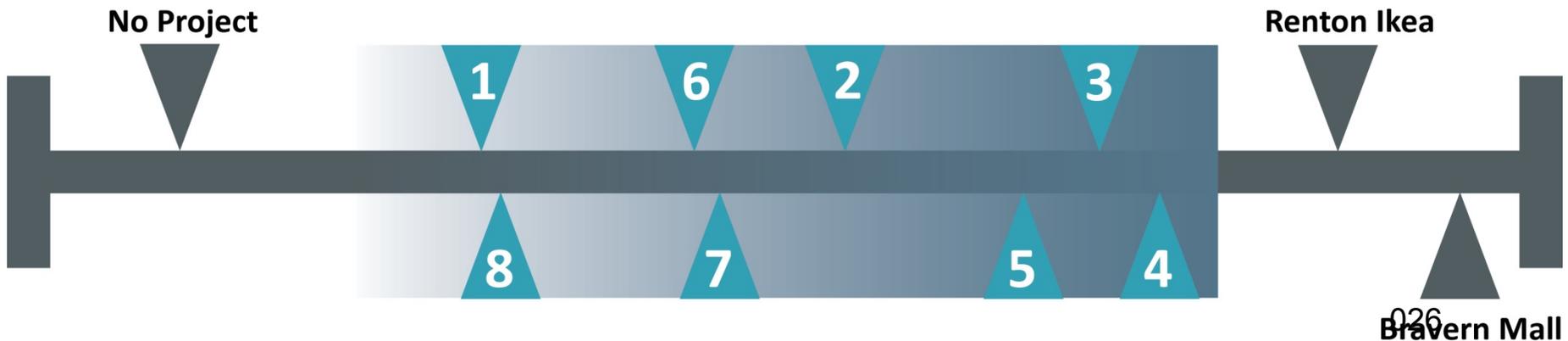


Lakewood Pacific Highway Fiscal Benefits Analysis Peer Site Comparison: Key Characteristics

Site	Lot Size (acres)	Building (square feet)	Floor to Area Ratio	Average Daily Traffic Count / Interstate	Jurisdiction	Population	Pop Density (persons per square mile)	Median Income	Total Taxable Retail Sales	
									Total Taxable	Units
PS Project Site	25.04	213,965	0.20	141,000 / 15	Lakewood	58,310	2,916	\$ 42,241	\$ 928,789,845	10,204
1 Spanaway Retail Mix	24.84	229,363	0.21	35,000 / SR 7	Spanaway CDP	29,243	2,784	\$ 63,330	N/A	N/A
2 Marysville Kohl's Retail Mix	27.97	288,877	0.24	117,000 / 15	Marysville	62,100	3,044	\$ 65,627	\$ 824,960,794	10,203
3 Tukwila Nordstrom Rack and Kohl's	21.12	229,762	0.25	201,000 / 15	Tukwila	19,160	2,087	\$ 43,333	\$ 1,764,572,851	8,918
4 Tukwila Best Buy	29.73	615,305	0.48	201,000 / 15	Tukwila	19,160	2,087	\$ 43,333	\$ 1,764,493,516	8,907
5 Tukwila Costco and Home Depot	30.89	396,619	0.29	201,000 / 15	Tukwila	19,160	2,087	\$ 43,333	\$ 1,764,456,425	8,902
6 North Bend Outlets	24.96	223,780	0.21	34,000 / 190	North Bend	6,020	1,205	\$ 81,471	\$ 223,296,746	5,154
7 Centralia Outlet and Retail Mix	23.15	206,440	0.20	59,000 / 15	Centralia	16,600	2,210	\$ 34,777	\$ 304,848,000	5,639
8 Kelso Three Rivers Mall	34.07	375,950	0.25	46,000 / 15	Kelso	11,940	1,403	\$ 33,829	\$ 207,540,954	4,222

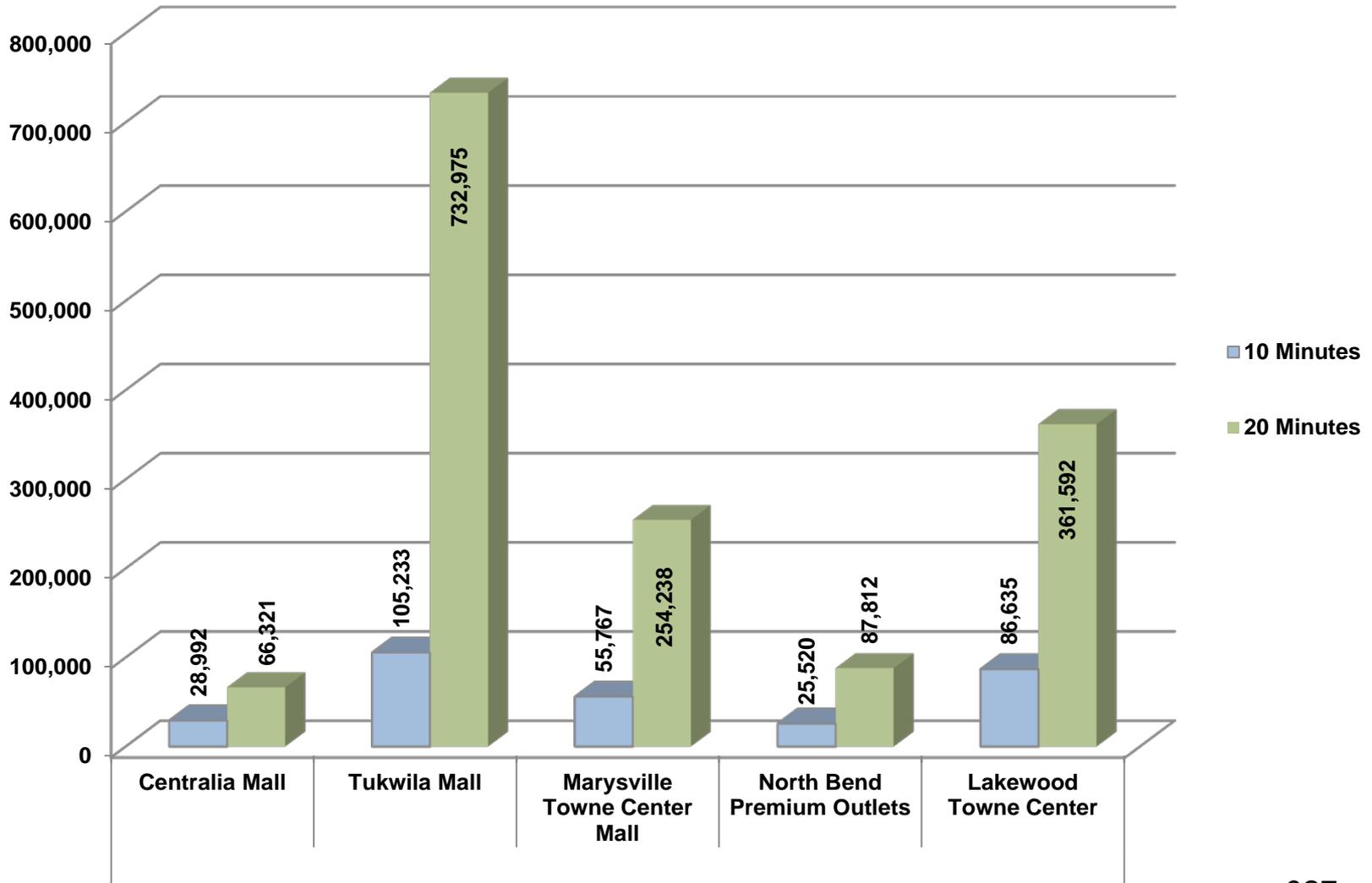
Source: OFM April 1 Estimates, 2014; American Community Survey 5-year estimates, 2008-12; Department of Revenue, 2013; WSDOT, 2012; Bing Maps, 2010; DataQuick, 2014; BERK, 2014.

Project sites are displayed below on an overall plausibility scale. The Bravern Mall in Bellevue and the Ikea Site in Renton are shown as outliers beyond the possibilities for the Lakewood site, and no project is identified as an outlier toward the lowest side of the scale.





Lakewood Pacific Highway Peer Site Population Comparisons





Geographic Strategy - Springbrook

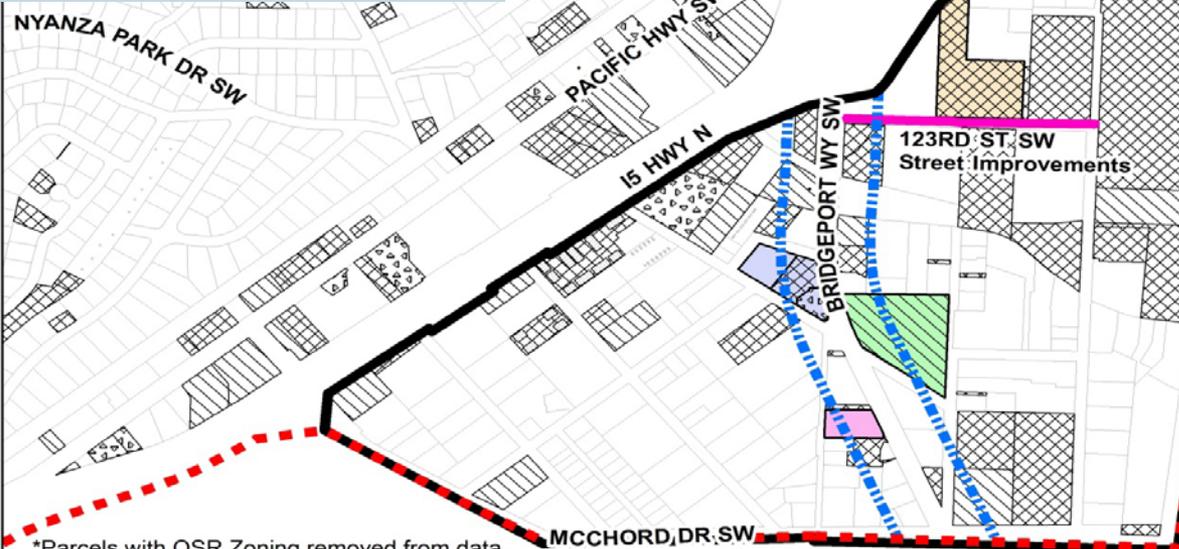
Springbrook

Uses Encouraged:

