



LAKWOOD CITY COUNCIL AGENDA

Monday, June 15, 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 recognizing Bret Farrar for meritorious service. – *Bret Farrar, retired Lakewood Police Chief*
2. Business showcase. – *Cranes Creation, Bob and Roma Crane, owners*

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 June 1, 2015.
- (11) B. Approval of the minutes of the City Council Study Session of June 8, 2015.
- (17) C. Items Filed in the Office of the City Clerk:
 1. Planning Commission meeting minutes of May 20, 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.

(22) D. Resolution No. 2015-16

Setting Monday, July 6, 2015, at approximately 7:00 p.m., as the date for a public hearing by the City Council on the Six Year (2016-2021) Transportation Improvement Program.

(24) E. Resolution No. 2015-17

Setting Monday, August 3, 2015, at approximately 7:00 p.m., as the date for a public hearing by the City Council on vacating a portion of right-of-way at Bridgeport Way and Lakewood Drive.

(35) F. Resolution No. 2015-18

Setting Monday, August 3, 2015, at approximately 7:00 p.m., as the date for a public hearing by the City Council on vacating a portion 100th Street SW right-of-way.

(46) G. Motion No. 2015-27

Appointing Connie Coleman-Lacadie, Fae Crabill, Ermine Fuller, Jr., Stephen Mazhoff and Helen McGovern-Pilant to serve on the independent Salary Commission.

(61) H. Motion No. 2015-28

Appointing Peggy Leach to serve on the Lakewood Arts Commission through October 15, 2017.

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

PUBLIC HEARINGS AND APPEALS

- (65) This is the date set for a public hearing on authorizing the sale of Lakeland property at 12621 Lakeland Avenue SW.

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ORDINANCE(67) Ordinance No. 612

Authorizing the acquisition of portions of real property at 10011 and 10222 South Tacoma Way under threat of condemnation or by condemnation for the purpose of constructing roadway improvements; and declaring an emergency making it necessary for the passage of this ordinance. – *Public Works Director*

UNFINISHED BUSINESS**NEW BUSINESS**(81) Motion No. 2015-29

Authorizing the execution of an agreement with Elway Research, Inc., in the amount of \$59,000, for conducting a South Sound Military Community Partnership community survey. – *Assistant City Manager for Development Services*

(102) Motion No. 2015-30

Approving the Information Technology Six-Year Strategic Plan and authorizing \$233,239 from the Fleet and Equipment fund to implement the 2015-2016 information technology priority services and programs. - *Assistant City Manager for Administrative Services*

(141) Motion No. 2015-31

Authorizing the execution of an agreement with Pierce College, Clover Park School District, Clover Park Technical College, Boys and Girls Club of South Puget Sound, YMCA of Pierce and Kitsap Counties, St. Clare Hospital, Communities in Schools of Lakewood, Pierce County Library, JBLM and others relative to the Lakewood's Promise Program. – *Parks, Recreation and Community Services Director*

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REPORTS BY THE CITY MANAGER

- (147) Review of Youth Athletic Facilities grant application.
- (149) Review of the 2015-2020 Region 5 Hazard Mitigation Plan.

CITY COUNCIL COMMENTS**ADJOURNMENT**

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LAKWOOD CITY COUNCIL MINUTES

Monday, June 1, 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 7:03 p.m.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Anderson.

PROCLAMATIONS AND PRESENTATIONS

Proclamation recognizing Colonel H. Charles Hodges, Jr. for outstanding service to the military and support for the citizens of Lakewood.

This proclamation was rescheduled.

Proclamation recognizing Colonel Louis Zeisman for outstanding service to the military and support for the citizens of Lakewood.

MAYOR ANDERSON PRESENTED A PROCLAMATION RECOGNIZING COLONEL LOUIS ZEISMAN FOR OUTSTANDING SERVICE TO THE MILITARY AND SUPPORT FOR THE CITIZENS OF LAEKWOOD.

Proclamation recognizing Colonel David Kumashiro for outstanding service to the military and support for the citizens of Lakewood.

MAYOR ANDERSON PRESENTED A PROCLAMATION RECOGNIZING COLONEL DAVID KUMASHIRO FOR OUTSTANDING SERVICE TO THE MILITARY AND SUPPORT FOR THE CITIZENS OF LAKEWOOD.

Youth Council Report and recognition of 2014-2015 Youth Council.

Youth Councilmembers Bianca Vieyra and Demetria Mitchell who served four consecutive years on the Youth Council spoke about their experiences serving on the Council.

