



LAKWOOD CITY COUNCIL AGENDA

Tuesday, February 16, 2016

7:00 P.M.

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

Page No.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PROCLAMATIONS AND PRESENTATIONS

Proclamation declaring the week of March 14 – 18, 2016 as Classified School Employees Week. – *Ms. Irene Oda, President, Educational Support Personnel of Clover Park*

Proclamation declaring February 28, 2016 as City of Lakewood Day in celebration of the City's 20th anniversary.

Partners for Parks Waughop Lake Trail project presentation. – *Ms. Sally Saunders*

Business showcase. - *Greer Steel, Mr. Dave Kapla, General Manager*

PUBLIC COMMENTS

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

- (3) A. Approval of the minutes of the City Council meeting of February 1, 2016.
- (8) B. Approval of the minutes of the City Council Study Session of February 8, 2016.

The Council Chambers is accessible to persons with disabilities. Equipment is available for the hearing impaired. Persons requesting special accommodations or language interpreters should contact the City Clerk's Office, 589-2489, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.

<http://www.cityoflakewood.us>

City Hall will be closed 15 minutes after adjournment of the meeting.

- (13) C. Items Filed in the Office of the City Clerk:
1. Landmarks and Heritage Advisory Board meeting minutes of December 17, 2015.
 2. Parks and Recreation Advisory Board meeting minutes of November 24, 2015.
 3. Lakewood Arts Commission meeting minutes of January 4, 2016.
- (19) D. Motion No. 2016-09
- Authorizing the execution of an intergovernmental agreement with the City of DuPont for animal control services for three years.
- (25) E. Motion No. 2016-10
- Authorizing the execution of Amendment No. 19 to the interlocal agreement with Pierce County, in the amount of \$51,720.96, relative to surface water management billings from December 15, 2015 through December 15, 2016.

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

UNFINISHED BUSINESS

NEW BUSINESS

- (30) Motion No. 2016-11

Approving the 2016 citizens' advisory boards, committees and commissions work plans. – *Assistant City Manager for Administrative Services*

REPORTS BY THE CITY MANAGER

CITY COUNCIL COMMENTS

ADJOURNMENT

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City Hall will be closed 15 minutes after adjournment of the meeting.



LAKWOOD CITY COUNCIL MINUTES

Monday, February 1, 2016
City of Lakewood
City Council Chambers
6000 Main Street SW
Lakewood, WA 98499

CALL TO ORDER

Mayor Anderson called the meeting to order at 7:01 p.m.

ROLL CALL

Councilmembers Present: 7 – Mayor Don Anderson; Deputy Mayor Jason Whalen; Councilmembers Mary Moss, Mike Brandstetter, John Simpson, Marie Barth and Paul Bocchi.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Anderson.

PROCLAMATIONS AND PRESENTATIONS

Youth Council Report.

The Youth Council reported on the Martin Luther King Jr. celebration, Legislative Days, and the Lakewood Lions Club Crab Feed. Youth Councilmembers then provided school reports at various high schools.

Proclamation declaring February 1-6, 2016 as Toastmasters International Week.

MAYOR ANDERSON PRESENTED A PROCLAMATION DECLARING FEBRUARY 1-6, 2016 AS TOASTMASTERS INTERNATIONAL WEEK TO MR. DENNIS BAKER AND MS. KAREN DEVEREAUX, LAKEWOOD TOASTMASTERS CLUB.

Police Chief's commendation for assisting the victim of a shooting on November 5, 2015.

POLICE CHIEF MICHAEL ZARO PRESENTED THE POLICE CHIEF'S COMMENDATION OF APPRECIATION TO ARMY SPECIALIST JONAH ATKINSON AND SPECIALIST LBEISHA INGRAM FOR ASSISTING THE VICTIM OF A SHOOTING ON NOVEMBER 5, 2015.

Clover Park School District Board Report.

Clover Park School District (CPSD) Board Director Carole Jacobs showed a video of the School District and the February 9 District replacement levy. She then spoke about new curriculums being offered at the District, the February 20, 2016 STEM Fair, Martin Luther King Jr. Celebration essay contest, and provided an update on the school construction projects.

Special Events update.

Ms. Sally Martinez, Recreation Coordinator reviewed the 2015 special events programs hosted by the City.

PUBLIC COMMENTS

Speaking before the Council were:

Ms. Bebhinn Horrigan, Pierce College International Program, introduced students attending the Pierce College international education program who spoke about what they liked about Lakewood.

Catherine Rudolph, Realtors, spoke about Ordinance No. 620 relative to the cottage housing.

Congo Carter, Lakewood resident, spoke about how he was treated by code enforcement staff relative to the height of his fence and that the laws are not being implemented fairly with all.

Denise Jefferson, Lakewood resident, spoke in support of Mr. Carter and that she and Mr. Carter are not being treated fairly and that there are fences that are higher than theirs and these neighbors are not being harassed.

Dennis Haugen, Lakewood resident, showed a video of South Carolina Governor Nikki Haley on economic development.

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

- A. Approval of the minutes of the City Council meeting of January 19, 2016.
- B. Approval of the minutes of the City Council Study Session of January 25, 2016.
- C. Approval of payroll checks, in the amount of \$2,235,803.11, for the period December 16, 2015 through January 15, 2016.
- D. Approval of claim vouchers, in the amount of \$2,917,923.69, for the period December 16, 2015 through January 15, 2016.

E. Motion No. 2016-04

Appointing James Hairston to serve on the Public Safety Advisory Committee through August 6, 2017.

F. Motion No. 2016-05

Awarding a bid to KBH Construction Company, in the amount of \$298,500, for the Outfall Water Quality Vaults project.

G. Motion No. 2016-06

Authorizing the execution of an intergovernmental agreement with the Town of Steilacoom for animal control services for three years.

H. Motion No. 2016-07

Authorizing the execution of an agreement with John Caulfield for City Manager services effective January 1, 2016.

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

Community Services Advisory Board meeting minutes of October 14, 2015.

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

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

ORDINANCE

**Ordinance No. 620 – (postponed from the meeting of October 5, 2015)
Amending Title 18A of the Lakewood Municipal Code relative to cottage housing.**

COUNCILMEMBER BRANDSTETTER MOVED TO CONTINUE ORDINANCE NO. 620 TO THE MEETING OF MARCH 21, 2016. SECONDED BY DEPUTY MAYOR WHALEN. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

REPORTS BY THE CITY MANAGER

City Manager Caulfield called on Police Chief Zaro to present the 4th Quarter police report.

4th Quarter Police Report.

Police Chief Zaro provided the 4th quarter police report on specialty units traffic DUI arrests, traffic stops, collisions, the animal control program, CSRT, SWAT, Marine Services, professional standards training, patrol calls for service, property crimes, violent crimes, calls for service at apartments, hotels/motels, and mobile home parks.

Discussion ensued on the time of day of the incidents at Walmart; can the apartments be identified by neighborhood, clarifying the definition between calls for service and serious calls for service; delineating domestic violence incidents; how are “frequent flyers” handled; when developing the rental housing program correlating that program with the data on property and violent crimes; and are there data on pan handling and aggressive begging and graffiti.

City Manager Caulfield provided an update on the status of certain Legislative bills. He reported that SSMCP will have a “hill day” on February 3, 2016 in Olympia to meet with a number of Legislators to discuss the importance of military affairs specific to JBLM.

He announced that the American Cancer Society will be kicking off Relay for Life on February 2, 2016 at 6:30 p.m. in the Council Chambers.

The Lakewood Chamber of Commerce will be holding their Chilli Cookoff on February 4, 2016 at the McGavick Center.

He reported that at the February 8, 2016 Council Study Session under Reports by the City Manager an update will be provided on the City’s 20th Anniversary Celebration.

CITY COUNCIL COMMENTS

Councilmember Moss commented on the Washington Cities Conference she attended in Olympia. She then commented on the Lions Club crab feed event. She indicated that she will be attending the Tillicum Neighborhood’s Association meeting.

Councilmember Bocchi indicated that he will be attending the Chilli cookoff. He asked if the City's Comprehensive Plan was approved by the PSRC.