- Neighborhood Commercial
- High Quality Residential
- Expanded Open Space



JBLM



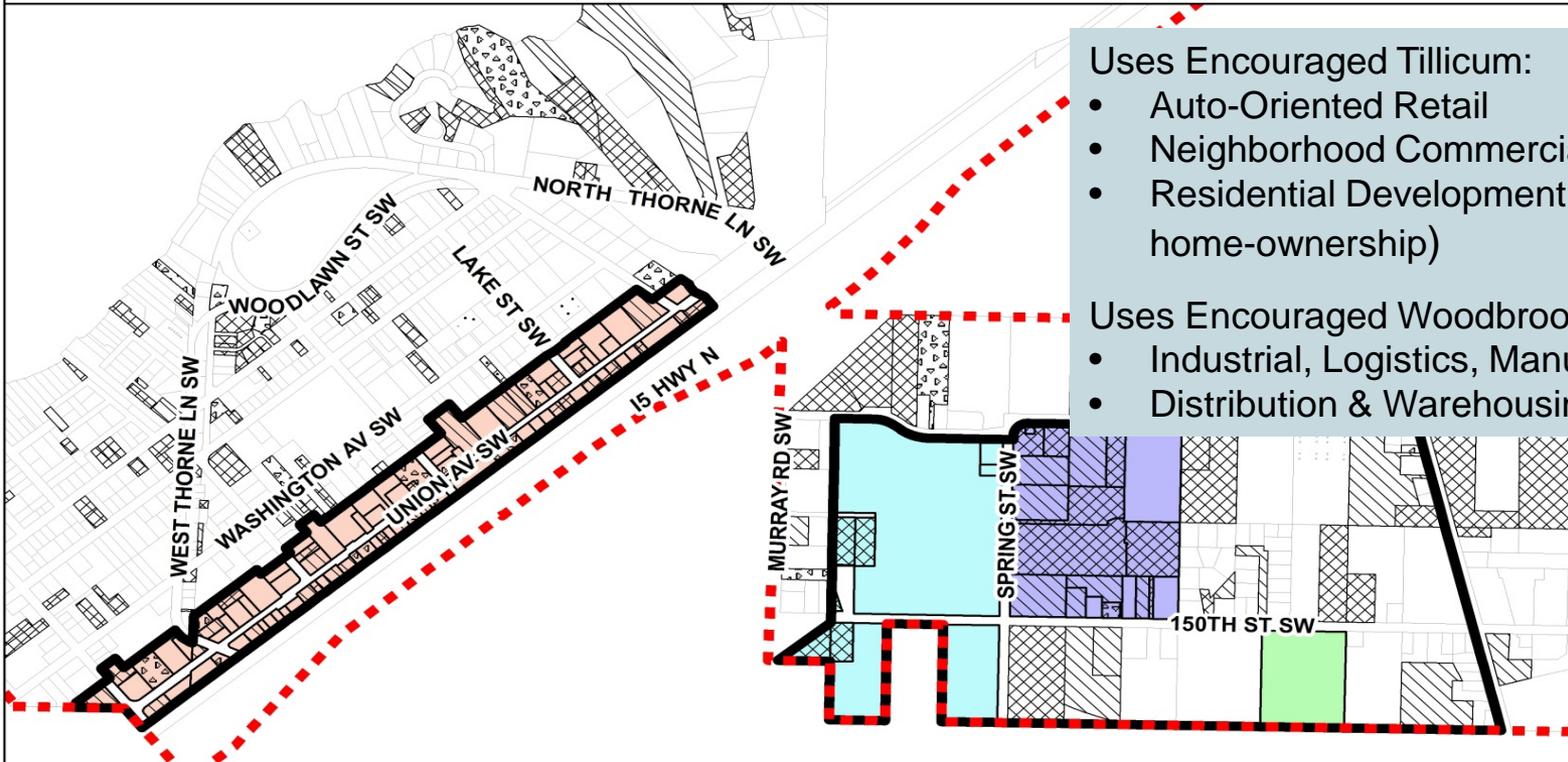
*Parcels with OSR Zoning removed from data.

Vacant Land*	Center Force	Tax Parcel
Underutilized Category 1: Improved Value is <= 25% of Land Value*	Fir Acres	Bridgeport Way Corridor Plan (Includes I-5 ramps.)
Underutilized Category 2: Improved Value is > 25% and <= 50% of Land Value*	Hotel	Lakewood City Limit
	MacNak	



Geographic Strategy – Tillicum/Woodbrook

Tillicum/Woodbrook

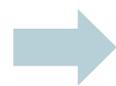


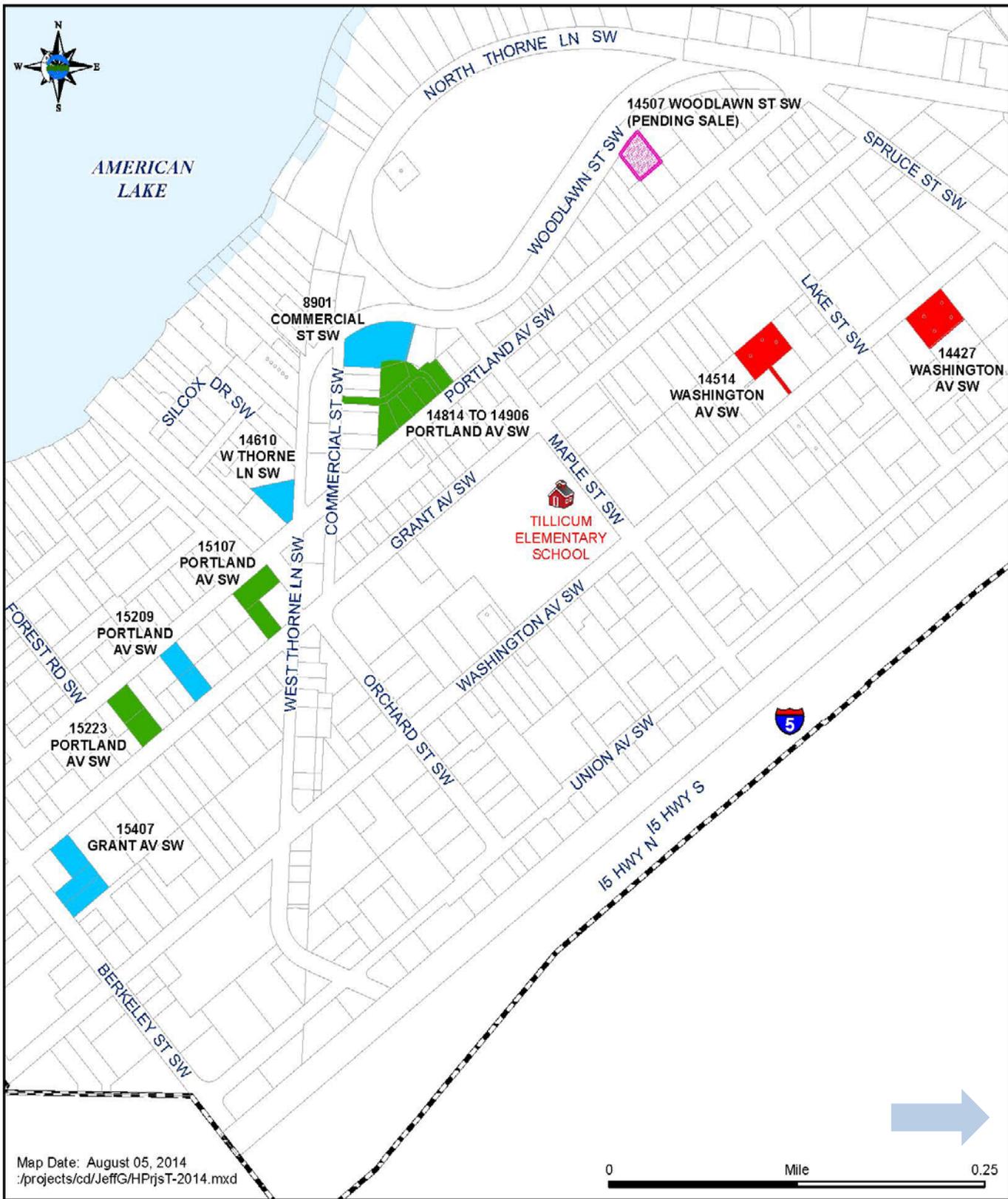
- Uses Encouraged Tillicum:**
- Auto-Oriented Retail
 - Neighborhood Commercial
 - Residential Development (increased home-ownership)
- Uses Encouraged Woodbrook:**
- Industrial, Logistics, Manufacturing
 - Distribution & Warehousing

	Vacant Land*		I-5 Commerce Center
	Underutilized Category 1: Improved Value is <= 25% of Land Value*		Industrial Reserve
	Underutilized Category 2: Improved Value is > 25% and <= 50% of Land Value*		Olympic Moving & Storage
			Union Ave Urban Renewal Area
			Tax Parcel
			Lakewood City Limit



*Parcels with OSR Zoning removed from data.