Deputy Mayor Whalen presented each Youth Councilmember with a Certificate of Appreciation for their service during 2014-2015.

Clover Park School District Report.

Clover Park School District (CPSD) Board Director Carole Jacobs thanked the Youth Council for making a difference. She spoke about the Arlington project over the memorial dedication. She then spoke about awards received by Clover Park High School and Lakes High School students. She commented on the District's Employee Awards. She noted that summer school will begin on June 22, 2015 and the last day of school is June 9, 2015. She then provided an update on the construction progress of several schools.

PUBLIC COMMENTS

Speaking before the Council were:

Gennie Young, Lakewood Senior Activity Center, spoke about the annual Lakewood Senior Activity Center open house on June 4, 2015 from 10:00 am – 1:00 p.m.

Becky Huber, Lakewood Historical Society, spoke about the U.S. Open and displayed a U.S. Open poster. She noted that a new exhibit will be unveiled by the Lakewood Historical Society on June 6, 2015. She noted that the Historical Society will have a booth at Farmer's Market.

Dennis Haugen, Lakewood resident, showed a video about a speech by Catherine Templeton from South Carolina.

Glen Spieth, Lakewood resident, thanked the Public Works Department and the Planning Commission for painting a stripe on DeLong's on Steilacoom Boulevard as he had requested.

Catherine Rudolf, Tacoma Realtors Association, spoke about the Community Visioning Plan and noted that page 36 of the plan addresses things that can be done and noted the importance of preparing a way finding study. She also spoke about cleaning-up unkempt property.

Michael Lacadie, Lakewood Sister Cities Association, spoke about the Northwest Community college initiative from Pierce College, and introduced international students from Turkey and Columbia attending Pierce College for 10 months. The students spoke about their experiences in Lakewood.

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

- A. Approval of the minutes of the City Council meeting of May 18, 2015.
- B. Approval of the minutes of the City Council Study Session of May 26, 2015.
- C. Approval of payroll checks, in the amount of \$2,085,817.81, for the period April 16, 2015 through May 15, 2015.
- D. Approval of claim vouchers, in the amount of \$3,064,120.03, for the period April 25, 2015 through May 15, 2015.
- E. Items Filed in the Office of the City Clerk:
1. Parks and Recreation Advisory Board meeting minutes of February 24, 2015.
 2. Planning Commission meeting minutes of May 6, 2015.
- F. Resolution No. 2015-15
- Setting Monday, June 15, 2015, at approximately 7:00 p.m., as the date for a public hearing by the City Council on authorizing the sale of Lakeland property at 12621 Lakeland Avenue SW.
- G. Motion No. 2015-24
- Awarding a bid to Miles Resources, Inc., in the amount of \$475,064.54, for the construction of Main Street overlay from Gravelly Lake Drive to 108th Street SW and 59th Avenue from 100th Street to Bridgeport Way.
- H. Motion No. 2015-25
- Awarding a bid to Northwest Cascade, Inc., in the amount of \$1,262,022.64, for the construction of the Woodbrook Sewer Extension Phase II project.

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

R E G U L A R A G E N D A**ORDINANCE****Ordinance No. 611 vacating a portion of Lakeholme Road SW right-of-way.**

COUNCILMEMBER MOSS MOVED TO ADOPT ORDINANCE NO. 611. SECONDED BY COUNCILMEMBER BOCCHI. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

None.

NEW BUSINESS**Motion No. 2015-26 authorizing the execution of an agreement with Cardno, Inc., in the amount of \$268,000, to prepare a Stormwater Source Control Study.**

DEPUTY MAYOR WHALEN MOVED TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH CARDNO, INC., IN THE AMOUNT OF \$268,000, TO PREPARE A STORMWATER SOURCE CONTROL STUDY. SECONDED BY COUNCILMEMBER BARTH. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

REPORTS BY THE CITY MANAGER

City Manager Caulfield called on Assistant City Manager for Administrative Services Kraus and IT Manager White to review the Six-Year Information Technology Strategic Plan.

Six-Year Information Technology Strategic Plan update.

Assistant City Manager for Administrative Services Kraus provided a financial overview of funding for IT needs. IT Manager White reviewed each of the projects and priorities recommended for funding.

