



LAKWOOD CITY COUNCIL STUDY SESSION AGENDA

Monday, December 9, 2024
Following City Council Special Meeting
City of Lakewood
Council Chambers
6000 Main Street SW
Lakewood, WA 98499

Residents can virtually attend City Council meetings by watching them live on the city's YouTube channel:
<https://www.youtube.com/user/cityoflakewoodwa>

Those who do not have access to YouTube can call in to listen by telephone via Zoom: Dial +1(253) 215-8782 and enter meeting ID: 868 7263 2373

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CALL TO ORDER

ITEMS FOR DISCUSSION:

- (3) 1. American Rescue Plan Act (ARPA) Program and Fund Status Report. – (Memorandum)
- (9) 2. South Sound Military and Community Partnership (SSMCP) Update. – (Memorandum)
- (30) 3. Review of City Council Meeting Schedule. – (Memorandum)

ITEMS TENTATIVELY SCHEDULED FOR JANUARY 6, 2025 REGULAR CITY COUNCIL MEETING:

- 1. Proclamation declaring January 20, 2025 as Dr. Martin Luther King, Jr. Day of Service.
- 2. Youth Council Report.
- 3. Clover Park School District Report.

Persons requesting special accommodations or language interpreters should contact the City Clerk, 253-983-7705, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.

4. Authorizing the execution of a construction contract for a new traffic signal at the intersection of South Tacoma Way and 92nd Street S. – (Motion – Consent Agenda)
5. Authorizing the award of a construction contract for roadway improvements along South Tacoma Way from 88th Street S to 80th Street. – (Motion – Consent Agenda)
6. Sunsetting the Landmarks and Heritage Advisory Board. – (Ordinance – Regular Agenda)
7. Review of 3rd Quarter (2024) Financial Report. – (Reports by the City Manager)

REPORTS BY THE CITY MANAGER

CITY COUNCIL COMMENTS

ADJOURNMENT

Persons requesting special accommodations or language interpreters should contact the City Clerk, 253-983-7705, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.



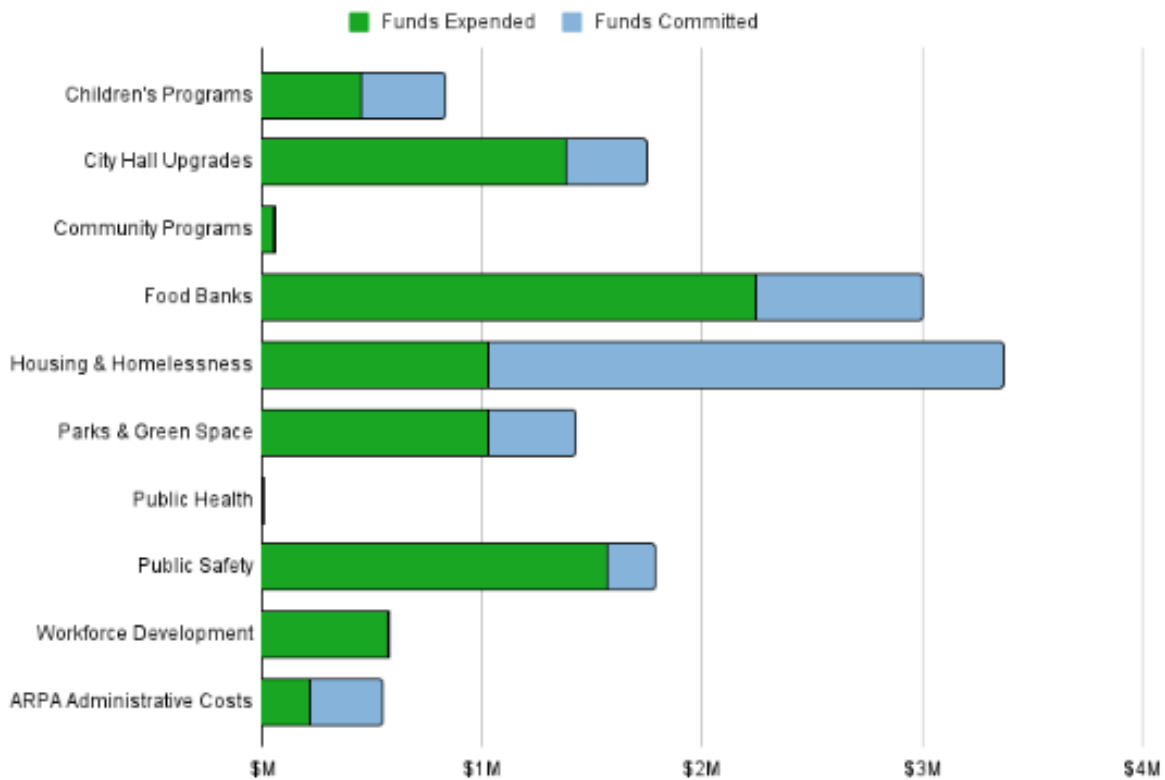
TO: Lakewood City Council
 FROM: Tiffany Speir, Long Range & Strategic Planning Manager
 THROUGH: John Caulfield, City Manager *John E. Caulfield*
 Jeff Rimack, PPW Director
 DATE: December 9, 2024
 SUBJECT: Lakewood ARPA Program and Fund Status Report
 ATTACHMENT: Summary of ARPA Funding Status as of November 26, 2024
(Attachment A)

DISCUSSION

Under US Treasury rules for the ARPA program, Lakewood must “obligate” all of its awarded funds no later than December 31, 2024 and “expend” all funds by December 31, 2026.

Per Ordinance 759 and a series of motions adopted through fall 2024, the City Council identified priorities for ARPA fund use and then allocated funds as follows:

ARPA Spending by Category



More details available at <https://cityoflakewood.us/american-rescue-plan-act-of-2021/>

The following table lists the various ARPA-funded projects and programs conducted by the City of Lakewood or external subrecipients:

Subrecipient / Contractor Name	Project Name/Description	CC Motion	Complete?
9th & 10th Cavalry Buffalo Museum	Support for 2023 Labor Day Event, 2024 Labor Day Event	Motion 2023-55; Motion 2024-40	Yes
Boys & Girls Club	Teen Late Nights, Teen Mental Health First Aid, Talk Saves Lives	Motion 2021-104	No
Career Team	Workforce Training	Ord. 759	Yes
Clover Park School District	Youth Mental Health Services	Ord. 759	Yes
Communities in Schools Lakewood	Warriors of Change Teen Leadership Development Program	Motion 2021-80	Yes
Emergency Food Network	Construct a second food storage warehouse at its Monte Vista location. \$750,000 approved; additional up to \$250,000 if EFN has not been able to raise all needed funds by 12/31/24.	Motion 2022-101; Motion 2024-37	Yes by 12/31/24
FACET NW	2024 SMP.CAO reconciliation & CAO technical memo	Motion 2024-37	Yes
Habitat for Humanity	Infrastructure for Boat St. Housing	Motion 2021-81	Yes
LASA	Authorizing \$1 million for the LASA Gravelly Lake Commons phase 3 affordable housing project, provided that the project is fully funded and the City Council approves disbursement of ARPA funds by Resolution.	Motion 2023-15; Motion 2024-37	No
Low Income Housing Institute (LIHI)	Contribution to Purchase and Operations of Comfort Inn/Aspen Court as Enhanced Shelter	Ord. 759	Yes
Nourish Pierce County	Authorizing \$1,250,000 with up to \$750,000 1 to 1 match for purchase of building to relocate and expand food bank services in Lakewood	Motion 2022-99	Yes by 12/31/24
NW Youth Corps	Youth Employment Program	Ord. 759	No
Pierce County	Contribution to Pierce County BIPOC Business Accelerator Program	Motion 2021-82	Yes
Rebuilding Together South Sound	Rebuilding a Healthy Neighborhood Program	Ord. 759	No
Springbrook Connections	Fund cost of 2023 office space and operational support	Motion 2023-34	Yes
Tacoma Rescue Mission	Support Good Neighbor Village (formerly Pierce County Village), <i>provided funding for Phase 1 secured</i>	Motion 2022-100; Motion 2024-0060	Yes by 12/31/24
Tacoma-probono	Lakewood Housing Justice Project Eviction Prevention Legal Services	Motion 2021-102	No
West Pierce Fire & Rescue	Update WPFR Operations Center; purchase of HAM radios; translation of emergency messages into other languages	Motion 2021-83	Yes
YMCA	Y on the Fly (6K), Leaders in Training/Teen Memberships Child Care before/after school, Summer/Winter Day Camp Water Safety/Swimming Lessons, Youth Sports, Gymnastics	Motion 2021-105	No

Subrecipient / Contractor Name	Project Name/Description	CC Motion	Complete?
Lakewood	Indirect Administrative Costs through 12/31/24	Ord. 759	Yes by 12/31/24
Lakewood	Indirect Administrative Costs post 12/31/24	Administrative action per 2024 Treasury Rule	No
Lakewood	American Lake Park Improvement Plan	Motion 2021-109	Yes
Lakewood	LPD Body Cameras - hardware and personnel	Ord. 759	Yes
Lakewood	Administration of the LPD body camera program and personnel to support operations for 2021 through 2024	Ord. 759; Ord.779	Yes by 12/31/24
Lakewood	Code Red Emergency Services Alert & Warning System.	Ord. 759	Yes
Lakewood	City website translation to multiple languages	Ord. 759	Yes
Lakewood	City Reader Boards	Ord. 759	No
Lakewood	Municipal Court Technology	Motion 2021-106	Yes
Lakewood	City Hall reconfiguration	Motion 2021-110; Motion 2022-30	Yes
Lakewood	Retention Bonus	Motion 2021-111	Yes
Lakewood	Energy Audit Improvements	Motion 2023-52	Yes
Lakewood	Dolly Parton Imagination Library through Lakewood Rotary	Motion 2023-52	No
Lakewood	Camp Murray Boat Launch Master Plan	Motion 2023-55	No
Lakewood	Establishment and Administration of an Urban Forestry Program through 2026.	Motion 2023-55; 2024-37	No
Lakewood	Improvements at Edgewater Park and Creation of a Downtown Park - \$724,721 + RESIDUAL ARPA FUNDS FROM COMPLETED ARPA PRPJECTS/PROGRAMS.	Motion 2023-55	No
Lakewood	Funding for 2024 Comprehensive Plan Periodic Review	Motion 2023-112	Yes
Lakewood	Transportation Element updates and expanded SEIS	Motion 2021-112	Yes
Lakewood	HR Temporary Staffing for COVID-19 Tracing	Motion 2021-112	Yes
Lakewood	HVAC System Replacement at City Hall	Motion 2021-108	Yes

As required by federal law before December 31, 2024:

- all of the \$13,766,236 in Lakewood ARPA funds, \$905,146.43 in accrued interest, and all anticipated future interest has been obligated by City Council action;
- all ARPA contracts have been executed with Subrecipients; and
- Lakewood is subject to annual ARPA audits and will maintain its ARPA records through 2031 per Treasury rule.

Per Motion 2023-55, when there remain unspent ARPA funds from a completed project or program at any time through 2026, those funds will be reallocated to the Edgewater and Downtown Park projects. ARPA funds are considered obligated once a contract for their expenditure is in place, so the land acquisition or capital improvements for the park projects do not need to be fully completed by December 31, 2026.

Ongoing ARPA Projects after 2024

Of Lakewood's 40 ARPA-funded projects/programs, 21 are complete, 5 more will be completed by December 31, 2024, and the 14 listed below will be completed no later than December 31, 2026:

Subrecipient / Contractor Name	Project Name/Description: January 1, 2025 – December 31, 2026
Boys & Girls Club	Teen Late Nights, Teen Mental Health First Aid, Talk Saves Lives
LASA	Authorizing \$1 million for the LASA Gravelly Lake Commons phase 3 affordable housing project, provided that the project is fully funded and the City Council approves disbursement of ARPA funds by Resolution.
NW Youth Corps	Youth Employment Program
Rebuilding Together South Sound	Rebuilding a Healthy Neighborhood Program
Tacomaprobono	Lakewood Housing Justice Project Eviction Prevention Legal Services
YMCA	Y on the Fly (6K), Leaders in Training/Teen Memberships
	Child Care before/after school, Summer/Winter Day Camp
	Water Safety/Swimming Lessons, Youth Sports, Gymnastics
Lakewood	Indirect Administrative Costs post 12/31/24
Lakewood	City Reader Boards
Lakewood	Dolly Parton Imagination Library through Lakewood Rotary
Lakewood	Camp Murray Boat Launch Master Plan
Lakewood	Establishment and Administration of an Urban Forestry Program through 2026.
Lakewood	Improvements at Edgewater Park and Creation of a Downtown Park