Map Date: August 05, 2014
 :/projects/cd/JeffG/HPPrjT-2014.mxd



Habitat Projects - Tillicum

- HOME
- NSP 1
- NSP 3
- Tax Parcel
- 030 City Limit

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Community Image: #IamLakewood

Scope for Tourism

Econ. Dev. Newsletter

Joint Messaging with

Clover Park School District

Economic Indicators

Business Showcase

U.S. Open – Residual

Marketing Brochure

Comcast Video

Gateways

Visioning

New Website





Building/Expanding Our Sphere of Influence

- Connections
 - Washington Military Alliance: OEA/SPEA
 - Urban Land Institute
 - Port of Tacoma
 - William Factory/Non-Profit Incubators
- Events/Forums
 - Broker Forum
 - Developer Forum
 - Information Technology
 - Contracting



To: Mayor and City Councilmembers

From: Adam Lincoln, Assistant to the City Manager and Heidi Ann Wachter, City Attorney

Through: John J. Caulfield, City Manager 

Date: August 11, 2014

Subject: City of Lakewood Franchise Agreements

City of Lakewood Franchise Agreements

The purpose of this memorandum is to provide the status of those services provided through franchise agreements with various other parties in order to inform future planning for the City such as prioritization of issues to be negotiated. Such an analysis begins with a general background.

General background of Municipal Services provided to the City of Lakewood through franchise

Prior to incorporation, the primary service provider to residents in the area was Pierce County, although for some services, the service provider depended on exactly where in the City you live. Electric, for example is served, not only by three different providers, but by three different types of entity (public, private, and cooperative). Upon incorporation the City had to determine the following for each service:

- (1) Whether to continue pre-incorporation service delivery either by contracting out for continuation with the existing provider, by not taking steps necessary to assume jurisdiction over the particular service, or by annexing to a special district providing that service;
- (2) Whether to establish the city's own service delivery; or
- (3) A combination of (1) and (2).¹

¹ MRSC publication 'New City Guide' p 35

The primary factors involved in making these choices are typically those of cost and affordability and the level of service desired by the community.² In the City of Lakewood today, many of these services are provided via franchise agreements. The City of Lakewood has thirteen franchise agreements with ten different organizations. The attached exhibit lays out critical information regarding each franchise, including the expiration dates, the amount of time needed to cancel each franchise, and the amount of fees³ or taxes that may be collected from each entity.

Key findings:

- Absence of a work plan to address franchising in the context of the quality of service the City is providing to its citizens. The City’s franchises should reflect City priorities such as service level, energy saving efforts, cooperation with audits and coordination with City projects. The City should be able to confirm that the franchises in place reflect the best deal in terms of cost and service for the residents of the City.
- Absence of standard format – each franchise represents the very specific point in time at which it was negotiated and suggests little coordination between franchises. This is exacerbated for those services provided in a “patchwork” fashion in the City – different residents get different service providers, such as with light and cable service, and, to a lesser degree, water.
- Need for increased enforcement within the terms of the agreement – some of the concerns the City has with any particular franchise are within the authority of the City to remedy. This area must be fully understood to prevent needlessly changing the service provider (negotiating a new agreement with a new provider for an issue that the City must remedy via enforcement).

Suggested next steps:

1. Prioritize existing franchises. There are franchises in place which predate incorporation, franchises which are soon to expire and possibly franchises which, based on current cost or service, should be compared with other options.
 - Comcast expired 2/14/06 – This franchise automatically renews annually.
 - Both Clover Park School District and Puget Sound Energy expire 1/21/16
 - Waste Connections expires 7/1/16
 - TPU Cable Extension - Flett Creek expires 9/1/17
 - TPU Light expires 9/2/17
2. Identify those issues which can be resolved independent of the franchises.
3. Detail issues to be addressed for each franchise to be negotiated.

² Id

³ Franchise Fees: Franchise fees are charged levies on private utilities for their use of City streets and other public properties to place utility infrastructure and to recoup City costs of administering franchise agreements. The franchise fees on light, natural gas, and telephone utilities are limited by statute to the actual administrative expenses incurred by the city directly related to receiving and approving permits, licenses, or franchisees. Cable TV franchise fees are governed by the Federal Telecommunications Act of 1996 and are negotiated with cable companies for an amount not to exceed 5% of gross revenues.

Discussion Points:

Cable

The City of Lakewood has two cable franchises. One is with Tacoma Public Utilities Click! and the other is with Comcast. The Click! franchise became effective in 2004 and will expire in 2019. The Comcast franchise became effective in the 1980's and predates cityhood. While each service provider is very different in type of organization (public versus private provider), in the area of cable it is generally accepted that franchises should be substantially similar in order to protect competition between providers. The City of Lakewood should enter into a new franchise agreement with Comcast so as to modernize the franchise and bring it in line with best practices. Other cities that have updated their franchise with Comcast to resemble the Click! franchise include: University Place, Pierce County, Town of Steilacoom, DuPont, and Ruston. Comcast indicates that they would like to update their franchise with the City as soon as the City is prepared to do so.

Electric

The City has three electricity utility providers, one from the public sector (Tacoma Public Utilities), one from the private sector (Puget Sound Energy - PSE) and the third is a co-op (Lakeview Light & Power). The franchise with the private sector provider (PSE) will expire on January 21, 2016, which is prior to the expiration of the other two.⁴ Negotiation of future franchise terms should include the City's conversion of existing lights and signals to LED, which will save energy and cost to the rate payers.

Solid Waste

The service provider for the City has changed ownership during the course of the franchise. Impact on the City's expectations in terms of cost and service has not been thoroughly researched. It is the City's responsibility to ensure that the citizens are receiving the highest level of services at the best price and with the highest level of customer service. Many cities have been conducting research as to whether or not they are getting the best level of service and competitive price for their solid waste services. This research can provide a good starting point for our own.

The current franchise is between the City and Waste Connections. Language defining the term of the franchise is cumbersome. In previous discussions specifically regarding the franchise term the parties agreed that July 1, 2016 is the termination date pursuant to a number of automatic renewals. The franchise is currently in the period of the automatic renewals detailed in the franchise. Agreed renegotiation between existing parties will overcome challenges presented by the language. Interest in pursuing a new provider prior to the termination date will require proper termination of the franchise, which requires "written notice to the other party of an intent that the Contract term not be so extended, which notice shall be given not less than six (6) months in advance of each respective July 1 date(s)." There is only one such opportunity, a date prior to January 1, 2015, between now and the termination date of July 1, 2016.

⁴ The TPU franchise expires 9/1/17 and the Lakeview Light & Power franchise expires 12/23/22.

Unique to this franchise is that the collection service is Codified, giving the City authority to enforce. Along with more typical collection the City has also adopted into the Code restrictions on recycling designed to protect the status of the service provider as exclusive as well as support the goals of recycling. This requires City resources to enforce the Code in the event of violation.

Other examples of City enforcement authority involve apartment complexes. One example is the practice by some apartments to reduce desired service levels with the result of inadequate service by the City's standards. The solution is for the City to enforce its current Code in this regard. No amount of negotiation will impact this issue. Similarly, the practice by some landlords of placing the property of evicted tenants into City right of way violates state law; there may be approaches to resolving this that are unrelated to the terms of the franchise. There may also be components of solutions which require agreement from the service provider, such as having the service provider allow access to delinquency lists so that the City is aware of situations where service may be stopped.

Recommendations

Develop a strategy for effective negotiation of any franchise due for renewal in the next four years. The City needs to know the financial impact of franchises in order to properly address this in the budget. The budget process for 2015-2016 is underway and the process for the 2017-2018 biennium will begin mid-2016. In order to have the franchises in place timely for these processes negotiations should begin approximately a year in advance of the relevant budget process.

- Comcast expired 2/14/06
The current franchise is out of date and should be negotiated to match the language in the Click! Franchise.
- Clover Park School District will expire 1/21/16 but has an automatic ten year extension.
The Clover Park franchise is a small one which is not expected to require intense negotiations. The Clover Park franchise is a small one which is not expected to require intense negotiations. An automatic renewal will preserve the terms of the existing franchise. There is no language regarding notice to cancel.
- Puget Sound Energy will expire 1/21/16 but automatically extends every ten years.
As with the Clover Park School District franchise, The Puget Sound Energy franchise language is subject to automatic renewal which will preserve the terms of the existing franchise. This is a franchise which impacts roughly one third of the City and research and evaluation of the experience of our citizens who are rate payers and the most up to date franchises negotiated in other

jurisdictions is recommended. In the past, issues such as undergrounding and shared poles have been discussed. Current issues will include coordination/participation in the City's move to LED street lighting. An automatic renewal will preserve the terms of the existing franchise. There is no language regarding notice to cancel.

- Waste Connections expires 7/1/16 but automatically extends every five years. Our franchise with Waste Connections, our solid waste collection provider, will terminate July 1, 2016 and will require analysis and research in preparation for effective negotiation. This franchise impacts citizens throughout the City. The City must evaluate cost, benefit to City residents and businesses, and comparability with other cities. The results of this evaluation should be compared with current service and a strategy should be based on the needs of the City in light of all available options.
- TPU Cable Extension - Flett Creek expires 9/1/17 with two five year extensions. This, like Clover Park School District, is a small one which is not expected to require intense negotiations.
- TPU Light expires 9/2/17 with two five year extensions. Issues such as undergrounding and shared poles and coordination/participation in the City's move to LED street lighting have been of interest to the City and should be addressed in this franchise.