Discussion ensued on citizen engagement with regard to a mobile remote work order system and how will citizens be trained on using the system; concerns that the enterprise task management and mobile remote work order system for 15 users seem expensive; why is archival of text messages an urgency to implement in 30 days and how essential is it to implement until an appropriate archival system is found; what is the cost to retrieve a text; and will the \$14,000 budgeted for producing informational videos cover a six year span.

Assistant City Manager Kraus recommended redirecting \$233,000 from fleet and equipment reserves to provide a funding source for the recommended 2015-2016 information technology related services/programs.

Further discussion ensued on how the other Courts (ie DuPont, Steilacoom and University Plan) is envisioned to contribute to the cost related to the Municipal Court; how can the services/programs identified for 2017 and 2018 be implemented sooner; are there studies of other municipalities who have dealt with similar situations as Lakewood and what their costs and experiences were for comparison purposes; is there a policy in place for IT cost recovery.

City Manager Caulfield noted that the June 4, 2015, SSMCP Elected Officials Meeting, will be held from 7:30 AM -10:30 AM at the Eagles Pride Golf Course.

CITY COUNCIL COMMENTS

Councilmember Moss commented on the Town Hall Meeting she attended at Lochburn Middle School and their discussion about Lakewood's Promise. She then spoke about the Lakewood United Meeting she attended last week when Colonel Hird spoke about operation decrease. She commented on the SBCT Monument dedication she attended with the Mayor and Deputy Mayor. She noted that she will be attending the June 3, 2015, 6:00 p.m., third annual student award ceremony at Clover Park Technical College. Then on Friday, June 5, 2015 she announced that she will be speaking at the veterans honor court ceremony at Clover Park Technical College. On June 5 at 6:00 p.m. the Pierce Military Business Alliance reception will be held to honor individuals who supported rodeos at LeMay Fairmont. On Friday, June 5, 2015 at 6:00 p.m. there will be a retirement gathering for Colonel Hird at Hangar 10. On June 30, 2015 the Second annual military appreciation event will be held at Foss Waterway Seaport.

Councilmember Bocchi spoke about the Bridgeport Way gateway entrance.

Councilmember Brandstetter spoke about the South Sound 911 policy board meeting and their discussion to build their new facility at Mildred Street in Fircrest was no longer a feasible site. As a result, there will be a public advertisement for a site to construct a South Sound 911 building. He then spoke about the Northeast Neighborhood Association meeting he attended and their discussion about problem housing in their neighborhood. He then commented on the 2-2 Memorial that he attended over the weekend.

Deputy Mayor Whalen commented on the Bridgeport Gateway sign. He then commented on the Parks and Recreation Board community meeting he attended on May 27, 2015. He also spoke about the 2-2 Memorial ceremony he attended. He then suggested that the Council spend more time to delve deeper into the Community Visioning Plan.

Mayor Anderson commented on the May 27, 2015 Parks and Recreation Board community meeting he attended. He then spoke about the 2-2 Memorial dedication he attended. He commented on a meeting he attended with Colonel Zeisman and Colonel Turner. He noted that this Friday is the change of command ceremony.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:45 p.m.

DON ANDERSON, MAYOR

ATTEST:

ALICE M. BUSH, MMC
CITY CLERK



LAKESWOOD CITY COUNCIL STUDY SESSION MINUTES

June 8, 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 7:02 p.m.

ROLL CALL

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

Parks and Recreation Advisory Board Members Present: 5 - Chair Vito Iacobazzi, Sylvia Allen, Alan Billingsley, Heinz Haskins, and Annessa McClendon.

ITEMS FOR DISCUSSION:

Joint Parks and Recreation Advisory Board meeting.

Chair Iacobazzi reviewed the significant accomplishments of the Parks and Recreation Advisory Board (PRAB).

Mr. Billingsley and Mr. Haskins reviewed the 2015 PRAB Work Plan.

Ms. Allen asked for guidance on long-term funding strategies and staffing.

Ms. McClendon asked for Council's guidance on identifying the key initiatives and projects for 2016 and beyond.

Discussion ensued on what does the PRAB foresee as specific staffing and funding concerns (prioritization and sensitivity to huge workloads); how is "stretching" staff affecting the Board; what is the status of the Waughop Lake trail improvements and what does it entail; what projects would come after the Waughop Lake trail and Springbrook Park improvements; what would be the maintenance cost for a gathering place at Ft. Steilacoom Park; possibly considering a Senior Center and library facility if the right opportunity presented itself; providing for an interconnector trail system to connect Tillicum to the Central Business District; what educational programs would be in place with regard to smoking in parks; planning and budgeting for Harry Todd Park dock improvements and consider what it should look

like to benefit fishing and swimming activities; citizens' concerns about the pros and cons about Ft. Steilacoom Park and providing opportunities for all to be heard; clarifying that no is not an option and that it is the Council's desire to move forward with a gathering place at Ft. Steilacoom Park; and what is the status of aircrafts/drones in parks.

