



LAKESWOOD CITY COUNCIL AGENDA

Monday, April 20, 2015

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

1. Proclamation declaring April 25, 2015 as Parks Appreciation Day. – *Mr. Jason Gerwen, Chair, Parks and Recreation Advisory Board*
2. Business showcase.– *Mr. Mike Larson, Harold Allen Realty*

PUBLIC COMMENTS

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

- (5) A. Approval of the minutes of the City Council meeting of April 6, 2015.
- (10) B. Approval of the minutes of the City Council Study Session of April 13, 2015.
- (14) C. Items Filed in the Office of the City Clerk:
 1. Community Services Advisory Board meeting minutes of March 4, 2015.
 2. Lakewood Arts Commission meeting minutes of March 2, 2015.

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.

(18) D. Motion No. 2015-16

Appointing Constance Perra to serve on the Arts Commission through October 15, 2017.

(22) E. Motion No. 2015-17

Awarding a bid to Pease and Sons, Inc., in the amount of \$69,300, for the Bridgeport Way and Pacific Highway gateway project.

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

PUBLIC HEARINGS AND APPEALS

- (27) This is the date set for a public hearing on the Five Year 2015-2019 and Fiscal Year 2015 Joint Tacoma-Lakewood Consolidated Plan and proposed use of funds.
- (29) This is the date set for a public hearing on the proposed 2015-2016 Biennial Budget amendments.

RESOLUTION

(93) Resolution No. 2015-12

Establishing a schedule for the review and adoption of the 2015 Comprehensive Plan amendments. – *Assistant City Manager for Development Services*

UNFINISHED BUSINESS

NEW BUSINESS

(96) Motion No. 2015-18

Authorizing the execution of a grant agreement with the Washington State Department of Ecology, in the amount of \$283,937, for a Stormwater Source Control Study. – *Public Works Director*

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REPORTS BY THE CITY MANAGER**CITY COUNCIL COMMENTS****ADJOURNMENT**

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

WEEKLY MEETING SCHEDULE
April 20, 2015 – April 24, 2015

Date	Time	Meeting	Location
Apr. 20	6:00 P.M.	Youth Council	Clover Park School District 10903 Gravelly Lake Dr. SW Student Services Center, Room 1B
	7:00 P.M.	City Council	Lakewood City Hall Council Chambers
Apr. 21	7:00 P.M.	Northeast Neighborhood Association	Lakewood Fire Department 10928 Pacific Hwy SW
Apr. 22	No Meetings Scheduled		
Apr. 23	6:00 P.M.	Landmarks & Heritage Advisory Board	Lakewood City Hall 3rd Floor, Conference Room 3A
Apr. 24	No Meetings Scheduled		

TENTATIVE WEEKLY MEETING SCHEDULE
April 27, 2015 – May 1, 2015

Date	Time	Meeting	Location
Apr. 27	7:00 P.M.	City Council Study Session	Lakewood City Hall Council Chambers
Apr. 28	5:30 P.M.	Parks and Recreation Advisory Board	Lakewood City Hall 1 st Floor, Conference Room 1E
Apr. 29	5:00 P.M.	Community Services Advisory Board	Lakewood City Hall 3 rd Floor, Conference Room 3A
Apr. 30	No Meetings Scheduled		
May 1	No Meetings Scheduled		

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



LAKEWOOD CITY COUNCIL MINUTES

April 6, 2015
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; Councilmembers Mary Moss, Mike Brandstetter, John Simpson, Marie Barth and Paul Bocchi.

Councilmember Excused: 1 – Deputy Mayor Jason Whalen.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Anderson.

PROCLAMATIONS AND PRESENTATIONS

Youth Council Report.

The Youth Council reported on their participation with the World Vision Youth Empowerment program, Father/Daughter Dance and recruitment for potential candidates to serve on the Youth Council.

National Sport Stacking Competition

Recreation Coordinator Higashiyama introduced Alex Gutierrez, Tye Park Elementary School student, who provided a demonstration on cup stacking and placed ninth in the National Sport Stacking Competition.

Proclamation declaring April 7, 2015 as National Service Recognition Day.

MAYOR ANDERSON PRESENTED A PROCLAMATION RECOGNIZING APRIL 7, 2015 AS NATIONAL SERVICE RECOGNITION DAY TO MS. CAROL FARER, STATE DIRECTOR, SERVICE NATION WASHINGTON.

Clover Park School District Board Report.

Clover Park School District (CPSD) Board Director Wagemann spoke about the CPSD goals. He spoke about the STEM fair, Lakes Senior Athletic Scholarship, sports medicine, and nursing curriculum. He then spoke about the State's on-line testing program that has resulted in faster computer results. He spoke about all day kindergarten classes being provided at various schools. He commented on the District's social media sites; the opening of Harrison Preparatory School; and budget forums that are being held in the community. He encouraged the audience to read the District's Inside Schools newsletter. He provided an update on the construction of the Four Heroes and Beachwood Elementary Schools.

PUBLIC COMMENTS

Speaking before the Council were:

Sandra Hull, Lakewood resident, spoke about banning the sales of pets in Lakewood (ie at B & I). She spoke against puppy mills.

Dennis Haugen, Lakewood resident, showed a video of Catherine Templeton, Director of South Carolina DHEC.

Glen Spieth, Lakewood Historical Society, announced that on April 21, 2015 the Lakewood Historical Society meeting topic will be on Lakewood's woods and on April 24, 2015, a historical marker dedication will be held at Old Settlers Cemetery.

Ellen Dolfman, Lakewood resident, spoke about saving dogs and strays on streets. She spoke against the plight of puppy mills.

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

- A. Approval of the minutes of the City Council meeting of March 16, 2015.
- B. Approval of the minutes of the City Council Study Session of March 23, 2015.
- C. Approval of payroll checks, in the amount of \$2,091,378.35, for the period February 16, 2015 through March 15, 2015.
- D. Approval of claim vouchers, in the amount of \$2,415,810.44, for the period February 14, 2015 through March 30, 2015.
- E. Items Filed in the Office of the City Clerk:
 - 1. Planning Commission meeting minutes of March 4, 2015.
 - 2. Landmarks and Heritage Advisory Board meeting minutes of February 26, 2015.

F. Motion No. 2015-13

Setting Monday, April 20, 2015, at approximately 7:00 p.m., as the date for a public hearing by the City Council on the proposed amendments to the 2015-2016 Biennial Budget.

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

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

Resolution No. 2015-11 expressing support for a legislative transportation revenue package.

COUNCILMEMBER BARTH MOVED TO ADOPT RESOLUTION NO. 2015-11. SECONDED BY COUNCILMEMBER MOSS. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Motion No. 2015-14 approving a public art location at Washington Boulevard SW and Gravelly Lake Drive SW.

COUNCILMEMBER BRANDSTETTER MOVED TO APPROVE A PUBLIC ART LOCATION AT WASHINGTON BOULEVARD SW AND GRAVELLY LAKE DRIVE SW. SECONDED BY COUNCILMEMBER SIMPSON. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

Motion No. 2015-15 authorizing the execution of amendments to the lease agreements with the Washington State Department of Social and Health Services relative to Fort Steilacoom Park.

COUNCILMEMBER BARTH MOVED TO AUTHORIZE THE EXECUTION OF AMENDMENTS TO THE LEASE AGREEMENTS WITH THE WASHINGTON STATE DEPARTMENT OF SOCIAL AND HEALTH SERVICES RELATIVE TO FORT STEILACOOM PARK. SECONDED BY COUNCILMEMBER MOSS. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

REPORTS BY THE CITY MANAGER

Review of Washington eminent domain laws.

City Manager Caulfield called on City Attorney Wachter who provided an overview of Washington eminent domain laws.

CITY COUNCIL COMMENTS

Councilmember Moss commented on the Port of Tacoma event, Champions for Youth Breakfast, Harrison Preparatory Grand opening, and Chief Farrar's retirement she attended.

Councilmember Brandstetter commented on the Harrison Preparatory grand opening and expressed his appreciation for the event and former Mayor Harrison's comments about the school.

Councilmember Barth commented on the same events she attended as other Councilmember as well as the Lakewood Chamber luncheon. She announced that Mr. Mike Larson from Harold Allen Realty received the 2014 Realtor of the Year award.

Councilmember Simpson commended the Landmarks and Heritage Advisory Board for the work that they do.

Mayor Anderson reminded Councilmembers to file their Public Disclosure Commission F-1 forms by April 15, 2015.

* * * * *

Executive Session

Mayor Anderson announced that Council will recess into Executive Session for approximately 15 minutes to discuss real property acquisition.

* * * * *

Council recessed into Executive Session at 8:15 p.m. and reconvened at 8:30 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:30 p.m.

DON ANDERSON, MAYOR

ATTEST:

ALICE M. BUSH, MMC
CITY CLERK



LAKWOOD CITY COUNCIL STUDY SESSION MINUTES

April 13, 2015
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: 6 – Mayor Don Anderson; Deputy Mayor Jason Whalen; Councilmembers Mary Moss, Mike Brandstetter, Marie Barth and Paul Bocchi.

Councilmember Excused: 1 – Councilmember John Simpson.

ITEMS FOR DISCUSSION:

City website update.

Communications Manager Champaco provided a demonstration of the City's new website.

Discussion ensued on having a clearinghouse to send a consistent message; updating the website regularly; can one's building permit status be found on the City's website; is there information on what is required for opening a business; adding map locations at each of the City's parks; are there options to translate the City's web content in different languages (through Google translate); are large events highlighted on the main home page or must one need to drill down to find the event; can there be a link to the Chamber of Commerce's calendar; is there an "I want to" feature for subscribing to agenda packets; will names appear under Jail Rosters; when will the new site be up and will Council be able to review the new site before it goes live.

Municipal Court update.

Judge Blinn provided an overview of the Municipal Court jurisdiction in criminal, gross misdemeanors and civil matters, newly created Court efficiencies, and Court statistics of the Municipal Court that serves Lakewood, Steilacoom, University Place and DuPont. He then reviewed the Veteran's Court concept.

Discussion ensued on when someone in Nisqually Jail is released, does the City have an obligation to transport them; what are the financial impacts of RCW 10.01.160(3) that requires that the sentencing judge make an individualized inquiry into the defendant's current and future ability to pay before the court imposes LFOs; is there a way to track the costs; what kinds of cases would be considered in Veterans Court (examples include reckless driving, misdemeanor theft, criminal misdemeanor; domestic violence); is there a method to enroll someone with the Veterans Administration.

Review of a schedule for adoption of the 2015 Comprehensive Plan amendments.

Planning Manager Catron reviewed a schedule for the review and adoption of the 2015 Comprehensive Plan amendments.

Discussion ensued on the workload for processing building permits; and what are the consequences by not completing the Comprehensive Plan amendments by the deadline.

Review of the 2014 Year End Financial Report.

Assistant City Manager for Administrative Services Kraus provided a summary of the 2014 Year End Financial Report.

Discussion ensued on conducting a capacity analysis from an economic development standpoint relative to sales tax revenues; are utility taxes weather-related; where over expenditures occurred, were they one-time expenditures; as the City starts replacing streetlights with LED lights, will the year-end report show how the LED streetlight retrofit costs are working and what the savings are; why does Lakewood's sales tax lag behind others such as Pierce Transit who is in Lakewood and Pierce County as a whole; are there any concerns when projecting into the 2015-2016 (there is not a lot of capacity in the expenditure budget).

Review of the 2015 Carry Forward Budget Adjustments.

Assistant City Manager for Administrative Services Kraus reviewed the proposed amendments to the 2015-2016 Biennial Budget.

Discussion ensued on the Camp Murray Gate reallocation project mitigation fees; when will the capital improvement budget be completed; what is the explanation for the HOME funds adjustments; and is the \$100,000 investment provided in 2013 with the permitting system working.

Review of Homelessness Shelter at Western State Hospital.

City Manager Caulfield provided an update on a Senate proposal of a \$600,000 homeless shelter at Western State Hospital. He expressed concern about its proposed

location at Building 26, and how its incompatible use at Western State Hospital is not in compliance with the Hospital's master plan. He reported that the City has met Senator O'Ban about the City's concerns.

Discussion ensued about incompatible uses and funding of such; that there is funding and more effective programs to address housing homeless veterans; it is unclear as to how many homeless veterans are proposed to be served at Western State Hospital; and proposing an ordinance where homeless shelters can be zoned and looking at what other communities have done.

REPORTS BY THE CITY MANAGER

City Manager Caulfield provided a legislative report update that Lakewood projects would be receiving more than \$6.5 million in funding. He then provided an update on the Pt. Defiance Bypass project.

He reported that the City has submitted two applications for the AWC Excellence awards, one on Municipal Court cost savings and the other on the City's communications strategy.

He announced that the City received the AWC Wellness award which resulted in a 2 percent discount on health premiums.

Mayor Anderson complimented City Manager Caulfield for his outreach efforts with the legislature on Lakewood projects.

ITEMS TENTATIVELY SCHEDULED FOR THE APRIL 20, 2015 REGULAR CITY COUNCIL MEETING:

1. Approving a schedule for the adoption of the 2015 Comprehensive Plan amendments.
2. Proclamation proclaiming April 25, 2015 as Parks Appreciation Day. – *Mr. Jason Gerwen, Chair, Parks and Recreation Advisory Board*
3. Business showcase – Harold Allen Realty
4. This is the date set for a public hearing by the City Council on the Five Year 2015-2019 and Fiscal Year 2015 Joint Tacoma-Lakewood Consolidated Plan and proposed use of funds.
5. This is the date set for a public hearing by the City Council on the proposed 2015-2016 Biennial Budget amendments.
6. Appointing an individual to the Arts Commission through October 15, 2017.

7. Authorizing the execution of a grant agreement with the Washington State Department of Ecology, in the amount of \$283,937, for a Stormwater Source Control Study.

CITY COUNCIL COMMENTS

Councilmember Moss thanked City Manager Caulfield for provided a State of the City address at the Black Collective. She then commented on the Commander Awards dinner she attended at the Convention Center over the weekend. She then spoke about a meeting she held with Washington State Patrol commanders. She noted that she will not be attending the April 20, 2015 Council meeting.

Councilmember Bocchi announced that he will be attending the Planning Commission meeting. He then explained that there are 11 amendments to be considered by the Pierce County Regional Council at their next meeting.

Councilmember Barth spoke about the Arts Commission meeting she attended and the Human Services Collaboration meeting.

Councilmember Brandstetter asked that Mr. Jensen, Principal at Tyee Park Elementary School, be recognized at a Council meeting for receiving the Elementary Principal of the Year award.

Deputy Mayor Whalen asked for an update on the Bridgeport Way gateway.

Mayor Anderson reported on the Master Builders Association meeting that he attended with the City Manager. He then spoke about the Lakewood Rotary dinner auction he attended. He complimented City Manager Caulfield for speaking before the Black Collective. He commented about riding in the Daffodil Marine parade. He announced that at the Pierce Transit meeting, the Board had a discussion about a developer who is interested in acquiring vacant Pierce Transit property in the air corridor zone.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:02 p.m.

DON ANDERSON, MAYOR

ATTEST:

ALICE M. BUSH, MMC
CITY CLERK



**COMMUNITY SERVICES ADVISORY BOARD
Regular Meeting Minutes
WEDNESDAY – March 4, 2015
Lakewood City Hall, Conference Room 3A
6000 Main Street SW, Lakewood, WA**

CALL TO ORDER

Chair Edith Owen Wallace called the meeting to order at 5:30 p.m.

ATTENDANCE

Board members present: Edith Owen Wallace, Sharon Taylor, Kathleen Lind, Mumbi Ngari-Turner, Laurie Maus, and Ric Torgerson

Board members excused: Nancy Huseman and Paul Calta

Council liaison: Councilmember Marie Barth

Staff present: Jeff Gumm, Karmel Shields, and Martha Larkin

Consultant: Linda Rinaldi

APPROVAL OF MINUTES – OCTOBER 8, 2014

KATHLEEN LIND MOVED TO APPROVE THE OCTOBER 8, 2014 CDBG CITIZEN'S ADVISORY BOARD MEETING MINUTES AS WRITTEN. THE MOTION WAS SECONDED BY SHARON TAYLOR. VOICE VOTE WAS TAKEN AND THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF MINUTES – FEBRUARY 4, 2015

KATHLEEN LIND MOVED TO APPROVE THE FEBRUARY 4, 2015 CSAB CITIZEN'S ADVISORY BOARD MEETING MINUTES AS WRITTEN. THE MOTION WAS SECONDED BY SHARON TAYLOR. VOICE VOTE WAS TAKEN AND THE MOTION CARRIED UNANIMOUSLY.

PUBLIC COMMENTS

There was no one present to comment.

NEW BUSINESS

RECAP OF FEBRUARY 11, 2015 COLLABORATION MEETING

Chair Wallace discussed the February 11, 2015 Human Services Collaboration Meeting and encouraged Board Members to attend future meetings.

REVIEW OF DRAFT 5-YR CONSOLIDATED PLAN (FY 2015-19) AND RECOMMENDED PROJECTS FOR FY 2015 ANNUAL ACTION PLAN

Ms. Rinaldi and Mr. Gumm reviewed the Draft 5-Yr Consolidated Plan (2015-19) and recommended projects for FY 2015 Annual Action Plan. Discussion ensued.

NEXT MEETING

March 9, 2015 – Council Meeting – Review of Draft 5-Yr Consolidated Plan (2015-19) and recommended projects for FY 2015 Annual Action Plan.

March 25, 2015 – CSAB Meeting – Introduction of new Board Members and general review of human services and CDBG/HOME processes.

ADJOURNMENT

The meeting adjourned at 6:58 p.m.



Edith Owen Wallace, Chair

3/25/15

Dated



LAKWOOD ARTS COMMISSION REGULAR MONTHLY MEETING MONDAY, March 2, 2015 4:30 PM TO 6:00 PM Lakewood City Hall Council Chambers 6000 Main Street SW Lakewood, WA 98499
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CALL TO ORDER

Chair Kurt Erickson called the meeting to order at 4:35 pm.

ATTENDANCE:

Arts Commission Members Present: Susan Coulter, Kurtiss Erickson, Kathy Flores, Retha Hayward, Marquita Hunt, Barbara Vest, Jean Witte, William Joy (Youth Council Representative)

Council Liaison: Marie Barth

Arts Commission Member Excused: Robert Lawrence, Phil Raschke

Arts Commission Members Absent: Sandra Cavillo, Jeff Greenwell

Introduction of Guests: Connie Perra, Glorey Cancro

APPROVAL OF MINUTES: Kat Flores moved and Retha Hayward seconded a motion to approve the minutes of the February 2, 2015, meeting. The motion passed.

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

Recruitment:

The commission still has four positions open. Jean Witte introduced Connie Perra to the commission with the possibility of future membership. Kurt Erickson is continuing to work on bringing his friend who is a graphic artist and photographer.

Public Art

City Hall Art Exhibit: Artwork for the next exhibit will be scheduled for installation in April and will be displayed for April, May & June. A request was made to have the application posted on the City's Facebook page. Guest Glory Cancro expressed interest in exhibiting.

City Hall Lobby Art: This is still in the works but has taken a secondary priority as we move forward with the Gravelly Lake & Washington site for art. Potential

use of the Weaver's association (both here and from Tacoma) was mentioned as possibility. A mural was also discussed.

Gravelly & Washington site for art: The Commission has requested that the decision on this site be added to the Council agenda for a vote. Councilmember Barth suggested that the commission members visit the roundabout in University Place that features the work of Pacific Northwest artist Doug Granum.

SummerFEST & Farmers Market stages: Susan Coulter will chair the entertainment selection committee for these two stages. The Commission requested the contact info for the artists who performed in 2014. Dennis Higashiyama will request that information from Suzi Riley.

ArtsFest: Will be held Saturday & Sunday, May 2nd & 3rd at Pierce College. The next planning meeting will be on Tuesday, March 10th at City Hall in room 1A at 10:00am. The Commission members requested that the link to the ArtsFest website be sent to them.

MayFest: Special considerations will be made for local artists displaying at both ArtsFest and MayFest ease the process.

NEW BUSINESS

RFP for public art: The process will begin to create a RFP for the public art that will be installed at the proposed site of Gravelly Lake & Washington. UP for Art was suggested as a model that should be investigated for fundraising. Matching possibilities are being investigated to grow the already existing funds.

Literary: Barbara Vest reported that the Pierce County Reads book for this year will be Daniel Brown's "The Boys in the Boat". It is a great story of the UW crew that won the gold medal in the 1936 Olympics.

Asian Film Festival: The idea of holding the film festival at City Hall in Council Chambers was briefly discussed. Also the subject of asking for donations was raised again. Both will be discussed in fuller detail at our April meeting when Phil Raschke is in attendance.

ADJOURNMENT: The meeting was adjourned at 5:50 pm


Kurtiss Erickson, Chair


Dennis Higashiyama, Staff Liaison

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: April 20, 2015 REVIEW:	TITLE: Appointing Constance Perra to serve on the Lakewood Arts Commission through October 15, 2017. ATTACHMENTS: Candidate application	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION NO. 2015-16 <input type="checkbox"/> OTHER
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SUBMITTED BY: Alice M. Bush, MMC, City Clerk on behalf of Mayor Don Anderson

RECOMMENDATION: It is recommended that the City Council confirm the Mayor’s appointment of Constance Perra to serve on the Lakewood Arts Commission through October 15, 2017.

DISCUSSION: A news release was sent to THE NEWS TRIBUNE AND THE SUBURBAN TIMES advertising four (4) vacancies on the Lakewood Arts Commission. Notices were posted on the City’s website and at the Tillicum Community Center, Tillicum Library, Lakewood Community Center, Lakewood Library and City Hall. One (1) application was received. The three (3) vacant positions are being advertised.

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

The Lakewood Arts Commission will do the following:

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

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

FISCAL IMPACT: There is no fiscal impact.

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

	MAYOR'S APPOINTMENTS	TERMS 4 – positions through 10/15/2017
Constance Perra	Appoint	Appoint through 10/15/2017

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

RECEIVED
MAR 11 2003
CITY OF LAKEWOOD
City Clerk's Office

APPLICATION FOR APPOINTMENT

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

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

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

Name: CONSTANCE L. PERRA (CONNIE)
(Please Print)
Current Home Address: 11421 GRAVERZY LAKE DR
City: LAKEWOOD State: WA Zip: 98499
Home Phone Number: ^{cell} 214 E-mail: fperra@comcast.net
Present Employer: retired
Address: _____ Work Phone: _____

CIVIL SERVICES COMMISSION APPLICANTS. PLEASE ANSWER QUESTIONS BELOW.