Franchise	Effective Date	End Date	Term	Notice to Cancel	Extensions	Franchise Fees	Utility Tax	Undergrounding	Customer Relations	Audits	Street Maintenance	Permit Waiver /Abatement	Non-Compete	Next Steps
Clover Park School District (CPSD) (O-402)	1/22/2006	1/21/2016	10 Years	Not included in the ordinance.	Automatic 10 year extension.	\$10,000; one-time payment.	N/A	50/50 split of the cost shared between the City of Lakewood and Clover Park School District.	Not included in the ordinance.	Not included in the ordinance.	CPSD will pay for repairs necessary to restore street to the City's specifications and standards.	Not included in the ordinance.	Not included in the ordinance.	Leave as is and monitor as the agreement expires. If the agreement is extended the City would need to determine if there needs to be an additional fee charged.
Comcast	9/27/1983	3/14/2006	20+ Years	Not included in the ordinance.	Not included in the ordinance.	5%	6%	If lines are underground in the area of the cable then the cable company must also underground their lines.	Agreement included section stating that company would have a physical customer service location. The contract also states that the company would be required to investigate complaints within 48 hours of the complaint.	May request number of subscribers, services that subscribers receive, miles of cable overhead and underground.	Cable company must repair right of ways to condition prior to work starting.	Not included in the ordinance.	Franchise is nonexclusive	Comcast is out of date and should be negotiated to match the language of Click!
Integra Telecom (O-494)	7/28/2009	7/27/2019	10 Years	6 Months	Automatic 5 year extension	N/A	6%	New extensions will be undergrounded unless existing above-ground installations are in place. The City may pay for and direct Integra to underground facilities.	The City may act in the case of an emergency and Integra is responsible for reimbursing the expense.	Not included in the ordinance	The Public Works Director has the final approval of repairs conducted by Integra. The repairs must be to the same condition prior to the work being conducted.	Permits must be obtained to work in the City's right of way. Permits may be waived in the case of an emergency, but permits must be applied for the on the following business day or as soon as is practical.	Not included in the ordinance	Leave as is and monitor as the agreement expires.

Franchise	Effective Date	End Date	Term	Notice to Cancel	Extensions	Franchise Fees	Utility Tax	Undergrounding	Customer Relations	Audits	Street Maintenance	Permit Waiver /Abatement	Non-Compete	Next Steps
Lakeview Light & Power (O-463)	12/24/2007	12/23/2022	15 Years	6 Months	Two automatic 5 year extensions.	N/A	5%	New extensions that are 15,000 Volts or less will be undergrounded. If the City asks that something be undergrounded, then the City will pay 40% of the cost and Lakeview will be 60% of the cost.	Lakeview will handle emergency situations or the City will be fully reimbursed should Lakeview be unable to handle an emergency in a timely fashion.	Not included in the ordinance.	Maintenance will be at Lakeview's expense and requires final approval of conditions by the Public Works Director.	Lakeview is required to have permits for work within the Franchise area.	Not included in the ordinance.	Leave as is and monitor as the agreement expires. The City may want to increase the number of LED street lights and may need to negotiate as part of a future agreement.
Lakewood Water District (O-434)	12/23/2006	12/22/2026	20 Years	6 Months	Formal review at year 9 (2015), and two automatic 5 year extensions.	6%	N/A	Not included in the ordinance.	The City may act in the case of an emergency and Lakewood Water District is responsible for reimbursing the expense.	The City may audit within 30 days of a request.	The Public Works Director has the final approval of repairs conducted by Lakewood Water District. The repairs must be to the same condition prior to the work being conducted.	Permits must be obtained to work in the City's right of way. Permits may be waived in the case of an emergency, but permits must be applied for within two business days.	The franchise will terminate should the City create a water district through the initiative process.	Formally review the agreement in 2015 as determined by the agreement.
Pierce County Sanitary Sewer (O-529)	3/14/2011	3/13/2031	20 Years	Not included in the ordinance.	Not included in the ordinance.	6%	N/A	N/A	The City may act in the case of an emergency and Pierce County is responsible for reimbursing the expense.	The City may audit within 30 days of a request.	The Public Works Director has the final approval of repairs conducted by Pierce County. The repairs must be to the same condition prior to the work being conducted.	Permits must be obtained to work in the City's right of way. Permits may be waived in the case of an emergency, but permits must be applied for within two business days.	The City agrees to not compete while the franchise agreement is in place	Leave as is and monitor as the agreement expires.

Franchise	Effective Date	End Date	Term	Notice to Cancel	Extensions	Franchise Fees	Utility Tax	Undergrounding	Customer Relations	Audits	Street Maintenance	Permit Waiver /Abatement	Non-Compete	Next Steps
Puget Sound Energy (O-403)	1/23/2006	1/21/2016	10 Years	No more than 1 year and no less than 90 days prior to the expiration of the term.	Automatically extends every 10 years.	N/A	5% on electricity and gas	New electrical extensions that are 15,000 Volts or less will be undergrounded. If the City directs PSE to underground a facility, the undergrounding is subject to applicable tariffs on file with the WUTC.	The City may act in the case of an emergency and PSE is responsible for reimbursement. The City can only work on gas facilities if the staff is specifically trained to work on that facility.	Not included in the ordinance.	The Public Works Director has the final approval of repairs conducted by PSE. The repairs must be to the condition prior to any work being conducted.	Permits must be obtained to work in the City's right of way. Permits may be waived in the case of an emergency but permits must be applied for on the following business day or as soon as is practical. The ordinance does include a dangerous conditions abatement clause	Not included in the ordinance.	Leave as is and monitor as the agreement expires. The City may want to increase the number of LED street lights and may need to negotiate as part of a future agreement.
TPU Cable Extension-Flett Creek (O-304; Extension of O-139-TPU Light)	3/8/2003	9/1/2017	At the end of the TPU Light agreement	Not included in the ordinance.	Two 5 year extensions.	N/A	N/A	See TPU Light. Extra charges will be added to underground non-electrical facilities.	The City may act in the case of an emergency and TPU is responsible for reimbursement	Not included in the ordinance.	The Public Works Director has the final approval of repairs conducted by TPU. The repairs must be to the condition prior to any work being conducted.	Permits must be obtained to work in the City's right of way. Permits may be waived in the case of an emergency but permits must be applied for on the following business day or as soon as is practical.	The City agrees to not compete while the franchise agreement is in place	Leave as is and monitor as the agreement expires.
TPU Click! (O-343)	5/8/2004	5/7/2019	10 years	6 Months	One 5 year extension remaining. Not to exceed 20 years total (5/7/2024)	5%	6%	TPU will utilize pre-existing underground systems when available. TPU will only utilize existing poles. If TPU wishes to further underground facilities, TPU will access the proper permitting process to review with the City.	TPU will offer a customer service center within 10 miles of franchise area. Subscribers will receive information regarding billing, rates, service termination, subscriber's rights, etc... TPU will track complaints received from their customers. The City may act in the case of an emergency and TPU is responsible for reimbursement.	The city may conduct performance evaluations of TPU.	Public Works Director has the final approval of repairs conducted by TPU. The repairs must be to the condition prior to any work being conducted. Additionally, TPU must investigate all opportunities to do joint trenching or boring if possible.	Permits must be obtained to work in the City's right of way. Permits may be waived in the case of an emergency but permits must be applied for within next business days.	Franchise is nonexclusive	Leave as is and monitor as the agreement expires. The City should consider using this franchise agreement as the starting point for an updated agreement with Comcast.

Franchise	Effective Date	End Date	Term	Notice to Cancel	Extensions	Franchise Fees	Utility Tax	Undergrounding	Customer Relations	Audits	Street Maintenance	Permit Waiver /Abatement	Non-Compete	Next Steps
TPU Light (O-139)	9/2/1997	9/1/2017	20 years	Not included in the ordinance.	Two 5 year extensions.	6%	N/A	Facilities must be undergrounded for new construction or if no poles are present. No new poles will be authorized. Should the City ask for undergrounding as part of a Local Improvement District, 70% of cost will be provided by assessments against property owners and 30% provided by TPU. Money towards undergrounding via LID will only be used for electrical facilities. Customers must pay for their own meters. Undergrounding as part of a Public Works Improvement Project would split costs between 50% City funding and 50% TPU.	The City may act in the case of an emergency and TPU is responsible for reimbursement.	Not included in the ordinance.	Public Works Director has the final approval of repairs conducted by TPU. The repairs must be to the condition prior to any work being conducted.	Permits must be obtained to work in the City's right of way. Permits may be waived in the case of an emergency but permits must be applied for within next business day.	The City agrees to not compete while the franchise agreement is in place.	Leave as is and monitor as the agreement expires. The City may want to increase the number of LED street lights and may need to negotiate as part of a future agreement.
TPU Water (O-265)	11/24/2001	11/23/2021	20 years	Not included in the ordinance.	Two automatic 5 year extensions.	8%	N/A	N/A	The City may act in the case of an emergency and TPU is responsible for reimbursement.	Not included in the ordinance.	Agreement indicates that TPU would need to make appropriate repairs to streets but does not include detail that the Public Works Director has final approval of work conducted.	Permits must be obtained to work in the City's right of way. Permits may be waived in the case of an emergency but permits must be applied for within next business day.	The City agrees to not compete while the franchise agreement is in place.	TPU Water has a small impact on the City of Lakewood. They essentially have one road with a water system within the City Limits. Recommendation is to standardize language of the agreement to the standard of all other agreements when it comes due in 2021.