Councilmember Barth commented on the meeting she attended with the Mayor and City Manager to meet with Legislators. She then requested that Diane Formoso be recognized for the work that she does with Caring for Kids. She noted that she will be attending the Chilli cookoff.

Councilmember Simpson commented on the Long Ranger run event he participated in.

Deputy Mayor Whalen commented on a car show event he attended in Arizona. He indicated that he too will be attended the Chilli cookoff. He then thanked and complimented John Caulfield for his service as City Manager.

Mayor Anderson also thanked John Caulfield for his service as City Manager. He commented on the meeting he and the City Manager had with Legislators. He also spoke about the JBLM meeting at McGavick Center and the Lions Club crab feed. He then reported on a meeting with the School District.

* * * * *

Executive Session

Mayor Anderson announced that Council will recess into Executive Session for approximately 20 minutes to discuss pending litigation update.

* * * * *

Council recessed into Executive Session at 9:25 p.m. and reconvened at 9:45 p.m. At 9:45 p.m., Mayor Anderson announced that Executive Session will be extended an additional 15 minutes. Council reconvened at 10:00 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:00 p.m.

DON ANDERSON, MAYOR

ATTEST:

ALICE M. BUSH, MMC
CITY CLERK



LAKESWOOD CITY COUNCIL STUDY SESSION MINUTES

Monday, February 8, 2016
City of Lakewood
City Council Chambers
6000 Main Street SW
Lakewood, WA 98499

CALL TO ORDER

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

ROLL CALL

Councilmembers Present: 6 – Mayor Don Anderson; Deputy Mayor Jason Whalen; Councilmembers Mike Brandstetter, John Simpson, Marie Barth and Paul Bocchi.

Councilmember Excused: 1 – Councilmember Mary Moss.

ITEMS FOR DISCUSSION:

Lakeview Light and Power presentation.

Mr. Grinberg, Lakeview Light and Power General Manager, provided an overview of Lakeview Light and Power, its organization, client base, finances, how it provides for reliable power, and how system upgrades are maintained, replaced and augmented and replaced for aging infrastructure.

Discussion ensued on the definition of a membership to the Lakeview Light and Power cooperative; how are commercial rates staged; what operational efficiencies are created from an organization that is not publicly regulated; what is the mechanism for changing service boundaries; are there financing programs available for energy efficient window replacements (not currently); when are capital improvements projected to be done for upgrading aging infrastructure; is the City of Lakewood a voting member of Lakeview Light and Power; and when Lakeview discovers electrical and safety issues when and how is the City notified and involved.

Review of citizens' advisory boards, committees and commission work plans.

Arts Commission

Recreation Coordinator Dennis Higashiyama reviewed the Arts Commission 2016 Work Plan.

Discussion ensued about public art work and how cost factors can vary between production and creativity; and consider incorporating public art in the pedestrian walkway improvements project on Gravelly Lake to Nyanza.

Community Services Advisory Board

Human Services Coordinator Karmel Shields provided an overview of the Community Services Advisory Board 2016 Work Plan.

Lakewood's Promise Advisory Board

Lakewood's Promise Advisory Board Coordinator Kurt Sample provided an overview of the Lakewood's Promise Advisory Board 2016 Work Plan.

Discussion ensued if Lakewood's Promise is still tied to America's Promise; and how is the computer clubhouse move to Lochburn Middle School working.

Parks and Recreation Advisory Board

Parks and Recreation Director Mary Dodsworth provided an overview of the Parks and Recreation Advisory Board 2016 Work Plan.

Discussion ensued on a donation policy and how donations are utilized for parks projects; is a business plan being prepared for the design of a gathering place at Ft. Steilacoom Park; how does the Waughop Lake Management Plan dovetail with the Waughop Lake trail project; and tobacco free park areas.

Youth Council

Recreation Coordinator Dennis Higashiyama reviewed the 2016 Youth Council Work Plan.

Discussion ensued on what feedback has the Youth Council provided on their experience with sitting on various citizens' advisory boards and committees.

Public Safety Advisory Committee

Police Chief Zaro provided an overview of the Public Safety Advisory Committee 2016 Work Plan.

Discussion ensued on whether the homeless data count will be helpful for the Public Safety Advisory Committee's work plan.

Planning Commission

Assistant City Manager for Development Services Dave Bugher provided an overview of the Planning Commission's 2016 Work Plan.

Discussion ensued on the status of the Motor Avenue design project and providing the Council with an interim update.

Landmarks and Heritage Advisory Board

Assistant City Manager for Development Services Dave Bugher provided an overview of the Landmarks and Heritage Advisory Board 2016 Work Plan.

Lodging Tax Advisory Committee

Assistant City Manager for Administrative Services Tho Kraus reviewed the Lodging Tax Advisory Committee's 2016 Work Plan.

Discussion ensued on the make-up of the Committee membership.

Council recessed at 9:34 p.m. and reconvened at 9:40 p.m.

Capital Needs update.

Assistant City Manager for Administrative Services Kraus identified a number of potentially needed transportation and parks capital projects and reviewed various proposed financing options including councilmanic bonds, additional \$20 vehicle license fee, a property tax levy lid lift simple majority (50 +1) and super majority (60%). She noted that there are 60 transportation projects totaling \$78.5 million of which there are 38 funded projects totaling \$45.1 million, 10 newly funded projects totaling \$10.4 million, 8 potentially unfunded grant eligible projects totaling \$21.2 million and 4 unfunded emerging projects totaling \$1.8 million. She noted there are 14 funded parks projects totaling \$2.4 million, 18 unfunded grant eligible projects totaling \$10.7 million and 4 unfunded emerging projects totaling \$310,000. She also reported that the City is looking at a potential option to partner with the Lakewood Library (\$39 million) in a joint capital project of having a Library and Senior Center (\$2 million). She then reviewed several financing options for such a joint capital project.

Discussion ensued on the concept of incorporating Library and Senior Center activities; and how many square feet is needed for the Senior Center (10,000 square feet).

Assistant to the City Manager Lincoln provided an overview of the City Kirkland's capital needs projects and funding stream to successfully receive voter approval of their street projects, including communications and marketing outreach. Their education was focused on the business community lead by Councilmembers. He explained that their parks capital needs was driven by the public. Great visuals and data were presented in a timely fashion and projects were completed as stated.

Assistant City Manager for Administrative Services Kraus then reviewed the unfunded project options, and noted that staff is recommending Option 3 which is to

continue communication with Pierce County Library to include pursuing funding for a Library and Senior Activity Center.

Discussion ensued on the Council holding a retreat with the Library Board to discuss a proposed concept of a Library and Senior Activity Center; need to re-work the transportation list if the City pursues a transportation levy; and was the creation of forming a Parks District option for generating revenues considered.

Rental housing inspection program progress update.

City Attorney Wachter provided a progress report on what inspections a rental housing program would consist of including systemic, proactive, plumbing and sanitation, smoke detectors, hazardous wiring, heat and ventilation systems, safe and functional exits, and carbon monoxide detectors .

Discussion ensued on what can be done to accessing trailer units; why is the City limited on the annual number of rental inspections; why is mold inspections not on the list (if unit is properly managed with heat and ventilation there is likely not to be mold); can you start the program by working backwards by the age of the housing; can you have two separate programs one for mobile homes and one for stick-built homes running on separate tracks; and inviting the Health Department to a Council meeting to make a presentation on how they handle mold issues.

Information Technology Plan update.

Information Manager Ken White provided an update on information technology completed projects in 2014 and 2015 and the status of current projects.

Discussion ensued on where wifi capability will be made available at Ft. Steilacoom Park; and what is the policy on the capture and archival of texts when using private and City phones.

BRIEFING BY THE CITY MANAGER

City's 20th Anniversary update.

Assistant City Manager of Administrative Services Kraus provided an update on the City's 20th Anniversary celebration event on February 23, 2016.

Deputy Mayor Whalen suggested to make it easy, perhaps tying the anniversary to Summerfest, incorporating the logo into the Triathlon t-shirts, perhaps a walkability ribbon cutting if Waughop Lake trail is done and perhaps a parade in the Towne Center.