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

*Prior Home Address: _____ For how long? _____

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

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

*What political party are you affiliated with? _____

*Requirement of RCW 41.12 for Civil Service Commission appointments

(-OVER-)

Hobbies/Interests: ART/collages, museums, reading historical fiction

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

Date available for appointment: Now

Are you available to attend evening meetings? Yes No ___

Are you available to attend daytime meetings? Yes No ___

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

Recommended by: Jean Witte

Education: B.S. Univ. of Wisconsin, Madison

Professional and/or community activities: ART CLASSES AT LAKEWOOD Sr Activity Ctr

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

of Art - Membership, taught Art classes to patients & volunteers at Metropolitan Hospital NYC 20 yrs

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

I enjoy our retirement here in Lakewood. We'd

like to contribute to my community

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

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

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

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

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

Signature: Constance R. Perov Date: 3/16/15

DISCUSSION (continued from page 1): Staff sought recommendations from the project’s landscape architect and sign fabricator (selected from three bid solicitations) to find contractors who were interested and qualified to complete the project within the required time constraints. Two contractors reviewed the project, and only one contractor submitted a bid. The base bid is for \$66,800 and includes two add ons (one for landscaping in the circle (\$2,500) and one for a natural stone product (\$4,000). The city will include the landscape add on but will keep the cultured stone that was included in the base bid price. This product will be easier to install, repair and replace, allow us stay within budget and be more cost effective when we work on the other gateway areas. The bid is reasonable and the contractor is committed to complete the project within the city’s time constraints.

The City will supply traffic control to the contractor via police and separate contract (estimated to be around \$15,000). Traffic control bids were solicited from three traffic control contractors and two bids were received. The city has selected the lower of the two bids, Advanced Government Services (AGS) to provide traffic control. City staff will also support the project with electrical, landscaping, permitting, construction inspection and other support services.

City of Lakewood Gateway Project



Engineer's Estimate

BASE BID

<u>ITEM</u>	<u>SF</u>	<u>QTY.</u>	<u>COST</u>	<u>TOTAL</u>
<u>Monument Sign</u>				
Planter Wall		178 SF	50	\$8,900
Demolition		1 LS	3000	\$3,000
Sign Columns		2 EA	15000	\$30,000
Light Box with cap for sign & columns		1 LS	0	\$0
Sign Installation		1 LS	3000	\$3,000
Sign base		3 EA	500	\$1,500
Sign foundation		20 LF	100	\$2,000
Electrical Work		1 LS	0	\$0
Traffic Control		1 LS	0	\$0
Monument Sign Subtotal				\$48,400
<u>Landscape Preparation</u>				
Bed Prep. & Fine Grading	4890	4890 SF	0.12	\$587
Root Barrier	25	25 LF	8.00	\$200
Topsoil	2000	25 CY	50.00	\$1,250
Bark Mulch	2000	14 CY	50.00	\$700
Sod Lawn	1180	1180 SF	1.00	\$1,180
Soil Preparation	4890	44.01 CY	34.00	\$1,496
Landscape Irrigation		1500 SF	1.20	\$1,800
Landscape Preparation Subtotal				\$7,213
<u>Plants</u>				
`CRIMSON PYGMY` BARBERRY		63 EA	\$21.88	\$1,378
`ROSE GLOW` BARBERRY		3 EA	\$32.13	\$96
MEXICAN FEATHER GRASS		34 EA	\$11.63	\$395
`STELLA DE ORO` DAYLILY		9 EA	\$10.63	\$96
`SOFT TOUCH` HOLLY		51 EA	\$25.00	\$1,275
JAPANESE BLOOD GRASS		11 EA	\$11.88	\$131
`MORNING LIGHT` MISCANTHUS		2 EA	\$32.50	\$65
				\$3,436
Subtotal				\$59,049
contingency				\$4,724
Total				\$63,773



PEASE & SONS, INC.

P.O. BOX 44100 • Tacoma, Washington 98448-0100
10601 Waller Road East • (253) 531-7700 • Fax (253) 537-8113
Contractor Registration No. CC01-PE-AS-ES*302PO
Oregon CCB #140509 E-mail address: mail@peaseandsons.com

April 14, 2015

City of Lakewood
Public Works Department
6000 Main St SW
Lakewood, WA 98499-5027

SENT VIA EMAIL
dwinkler@cityoflakewood.us

Attention: Desiree Winkler

Reference: **Bridgeport Way and Pacific Highway Gateway
Lakewood, WA
City Project No. r0001
Proposal**

Dear Desiree,

Pease & Sons is pleased to submit pricing on the Bridgeport Way and Pacific Highway Gateway project.

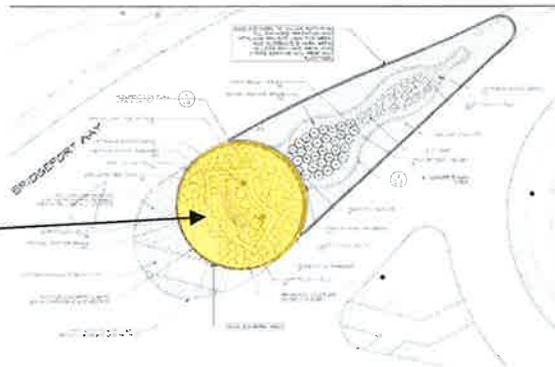
Bid Amount: \$66,800.00

Adder for Landscape Irrigation: \$2,500.00

Adder for Ocean Pearl masonry: \$4,000.00

Inclusions:

1. WA State L&I prevailing wage rates
2. Cast in place concrete
3. Signage (installation only)
4. Landscape
5. Work located within the existing circle
6. Masonry
7. Performance/payment bonds
8. Excavation and backfill, including soils
9. Sidewalk fill as requested
10. This work can be completed by June 1, 2015 if the Notice to Proceed is received no later than April 21, 2015.



“An Equal Opportunity Employer”

Exclusions:

- A. Permits
- B. Traffic control
- C. Signage (material)
- D. Electrical
- E. Anything not specifically listed under “Inclusions”
- F. Design and/or engineering
- G. Testing and/or special inspections

Thank you for this opportunity. Please feel free to contact me at (253) 531-7700 or Darron@Peaseandsons.com if you have questions or need additional information. We look forward to hearing from you.

Sincerely,

PEASE & SONS, INC.



Darron C. Pease
President



March 17, 2015

Don Anderson
Mayor

Jason Whalen
Deputy Mayor

Mary Moss
Councilmember

Michael D. Brandstetter
Councilmember

John Simpson
Councilmember

Marie Barth
Councilmember

Paul Bocchi
Councilmember

John J. Caulfield
City Manager

NOTICE OF PUBLIC HEARING

Notice is hereby given that on Monday, April 20, 2015, at 7:00 p.m., or soon thereafter, the City Council will hear public testimony and receive additional information on the Five Year (2015-2019) and Fiscal Year 2015 Consolidated Plans, and proposed use of funds for the Community Development Block Grant and HOME Investment Partnership Act. Copies of the Plan may be viewed on the City's website at www.cityoflakewood.us and at:

- Lakewood City Hall, Community Development Department, 6000 Main Street SW, Lakewood
- Lakewood Library, 6300 Wildaire Road SW, Lakewood
- Tillicum Library, 14916 Washington Avenue SW, Lakewood
- Tacoma City Hall, Tacoma Community & Economic Development Department, 747 Market Street, 10th Floor, Tacoma

If you have comments about this matter and want them to be known and considered, they must be presented at the hearing, or written comments can be submitted to the City Clerk, 6000 Main Street SW, Lakewood, WA 98499, prior to the hearing.

The public hearing will take place at City of Lakewood, Council Chambers, 6000 Main Street SW, Lakewood, Washington.

For further information, please contact Mr. Jeff Gumm, Program Manager, at (253) 589-2489.

Alice M. Bush, MMC
City Clerk

(Resolution No. 2015-08)

CDBG PROGRAM YEAR 2015		
	Amount Requested	CDBG FY 2015
PHYSICAL IMPROVEMENTS		
City of Lakewood – 108 th Street Roadway Improvements	\$741,500.00*	\$320,000.00
Subtotal- Physical Improvements	\$741,500.00*	\$320,000.00
PUBLIC SERVICE (15% Cap)		
Subtotal- Public Service	\$0	\$0
HOUSING		
Major Home Repair/Sewer Loan Program	\$36,198.40	\$36,198.40
Subtotal- Housing	\$36,198.40	\$36,198.40
ECONOMIC DEVELOPMENT		
Subtotal- Economic Development	\$0	\$0
OTHER/ADMIN (20% Cap)		
Administration	\$93,549.60	\$93,549.60
Subtotal- Administration	\$93,549.60	\$93,549.60
Contingency (5% Max.)	\$0	\$0
HOME Housing Services Administration	\$18,000.00	\$18,000.00
Subtotal- Contingency	\$18,000.00	\$18,000.00
TOTAL	\$889,248.00	\$467,748.00
*Note: Remaining project balance to be funded with Section 108 guarantee funds.		

HOME PROGRAM YEAR 2015 – LAKEWOOD’S SHARE	
Housing Rehabilitation Program	\$80,000.00
Affordable Housing Loan Fund	\$77,543.00
Down Payment Assistance Program	\$20,000.00
Administration (10% Tacoma)	\$19,727.00
TOTAL	\$197,270.00



Don Anderson
Mayor

Jason Whalen
Deputy Mayor

Mary Moss
Councilmember

Michael D. Brandstetter
Councilmember

John Simpson
Councilmember

Marie Barth
Councilmember

Paul Bocchi
Councilmember

John J. Caulfield
City Manager

April 9 and 16, 2015

NOTICE OF PUBLIC HEARING

CITY OF LAKEWOOD 2015-2016 BIENNIAL BUDGET AMENDMENTS

Notice is hereby given that on Monday, April 20, 2015, at 7:00 p.m., or soon thereafter, a public hearing will be held by the Lakewood City Council on the proposed 2015-2016 Biennial Budget amendments. This hearing will take place at the City of Lakewood, Council Chambers, 6000 Main Street SW, Lakewood, Washington.

If you have concerns about this matter and want those concerns to be known and considered, they must be presented at the hearing or written comments can be submitted to the City Clerk, 6000 Main Street SW, Lakewood, WA 98499-5027, prior to the hearing.

Beginning April 10, 2015, copies of the 2015-2016 Biennial Budget amendments will be made available in the Administrative Services Department or can be viewed at www.cityoflakewood.us For further information, please call Tho Kraus, Assistant City Manager Administrative Services, at (253) 983-7706.

Alice M. Bush, MMC
City Clerk

(Motion No. 2015-13)

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: April 20, 2015 REVIEW: April 13, 2015 April 20, 2015	TITLE: An Ordinance amending the 2015-2016 Biennial Budget ATTACHMENTS: <ul style="list-style-type: none"> • Staff Memo • Summary of Proposed Adjustments • Ordinance & Exhibits 	TYPE OF ACTION: ORDINANCE NO. RESOLUTION NO. MOTION OTHER <input checked="" type="checkbox"/> Public Hearing
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SUBMITTED BY: Tho Kraus, Assistant City Manager/Administrative Services

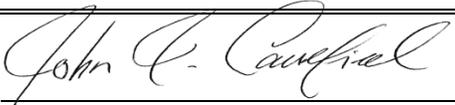
RECOMMENDATION: It is recommended that the City Council adopt this Ordinance amending the City’s 2015-2016 Biennial Budget.

DISCUSSION: The Revised Code of Washington (RCW) Chapter 35A.34 stipulates that a public hearing be held in connection with the modification process. Following the RCW guidelines, the City is holding a public hearing on the 2014 Carry Forward Budget Adjustment ordinance on April 21, 2014. The proposed budget adjustment makes the following types of modifications to fiscal year 2014: revise the beginning balance by adjusting the estimated amount to reflect the final 2013 ending fund balance; incorporate items previously approved by Council; appropriate projects funded by grants and contributions; continuation of capital projects; changing operating trends and conditions; and new allocations on an exception basis.

ALTERNATIVE(S): The City Council may approve the budget ordinance with modifications.

FISCAL IMPACT: The proposed budget adjustment for all funds:

- Beginning Fund Balance: increase by \$3,839,328 in 2015 and decrease by \$74,400 in 2016;
- Revenues: increase by \$21,503,942 in 2015 and decrease by \$5,095,954 in 2016;
- Expenditures: increase by \$25,417,669 in 2015 and decrease by \$5,536,453 in 2016;
- Ending Fund Balance: decrease by \$74,400 in 2015 and increase by \$366,099 in 2016.

_____ Prepared by _____ Department Director	 _____ City Manager Review
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To: Mayor and City Councilmembers
From: Tho Kraus, Assistant City Manager/Administrative Services
Through: John J. Caulfield, City Manager *John J. Caulfield*
Date: April 13, 2015
Subject: 2015 Carry Forward Budget Adjustment

BACKGROUND

The proposed budget adjustment makes the following types of modification to the current biennium:

- Revise the beginning fund balance by adjusting the estimated amount to reflect the final 2014 ending fund balance;
- Housekeeping adjustments to incorporate items previously approved by the City Council;
- Appropriate projects funded by grants and contributions;
- Continuation of capital projects; and
- New allocations, on an exception basis.

PROPOSED BUDGET ADJUSTMENT SUMMARY

Below is a summary of the proposed carryforward budget adjustment and the impact to beginning balance, revenues, expenditures and ending fund balance.

The bottom line is the proposed carry forward budget adjustment maintains the ending fund balance reserves in accordance with the financial policies.

Year 2015:

- Increases total beginning fund balance for all funds by \$3.83M, resulting in a total revised beginning fund balance estimate of \$21.06M;
- Increases total revenues for all funds by \$21.50M, resulting in a total revised revenue estimate of \$87.60M;

- Increases total expenditures for all funds by \$25.41M, resulting in a total revised expenditure estimate of \$91.19M; and
- Decreases total ending fund balance for all funds by \$74K, resulting in a total revised ending fund balance estimate of \$17.47M.

Year 2016:

- Decreases total beginning fund balance for all funds by \$74K, resulting in a total revised beginning fund balance estimate of \$17.47M;
- Decreases total revenues for all funds by \$5.10M, resulting in a total revised revenue estimate of \$52.02M;
- Decreases total expenditures for all funds by \$5.53M, resulting in a total revised expenditure estimate of \$52.28M; and
- Increases total ending fund balance for all funds by \$366K, resulting in a total revised ending fund balance estimate of \$17.21M.

The table below provides a breakdown of the proposed 2015 carry forward budget adjustment by year and fund group.

Fund Group	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance		
	Current Budget	Proposed Adjustment	Proposed Revised Budget	Current Budget	Proposed Adjustment	Proposed Revised Budget	Current Budget	Proposed Adjustment	Proposed Revised Budget	Current Budget	Proposed Adjustment	Proposed Revised Budget
Total Year 2015	\$ 17,220,629	\$ 3,839,328	\$ 21,059,957	\$ 66,093,235	\$ 21,503,942	\$ 87,597,177	\$ 65,772,115	\$ 25,417,669	\$ 91,189,784	\$ 17,541,749	\$ (74,400)	\$ 17,467,349
General	4,034,368	498,327	4,532,695	35,107,433	80,301	35,187,734	34,966,947	763,032	35,729,979	4,174,854	(184,404)	3,990,450
Special Revenue	3,831,579	(558,639)	3,272,940	4,750,160	2,042,449	6,792,609	6,707,916	1,592,869	8,300,785	1,873,823	(109,059)	1,764,764
Debt Service	1,058,078	(14,378)	1,043,700	1,168,502	51,476	1,219,978	1,294,648	51,476	1,346,124	931,932	(14,378)	917,554
Capital Projects	649,318	150,931	800,249	17,293,487	18,720,782	36,014,269	15,352,500	19,197,190	34,549,690	2,590,305	(325,477)	2,264,828
Enterprise	3,317,526	3,550,716	6,868,242	3,091,669	229,876	3,321,545	3,158,640	2,744,937	5,903,577	3,250,555	1,035,655	4,286,210
Internal Service	4,329,760	212,370	4,542,130	4,681,984	379,058	5,061,042	4,291,464	1,068,165	5,359,629	4,720,280	(476,737)	4,243,543
Total Year 2016	\$ 17,541,749	\$ (74,400)	\$ 17,467,349	\$ 57,114,532	\$ (5,095,954)	\$ 52,018,578	\$ 57,813,186	\$ (5,536,453)	\$ 52,276,733	\$ 16,843,095	\$ 366,099	\$ 17,209,194
General	4,174,854	(184,404)	3,990,450	35,709,391	(14,000)	35,695,391	35,546,448	(198,404)	35,348,044	4,337,797	-	4,337,797
Special Revenue	1,873,823	(109,059)	1,764,764	4,767,750	(16,290)	4,751,460	5,080,500	(17,790)	5,062,710	1,561,073	(107,559)	1,453,514
Debt Service	931,932	(14,378)	917,554	1,160,421	154,650	1,315,071	1,328,278	154,650	1,482,928	764,075	(14,378)	749,697
Capital Projects	2,590,305	(325,477)	2,264,828	8,218,500	(5,273,000)	2,945,500	8,457,950	(4,992,500)	3,465,450	2,350,855	(605,977)	1,744,878
Enterprise	3,250,555	1,035,655	4,286,210	2,702,500	-	2,702,500	3,539,060	(417,095)	3,121,965	2,413,995	1,452,750	3,866,745
Internal Service	4,720,280	(476,737)	4,243,543	4,555,970	52,686	4,608,656	3,860,950	(65,314)	3,795,636	5,415,300	(358,737)	5,056,563

FUND 001 – GENERAL FUND ADJUSTMENTS

Transfer In From Fleet & Equipment Fund, 1-Time – Transfer in \$40,802 from estimated proceeds from the sale of surplus police vehicles (\$9575) and excess proceeds from surplus assets (\$31,227). The General Fund is the original source of funds for the purchase of these vehicles; therefore, may be used for general purposes.

Internal Service Charges for Information Technology, 1-Time – Appropriate a total of \$114,322 in 2015 for continuation of project previously approved in 2014: \$35,000 for exchange server refresh; \$30,000 for fiber optic connection parks; \$10,000 for broadcast/stream City Council meetings; \$10,000 for website update/redesign; \$10,000 for disaster recovery plan; and \$19,322 for phone system replacement. Specific project details are provided under Fund 503 Information Technology section.

Internal Service Charges for Risk Management Multi-Care Settlement, 1-Time – Add \$85,000 in 2015 for internal services charges related to the MultiCare Settlement. Details are provided under Fund 504 Risk Management section.

Reduce Fire Marshall Contract / Increase Share of Administrative Assistant Cost, Ongoing – Reduce the budget for Fire Marshall Contract by \$53,000 annually resulting in a revised annual budget of \$202,000 which reflects actual payments. The savings is used to fund the department’s cost of the shared PW & CED administrative assistant position of \$39,945 in 2015 and \$42,736 in 2016.

Community Visioning Plan, 1-Time – Carry forward \$33,075 for city visioning. The proposal originated with the City Council in the fall of 2013, and is part of the comprehensive plan update. Visioning is a process in which community members discuss past and present community issues, determine positive qualities and assets, identify future goals, design a plan for the community, carry out a series of actions, and evaluate outcomes.

Analysis of Lakewood Towne Center Development, including a Potential Linear Park, 1-Time – Appropriate \$10,000 in 2015 for contracted services. McCament & Rogers was engaged by the City of Lakewood to offer observations and suggestions to improve the City’s economic development efforts concerning the Lakewood Towne Center in four general areas: 1) housing opportunities that could be incorporated into Towne Center; 2) provide suggested resources to identify and recruit a restaurant similar in quality to the former Lakewood Terrace; 3) add a hotel and an event center; and 4) provide suggestions for a park or park-like amenity that could be incorporated into Towne Center. \$10,000 is requested to support landscape architectural design, economic impact analysis, and covenant review.

Pacific Highway Redevelopment Market Analysis - Appropriate \$20,000 in 2015 for contracted services. The City engaged Berk Consulting to evaluate the fiscal benefits of redeveloping properties on Pacific Highway. The potential project site is on the southeast side of Pacific Highway along I-5, just South of 108th Street and includes the current WSDOT property. The purpose of the project is to realize highest and best uses for the property that provide long-term fiscal benefits to the City. The project includes a new retail center and possibly a new auto dealer. The analysis revealed substantial benefit to the community which could support enhanced services for citizens, bring in new revenues and patrons, and clean up the area making it more inviting for everyone. Market analysis and land assembly review is recommended to fully understand the probability of success. \$20,000 is requested to be appropriated for these services.

Motor Avenue Complete Streets, 1-Time – Appropriate \$48,000 in 2015 for the development of a “complete streets” design concept for Motor Avenue SW. “Complete streets” uses a shared space approach, which reduces separations between vehicle traffic and pedestrians. Motor Avenue SW is an

existing public right-of-way which bisects an existing block between Gravelly Lake Drive SW and Whitman Avenue SW. The street is used for cut-through traffic, and as a long, continuous driveway for adjoining private parking lots. This item was presented to the City Council at the March 9, 2015 Study Session.

Elections, Ongoing & 1-Time – Decrease the original estimate by \$16,000 (\$14,000 ongoing increase and \$30,000 1-time decrease) in 2015 and \$40,000 in 2016. The proposed adjustment results in an ongoing budget of \$144,000 (\$42,000 primary election, \$21,000 general election, \$81,000 voter registration) in 2015 and \$90,000 (voter registration) in 2016. The original 2015/2016 budget included \$30,000 for Transportation Benefit District special election in 2015.

STOP Grant, 1-Time - Add grant award for FFY 2014. The award is from the US Department of Justice through the Washington State Department of Commerce. Appropriate \$30,271 in revenue and expenditures for 2015. These funds are provided for a part-time office assistant position to provide support on STOP activities that will enhance prosecution's response to adult or teen victims of domestic violence.

Court Transport Reimbursement, Ongoing – Eliminate the revenue estimates of \$14,000 annually for court transport reimbursement from the City of University Place. Court transport is included in the current contract.