Review of Lakewood's Promise interlocal agreement.

Parks and Recreation Director Dodsworth reviewed the proposed Lakewood's Promise interlocal agreement to provide for partner agencies to join.

Discussion ensued on whether the Program Coordinator position will be a City employee; has the possibility of a military representative been considered to serve on the Board; will the agreement solidify the purpose of Lakewood's Promise; possibly repealing the Lakewood's Promise Advisory Board ordinance and use the agreement as its structure; is the Lakewood's Promise Advisory Board consistent with the ordinance and who supervises the Coordinator if it is a Council appointed Board; need for clarity on identifying its origin; and what are the deliverables for this organization.

Review of community gardens, farmers market and urban agriculture.

City Attorney Wachter provided an overview on community gardens, farmers market and urban agriculture and if code amendments are needed.

She explained that it is staff's recommendation that no code changes are needed for community gardens and farmers market, however, urban agriculture code amendments could be brought before the Planning Commission for review.

Discussion ensued if potbelly pigs would be exclude (they would be excluded); is permitting required for community gardens; does the Water District have rules or procedures relative to increased water consumption; and could a community garden in an open space be a concern for development.

Review of multi-family fire suppression systems.

Building Official Yarberry provided an overview of fire suppression systems for multi-family structures. Assistant Fire Marshal Dobbs reviewed fire extinguishers in multi-family structures.

Discussion ensued on who (Building Official) and how is value of the property determined (Assessor's valuation); clarification of the location of fire extinguishers (75 intervals at every level); does the code require hardwired smoke detectors throughout a multi-family complex; and landlord tenant act issues.

Multi-Family Tax exemption fiscal analysis update.

Assistant City Manager for Development Services Bugher provided an overview of the fiscal analysis of the multi-family tax exemption program. He used the Echelon Apartment complex as an example.

Discussion ensued on the derivatives for utility tax and sales tax revenues on the Echelon example; where is the breakeven for this program (100 units); should a policy be in place when requests are made, for example, to look at the worth of the exemption to receive a percentage of investment; how would the program work when a property is demolished and improvements are built over it and how would the tax exemption work for renovations; and clarifying the economy of scale in revenue comparisons.

Sound Transit 3 update.

Assistant to the City Manager/Executive Assistant Lincoln spoke about Lakewood priorities for Sound Transit 3 and Sound Transit's public process. The priorities include extending Sounder trains to DuPont via the Tillicum neighborhood including a commuter rail station in Tillicum to handle Amtrak expansion and the Sound Transit bus system; create bus rapid transit or an express route from the Tacoma Dome via South Tacoma Way and ending at Tillicum Station; and transfer Lakewood Station security and maintenance to Sound Transit.

Discussion ensued that there is no mention of JBLM as a destination in Sound Transit's Plan and the importance of including JBLM in Lakewood's priorities.

BRIEFING BY THE CITY MANAGER

City Manager Caulfield congratulated Communications Manager Brent Champaco for receiving an award from the National Association of Government Communicators. He then circulated a paint stir stick that Diana Harlar, the City's stormwater grant coordinator, provided as a reminder to keep stormwater drains clean.

He announced that US open kicks-off this weekend. The City's entrance gateways are looking good for the US open. A joint operations station will be on-site during the event, and merchandising tents are open until Sunday.

He noted that the critical areas and floodplain updates are 70 percent complete and is scheduled before the Planning Commission for their review.

The proposed model aircraft code will be brought before the Council for review later this month.

He thanked Parks & Recreation Director Dodsworth for her presentation before the Conservation Futures Board for Springbrook Park funding.

He announced that Governor Inslee has appointed a subcommittee relative to the proposed downsizing of JBLM, and Tiffany Spier and Tom Knight have been appointed to serve on the subcommittee.

He announced that the Public Works Traffic Management Center is up and running should Council wish to tour the Center.

He then commented on the development of a new hotel on Pacific Highway.

He reported that Communications Manager Champaco and Economic Development Manager Newton are working on placing a trip advisor on the City's website.