ATTACHMENT A
Summary of ARPA Expenditures through 11/26/24

SubR/ Contractor Name	Project Name/Description	ARPA Disbursements through 11/26/24
9th & 10th Cavalry Buffalo Museum	Support for 2023 Labor Day Event, 2024 Labor Day Event	\$5,000.00
Boys & Girls Club	Teen Late Nights, Teen Mental Health First Aid, Talk Saves Lives	\$146,232.56
Career Team	Workforce Training	\$72,143.00
Clover Park School District	Youth Mental Health Services	\$68,000.00
Communities in Schools Lakewood	Warriors of Change Teen Leadership Development Program	\$34,170.00
	Construct a second food storage warehouse at Monte Vista location	\$1,000,000.00
FACET NW	2024 SMP.CAO reconciliation & CAO technical memo	\$15,974.75
Habitat for Humanity	Infrastructure for Boat St. Housing	\$242,000.00
LASA	Authorizing \$1 million for the LASA Gravelly Lake Commons phase 3 affordable housing project, provided that the project is fully funded and the City Council approves disbursement of ARPA funds by Resolution.	\$555,517.05
Low Income Housing Institute (LIHI)	Contribution to Purchase and Operations of Comfort Inn/Aspen Court as Enhanced Shelter (Original award = \$1,050,000. 10/31/22: \$700,000 returned to City = net \$350,000)	\$300,000.00
Nourish Pierce County	Purchase of building to relocate and expand food bank services in Lakewood.	\$1,250,000.00
NW Youth Corps	Youth Employment Program	\$77,159.00
Pierce County	Contribution to Pierce County BIPOC Business Accelerator Program	\$500,000.00
Rebuilding Together South Sound	Rebuilding a Healthy Neighborhood Program	\$123,281.00
Springbrook Connections	Fund cost of 2023 office space and operational support	\$49,950.00
Tacoma Rescue Mission	Support Good Neighbor Village (formerly Pierce County Village)	\$0.00
Tacomaprobono	Lakewood Housing Justice Project Eviction Prevention Legal Services	\$393,768.79
West Pierce Fire & Rescue	Update WPFR Operations Center; purchase of HAM radios; translation of emergency messages into other languages	\$229,990.00
YMCA	Y on the Fly ; Leaders in Training/Teen Memberships	\$77,491.00
YMCA	Child Care before/after School; Summer/Winter Day Camp	\$44,362.00
YMCA	Water Safety/Swimming Lessons, Youth Sports; Gymnastics	\$9,148.00
Lakewood	American Lake Park Improvement Plan	\$78,500.00
Lakewood	LPD Body Cameras - hardware and personnel	\$102,944.00
Lakewood	Administration of the LPD body camera program and personnel to support operations for 2021 through 2024	\$629,942.00
Lakewood	Code Red Emergency Services Alert & Warning System	\$1,065.00
Lakewood	City website translation to multiple languages	\$15,051.00
Lakewood	City Reader Boards	\$13,503.75
Lakewood	Municipal Court Technology	\$141,750.00
Lakewood	City Hall reconfiguration	\$101,412.00

Lakewood	Retention Bonus	\$607,500.00
Lakewood	Energy Audit Improvements	\$500,000.00
Lakewood	Support for Lakewood Dolly Parton Imagination Library	\$17,775.78
Lakewood	Camp Murray Boat Launch Master Plan	\$0.00
Lakewood	Launch and Administration of an Urban Forestry Program through 2026.	\$70,385.58
Lakewood	Improvements at Edgewater Park and Creation of a Downtown Park - [\$724,721 + \$743,309 in residual funds transferred into acct. as of 11/26/24]	\$2,407,919.24
Lakewood	Funding for 2024 Comp. Plan Periodic Review Transportation Element updates and expanded SEIS per HB 1110 and HB 1337.	\$86,905.14
Lakewood	Indirect Administrative Costs through 12/31/24	\$229,191.09
Lakewood	Indirect Administrative Costs post 12/31/24	\$0.00
Lakewood	HR Temporary Staffing for COVID-19 Tracing	\$3,133.00
Lakewood	HVAC Cooler System Replacement at City Hall	\$525,000.00
TOTAL		\$10,726,164.73

<p>Remaining obligated ARPA funds to distribute by 12/31/26* <i>*Any additional accrued interest as well as any residual funds from completed ARPA projects through 12/31/26 will be obligated to the Edgewater/Downtown Park projects per City Council Motion 2023-55</i></p>	<p>\$3,040,071.27 plus interest</p>
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TO: Mayor and City Council

FROM: Bill Adamson, Program Director SSMCP

THROUGH: John J. Caulfield, City Manager *John J. Caulfield*

DATE: December 9, 2024

SUBJECT: SSMCP STATUS UPDATE

ATTACHMENTS: PowerPoint

Summary

City of Lakewood serves as executive and fiduciary agent and chairs the Steering Committee and Executive Leadership Team for SSMCP. This presentation covers the annual work plan and key initiatives of the Partnership moving forward into 2025 - 2026.

Background

SSMCP was established in 2011 following completion of the 2010 Growth Coordination Plan (GCP). One of the findings from the GCP was that this region needed to improve collaboration between local jurisdictions and JBLM. SSMCP was founded by MOA to establish formal coordination mechanisms and routine meetings between installation and community leaders. SSMCP is funded by membership dues and grant funding.

Current Status

SSMCP has a staff of two city employees and a contracted lobbyist. The legislative agenda for 2025-26 will be presented to the Council. As result of a recently completed statewide military / defense sector economic impact analysis the Partnership is facilitating the creation of a Statewide Unified Approach for Defense Community Coordination to address initiatives and concerns among all installations and their associated military community.

Recommendation

Council support the creation of a Statewide Unified Approach for Defense Community Coordination.

Next Steps

SSMCP seeks to identify legislative champions for this initiative. Once the new governor's administration is in-place discussions will occur.



SOUTH SOUND MILITARY & COMMUNITIES PARTNERSHIP

Executive Leadership Team



Steering Committee



A Partnership of more than 50 member cities, counties, the Nisqually Indian Tribe, Joint Base Lewis McChord, State, regional, corporate, and non-profit organizations dedicated to fostering outcomes that are mutually beneficial to the South Sound.