Franchise	Effective Date	End Date	Term	Notice to Cancel	Extensions	Franchise Fees	Utility Tax	Undergrounding	Customer Relations	Audits	Street Maintenance	Permit Waiver /Abatement	Non-Compete	Next Steps
Waste Connections	4/1/1996	7/1/2006	10 Years	6 Months prior to 7/1/2016	Automatic 5-Year extensions. No limit placed on extensions.	4%	6%	N/A	LMC 13.06 allows the City to determine service levels. The City can require additional service when excess accumulation of solid waste occurs. The LMC allows for a special low-income rate.	City may audit up to three years from final payment of work performed under the agreement. Information to be audited is supposed to be available to the Public Works Director within 24 hours of the request.	N/A	N/A	LMC 16.6.200 The City may contract with any suitable firm.	Waste Connections will terminate in July 2016 and will require analysis and research in preparation for effective negotiation. The City must evaluate cost, benefit to the City and comparability with other cities. The results of this evaluation should be compared with current service and a strategy should be based on the needs of the City in light of all available options.
Zayo Telecommunications (O-558)	2/6/2013	2/6/2019	6 years.	6 Months	Automatic 5 year extension.	N/A	N/A	New extensions will be undergrounded unless existing above-ground installations are in place. The City may pay for and direct Zayo to underground all facilities.	E-Verify is included in the franchise language. The City may act in the case of an emergency and Zayo is responsible for reimbursement.	Not included in the ordinance.	Public Works Director has the final approval of repairs conducted by Zayo. The repairs must be to the condition prior to any work being conducted.	Permits must be obtained to work in the City's right of way. Permits may be waived in the case of an emergency but permits must be applied for within next business day.	Not included in the ordinance.	Possible ammendment to run more fiber cable within the City.

Waste Connections Franchise Term

13. TERM OF AGREEMENT. This Contract shall be for a term of ten (10) years and three (3) months, as measured from April 1, 1996 (the commencement date of the term of the initial agreement between the parties hereto), so that, unless otherwise extended or modified, the term would expire on June 30, 2006, provided that commencing on July 1, 2000, the term of the Contract shall be automatically extended for an additional year, unless either or both of the parties give(s) written notice to the other party of an intent that the Contract term not be so extended, which notice shall be given not less than six (6) months in advance of said July 1, 2000 date. Thereafter, on July 1, of the following year, and each year thereafter, up to and including July 1, 2004, the term of the Contract shall be automatically extended for an additional year, unless either or both of the parties give(s) written notice to the other party of an intent that the Contract term not be so extended, which notice shall be given not less than six (6) months in advance of each said respective July 1 date(s). At the conclusion of the term of the Contract, whether as initially set or as extended as provided above, the term of the Contract shall be renewed for a period of five (5) years, conditioned upon service by the Contractor being satisfactory to the City.

Translation

- Initial term = April 1, 1996 through June 30, 2006
- Initial term extends automatically in one year increments starting July 1, 2000 up to and including July 1, 2004
 - 1/1/00 extends to June 30, 2007
 - 1/1/00 extends to June 30, 2008
 - 1/1/00 extends to June 30, 2009
 - 1/1/00 extends to June 30, 2010
 - 1/1/00 extends to June 30, 2011

At the conclusion of the term whether as initially set or as extended, the term is renewed for a period of five years = **June 30, 2016**

Timely action requires notice by **December 31, 2015**



To: Mayor and City Councilmembers

From: Adam Lincoln, Assistant to the City Manager and Heidi Ann Wachter, City Attorney

Through: John J. Caulfield, City Manager 

Date: August 11, 2014

Subject: Use of volunteer Boards, Committees and Commissions for the City of Lakewood

This memo, together with the attached chart of City Boards, Committees and Commissions, is to facilitate City Council discussion and consideration of the most effective use of volunteer Boards, Committees and Commissions for the City of Lakewood. Also included is a more specific chart detailing potential options for more effective use of our volunteer Boards, Committees and Commissions.

As a new city, Lakewood created several boards and commissions to gather citizen input. While the City's Boards, Committees and Commissions remain an asset, there are ways to maximize their benefit to the City. By realigning the coordination between these advisory groups and the City Council, ensuring adherence to an agreed-upon mission and facilitating communication of related tasks and projects, our Community Advisory Boards and Commissions can truly enhance the City's service to our citizens.

Examples for consideration are bringing together currently separate boards with missions that are sufficiently similar to justify combining to reduce overlap, developing boards to a status independent of the City where it will serve to benefit both entities, and amending requirements for those advisory groups which will be better served as a result.

1. Current boards which could be combined to reduce overlap.

When separate boards have substantially the same purpose it requires the increased effort of the City maintaining multiple boards and facilitating communication to prevent unnecessary duplication. By combining such boards, multiple perspectives are brought together to address one purpose, with less bureaucracy and enhanced communication. Examples of boards to consider in this vein are the CDBG Citizens Advisory Board and the Human Services Funding Advisory Board or keep the

Human Services Funding Advisory Board and combine the CDBG Citizen Advisory Board with the Planning Advisory Board. Another example is some combination of committees whose work routinely overlaps with the work of the Planning Advisory Board, which would be the Citizens' Transportation Advisory Committee, and the Redevelopment Advisory Board. This combination could result in a City of Lakewood Planning Commission.

The following options for combining existing Boards are on the attached chart:

- a. Combine the CDBG Citizens' Advisory Board with the Human Services Funding Advisory Board
- b. Combine the Citizens' Transportation Advisory Committee, the Planning Advisory Board, and the Redevelopment Advisory Board to form a City of Lakewood Planning Commission

2. Boards which may function best as an entity separate from the City under an agreement with the City.

Occasionally, as was the case with 'Keep Lakewood Beautiful' when that committee transitioned from a City to a standalone committee, the mission of a volunteer group is such that the group should be a separate entity from the City. An example of why this may benefit the group is fundraising. For some groups having a 501(c)(3) status enhances the ability to fundraise or apply for grants. In order to maintain a connection with the City that is of mutual benefit, tailored agreements can be reached.

- a. Sister Cities as a 501(c)(3) entering a Memorandum of Understanding with the City.

3. Boards which may benefit from amended requirements.

With some Boards attendance, participation or other requirements interfere with the progress of the Board. In these instances, the City Council, as the authorizing body, can reduce requirements where it will not dilute the effectiveness of the Board or Commission.

- a. Lakewood's Promise has requested that designees be permitted to serve when the appointed board member is unavailable.
- b. One way to address meeting attendance may be to reduce the frequency of meetings.

Recommendations

- A. No changes are recommended for the Arts Commission, Human Services Collaboration, Landmarks and Heritage Advisory Board, Lodging Tax Advisory Committee, Parks and Recreation Advisory Board, Public Safety Advisory Committee, and Youth Council.
- B. Recommend that the CDBG and Human Services Committees be combined due to the similar nature of the programs. Both serve a constituency which benefits from the respective programs and combining these committees will help prevent overlap and unintended gaps.
- C. Recommend that the Citizens' Transportation Advisory Committee, Planning Advisory Board and Redevelopment Advisory Board be retired. In their stead the City Council

should form a Planning Commission. This Planning Commission should look first to the Citizens' Transportation Advisory Committee, Planning Advisory Board and Redevelopment Advisory Board for members based on their respective expertise. By bringing together planning, transportation and redevelopment the resulting Planning Commission will have more comprehensive expertise similar to how other cities. The City will also be able to consolidate resources toward one Commission broader in scope rather than three narrowly focused committees. Representative duties of such a commission are:

- Comprehensive Plan, per RCW Chapter 36.70A
 - Land Use Planning
 - Residential Housing Planning
 - Capital Facilities Plan
 - Utilities location and potential expansion
 - Six Year Transportation Plan
 - Economic Development Plan
 - Parks and Recreation Plan
- Shoreline Management Plan
- Zoning Regulations
- Authority to act as a fact finding body of the City as it pertains to land use
- Annual Report of Planning Progress

D. Recommend that the Sister Cities committee transition to a standalone 501(c)(3) and develop a Memorandum of Understanding through which the City can effectively support the organization. This format allows Sister Cities to pursue goals and objectives consistent with an independent organization, such as available grants while receiving support as needed for the City.

E. Recommend that Lakewood's Promise have the authority to conduct business through delegates of the appointed officials. This will facilitate a more regular meeting schedule. Because of the advisory nature of this body requiring official attendance is not necessary. The alternative of shifting the schedule to accommodate the officials might become unwieldy and result in an insufficient meeting schedule to be effective.

F. It is further recommended that the City Council provide direction for the development of Code amendments as needed to accomplish these adjustments to the City's Committees, Boards and Commissions.