He noted that Pierce Transit is closing on the sale of property at 96th and South Tacoma Way, and the developer is looking to build a 250,000 square foot light industrial building.

He then suggested that a Community Visioning Council meeting be scheduled for June 29, 2015. It was suggested that the meeting be held in a Retreat style format.

He then noted that a Developers Forum will be held on June 11, 2015, at 8:00 a.m., at the McGavick Center, and on June 15-16, 2015, Relay for Life will be held.

ITEMS TENTATIVELY SCHEDULED FOR THE JUNE 15, 2015 REGULAR CITY COUNCIL MEETING:

1. Authorizing the execution of an interlocal agreement relative to Lakewood's Promise.
2. Proclamation recognizing Bret Farrar for meritorious service.
3. Business showcase – Crane's Creation. – *Bob and Roma Crane, owners*
4. Setting Monday, July 6, 2015, at approximately 7:00 p.m., as the date for a public hearing by the City Council on the Six Year (2016-2021) Transportation Improvement Program.
5. Appointing members to the Salary Commission.
6. This is the date set for a public hearing by the City Council on authorizing the sale of Lakeland property at 12621 Lakeland Avenue SW.
7. Authorizing the acquisition of portions of property on South Tacoma Way (SR 512 to 96th Street) under threat of condemnation or by condemnation for the purpose of constructing roadway improvements.

- 8. Authorizing the execution of an agreement with Elway Research, Inc. relative to conducting a South Sound Military Community Partnership community survey.
- 9. Approving the Information Technology Six-Year Strategic Plan and funding.

CITY COUNCIL COMMENTS

Councilmember Moss commented on the Farmers Market event. She then spoke about the annual student graduation at Clover Park Technical College. She indicated that she will be attending the Oakwood Elementary School ceremony on June 12, 2015.

Councilmember Bocchi commented on the Conservation Futures presentation by Parks & Recreation Director Dodsworth. He commented on the U.S. Open and the fence work that is being done at Ft. Steilacoom Park.

Councilmember Brandstetter indicated that he will be participating in the Relay for Life event.

Councilmember Barth spoke about the Arts Commission meeting and Farmers Market event she attended. She then spoke about the Public Safety Advisory Committee meeting she attended and the Committee’s discussion about a shopping cart ordinance and their desire to seek Council’s direction.

Councilmember Simpson spoke about the Senior Center event he attended. He then spoke about the Clover Park School District’s question if road construction will have an impact on bus schedules.

Deputy Mayor Whalen commented on the SSMCP breakfast he attended on Thursday, June 4, 2015 as well as the Tillicum Neighborhood Association meeting and their discussion about the use of force policy and an educational piece regarding tobacco use in the parks.

Mayor Anderson spoke about the Farmers market opening he attended. He then spoke about a meeting he attended with representatives from the Tacoma Country Club and Golf Course regarding access road and bike paths. He commented on the SSMCP elected council meeting he attended and the Senior Center open house. He announced that two golfers from the Tacoma Country Golf Club and an Oakbrook Golf Course golfer qualified for the U.S. Open.

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Executive Session

Mayor Anderson announced that Council will recess into Executive Session for approximately 15 minutes to discuss pending litigation.

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Council recessed into Executive Session at 9:45 p.m. and reconvened at 10:00 p.m.

ADJOURNMENT

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

DON ANDERSON, MAYOR

ATTEST:

ALICE M. BUSH, MMC
CITY CLERK



**PLANNING COMMISSION
REGULAR MEETING
WEDNESDAY, May 20, 2015
Council Chambers
6000 Main Street SW
Lakewood, WA 98499**

Call to Order

Mr. Don Daniels called the meeting to order at 6:30 p.m.

Roll Call

Planning Commission Members Present: Don Daniels, Robert Pourpasand, Connie Coleman-Lacadie, Robert Estrada, James Guerrero, Paul Wagemann and Christopher Webber

Planning Commission Members Excused: None

Planning Commission Members Absent: None

Staff Present: David Bugher, Planning Director; Dan Catron, Principal Planner and Karen Devereaux, Recording Secretary

Council Liaison: Councilmember Mary Moss

Acceptance of Agenda

Mr. Don Daniels requested to revisit voting for Chair and Vice-Chair under the Unfinished Business section on the agenda after Cottage Housing discussion.

Approval of Minutes

Minutes of the meeting held on May 6, 2015, were approved as written by a unanimous voice vote, M/S/C Wagemann/Pourpasand.