ITEMS TENTATIVELY SCHEDULED FOR THE FEBRUARY 16, 2016 REGULAR CITY COUNCIL MEETING:

1. Proclamation declaring the week of March 14 – 18, 2016 as Classified School Employees Week. – *Ms. Irene Oda, President, Educational Support Personnel of Clover Park*
2. Proclamation declaring February 28, 2016 as City of Lakewood Day in celebration of the City's 20th anniversary.
3. Partners for Parks Waughop Lake Trail project presentation. – *Ms. Sally Saunders*
4. Business showcase. – *Greer Steel, Mr. Dave Kapla, General Manager*
5. Approving the citizens' advisory boards, committees and commissions 2016 work plans.
6. Authorizing the execution of an amendment to the interlocal agreement with Pierce County relative to the 2016 surface water management billings.

CITY COUNCIL COMMENTS

Deputy Mayor Whalen asked if a Councilmember could attend the Lake City Neighborhood Association meeting this week as he had a conflict.

Mayor Anderson indicated that he is on the Pierce County Charter Review Committee and is suggesting that each County Council District be represented on the Health Department Board. He asked Councilmembers for their input on his suggestion.

ADJOURNMENT

There being no further business, the meeting adjourned at 11:25 p.m.

DON ANDERSON, MAYOR

ATTEST:

ALICE M. BUSH, MMC
CITY CLERK



LANDMARKS & HERITAGE

ADVISORY BOARD

December 17, 2015 Meeting Minutes
Third Floor Executive Conference Room
6000 Main Street SW
Lakewood, WA 98499

CALL TO ORDER

The meeting was called to order at 6:01 p.m. by presiding officer Ms. Stephanie Walsh, Chair.

MEETING PROTOCOL

Roll Call

Landmarks & Heritage Advisory Board Members Present: Stephanie Walsh, Chair; Glen Spieth, Vice-Chair; Joan Cooley, Bill Harrison, Bob Jones, Beth Campbell and Dennis Dixon

Landmarks & Heritage Advisory Board Members Excused: Walter Neary

Landmarks & Heritage Advisory Board Members Absent:

Council Liaison to LHAB: Councilmember John Simpson

Landmarks & Heritage Advisory Board Consultant: Jennifer Schreck

Staff Present: Dan Catron, Planning Manager; Karen Devereaux, Administrative Assistant

Acceptance/Changes to Agenda

Ms. Stephanie Walsh, Chair, queried the group for any needed changes to the agenda, hearing none, asked for a motion. **The motion to accept the meeting agenda was made by Ms. Joan Cooley. Mr. Glen Spieth seconded the motion. A voice vote was taken and the motion carried unanimously.**

Approval of Minutes

Ms. Stephanie Walsh, Chair, opened the floor asking if there were any additions, changes or modifications to the November 19, 2015 meeting minutes. **Mr. Bill Harrison made the motion to approve the minutes as written. The motion was seconded by Mr. Bob Jones. A voice vote was taken and the motion carried unanimously.**

Announcements

Ms. Stephanie Walsh, Chair, acknowledged this is to be Mr. Dan Catron's last meeting serving as staff liaison to the board. Everyone thanked Dan for his service wished him well in his future endeavors. City staff agreed to notify members when a replacement is chosen.

PUBLIC COMMUNICATIONS

None.

UNFINISHED BUSINESS

Review of Touring Map Update

Ms. Jennifer Schreck, Consultant, informed the group the touring map will be printed before the end of the year. Ms. Stephanie Walsh noted the artist invoices for design and printing were paid before the grant deadline of November 30, 2015. The next step is distribution. Ms. Jennifer Schreck thanked board

members for the many ideas for the new design. Mr. John Simpson, Council liaison, congratulated board members on their hard work and finished product. Glen Spieth noted the map truly illustrates Lakewood has a lot of history. Ms. Joan Cooley proposed speaking with the local schools to present the map and information to Social Studies student's throughout the district as an outreach project. Mr. Bill Harrison suggested contacting administration at the General William H. Harrison Preparatory School in Lakewood for direction in how to best approach this within the district.

Review of Benefits Brochure

As with the Touring Map, the Benefits Brochure will be printed and ready for distribution before the end of the year. Board members noted the brochure is another great tool for building public awareness.

George Tsutakawa "Lily" Fountain at Chase Bank

Ms. Joan Cooley reported to the group that the Joint Arts Commission meeting on Monday, December 7, 2015, went well as they discussed the interest in approaching the bank property owners to consider having the Tsutakawa "Lily" fountain given a Community Landmark designation. Ms. Joan Cooley explained that Mr. Dennis Higashiyama, City staff liaison to Arts Commission, knows the Tsutakawa family directly and was very excited over the LHAB interest in such recognition. Mr. Dennis Higashiyama has agreed to assist in writing a letter to the bank owners. (Since this 12/17/15 meeting Public Works Department has provided to Mr. Bob Jones, sub-committee member, the contact information on property owners Howe Investments, LLC, located in Gig Harbor.)

Mr. Bob Jones reasoned that the property owner may not want the responsibility of their property being encumbered in a community designation. Ms. Jennifer Schreck assured him just the fountain itself would be involved in the designation, not the entire property. Ms. Schreck offered to help explain this to the owners and bank representatives, if needed.

Ms. Stephanie Walsh, Chair, reviewed the next steps of getting the letter written and sent, receiving approval from the owner, then proceeding with the application. Ms. Joan Cooley noted the Arts Commission was very receptive to this idea and would likely work together on projects to enhance both missions.

NEW BUSINESS

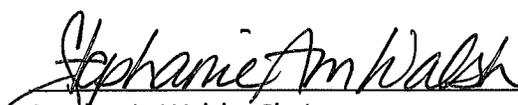
None.

PUBLIC HEARING

None.

Next Meeting is scheduled for Thursday, January 28 at 6:00 p.m. in Executive Conference Room 3A.

Meeting Adjourned at 6:46 p.m.

 01/28/2016
Stephanie Walsh, Chair
Landmarks & Heritage Advisory Board

 01/28/2016
Karen Devereaux, Secretary to the
Landmarks & Heritage Advisory Board



**LAKEWOOD PARKS & RECREATION ADVISORY BOARD
REGULAR MEETING MINUTES
TUESDAY, November 24, 2015 – 5:30 PM
LAKEWOOD CITY HALL ROOM 1E
6000 MAIN ST SW
LAKEWOOD, WA 98499**

CALL TO ORDER

Jason Gerwen, Chairman, called the meeting to order at 5:30pm.

ATTENDANCE

PRAB Members Present: Jason Gerwen, Vito Iacobazzi, Sylvia Allen, Alan Billingsley, Susan Dellinger & Heinz.Haskins.

Guest: Susan Waters, Center for Natural Lands Management.

Staff Present: Mary Dodsworth, Director; Cameron Fairfield, Office Assistant.

Council Liaison: Don Anderson, Not present.

APPROVAL OF MINUTES: Vito Iacobazzi moved and Heinz Haskins seconded the motion to approve the minutes of the October 27, 2015 meeting as presented. MPU.

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

Capital Projects Update: Mary Dodsworth gave a brief update on the ongoing Capital Projects. The updates included; Springbrook Park and bridge improvements, Waughop Lake trail at Fort Steilacoom Park (FSP), FSP sports field improvements and the Bridgeport Gateway. Staff is doing playground design workshops with neighborhood children and Mary encouraged the board to attend the public meeting regarding the Waughop Lake Trail project on December 10th, 6:00pm at Lakewood City Hall.

NEW BUSINESS:

Prairie Restoration at Fort Steilacoom Park: Susan Waters, from the Center for Natural Lands Management, shared a PowerPoint presentation proposing a prairie oak restoration at Fort Steilacoom Park. The PowerPoint contained a company overview, project objectives, restoration benefits, project scope and future management associated with the renovations. The benefits and risks were discussed amongst the PRAB board members and included long term impacts, future restrictions for use, how to inform the community of site impacts and potential partnerships. This topic will be revisited at a future meeting.