Public Defender, (New Allocation), Ongoing – Increase public defender contract by \$40,000 annually. This adjustment increases the public defender (includes \$20,000 for conflict defender) budget from \$345,000 to \$385,000. This increase is due to new laws that determine case load management for public defense services.

Fort Steilacoom Barn Removal, 1-Time – Carry forward \$28,000 as a transfer from the Fund 001 General to Parks CIP for the removal of the debris pile created when the barn blew over as a result of the February 2014 wind storm. A new request in the amount of \$72,000 is made in Fund 102 Real Estate Excise Tax to provide for a total of \$100,000 for this project.

Springbrook Demolition, 1-Time – Carry forward \$30,000 project funds as a transfer to Fund 301 Parks CIP in 2015 to be combined with the Springbrook capital projects. The funds will be used to demolish the house at Springbrook park and open the site for public use. The expenditure allocation is to cover the costs for abatement, removal, and disposal of the house. The City Council was informed at the time of purchase of the property that the City's intent was to demolish the house, remove the fences, and allow the community to utilize the property. The funding source is \$25,000 from General Fund and \$5,000 donation from Partners for Parks received in 2014.

Bridgeport Gateway, 1-Time – Carry forward \$88,729 project funds as a transfer to Fund 301 Parks CIP in 2015 for the gateway project. An additional \$10,000 from the 2015 Nisqually grant and \$10,000 from the 2015 hotel/motel lodging tax allocation is included in Fund 301 Parks CIP for a total 2015 project budget of \$112,044.

Nisqually Grant for Ray Evans Memorial Fishing Event, 1-Time – Appropriate \$5,000 revenues and expenditures in 2015 to account for the Nisqually grant received for the parks recreation Ray Evans memorial fishing event.

United States Coast Guards (USCG) Vessel Registration Fee Entitlement – Appropriate \$8,852 in expenditures for Marine Patrol, offset by vessel registration fee entitlement revenue for the funding period

October 1, 2014 through September 30, 2015. The purpose of the funds is to provide marine patrol and safety training.

Sex Offender Address Verification Grant – Reduce the original 2015 revenue estimate by \$15,624 to reflect the actual grant award of \$12,376 for the funding period July 1, 2014 through June 30, 2015. The purpose of the grant is to aid in the verification of all registered sex offenders' place of residence for level I offenders every twelve month, level II offenders every six months, and level III offenders every three months in Pierce County.

Nisqually Grant for Police Mental Health Coordinator – Appropriate \$25,000 in revenues and expenditures in 2015 to account for the 2015 Nisqually grant received for funding the Police Department Mental Health Coordinator.

DUI Reimbursement for DUI Emphasis Overtime, 1-Time – In accordance with Ordinance 449, allocate 85% or \$24,927 to DUI emphasis and 15% or \$4,399 to traffic safety for a total appropriation of \$29,326 in 2015. The funding source is revenues of \$9,080 received 4th quarter 2013 and \$20,246 received for all of 2014. January through September 2013 allocation was completed as part of the 2013/2014 mid-biennium budget adjustment and the intent was to capture future allocations as part of the annual carry forward budget adjustment.

General Fund Transfers to Fund 302 Transportation, 1-Time – The 2015/2016 adopted budget provides for a \$500,000 annual contribution to transportation capital. The proposed budget adjustment increases the transfer in 2015 by \$189,500 offset by a decrease in 2016 for a net impact of \$0.

General/Street O&M Fund Subsidy for Shared PW/CED Administrative Assistant Position, Ongoing – Decrease the General Fund subsidy to Street O&M by \$7,988 in 2015 and \$8,546 in 2016 due to the elimination of Street O&M's cost of the shared administrative assistant position. The administrative assistant position is charged 50% to CED, 25% to transportation capital and 25% to SWM.

General/Street O&M Fund Subsidy for LED Streetlight Retrofit, Ongoing – Decrease the General Fund subsidy to Street O&M Fund by \$51,476 in 2015 and \$144,744 in 2016 due to energy and repairs and maintenance savings associated with the LED streetlight retrofit program. The expenditure savings is used to fund the annual LOCAL financing debt services payments.

General/Street O&M Fund Subsidy for One School Sign at Gravelly Lake Drive/Park Lodge Elementary, 1-Time – Increase the General Fund subsidy to Street O&M by \$15,000 in 2015 for a single school sign related to school zone speed.

FUND 101 – STREET O&M FUND

Reallocation of PW/CED Administrative Assistant Position, Ongoing – Decrease expenditures by \$7,988 in 2015 and \$8,546 in 2016 due to the elimination of Street O&M's cost of the shared administrative assistant position. The administrative assistant position is charged 50% to CED, 25% to transportation capital and 25% to SWM. The reduction in costs also reduces the General Fund subsidy to Street O&M Fund by an equal amount.

One School Sign at Gravelly Lake Drive/Park Lodge Elementary, 1-Time – Appropriate \$15,000 in 2015 for a single school sign related to school zone speed.

LED Streetlight Retrofit Energy and Repairs & Maintenance Savings, Ongoing – Reduce energy costs of \$32,091 in 2015 and \$93,744 in 2016 and repairs and maintenance of \$19,385 in 2015 and \$51,000 in

2016 due to savings as a result of the LED streetlight retrofit project. The expenditure savings is used to fund the annual LOCAL financing debt service payments.

FUND 104 – HOTEL/MOTEL LODGING TAX

2015 Hotel/Motel Lodging Tax Allocation, 1-Time – Eliminate original estimate of \$500,000 in 2015 and replace with actual expenditure appropriation of \$451,850. This item was approved by the City Council on November 17, 2014.

FUND 105 – PROPERTY ABATEMENT

Accounting Change, Ongoing – Account for abatement program funded by transfer in from General Fund of \$35,000 in the Property Abatement Fund rather than CDBG Fund. This change adds the associated revenue and expenditure allocation for personnel costs.

Eliminate Original Budget Estimate and Replace with Updated Estimate, 1-Time - Remove original budget expenditure allocation for \$100,000 and increase 2015 expenditure allocations to \$175,000. Add 2015 abatement revenue of \$13,700 in 2015.

The Property Abatement Fund accounts for projects that the City has identified and processed through the abatement program. All revenues from the rightful recovery of those project expenses, along with all revenues from fees, fines, and interest, and other rightful recoveries from those projects are deposited into the fund for the purpose of funding additional abatement.

FUND 180 – NARCOTICS SEIZURE

OCDETF PA-WAW-0289, 1-Time – Appropriate \$2,460 in revenue and expenditures in 2015 to account for the Drug Enforcement Authority’s funding of OCDETF program. This program provides funding for overtime wages for law enforcement personnel to aid State and Local Law Enforcement Agencies in the investigation and prosecution of major drug trafficking organizations. Officers perform a variety of functions including, but not limited to: interviewing witnesses, conducting surveillance, performing undercover assignments, executing search and arrest warrants, and testifying at trials.

Tacoma Regional Task Force, 1-Time – Appropriate \$11,923 in revenue and expenditures in 2015 to account for the Drug Enforcement Authority’s funding of the Police Officer’s overtime wages for working on DEA Task Force cases. The current Police Officer works on many of the OCDETF cases but time is reimbursed irrespective of any OCDETF agreements currently in place.

FUND 190 - CDBG

Accounting Change, Ongoing – Account for abatement program funded by transfer in from General Fund of \$35,000 in the Property Abatement Fund rather than CDBG Fund. This change eliminates the associated revenue and expenditure budget.

Eliminate Original Budget Estimate and Replace with Updated Estimates, 1-Time - Remove the original CDBG grant budget amounts of \$500,000 in revenue and \$500,000 in expenditures.

CDBG Entitlement Programs, 1-Time - The CDBG entitlement year runs from 7/1 through 6/30. The funding allocation priorities are approved through the City of Lakewood Annual Action Plan process. The City of Lakewood receives an entitlement from the Department of Housing and Urban Development.

- *CDBG 2013-2014 Entitlement Programs, 1-Time* – Carry forward grant program revenue allocation of \$216,941 to provide: \$15,821 for administration; \$6,187 public service programs; \$81,234 LASA program; \$113,699 for housing programs.
- *CDBG 2014-2015 Entitlement Programs, 1-Time* – Add grant program revenue allocation of \$457,525 to provide: \$52,359 for administration; \$53,260 for public service; \$158,812 for physical improvements; and \$193,094 for housing programs.

CDBG Revolving Loans Major/Program Income, 1-Time – Add \$30,634 program income to provide for related contractual services.

CDBG Revolving Loans Down Payment Assistance (DPA) Program Income, 1-Time – Add \$420 program income to provide for related contractual services.

CDBG Economic Development, 1-Time – Add \$5,997 in revolving revenue allocations for loan principal payments and \$1,245 for revolving loan interest. Add \$5,794 in revolving expenditure allocations for Economic Development Micro Enterprise Loan related expenditures, and add \$1,448 in revolving expenditure allocations for administration costs. Economic Development Loans are low interest business loans for the purpose of creating and/or retaining low-income jobs.

CDBG Section 108, 1-Time – Carry Forward program revenue allocation of \$441,500 to provide for 108th Street – Main Street to Bridgeport Way Project Expenditures of \$441,500.

HOME, 1-Time – Add \$1,020,035 in grant revenue allocation to provide: \$69,500 for administration; \$69,512 for housing rehabilitation; and \$881,022 for affordable housing and down payment assistance.

Nisqually Grant for Emergency Assistance for Displaced Residents (EADR) & Minor Home Repairs, 1-Time - Carry forward revenue of \$10,844 received in 2012 for (EADR) and allocate \$10,000 contribution for Minor Home Repairs received in 2015. Carry forward grant program balance expenditure allocations for \$10,844 and allocate \$10,000 for 2015 contribution. Nisqually funds are to be used in conjunction with CDBG funds. Nisqually (EADR) funds provide emergency rental relocation assistance to families and individuals displaced through no fault of their own during building and code enforcement closures, fires, drug activity closures, health department actions, and other incidences that create homelessness. The Nisqually Minor Home Repair funds will be used for home minor repair needs in the community.

FUND 191 – NEIGHBORHOOD STABILIZATION PROGRAM

NSP 1, 1-Time – Add \$80,000 in program expenditures allocations for 2015. This program provides funding to remove and redevelop blighted structures from abandoned, vacant, or foreclosed properties. Revolving funds are used to pay for program costs.

FUND 192 – OFFICE OF ECONOMIC ADJ & SOUTH SOUND MILITARY COMMUNITIES PARTNERSHIP

OEA05 Joint Land Use Study (JLUS) Grant, 1-Time - Carry forward grant program revenue budget allocation of \$190,096 and carry forward program grant expenditure allocations of \$190,096. This is a two year award for 2014 and 2015. These are Planning Assistance Funds through the Office of Economic Adjustment. These funds are for a Joint Land Use Study for Joint Base Lewis Mc Chord. These funds for 2015 will pay for program staff costs of \$45,736 and contractual costs of \$144,360.

South Sound Military Communities Partnership (SSMCP), 1-Time – Eliminate \$179,500 in original projected revenue and \$179,500 in original expenditure allocations. Add \$199,500 of program revenue for

partnership participation including a \$50,000 transfer in from the General Fund for the City of Lakewood 2015 Executive Leadership participation. Add \$210,113 in program expenditure allocations. The purpose of the SSMCP is to carry out the Joint Base Lewis McChord Growth Coordination Plan. The partnership will promote mutually beneficial investments and maximize opportunities for joint community and military cooperation. SSMCP provides local match for the OEA05 grant program. The 2015 match amount is \$35,113.

FUND 195 – PUBLIC SAFETY GRANTS

Eliminate Original Budget Estimate and Replace with Updated Estimates, 1-Time – Remove original budget revenue and expenditure allocation of \$149,810 in 2015.

Nisqually Grant for Metal Theft, 1-Time – Allocate \$216 for Metal Theft funded by the 2014 Nisqually Grant, offset by use of 2014 ending fund balance.

JAG Mental Health Grant, 1-Time – Allocate \$53,861 of revenue and expenditures in 2015 to account for funding of the City's contract with Greater Lakes Mental Health for a Mental Health Professional to be available to the Lakewood Police Department as a resource to assess persons in crisis, provide in-place treatments and methods of stabilization other than jail or unnecessary hospital visits for individuals experiencing mental health related issues. The process includes an assessment, engagement with the individual, de-escalation of the situation, and discussion of housing options if applicable.

JAG Metal Theft Grant – Detection and Prevention of Illegal Purchasing of Stolen Metals Grant, 1-Time – Appropriate a total of \$35,888 in revenues and expenditures in 2015 to account for the grant funding period October 1, 2012 to September 30, 2016. No local match is required. The balance of the grant has been reallocated to provide funding of \$5,000 for the purchase of five bulletproof vests and \$30,888 to fund the City's contract with Greater Lakes Mental Health for a Mental Health Professional to be available to the Lakewood Police Department as a resource to assess persons in crisis, provide in-place treatments and methods of stabilization other than jail or unnecessary hospital visits for individuals experiencing mental health related issues.

Emergency Management Planning Grant FY2014/2015, 1-Time – Appropriate a total of \$55,856 in revenues and expenditures in 2015 to account for the grant funding period June 1, 2014 through August 31, 2015. The grant requires a 50% match which is already budgeted in the General Fund (portion of match from South Sound 911 Information Services and the City's emergency management budget). The grant is for the purpose of paying the salary and benefits of an emergency management coordinator in cooperation with West Pierce Fire & Rescue. The grant balance at the end of 2014 is being carried over into 2015.

JAG Therapeutic Justice Grant, 1-Time – Appropriate a total of \$18,853 in revenues and expenditures in 2015 to account for the grant funding period from October 1, 2011 to September 30, 2015. No local match is required. The grant provides funds for overtime wages and related benefits for law enforcement personnel to provide computer voice stress analysis for clients participating in gambling addiction treatment in relation to a partnership with the Pierce County Superior Court, the Evergreen Council on Problem Gambling, and Pierce County Alliance, as well as funds for training. The grant balance at the end of 2014 is being carried over into 2015.

WTSC Target Zero Teams Grant, 1-Time - Appropriate a total of \$5,676 in revenues and expenditures in 2015 to account for the grant funding for the period October 1, 2014 through September 30, 2016. No local match is required. The grant provides funding for overtime wages and related benefits for law enforcement personnel to participate in DUI patrols deployed at times and locations where data indicates

that the most safety benefit can be realized as determined by the Tacoma/Pierce County DUI and Traffic Safety Task Force. The grant balance at the end of 2014 is being carried over into 2015.

WTSC Impaired Driving Emphasis Grant, 1-Time – Appropriate a total of \$6,000 in revenues and expenditures in 2015 to account for the grant funding for the period October 1, 2014 through September 30, 2016. No local match is required. The grant provides funding for overtime wages and related benefits for law enforcement personnel to participate in scheduled multi-jurisdictional DUI patrols. The grant balance at the end of 2014 is being carried over into 2015.

WTSC Seatbelt Emphasis Grant, 1-Time - Appropriate a total of \$933 in revenues and expenditures in 2015 to account for the grant funding for the period October 1, 2014 through September 30, 2016. No local match is required. The grant provides funding for overtime wages and related benefits for law enforcement personnel to participate in scheduled multijurisdictional seatbelt-focused patrols. The grant balance at the end of 2014 is being carried over into 2015.

FUND 201 – GENERAL OBLIGATION BONDS DEBT SERVICE

LED Streetlight Retrofit Project – LOCAL Debt Service, Ongoing through June 1, 2027 – Appropriate \$51,476 (interest only) in 2015 and \$154,650 (principal & interest) in 2016 for annual debt service payments. The source of funds is energy and repairs and maintenance savings of \$51,476 in 2015 and \$144,744 in 2015. The remaining balance of \$9,906 is provided by the General Fund. Total financing provided to the City is \$1,655,000 over a 12 year period at 2.328% interest rate. The average annual debt service over the 12 year period is \$160,485. Overall, the savings to the City over the 20 year period is expected to more than offset the increased in debt service payments. The City Council approved this item on December 15, 2014.

FUND 301 – PARKS CAPITAL PROJECTS

Springbrook Demolition, 1-Time – Appropriate \$30,000 to account for the demolition of the house at Springbrook park. The source of funds is a transfer in from Fund 001 General.

Bridgeport Gateway Project, 1-Time – Appropriate \$108,729 for the Bridgeport Gateway project. The funding source is \$88,729 carry over from the General Fund, \$10,000 from the 2015 hotel/motel lodging tax allocation and \$10,000 from the Nisqually grant. The estimated cost assumes the City will provide site preparation, installation and construction support with internal services.

Fort Steilacoom Park Barn Removal, 1-Time – Appropriate \$100,000 in 2015 for the debris pile created when the barn blew over as a result of the February 2014 wind storm. The barns are the property of the State and recorded as “buildings of significance” on the National Historic Registry. The building is highly contaminated and none of the materials are safe to be salvaged and needs to be removed and disposed of in accordance with applicable laws and rules for disposal of contaminated material. The funding source is \$28,000 carry forward of project balance from the General Fund and \$72,000 from Fund 102 REET.

FUND 302 – TRANSPORTATION CAPITAL PROJECTS

Unallocated CIP – Eliminate Original Estimate and Replace with Updated Estimate – Eliminate the original \$1,258,037 estimate for transfers in from Fund 102 REET and replace with updated estimates as reflected in the individual transportation capital projects.

Personnel, Engineering & Professional Services - Reduce transfer in from General Fund by \$15,000 and decrease transfer in from Fund 102 REET by \$20,500. In total, there is no impact to the amount of General Fund contributions to the Transportation CIP fund as a whole.

Chip Seal Program – Increase motor vehicle excise tax revenues by \$35,000 annually and decrease transfer in from General Fund by \$24,500 in 2015 and \$15,000 in 2016. In total, there is no impact to the amount of General Fund contributions to the Transportation CIP fund as a whole.

96th Street Two Way Left Turn & Signal Update Project – Appropriate revenues of \$46,647 in 2015 to account for mitigation fees received in 2014 in Fund 102 REET (a transfer of \$46,647 is made from Fund 102 REET to the project).

Bridgeport Way 83rd to 75th Project – Appropriate \$3,734,747 of expenditures in 2015 funded by \$2,635,483 grants, \$249,264 contribution from Lakewood Water and \$900,000 transfer in from Fund 401 Surface Water Management for its share of SWM related project costs.

Gravelly Lake Drive 100th to Bridgeport Way Project – Increase expenditures by \$1,743,969 in 2015 for street improvements funded by \$1,436,464 grants, \$56,060 transfer in from Fund 001 General Fund, \$1,445 transfer in from Fund 102 REET and \$250,000 transfer in from Fund 401 Surface Water Management for its share of SWM related projects costs. The adjustment also eliminates revenues and expenditures of \$1,643,500 in 2016.

South Tacoma Way SR 512 to 96th Project – Increase expenditures by \$1,500,000 in 2015 for street improvements funded by \$210,060 grants, \$69,031 mitigation fees received in 2014 Fund 102 REET (a transfer of \$69,031 is made from Fund 102 REET to the project), \$950,000 contribution from Lakewood Water, \$15,909 transfer in from Fund 102 REET and \$255,000 transfer in from Fund 401 Surface Water Management for its share of SWM related project costs. The adjustment also adds \$200,000 of expenditures in 2015, funded by \$200,000 transfer in from Fund 102 REET.

Madigan Access Improvements Project – Increase expenditures by \$4,415,351 in 2015 to improve the Freedom Bridge overpass and nearby intersections. Source of funds is \$4,415,351 grants. An additional revenue allocation of \$118,050 is added to 2015 and is for mitigation fees received in 2014 in Fund 102 (a transfer of \$118,050 is made from Fund 102 REET to the project).

Traffic Signal Upgrade Phase IV Project – Appropriate \$703,000 of expenditures in 2015 for traffic signal upgrades funded by \$502,582 grants, \$60,000 contribution from CenturyLink and \$140,418 transfer in from Fund 102 REET.

Steilacoom Boulevard Corridor Safety Project – Increase expenditures by \$1,601,667 in 2015 for safety improvements funded by grants. The adjustment also removes \$1,550,000 of revenues and expenditures in 2016. This project includes the Steilacoom Boulevard – 88th to Custer project that was

Steilacoom Boulevard – 88th to Custer Project – Eliminate \$1,300,000 in expenditures and revenues in 2015 as this project is included in the Steilacoom Boulevard Corridor Safety Project.

Bridgeport Way JBLM to I5 Project – Increase expenditures by \$197,500 in 2015 funded by \$101,171 grants, \$116,329 transfer in from Fund 401 Surface Water Management for its share of SWM related project costs, offset by a reduction of \$20,000 transfer in from Fund 102 REET.

South Tacoma Way – Steilacoom Boulevard to 88th Project – Increase expenditures by \$1,420,000 in 2015 funded by \$1,259,273 grants, \$60,727 transfer in from Fund 102 REET and \$100,000 transfer in

from Fund 401 Surface Water Management for its share of SWM related project costs. The adjustment also removes \$1,265,000 of revenues and expenditures in 2016.

112th/11th Bridgeport to Kendrick Project – Increase expenditures by \$158,001 in 2015 funded by \$104,561 grants, \$55,000 increase in contribution from Sound Transit, \$3,440 transfer in from Fund 001 General, offset by a reduction of \$5,000 transfer in from Fund 401 Surface Water Management for its reduced share of SWM related project costs.

108th Street – Main Street to Bridgeport Way Project – Increase expenditures by \$50,000 and increase revenues by \$425,000 in 2015 (transfer in from Fund 190 CDBG). The adjustment also reduces transfer in from Fund 190 CDBG by \$300,000 in 2016.

Lakewood Traffic Signal Upgrade ITS Phase V Project – Increase revenues grants revenues of \$20,000 and increase transfer in from Fund 102 REET by \$5,000.

Steilacoom Boulevard – Farwest to Phillips Project – Increase expenditures by \$762,000 in 2015 funded by \$530,000 grants, \$59,000 intergovernmental contributions from the Town of Steilacoom, \$50,000 transfer in from Fund 001 General, \$123,000 transfer in from Fund 102 REET. In total, there is no impact to the amount of General Fund contributions to the Transportation CIP fund as a whole. The adjustment also removes \$291,000 of revenues and expenditures in 2016. In total, there is no impact to the amount of General Fund contributions to the Transportation CIP fund as a whole.