Working Group Chairs

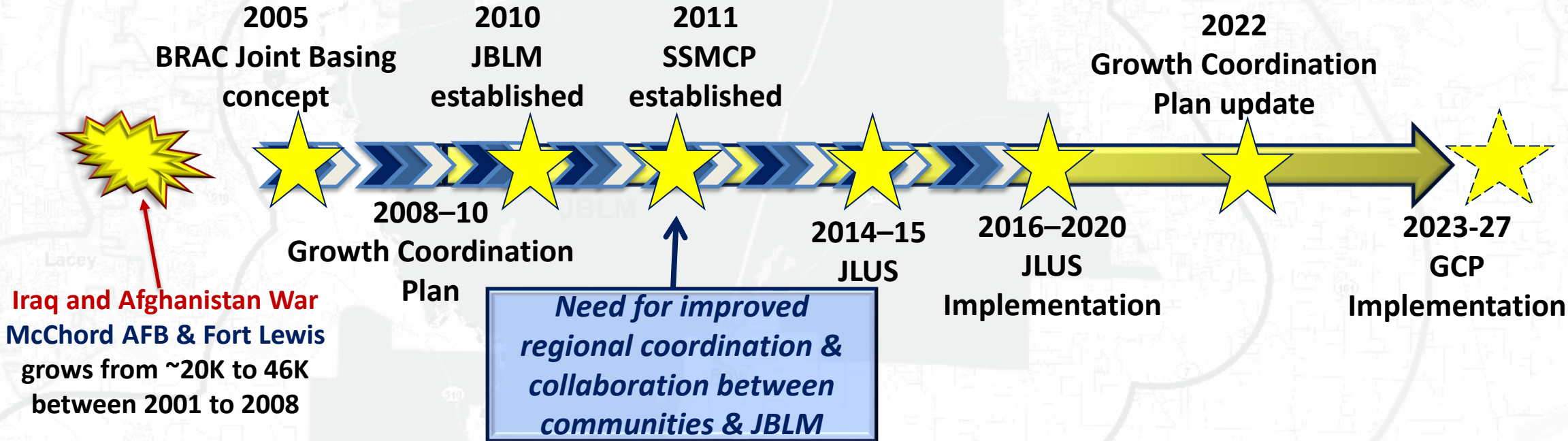


The Steven A. Cohen Military Family Clinic at Valley Cities



SSMCP focuses on the intersection of issues between local governments and the military community

HOW DID SSMCP COME TO BE?



SSMCP – South Sound Military & Communities Partnership
 JBLM – Joint Base Lewis McChord
 BRAC - Base Realignment & Closure
 JLUS – Joint Land Use Study
 GCP – Growth Coordination Plan

LOCAL GOVERNMENT SSMCP MEMBERS (15)

- Pierce County (ELT)
- Lakewood (ELT) Exec Agent
- Tacoma (SC)
- DuPont (SC)
- University Place (SC)
- Puyallup (SC)
- Roy (GM)
- Steilacoom (GM)



- Nisqually Indian Tribe (ELT)
- JBLM (SC / ELT *ex officio*)

Note:

- ELT - Exec Leadership Team
- SC - Steering Committee
- WG - Working Group Chair
- GM - General Member

- Thurston County (SC)
- Lacey (ELT)
- Yelm (SC)
- Olympia (WG)
- Tumwater (GM)
- Rainier (GM)



WHAT WE DO

Essential functions of SSMCP: information sharing, networking, advocacy, and relationship building.

Program Director	Program Coordinator	State lobbyist
<ul style="list-style-type: none"> • transportation planning • land use planning • environmental protection • installation resiliency • population forecasting • workforce development • economic development • planning / program analysis • grant requests 	<ul style="list-style-type: none"> • military relations • health care coordination • education and childcare • social services • housing • community development 	<ul style="list-style-type: none"> • legislative advocacy

85% of SSMCP stakeholders think developing a shared, regional legislative agenda is the most valuable activity of SSMCP

2025 SSMCP LEGISLATIVE AGENDA

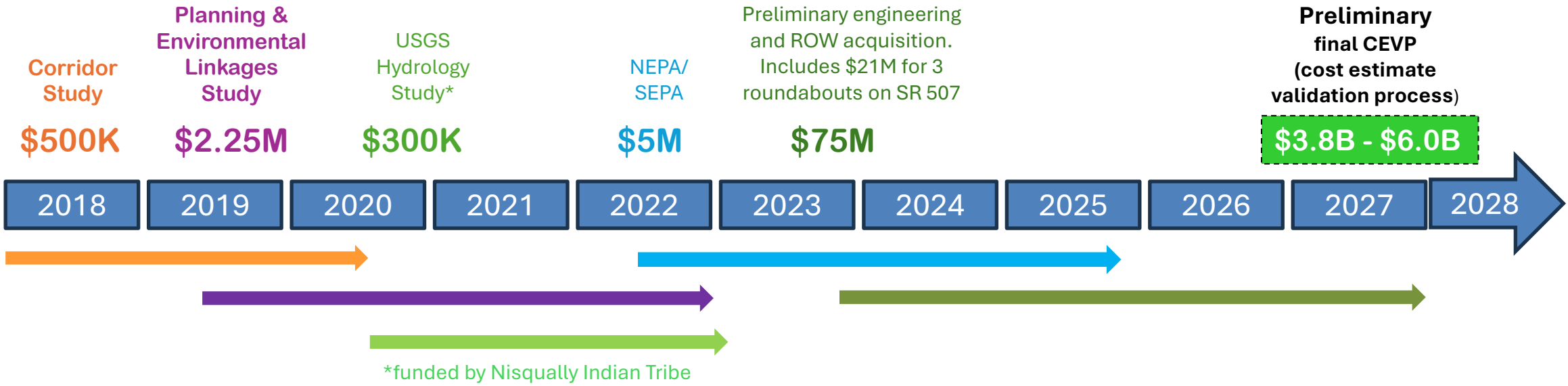
- Defense Industry's Economic Impact on Washington
- Military Family Quality of Life
- Defense Community Compatibility Account (DCCA)
- *I-5 Mounts Road to Tumwater & Nisqually River Delta*

SSMCP Policy Positions

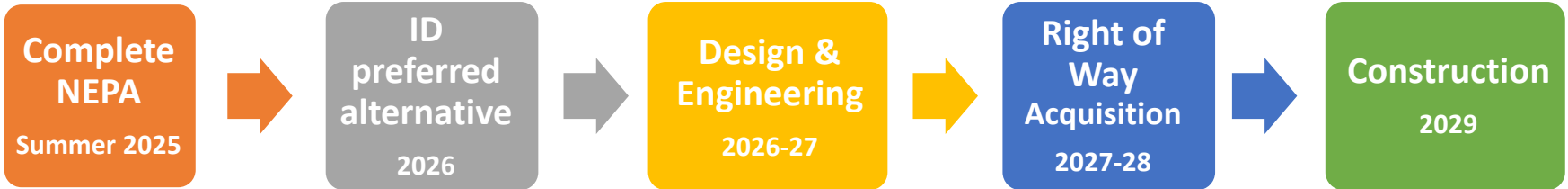
- *Strengthen State Support for Military Affairs in Washington*
- Expand the Workforce
- *Improve Infrastructure Resiliency*