DIRECTORS REPORT: Mary's director's report gave a brief summary on the Waughop Lake trail stakeholders group, toxic algae blooms, I-5 improvements, International cyclocross race at FSP, FSP land transfer, Christmas tree lighting, Jingle Bell Dash and community outreach efforts.

BOARD COMMENTS: None

NEXT MEETING: The next PRAB business meeting is scheduled for Tuesday, January 26th at 5:30pm at Lakewood City Hall.

ADJOURNMENT: Alan Billingsley motioned to adjourn the meeting at 6:50 pm. Vito Iacobazzi seconded the motion. MPU



Jason Gerwen, Chairman



Cameron Fairfield, Office Asst.



**LAKEWOOD ARTS COMMISSION
REGULAR MONTHLY MEETING**
Date: Monday, January 4, 2016
Time: 4:30 PM – 6:00 PM
Lakewood City Hall Room 3A
6000 Main Street SW
Lakewood, WA 98499

CALL TO ORDER

Dennis Higashiyama called the meeting to order at 4:35pm.

ATTENDANCE:

Arts Commission Members Present: Susan Coulter, Kurtis Erickson, Retha Hayward, Bob Lawrence, John Munn, Connie Perra, Phillip Raschke, Barbara Vest, Jean Witte

Staff: Dennis Higashiyama Recreation Coordinator, Cameron Fairfield Office Assistant

Youth Council Liaison: William Joy

Council Liaison: Marie Barth

Arts Commission Member Excused: Kathy Flores, Peggy Leach

Arts Commission Member Absent: Tony Lamb

Guest: None

APPROVAL OF MINUTES: Retha Hayward moved and Susan Coulter seconded the motion to approve the minutes from November 2, 2015, meeting. The motion passes.

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

Open Seats on Arts Commission: The commission continued their discussion on the 3 open seats remaining for the Arts Commission. John Munn mentioned Ms. Harris from Harrison Prep as a possible candidate for the open educator position. Active recruitment for the commission is strongly recommended.

New Officers: Susan Coulter was nominated as the Chair. Susan accepted the nomination. After a vote by the Arts Commission, Susan Coulter was elected as the new chair. John Munn was nominated as the Vice Chair. John Munn accepts the nomination. After the vote by the Arts Commission, John Munn was elected as the Vice Chair.

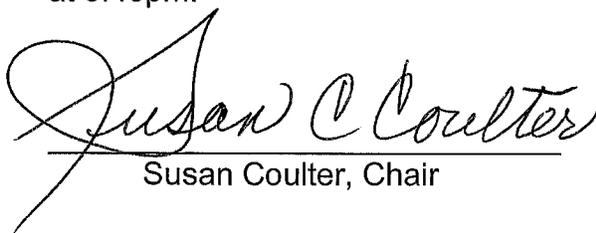
RFP: Dennis Higashiyama gave a brief update on the RFP for the public art at Gravelly Lake and Washington Boulevard. The Commission is awaiting the as built from the public works department. It was suggested that Desiree Winkler attend a future meeting to assist with this process.

MLK Essay Report: There were two winners from the MLK Essay Contest. One of the winners was from Lakes High School and the other was from Harrison Prep. A long discussion ensued about the selection process and the changes that could be made for the upcoming years.

NEW BUSINESS:

LHAB: Dennis Higashiyama gave a brief presentation on the LHAB process for the Tsutukawa fountain. A copy of the history of the fountain and sculptor was shared with the commission.

ADJOURNMENT: Retha Hayward moved and Kurtiss Erickson seconded the motion to adjourn the meeting. The motion passes. The meeting was adjourned at 5:40pm.


Susan Coulter, Chair


Dennis Higashiyama, Staff Liaison

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: 2-16-16	TITLE: Intergovernmental Agreement for Animal Control Services – City of Dupont	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE NO. <input type="checkbox"/> RESOLUTION NO. <input checked="" type="checkbox"/> MOTION NO. 2016-09 <input type="checkbox"/> OTHER
REVIEW:	ATTACHMENTS: Intergovernmental agreement for Animal Control Services	

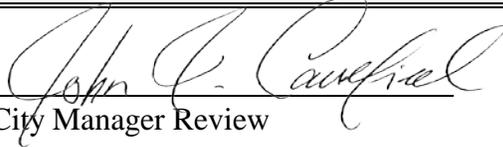
SUBMITTED BY: Michael Zaro, Police Chief

RECOMMENDATION: It is recommended that the Council authorize the City Manager to execute a contract with the City of Dupont for animal control services.

DISCUSSION: This agreement between City of Lakewood and the City of Dupont includes all items listed in Intergovernmental Agreement for Animal Control Services Item One – Scope of Services. The contract is for three (3) years. The City of Dupont will provide limited commissions to City of Lakewood Animal Control Officers. The City of Lakewood and City of Dupont find it is in their best interests to enter into this agreement in the absence of assistance from the Tacoma-Pierce County Humane Society Shelter.

ALTERNATIVE(S): Do not assist the City of Dupont.

FISCAL IMPACT: The City of Dupont will compensate the City of Lakewood \$28,386 annually. The actual amount compensated will increase 2% per year. Cost sharing will also be reviewed annually to confirm compensation is proportional to services received by the City of Dupont.

_____ Prepared by	 _____ City Manager Review
_____ Department Director	

**INTERGOVERNMENTAL AGREEMENT
FOR ANIMAL CONTROL SERVICES**

This Agreement is made and entered into this _____ day of _____, 20____ by and between the City of Lakewood, a municipal corporation (Contractor) and The City of DuPont, a municipal corporation (DuPont).

WHEREAS, the parties hereto have determined that it would be in the best interest of the citizens within their respective jurisdictions to enter into an agreement to provide animal control services in the absence of assistance from the Tacoma-Pierce County Humane Society Shelter; and

WHEREAS, DuPont agrees to share in the costs and the services of Animal Control Officers employed by the City of Lakewood by paying costs proportional to services received; and

WHEREAS, the Animal Control Officers time will be allocated proportionally as detailed in Attachment A to be determined annually; and

WHEREAS, the City of Lakewood is willing and able to provide animal control services;

NOW, THEREFORE, the Parties agree as follows:

ITEM ONE. Scope of Services. The City of Lakewood, hereinafter referred to as Contractor, shall provide the following type of animal control services to the City of DuPont, hereinafter referred to as DuPont:

- a. Enforcement of animal control laws including testimony at subsequent related hearings;
- b. Coordination of animal licensing subject to Section 5.2 of this Agreement;
- c. Securing aid for any injured animals;
- d. Removal of dangerous or potentially dangerous domestic animals; and
- e. Removal of dead animals from private property. Parties agree to coordinate removal of dead animals from public property through their public works or other assigned departments.

DuPont agrees to hold its own hearings and otherwise agrees to provide a hearings examiner, to schedule, to provide mail notification, to hold and track related hearings. Costs associated with hearings and related appeals are the responsibility of the City of DuPont.

The Contractor will provide the required office space, supplies, and related equipment necessary to accomplish the animal control program. The parties agree to work together to establish hours of service for Animal Control Officers.

from any and all claims, demands, losses, actions and liabilities (including costs and all attorney fees) to or by any and all person or entities, including, without limitation, their respective agents, licenses, or representatives, arising from, resulting from, or connected with this Agreement to the extent caused by the negligent acts, errors or omissions of the Contractor, its partners, shareholders, agents, employees, or by the Contractor's breach of this Agreement.

8.2 City Indemnification. DuPont agrees to indemnify, defend and hold the Contractor, it's officers, directors, shareholders, partners, employees, and agents harmless from any and all claims, demands, losses, actions and liabilities (including costs and attorney fees) to or by any and all persons or entities, including without limitation, their respective agents, licensees, or representatives, arising from, resulting from, or connected with this Agreement to the extent caused by the negligent acts, errors, or omissions of the City of DuPont, its employees or agents.

ITEM NINE. Non-Discrimination. Parties shall not discriminate in any manner on the basis of race, color, national origin, sex, religion, age, marital status or disability in employment or the provision of services.