Safety Project - Military Road/112th – Increase expenditures by \$505,000 in 2015 funded by \$488,500 grants, \$15,000 transfer in from Fund 001 General and \$1,500 transfer in from Fund 102 REET. In total, there is no impact to the amount of General Fund contributions to the Transportation CIP fund as a whole.

Safety Project - Roadway Safety @ 96th and 40th – Appropriate \$842,500 of expenditures in 2015 funded by \$823,350 grants and \$19,150 transfer in from Fund 102 REET.

Safe Routes to Schools, Pedestrian/Bicycle Safety – Eliminate the original revenue and expenditure estimate of \$158,000 in 2016 as these were placeholders until the City receives the grant.

Paths & Trails Project – Add revenue allocation of 5,045 for 2014 portion of motor vehicle excise tax required by state statute to be set aside for paths and trails and estimated \$5,000 annual revenue for 2015 and 2016. Setting up a separate project provides for better accountability of funds.

San Francisco – Bridgeport to Addison CDBG Project – Appropriate \$158,812 of expenditures in 2015 funded by transfer in from Fund 190 CDBG (CDBG grant funded project).

Custer/John Dower Road Project – Appropriate \$95,636 of expenditures in 2015 funded by \$3,000 grant and \$92,636 transfer in from Fund 102 REET.

Camp Murray Gate Relocation Project – Add revenue allocation of \$96,653 to account for mitigation fees received in 2014 in Fund 102 REET (a transfer of \$96,653 is made from Fund 102 REET to the project).

City-wide Safety Improvements Project – Appropriate \$8,190 of expenditures in 2015 funded by \$5,000 grant and \$3,190 transfer in from Fund 102 REET.

100th and Lakewood Drive Project – Appropriate \$20,000 of expenditures in 2015 funded by \$69,824 in mitigation fees received in 2014 in Fund 102 REET (a transfer of \$69,824 is made from Fund 102 REET to the project).

LED Streetlight Retrofit Project – Appropriate \$2,375,000 in expenditures for upgrading city street lights to LED. The City was awarded a \$500,000 grant from the State Department of Commerce as part of the 2013-2015 Energy Efficiency and Solar Grant and \$217,640 in utility rebates. The remaining \$1,654,448 is financed by Local Option Capital Asset Lending Program (LOCAL). The debt service is financed primarily by energy and repairs & maintenance savings and a relatively small contribution from the General Fund.

FUND 401 – SURFACE WATER MANAGEMENT

Administrative Assistant, Ongoing – Decrease the General Fund subsidy to Street O&M by \$15,980 in 2015 and \$17,095 in 2016 due to a reduction of SWM's cost of the shared administrative assistant position. The administrative assistant position is charged 50% to CED, 25% to transportation capital and 25% to SWM (was 45%).

Transfers to Fund 302 Transportation CIP, 1-Time – Increase transfers out to Fund 302 Transportation by \$1,566,329 in 2015 and decrease by \$400,000 in 2016. The adjustment reflects SWM's proportionate share of surface water related capital cost. 2015 net increase is comprised of: \$900,000 for Bridgeport Way – 83rd to 87th; \$250,000 for Gravelly Lake Drive – 100th to Bridgeport Way; \$255,000 for South Tacoma Way SR 512 to 96th; \$116,329 for Bridgeport Way – JBLM to I5; \$100,000 for South Tacoma Way – Steilacoom Boulevard to 88th; decrease of \$5,000 for 112th/111th Bridgeport to Kendrick; and \$50,000 decrease for Steilacoom Boulevard – 88th to Custer. 2016 decrease is comprised of: \$250,000 for Gravelly Lake Drive – 100th to Bridgeport Way; \$100,000 for South Tacoma Way – Steilacoom Boulevard to 88th; \$50,000 decrease for Steilacoom Boulevard Corridor Safety Project.

Outfall Water Quality Retrofits Project, 1-Time – Appropriate \$191,738 in 2015 for the retrofitting of 13 stormwater outfalls. The outfalls currently discharge untreated stormwater into Lake Steilacoom and Clover Creek. The stormwater systems will be retrofitted upstream of the outfalls to improve the water quality before it discharges to the water bodies. The balance of the project is \$191,738 funded by \$143,803 grants and \$47,935 SWM fees.

Lower Clover Creek Fish Passage Project, 1-Time – Appropriate \$113,638 in 2015 for the construction of the Clover Creek Fish Passage. This project was originally budgeted in 2013, but not constructed due to challenges with obtaining permission from one property owner with access to the creek. The goal was to build the project in 2014 but needs to be pushed into 2015. The balance of the project is \$113,638 funded by \$28,638 Nisqually grant and \$85,000 SWM fees.

Waughop Lake Management Plan Project, 1-Time – Appropriate \$114,764 in 2015 to continue preparation of a lake management plan for Waughop Lake to determine what efforts are needed to improve the water quality and restore the lake to a more usable condition. The balance of the project is \$114,764 funded by \$86,073 grants and \$28,691 SWM fees.

Permanent O&M Facility Project, 1-Time – Appropriate \$526,948 for the shop building which is the project balance. The shop is needed for both housing materials and equipment, and use as work bays by the operations and maintenance division. The City continues to pay \$26K annually in rental charges for both storage containers at the Front Street site and enclosed work space at the Lakeview Avenue site. Working out of one site will improve operational efficiency as well as save on rental costs.

Mountain View Outfall Water Quality Project, 1-Time – Appropriate \$240,000 in 2015 for the construction of a stormwater treatment vault. The vault will be built in the vicinity of Mountain View Cemetery. The vault will treat stormwater that drains from Steilacoom Blvd. and ends up in Flett Creek. The balance of the project is \$240,000 and is funded by SWM fees.

KIP Printer Replacement, 1-Time – Appropriate \$7,500 in 2015 for SWM's contribution to the replacement of the large format copier/scanner. The capital expenditure is accounted for in the Information Technology internal service fund.

FUND 501 – FLEET & EQUIPMENT FUND

Police Vehicle Surplus and Replacement, 1-Time – Surplus 4 vehicles that are no longer needed due to change in vehicle type (from motorcycle to patrol cars) and elimination of positions (accumulated reserves to be used towards the purchase 5 new patrol cars). Also, retain 5 vehicles as secondary pool cars and use accumulated reserves towards the purchase of 5 new patrol cars. The secondary pool cars will not continue accumulating reserves as they would be rotated out for newer cars when vehicles are replaced. The proposed requests makes some adjustments to the current 2015/2016 adopted budget (delay vehicle replacement and eliminate replacement request). And finally, the request includes a transfer of proceeds from sale of assets and excess accumulated reserves to the General Fund, the original source of funds.

- Estimated proceeds from sale of asset in the amount of \$4,000 in 2015 from the surplus of vehicle# 15-70-109 2005 Honda ST1300 Motorcycle (Use \$38,571 accumulated reserves for purchase of new patrol cars)
- Estimated proceeds from sale of asset in the amount of \$1,875 in 2015 from the surplus of vehicle# 15-70-017 / 2006 Chevy Impala (Use \$35,000 Accumulated Reserves for Purchase of New Patrol Cars). This is the CSRT Lieutenant vehicle that was vacated as part of the 2015/2016 Adopted Budget.
- Estimated proceeds from sale of asset in the amount of \$1,200 in 2015 from the surplus of vehicle# 15-22-044 / 2004 Chevy Astro (Use \$28,125 Accumulated Reserves for Purchase of New Patrol Cars) This is a CSRT Vehicle that is not needed due to CSO and CSO positions vacated as part of the 2015/2016 Adopted Budget.
- Estimated proceeds from sale of asset in the amount of \$2,500 in 2015 from the surplus of vehicle# 12-65-001 / 2006 Chevy Silverado (Use \$27,000 Accumulated Reserves for Purchase of New Patrol Cars). This is the Fleet Coordinator vehicle that was vacated during the 2011/2012 Budget.
- Retain as vehicle# 15-22-416 / 2008 Crown Vic as Secondary Use Pool Car (Use \$40,000 Accumulated Reserves for Purchase of New Patrol Cars). No reserves would accumulate on secondary vehicles as they would cycle pool cars through vehicle replacement.
- Retain as vehicle# 15-22-095 / 2008 Crown Vic as Secondary Use Pool Car (Use \$46,667 Accumulated Reserves for Purchase of New Patrol Cars). No reserves would accumulate on secondary vehicles as they would cycle pool cars through vehicle replacement.

- Retain as vehicle# 15-22-093 / 2008 Crown Vic as Secondary Use Pool Car (Use \$46,667 Accumulated Reserves for Purchase of New Patrol Cars). No reserves would accumulate on secondary vehicles as they would cycle pool cars through vehicle replacement.
- Retain vehicle# 15-22-426 / 2010 Crown Vic as Secondary Use Pool Car (Use \$33,333 Accumulated Reserves for Purchase of New Patrol Cars). No reserves would accumulate on secondary vehicles as they would cycle pool cars through vehicle replacement.
- Eliminate Replacement of vehicle# 15-22-426 / 2010 Crown Vic. Impact is an expenditure reduction of \$44,000 in 2016. (Proposed to be Retained as Secondary Use Vehicle, and Use \$33,333 Accumulated Reserves for Purchase of New Vehicle)
- Purchase of 5 new patrol cars – Appropriate \$230K in 2015 for the purchase of 5 new patrol cars. Source of funding is accumulated reserves on vehicles proposed to be surplus. The department rotates pool cars out of the line-up, which requires moving vehicles into the pool. The vehicles going into the pool will either be currently unassigned cars or cars that are currently assigned to an officer that will result in officers needing cars. The department also has several new officers either in the academy or going to be hired and they will need vehicles. Additionally, a certain number of marked pool vehicles needs to be maintained for times when an officer has to move out to his/her assigned vehicle due to it being down for maintenance or other repairs.
- Eliminate replacement of vehicle# 15-70-112 2007 Honda ST1300 Motorcycle (based on currently having only 2 certified motor officers). Impact is an expenditure reduction of \$30,000 in 2016.
- Delay replacement of vehicle# 15-70-111 2007 Honda ST1300 Motorcycle until 2017/2018 (based on further evaluation, replacement is not needed in 2015/2016). Impact is an expenditure reduction of \$30,000 in 2015.
- Delay replacement of vehicle# 15-70-112 2007 Honda ST1300 Motorcycle until 2017/2018 (based on further evaluation, replacement is not needed in 2015/2016). Impact is an expenditure reduction of \$30,000 in 2015.
- Delay replacement of vehicle# 15-70-020 2001 GMC Sonoma until 2017 (based on further evaluation, replacement is not needed in 2015/2016)
- Delay replacement of vehicle# 15-22-427 2010 Ford Crown Vic until 2017 (based on further evaluation, replacement is not needed in 2015/2016)
- Transfer to General Fund \$40,802 in 2015- Source is proceeds from Sale of Police Vehicles of \$9,575 and excess reserves from surplus assets of \$31,227.

PRCS, PW, and CED Vehicle Surplus and Replacement, 1-Time – Based on an evaluation of the functions and needs of the Parks, Recreation & Community Services, Public Works, and Community & Economic Development departments, the proposed budget request includes the surplus of vehicles/equipment and using the proceeds from the sale of assets, accumulated reserves and \$31,450 of excess reserves from surplus of police vehicles to purchase new vehicles/equipment as follows:

- Estimated proceeds from sale of asset in the amount of \$2,000 in 2015 from the surplus of PW/ST vehicle# 21-21-002 2003 Ford E250 Cargo Van (use proceeds and \$29,714 accumulated reserves for purchase of new vehicles/equipment).
- Estimated proceeds from sale of asset in the amount of \$1,000 in 2015 from the surplus of PW/ST vehicle# 21-21-302 1995 Nissan Flatbed (use proceeds and \$26,400 accumulated reserves for purchase of new vehicles/equipment).
- Estimated proceeds from sale of asset in the amount of \$700 in 2015 from the surplus of PW/ST vehicle# 21-21-504 2003 Bulldog Trailer (use proceeds and \$22,000 accumulated reserves for purchase of new vehicles/equipment).
- Estimated proceeds from sale of asset in the amount of \$2,000 in 2015 from the surplus of PW/SWM vehicle# 41-30-003 2002 Chevy Express Cargo Van
- Estimated proceeds from sale of asset in the amount of \$900 in 2015 from the surplus of PW/PRCS vehicle 11-10-009 1996 Chevy S10 Pickup (use proceeds and \$24,750 accumulated reserves for purchase of new vehicle/equipment).
- Estimated proceeds from sale of asset in the amount of \$8,000 in 2015 from the surplus of PRCS vehicle# 11-10-008 2001 Ford F350 Bucket Truck (use proceeds and \$57,143 accumulated reserves for purchase of new vehicle/equipment).
- Estimated proceeds from sale of asset in the amount of \$1,500 in 2015 from the surplus of PW/ST vehicle #21-21-007 1999 Ford 250 (use proceeds and \$4,857 accumulated reserves for purchase of new vehicle/equipment)
- Estimated proceeds from sale of asset in the amount of \$1,200 in 2015 from the surplus of PW/ST vehicle# 21-21-011 2004 Ford Taurus (use proceeds and \$20,571 accumulated reserves for purchase of new vehicle/equipment).
- Estimated proceeds from sale of asset in the amount of \$3,500 in 2015 from the surplus of CED vehicle# 07-12-003 2005 Chevy 1500 (use proceeds and \$27,000 accumulated reserves for purchase of new vehicle/equipment).
- Estimated proceeds from sale of asset in the amount of \$1,000 in 2015 from the surplus of CED vehicle #07-60-003 1999 Ford Taurus (use \$20,571 accumulated reserves for purchase of new vehicle/equipment).
- Estimated proceeds from sale of asset in the amount of \$3,500 in 2015 from the surplus of CED vehicle# 70-60-005 2005 Chevy 1500 (use \$27,000 accumulated reserves for purchase of new vehicle/equipment).
- Purchase of New 50- Bucket Truck, 1-Time – Appropriate \$178,000 in 2015, funded by proceeds and accumulated reserves from surplus vehicles/equipment, including \$31,450 of excess reserves from surplus of police vehicles. The current truck has a working height of 43’ and does not reach all of the street lights that the City is now responsible for maintaining. There are also safety concerns with some traffic signals and the side reach of the current truck. The new truck will have a working height of 54’ and will safely reach all street and traffic lights.

- Purchase of New Service Body Truck w/Crane, 1-Time – Appropriate \$60,000 in 2015, funded by proceeds and accumulated reserves from surplus vehicles/equipment. Currently the signal crew has to hand load and unload signal cabinets that weigh hundreds of pounds into a pickup truck that is borrowed from the street crew. A service truck with a crane would allow them to safely load/unload and place cabinets. It also keeps all tools and materials they need to perform service with them at all times making operations more efficient.
- Purchase of New ¾ Ton Truck for Sign Program, 1-Time – Appropriate \$33,000 in 2015, funded by proceeds and accumulated reserves from surplus vehicles/equipment. The City took over all sign maintenance as part of the 2015/2016 budget but does not have a dedicated vehicle to perform the task. Due to the nature of the work, the truck needs to be set up with tools and materials to safely respond to a variety of situations and locations.
- Purchase of New Utility Trailer Capable of Roller, 1-Time – Appropriate \$6,000 in 2015, funded by proceeds and accumulated reserves from surplus vehicles/equipment. The current trailer has a rotten wood deck and fatigued metal that no longer supports the load of the roller. A new tilt trailer with a metal deck would not only support the roller, it would be versatile for other equipment hauling as well as used during the hay rides that go along with Truck and Tractor day.
- Replace PRCS Vehicle # 21-21-003 2001 Chevy Silverado with ¾ Ton Truck w/Trailer Hitch, funded by proceeds and accumulated reserves from surplus of vehicle. The truck is undersized and does not have towing capabilities which limits its use in the street landscape work program.
- Replace Dump Truck, 1-Time – As part of the July 2014 Budget Adjustment, the City Council approved the replacement of a 5 yard dump truck bed for \$49,000 funded by accumulated reserves. The original intent was to mount the new bed onto an old truck chassis and have the equipment ready for the 2014/15 winter season. The current truck/chassis is over 15 years old, was originally surplus from Pierce County, has had ongoing maintenance issues and doesn't fully operate properly. Upon further research and review staff is recommending that we purchase a new chassis to support the bed. A new system would provide more effective and efficient service during a storm incident and would also support ongoing City operations. Cost for a new chassis kit is not to exceed \$123,000 funded by accumulated replacement reserves. This item was approved by the City Council on December 15, 2014.
- Replace Brush Bandit Chipper, 1-Time – Appropriate \$42,000 in 2015 to replace the brush bandit chipper used by the PRCS Department for seasonal projects and storm clean up. The department purchased the equipment in 2007 but with routine maintenance it served the needs for the past eight years. With the recent merging of the PW and PRCS maintenance divisions, and the raised expectations for vegetation management on the public right-of-ways, the chipper was put into regular service for parks, street maintenance and street landscaping. The chipper equipment is now being used on a weekly basis and has helped the crews be more efficient and effective in their work and increased the amount of material that the crew can remove each day. Also, a byproduct of this work/equipment is wood chips. Instead of sending the vegetation to the landfill, the wood chips are being recycled and used along trails and in city landscaping areas.

FUND 502 – PROPERTY MANAGEMENT FUND

Police Station Gate Repair, 1-Time – Appropriate \$5,780 in 2015 for the gate repair at the Police Station. The back (east) gate malfunctioned and needed to be repaired. If not repaired, it would be unusable leaving the front gate as the only means of access into the back lot. Should the front gate fail, it would

either be stuck open or shut. If it is stuck shut, police vehicles would not be able to leave the back lot. If it is stuck open, the lot would be unsecure. Ensuring police have access and security necessitates the repair of the back gate sooner rather than later. Fence Specialists estimated the cost to complete the repair with parts and labor is \$5,780 including tax. This comes with a two year guarantee on the work and a five year guarantee on the rollers. Fence Specialists performed extensive work on the Police Station front gate that greatly reduced the amount of malfunctions, therefore the City would like to utilize their services for the back gate as well. The funding source is reserves in the Property Management Fund.

FUND 503 – INFORMATION TECHNOLOGY FUND

Centralize Information Technology Function, Ongoing – Appropriate \$24,886 in 2015 and \$22,686 in 2015 to account for IT related expenditures that are currently in the Police budget. This includes Leads Online, FileOnQ, Casecraker, and Dish Network. The funding source is Police Department budget.

Email Exchange Server Refresh, 1-Time – Carry forward \$35,000 expenditures to 2015. The City's email system uses Microsoft Exchange 2007 and runs on a server utilizing Microsoft Windows Server 2003. This operating system goes end-of-life in July 14, 2015 while Exchange Server 2007 has already passed its end of life date of April 10, 2012. Upgrading the Operating System will require a complete install of Windows Server 2008/2012 64 bit along with migration(s) of all current mailboxes, public folders and associated systems. As support has already ended bug fixes have stopped; vulnerabilities are no longer addressed and server 2003 is a massive security risk for the City. The project is scheduled to take place during the second quarter.

Fiber Optic Connection to Senior Center & Fort Steilacoom Parks O&M Facility, 1-Time – Carry forward \$30,000 expenditures to 2015. Steilacoom Park O&M Facility is currently not connected to the City of Lakewood's high speed network for both data and voice operations. Two potential options to bring high speed data to Ft. Steilacoom park O&M Facility: (1) A partnership with public works be established to install micro-fiber cabling using trenchless technology directly to the O&M facility or (2) install micro-fiber cabling to the edge of the park near the baseball fields then utilize wireless solution(s) to beam a signal to the O&M facility and outlying areas of the park. Either option would provide high speed access so that the O&M Facility can enjoy the benefits of the new city phone system as well as reducing staff frustration with performance of various systems.

Broadcast/Stream City Council Meetings, 1-Time – Carry forward \$10,000 expenditures to 2015. The funding would provide for basic streaming of council meeting using existing cameras. This will help staff know when they are required during a council meeting without having to sit through items not relevant to their business and provide citizens with live viewing of the meetings over the internet.

Web Site Update/Redesign, 1-Time – Carry forward \$10,000 expenditures to 2015. As the city continues to enhance its internal operations and services it's imperative that the external Website be maintained in such a way as to provide rich content, enhanced services and functional systems to the public. Website Content Management System and Website Technology continues to change resulting in the need to continuously support, upgrade and enhance the City of Lakewood's website. It's imperative that the Website Design is kept current and mobile friendly with both today's and future mobile devices. It is recommended that the City continue to develop a professional-looking site as many residents, business owners and consumers now search for information online prior to coming to city hall to pay / purchase services thus the city website may be the first chance at making a good impression for the City. These funds provides for the initial development and rollout of the new website.

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Disaster Recovery Plan, 1-Time – Carry forward \$10,000 expenditures to 2015. Disaster planning should be undertaken as a city-wide initiative. Assembling this plan will involve all of the City's business

units in determining what systems, programs and data have the highest priority for recovery, secondary sighting of mission critical technology at a stand-by site and the level of investment that is appropriate to support the plan.

Phone System Replacement, 1-Time – Carry over \$19,322 expenditures to 2015 to pay for the final outstanding bill.

KIP Printer Replacement, 1-Time – Appropriate \$15,000 of expenditures in 2015 for the replacement of the large format scanner/copier primarily used by Public Works Street O&M and Surface Water, the two departments that will fund the capital purchase. The model being replaced is over 8 years old and was purchased second hand in 2009. Departments have had to go to Kinko's to have the work completed in the interim as the current GIS plotter does not have all the functionality that is needed.

FUND 504 – RISK MANAGEMENT FUND

Adopted Budget Ordinance Correction, 1-Time – Increase the revenue and expenditure budgets by \$79,736 in 2015 and \$30,000 in 2016. The correction is for budget ordinances purposes only and has not dollar impact.

MultiCare Settlement, 1-Time – Appropriate \$85,000 in 2015 for the settlement with MultiCare to resolve claims arising from medical care attributable to an arrestee. In July 2014, MultiCare served a tort claim upon Lakewood seeking payment of approximately \$280,000.00 in health care expenses for the care of an individual arrested by the Lakewood Police Department. In lieu of litigation, the City Manager directed the City Attorney to commence negotiations to resolve this claim. A settlement has been reached in the amount of \$85,000.00 inclusive. The City Council approved this item on February 2, 2015.