I-5 REVIEW

I-5 NISQUALLY DELTA FUNDING TIMELINE - 09.2024

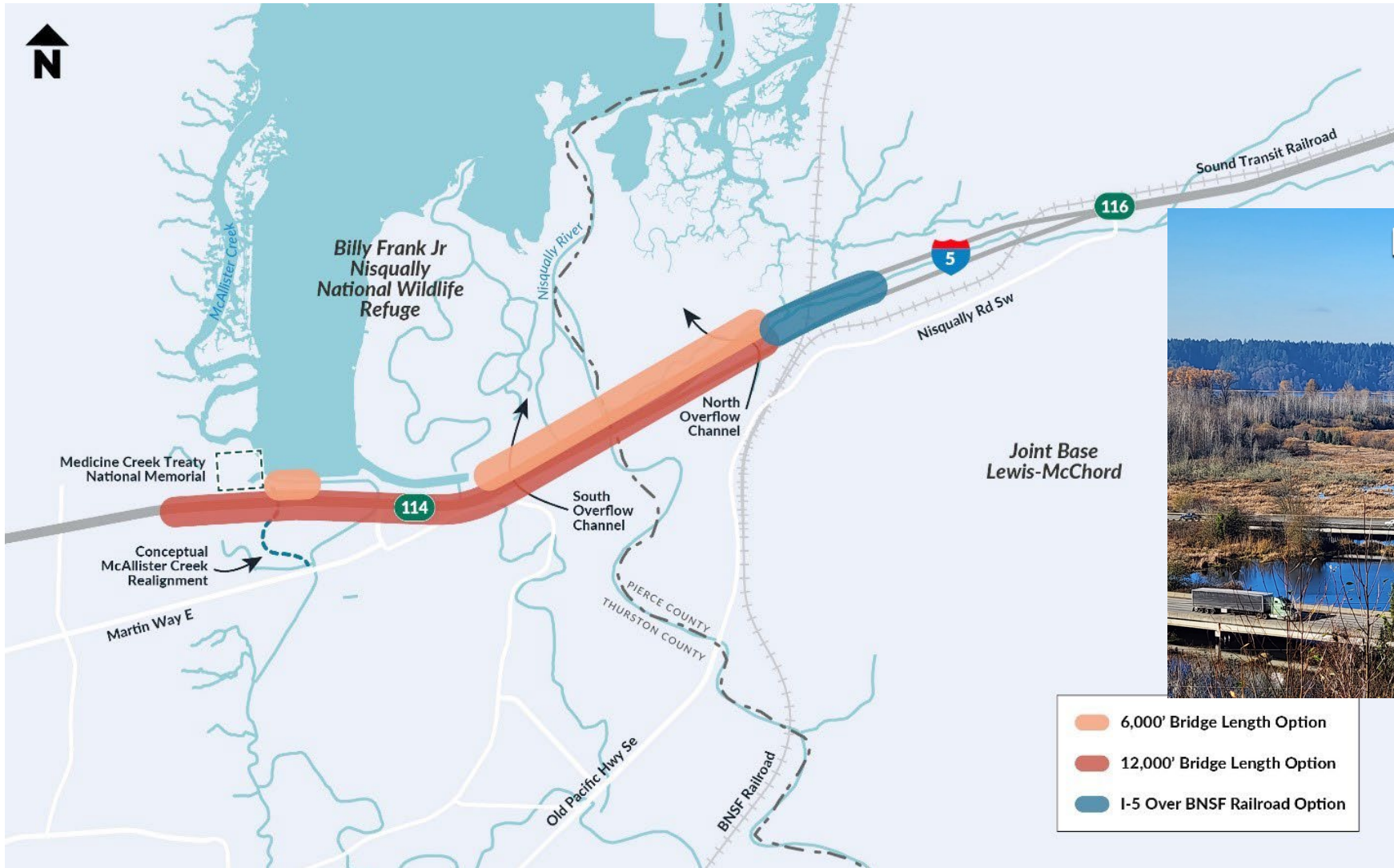


NEXT STEPS





I-5 NISQUALLY DELTA OPTIONS UPDATE



- 6,000' Bridge Length Option
- 12,000' Bridge Length Option
- I-5 Over BNSF Railroad Option

2024 SSMCP YEAR IN REVIEW

- **Completed OLDCC grant studies**
 - **Military Spouse Employment Study**: Most employed military spouses felt their servicemembers' income was insufficient to meet their families' basic needs, and while there is no dearth of employment resources, most military spouses interviewed for this study were unaware of much of the assistance available.
 - **Housing Study 2.0**: Coordination with DOD HMA contractor resulted in an increase of recognized on-base housing needs from 245 to 860
 - **MIRR**: Discovered that transportation is the connective tissue enabling JBLM mission readiness
- **Facilitated statewide military / defense sector economic impact study**
 - SSMCP requested the report be used to inform future regional and statewide policy decisions
 - *Proposal for a Statewide Unified Approach for Defense Community Coordination*
- **Conducted two SSMCP surveys: Members Survey and Business Leaders Survey**
 - 85% of members believe developing a shared regional legislative agenda provides them the most value
- **Multiple successes from legislative advocacy effort**
 - Four new occupational licensure compacts impacting military quality of life, DCCA funding for NCZ property acquisitions, I-5 Nisqually Delta funding advocacy continues, etc...

2025-26 SSMCP WORK PLAN

- 1. *Manage federal grant to implement Military Installation Resiliency Review (MIRR) recommendations:***
 - a) Implement Defense Community Transportation Corridor Study (Transportation Work Group) (SSMCP)
 - b) Engage / assist in developing a Defense Community Communications Interoperability Plan (JBLM)
 - c) Promote Energy Grid Resilience Project (JBLM)
- 2. Implement relevant recommendations from statewide military/defense sector economic impact analysis**
 - a) Establish statewide unified approach for defense community coordination
 - b) Leverage economic impact study to conduct information, education, and awareness campaign (Bus & Econ Dev WG)
 - c) Promote and enhance the use of the Defense Community Compatibility Account such as clear zone encroachment
- 3. Advocate / promote military spouse initiatives (Legislative Agenda)**
- 4. Pursue funding for I-5 improvements (Legislative Agenda / Transportation WG)**
- 5. Assist in expanding childcare through better comprehensive community planning and growing local and state partnerships (Education WG)**
- 6. Conduct JBLM Joint Land Use Study in 2026 (Reconstitute JLUS Task Force)**
- 7. Inform / educate state legislators about SSMCP and advocacy in state-level activities (Legislative Agenda)**
- 8. Monitor / engage when appropriate the Commercial Aviation Work Group (SSMCP staff)**

PRIORITY RESILIENCY ACTION PLANS FOR GRANT FUNDING

	PROJECT NAME	PROJECT DESCRIPTION
1	Defense Community Transportation Corridor Study	ID corridors critical to installation access, conduct a risk assessment of each, and establish adaption recommendations for each corridor
2	Defense Community Communication Interoperability Plan	Improve interoperability of communications between JBLM and key regional partners
3	Defense Community Energy Grid Resilience	ID and prioritize power generation, transmission, and storage technologies that benefit the community and JBLM.