Public Comments

Mr. Robert Estrada queried if the commissioners would hear the results or action taken regarding public comments made during a commission meetings. At the last meeting Glen Spieth made a comment directly to the Transportation Division Manager, Ms. Desiree Winkler, because she was presenting the 6 Year TIP to the commission. Mr. Spieth asked the Public Works Department to look at the fog line on the roadway in front of his property on Steilacoom Blvd. The Public Works Department (which is separate from the Planning Department) is responsible to respond and had done so. Ms. Winkler was in attendance again providing a second presentation so she answered Mr. Estrada's question. It was also explained that public comments are allowed on any subject at any meeting but the commissioners may not hear the results if it has no direct correlation to the scope of the commission. In other words, if the request is not something the commission or board is responsible for, they may or may not hear the results of the request.

Mr. Glen Spieth, Lakewood resident, commented that he recently saw contractor trucks from Prime Contractors measuring near the stretch of roadway where he had requested additional striping.

Public Hearing

None

Unfinished Business

Six-Year Transportation Improvement Program (TIP) 2016-2021, 2nd Review

Ms. Desiree Winkler informed the group no real changes were required for the draft TIP. It was noted a few project construction dates were moved up. No projects were removed from, or added to, the list. Ms. Winkler offered to answer any questions and clarify background information. The next step is a 6-Year TIP presentation to City Council at study session on Tuesday, May 26th. A public hearing is tentatively scheduled for July 1, 2015. (The public hearing on the TIP has since been assigned to the City Council.)

Cottage Housing Draft Ordinance

Mr. Dan Catron noted this is the third review of the draft by the commissioners. In response to previous discussions, staff made further adjustments to the draft ordinance to show the program is consistent with the City's Comprehensive Plan and the Washington State Growth Management Act.

Mr. Dan Catron explained the following substantive changes were made to the draft resolution: Provided broad design review authority (and flexibility) at the discretion of the hearing examiner, while at the same time providing a prescriptive option for certain design elements; Deleted requirements for a minimum amount of private open space; Increased maximum cottage unit size to 1,200 sq. ft.; Clarified that cottage units shall not include basements; and Increased maximum size of shared garages to 1,200 sq. ft.

Staff further recommends the Commission schedule a public hearing on the proposed amendments for the June 17th meeting. Environmental official still has time to review any public comments made before the SEPA comment period ends and findings become final on June 18th. There is no appeal on SEPA determinations for legislative acts. The Planning Commission would make recommendation to City Council at some time after the close of the public hearing. Usually the board will take action at the next meeting if all concerns are resolved.

Mr. Dan Catron provided commissioners with a copy of both the SEPA Checklist and the draft SEPA Determination of Non-Significance.

Mr. Robert Estrada requested clarification on the inclusion of basements. Mr. Dan Catron noted he was looking at comparable codes of similar jurisdictions

and stated he added that in consideration of the definition for floor area exempting basements.

Mr. Robert Estrada asked about dates of the SEPA documents. Mr. Dan Catron explained the environmental checklist documents have already been completed. Staff is looking for the environmental official to sign the Determination of Non-Significance on June 4th with a 14-day comment period culminating in a hearing on June 17th. Mr. Dan Catron explained that the commissioner's recommendation to Council is not a final action. 60-day notice to CTED was initiated a few days ago; Council is not allowed to take action during this 60-day period.

Mr. James Guerrero thanked staff for work on revisions. Concerns were voiced over limiting design with requirements of 6/12 or steeper pitch roofs with a small percentage allowed at a lower pitch. Noting that a potential site for cottage housing is near the transit station, Mr. Guerrero also queried the requirement for 1.8 parking spaces per unit and wondered if as a community we want to discourage cars in general and have people move toward mass transit. Mr. Paul Wagemann commented that less parking near a transit station makes sense; however, not enough parking causes other consequences worth discussing.

Mr. Don Daniels commented that builder/developer deals with staff then goes to the Hearing Examiner (HEX). Mr. Dan Catron explained that every cottage housing development will be required to get approval from hearing examiner. Staff works with developers to resolve as many issues as possible before going in front of HEX. Mr. Bugher added that the code is written that the HEX is to give great weight to the recommendation provided by the Community Development Department in the approval process.

Mr. Dave Bugher explained to commissioners this same discussion can happen after the public hearing to get a better understanding of citizen concerns and relevant issues could then be determined. Mr. Bugher queried if commissioners were comfortable with the proposed dates for the public hearing on the matter so staff could move forward. All agreed to hold public hearing on June 17th.