AWC Retro Program Professional Services, 1-Time – Add \$20,239 in 2015 for AWC Retro Program Fee. \$6,685 of the increase is due to the City's share of 2015 fees. The remaining \$13,554 is due to an assessment from Labor & Industries on claims from 2010 and a partial reimbursement from member cities that caused the assessment is now due. The City's portion reflects the maximum amount of the liability (15% of our standard premium). The expenditure increase is offset by stay at work reimbursements.

ENDING FUND BALANCE

The proposed budget adjustment results in a revised 2014 General/Street O&M Funds ending fund balance of \$4.34M, which equates to roughly 12% of General/Street O&M Funds operating revenues.

In support of the City's financial integrity, the City Council adopted on September 15, 2014, a set of financial policies including fund balance reserves totaling 12% of General/Street O&M Funds operating revenues. The goal date for meeting this target is no later than 2016 and is met with the 2015/016 Adopted Biennial Budget and continues to be met with this budget adjustment.

- *2% General Fund Contingency Reserves:* The purpose of this reserve is to accommodate unexpected operational changes, legislative impacts, or other economic events affecting the City's operations which could not have been reasonably anticipated at the time the original budget was prepared. A 2% reserve fund based on the General/Street O&M Funds operating revenues equates to roughly \$723K.
- *5% General Fund Ending Fund Balance Reserves:* The purpose of this reserve is to provide financial stability, cash flow for operations and the assurance that the City will be able to respond

to revenue shortfalls with fiscal strength. A 5% reserve fund based on the General/Street O&M Funds operating revenues equates to roughly \$1.81M.

- *5% Strategic Reserves:* The purpose of this reserve is to provide some fiscal means for the City to respond to potential adversities such as public emergencies, natural disasters or similarly major, unanticipated events. A 5% reserve fund based on the General/Street O&M Funds operating revenues equates to roughly \$1.81M.

NEXT STEPS AND UPCOMING ITEMS

The public hearing on the 2015 Carry Forward Budget Adjustment is schedule for April 20, 2015 Regular City Council Meeting followed by adoption of the ordinance on May 4th.

An evaluation of information technology needs and potential funding sources will be included as part of the 6-year strategic analysis and is expected to occur sooner than later, and prior to the official mid-biennial review.

The review of the updated 6-Year Long Range Financial Forecast and Municipal Finances 101 will be presented to the City Council in the next few months.

The City has three labor contracts that expire at the end of 2015 and one that will expire at the end of 2016. The City anticipates the process to begin in May, 2015.

<u>Labor Group</u>	<u>Current Contract Period</u>
AFSCME	01/01/2013 through 12/31/2016
LPIG	01/01/2013 through 12/31/2015
LPMG	02/01/2013 through 12/31/2015
Teamsters	01/01/2013 through 12/31/2015

ATTACHMENTS

- Summary of Proposed Adjustments
- Draft Budget Ordinance & Related Exhibits
 - Exhibit A(1) 2015-2016 Original Adopted Budget by Fund
 - Exhibit A(2) Proposed Revised Budget – Year 2015
 - Exhibit A(3) Proposed Revised Budget – Year 2016

**2015 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Year 2015		Year 2016			
	Revenue	Expenditure	Revenue	Expenditure		
Grand Total - All Funds	\$ 21,503,942	\$ 25,417,670	\$ (5,095,954)	\$ (5,536,453)		
Total - Fund 001 General	\$ 80,301	\$ 763,032	\$ (14,000)	\$ (198,404)		
Transfer In From Fleet & Equipment Fund - Proceeds from Sale of Police Vehicles	New	1-Time	40,802	-	-	-
Subtotal - City-Wide/Non-Departmental	\$ 40,802	\$ -	\$ -	\$ -	\$ -	\$ -
Information Technology Internal Service Charge for Exchange Server Refresh	2014	1-Time	-	35,000	-	-
Information Technology Internal Service Charge for Fiber Optic Connection to Parks	2014	1-Time	-	30,000	-	-
Information Technology Internal Service Charge for Broadcast/Stream City Council Meetings	2014	1-Time	-	10,000	-	-
Information Technology Internal Service Charge for Website Update/Redesign	2014	1-Time	-	10,000	-	-
Information Technology Internal Service Charge for Disaster Recovery Plan	2014	1-Time	-	10,000	-	-
Information Technology Internal Service Charge for Phone System	2014	1-Time	-	19,322	-	-
Risk Management Internal Service Charge for Multi-Care Settlement	New	1-Time	-	85,000	-	-
Subtotal - Administrative Services	\$ -	\$ 199,322	\$ -	\$ -	\$ -	\$ -
CED/BL - Reduce Fire Marshall Contract - To Reflect Actual Contract Cost & Redirect Funds for Department's Portion of Shared PW/CED Admin Assistant	New	Ongoing	-	(53,000)	-	(53,000)
CED/All - Portion of Shared PW/CED Admin Assistant	New	Ongoing	-	39,945	-	42,736
Community Visioning Plan	2014	1-Time	-	33,075	-	-
CED/ED - Analysis of Lakewood Towne Center Development Including a Potential Linear Park	New	1-Time	-	10,000	-	-
CED/ED - Pacific Highway Redevelopment Market Analysis	New	1-Time	-	20,000	-	-
Motor Avenue Complete Street - Contracted Services	New	1-Time	-	48,000	-	-
Subtotal - Community & Economic Development	\$ -	\$ 98,020	\$ -	\$ -	\$ (10,264)	\$ (10,264)

**2015 Carry Forward Budget Adjustment
Summary of Proposed Requests**

			Year 2015		Year 2016	
			Revenue	Expenditure	Revenue	Expenditure
Elections (the original 2015/2016 budget included \$30,000 for TBD special election)	New	1-Time	-	(16,000)	-	(40,000)
STOP Grant	Grant	1-Time	30,271	30,271	-	-
Subtotal - Legal			\$ 30,271	\$ 14,271	\$ -	\$ (40,000)
Eliminate University Place Court Transport Reimbursement	New	Ongoing	(14,000)	-	(14,000)	-
New Allocation - Increase Public Defender Contract	New	Ongoing	-	40,000	-	40,000
Subtotal - Municipal Court			\$ (14,000)	\$ 40,000	\$ (14,000)	\$ 40,000
Fort Steilacoom Barn Removal - Transfer to Fund 301 Parks CIP (an additional \$72,000 is proposed to be funded REET for a total project budget of \$100,000 in 2015).	2014	1-Time	-	28,000	-	-
Springbrook Demolition - Transfer to Fund 301 Parks CIP	2014	1-Time	-	30,000	-	-
Bridgeport Gateway - Transfer to Fund 301 Parks CIP	2014	1-Time	-	88,729	-	-
Nisqually Grant - Ray Evans Memorial Fishing Event	Grant	1-Time	5,000	5,000	-	-
Total - Parks, Recreation & Community Services			\$ 5,000	\$ 151,729	\$ -	\$ -
			-	-	-	-
Vessel Registration	Grant	1-Time	8,852	8,852	-	-
Sex Offender Address Verification Grant - Adjustment to Reflect Actual Grant Award	Grant	1-Time	(15,624)	-	-	-
Nisqually Grant - Police Mental Health Counselor	Grant	1-Time	25,000	25,000	-	-
Use Of DUI Reimbursement Revenue Received Oct - Dec 2013 and Jan - Dec 2014 for DUI Emphasis Per Ordinance 449 (85% DUI Emphasis Overtime / 15% Traffic Safety Requirements)	New	1-Time	-	29,326	-	-
Subtotal - Police			\$ 18,228	\$ 63,178	\$ -	\$ -
Transfer to Fund 302 Transportation - Timing of Transfers	Realign CIP	1-Time	-	189,500	-	(189,500)
Reduce General/Street O&M Fund Subsidy Due to Reallocation of Admin Assistant Position	New	Ongoing	-	(7,988)	-	(8,546)
Reduce General/Street O&M Fund Subsidy for LED Streetlight Retrofit Debt Service Funded by Energy & Maintenance Savings	City Council Approved 12/15/14	Ongoing	-	(51,476)	-	(144,744)
Transfer to Fund 201 GO Bond Debt Service - LED Streetlight Retrofit LOCAL Financing Debt Service	City Council Approved 12/15/14	Ongoing	-	51,476	-	154,650
Increase General/Street O&M Subsidy for One School Sign at Gravelly Lake/Park Lodge Elementary	New	1-Time	-	15,000	-	-
Subtotal - Public Works			\$ -	\$ 196,512	\$ -	\$ (188,140)

**2015 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Year 2015		Year 2016			
	Revenue	Expenditure	Revenue	Expenditure		
Total - Special Revenue Funds	\$ 2,042,449	\$ 1,592,870	\$ (16,290)	\$ (17,790)		
Total - Fund 101 Street Operations & Maintenance	\$ (44,464)	\$ (44,464)	\$ (153,290)	\$ (153,290)		
Reduce Street O&M share of PW/CED Admin Assistant Based on Actual Usage of Position	New	Ongoing	(7,988)	(7,988)	(8,546)	(8,546)
One School Sign at Gravelly Lake/Park Lodge Elementary School	New	1-Time	15,000	15,000	-	-
LED Streetlight Retrofit - Savings from Street Lighting Charges	City Council Approved 12/15/14	Ongoing	(32,091)	(32,091)	(93,744)	(93,744)
LED Streetlight Retrofit - Savings from Repairs & Maintenance	City Council Approved 12/15/14	Ongoing	(19,385)	(19,385)	(51,000)	(51,000)
Total - Fund 102 Real Estate Excise Tax	\$ 137,000	\$ (392,402)	\$ 137,000	\$ 135,500		
Increase REET Estimate	New	1-Time	137,000	-	137,000	-
Eliminate Original Estimate for Transfer to Fund 302 Transportation	Realign CIP	1-Time	-	(1,258,037)	-	-
Transfer to 302.0001 REET - Personnel, Engineering, Professional Services	Realign CIP	1-Time	-	823,635	-	105,500
LED New Streetlights - Move Out Portion of REET Funding to 2016	New	1-Time	-	(30,000)	-	30,000
Fort Steilacoom Barn Removal - Transfer to Fund 301 Parks CIP	New	1-Time	-	72,000	-	-
Total - Fund 104 Hotel/Motel Lodging Tax	\$ -	\$ (48,150)	\$ -	\$ -		
Eliminate Original Budget Estimate	Housekeeping	1-Time	-	(500,000)	-	-
2015 Actual Hotel/Motel Lodging Tax Allocation	City Council Approved 11/17/14	1-Time	-	451,850	-	-
			-	-	-	-
Total - Fund 105 Property Abatement	\$ 48,700	\$ 75,000	\$ 35,000	\$ 35,000		
Accounting Change - Account for General Fund Contrib to Abatement in Fund 105 instead of Fund 190 CDBG	Accounting Change	Ongoing	35,000	35,000	35,000	35,000
Property Abatement - Boat Street & Lakeview	New	1-Time	13,700	-	-	-
Eliminate Original Abatement Estimate	New	1-Time	-	(100,000)	-	-
Property Abatement - New Estimate	New	1-Time	-	140,000	-	-
Total - Fund 180 Narcotics Seizure	\$ 14,563	\$ 14,563	\$ -	\$ -		
DEA - Tacoma Regional Task Force Grant	Grant	1-Time	11,923	11,923	-	-
OCDETF - Joint Law Enforcement Operation KK	Grant	1-Time	2,640	2,640	-	-
Total - Fund 190 CDBG	\$ 1,649,297	\$ 1,660,141	\$ (35,000)	\$ (35,000)		
Accounting Change - Account for General Fund Contribution to Abatement in Fund 105 Property Abatement	Accounting Change	1-Time	(35,000)	(35,000)	(35,000)	(35,000)

**2015 Carry Forward Budget Adjustment
Summary of Proposed Requests**

			Year 2015		Year 2016	
			Revenue	Expenditure	Revenue	Expenditure
Eliminate Original Adopted Budget Estimate - CDBG Allocation	Realign Grants	1-Time	(500,000)	(500,000)	-	-
CDBG Entitlement 2013-2014	2014	1-Time	216,941	216,941	-	-
CDBG Entitlement 2014-2015	2014	1-Time	457,525	457,525	-	-
CDBG Revolving Loans Major/Program Income	2014	1-Time	30,634	30,634	-	-
CDBG Revolving Loans DPA/Program Income	2014	1-Time	420	420	-	-
CDBG Economic Development Revolving Loan Principal & Interest	2014	1-Time	7,242	7,242	-	-
HOME Program	2014	1-Time	1,020,035	1,020,035	-	-
Nisqually Grant - Minor Repair Loans 2015	Grant	1-Time	10,000	10,000	-	-
Nisqually Grant - Minor Repair Loans 2014	2014	1-Time	-	10,844	-	-
CDBG Section 108 - Transfer Transportation CIP 108th - Main Street to Bridgeport Way Project	Realign Grants	1-Time	441,500	441,500	-	-
Total - Fund 191 Neighborhood Stabilization Program (NSP)			\$ -	\$ 80,000	\$ -	\$ -
NSP1	2014		-	80,000	-	-
Total - Fund 192 Office of Economic Adjustment (OEA)			\$ 210,096	\$ 220,709	\$ -	\$ -
Office of Economic Adjustment 2014 Grant Balance	2014	1-Time	190,096	190,096	-	-
Eliminate SSMCP Original Budget Estimate	Realign Program	1-Time	(179,500)	(179,500)	-	-
2015 Partnership Contributions	Realign Program	1-Time	199,500	-	-	-
2015 SSMCP Program - Funded by SSMCP 2015 Partnership Contributions	Realign Program	1-Time	-	125,394	-	-
2015 SSMCP Program - Funded by SSMCP 2014 Partnership Balance	2014	1-Time	-	56,068	-	-
2015 SSMCP Program - Funded by OEA 2013 JBLM Plan Partnership Balance	2014	1-Time	-	28,651	-	-
Total - Fund 195 Public Safety Grants			\$ 27,257	\$ 27,473	\$ -	\$ -
Eliminate Original Adopted Budget Estimate	Grant	1-Time	(149,810)	(149,810)	-	-
Nisqually Contribution - Metal Theft, Use of Ending Fund Balance	Grant	1-Time	-	216	-	-
JAG Mental Health Grant	Grant	1-Time	53,861	53,861	-	-
JAG Metal Theft Grant	Grant	1-Time	35,888	35,888	-	-
Emergency Management Planning Grant (FY2014/2015)	Grant	1-Time	55,856	55,856	-	-
JAG Therapeutic Justice Grant	Grant	1-Time	18,853	18,853	-	-
WTSC Grant - Target Zero Teams	Grant	1-Time	5,676	5,676	-	-
WTSC Grant - Impaired Driving Emphasis	Grant	1-Time	6,000	6,000	-	-
WTSC Grant - Seatbelt Emphasis	Grant	1-Time	933	933	-	-
Grand Total - Debt Service Funds			\$ 51,476	\$ 51,476	\$ 154,650	\$ 154,650
Total - Fund 201 General Obligation Bond Debt Service			\$ 51,476	\$ 51,476	\$ 154,650	\$ 154,650
LED Streetlight Retrofit - LOCAL Debt Service	City Council Approved 12/15/14		51,476	51,476	154,650	154,650

**2015 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Year 2015		Year 2016			
	Revenue	Expenditure	Revenue	Expenditure		
Total - Capital Improvement Project Funds	\$ 18,720,782	\$ 19,197,190	\$ (5,273,000)	\$ (4,992,500)		
Total - Fund 301 Parks CIP	\$ 238,729	\$ 238,729	\$ -	\$ -		
Springbrook Demolition - 2014 Balance - Source is General Fund	2014	1-Time	30,000	30,000	-	-
Bridgeport Gateway - Source is 2014 General Fund \$88,729, Nisqually Grant \$10,000, Hotel/Motel Lodging Tax \$10,000	2014/Grant/ City Council Approved 11/17/14	1-Time	108,729	108,729	-	-
Fort Steilacoom Barn Removal - Source is General Fund	2014	1-Time	28,000	28,000	-	-
Fort Steilacoom Barn Removal - Source is Transfer in From Fund 102 REET (an additional \$28,000 is proposed to be funded by General Fund carry forward for a total project budget of \$100,000 in 2015).	2014 & New	1-Time	72,000	72,000	-	-
Total - Fund 302 General Government CIP	\$ 18,482,053	\$ 18,958,461	\$ (5,273,000)	\$ (4,992,500)		
Unallocated - Eliminate Original Estimate - Transfer In Fund 102 REET, Close Out CIP	Realign CIP	1-Time	(1,258,037)	-	-	-
Personnel, Engineering & Professional Services	Realign CIP	1-Time	-	-	(5,500)	-
LED New Streetlights - Move Out Portion of REET Funding to 2016	Realign CIP		(30,000)	(30,000)	30,000	30,000
Chip Seal Program - Increase MVET estimate offset by reallocation of General Fund Source	Realign CIP	1-Time	10,500	-	20,000	-
96th Street - 2 Way Left Turn & Signal Upgrade - Mitigation Fees	Realign CIP	1-Time	46,647	-	-	-
Bridgeport Way - 83rd to 75th	Realign CIP	1-Time	3,784,747	3,734,747	-	-
Gravelly Lake Dr-100th to Bridgeport Way	Realign CIP	1-Time	1,743,969	1,743,969	(1,643,500)	(1,643,500)
South Tacoma Way SR 512 to 96th	Realign CIP	1-Time	1,500,000	1,500,000	200,000	200,000
Madigan Access Improvements	Realign CIP	1-Time	4,533,401	4,415,351	-	-
Traffic Signal Upgrade Phase IV	Realign CIP	1-Time	703,000	703,000	-	-
Steilacoom Blvd Corridor Safety Project	Realign CIP	1-Time	1,601,667	1,601,667	(1,550,000)	(1,550,000)
Steilacoom Blvd - 88th to Custer, Combine w/Steilacom Blvd Corridor Safety Project	Realign CIP	1-Time	(1,300,000)	(1,300,000)	-	-
Bridgeport Way - JBLM to I5	Realign CIP	1-Time	197,500	197,500	-	-
South Tacoma Way-Steilacoom Blvd to 88th	Realign CIP	1-Time	1,420,000	1,420,000	(1,265,000)	(1,265,000)
112th/111th Bridgeport to Kendrick	Realign CIP	1-Time	158,001	158,001	-	-
108th St - Main St to Bridgeport Way	Realign CIP	1-Time	425,000	50,000	(300,000)	-
Lakewood Traffic Signal Upgrade ITS Phase V	Realign CIP	1-Time	25,000	-	-	-
Steilacoom Blvd - Farwest to Phillips	Realign CIP	1-Time	762,000	762,000	(291,000)	(291,000)
Safety Projects - Military Road/112th	Realign CIP	1-Time	505,000	505,000	(315,000)	(315,000)
Safety Projects - Roadway Safety @ 96th & 40th	Realign CIP	1-Time	842,500	842,500	-	-
Safe Routes to Schools, Pedestrian/Bicycle Safety	Realign CIP	1-Time	-	-	(158,000)	(158,000)

**2015 Carry Forward Budget Adjustment
Summary of Proposed Requests**

			Year 2015		Year 2016	
			Revenue	Expenditure	Revenue	Expenditure
Paths & Trails - Required MVET Set Aside for Paths & Trails	Realign CIP	1-Time	10,045	-	5,000	-
San Francisco - Bridgeport to Addison (CDBG Project)	Realign CIP	1-Time	158,812	158,812	-	-
Custer/John Dower	Realign CIP	1-Time	95,636	95,636	-	-
Camp Murray Gate Relocation - Mitigation Fees	Realign CIP	1-Time	96,563	-	-	-
City-wide Safety Improvements	Realign CIP	1-Time	8,190	8,190		
100th & Lakewood Drive	Realign CIP	1-Time	69,824	20,000	-	-
LED Streetlight Retrofit (Grant, Utility Rebate, LOCAL Financing)	Realign CIP	1-Time	2,372,088	2,372,088	-	-
Total - Enterprise Funds			\$ 229,876	\$ 2,744,937	\$ -	\$ (417,095)
Total - Fund 401 Surface Water Management			\$ 229,876	\$ 2,744,937	\$ -	\$ (417,095)
Reduce SWM's share of PW/CED Admin Assistant - Based on Actual Usage	New	Ongoing	-	(15,980)	-	(17,095)
Transfer to Fund 302 Transportation CIP - Bridgeport Way - 83rd to 87th	Realign CIP	1-Time	-	900,000	-	-
Transfer to Fund 302 Transportation CIP - Gravelly Lake Dr - 100th to Bridgeport Way	Realign CIP	1-Time	-	250,000	-	(250,000)
Transfer to Fund 302 Transportation CIP - South Tacoma Way SR 512 to 96th	Realign CIP	1-Time	-	255,000	-	-
Transfer to Fund 302 Transportation CIP - Bridgeport Way - JBLM to I5	Realign CIP	1-Time	-	116,329	-	-
Transfer to Fund 302 Transportation CIP - South Tacoma Way -Steilacoom Blvd to 88th	Realign CIP	1-Time	-	100,000	-	(100,000)
Transfer to Fund 302 Transportation CIP - 112th/111th Bridgeport Way to Kendrick	Realign CIP	1-Time	-	(5,000)	-	-
Transfer to Fund 302 Transportation CIP - Steilacoom Blvd Custer	Realign CIP	1-Time	-	(50,000)	-	-
Transfer to Fund 302 Transportation CIP - Steilacoom Blvd Corridor Safety Project	Realign CIP	1-Time	-	-	-	(50,000)
Outfall Water Quality Retrofits	2014	1-Time	143,803	191,738	-	-
Lower Clover Creek Fish Passage	2014	1-Time	-	113,638	-	-
Wauhop Lake Management Plan	2014	1-Time	86,073	114,764	-	-
Permanent O&M Facility - 2014 Balance	2014	1-Time	-	526,948	-	-
Mountain View Outfall Water Quality	2014	1-Time	-	240,000	-	-
Information Technology Internal Service Charge for Large Format KIP Printer Replacement	New	1-Time	-	7,500	-	-