Board, Committee, Commission	City Council Liaison	City Department	Roles and Responsibilities	City Staff Insights	Current Work Plan
<p>1</p> <p>Arts Commission (LMC .02.66.000) (Est. 2006)</p>	<p>Deputy Mayor Jason Whalen</p>	<p>Parks, Recreation & Community Services Department</p> <p>Dennis Higashiyama, Recreational Coordinator</p> <p>Mary Dodsworth, Director</p>	<p>Assess needs, establish priorities and make recommendations for enrichment of the community and promotion of cultural vitality through the arts. The Lakewood Arts Commission will do the following:</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Would like more financial resources Would like increased commitment from certain members Would more people with music and performing art background Members do not volunteer for city events with enough frequency 	<ul style="list-style-type: none"> Increased promotion of visual, performing and literary arts Encourage the Creative Contribution of Local Artists Public Art installation
<p>2</p> <p>CDBG Citizens Advisory Board (LMC .02.28.000) (Est. 1999)</p>	<p>Councilmember Marie Barth</p>	<p>Community and Economic Development Department</p> <p>Jeff Gumm, CDBG Program Manager</p> <p>Dave Bugher, Assistant City Manager of Community and Economic Development Department</p>	<p>Advise the City Council on matters related to the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) programs which may include:</p> <ul style="list-style-type: none"> Facilitate cooperation and coordination with the City on CDBG and HOME funding issues. Recommend to the City Council programs for funding out of CDBG funds, recommend CDBG and HOME funding allocations, including development of housing strategies. Hold public hearings to receive public comments to identify community and housing needs and development of proposed activities. Develop recommendations for the Consolidated Plan, Action Plan and other related documents. Perform other CDBG and HOME related duties and functions as assigned by the City Council. 	<ul style="list-style-type: none"> Focus has been on infrastructure lately Members with most years of service are easiest to work with Board has great military connections The cost of some CDBG grants are offset by the cost of monitoring how the awarded funds are spent Granted funds that would be for human services (up to 15% of the total CDBG grant) could go towards infrastructure projects instead Human Services board could join CDBG board. Could take half of the members from each board and combine All boards could share current issues with one another 	<ul style="list-style-type: none"> Submit performance review to HUD Conduct annual public hearings for Consolidated Plan Seek City Council direction on funding policies Review, rate and make funding recommendations
<p>3</p> <p>Citizens' Transportation Advisory Committee (CTAC) (LMC .02.44.000) (Est. 2000)</p>	<p>Councilmember Paul Bocchi</p>	<p>Public Works Department</p> <p>Don Wickstrom, Director</p> <p>Desiree Winkler, Transportation Division Manager</p> <p>Karen Bibb, Administrative Assistant</p>	<p>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:</p> <ul style="list-style-type: none"> Facilitate cooperation and coordination with the Public Works Department of the City on street, public works and transportation and infrastructure related projects and plans, 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, Recommend ways and means of obtaining private, local county, state or federal funds for promotion of transportation and infrastructure facilities of the City, and Advise the City Council on acquisition, replacement and maintenance of transportation and infrastructure facilities of the City 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. Advise the City Council regarding transportation related facilities, needs and programs of the City, as may be referred by the City Council. 	<ul style="list-style-type: none"> Committee has provided useful input on several occasions, including on projects in the Tillicum and Woodbrook neighborhoods, and projects on Bridgeport and on Pacific Highway The Committee is knowledgeable and works well with staff and the City Council 	<ul style="list-style-type: none"> LED Street Light conversion project 6-Year TIP – Annual Update City Wide Safety Program – Yellow Flashing Arrows – provide recommendations on public outreach and “optional” signage for city-wide deployment. Neighborhood Traffic Control Program Projects Transportation Funding Crosswalk Pedestrian Flagging Pilot project
<p>4</p> <p>Human Services Collaboration (Motion 2001-38) (Est. 2001)</p>	<p>N/A</p>	<p>Parks, Recreation & Community Services Department</p> <p>Karmel Shields, Human Services Coordinator</p> <p>Mary Dodsworth, Director</p>	<p>The mission of the Human Services Collaboration is that the City shall build a healthy, safe community for all people of Lakewood, through a collaborative group of community organizations, school district, human services agencies, businesses and individuals who share common goals and a unity of purpose. The goals include:</p> <ul style="list-style-type: none"> Improve the awareness and coordination of efforts, delivery of outcomes of human services efforts in Lakewood Encourage the provision of neighborhood-based collaborations using collective resources to foster health, functional families in Lakewood Give all citizens, including youth, a voice in decision making and a role in building a safe and better community In partnership with Clover Park School District and other schools, reduce barriers to learning, so that students come to school ready to learn and graduate from school as lifelong learners, ready to work Create conditions that enable all people of Lakewood to access resources and take responsibility for their own success Create conditions that assure safe and healthy communities Keep Lakewood's Promise to our youth Strengthen the communication system to inform community of activities of the Human Services Collaboration 	<ul style="list-style-type: none"> Andie Gernon is the volunteer facilitator, and Claudia Thomas is a co-chair Karmel Shields, staffs the Collaboration (set up, meeting reminders, email announcements, agendas, arranging speakers, work plan, etc.) Marcy Boulet from the Health Department provides consultation and strategic input Four members met last August/September to review input provided by the Coalition and to craft the new format & 2014 topics. All human services contractors with the City of Lakewood are “required” to attend 338 on list serve and 30 – 40 people attend regularly 	<ul style="list-style-type: none"> Changes to Food Stamps Advocating for Children & Families in Olympia Human Services Needs Café (part of my data gathering process for the HSFAB needs analysis) Focus on Youth (Youth Council, Lakewood's Promise, CHOICE prevention coalition) 10 year plan to end Homelessness Early Learning & Childhood development Senior Services and Wellness Public Safety (CSRT) Lessons Learned from Affordable Care Act

Board, Committee, Commission	City Council Liaison	City Department	Roles and Responsibilities	City Staff Insights	Current Work Plan
<p>5</p> <p>Human Services Funding Advisory Board (LMC .02.25.000) (Est. 2007)</p>	<p>Councilmember Mike Brandstetter</p>	<p>Parks, Recreation & Community Services Department</p> <p>Karmel Shields, Human Services Coordinator</p> <p>Mary Dodsworth, Director</p>	<p>The Human Services Funding Advisory Board is created to assist the City Council in the following areas:</p> <ul style="list-style-type: none"> • Conduct public hearings regarding allocations of human services funds and programs and making recommendations for funding; • Ensure the most fair distribution and most effective use of human services resources consistent with adopted priorities and criteria; • Encourage partnerships in the funding and provision of human services; • Request periodic strengths and needs assessments and program outcome evaluations to determine the direction of human services most beneficial to the City; and • Integrate human services policy into overall City policy development. 	<ul style="list-style-type: none"> • Board members provide support to staff with regard to fund allocation process • Board is good about asking for input from the community and will ask for input from non-traditional sources, such as school nurses rather than just educators • Good partnerships exist with school district • City Council and Staff liaisons should have more coordination on meeting topics • Board has a great relationship with the City Council • Board would like to eventually have input on how CDBG funding is allocated for human services projects • Boards with similar goals regarding homelessness, housing, education, and children's needs could hold joint meetings • Board needs to be better at goal setting and should identify how boards and City departments are involved in accomplishing those goals • Board needs a strategic plan 	<ul style="list-style-type: none"> • Monitor funded agencies' capacity to meet service goals and contact obligations • Analyze and assess current human services needs • Prepare for 2015-2016 allocation process
<p>6</p> <p>Lakewood's Promise Advisory Board (LPAB) (LMC .02.38.000) (Est. 2012)</p>	<p>Councilmember Mary Moss</p>	<p>Parks, Recreation & Community Services Department</p> <p>Mary Dodsworth, Director</p> <p>Suzi Riley, Administrative Assistant</p>	<p>The Lakewood's Promise Advisory Board is created to assist the City Council in the following areas:</p> <ul style="list-style-type: none"> • Advise the City Council and city staff regarding the availability and delivery of the five promises within the City. • Look for ways to develop ongoing relationships among Lakewood citizens and businesses to better deliver Promise activities to youth. • Advise the City Council in connection with Lakewood's Promise issues as may be referred to the Lakewood's Promise Advisory Board by the City Council which may include, but is not limited to, the following: <ul style="list-style-type: none"> ◊ Facilitate cooperation and coordination with City staff, citizens' groups and other entities, agencies and organizations on Lakewood's Promise issues; ◊ Recommend to the City Council strategies to enhance awareness of, and interest in, Lakewood's Promise which may be in cooperation with any appropriate private, civic or public agency of the City, county, state or of the federal government; ◊ Recommend ways and means of obtaining private, local, county, state or federal funds for the promotion of Lakewood's Promise programs and projects within the City, and ◊ Represent the community and the City of Lakewood as requested by the City Council to address Lakewood's Promise related issues. 	<ul style="list-style-type: none"> • Great board makeup, collaborative • Board focuses on initiatives; doesn't select own projects well • Members would like the ability to send designees who can vote in their absence • Part of board's budget pays for the Audio/Visual recording of City Council meetings • Board focuses on one promise each year • Meetings could be held with less frequency; perhaps quarterly rather than monthly 	<ul style="list-style-type: none"> • Promise # 5: Safe Places • Ensure that every youth has safe places to go, with structured activities, within walking distance from home or with transportation to and from this place, during all of their school years • Develop a Lakewood specific Safe Places Task Force to develop safe places specific resources, programs, standards, etc. • Inventory and map safe places resources in Lakewood • Maintain comprehensive calendar for youth activities • Work with Youth Council to explore more options to ensure all youth have safe places to go
<p>7</p> <p>Landmarks and Heritage Advisory Board (LHAB) (LMC .02.48.000) (Est. 2000)</p>	<p>Councilmember TBD</p>	<p>Community and Economic Development</p> <p>Dan Catron, Principal Planner</p> <p>Dave Bugher, Assistant City Manager</p>	<p>Advise the City Council, the City Manager and City staff in connection with protection and preservation of historical landmarks in Lakewood and establishing procedures for designation and preservation of landmarks. This includes:</p> <ul style="list-style-type: none"> • Holding public hearings on nominations for designation and applications for certificates of appropriateness. • Authorizing, subject to the availability of funds budgeted for that purpose and approval of the expenditure by the City Council, to expend monies to compensate experts to provide technical assistance to property owners in connection with requests for certificates of appropriateness. • Approving, denying, amending or terminating the designation of a historic resource as a landmark or community landmark after a public hearing. 	<ul style="list-style-type: none"> • The board would like architects to join as members • The board could be more proactive at creating events to recognize the City's history, should the City Council choose • The board helps to administer the state tax abatement for designated properties • Board needs to update contract with consultant (Spent \$10,000 in 2013) 	<ul style="list-style-type: none"> • The board has yet to produce 2014 goals • More direction is needed to create a board work plan
<p>8</p> <p>Lodging Tax Advisory Committee (LMC .03.36.055) (Est. 1997)</p>	<p>Mayor Don Anderson</p>	<p>Community and Economic Development</p> <p>Ellie Chambers, Economic Development Manager</p> <p>Dave Bugher, Assistant City Manager</p>	<p>The City of Lakewood shall submit at least 45-days before final action on or passage of proposals by the City Council, to the Lodging Tax Advisory Committee, for review and comment, proposals for imposition of any new tax under RCW 67.28 (hotel/motel tax), or for increases in the rate of a tax imposed, or for the repeal of an exemption from a tax imposed, or for a change in the use of revenue received under Chapter 67.28 RCW. The Advisory Committee shall submit comments on the proposal in a timely manner and shall include an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism and the extent to which the proposal will affect the long-term stability of the fund created under Section 67.28 of the RCW (Section 4 of Chapter 452, Laws of 1997), as may be referred by the City Council.</p>	<ul style="list-style-type: none"> • Would like to see an change to the budgeting process to ensure funding is set aside for special events that may fall outside of the normal request period; similar to Fife or Pierce County 	<ul style="list-style-type: none"> • Seek City Council direction on funding policies and priorities • Review lodging tax grant applications and make funding recommendations • Meet as needed to review RCW updates and review "out of cycle" requests for funds