Re-visit of the Vote for Chair and Vice Chair of the Planning Commission

With all commissioners present to participate in a re-vote for Chair and Vice-Chair of the Planning Commission Mr. Don Daniels opened the floor for nominations.

Mr. Paul Wagemann made the motion to keep in place both Mr. Don Daniels as Chair and Mr. Robert Pourpasand as Vice-Chair. The motion was seconded by Mr. Christopher Webber. A voice vote was taken and the motion carried unanimously.

New Business

Community Vision Plan (Final Draft)

Mr. Dan Catron noted this process was started prior to the formation of the commission and members have not been heavily involved in the process thus far, but would play a role in implementation in the future.

Items within the visioning plan include an update of the Comprehensive Plan, update of a sub-area plan for the Central Business District, as well as a Rental Housing Inspection Program which is currently being developed. Mr. Dave Bugher commented that preliminary work of the rental housing inspection program will be revealed in August but no official ordinance or implementation until 2016. Mr. Dan Catron mentioned subsequent work of zoning codes and development amendments the commissioners would be involved with such as pedestrian facilities programs to enhance connectivity of the Lakewood Towne Center for building a better community in the future.

Mr. Dave Bugher asked the members to review the three sections of the visioning plan and be prepared to discuss with Council suggestions of what they view is important for Council to pursue most immediately. It was noted transportation and circulation is a high priority for the community as well as sustainability.

Mr. Robert Estrada pointed out the survey findings may be skewed by the fact 50% of respondents were female, of that 50% were over 55 years of age, and schools and education ranked 4th on the list of priorities. Mr. Paul Wagemann noted the community does feel education is a high priority due to the support received for the school district through votes.

Mr. James Guerrero and Mr. Paul Wagemann commented the photos should showcase local entities such as Harrison Preparatory School, Pierce College, Clover Park Technical College or McGavick Center within the City of Lakewood. Mr. Don Daniels explained that community citizens were on the committee but involved in reviewing content and wording, not the photographs. Mr. Dave Bugher suggested commissioners provide a list of the edits they would like taken under advisement but noted final approval is made by City Council.

Mr. Dave Bugher noted that many of the changes contained in this document would find their way into Chapter One of the Comprehensive Plan as far as overall policy and suggested the commissioners have familiarity with them by the time the commissioners receive the amendments in September or October.

May 26th Joint City Council Meeting – 2015 Work Plan

Commissioners were reminded of the joint meeting with Councilmembers to discuss their work plan and calendar schedule for the year. All commissioners stated they would be in attendance.

Reports from Commission Members and Staff

Staff shared the following project updates:

Mr. Dave Bugher noted Community Development Department staff continues to work on the cost recovery analysis and efforts are being made to re-structure fees to allow for 85% recovery of departmental costs of processing permits.

Mr. Dave Bugher informed the group staff is wrapping up the Community Visioning Plan to facilitate moving forward with the comp plan amendments.

Mr. Dave Bugher apprised the commissioners City Council did adopt changes to the business licensing provisions found in Title V noting there are many substantive changes being made to the business licensing processes of second hand sales.

It was noted that Mr. Dan Catron has spent an incredible amount of time completing the Puget Sound Regional Council Vision 2040 Checklist to obtain transportation funding dollars in the future.

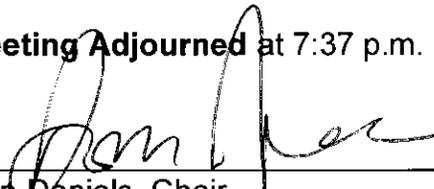
The department is working toward the goal of more permit automation to allow the 2nd floor permit counter customers to check the status of building permits, pay some fees and apply for permit applications online with fillable forms by July 2015.

Next Meeting: June 3, 2015, at 6:30 p.m. in Council Chambers

Agenda items include:

- 2015 Comprehensive Plan Update - Introduction (no recommendations)
 - Split designated zoning parcels amendments
- 2015 CPA Site Tour

Meeting Adjourned at 7:37 p.m.