**2015 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Year 2015		Year 2016	
	Revenue	Expenditure	Revenue	Expenditure
Total - Internal Service Funds	\$ 379,058	\$ 1,068,165	\$ 52,686	\$ (65,314)
Total - Fund 501 Fleet & Equipment	\$ 39,875	\$ 723,202	\$ -	\$ (118,000)
Proceeds from Sale of Asset - PW/ST Veh # 21-21-002 / 2003 Ford E250 Cargo Van (Use \$29,714 Accumulated Reserves for Purchase of New Vehicle/Equipment)	2,000	-	-	-
Proceeds from Sale of Asset - PW/ST - Veh# 21-21-302 / 1995 Nissan Flatbed (Use \$26,400 Accumulated Reserves for Purchase of New Vehicle/Equipment)	1,000	-	-	-
Proceeds from Sale of Asset - PW/ST - Veh# 21-21-504 / 2003 Bulldog Trailer (Use \$22,000 Accumulated Reserves for Purchase of New Vehicle/Equipment)	700	-	-	-
Proceeds from Sale of Asset - PW/SWM - Veh# 41-30-003 / 2002 Chevy Express Cargo Van	2,000	-	-	-
Proceeds from Sale of Asset - PW/PRCS - Veh# 11-10-009 / 1996 Chevy S10 Pick Up (Use \$24,750 Accumulated Reserves for Purchase of New Vehicle/Equipment)	900	-	-	-
Proceeds from Sale of Asset - PRCS - Veh# 11-10-008 / 2001 Ford F350 Bucket Truck (Use \$57,143 Accumulated Reserves for Purchase of New Vehicle/Equipment)	8,000	-	-	-
Proceeds from Sale of Asset - PW/ST - Veh# 21-21-007 / 1999 Ford 250 (Use \$4,857 Accumulated Reserves for Purchase of New Vehicle/Equipment)	1,500	-	-	-
Proceeds from Sale of Asset - PW/ST - Veh # 21-21-011 / 2004 Ford Taurus - Surplus (Use \$20,571 Accumulated Reserves for Purchase of New Vehicle/Equipment)	1,200	-	-	-
Proceeds from Sale of Asset - CED - Veh# 07-12-003 / 2005 Chevy 1500 (Use \$27,000 Accumulated Reserves for Purchase of New Vehicle/Equipment)	3,500	-	-	-
Proceeds from Sale of Asset - CED Veh# 07-60-003 / 1999 Ford Taurus (Use \$20,571 Accumulated Reserves for Purchase of New Vehicle/Equipment)	1,000	-	-	-
Proceeds from Sale of Asset - CED Veh# 07-60-005 / 2005 Chevy 1500 (Use \$27,000 Accumulated Reserves for Purchase of New Vehicle/Equipment)	3,500	-	-	-
Replace PRCS Veh# 21-21-013 / 2001 Chevy Silverado 1500 with 3/4 Ton Truck w/Trailer Hitch. Funding Source is Proceeds from Sale of Asset and Accumulated reserves.	2,000	29,000	-	-

**2015 Carry Forward Budget Adjustment
Summary of Proposed Requests**

			Year 2015		Year 2016	
			Revenue	Expenditure	Revenue	Expenditure
Replace PRCS Veh#11-10-011 / 2008 Ford F-450. Funding Source is Accumulated Reserves. Retain vehicle for PRCS/PW operations (need for future replacement reserves to be determined).	New	1-Time	-	58,000	-	-
Replace PRCS Veh # 11-10-509 Hot Pressure Washer Trailer. Funding Source is Accumulated Reserves. Retain for use by CSRT Operations (need for future replacement reserves to be determined).	New	1-Time	-	8,400	-	-
Purchase of New Vehicle/Equipment - PRCS - Street O&M - New 50' Bucket Truck (Funded by Accumulated Reserves from Surplused Vehicle & Excess Reserves from Police Vehicle Surplus of \$31,450)	New	1-Time	-	178,000	-	-
Purchase of New Vehicle/Equipment - PRCS - Purchase New Service Body Truck w/Crane (Funded by Accumulated Reserves from Surplused Vehicles)	New	1-Time	-	60,000	-	-
Purchase of New Vehicle/Equipment - PRCS - 3/4 Ton Truck for Sign Program (Funded by Accumulated Reserves from Surplused Vehicles)	New	1-Time	-	33,000	-	-
Purchase of New Vehicle/Equipment - PRCS - New Utility Trailer Capable of the Roller (Funded by Accumulated Reserves from Surplused Vehicles)	New	1-Time	-	6,000	-	-
PRCS - Replace Dump Truck (Funded by Accumulated Reserves)	City Council Approved 12/15/14	1-Time	-	123,000	-	-
PRCS - Replace 1992 Brush Bandit Wood Chipper (Funded by Proceeds from Sale of Asset and Accumulated Reserves)	New	1-Time	3,000	42,000	-	-
Proceeds from Sale of Asset - PD - Veh# 15-70-109 2005 Honda ST1300 Motorcycle (Use \$38,571 Accumulated Reserves for Purchase of New Patrol Cars)	New	1-Time	4,000	-	-	-
Proceeds from Sale of Asset - PD - Surplus Veh# 15-70-017 / 2006 Chevy Impala (Use \$35,000 Accumulated Reserves for Purchase of New Patrol Cars). This is the CSRT Lieutenant vehicle that was vacated as part of the 2015/2016 Adopted Budget.	New	1-Time	1,875	-	-	-
Proceeds from Sale of Asset - PD Veh# 15-22-044 / 2004 Chevy Astro (Use \$28,125 Accumulated Reserves for Purchase of New Patrol Cars) This is a CSRT Vehicle that is not needed due to CSO and CSO positions vacated as part of the 2015/2016 Adopted Budget.	New	1-Time	1,200	-	-	-

**2015 Carry Forward Budget Adjustment
Summary of Proposed Requests**

			Year 2015		Year 2016	
			Revenue	Expenditure	Revenue	Expenditure
Proceeds from Sale of Asset- PD Veh#12-65-001 / 2006 Chevy Silverado (Use \$27,000 Accumulated Reserves for Purchase of New Patrol Cars). This is the Fleet Coordinator vehicle that was vacated during the 2011/2012 Budget.	New	1-Time	2,500	-	-	-
Retain as PD Veh# 15-22-094 / 2008 Crown Vic as Secondary Use Pool Car (Use \$46,667 Accumulated Reserves for Purchase of New Patrol Cars) No reserves would accumulate on secondary vehicles as they would cycle pool cars through vehicle replacement.	New	1-Time	-	-	-	-
Retain as PD Veh# 15-22-416 / 2008 Crown Vic as Secondary Use Pool Car (Use \$40,000 Accumulated Reserves for Purchase of New Patrol Cars) No reserves would accumulate on secondary vehicles as they would cycle pool cars through vehicle replacement.	New	1-Time	-	-	-	-
Retain as PD Veh# 15-22-095 / 2008 Crown Vic as Secondary Use Pool Car (Use \$46,667 Accumulated Reserves for Purchase of New Patrol Cars) No reserves would accumulate on secondary vehicles as they would cycle pool cars through vehicle replacement.	New	1-Time	-	-	-	-
Retain as PD Veh# 15-22-093 / 2008 Crown Vic as Secondary Use Pool Car (Use \$46,667 Accumulated Reserves for Purchase of New Patrol Cars) No reserves would accumulate on secondary vehicles as they would cycle pool cars through vehicle replacement.	New	1-Time	-	-	-	-
Retain as PD Veh# 15-22-426 / 2010 Crown Vic as Secondary Use Pool Car (Use \$33,333 Accumulated Reserves for Purchase of New Patrol Cars) No reserves would accumulate on secondary vehicles as they would cycle pool cars through vehicle replacement.	New	1-Time	-	-	-	-
Eliminate Replacement of PD Veh# 15-22-426 / 2010 Crown Vic (Proposed to be Retained as Secondary Use Vehicle, and Use \$33,333 Accumulated Reserves for Purchase of New Vehicle)	New	1-Time	-	-	-	(44,000)
PD - Eliminate 15-70-112 2007 Honda ST1300 Motorcycle Replacement (based on currently having only 2 certified motor officers)	New	1-Time	-	-	-	(30,000)
PD - Delay Veh# 15-70-111 2007 Honda ST1300 Motorcycle Replacement until 2017/2018 (based on further evaluation, replacement is not needed in 2015/2016)	New	1-Time	-	(30,000)	-	-

**2015 Carry Forward Budget Adjustment
Summary of Proposed Requests**

			Year 2015		Year 2016	
			Revenue	Expenditure	Revenue	Expenditure
PD - Delay Veh# 15-70-112 2007 Honda ST1300 Motorcycle Replacement until 2017/2018 (based on further evaluation, replacement is not needed in 2015/2016)	New	1-Time	-	(30,000)	-	-
PD - Delay Veh#15-70-020 2001 GMC Sonoma Replacement Until 2017 (based on further evaluation, replacement is not needed in 2015/2016)	New	1-Time	-	(25,000)	-	-
PD - Delay Veh #15-22-427 2010 Ford Crown Vic Replacement Until 2017 (based on further evaluation, replacement is not needed in 2015/2016)	New	1-Time	-	-	-	(44,000)
Purchase of New Patrol Car (Funded by Accumulated Reserves from Surplus Vehicles)	New	1-Time	-	46,000	-	-
Purchase of New Patrol Car (Funded by Accumulated Reserves from Surplus Vehicles)	New	1-Time	-	46,000	-	-
Purchase of New Patrol Car (Funded by Accumulated Reserves from Surplus Vehicles)	New	1-Time	-	46,000	-	-
Purchase of New Patrol Car (Funded by Accumulated Reserves from Surplus Vehicles)	New	1-Time	-	46,000	-	-
Purchase of New Patrol Car (Funded by Accumulated Reserves from Surplus Vehicles)	New	1-Time	-	46,000	-	-
Transfer to General Fund - Proceeds from Sale of Police Vehicles (not needed for purchase of 5 new patrol cars) & Excess Reserves from Surplus Assets	New	1-Time	-	40,802	-	-
Total - Fund 502 Property Management			\$ -	\$ 5,780	\$ -	\$ -
Pd - Gate Repair, Funded by Reserves	New	1-Time	-	5,780	-	-
Total - Fund 503 Information Technology			\$ 154,208	\$ 154,208	\$ 22,686	\$ 22,686
PD - Leads Online - Move from Police Budget to IT Budget	Accounting Change	Ongoing	6,188	6,188	6,188	6,188
PD - FileOnQ - Move from Police Budget to IT Budget - Ongoing	Accounting Change	Ongoing	7,342	7,342	7,342	7,342
PD - Casecracker - Move from Police Budget to IT Budget	Accounting Change	Ongoing	8,200	8,200	6,000	6,000
PD - Dish Network - Move from Police Budget to IT Budget	Accounting Change	Ongoing	3,156	3,156	3,156	3,156
CW - Exchange Server Refresh	2014	1-Time	35,000	35,000	-	-
PRCS - Fiber Optic Connection to Parks	2014	1-Time	30,000	30,000	-	-

**2015 Carry Forward Budget Adjustment
Summary of Proposed Requests**

			Year 2015		Year 2016	
			Revenue	Expenditure	Revenue	Expenditure
CW - Broadcast/Streaming City Council Meetings	2014	1-Time	10,000	10,000	-	-
CW - Website Update/Redesign	2014	1-Time	10,000	10,000	-	-
CW - Disaster Recovery	2014	1-Time	10,000	10,000	-	-
CW - Phone System Replacement	2014	1-Time	19,322	19,322	-	-
PW/ST & PW/SWM - KIP Printer Replacement	New	1-Time	15,000	15,000	-	-
Total - Fund 504 Risk Management			\$ 184,975	\$ 184,975	\$ 30,000	\$ 30,000
Adopted Budget Ordinance Correction - Ordinance Purposes Only, No \$ Impact	Housekeeping	n/a	79,736	79,736	30,000	30,000
Multi-Care Settlement (Source is General Fund)	City Council Approved 2/2/15	1-Time	85,000	85,000	-	-
AWC Retro Program - Professional Services (Source is Stay at Work Program Revenue)	New	1-Time	20,239	20,239	-	-

ORDINANCE NO.

AN ORDINANCE of the City Council of the City of Lakewood, Washington, amending the 2015-2016 Biennial Budget.

WHEREAS, the tax estimates and budget for the City of Lakewood, Washington, for the 2015-2016 fiscal biennium have been prepared and filed on October 1, 2014 as provided by Titles 35A.34 and 84.55 of the Revised Code of Washington; and

WHEREAS, the budget was printed for distribution and notice published in the official paper of the City of Lakewood setting the time and place for hearing on the budget and said notice stating copies of the budget can be obtained on-line and at the Office of the City Clerk; and

WHEREAS, the City Council of the City of Lakewood having held a public hearing on November 3, 2014, and having considered the public testimony presented; and

WHEREAS, per RCW 35.34.130, the City is required to adopt by ordinance a mid-biennial review and modification of the biennial budget. The review and modification shall occur no sooner than September 1, 2015 and no later than December 31, 2015. A review and evaluation of the Community Safety Resource Team (CSRT) Program shall occur as part of this process; and

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 597 on November 17, 2014 implementing the 2015 and 2016 Biennial Budget; and

WHEREAS, the City Council of the City of Lakewood finds it necessary to revise the 2015-2016 Biennial Budget to adjust the 2015 beginning fund balance from the estimated amount to actual as fiscal year 2014 activities are concluded; continue existing projects by appropriating projects that were budgeted in the prior year, but not yet completed and will continue during the current year; appropriate projects funded by grants and contributions; and on an exception basis, new allocations.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON DO ORDAIN as follows:

Section 1. Budget Amendment. The 2015-2016 Biennial Budget, as originally set forth in Ordinance 597, Section 1, is amended to adopt the revised budget for the 2015-2016 biennium in the amounts and for the purposes as shown on Exhibits A(2) Revised Budget by Fund – Year 2015 and A(3) Revised Budget by Fund – Year 2016.

Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property or circumstance, such invalidity or unconstitutionality or inapplicability shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance or its application to any other person, property or circumstance.

Section 3. Copies of the Budget to Be Filed. A complete copy of the final budget as adopted herein shall be transmitted to the Office of the State Auditor, the Association of Washington Cities and to the Municipal Research and Services Center of Washington. Copies of the final budget as adopted herein shall be filed with the City Clerk and shall be made available for use by the public.

Section 4. Effective Date. This Ordinance shall be in full force and effect for the fiscal years 2015 and 2016 and five (5) days after publication as required by law.

ADOPTED by the City Council this 4th day of May, 2015.

CITY OF LAKEWOOD

Don Anderson, Mayor

Attest:

Alice M. Bush, MMC, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

EXHIBIT A(1)
2015-2016 ORIGINAL ADOPTED BUDGET BY FUND
Per Ordinance 597 Adopted November 17, 2014

Fund	2015				2016			
	Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance	Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance
General Fund (001)	\$ 4,034,368	\$ 35,107,433	\$ 34,966,947	\$ 4,174,854	\$ 4,174,854	\$ 35,709,391	\$ 35,546,448	\$ 4,337,797
Special Revenue Funds:								
101 Street Operations & Maintenance	-	1,893,850	1,893,850	-	-	1,948,250	1,948,250	-
102 Real Estate Excise Tax	1,647,206	800,000	2,447,206	-	-	800,000	800,000	-
103 Transportation Benefit District	-	572,000	572,000	-	-	685,000	685,000	-
104 Hotel/Motel Lodging Tax Fund	937,524	500,000	500,000	937,524	937,524	500,000	500,000	937,524
105 Property Abatement	200,000	-	100,000	100,000	100,000	-	100,000	-
106 Public Art	15,000	10,000	2,000	23,000	23,000	10,000	33,000	-
180 Narcotics Seizure	801,701	110,000	318,550	593,151	593,151	110,000	289,750	413,401
181 Felony Seizure	11,958	-	-	11,958	11,958	-	-	11,958
182 Federal Seizure	40,240	-	10,000	30,240	30,240	-	10,000	20,240
190 Grants	1,212	535,000	535,000	1,212	1,212	535,000	535,000	1,212
191 Neighborhood Stabilization Program	171,345	-	-	171,345	171,345	-	-	171,345
192 OEA Grant	5,393	179,500	179,500	5,393	5,393	179,500	179,500	5,393
195 Public Safety Grants	-	149,810	149,810	-	-	-	-	-
Debt Service Funds:								
201 GO Bond Debt Service	-	289,183	289,183	-	-	290,158	290,158	-
202 LID Debt Service	149	279,319	279,319	149	149	270,263	270,263	149
204 Sewer Project Debt	666,071	600,000	726,146	539,925	539,925	600,000	497,857	642,068
251 LID Guaranty	391,858	-	-	391,858	391,858	-	270,000	121,858
Capital Project Funds:								
301 Parks CIP	10,276	856,450	60,000	806,726	806,726	375,000	1,181,450	276
302 Transportation CIP	-	14,620,037	13,772,500	847,537	847,537	7,541,500	7,276,500	1,112,537
311 Sewer Project CIP	76,208	1,520,000	1,520,000	76,208	76,208	-	-	76,208
312 Sanitary Sewer Connection	562,834	297,000	-	859,834	859,834	302,000	-	1,161,834
Enterprise Fund:								
401 Surface Water Management	3,317,526	3,091,669	3,158,640	3,250,555	3,250,555	2,702,500	3,539,060	2,413,995
Internal Service Funds								
501 Fleet & Equipment	3,936,339	1,987,240	1,429,720	4,493,859	4,493,859	1,987,240	1,242,220	5,238,879
502 Property Management	393,421	742,080	909,080	226,421	226,421	749,800	799,800	176,421
503 Information Technology	-	1,178,650	1,178,650	-	-	1,069,950	1,069,950	-
504 Risk Management	-	774,014	774,014	-	-	748,980	748,980	-
Grand Total All Funds	\$ 17,220,629	\$ 66,093,235	\$ 65,772,115	\$ 17,541,749	\$ 17,541,749	\$ 57,114,532	\$ 57,813,186	\$ 16,843,095

EXHIBIT A(2)
PROPOSED REVISED BUDGET BY FUND - YEAR 2015

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
General Fund (001)	\$ 4,034,368	\$ 498,327	\$ 4,532,695	\$ 35,107,433	\$ 80,301	\$ 35,187,734	\$ 34,966,947	\$ 763,032	\$ 35,729,979	\$ 3,990,450
Special Revenue Funds:										
101 Street Operations & Maintenance	-	-	-	1,893,850	(44,464)	1,849,386	1,893,850	(44,464)	1,849,386	-
102 Real Estate Excise Tax	1,647,206	(528,677)	1,118,529	800,000	137,000	937,000	2,447,206	(392,402)	2,054,804	725
103 Transportation Benefit District	-	-	-	572,000	-	572,000	572,000	-	572,000	-
104 Hotel/Motel Lodging Tax Fund	937,524	91,033	1,028,557	500,000	-	500,000	500,000	(48,150)	451,850	1,076,707
105 Property Abatement	200,000	61,771	261,771	-	48,700	48,700	100,000	75,000	175,000	135,471
106 Public Art	15,000	10,389	25,389	10,000	-	10,000	2,000	-	2,000	33,389
180 Narcotics Seizure	801,701	(318,430)	483,271	110,000	14,563	124,563	318,550	14,563	333,113	274,721
181 Felony Seizure	11,958	(6,915)	5,043	-	-	-	-	-	-	5,043
182 Federal Seizure	40,240	31,547	71,787	-	-	-	10,000	-	10,000	61,787
190 Grants	1,212	21,168	22,380	535,000	1,649,297	2,184,297	535,000	1,660,140	2,195,140	11,537
191 Neighborhood Stabilization Progra	171,345	(68)	171,277	-	-	-	-	80,000	80,000	91,277
192 OEA Grant	5,393	79,326	84,719	179,500	210,096	389,596	179,500	220,709	400,209	74,106
195 Public Safety Grants	-	216	216	149,810	27,257	177,067	149,810	27,473	177,283	0
Debt Service Funds:										
201 GO Bond Debt Service	-	-	-	289,183	51,476	340,659	289,183	51,476	340,659	0
202 LID Debt Service	149	902	1,051	279,319	-	279,319	279,319	-	279,319	1,051
204 Sewer Project Debt	666,071	(15,217)	650,854	600,000	-	600,000	726,146	-	726,146	524,708
251 LID Guaranty	391,858	(63)	391,795	-	-	-	-	-	-	391,795
Capital Project Funds:										
301 Parks CIP	10,276	0	10,276	856,450	238,729	1,095,179	60,000	238,729	298,729	806,726
302 Transportation CIP	-	-	-	14,620,037	18,482,053	33,102,090	13,772,500	18,958,461	32,730,961	371,129
311 Sewer Project CIP	76,208	29,862	106,070	1,520,000	-	1,520,000	1,520,000	-	1,520,000	106,070
312 Sanitary Sewer Connection	562,834	121,069	683,903	297,000	-	297,000	-	-	-	980,903
Enterprise Fund:										
401 Surface Water Management	3,317,526	3,550,716	6,868,242	3,091,669	229,876	3,321,545	3,158,640	2,744,937	5,903,577	4,286,210
Replacement Reserve Funds:										
501 Fleet & Equipment	3,936,339	159,636	4,095,975	1,987,240	39,875	2,027,115	1,429,720	723,202	2,152,922	3,970,168
502 Property Management	393,421	52,734	446,155	742,080	-	742,080	909,080	5,780	914,860	273,375
503 Information Technology	-	-	-	1,178,650	154,208	1,332,858	1,178,650	154,208	1,332,858	-
504 Risk Management	-	-	-	774,014	184,975	958,989	774,014	184,975	958,989	-
Total All Funds	\$17,220,629	\$ 3,839,328	\$21,059,957	\$ 66,093,235	\$ 21,503,942	\$87,597,177	\$ 65,772,115	\$ 25,417,669	\$91,189,784	\$ 17,467,349