***Total of 9 Resilience Action Plans recommended from the MIRR study:
Transportation, Communication, Energy Grid Resiliency, Basic SVC member needs,
Emergency Water, Health Commo/Data sharing, Medical surge***

STATEWIDE MILITARY / DEFENSE SECTOR ECONOMIC IMPACT



JBLM
78,890 jobs



Whidbey Island NAS
14,297 jobs



Fairchild AFB
7,776 jobs



NAS Everett
6,748 jobs



Naval Base Kitsap
61,104 jobs

The state-wide military defense sector economic impact analysis has demonstrated the importance of the military to the State's economy

Economic Impact
\$30.9B

4%, of gross state products



Statewide Jobs
254,904

5% statewide employment

DEFINING THE DEFENSE ECONOMY

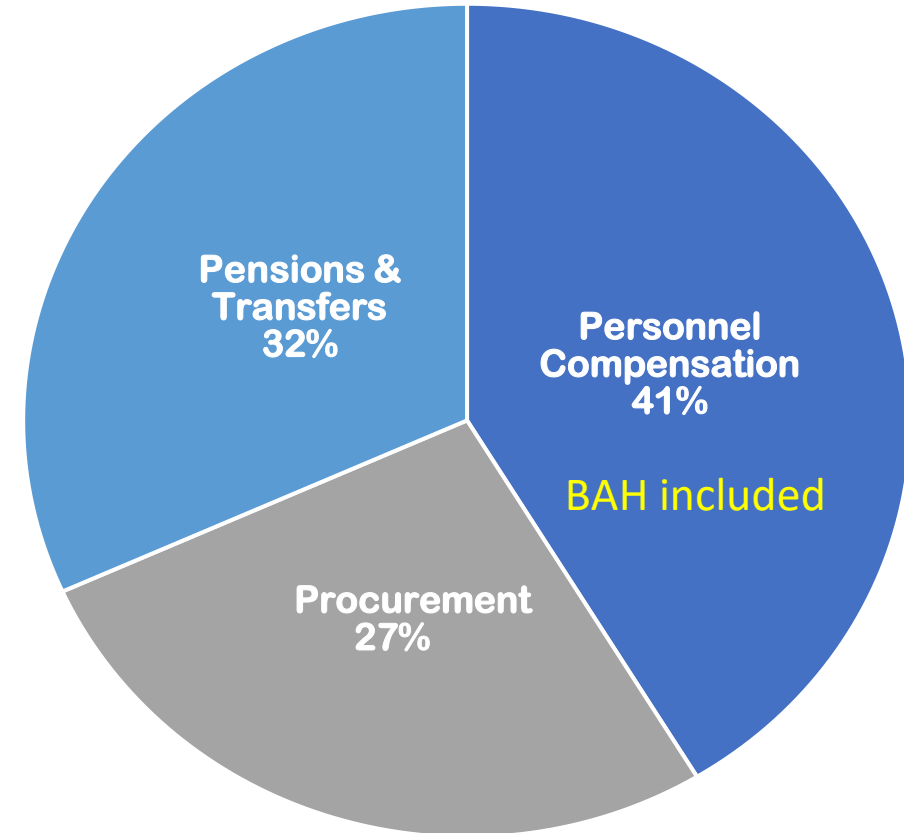
- **Spending flows**
 - Personnel compensation
 - Procurement
 - Veteran and retiree pensions and transfers
- **Economic Impact Analysis**
 - Estimates how defense spending ripples through the state economy
 - Captures direct, indirect (business to business), and induced (consumer spending) impacts
 - Utilizes the industry-standard IMPLAN economic model

Category	Personnel 2023
Active Duty	57,838
Reserve	9,172
National Guard	7,716
DoD Civilian	32,040
Veterans	533,346
Retirees	72,916

DEFENSE-RELATED SPENDING SUMMARY

Direct Defense Spending

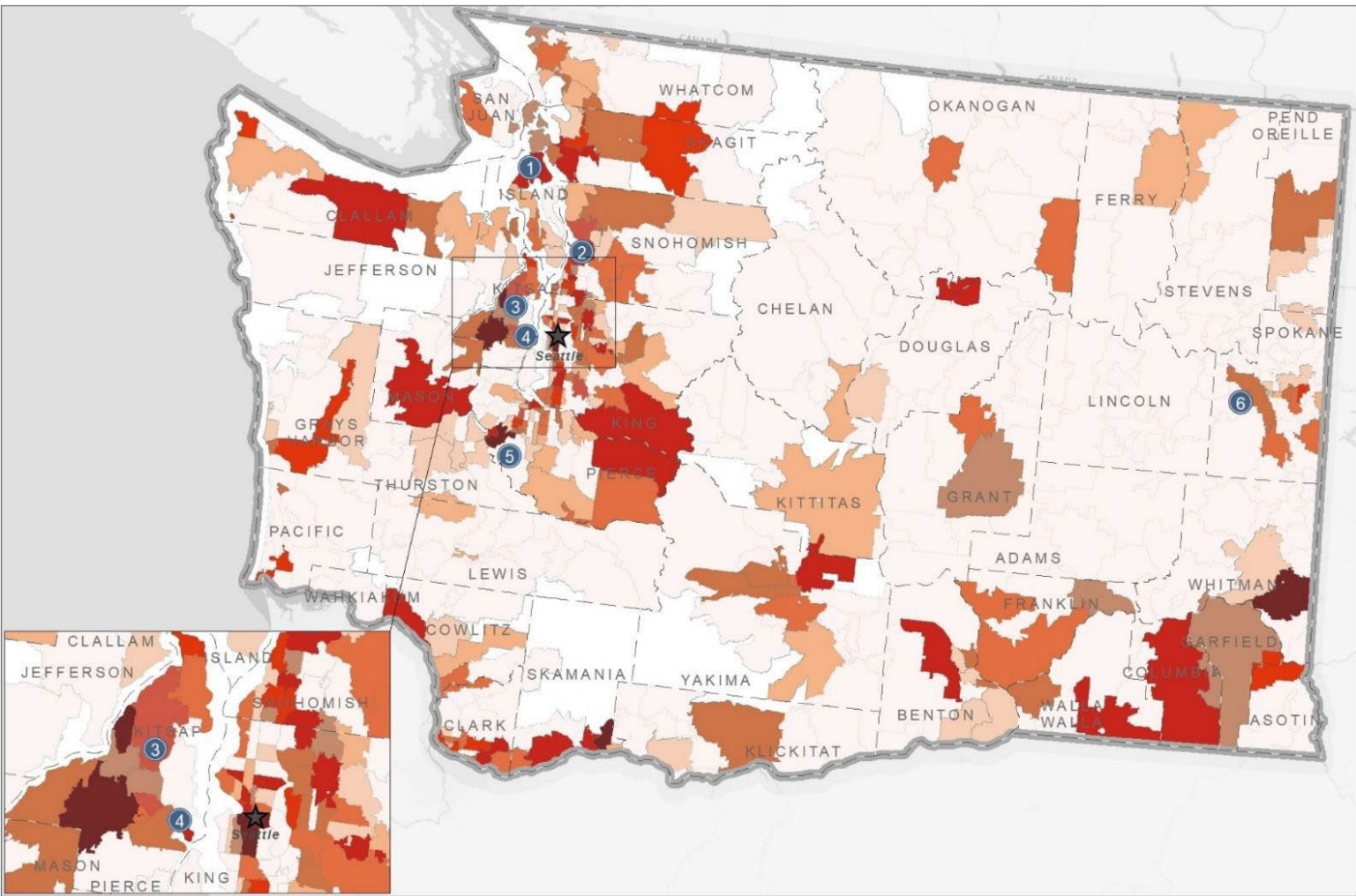
Spending Flow	Amount (FY23)
Personnel Compensation	\$11.2 billion
Procurement	\$7.3 billion
Veteran and Retiree Pensions and Transfers	\$8.6 billion
Total	\$27.1 billion