ITEM TEN. Insurance. The Contractor agrees to carry, at a minimum, general liability with combined single limits of liability not less than \$1,000,000 for damages sustained by reason or in the course of operation under this Agreement, whether occurring by reason of acts, errors or omissions of the Contractor.

The Contractor shall provide certificates of insurance, concurrent with the execution of this Agreement, evidencing such coverage and, at either party's request, furnish the requesting party with all insurance policies and with evidence of payment of premiums or fees of such policies. All insurance policies shall contain a clause of endorsement providing they may not be materially amended during the Term of this Agreement, except after thirty (30) days prior written notice to the parties.

The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

ITEM ELEVEN. Books and Records. The Contractor agrees to maintain books, records, and documents which sufficiently and properly reflect all direct and indirect costs related to the performance of the Services and maintain such accounting procedures and practices as may be deemed necessary by either party to assure proper accounting of all funds paid pursuant to this Agreement. Specifically, the Contractor will provide monthly reports on revenue and service levels. These records shall be subject, at all reasonable times, to inspection, review or audit by party, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

ITEM TWELVE. Entire Agreement. This Agreement contains the entire understanding of the parties hereto in respect to the transaction contemplated hereby and supersedes all prior agreements between the parties with respect to such subject matter.

ITEM THIRTEEN. Amendment, Modification or Waiver. No amendment, modification or waiver of any condition, provision or term of this Agreement shall be valid or of any effect unless made in writing, signed by the party or parties to be bound, or such party's duly authorized representative(s) and specifying with particularity the nature and extent of such amendment, modification or waiver. Any waiver by any party of any default of any party shall not affect or impair any right arising from any subsequent default. Nothing herein shall limit the remedies or rights of the parties hereto pursuant to this Agreement.

ITEM FOURTEEN. Assignment. Neither party shall have the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other party.

ITEM FIFTEEN. Applicable Law. This Agreement and the right to the parties hereunder shall be governed by and interpreted in accordance with the laws of the State of Washington and venue for any action hereunder shall be Pierce County, State of Washington.

ITEM SIXTEEN. Costs to Prevailing Party. In the event of such litigation or other legal action to enforce any rights, responsibilities or obligations under this Agreement, the prevailing party shall be entitled to receive its reasonable cost and attorney's fees.

ITEM SEVENTEEN. Notices. Any notices required to be given by the Parties shall be delivered at the addresses set forth below. Any notices may be delivered personally to the addressee of the notice or may be deposited in the United States mail, postage prepaid, to the address set forth below. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing.

ITEM EIGHTEEN. Administration of Agreement. This Agreement shall be administered by _____, _____ on behalf of the City of DuPont and by the City Manager of the City or designee on behalf of the City of Lakewood. Any written notices required by the terms of this Agreement shall be served on or mailed to the following addresses:

City of Lakewood
Lakewood City Hall
6000 Main Street SW
Lakewood, WA 98499

City of DuPont
1700 Civic Drive
DuPont, WA 98327

ITEM NINETEEN. Severability. Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the parties who agree that the Agreement shall be reformed to replace such stricken provisions or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

ITEM TWENTY. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be one and the same Agreement and shall become effective when one or more counterparts have been signed by each of the parties and delivered to the other party.

DATED this _____ day of _____, 20 _____.

THE CITY OF LAKEWOOD

By: _____
John Caulfield, City Manager

Attest:

Alice Bush, MMC, City Clerk

Approved As To Form:

Heidi Wachter, City Attorney

THE CITY OF DUPONT

By: 
Mike Courts, Mayor

Attest:


Erin Larsen, CMC, City Clerk

Approved As To Form:


Gordon P. Karg, City Attorney

Attachment A

Annual charges for Lakewood Animal Control

Charges are on a per capita basis and are based on population as provided by the Washington State Office of Financial Management. The amount was determined by historical costs for total animal control services and includes salary and benefits, equipment, training, clerical support, and administrative oversight.¹ Charges will increase at a rate of 2% per year to account for increases in costs to the City of Lakewood.

Cost per capita: \$3.13

Dupont population (2012): 8,430

2016 Annual cost (excluding financial processing fee): \$26,386

Financial processing fee: \$2,000 per year

Total annual cost for services: \$28,386

¹ Because Humane Society contracts are negotiated separately, those costs are not included in this attachment and those services and Humane Society services are not a part of this agreement.

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: February 16, 2016 REVIEW:	TITLE: Authorize the nineteenth Amendment to the Inter-local Agreement with Pierce County regarding surface water management charges collected by Pierce County ATTACHMENTS: 19 th Amendment to City/Pierce Co. Inter-local Agreement for SWM Billing Services Contract #96-8137	TYPE OF ACTION: — ORDINANCE — RESOLUTION <u>X</u> MOTION NO. 2016-10 — OTHER
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SUBMITTED BY: Don E. Wickstrom, Public Works Director

RECOMMENDATION: It is recommended that the City Council direct the City Manager to authorize the nineteenth Amendment to the Inter-local Agreement with Pierce County and the City of Lakewood regarding surface water management charges collected by Pierce County.

DISCUSSION: The City originally authorized Pierce County to provide billing, payment receipt, and parcel tracking services in support of surface water management through an inter-local agreement with the City of Lakewood executed in December 1996. The contract is evaluated each year and is amended accordingly. As an inter-local agreement, Council action is required in order to execute the amendment.

ALTERNATIVE(S): Without an amendment the contract expires and City will need to duplicate the services of the County in order to collect surface water management funds.

FISCAL IMPACT: The amendment reflects an increase from \$50,214.52 for 2015 to \$51,720.96 for 2016. This represents a 3% increase.

Prepared by _____ _____ Department Director	 City Manager Review
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**NINETEENTH AMENDMENT TO INTER-LOCAL AGREEMENT
BETWEEN PIERCE COUNTY AND THE CITY OF LAKEWOOD
REGARDING SURFACE WATER MANAGEMENT SERVICE CHARGES
COLLECTED BY PIERCE COUNTY CUSTOMER CONTRACT # CC-8137**

THIS NINETEENTH AMENDMENT is made and entered into by and between PIERCE COUNTY, a political subdivision of the State of Washington, hereinafter referred to as "**County**", and CITY OF LAKEWOOD, hereinafter referred to as "**City**."

WHEREAS, the parties have previously entered into an Agreement dated December 30, 1996, regarding Surface Water Management Billing Services herein known as "Agreement"; and

WHEREAS, as part of the Agreement the County was to provide billing, payment receipt, and parcel tracking services until December 31, 1997; and

WHEREAS, in consideration of the County providing those billing, payment receipt, and parcel tracking services the City agreed to remit to the County an annual fee; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 1997 to December 31, 1998 and revised the annual fee to reflect the increase in the cost of providing services, by the first amendment on January 5, 1998; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 1998 to December 31, 1999 and revised the annual fee to reflect the increase in the cost of providing services, by the second amendment on December 4, 1998; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 1999 to December 31, 2000 and revised the annual fee to reflect the increase in the cost of providing services, by the third amendment on December 22, 1999; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 2000 to December 31, 2001 and revised the annual fee to reflect the increase in the cost of providing services, by the fourth amendment on January 8, 2001; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 2001 to December 31, 2002 and revised the annual fee to reflect the increase in the cost of providing services, by the fifth amendment on October 25, 2001; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 2002 to December 31, 2003 and revised the annual fee to reflect the increase in the cost of providing services, by the sixth amendment on January 28, 2003; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 2003 to December 31, 2004 and revised the annual fee to reflect the increase in the cost of providing services, by the seventh amendment on January 21, 2004; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 2004 to December 31, 2005 and revised the annual fee to reflect the increase in the cost of providing services, by the eighth amendment on February 4, 2005; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 2005 to December 31, 2006 and revised the annual fee to reflect the increase in the cost of providing services, by the ninth amendment on March 30, 2006; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 2006 to December 31, 2007 and revised the annual fee to reflect the increase in the cost of providing services, by the tenth amendment on April 17, 2007; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 2007 to December 31, 2008 and revised the annual fee to reflect the increase in the cost of providing services, by the eleventh amendment on January 24, 2008; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 2008 to December 31, 2009 and revised the annual fee to reflect the increase in the cost of providing services, by the twelfth amendment on March 16, 2009; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 2009 to December 31, 2010 and revised the annual fee to reflect the increase in the cost of providing services, by the thirteenth amendment on February 12, 2010; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 2010 to December 31, 2011 and revised the annual fee to reflect the increase in the cost of providing services, by the fourteenth amendment on February 25, 2011; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 2011 to December 31, 2012 and revised the annual fee to reflect the increase in the cost of providing services, by the fifteenth amendment on February 9, 2012; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 2012 to December 31, 2013 and revised the annual fee to reflect the increase in the cost of providing services, by the sixteenth amendment on February 5, 2013; and

WHEREAS, said Agreement was amended to extend the termination date from December 31, 2013 to December 31, 2014 and revised the annual fee to reflect the increase in the cost of providing services by the seventeenth amendment on January 8, 2014; and

IN WITNESS WHEREOF, the parties have executed this amendment DATED this _____ day of _____, 2016.