Board, Committee, Commission	City Council Liaison	City Department	Roles and Responsibilities	City Staff Insights	Current Work Plan
<p>9</p> <p>Parks and Recreation Advisory Board (PRAB) (LMC .02.36.000) (Est. 2000)</p>	<p>Mayor Don Anderson</p>	<p>Parks, Recreation & Community Services Department</p> <p>Mary Dodsworth, Director</p> <p>Suzi Riley, Administrative Assistant</p>	<p>The Parks and Recreation Board provides policy recommendations to the City Council and staff on a variety of park and recreation related issues. The role of the Parks and Recreation Advisory Board is to:</p> <ul style="list-style-type: none"> Advise the City Council and City staff or officials administering parks, regarding the general operation and development of all parks and recreation facilities and programs of Lakewood including long range park planning, needs assessment, program evaluation, acquisition, construction, development, concessions or privileges in parks and/or playgrounds, sports fields, recreation grounds, and/or other municipally owned recreation facilities, including community buildings and improvements to the same. The Parks and Recreation Advisory Board shall also work with neighborhood groups and ad-hoc committees to formulate recommendations to the City Council. The Parks and Recreation Advisory Board shall recommend rules and regulations for the government, management, operation, supervision and control of city parks and recreational facilities and programs. The Parks and Recreation Advisory Board shall advise the City Council in connection with parks and recreation issues as may be referred to the Parks and Recreation Advisory Board by the City Council which may include, but is not limited to, the following: <ul style="list-style-type: none"> Facilitate cooperation and coordination with City staff, citizens' groups and other entities, agencies and organizations on parks and recreation issues; Recommend to the City Council strategies to enhance awareness of, and interest in, parks and recreation facilities and programs of the City, which may be in cooperation with any appropriate private, civic or public agency of the City, county, state or of the federal government; Recommend ways and means of obtaining private, local, county, state or federal funds for the promotion of parks and recreation programs and projects within the City; and Advise the City Council on acquisition of parks and recreation facilities and properties; and Represent the community and the City of Lakewood as requested by the City Council to address parks and recreation related issues. 	<ul style="list-style-type: none"> Great board makeup Would like more business focused members on board Great participation from board on Parks Department projects 	<ul style="list-style-type: none"> Update park management plans Update Municipal code as it relates to City parks Update lease agreements Legacy Plan CIP Follow-up on several grant opportunities Plan for events; Summerfest, Parks Appreciation Day, Farmers Market
<p>10</p> <p>Planning Advisory Board (LMC .02.12.000) (Est. 1995)</p>	<p>Councilmember Mary Moss</p>	<p>Community and Economic Development</p> <p>Dave Bugher, Assistant City Manager</p> <p>Staci Vukovich, Administrative Assistant</p>	<p>The Planning Advisory Board shall:</p> <ul style="list-style-type: none"> Assist City staff in preparing a comprehensive plan for the City in accordance with state law to be submitted to the City Council for consideration of adoption. The Planning Advisory Board may thereafter, from time to time to recommend to the City Council such changes, amendments or additions to the comprehensive plan as may be deemed desirable, but recommendations for changes, amendments or additions to the comprehensive plan shall not be brought forward more frequently than once per year. Recommend to the City Council land use and zoning regulations and other development regulations as deemed necessary and/or appropriate. Act as the research and fact finding agency of the City in regard to land uses, housing, capital facilities, utilities, transportation, and in regard to classification of lands as agriculture, forest, mineral lands, critical areas, wetlands and geologically hazardous areas. Undertake surveys, analyses, research and reports as may be generally authorized or requested by the City Council. Cooperate with planning agencies of other cities and counties, to include regional planning agencies, in furtherance of such research and planning. Annually provide to the City Council a report on progress made in implementing the goals and requirements of State law and on the status of land use policies and procedures within the city. 	<ul style="list-style-type: none"> Staff has difficulty creating packets for two meetings per month Board likes to have staff input when making decisions Board members are collegial and get along well 	<ul style="list-style-type: none"> Initiate work on 2015 Comp Plan update Revise subdivision code regulations Revise Drive through regulations New Code provisions for swap meet operations
<p>11</p> <p>Public Safety Advisory Committee (LMC .02.22.000) (Est. 2006)</p>	<p>Councilmember Marie Barth</p>	<p>Police Department</p> <p>Mike Zaro, Assistant Police Chief</p> <p>Bret Farrar, Police Chief</p> <p>Joanna Nichols, Administrative Assistant</p>	<p>The role of the Public Safety Advisory Committee is to provide citizen input and advice to the City Council in developing and monitoring public safety policies. The Committee will report to the City Council and will also assist the City Council in assessing that department resources allow for compliance with City and department policies.</p> <p>The Public Safety Advisory Committee shall annually provide to the City Council a report on progress made in carrying out the Committee's responsibilities. Additional reports may be deemed appropriate by the Public Safety Advisory Committee and/or the City Council.</p>	<ul style="list-style-type: none"> Board is easy to work with Intent of the committee is not police department oversight; current members work well with this concept Members would like more to do Members don't come up with own project ideas; need the input /direction to accomplish this Members provide useful input to the police department 	<ul style="list-style-type: none"> Summerfest volunteer for disaster preparedness booth Increase board visibility in Lakewood communities Continue to work on emergency management issues Promote Community Emergency Response Team (CERT) Explore issues related to homelessness and mentally ill Help to increase diversity of police department Provide options for monitoring abandoned homes Evaluate data surrounding increased structure fires

Board, Committee, Commission	City Council Liaison	City Department	Roles and Responsibilities	City Staff Insights	Current Work Plan
<p>12</p> <p>Redevelopment Advisory Board (REDAB) (LMC .02.21.000) (Est. 1999)</p>	<p>Deputy Mayor Jason Whalen</p>	<p>Community and Economic Development</p> <p>Ellie Chambers, Economic Development Manager</p> <p>Dave Bugher, Assistant City Manager</p>	<p>The Redevelopment Advisory Board is 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:</p> <ul style="list-style-type: none"> Facilitate cooperation and coordination between various business groups and impacted neighborhoods on business issues; 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. 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; 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; Work with City of Lakewood staff, City Council, task forces and other City/community based groups, as directed by the City Council, on relevant issues and projects; and Assist in data base development for the creation and maintenance of a community profile. 	<ul style="list-style-type: none"> Board is filled with experts and they provide useful input to staff They notify the city whenever they become aware of economic development opportunities or issues of concern within the community Board is good at messaging within the community Some crossover with Planning Advisory Board (PAB) 	<ul style="list-style-type: none"> Business expansion and retention EB-5 Economic development financial tools, lodging tax initiatives, strategies Lakewood Towne Center Marketing plans Code and zoning updates Pacific Highway updates Point Defiance Bypass updates Sewer pretreatment monitoring Tillicum, Woodbrook, Springbrook updates Forums and workshops
<p>13</p> <p>Sister Cities (Ordinance No. 175) (Est. 1998)</p>	<p>Mayor Don Anderson (Ex-Officio)</p> <p>Councilmember Mike Brandstetter</p>	<p>Community and Economic Development</p> <p>Ellie Chambers, Economic Development Manager</p> <p>Dave Bugher, Assistant City Manager</p>	<p>The general duties and responsibilities of the Lakewood Sister Cities Association shall be as follows:</p> <ul style="list-style-type: none"> The powers and duties of the Lakewood Sister Cities Association generally shall be to recommend to the City Council the policies and objectives for the overall sister cities program Develop and recommend to the City Council criteria, objectives and guidelines for the selection of sister cities Plan, develop, promote, and coordinate sister city program activities, including but not limited to visits of individuals and exchanges of delegations; educational and informational exchanges and events with sister city communities, their nations and their cultures Review proposals from individual associations or other institutions for joint programs and assist in effective coordination of such activities, when applicable Conduct fund raising for sister city activities and programs 	<ul style="list-style-type: none"> This organization is a 501(C)(3) Lakewood Sister Cities consist of: <ul style="list-style-type: none"> Okinawa City, Japan Bauang, Philippines Danzhou, P.R. of China Gimhae, South Korea 	<ul style="list-style-type: none"> Create opportunities for people to enrich their lives. Hold forums for community involvement. Hold events that celebrate culture and diversity. Create networks for increased trade and tourism.
<p>14</p> <p>Youth Council (Resolution No. 2002-16) (Est. 2002)</p>	<p>Councilmember Marie Barth</p>	<p>Parks, Recreation & Community Services Department</p> <p>Dennis Higashiyama, Recreational Coordinator</p> <p>Mary Dodsworth, Director</p>	<p>The Youth Council duties are as follows:</p> <ul style="list-style-type: none"> Designated Youth Council, of at least two members, shall attend at least one City Council meeting per month and give a report Communicate with other youth in the City and solicit input regarding youth interests and issues and report that information to the City Council The proposed Youth Council will provide information to the City Council about youth concerns, activities and interests, which are relevant to the proposed City Council actions Participate in City events as needed, such as; assisting during the City's Holiday celebration and tree lighting ceremony, designing the City's Daffodil Parade float and planning and attending various parks and recreation events Plan activities in the community to help youth. Serve as a youth leader in the community Represent the youth of Lakewood to other jurisdictions Serve as representatives to other governing entities Youth Council activities are to be directed and approved by the City Council's designee The approved activities are to be facilitated by the City Manager or his designee 	<ul style="list-style-type: none"> Trying to ensure new members are closer to age 15 or 16 in hopes that they will remain members for longer than one or two years Good participation in Make A Difference event but not in other events Good relationship between Councilmember Barth and the board Would like to see more schools, such as Alternative School getting involved with this board Would like more than just "high achievers" on the Youth Council 	<ul style="list-style-type: none"> Assist with Daddy/Daughter Dance Fairy Garden Tea Party Student job fair Increase a broader spectrum of representation for the Youth Council