Sources: Bureau of Economic Analysis, usaspending.gov, National Center for Veterans Analysis and Statistics

Impacts in current (2024) dollars; include direct, indirect, and induced effects

DEFENSE CONTRACT SPENDING ACROSS WASHINGTON



Top 10 Counties by Procurement Spending: (listed by \$ value)

- King (\$4.5 B)
- Kitsap (\$1.1 B)
- **Pierce** (\$633 M)
- Snohomish (\$318 M)
- Island (\$137 M)
- Klickitat (\$134 M)
- Whitman (\$119 M)
- Spokane (\$75 M)
- Skagit (\$55 M)
- Douglas (\$54 M)

Federal Spending

\$0	\$7,500,001 - \$10,000,000
\$1 - \$50,000	\$10,000,001 - \$100,000,000
\$50,001 - \$250,000	\$100,000,001 - \$4,000,000,000
\$250,001 - \$1,000,000	
\$1,000,001 - \$2,500,000	
\$2,000,001 - \$5,000,000	
\$5,000,001 - \$7,500,000	

Military Installation

- 1 Naval Air Station Whidbey Island
- 2 NAVSTA Everett WA
- 3 Naval Base Kitsap
- 4 Coast Guard District 13
- 5 Joint Base Lewis-McChord
- 6 Fairchild Air Force Base

Defense Contract Spending By Zip Code
State of Washington Economic Impact Analysis

County Boundary
State of Washington Boundary

0 50 100 Miles

ECONOMIC IMPACT ANALYSIS OUTCOMES

#11 in total defense spending and #7 in number of personnel in the nation

Industry Sector Comparison

1. Aerospace
2. Creative Economy
3. Information & Communication Technology
- 4. Military / Defense**
5. Agriculture
6. Clean Technology
7. Forest Products
8. Life Sciences & Global Health
9. Maritime
10. Tourism

SWOT Findings

- Need for improved, consistent statewide and local coordination
- Undersubscribed sector which creates massive economic opportunities for the state.
- SWOT analysis IDs military quality of life weaknesses (**affordable housing, childcare, and military spouse employment barriers**).
- Need for an appropriate staff structure

HOW DO OTHER STATES ORGANIZE?

Statewide Unified Approach for Defense Community Coordination

streamline business development, supporting military families, and protecting military installations.

encourage defense-related businesses to expand or relocate in the state

maintain and grow military operations in the state, providing insight and recommendations to state leaders

support the efforts of local and regional organizations to improve partnerships with military installations

coordinate state and local efforts to enhance the quality of life of all branches of military personnel

advocate for service members and their families

All have offices that are separate from the Veterans Department, state military department and national guard.

SSMCP COMMUNITY BUSINESS SURVEY - RESULTS

This survey seeks to identify the military connected customer bases of local businesses and the perceived effects of JBLM on the local economy.

	<u>2019</u>	<u>2024</u>
▪ Responses:	560	594
▪ Business operator/owner =	56%	30%
▪ Perceived economic impact of JBLM on the region:		
<input type="checkbox"/> < \$1.0 Billion:	10.0%	0.5%
<input type="checkbox"/> \$1 - \$5 Billion:	45.0%	13.4%
<input type="checkbox"/> \$6 - \$10 Billion:	30.0%	13.9%
<input type="checkbox"/> \$10+ Billion:	15.0%	8.56%
<input type="checkbox"/> I don't know:	n/a	63.4%

Rate your opinion of JBLM's impact on the local economy – 4.2 stars



SSMCP COMMUNITY BUSINESS SURVEY - RESULTS

- JBLM helps attract talent to the region– 75%, (2019) 70% (2024) of respondents did not live in Pierce/Thurston county prior to their military affiliation. When they come, they tend to stay – 63% (2019), 76% (2024) self-report as homeowners.