EXHIBIT A(3)
PROPOSED REVISED BUDGET BY FUND - YEAR 2016

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Fund Balance
General Fund (001)	\$ 4,174,854	\$ (184,404)	\$ 3,990,450	\$ 35,709,391	\$ (14,000)	\$ 35,695,391	\$ 35,546,448	\$ (198,404)	\$ 35,348,044	\$ 4,337,797
Special Revenue Funds:										
101 Street Operations & Maintenance	-	-	-	1,948,250	(153,290)	1,794,960	1,948,250	(153,290)	1,794,960	-
102 Real Estate Excise Tax	-	725	725	800,000	137,000	937,000	800,000	135,500	935,500	2,225
103 Transportation Benefit District	-	-	-	685,000	-	685,000	685,000	-	685,000	-
104 Hotel/Motel Lodging Tax Fund	937,524	139,183	1,076,707	500,000	-	500,000	500,000	-	500,000	1,076,707
105 Property Abatement	100,000	35,471	135,471	-	35,000	35,000	100,000	35,000	135,000	35,471
106 Public Art	23,000	10,389	33,389	10,000	-	10,000	33,000	-	33,000	10,389
180 Narcotics Seizure	593,151	(318,430)	274,721	110,000	-	110,000	289,750	-	289,750	94,971
181 Felony Seizure	11,958	(6,915)	5,043	-	-	-	-	-	-	5,043
182 Federal Seizure	30,240	31,547	61,787	-	-	-	10,000	-	10,000	51,787
190 Grants	1,212	10,325	11,537	535,000	(35,000)	500,000	535,000	(35,000)	500,000	11,537
191 Neighborhood Stabilization Program	171,345	(80,068)	91,277	-	-	-	-	-	-	91,277
192 OEA Grant	5,393	68,713	74,106	179,500	-	179,500	179,500	-	179,500	74,106
195 Public Safety Grants	-	0	0	-	-	-	-	-	-	0
Debt Service Funds:										
201 GO Bond Debt Service	-	0	0	290,158	154,650	444,808	290,158	154,650	444,808	0
202 LID Debt Service	149	902	1,051	270,263	-	270,263	270,263	-	270,263	1,051
204 Sewer Project Debt	539,925	(15,217)	524,708	600,000	-	600,000	497,857	-	497,857	626,851
251 LID Guaranty	391,858	(63)	391,795	-	-	-	270,000	-	270,000	121,795
Capital Project Funds:										
301 Parks CIP	806,726	0	806,726	375,000	-	375,000	1,181,450	-	1,181,450	276
302 Transportation CIP	847,537	(476,408)	371,129	7,541,500	(5,273,000)	2,268,500	7,276,500	(4,992,500)	2,284,000	355,629
311 Sewer Project CIP	76,208	29,862	106,070	-	-	-	-	-	-	106,070
312 Sanitary Sewer Connection	859,834	121,069	980,903	302,000	-	302,000	-	-	-	1,282,903
Enterprise Fund:										
401 Surface Water Management	3,250,555	1,035,655	4,286,210	2,702,500	-	2,702,500	3,539,060	(417,095)	3,121,965	3,866,745
Replacement Reserve Funds:										
501 Fleet & Equipment	4,493,859	(523,691)	3,970,168	1,987,240	-	1,987,240	1,242,220	(118,000)	1,124,220	4,833,188
502 Property Management	226,421	46,954	273,375	749,800	-	749,800	799,800	-	799,800	223,375
503 Information Technology	-	-	-	1,069,950	22,686	1,092,636	1,069,950	22,686	1,092,636	-
504 Risk Management	-	-	-	748,980	30,000	778,980	748,980	30,000	778,980	-
Total All Funds	\$17,541,749	\$ (74,400)	\$17,467,349	\$ 57,114,532	\$ (5,095,954)	\$52,018,578	\$ 57,813,186	\$ (5,536,453)	\$52,276,733	\$ 17,209,194

2015 Carry Forward Budget Adjustment

City Council

April 20, 2015



Council Packet Information

- Memo
- Summary of Proposed Requests
- Ordinance & Exhibits

Purpose of Budget Adjustments

- Update 2014 beginning fund balance
- Incorporate items previously approved by Council
- Appropriate projects funded by grants and contributions
- Continuation of capital projects
- New allocations, on an exception basis

Most items are from 2014 or have been briefed at previous City Council meetings.

Total Adjustments for All Funds

Year 2015

- Increases beginning balance by \$3.83M for a total budget of \$21.06M
- Increases revenues by \$21.50M for a total budget of \$87.60M
- Increases expenditures by \$25.41M for a total budget of \$91.19M
- Decreases ending balance by \$74K for a total budget of \$17.47M

Year 2016

- Decreases beginning balance by \$74K for a total budget of \$17.47M
- Decreases revenues by \$5.10M for a total budget of \$52.02M
- Decreases expenditures by \$5.53M for a total budget of \$52.28M
- Increases ending balance by \$366K for a total budget of \$17.21M

Ending Fund Balance

- Proposed carry forward budget adjustment maintains the ending fund balance reserves in accordance with the financial policies.
- 12% equates to \$4.34M ending fund balance at the end of 2016

Highlights – General and Street O&M

- \$114K internal service charges for information technology (email exchange server refresh, fiber optic connections to parks, broadcast/stream City Council meetings, website update/redesign, disaster recovery plan, phone system)
- \$85K internal service charge for MultiCare settlement
- \$53K annual reduction in fire marshall contract, used to offset costs due to reallocation of CED/PW administrative assistant position (net savings \$20K annually)
- \$33K community visioning plan
- \$10K Lakewood Towne Center development
- \$20K Pacific Highway redevelopment market analysis
- \$48K Motor Ave complete streets contracted services

Highlights – General and Street O&M

- \$56K total reduction in election costs (original budget included \$30K for special election)
- \$30K STOP grant for domestic violence
- \$14K annual elimination of UP court transport reimbursement
- \$40K annual increase in public defender contract
- \$28K transfer to Parks CIP for Fort Steilacoom Barn Removal (additional new funding of \$72 from REET)
- \$30K transfer to Parks CIP for Springbrook demolition
- \$89K transfer to Parks CIP for Bridgeport Gateway
- \$5K Nisqually grant for recreation program (Ray Evans fishing memorial)

Highlights – General and Street O&M

- \$51K reduction in 2015 and \$145K reduction in 2016 in energy and repairs and maintenance due to LED streetlight retrofit. Savings plus an additional \$10K from General Fund applied to annual debt service requirements.
- \$15K for one school sign at Gravelly Lake/Park Lodge Elementary
- \$9K for police marine patrol offset by vessel registration entitlement fee
- \$16K decrease to reflect actual sex offender address verification grant award
- \$25K increase for police mental health counselor funded by Nisqually grant
- \$29K increase for DUI emphasis overtime and traffic safety requirements funded by prior year revenue

Highlights – Real Estate Excise Tax Fund

- \$137K increase in REET estimate
- \$329K decrease in transfers to transportation CIP (realignment of projects and project carry forward)
- \$72K transfer to parks CIP for Fort Steilacoom Barn Removal (plus an additional \$28K from general fund)

Highlights – Hotel/Motel Lodging Tax Fund

- \$500K elimination of original 2015 allocation estimate
- Add \$482K actual lodging tax allocation

Highlights – Property Abatement Fund

- \$35K increase due to accounting change of General Fund contribution to abatement
- \$14K revenue increase for property abatement proceeds
- \$40K increase due to eliminating original estimate and replacing with updated estimate.

Highlights – Narcotics Seizure Fund

- \$12K for police Tacoma Regional Task Force grant
- \$3K for OCDETF Joint Law Enforcement Operations grant

Highlights – CDBG Fund

- \$35K reduction due to accounting change of General Fund contribution to abatement
- \$21K increase for minor home loans funded by Nisqually grants
- \$43K decrease to reflect actual 2015 CDBG grant award
- \$255K increase for balance of 2014 CDBG grant award
- \$1.02M increase for HOME program balance
- \$442K increase for CDBG Section 108 loan for transportation CIP

Highlights – NSP Fund

- \$80K increase for balance of Neighborhood Stabilization Program 1

Highlights – Office of Economic Adj/SSCMP

- \$190K increase for OEA 2014 grant balance
- \$54K decrease to reflect actual 2015 funded by 2015 partnership contributions
- \$56K increase funded by 2014 partnership contributions
- \$29K increase funded by OEA 2013 grant

Highlights – Public Safety Grants

- \$150K elimination of estimated grants (replace with actual award allocation)
- \$54K for JAG Mental Health grant
- \$36K for JAG metal theft grant
- \$56K for Emergency Management Planning grant
- \$19K for JAG Therapeutic Justice grant
- \$6K for WTSC Target Zero Teams grant
- \$6K for WTSC Impaired Driving Emphasis grant
- \$1k for WTSC Seatbelt Emphasis grant

Highlights – GO Bond Debt Service Fund

- \$51K for LED Streetlight LOCAL financing debt service in 2015 and \$155K in 2016

Highlights – Parks CIP

- \$30K for Springbrook demolition
- \$109K for Bridgeport Gateway
- \$100K for Fort Steilacoom Barn Removal (includes \$72K new funding from REET)
- CIP project worksheets in progress to reflect carry forward budget adjustments

Highlights – Transportation CIP

- Realignment of projects to include grant funding and carry forward of projects
- CIP project worksheets in progress to reflect carry forward budget adjustments
- Overall, improved accounting of capital project fund as a whole, as well as individual projects
- Comprehensive list on pages 108 - 109 of carry forward budget adjustment packet (narrative details on pages 93 – 96)

Highlights – Fund 401 Surface Water Management

- \$16K reduction in 2015 and \$17K reduction in 2016 due to reallocation of CED/PW administrative assistant position
- \$1.17M net increase in transfer to Transportation CIP Fund to reflect SWM's share of surface water related capital costs
- \$1.88M total increase for carry forward of various capital projects
 - \$192K for Outfall Water Quality Retrofits
 - \$114K for Lower Clover Creek Fish Passage
 - \$115K for Waughop Lake Management Plan
 - \$527K for permanent PW O&M Facility
 - \$240 for Mountain View Outfall Water Quality
- \$8K internal service charge for SWM's share of large format KIP printer replacement

Highlights – Fleet & Equipment Fund

Evaluation of fleet and equipment needs due to reorganization of functions that occurred as part of the 2015/2016 budget

PRCS, PW and CED

- Surplus 11 vehicles from PRCS, PW and CED that are no longer needed
- Replace 5 vehicle/equipment, funded by accumulated reserves, reserves from surplus and/or sale proceeds
- Retain 2 vehicle/equipment for secondary use
- Purchase 4 new vehicle/equipment, funded by accumulated reserves from surplus vehicle/equipment and sale proceeds
 - \$178K for new 50' bucket truck for street lights and traffic signals
 - \$60K for new service body truck w/crane for signal crew
 - \$33K for ¾ ton truck for sign program
 - \$6K for new utility trailer parks maintenance

Highlights – Fleet & Equipment Fund

Evaluation of fleet and equipment needs due to reorganization of functions that occurred as part of the 2015/2016 budget

Police

- Surplus 4 vehicles that are no longer needed
- Retain 5 vehicles as secondary pool cars
- Purchase 5 new patrol vehicles (use accumulated reserves from 5 retained vehicles above)
- Delay replacement of 2 motorcycles until 2017/2018
- Eliminate replacement of 1 motorcycle due to only having 2 officers certified
- Delay replacement of 2 vehicles due to further evaluation, not currently needed
- Transfer \$41K of excess proceeds from sale of vehicles and surplus reserves to General Fund

Highlights – Information Technology Fund

- \$114K internal service charges for information technology (email exchange server refresh, fiber optic connections to parks, broadcast/stream City Council meetings, website update/redesign, disaster recovery plan, phone system)
- \$15K for large format printer Replacement funded by Street O&M savings and SWM

Highlights – Risk Management

- Ordinance correction – no impact to budget \$
- \$85K for MultiCare settlement
- \$20K for AWC Retro Program professional services, funded by Stay-At-Work reimbursements

Ending Fund Balance

- \$4.34M ending fund balance requirement maintained at end of 2016
- Goal – 12% of General Fund operating revenue
 - 2% Contingency Reserves \$723K
 - 5% General Fund Reserves \$1.81M
 - 5% Strategic Reserves \$1.81M

Next Steps & Upcoming Items

- Public Hearing on April 20, 2015
- Adoption of Ordinance scheduled for May 4, 2015
- Evaluation of information technology needs and potential funding sources
- Review of 6-year financial forecast and Municipal Finances 101
- Labor contracts – 3 expiring end of 2015 and 1 expiring end of 2016
- Review of development services fees
- Review of parks and recreation fees

End of Presentation

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: April 20, 2015 REVIEW: April 13, 2015 PUBLIC HEARING: (None)	TITLE: Adoption of resolution establishing schedule for review and adoption of 2015 comprehensive plan update ATTACHMENTS: Draft Resolution.	TYPE OF ACTION: ___ ORDINANCE <u> X </u> RESOLUTION 2015-12 ___ MOTION ___ OTHER
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SUBMITTED BY: Dan Catron AICP, Principal Planner

THROUGH: Dave Bugher, Assistant City Manager/ Community Development Director

RECOMMENDATION: Staff is recommending that the Council adopt a Resolution establishing timelines for adoption of the required comprehensive plan updates. Staff is expecting to have draft updates and SEPA review completed by July 1, 2015, Planning Commission review in September/October 2015, and City Council review in October/November 2015, with final adoption expected in November 2015.

DISCUSSION: Cities in Pierce County are required to update their comprehensive plans by June 30, 2015, in order to receive preferences in state allocated funding. The City of Lakewood made some updates in 2014, but the full update will not be completed by the June 30th deadline. It is recommended that the City Council adopt a resolution acknowledging that the City will not meet the deadline and setting forth an expected timeline for adoption of the required updates.

ALTERNATIVE(S): Alternatives include not stating any specific timeline for completion of the updates.

FISCAL IMPACT: Update of the City's comprehensive plan is necessary in order to be eligible for certain state administered grants. RCW 36.70A.130(7)(a) provides some consideration for jurisdictions demonstrating substantial progress toward compliance with the stated schedules. The proposed resolution is intended to show that the City is making progress on the required updates.

_____ Prepared by _____ Department Director	 _____ City Manager Review
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RESOLUTION 2015-12

A RESOLUTION of the City Council of the City of Lakewood, Washington, establishing a schedule for the Council Review and Adoption of the 2015 Comprehensive Plan Update.

WHEREAS, the Washington State Growth Management Act requires periodic review and, if necessary, revision of the Comprehensive Plan; and,

WHEREAS, timely adoption of the Comprehensive Plan will support applications for state grants and other capital funding sources; and,

WHEREAS, the Lakewood City Council originally adopted the City's Comprehensive Plan in 2000, and has subsequently amended the City of Lakewood Comprehensive Plan periodically, including a review required by law in 2004; and,

WHEREAS, pursuant to RCW 36.70A.130(5)(a), the City of Lakewood is required to complete an update of its comprehensive plan by June 30, 2015; and

WHEREAS, the City of Lakewood staff and Planning Commission began work on the most recent update to the Comprehensive Plan in May 2013, and

WHEREAS, the City of Lakewood is making substantial revisions to the plan in light of the amount of change that has taken place and new information that has become available since the original adoption of the Comprehensive Plan in 2000; and,

WHEREAS on December 1, 2014, the Lakewood City Council adopted Ordinance 600, updating the following comprehensive plan elements: Chapter 2-Official Land Use Maps; Chapter 3- Land use, Housing , and Open Space; Chapter 5- Economic Development ; and Chapter 7- Utilities; and,

WHEREAS, the City has begun work on updates of the Introduction, Urban Design, Transportation, Public Services, Capital Facilities and Implementation elements for 2015; and,

WHEREAS, the City is also pursuing an update of its Critical Areas and Resource Lands regulations, with particular attention to policies regarding flood plain management and potential Endangered Species Act issues resulting from implementation of the National Flood Insurance Program in the Puget Sound Basin; and,

WHEREAS, the City is combining the update with other public and privately sponsored comprehensive plan amendments for 2015; and,

WHEREAS, The City of Lakewood has encouraged public review and comment on the draft updates; and,

WHEREAS, the City of Lakewood submitted the 2014 updates to the Washington State Department of Commerce on August 1 and again on December 5, 2014, as part of the official 60-day review period; and,

WHEREAS, the City of Lakewood expects to issue a Determination of Non-Significance for the 2015 updates; and,

WHEREAS the Lakewood Planning Commission will hold at least one public hearing on the proposed updates and other comprehensive plan amendments prior to making a recommendation to the Lakewood City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKEWOOD, as follows:

The City Council of the City of Lakewood will review and adopt the updated Comprehensive Plan in accordance with the following schedule, provided that this schedule is subject to change as necessary to ensure that ample opportunity is provided for public review and comment, and thorough review by the Council:

SEPA Threshold Determination:	July 1, 2015
Planning Commission Review:	September/October, 2015
City Council Review:	October/November, 2015
Council Action:	November, 2015

PASSED BY THE CITY COUNCIL OF THE CITY OF LAKEWOOD, at a regular meeting thereof, this 20th day of April, 2015

CITY OF LAKEWOOD, a Municipal Corporation

Don Anderson, Mayor

ATTEST:

Alice M. Bush, City Clerk

APPROVED:

Heidi Wachter, City Attorney

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: April 20, 2015	TITLE: Department of Ecology Interagency Agreement # C1500129 ATTACHMENTS: Grant Agreement	TYPE OF ACTION: ___ ORDINANCE ___ RESOLUTION <u>X</u> MOTION NO. 2015-18 ___ OTHER
REVIEW: April 20, 2015		

SUBMITTED BY: Don E. Wickstrom, Public Works Director

RECOMMENDATION: It is recommended that the City Council authorize the City Manager to execute the Washington Department of Ecology Interagency Agreement # C1500129. The agreement sets the terms and conditions of a \$283,937 grant for a stormwater source control study.

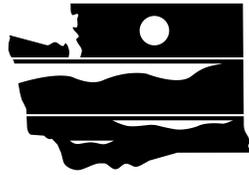
DISCUSSION: The City is acting as the lead agency for this grant. The purpose of the grant is to provide other municipalities with information to help them improve their business inspection programs related to stormwater source control. This is the result of a proposal from the City to Ecology to study stormwater source control data and activities at businesses and commercial properties in western Washington.

This study is part of Ecology’s Regional Stormwater Monitoring Program, which is funded by Municipal National Pollutant Discharge Elimination System (NPDES) permittees, including Lakewood. This is one of 10 proposals that were recommended for funding. The City plans to hire a consultant to assist with the study. The study is estimated to take just over one year.

ALTERNATIVE(S): An alternative would be to decline executing this grant agreement.

FISCAL IMPACT: The grant is 100% funded by Ecology with no match requirement from the City. City staff time is included in the grant budget.

Prepared by _____ _____ Department Director	 City Manager Review
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DEPARTMENT OF
ECOLOGY
State of Washington

IAA No. C1500129

**INTERAGENCY AGREEMENT (IAA)
BETWEEN
THE STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY
AND
CITY OF LAKEWOOD**

THIS INTERAGENCY AGREEMENT is made and entered into by and between the STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY, hereinafter referred to as "ECOLOGY," and CITY OF LAKEWOOD hereinafter referred to as the "CITY," pursuant to the authority granted by Chapter 39.34 RCW.

IT IS THE PURPOSE OF THIS AGREEMENT is to provide National Pollutant Discharge Elimination System (NPDES) Municipal permittees with regional information to help improve their business inspection programs by answering the source control effectiveness questions related to stormwater source control activities.

THEREFORE, IT IS MUTUALLY AGREED THAT:

1) STATEMENT OF WORK

The CITY shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in Appendix A, attached hereto and incorporated herein.

2) PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this IAA shall commence on **May 1, 2015**, or date of final signature, whichever comes later, and be completed by **May 31, 2016**, unless terminated sooner as provided herein. Amendments extending the period of performance, if any, shall be at the sole discretion of ECOLOGY.

3) COMPENSATION

Compensation for the work provided in accordance with this IAA has been established under the terms of Washington state law, and in accordance with Governor's Executive Order 10-07 and RCW 39.26.180(3). This is a performance-based contract, in which payment is based on the successful completion of expected deliverables. The parties have determined that the cost of accomplishing the work herein will not exceed \$283,937.00. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount. Compensation for services shall be based on the

terms set forth in accordance with the tasks listed in Appendix A, Statement of Work and Budget, which is attached hereto and incorporated herein. ECOLOGY will not make payment until it has reviewed and accepted the completed work.

4) BILLING PROCEDURE

The CITY shall submit state form, Invoice Voucher A19-1A for payment requests. Payment will be made within thirty (30) days of a properly completed invoice, form A19-1A, with supportive documentation. Each invoice shall reference this Agreement (IAA) number and clearly identify the items related to performance under this Agreement. All expenses invoiced shall be supported with copies of invoices paid. Upon expiration of this Agreement, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

Invoices are to be sent to:

State of Washington Department of Ecology Attn: Brandi Lubliner P.O. Box 47600 Olympia, WA 98504-7600

Invoices may be submitted on a quarterly basis, as deliverables are completed, or at the completion of the work.

Payment for approved and completed work will be issued through Washington State's Department of Enterprise Services Statewide Payee Desk. To receive payment you must be registered as a state-wide vendor. To register submit a state-wide vendor registration form and an IRS W-9 form at website, <http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>. If you have questions about the vendor registration process you can contact DES at the Payee Help Desk at (360) 407-8180 or email payeehelpdesk@des.wa.gov.

5) ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

6) SUBCONTRACTORS

The CITY agrees to take complete responsibility for all actions of any Subcontractor used under this Agreement for the performance. When federal funding is involved there will be additional subcontractor requirements and reporting.

Prior to performance, the CITY shall identify subcontractor(s) who will perform services in fulfillment of Agreement requirements, including their name, the nature of services to be performed, address, telephone, WA State Department of Revenue Registration Tax number (UBI), federal tax identification number (TIN), and anticipated dollar value of each subcontract.

7) ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

8) DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms, and applicable statutes and rules, and then make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. The cost of resolution will be borne by each party paying its own cost. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

9) FUNDING AVAILABILITY

ECOLOGYS ability to make payments is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the agreement, in whole or part, for convenience or to renegotiate the agreement subject to new funding limitations and conditions. ECOLOGY may also elect to suspend performance of the agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification restrictions.

10) GOVERNING LAW AND VENUE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

11) INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

12) ORDER OF PRECEDENCE

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable federal and state of Washington statutes, regulations, and rules.
- b. Mutually agreed written amendments to this Agreement.
- c. This Agreement.
- d. Statement of Work and Budget.
- e. Any other provisions of this Agreement, including materials incorporated by reference.

13) RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal

officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

14) RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the state of Washington. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

15) SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

16) TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

17) TERMINATION FOR CONVENIENCE

Either party may terminate this Agreement upon thirty (30) days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

18) WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

19) AGREEMENT MANAGEMENT

The representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The ECOLOGY Representative is:	The CITY Representative is:
Name: Ms. Brandi Lubliner, P.E. Address: 300 Desmond Dr. SE (USPS) P.O. Box 47600 (FedEx) Olympia, WA 98504-7600 Phone: (360) 407-7140 Email: brwa461@ecy.wa.gov	Name: Mr. Greg Vigoren, P.E. Address: City of Lakewood 6000 Main St. SW Lakewood, WA 98499 Phone: (253) 983-7795 Email: GVigoren@cityoflakewood.us

20) ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

The signatories to this Agreement represent that they have the authority to bind their respective organizations to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement.

**State of Washington
Department of Ecology**

City of Lakewood

Signature Date

Signature Date

Polly Zehm

John J. Caulfield

Deputy Director

City Manager

Approved as to form:
Attorney General's Office

City of Lakewood (cont'd)

ATTEST:

Alice M. Bush, MMC, City Clerk

APPROVED AS TO FORM:

Heidi Wachter, City Attorney

APPENDIX A: STATEMENT OF WORK

Business Inspection Stormwater Source Control Effectiveness Study and IDDE Data Compilation, Review, and Evaluation for Washington State Department of Ecology Regional Stormwater Monitoring Program City of Lakewood, Washington

Introduction

This scope of work is to implement a regional business inspection stormwater source control effectiveness study as part of the Regional Stormwater Monitoring Program (RSMP). The background of the study and activities associated with developing the scope of work for the study are provided below. An additional task is included in this scope of work at the request of Ecology to compile, review, and (optionally) evaluate illicit discharge detection and elimination (IDDE) data submitted to Ecology by of the Phase I and Phase II Western Washington Municipal NPDES National Pollutant Discharge Elimination System (NPDES) Stormwater permittees. Attached to this document is the cost estimate associated with this scope of work.

Background

This business inspection stormwater source control effectiveness study (source control study) is based on a proposal to Ecology and the Stormwater Work Group (SWG) by the City of Lakewood (Lakewood) to study stormwater source control data and activities at small businesses and on commercial properties in western Washington. The proposal, dated April 28, 2014, was prepared in cooperation with Cardno Government Services environmental consultants (Cardno). The proposal was approved for funding by the SWG and Ecology as one of several effectiveness studies intended to support permittees through the RSMP.

The source control study was presented in three parts in the proposal. Ecology as the RSMP administrator is seeking to contract this effectiveness study in phases; thus, the focus of this scope is part one - analysis of existing data. Scoping and estimating costs for the other two study components – developing a coordinated inspection framework and publishing and presenting the results – will occur at a later stage. The objective and study design of part one are as follows.

Part 1 Objective: Provide NPDES Municipal permittees with regional information to help improve their business inspection programs by answering the source control effectiveness questions related to stormwater source control activities. Topics include focusing on commercial property owners versus business owners, compliance rates, inspection frequency of stormwater treatment and control facilities, use of best management practices (BMP), and barriers to BMP implementation.

Part 1 Study Design: Compile and analyze data from existing NPDES permittees’ inspection programs that include stormwater source control information from businesses and on commercial properties in western Washington.

The source control effectiveness questions referred to in the objective are from the SWG’s Effectiveness Studies subgroup. The questions are in the table below and include two main questions and four sub-questions related to stormwater source control at existing sites in western Washington:

Source Control Effectiveness Questions from the Stormwater Work Group

Topic	Recommended questions for 2014-2108 RSMP effectiveness studies
<u>Source control:</u> inspections of existing sites	<ul style="list-style-type: none"> • What is the optimum frequency of inspections to maintain the functionality of stormwater treatment and control facilities and ensure the proper use of source control BMPs at businesses? <ul style="list-style-type: none"> ○ Which is more effective for specific high value BMPs: focusing on the property owners or focusing on the business owners, or a combination of the two? <ul style="list-style-type: none"> ▪ Target both structural and operational BMP types, and situations where a business owner is and is not cooperative and willing. ○ Which required BMPs were implemented based upon follow up inspection? Which optional BMPs were installed based upon follow up inspection? ○ What were the primary barriers to not adopting or installing BMPs? ○ Address the connection between in-person visits and source control BMPs, and identify situations where technical assistance and/or follow-up inspections are needed to ensure required BMPs are implemented. <ul style="list-style-type: none"> ▪ Gather data about percent compliance. Partner with LSC to do this study. • Are stormwater source control inspections more effective if combined with other types of inspections? How can coordination of inspections be improved or better organized regionally for referral of issues to the correct entity?

Task 1. Identify Data Requirements, Prepare Survey, Assemble Technical Advisory Committee

Task 1 is for identifying the likely data available for the project, preparing a survey and an initial data analysis plan, and requesting data from western Washington jurisdictions about their small business and private facility stormwater inspection programs. Data received will be organized and securely stored on a computer network. In addition, jurisdictional representatives will be invited to participate in a technical advisory committee (TAC) to provide input and review of project work.

1. Subtasks

- 1.1. Write description for the study’s TAC, including purview, anticipated activities, and schedule. In coordination with Ecology, invite jurisdictional representatives to participate in the TAC. Follow-up with jurisdictions and identify members of TAC.
- 1.2. Prepare a draft study design and data analysis plan to help ensure that compiled data can be properly analyzed for answering the effectiveness questions. The design will include a list of likely data available from permittees (based on permit requirements and preliminary information known about regional and local jurisdiction’s inspection programs), expected

ranges of values, data quality objectives (DQOs), a draft database design, and draft data analysis procedures to address the effectiveness questions.

- 1.3. Prepare draft survey for permittees with approximately 20 questions about municipal stormwater inspection programs. Survey questions will be designed to align with the draft study design and data analysis plan.
- 1.4. Prepare letter (to accompany survey) to explain the study background and goals and request stormwater source control data from western Washington permittees.
- 1.5. Coordinate with Ecology to obtain contact information for municipal NPDES permittees in western Washington who have inspection programs that include stormwater source control assessment.
- 1.6. Arrange for a review of the draft study design and data analysis plan, draft survey, and draft cover letter by the TAC and approval by Ecology.
- 1.7. Prepare revised study design and data analysis plan.
- 1.8. Prepare final survey and cover letter.

Deliverables	Subtasks Included	Cost	Target date
1.1 Description of TAC and list of TAC members.	1.1	\$2,026.42	5/22/15
1.2 Draft study design and data analysis plan.	1.2	\$3,686.42	6/2/15
1.3 Draft survey and cover letter.	1.3, 1.4, 1.5, 1.6	\$7,785.69	6/2/15
1.4 Revised study design and data analysis plan.	1.7	\$2,366.42	7/3/15
1.5 Final survey and cover letter.	1.8	\$2,346.42	7/3/15
	Total Cost	\$18,211.38	

Assumptions

- The proposed schedule assumes consultant work on project begins by May 4, 2015.
- Ecology will provide input on identifying TAC members.
- A member of the TAC will be identified to be a third party liaison to the SWG to report on the project's progress and provide review comments on content deliverables to the RSMP coordinator.
- Review of draft study design and data analysis plan, draft survey, and draft cover letter by TAC and Ecology will take up to two weeks.
- The draft study design and data analysis plan will be revised per comments by the TAC and Ecology. The final data analysis procedures will be prepared after reviewing the data (see Task 3).

Task 2. Request and Compile Data

Task 2 is for transmitting the final survey and cover letter with the request for data to the NPDES permittees, tracking the receipt of data and survey results, and transmitting the survey results and raw data files to Ecology.

2. Subtasks

- 2.1. Transmit survey and cover letter with data request to each permittee in western Washington with an inspection program that includes stormwater source control assessment.

- 2.2. Track data receipt progress and follow-up with jurisdictions by phone and email. Confirm receipt of survey, encourage delivery of data for study, and ask questions about data received.
- 2.3. Organize and store all transmitted data received in response to survey on secure computer network.

Deliverables	Subtasks Included	Cost	Target date
2. Completed survey results in spreadsheet format with list of survey respondents and a copy of the raw data files transmitted by permittees (digital copy of permittee datasets).	2.1, 2.2, 2.3	\$9,405.78	8/31/15

Assumptions

- Data sent by permittees in response to the data request will be in electronic format from existing databases (preferred) and/or scanned files of field notes or other forms completed during source control assessments.

Task 3. Create Database, Review Data, Update Data Analysis Procedure

Task 3 is for reviewing permittees' data received in response to the data request, transforming data as needed to be comparable across jurisdictions, and creating and populating a database to facilitate data analysis. This task will also include preparing a technical memo that will describe the data quality, the data review process, the database parameters, and a final data analysis plan.

3. Subtasks

- 3.1. Review data sent by jurisdictions and identify issues and unexpected fields or data values.
- 3.2. Where applicable, transform data (i.e. qualitative information to quantitative values) for comparable numerical analysis.
- 3.3. Assemble comprehensive dataset from data sent by permittees.
- 3.4. Create and populate a database in Microsoft Access®. Database development will include:
 - 3.4.1. Consistent set of data fields with clear definitions (data key).
 - 3.4.2. Tables to logically group like data together and organize tables around useful fields for addressing the effectiveness questions.
 - 3.4.3. Data entry/import form to transcribe qualitative data and metadata from survey.
 - 3.4.4. Queries based on proposed data analysis procedures.
- 3.5. Verify functionality of database and test associated reports, queries, and tables.
- 3.6. Update the description of the data analysis procedures (from Task 1) based on information learned from reviewing the data and creating the database.
- 3.7. Prepare a draft technical memo that summarizes the process of reviewing the data, preparing the database, the final data analysis procedures, and issues encountered. The memo will be reviewed by the TAC and Ecology.
- 3.8. Prepare final database and technical memo.

Deliverables	Subtasks Included	Cost	Target date
3.1 Draft technical memo about the data review process, the database, and the updated data analysis procedures.	3.1, 3.2, 3.6, 3.7	\$21,705.69	10/16/15
3.2 Access database.	3.3, 3.4, 3.5	\$18,179.27	11/30/15
3.3 Final technical memo.	3.8	\$5,806.42	11/20/15
	Total Cost	\$45,691.38	

Assumptions

- A robust dataset will be obtained through the participation of the vast majority of western Washington permittees who have data on stormwater source control.
- Final selection of data fields will be based on available data, data quality, and the source control effectiveness questions.
- Review of technical memo by TAC and Ecology will take up to two weeks.

Task 4. Analyze and Summarize Data

Task 4 is for analyzing the data received from western Washington NPDES permittees. Data analysis will focus on addressing the source control effectiveness questions.

4. Subtasks

- 4.1. Write R scripts for statistical evaluation of data based on the final data analysis procedures identified in Task 3.
- 4.2. Prepare data for statistical analysis, run statistical analysis, and organize results.
- 4.3. Prepare graphs, tables, and diagrams to summarize the data analysis and trends observed.
- 4.4. Write technical memo to briefly explain the preliminary data results. The memo will be reviewed by the TAC and Ecology.

Deliverables	Subtasks Included	Cost	Target date
4. Technical memo with preliminary graphs, tables, and diagrams summarizing the data analysis results.	4.1,4.2, 4.3, 4.4	\$29,386.13	1/8/16

Assumptions

- Review of technical memo by TAC and Ecology will take up to two weeks.
- The results of revisions to the data analysis steps (from comments on the technical memo) will be transmitted to Ecology and the TAC as part of the draft report (see Task 5).

Task 5. Write Report

Task 5 is for preparing a report that summarizes the final data analysis procedures and results, addresses the data quality, and articulates answers to the effectiveness questions to the extent possible from the data analysis. The draft report will be reviewed by the TAC and Ecology, and a final report will be prepared

incorporating the review comments. The final report will be transmitted to Ecology as the final deliverable for this phase of the project.

5. Subtasks

- 5.1. Revise and/or add data analysis steps based on comments on technical memo.
- 5.2. Evaluate results of data analysis and identify answers to effectiveness questions.
- 5.3. Write draft report. Update graphs, tables, and diagrams to summarize the final data analysis performed. The draft report will be reviewed by the TAC and Ecology.
- 5.4. Edit report into final stage and submit to Ecology.

Deliverables	Subtasks Included	Cost	Target date
5.1 Draft report.	5.1, 5.2, 5.3	\$23,747.49	2/15/16
5.2 Final report.	5.4	\$7,695.83	3/21/16
	Total Cost	\$31,443.33	

Assumptions

- Review of draft report by the TAC and Ecology will take up to two weeks.

Task 6. Coordinate Technical Advisory Committee

Task 6 is for coordinating the activities and meetings of the project Technical Advisory Committee (TAC). Up to four meetings of the TAC are expected to occur to discuss comments on deliverables in Tasks 1 through 5 and to provide general guidance and input on the project progress.

6. Subtasks

- 6.1. Coordinate, facilitate, and attend up to four TAC meetings to discuss project progress, review comments on deliverables, and provide adaptive guidance to project design.
- 6.2. Prepare and distribute agendas and meeting materials prior to TAC meetings and minutes following each meeting.

Deliverables	Subtasks Included	Cost	Target date
6.1 Agenda and minutes for first TAC meeting.	¼ of 6.1 and 6.2	\$3,961.47	6/16/15
6.2 Agenda and minutes for second TAC meeting.	¼ of 6.1 and 6.2	\$3,961.47	11/2/15
6.3 Agenda and minutes for third TAC meeting.	¼ of 6.1 and 6.2	\$3,961.47	1/25/16
6.4 Agenda and minutes for fourth TAC meeting.	¼ of 6.1 and 6.2	\$3,961.47	2/2/16
	Total Cost	\$15,845.86	

Assumptions

- TAC meetings are likely to occur at City of Lakewood offices, although TAC members will be requested to host meetings to get broader participation.
- It is expected that TAC meetings will occur in person but some may occur by conference call if possible depending on TAC members’ availability and the agenda for each meeting.

Task 7. Compile, Review, and Evaluate Illicit Discharge Detection and Elimination (IDDE) Data from Permittees

Task 7 is for a separate task not associated with the source control study and the effectiveness questions. This task is included in this scope of work at the request of the SWG Source Identification Information Repository (SIDIR) to compile, review, and evaluate data received by Ecology of IDDE incident tracking as reported by NPDES Municipal Stormwater permittees (per Phase I section S5C.8 and Phase II section S5.C.3). The data compilation and review will focus on the quality and usability of the data submitted by permittees in the 2014 annual reports (question 48 for Phase Is and question 20 for Phase IIs) for conducting regional analyses to inform stormwater management programs. The questions to be answered for the data compilation and review efforts include:

- How is Ecology receiving this data?
- What methods are people using to report this information?
- How many permittees submitted their data in spreadsheet or database output format that is easily incorporated in a single database for regional analysis?
- How many submitted pdfs or other formats that will require hand entry and what level of effort will be required to enter those data into the regional database?

The data compilation and review will result in a report on the metadata and describe a plan for completing the dataset and conducting the ensuing data evaluation. A report of the findings from the data compilation and review will be prepared for review by Ecology and the SIDIR committee.

An additional set of optional subtasks for data evaluation will be approved dependent upon the outcome of the initial data compilation and assessment. The optional data evaluation subtasks will include analysis of the data and presenting findings at a workshop for permittees on a date to be determined (estimated to occur in late 2015).

7. Subtasks: Review and Compile Data, Create Database, Summarize Data, and Prepare Data Summary Report

- 7.1 Download and compile the IDDE data submitted by permittees as spreadsheet or character-delimited files. Data will be obtained via Ecology's permit and reporting information system (PARIS) using a filter developed by Ecology (personal communication, K. Dinicola, 3/3/15).
- 7.2 Create and populate an Access database based on the data fields available in the submitted data.
- 7.3 Identify and list datasets with inconsistent data types and formats that cannot be easily imported into the database.
- 7.4 Identify the number of permittees and records for which data would need to be entered by hand from scanned field notes or other raw data sources.
- 7.5 Determine the number of respondents and number of incidents reported.
- 7.6 Identify recommendations for further data compilation and evaluation.
- 7.7 Write a draft memo of the data compilation and review tasks and submit to Ecology for review. The memo will describe how data is being provided by permittees, the methods permittees are using to report the IDDE information, the overall completeness of the dataset, and the

estimated level of effort required to complete the dataset with inclusion of hand-entered records. The memo will also provide recommendations for further data review and evaluation, including statistical analysis (as part of the optional subtasks below).

- 7.8 Meet with the SIDIR subgroup to discuss the draft report findings and ideas of how the data could be further evaluated to support the SIDIR activities.
- 7.9 Write final memo of the data compilation and initial review based on comments from Ecology and the SIDIR subgroup on the draft memo and from discussion at the meeting with the SIDIR subgroup.

7.10 Optional Subtasks: Evaluate Data, Prepare Report, and Present Findings at Workshop

The RSMP Coordinator will notify Lakewood by email to move forward with Optional Task 7.10 based upon the SIDIR subgroup committee decisions.

- 7.10.1 Compare data fields reported by permittees to Ecology's online Western Washington IDDE Incident Tracking Form and associated (offline) spreadsheet. Determine a percent completeness and gaps in the data submitted relative to the Incident Tracking Form and associated instructions.
- 7.10.2 Contact permittees to try to fill data gaps in the reported data.
- 7.10.3 Compile additional data received from data gaps request to permittees. Import data into database.
- 7.10.4 Enter by hand into the database the data submitted in PDF format. Create database form to expedite data entry.
- 7.10.5 Summarize metadata, including the number and types of data fields available: qualitative, quantitative, geographic, date range, and number and type of data package formats.
- 7.10.6 Tabulate the range of responses for each quantitative data field.
- 7.10.7 Categorize the IDDE issues reported in terms of frequency of occurrence, potential severity of impact, and location.
- 7.10.8 Compare IDDE methods used with type of issue (discharge or connection) and water body affected.
- 7.10.9 Perform statistical evaluation of data based on recommendations in the memo for the data compilation and review tasks above.
- 7.10.10 Write a draft report with the results of the data evaluation. Discussion in the report will include the applicability of findings to the NPDES stormwater management program, the usability of the data for the Status and Trends monitoring program, and the consistency of data reporting with the IDDE Field Screening Manual (King CITY 2013). Report will be reviewed by Ecology and the SIDIR subgroup.
- 7.10.11 Prepare final report based on comments on draft report.
- 7.10.12 Prepare a presentation of up to one hour of the data evaluation findings for a workshop for permittees. The RSMP coordinator will notify Lakewood in the fall of 2015 with a range of appropriate dates for workshop planning. Attend workshop and give presentation.

Deliverables for Subtasks 7.1-7.12	Subtasks Included	Cost	Target date
7.1 Preliminary database composed of permittee data not requiring entry by hand and with data gaps from initial permittee submittal of IDDE data.	7.1, 7.2	\$13,072.68	6/22/15
7.2 Draft memo from data compilation and initial review.	7.3-7.7	\$12,261.70	7/20/15
7.3 Meeting with SIDIR subgroup.	7.8	\$1,488.40	8/7/15
7.4 Final memo from data compilation and initial review.	7.9	\$3,206.34	8/21/15
Total for tasks 7.1-7.9		\$30,029.12	
Deliverables for Optional Subtask 7.13			
7.5 Complete database including data entered by hand and additional data provided by permittees from data gaps request.	7.10.1-7.10.4	\$45,825.36	10/16/15
7.6 Draft report on data evaluation.	7.10.5-7.10.10	\$23,428.04	11/13/15
7.7 Final report on data evaluation.	7.10.11	\$3,956.34	12/11/15
7.8 Presentation at workshop or SWG meeting.	7.10.12	\$4,016.34	TBD
Total for task 7.10		\$77,226.08	
Total Cost		\$107,255.20	

Assumptions:

- It is unknown exactly how much and what quality of data will be received by Ecology. For purposes of this scope and cost estimate, it is assumed there will be up to 10,000 records, 1,000 of which would need to be entered by hand at 15 minutes per record on average.
- Proposed schedule assumes contracting will be completed and work will begin by May 4, 2015.
- Ecology and the SWG will organize and facilitate the workshop at which the findings will be presented.
- Ecology’s review of the draft memo and draft report will take up to two weeks each.

Task 8. Manage Project

Task 8 is for managing the project, which will include tracking and reporting project costs, managing and adjusting the project schedule as needed, preparing monthly progress reports and invoices, and general project communications and coordination.

8. Subtasks

- 8.1. Prepare monthly invoices and status reports with summary of deliverables completed and TAC activities.
- 8.2. Track and manage project budget with calculation of percent project completion. Identify expenditure issues and make recommendations for their remedy.
- 8.3. General communication by email and phone with project team, TAC, and Ecology.

Deliverables	Subtasks Included	Cost	Target date
8.1. 1 st status report.	1/12 th of 8.1, 8.2, and 8.3	\$2,224.82	2 nd month of project
8.2. 2 nd status report.	1/12 th of 8.1, 8.2, and 8.3	\$2,224.82	3 rd month of project
8.3. 3 rd status report.	1/12 th of 8.1, 8.2, and 8.3	\$2,224.82	4 th month of project
8.4. 4 th status report.	1/12 th of 8.1, 8.2, and 8.3	\$2,224.82	5 th month of project

Deliverables	Subtasks Included	Cost	Target date
8.5. 5 th status report.	1/12 th of 8.1, 8.2, and 8.3	\$2,224.82	6 th month of project
8.6. 6 th status report.	1/12 th of 8.1, 8.2, and 8.3	\$2,224.82	7 th month of project
8.7. 7 th status report.	1/12 th of 8.1, 8.2, and 8.3	\$2,224.82	8 th month of project
8.8. 8 th status report.	1/12 th of 8.1, 8.2, and 8.3	\$2,224.82	9 th month of project
8.9. 9 th status report.	1/12 th of 8.1, 8.2, and 8.3	\$2,224.82	10 th month of project
8.10. 10 th status report.	1/12 th of 8.1, 8.2, and 8.3	\$2,224.82	11 th month of project
8.11. 11 th status report.	1/12 th of 8.1, 8.2, and 8.3	\$2,224.82	12 th month of project
8.12. 12 th status report.	1/12 th of 8.1, 8.2, and 8.3	\$2,224.82	13 th month of project
	Total Cost	\$26,697.88	

Assumptions

- This phase of the project will be completed within 13 months.
- Invoices and status reports will be prepared using a standard template and following reporting requirements of the agreement between Ecology and Lakewood.