

MINUTES OF THE COMMITTEE OF THE WHOLE
February 2, 2019
Auditorium

Present: Anderson, Bullock, George, Litten (10:00 a.m.), O’Leary, O’Malley, Rader

Also Present: Clerk Bach taking minutes

Call to Order: 9:18 a.m.

AGENDA: Council priorities for 2019 and administrative matters related to the operation of the Council Office

I. Council Office Operations

Council Office Expenditures

President O’Leary noted that the 2019 Council budget includes funds that reflect Council’s priorities and needs for the office. He suggested that Council put down policies and ground rules for how the funds should be used and develop a process for tracking purchases. He added that Director Butler has affirmed that the City is compliant with the new state law which requires municipalities to maintain credit card policies.

The Committee discussed the City’s financial tracking methods and making sure that all Council purchases are tracked internally as well. The Committee discussed making funds available to individual councilmembers for expenses up to a certain amount related to town hall meetings and other outreach activities.

- It was decided that Council leadership would develop draft policies for council expenditures and distribute the draft.

Professional Development

The Committee discussed its memberships and the conference opportunities coming up in 2019. Certain councilmembers expressed interest in attending. The Committee discussed alternative local professional development opportunities and expressed agreement that all are acceptable use of the budgeted funds.

- It was decided that for the time being, councilmembers who identify professional development opportunities of interest should forward this information to the Clerk to share with all members.
- It was decided that additional policies regarding conference attendance and professional development should be developed by Council leadership.

Outreach/Communications

Councilmembers expressed interest in increasing the council's communications via social media and newsletters (either print or email). Various strategies were discussed. The Committee discussed ideas for creating a list of email addresses which would receive an e-newsletter.

The Committee discussed the City's website and made suggestions for making Council more prominent on it.

- The Committee agreed that Council leadership will meet with Community Relations and IT to discuss improvements.

The Welcome to Lakewood packet was discussed as a tool that some councilmembers find beneficial.

- The Committee agreed that information about Council should be developed and included in this packet.

Councilmember Bullock reiterated his prior council budget priority request that Council procure equipment for the auditorium such as backdrops and lighting to create better quality photos and hold press events.

- President O'Leary committed to a renewed focus on this request.

Council Office Policies

Council President O'Leary expressed that it is a priority of his to establish formal office policies for Council Office staff and to evaluate to what extent existing workplace policies governing City employees are pertinent to Council staff.

The Committee discussed this and the schedule of the new Deputy Clerk. It was decided that the new Deputy Clerk would add his weekly hours to a joint calendar for all councilmembers to access.

Records Management

Council President O'Leary expressed that it is a priority of his to have council office documents digitized and made available to the public in 2019. It was agreed that all such documents would have to be easily retrievable.

II. COW Topics and Scheduling

President O'Leary noted that all COW time in February must be dedicated to EPA topics.

The Committee discussed strategies for following up on its 2019 budget priorities and for receiving general department updates from the administration. The Committee agreed that it

would like to make time in committee to hear updates on the major development projects such as One Lakewood Place, City land purchases, and parks improvements.

Councilmember O'Malley provided the Committee with an update on developments regarding the City's interest in purchasing Cove Church.

The Committee discussed its ideas for the 2019 budget priorities process and agreed that members should feel free to submit priority proposals at any time leading up to the start of budget talks.

Committee of the Whole adjourned at 11:30 a.m.

Lakewood City Council Saturday C.o.W. Meeting

February 2, 2019

I. Council Office Operations

A. New Council Budget

1. Develop policies for purchases by Council office staff
2. Develop policies for other Council office expenditures
3. Develop policies for Council Travel/Conference/Education funds
4. Digitization of records and records management in office

B. New Staff and Training

1. Training and supervision by Clerk of Deputy Clerk
2. Attendance procedures for flexible scheduling of Deputy Clerk

C. Council Technology Upgrades

II. C.o.W. Topics and Scheduling

A. EPA/IWWIP - Meetings and plan adoption

B. Department Updates and integration of council budget priority follow-up

1. Individual Cmtes, Finance Mte, and/or C.o.W.
 - a) Sessions with both P&D and PW specifically for parks-related improvements

C. Youth Council Formation

D. Major Development Projects

1. Actual legislation
2. Staying up to date on progress

E. City land purchases and projects

1. Cove Church
2. Trinity Lutheran Church
3. Hilliard Theater Site

III. Budget Process

A. Timing

B. Process/Format

C. Proposed changes or major topics

IV. Other topics or items of general concern