Board Committee Commission	Legally Required	Recommendation	Pros	Cons
1. A. CDBG Citizens Advisory Board <i>Est. 1999</i>	Not required to be an advisory board	Combine CDBG with the Human Services Funding Advisory Board.	Increased subject matter expertise by combining volunteers with relevant knowledge.	Potential loss of community volunteers
2. Citizens' Transportation Advisory Committee (CTAC) <i>Est. 2000</i>	No	Retire existing CTAC, PAB, and REDAB and form a Planning Commission that consists of members from those committees.	Expands the range of expertise on the Planning Commission. See also Planning Advisory Board.	Potential loss of community volunteers
3. Human Services Funding Advisory Board <i>Est. 2007</i>	No	Combine CDBG with the Human Services Funding Advisory Board.	Increased subject matter expertise by combining volunteers with relevant knowledge.	Potential loss of community volunteers
4. Lakewood's Promise Advisory Board (LPAB) <i>Est. 2012</i>	No	Create a memorandum of understanding (MOU) and eliminate need for codification. Also, include language to allow for delegates from the four organizations to participate in meetings as needed.	Allowing delegates to attend will improve attendance.	Allowing delegates to attend may reduce authority (may not matter since this is an advisory board)
5. Planning Advisory Board (PAB) <i>Est. 1995</i>	Yes	Retire existing CTAC, PAB, and REDAB and form a Planning Commission that consists of members from those committees.	<ul style="list-style-type: none"> • Expands the range of expertise on the Planning Commission. • Improves communication between relevant perspectives. • Reduces duplication of attention to different relevant perspectives. • Provides Planning Commission authority to all aspects of planning rather than separating discreet pieces into Boards without 	Potential loss of community volunteers

			independent authority. <ul style="list-style-type: none"> • Increased recognition – “Planning Commission” is generally more recognized than “Planning Advisory Board”. • City resources are put into one comprehensive Board rather than several isolated boards (reduced demand on resources). 	
6. Redevelopment Advisory Board (REDAB) <i>Est. 1999</i>	No	Retire existing CTAC, PAB, and REDAB and form a Planning Commission that consists of members from those committees.		Potential loss of community volunteers
7. Sister Cities <i>Est. 1998</i>	No	Create a memorandum of understanding (MOU) and eliminate need for ordinance that originally created link between the City and Sister Cities.		

Transition to Planning Commission:

Creating a Planning Commission would be a positive change to the current advisory structure for the City Council. Combining the expertise that exists amongst three of the advisory bodies (Planning Advisory Board, Redevelopment Advisory Board, and Citizens' Transportation Advisory Committee) creates one body that can better coordinate with the City Council, and allows for a single annual work plan that creates unity between land use issues relating to planning, transportation, and redevelopment needs in the City of Lakewood.

The City Council should take an inclusive approach that will allow for existing members of the three boards to participate in the transition process. The process should start immediately and should be complete by the end of the calendar year, 2014. The Planning Commission should be selected by late fall or early winter to start creating a work plan for 2015-2016. Starting in January, 2015, the new Planning Commission should begin meeting twice per month and begin accomplishing the goals of the previously established work plan.

Selecting Members:

The City Council liaisons and staff members should take a poll of existing members of the three boards to establish a pool of potential members for a new planning commission. The board should be made up of no more than seven members. This is consistent with the current make up of many of the City Council's advisory boards and is also consistent with Planning Commissions in Kirkland, Redmond, and Tukwila as well as several others in the region. The following is a sample timeline and possible steps that could be taken to create a transition to a Planning Commission.

Sample Timeline:

- **Late Summer:** Inform the three boards that they will be retired later in the year and that they will have the opportunity to shape the new 7-member Planning Commission.
- **Late Summer:** Hold a joint meeting between the three boards to gauge their interest in joining the Planning Commission and allow all current board members to speak to the changes that will be occurring.
- **Early Fall:** The City Council celebrates the committees and commemorates the participants and their accomplishments over their years of service. This meeting would be a good opportunity to discuss results from their efforts. The communications staff should participate in this process and help with planning the event.
- **Early Fall:** The city personnel liaisons to the three boards should provide input to the City Council regarding their recommendations for new members on the Planning Commission. The City Council would then be able to take the recommendations into consideration as they select a new 7-member Planning Commission. Those who are not selected would be able to join any available openings that exist for the City Council's other advisory boards.
- **Fall:** Codify the Planning Commission and strikethrough the other disbanding committees.
- **Late Fall:** Hold the inaugural meeting of the Planning Commission to discuss new opportunities, a new identity, and create a new work plan for 2015-2016. This would allow for the Planning Commission to start accomplishing their work plan in early January, 2015.

Recruitment Schedule:

Name	# Members	Vacancies	Term Expiration	Notice of Advertisement	Recruitment Status
Arts Commission	15	6	10/15	July	Continue recruitments
CDBG Citizens Advisory Board	7	2	9/20	June	Hold on recruitments
Citizens Transportation Advisory Committee	7	2	11/5	August	Hold on recruitments
Human Services Funding Advisory Board	9	3 early 2015	12/31	September	Hold on recruitments
Lakewood's Promise Advisory Board	4 perm 1 Youth Council 6	1 Youth Council position for 14-15 school year	May 21	March	Continue recruitments
Landmarks & Heritage Advisory Board	8 1 emeritus	1 early 2015	December 31	September	Continue recruitments
Lodging Tax Advisory Committee	3 collect 3 receive 1 Mayor	0	November 1	August	Continue recruitments
Parks & Recreation Advisory Board	7	3	September 19	June	Continue recruitments
Planning Advisory Board	7	3 early 2015	February 11	November	Hold on recruitments
Public Safety Advisory Committee	9	0	August 6	May	Continue recruitments
Redevelopment Advisory Board	9	2 early 2015, 2 mid-2015	7 – May 23 2 – Feb 18	February December	Hold on recruitments
Youth Council	15	15	Sept. each year	Following end of school year	Continue recruitments

***Human Services Collaboration and Sister Cities is not appointed by the City Council and is not included on this list**

Combine CDBG & Human Services

Board Committee Commission	Legally Required	Pros	Cons
CDBG Citizens Advisory Board Est. 1999	Not required to be an advisory board	Increased subject matter expertise by combining volunteers with relevant knowledge.	Potential loss of community volunteers
Human Services Funding Advisory Board Est. 2007	No	Increased subject matter expertise by combining volunteers with relevant knowledge.	Potential loss of community volunteers

Create Planning Commission

Board Committee Commission	Legally Required	Pros	Cons
Citizens’ Transportation Advisory Committee <i>Est. 2000</i>	No	Expands the range of expertise on the Planning Commission.	Potential loss of community volunteers
Planning Advisory Board <i>Est. 1995</i>	Yes; Comprehensive Plan, per RCW Chapter 36.70A <ul style="list-style-type: none"> • Land Use Planning • Residential Housing Planning • Capital Facilities Plan • Utilities location and potential expansion • Six Year Transportation Plan • Economic Development Plan • Parks and Recreation Plan • Shoreline Management Plan • Zoning Regulations • Authority to act as a fact finding body of the City as it pertains to land use • Annual Report of Planning Progress 	Expands the range of expertise on the Commission. Improves communication Reduces duplication of attention to different relevant perspectives. Provides Planning Commission authority to all aspects of planning rather than separating discreet pieces into Boards without independent authority. Increased recognition – “Planning Commission” is generally more recognized than “Planning Advisory Board”. City resources are put into one comprehensive Board rather than several isolated boards (reduced demand on resources).	Potential loss of community volunteers
Redevelopment Advisory Board <i>Est. 1999</i>	No	Expands the range of expertise on the Planning Commission.	Potential loss of community volunteers