CITY OF LAKEWOOD:

PIERCE COUNTY:

Approved as to legal form only:

By: _____
City Manager Date

By: _____
Deputy Prosecuting Attorney Date

Approved as to form only:

Recommended:

By: _____
City Attorney Date

By: _____
Budget & Finance Date

Attest:

Approved:

By: _____
City Clerk Date

By: _____
Department Director Date
(less than \$250,00)

By: _____
Pierce County Executive Date
(\$250,000 or more)

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: February 16, 2016	TITLE: Approve the Citizens' Advisory Boards, Committees and Commission work plans	TYPE OF ACTION: ___ ORDINANCE NO. ___ RESOLUTION NO. <u>X</u> MOTION NO. 2016-11 ___ OTHER
REVIEW: February 8, 2016	ATTACHMENTS:	

SUBMITTED BY: Tho Kraus, Assistant City Manager for Administrative Services

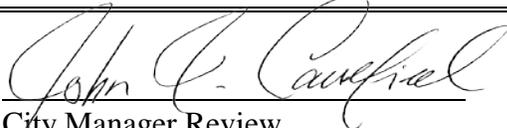
RECOMMENDATION: It is recommended that the City Council approve the Citizens' Advisory Boards, Committees and Commission work plans.

DISCUSSION: Chapter 2.68 of the Lakewood Municipal Code requires all City of Lakewood Citizens' Advisory Boards, Committees and Commissions, authorized by the City Council to conduct research make recommendations or perform other work in furtherance of the goals and objectives of the City, to follow a properly executed annual work plan specific to that body. Accordingly, a work plan for the Arts Commission, Community Services Advisory Board, Lakewood's Promise Advisory Board, Landmarks and Heritage Advisory Board, Lodging Tax Advisory Committee, Parks and Recreation Advisory Board, Planning Commission, Public Safety Advisory Committee and the Youth Council has been reviewed by each committee and is attached for City Council consideration.

Pursuant to City Code, the City Council is expected to review the work plan of each Advisory Board and Committee and formally approve each work plan. The City Council may amend the work plans as appropriate. If an advisory group anticipates departure from the work plan, such departure should be authorized by the City Council. City Council reviewed the proposed work plan for each Board and Commission at the Study Session held on February 8, 2016.

ALTERNATIVE(S): The City Council may amend each work plan as appropriate.

FISCAL IMPACT: Any applicable budget is included with the attached work plans.

_____ Prepared by	 _____ City Manager Review
_____ Department Director	

DISCUSSION, CONTINUED: Pursuant to that discussion, the following adjustments have been made to the work plans:

- The Planning Commission:
 - The Six Year Transportation Improvement Plan was added to the meeting schedule.
- The Lodging Tax Advisory Committee :
 - Members Section: Identified committee membership by type (Chair, Represent Businesses Authorized to Collect and Represent Businesses Authorized to Receive); and added respective business name after each member; and listed vacant position.
 - Purpose Section: Added language from the City's code as it relates to membership - "The number of members who are representatives of businesses required to collect tax shall equal the number of members who are involved in activities authorized to be funded by revenue received".
 - Meeting Schedule Section: Removed June/July meeting as those are on as as needed basis; removed October meeting as it is technically not a committee meeting (this meeting is a presentation of the LTAC recommendation to the City Council); and added "more frequently as needed".

Arts Commission 2016 Work Program and Meeting Schedule

Members:

Susan Coulter, Chair
John Munn, Vice-Chair
Tony Lamb
Peggy Leach
Retha Hayward
Kathy Flores

Phillip Raschke
Kurtiss Erickson
Robert Lawrence
Barbara Vest
Jean Witte
Constance Perra

City Council Liaison: Councilmember Marie Barth
City Staff: Recreation Coordinator Dennis Higashiyama

Meeting Date	TOPICS
January 4, 2016	Recruitment, City Hall Art Exhibit, Public Art – Gravelly Lake & Washington, MayFest, Budget
February 1, 2016	Recruitment, City Hall Art Exhibit, Public Art – Gravelly Lake & Washington, MayFest, ArtsFest, SummerFEST AC Stage, Pierce County Reads
March 7, 2016	Recruitment, Public Art – Gravelly Lake & Washington, MayFest, ArtsFest, SummerFEST AC Stage
April 4, 2016	Recruitment, City Hall Art Exhibit, Public Art – Gravelly Lake & Washington RFP distributed, MayFest, ArtsFest, SummerFEST AC Stage
May 2, 2016	Recruitment, Public Art – Gravelly Lake & Washington RFP due, MayFest, SummerFEST AC Stage, Asian Film Festival
June 6, 2016	Recruitment, Public Art – Gravelly Lake & Washington artist selected, SummerFEST AC Stage, Lakewood Reads
July and Aug, 2016	Optional meetings: Asian Film Festival
September 12, 2016	Recruitment, Public Art – Gravelly Lake & Washington
October 3, 2016	Recruitment, City Hall Art Exhibit
November 7, 2016	Recruitment, Public Art – Nomination of Officers
December 5, 2016	Recruitment, Public Art – Budget, New Officers vote

All meetings begin at 4:30 p.m. and are held in 3A of Lakewood City Hall (unless otherwise noted)

Special Events and Dates to Remember		
<u>Event</u>	<u>Date</u>	<u>Location</u>
City Hall Art	Jan	City Hall
City Hall Art	April	City Hall
ArtsFest	late April	Pierce College
Pierce County Reads	late April	Pierce County Library
MayFest	Early May	Lakewood Gardens
RFP Proposals due	May 6	City Hall
RFP Artist notified	June 10	City Hall
City Hall Art	July	City Hall
SummerFEST /AC Stage	July 9	Ft. Steilacoom Park
Lakewood Reads	September	Pierce County Library
City Hall Art	October	City Hall

Community Services Advisory Board 2016 Work Program and Meeting Schedule

CSAB Members:

Edith Owen-Wallace, Chair
Sharon Taylor, Vice-chair
Mumbi Ngari-Turner
Ric Torgerson

Paul Calta
Kathleen Lund
Laurie Maus
Claudia Penney, Youth Council

City Council Liaison: Marie Barth

City Staff: Karmel Shields, Human Services Coordinator
Jeff Gumm, Program Coordinator