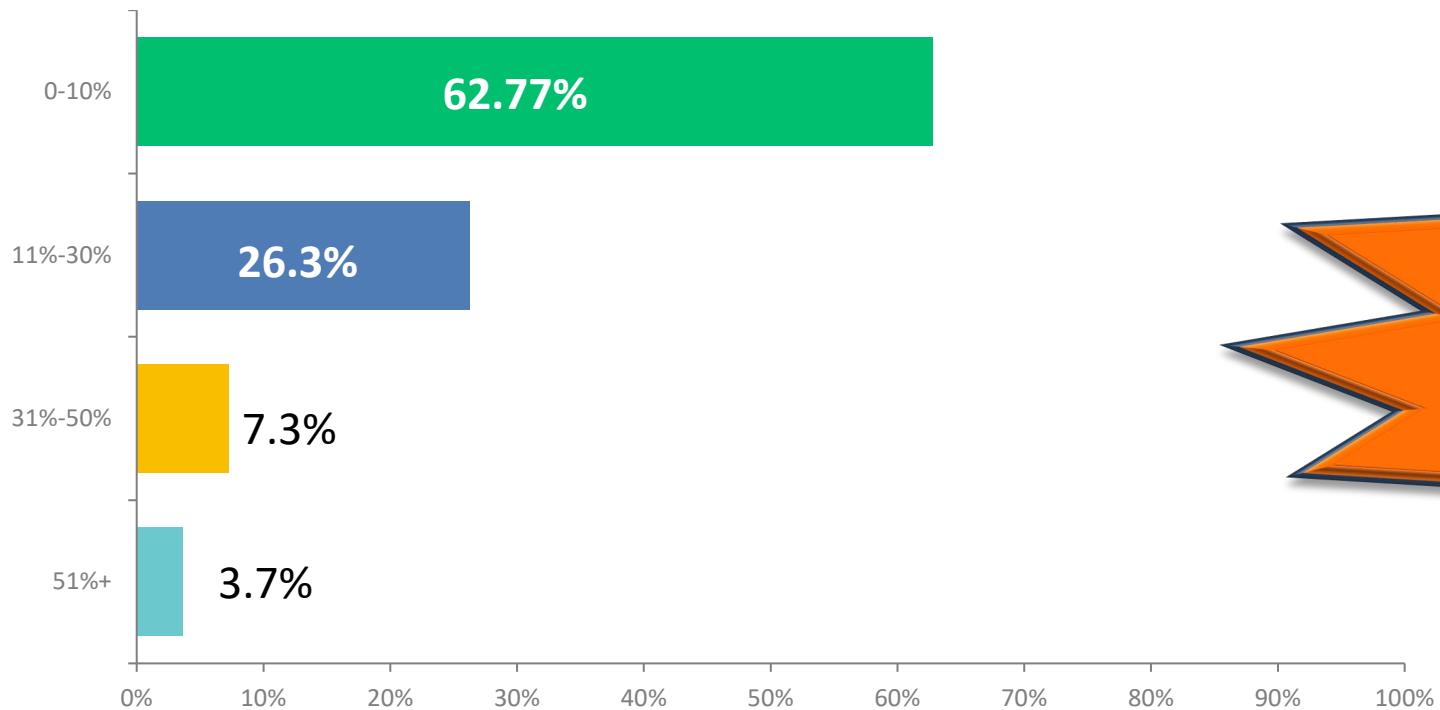
Respondents Status:	(2024)
AD / spouse	2.5%
DOD employee	3.0%
Vet, Retiree, NG, Res	49.5%
Non-military	45%

Years affiliated with JBLM:	(2019)	(2024)
0-1 year	4.0%	9.9%
2-5 years	17%	12%
6-10 years	9.0%	12.6%
> 10 years	71.0%	66%

Generating local business:	(2019)	(2024)
Car	66%	71.6%
House	63%	76.5%
RV	10%	12.5%
Boat	5%	14%
Investment property	5%	13%

BUSINESS OPERATOR RESPONSE

What percentage of your business revenue can be attributed to the presence of JBLM?



141
responses



TO: Mayor and City Council

FROM: Heidi Ann Wachter, City Attorney

THROUGH: John Caulfield, City Manager

DATE: December 9, 2024

SUBJECT: Review of City Council Meeting Schedule

The purpose of this memo is to review options for the City Council to consider specific to changing the number of monthly meetings from four (two regular meetings and two study sessions). The City Council previously received a presentation on this topic at the [City Council's August 19, 2024](#) regular meeting.

The City of Lakewood has established Regular City Council meetings through the Resolution adopting City Council Rules of Procedure.¹ Currently, Regular meetings are held on the first and third Monday of each month and study sessions on the second and fourth Monday. During incorporation and in the years following the business of the City Council required additional special meetings to accommodate all the legislation necessary to establish the city.

The City of Lakewood has been a fully functional established city for many years. Additionally, City Council meetings are now live streamed and recorded with remote attendance available, increasing access in ways not imagined at incorporation. Residents can now attend meetings remotely, including providing public comment. It is appropriate for the City Council to consider any potential advantages and efficiencies of schedules that reflect the evolution of the city.

Among the nineteen Pierce County cities only the cities of Bonney Lake, Lakewood, Sumner and Tacoma meet every week. For the cities of Bonney Lake, Lakewood and Sumner two of the meetings are regular and two are study sessions. The city of Tacoma holds both regular meetings and study sessions weekly. Among cities of comparable size, only the cities of Lakewood and Lacey meet weekly, each alternating between regular meetings and study sessions.²

¹ [Lakewood City Council Resolution 2021-12](#), the latest amendment of original [Resolution 1995-26](#). See also [RCW 35A.12.110](#) which requires the City Council to meet regularly.

² Within the population range of 55,733 – 72,916 are the cities of Olympia, Lacey, Shoreline, Lakewood, Richland, Sammamish and Marysville.

Cities vary not only as to how many meetings are held, but also what day the meetings are held.³ Time of meeting ranges from midday to 7 p.m. Some cities do not reference study sessions, others schedule them as needed, still others hold study sessions either before or after a regular meeting. At least one city incorporates study session items into the agenda for the regular meeting.

A recommended part of this discussion is to evaluate what is typically brought before the City Council. The City Council is a policy body and has exclusive authority over legislative determinations. In an Optional Code City organized pursuant to the Council-Manager form of government City Councils do not handle administrative matters.⁴

Consideration of content is relevant to any discussion of meeting schedule because it can drive the amount of meeting time needed. Legislative action requires public meeting time.

Presentations to review events or programs with no expected legislative outcome are entirely discretionary and do not require public meeting time, though there may be any number of reasons for taking public meeting time to accommodate such presentations.

While meeting time taken for presentation and review can be informative and helpful, there is an attendant risk:

1. It takes meeting time from actual legislative work;
2. It takes employee time from work that more directly serves our residents; and
3. It can create the impression that the City Council directs or reviews routine staff work.⁵

A change to the meeting schedule will require the City Council to update its [Rules of Procedure](#) to amend the days and times of its Regular meetings and study sessions as well as an amendment to [Resolution No. 2001-28](#) which provides for the official date and location of regular meetings and study sessions.

Any changes made to the current regular meeting schedule should be announced well in advance. The City would initiate a public outreach plan to ensure the community is well-informed about the new meeting schedule. This will include use of the city website, social media and other available public notice platforms.

Recommendation: It is recommended that the City Council change its meeting date and time to the first and third Monday of each month, at 6 p.m., to begin with the regular meeting followed by a study session.

³ Meetings are held Monday-Thursday and in the case of one city, as governed by a master calendar.

⁴ See [RCW 35A.13.120](#) which restricts council members from “giving orders to any subordinate of the City Manager in a Council-Manager.

⁵ See [RCW 35A.13.120](#), supra.

Alternately, the City Council could change its meeting dates to hold a regular meeting on the first Monday of each month, a study session on the second Monday of each month and a regular meeting followed by a study session on the third Monday of the month. This alternate option would eliminate the fourth meeting of the month.