Meeting Schedule

January 20, 2016	CDBG: Technical review of applications HS: 2016 Contract Update & 2015 Annual Report CSAB: Review 2016 Annual Work plan
February 17, 2016	CDBG: Review and approval of Draft FY 2016 Annual Action Plan recommended projects HS: Review 2015 HS Annual Report CSAB: Needs Analysis Updates – Food & Stabilization Services
March 14, 2016 – Council Chambers Study Session - 7:00 p.m.	CDBG: Council review Draft FY 2016 Annual Action Plan & CSAB 2016 Work Plan HS: Briefing on 2015 Annual Report
March 16, 2016	HS: Draft 2017/18 Funding Priorities & Request for Proposal (RFP) timeline CSAB: Needs Analysis Updates – Healthy Relationships
April 20, 2016	CDBG: Submittal of FY 2016 Annual Action Plan to HUD May 13, 2016 HS: Finalize funding priorities & RFP timeline CSAB: Needs Analysis Updates – Access to Health & Housing Assistance
May 18, 2016	HS: Develop funding criteria, scoring parameters and RFP application
May 23, 2016 – (TBD) Council Chambers Study Session - 7:00 p.m.	HS: Review HS funding priorities & 2017-18 application process
June 15, 2016	HS: Review draft HS funding application
June 30, 2016	RFP Released & Bidder's workshop July 13
Monday, August 15, 2016	2017/18 HS Funding Application Deadline
August 17, 2016	HS: CSAB members receive applications & score sheets. Prepare for applicant presentations
September 14, 2016	CDBG: Review of FY 2015 CAPER, FY 2016 CDBG/HOME Work Plan, and FY 2016 CDBG/HOME policies and procedures HS: 2017/18 HS funding deliberations
September 21, 2016	CDBG: Adoption of FY 2015 CAPER HS: 2017-18 HS funding deliberations continue
September 26, 2016 - Council Chambers Study Session - 7:00 p.m.	Joint meeting with Council to review of FY 2017 Work Plan & Update on HS funding review process
Thursday, October 6, 2015 - Council Chambers - 6:00 p.m.	CDBG: Public Hearing on housing, human services and community development needs HS: HS funding deliberations continue
October 12, 2016	CDBG: Adopt FY 2016 CDBG & HOME policies,

	funding strategies, and Work Plan. HS: HS funding deliberations continue
October 19, 2016	HS: Finalize 2017/18 Funding Recommendations
November 16, 2016	HS: Prepare for Council Study Session on 2017/18 Human Services Funding Recommendations
November 14, 2016 - Council Chambers Study Session - 7:00 p.m.	Present 2017/18 Human Services Funding Recommendations to Council

All meetings begin at 5:30 p.m. in Conference Room 3A, unless otherwise indicated

**Lakewood's Promise Advisory Board
2015 Work Program and Meeting Schedule**

Members:

Clayton DeNault, Chair
Ellie Wilson, Vice-Chair
Judi Weldy
Echo Curry
Marcos Vieyra

Debbie LeBeau
Dr. Michele Johnson
Dr. Lonnie Howard
Mary Dodsworth
Deborah Gist

City Council Liaison: Councilmember Mary Moss

City Staff: Parks, Recreation and Community Services Director Mary Dodsworth

Meeting Date	TOPICS
January 14	Newsletter Format
February 11	Open Doors Program Media Interns
March 10	Presentation - School-Based Family Nights
March 21	MOA Signing – 6:30 before Council Meeting.
April 14	Presentation - CHOICE Update – Springbrook Neighborhood
May 12	MakerFEST Update Presentation – The Tillicum Neighborhood
June 9	Summer Activities – Recreation and Summer Learning Presentation – The Lake City Neighborhood
July	No Meeting
August	No Meeting
September 8	Summer Debrief What's New in Lakewood for the Fall
October 13	Prepare for joint meeting with Council
October 24 7:00 p.m.	Joint Meeting with Council – note meeting date and time
November 10	Presentation TBD Council Debrief
December 8	Presentation TBD LPAB Plan for 2016

All meetings begin at 7:30 a.m. in room 1E unless otherwise noted

**Parks and Recreation Advisory Board
2016 Work Program and Meeting Schedule**

Members:

Jason Gerwen, Chair
Vito Iacobazzi, Vice Chair
Sylvia Allen
J. Alan Billingsley
Susan Dellinger

Anessa McClendon
Heinz Haskins
Damita Gomez, Youth Council

City Council Liaison: Mayor Don Anderson

City Staff: Parks, Recreation and Community Services Director Mary Dodsworth

Meeting Date	TOPICS
January 26, 2016	Elect Chair / Vice Chair Work Program Review Capital Project Update Prairie Restoration Update
February 25, 2016 Note date change – this is a Thursday meeting	Cost Recovery and Fee Analysis Plan Advertising/Sponsorship Policy Development Special Event Presentation
March 22, 2016	Parks Appreciation Day Proclamation (4/18) and Assignments (4/23) Gathering Place Business Plan Review Prepare for Joint meeting with Council next month
April 25, 2016 Note this is a Monday!	Parks Appreciation Day review FSP Property Transfer Update Prepare for Joint meeting with Council
April 25, 2016 – 7:00 pm in Council Chambers	Joint meeting with Council
May 24, 2016	Chambers Creek Property Update Motor Ave Update Communication – how do we tell our story!
June 28, 2016	Waughop Lake Management Plan Update Legacy Plan Review
July 26, 2016	Tobacco Free Park Areas Education Program Report Legacy Plan Review
Aug, 2016	No meeting this month
September 27, 2016 meet at the Sr Center	Senior Activity Center Tour Budget Update
October 25, 2016	Non-Motorized Transportation Update Farmers Market Recap and Future Planning
November 24, 2015	Capital Project Updates

All meetings begin at 5:30 p.m. and are held in 1E of Lakewood City Hall (unless otherwise noted)

Special Events and Dates to Remember

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Lakewood 20 th Anniversary	Feb 23	5:30 – 8:00 p.m.	City Hall
Father/Daughter Dance	March 12	6:00-8:00pm	Lakes High School
Parks Appreciation Day	April 23	9:00-Noon	various parks
Fishing Event	May 21	9:00 – Noon	American Lake Park
Farmers Market	June 7-Sept 13	10 a.m. – 3 p.m.	City Hall Plaza
Senior Center Open House	TBD	10:00 am – 1:00 pm	Senior Activity Center
SummerFEST / Triathlon	July 9	hours vary	Ft. Steilacoom Park
Truck & Tractor Day	October 15	Noon – 3 p.m.	Fort Steilacoom Park
Make a Difference Day	October 22	8:00 – Noon	City Hall and various sites
Christmas Tree Lighting	December 2	6-8 p.m.	Lakewood City Hall
Jingle Bell Rock 5K	December 10	9:00 a.m.	Lakewood City Hall

**Youth Council
2016 Work Program and Meeting Schedule**

Members

Tiana Arzuaga
Cassidy Barnes
Jack Bowen II
Cassandra Daniels
Damita Gomez
Peyton Gomez
Claudia Penney
William Joy
Sina Pritchard

Ayana Rice
Carolina Robles
Justine Sullivan
Margaret Thompson
Nicole VanGuilder
Juan Ventura
Marcos Vieyra
Clare Whalen
Celena Wilson

City Council Liaison: Councilmember Mike Brandstetter

City Staff: Recreation Coordinator Dennis Higashiyama

Meeting Date	TOPICS
January 4, 2016	Youth Action Day – Olympia, MLK Celebration, Lions Club Crab Feed, Youth Empowerment Program (YEP), AWC Scholarship
January 19, 2016 (Tue)	Report to Council, Youth Action Day-Olympia, Lions Club Crab Feed, YEP, AWC Scholarship
February 1, 2016	YEP, AWC Scholarship
February 16, 2016 (Tue)	Report to Council, Daddy/Daughter Dance, YEP, AWC Scholarship
March 7, 2016	Recruitment, YEP, AWC Scholarship
March 21, 2016	Report to Council, Fairy Garden Tea Party, YEP
April 4, 2016	YEP, Regional Teen Service Project
April 18, 2016	Report to Council, YEP
May 2, 2016	Interviews
May 16, 2016	Report to Council
June 6, 2016	Year-end report to Council, Relay for Life
June 20, 2016	Introduction to Youth Empowerment Program
August	Youth Council Retreat
September 6, 2016 (Tue)	Report to Council, Make a Difference Day
September 19, 2016	Make a Difference Day, YEP, Council takeover
October 3, 2016	Make a Difference Day, Truck & Tractor Day, YEP, Council takeover
October 17, 2016	Report to Council, Make a Difference Day, YEP, Council takeover
November 7, 2016	WRPA Teen Leadership Summit, Stuff the Bus, YEP
November 21, 2016	Report to Council, Christmas Tree Lighting, Holiday Fair, YEP

December 5, 2016	Budget, YEP
December 19, 2016	Report to Council, YEP

All meetings begin at 6:00 p.m. and are held in 3A of Lakewood City Hall on the first Monday of the month (unless otherwise noted)

Meetings held on the third Monday of the month begin at 6:00 p.m. and are held in room #18 at the CPSD Student Services Center (unless otherwise noted)

Special Events and Dates to Remember		
<u>Event</u>	<u>Date</u>	<u>Location</u>
Youth Action Day	Jan	Olympia
Lions Club Crab Feed	Late Jan	McGavick Center
Daddy/Daughter Dance	March	Lakes High School
Fairy Garden Tea Party	April	Senior Activity Center
Regional Teen Svc. Project	April	TBD
YC Recruitment opens	March 1	
YC Recruitment closes	May 1	
YC Interviews	Mid-May	City Hall
YC Recognition	June1	City Hall
Relay for Life	June	Harry Lang Stadium
Youth Council Retreat	August	TBD
Truck & Tractor Day	October	Fort Steilacoom Park
Make a Difference Day	October 24	City Hall and various sites
Teen Leadership Summit	November	TBD
Stuff the Bus	November	Clover Park High School
Christmas Tree Lighting	December 4	Lakewood City Hall
Jingle Bell Rock 5K	December 5	Lakewood City Hall

Public Safety Advisory Committee 2016 Work Program and Meeting Schedule

Members:

Alan Hart, Chair

Bryan Thomas, Vice-Chair

Charles Ames

John Fuller

James Hairston

Joseph Boyle

Michael Lacadie

Ken Witkoe

Bob Saul

City Council Liaison: Councilmember Marie Barth

City Staff: Police Chief Mike Zaro

Meeting Date	TOPICS
January 6, 2016	Abandoned Homes 2016 Work Plan Completion
February 3, 2016	Abandoned Homes Review of joint UP/Lakewood PSAC Meeting Review of Abandoned Homes Recommendation Review of LMC Code amendment addressing DV crimes in front of children and misdemeanor DV strangulation.
March 2, 2016	Homelessness /Mental Health Issues/Pertaining to Public Safety Cities Emergency Response Plan Revisit Shopping Cart Ordinance/Letter effectiveness
April 6, 2016	Cities Emergency Response Plan (Cont.) Review Use Of Force Statistics Re-visit Hiring (Diversity)
May 4, 2016	Diversity Hiring (Cont.) Summer Fest
June 1, 2016	Summer Fest Review of Work Plan Work Plan Presentation on June 27 th , 2016
July 6, 2016	SummerFest
August 3, 2016	National Night Out (No PSAC Meeting This Month.)
September 7, 2016	Voting of New PSAC Officers Ponders Park Safety
October 5, 2016	Start Year End Review
November 2, 2016	Revisit/Review Action plan for 2017 Year End Review (cont'd.)
December 7, 2016	Review of Group Home Safety Issue

All meetings begin at 5:15 p.m. and are held in the Lakewood Police Department multi-purpose room (unless otherwise noted.)

Special Events and Dates to Remember			
<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Summer FEST	July 9	hours vary	Ft. Steilacoom Park
National Night Out	August 2	hours vary	Our neighborhoods

Planning Commission 2016 Work Program and Meeting Schedule

Members:

Don Daniels, Chair
Robert Estrada, Vice-Chair
Connie Coleman-Lacadie
James Guerrero

Robert Pourpasand
John Paul Wagemann
Christopher Webber

City Council Liaison: Councilmember Paul Bocchi

City Staff:

Assistant City Manager for Development Services Dave Bugher
Planning Manager Frank Fiori

2016 Work Plan:

- Motor Avenue design project
- Satellite parking recommendation(s) to the City Council
- Revised Title 18A regulations (organization and structure, sign code, telecommunications, & low impact development regulations)
- 2016 comprehensive plan amendments
- JLUS implementation
- Subarea planning
- Annual housing report

2016 Planning Commission Meeting & Work Schedule	
January	Motor Avenue
February	Motor Avenue
March	Motor Avenue Satellite parking Title 18A
April	Motor Avenue Title 18A Six-Year Transportation and Improvement Plan
May	Title 18A
June	Title 18A
July	Title 18A 2016 comprehensive plan amendments
August	2016 comprehensive plan amendments
September	2016 comprehensive plan amendments
October	JLUS implementation Initial discussions on subarea planning
November	JLUS implementation Initial discussions on subarea planning
December	Annual housing report

Meeting Schedule:

First & third Wednesdays of every month at 6:30 PM, City Council Chambers

Landmarks and Heritage Advisory Board 2016 Work Plan and Meeting Schedule

Members:

Stephanie Walsh, Chair
Bill Harrison
Walter Neary
Glen Spieth

Joan Cooley
Beth Campbell
Bob Jones
Dennis Dixon

City Council Liaison: Councilmember John Simpson

City Staff: Planning Manager Frank Fiori

Technical Support: Preservation Consultant Jennifer Schreck (currently under contract)

2016 Work Plan:

- Update the City's website with historical maps and photographs of Lakewood.
- Obtain additional grant funding through the Pierce County Landmarks and Historic Preservation Commission, and the Washington State Certified Local Government Grant program.
- Secure a local landmark designation for the Woodbrook Hunt Club.
- Continue dialogue with Western State Hospital in the implementation of a Cultural Resources Management Plan.
- Design, procure, and place historical plaques on properties designated as Landmarks and Community Landmarks.
- Develop public outreach activities in conjunction with the Lakewood Historical Society, the Arts Commission, the Clover Park School District, Lakewood Gardens, and the Lakewood Student Council.
- Explore the use of the Community Landmark designation for the Colonial Center and the Little Red Schoolhouse. Other potential candidates include: Western State Hospital; Rhodesleigh House; Villa Carman (Madera); the Flett House; Little Church on the Prairie; Thornewood Castle; Mueller-Harkins Hangar; Tacoma Country and Golf Club; and the Alan Liddle House.

The Landmarks and Heritage Advisory Board has provided no specific timelines for the completion of their work plan in 2016 since this Board is often dependent on the follow-through of other public agencies or private property owners. Further, since city resources are limited, many of the board members regularly take on staff-related work assignments.

Meeting Schedule:

Fourth Thursday of every month at 6:00 PM in City Hall Room 3A

Lodging Tax Advisory Committee 2016 Work Plan and Meeting Schedule

Members:

Mayor Don Anderson, Chair

Represent Businesses Authorized to Collect

Jackeline Juy, Best Western Lakewood Motor Inn

Mario Lee, Candlewood Suites

Vacant

Represent Businesses Authorized to Receive

Rebecca Huber, Lakewood Historical Society

Phil Raschke, Lakewood Playhouse

Linda K. Smith, Lakewood Chamber of Commerce

Council Liaison: Not applicable

City Staff: Assistant City Manager/Administrative Services, Tho Kraus

Purpose:

State law requires that cities with a Lodging Tax Fund establish an advisory committee. The committee advises and makes recommendations to the Lakewood City Council on how to best distribute and expend lodging tax revenue. The committee membership has unique appointment requirements. The committee membership shall include at least two members who are representatives of businesses required to collect the lodging tax, and at least two members who are persons involved in activities authorized to be funded by revenue received. The number of members who are representatives of businesses required to collect tax shall equal the number of members who are involved in activities authorized to be funded by revenue received.

2016 Work Plan:

- Review lodging tax grant applications in advance of day-long presentations.
- Listen to presentations from potential lodging tax grant recipients. Reviews, rates, and makes funding recommendations that are forwarded to the Lakewood Council for their deliberations.
- Meet on an as needed basis to review lodging tax grant applications for the next year and provide funding recommendations to the Lakewood City Council for their consideration and deliberations.
- Present recommendations to the City Council.
- Follow up with further review and recommendations as requested by the City Council.

Meeting Schedule:

The Committee meets in September and more frequently as needed.