 Don Daniels, Chair
 Planning Commission 6/03/2015



 Karen Devereaux, Recording Secretary
 Planning Commission 6/03/2015

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: June 15, 2015	TITLE: Establishing July 6, 2015 as the date for a Public Hearing on the Six (6) - Year Comprehensive Transportation Improvement Program (TIP) 2016-2021	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE <input checked="" type="checkbox"/> RESOLUTION NO. 2015-16 <input type="checkbox"/> MOTION <input type="checkbox"/> OTHER
PUBLIC HEARING July 6, 2015		
REVIEW: May 26, 2015	ATTACHMENTS: Resolution 2015-16	

SUBMITTED BY: Don Wickstrom, P.E., Public Works Director/City Engineer

RECOMMENDATION: It is recommended that the City Council establish July 6, 2015 as the date for a public hearing on the draft City of Lakewood Six (6) -Year Comprehensive Transportation Improvement Program (TIP) (2016-2021).

DISCUSSION: Chapter 35.77.010 RCW requires that each city shall annually update its Six(6) -Year TIP, and file a copy of the adopted TIP with the Secretary of the Washington State Department of Transportation within 30 days after its adoption. The program shall include any new or enhanced bicycle or pedestrian facilities identified pursuant to RCW 36.70A.070(6) or other applicable changes that promote nonmotorized transit. A Public Hearing is required as part of the process of developing and adopting the TIP. The TIP is necessary for cities to obtain state and federal funding.

ALTERNATIVE(S): Because the adoption of a TIP is required by state statute, there is no other alternative. There are, however, a number of optional approaches to the allocation of funds. Although the Draft TIP focuses on pedestrian and vehicular safety, and providing matching funds for high priority projects within the City, funding could be directed to other focus areas as established by the City Council.

FISCAL IMPACT: Adoption of the TIP best positions the City to receive grant funding from state and federal sources. Without an adopted TIP, Lakewood would not be eligible to receive state and federal transportation related funding.

Prepared by _____ Department Director	 _____ City Manager Review
--	--

RESOLUTION NO. 2015-16

A RESOLUTION of the City of Lakewood City Council, setting a public hearing on July 6, 2015 for consideration of a Six-Year Comprehensive Transportation Improvement Program (2016 through 2021).

WHEREAS, pursuant to Section 35.77.010 of the Revised Code of Washington, cities are required to adopt a six-year comprehensive transportation improvement program and to review that program annually; and,

WHEREAS, the purpose of annual review is to assure consistency with comprehensive planning, to review the work accomplished under the plan, and to determine current transportation needs, including a six-year program for arterial street construction and any new or enhanced bicycle or pedestrian facilities as needed to promote non-motorized transit; and,

WHEREAS, prior to adoption of said program, state law further requires that the City Council conduct a public hearing and receive public comment on the City's Six Year Comprehensive Transportation Improvement Program and any amendments thereto.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON HEREBY RESOLVES, as follows:

Section 1. That a public hearing is hereby set for July 6, 2015, for the City Council to hear and receive comment on its Six-Year Comprehensive Transportation Improvement Program for the years 2016 through 2021. This public hearing will be held at 7:00 p.m. at the City of Lakewood Council Chambers, 6000 Main Street S.W., Lakewood, Washington 98499. The City Clerk is authorized to provide notice of this public hearing as required by law.

Section 2. That this Resolution shall be in full force and effect upon passage and signatures hereon.

PASSED by the City Council this 15th day of June, 2015.

CITY OF LAKEWOOD

Attest:

Don Anderson, Mayor

Alice M. Bush, MMC, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: June 15, 2015	TITLE: Resolution establishing Aug 3, 2015 as the date for a public hearing to consider the proposed vacation of a portion of right-of-way at Bridgeport Way & Lakewood Dr	TYPE OF ACTION: — ORDINANCE <input checked="" type="checkbox"/> RESOLUTION NO. 2015-17 — MOTION — OTHER
REVIEW:	ATTACHMENTS: Resolution, Application, Petition, Exhibits	

SUBMITTED BY: Don Wickstrom, P.E., Public Works Director/City Engineer

RECOMMENDATION: It is recommended that the Mayor and City Council pass a resolution establishing Aug 3, 2015 as the date for a public hearing regarding the proposed vacation of a portion of right-of-way on the corner of Bridgeport Way & Lakewood Dr.

DISCUSSION: An application for the vacation of a portion of right-of-way on the corner of Bridgeport Way & Lakewood Dr was submitted on May 21, 2015, by David Krueger on behalf of Wig Properties, LLC-LKPL, the owner of real property located adjacent to the vacation request. Wig Properties, LLC-LKPL would like to take ownership of the public right-of-way and then construct additional parking in the vacated right-of-way to increase access to the existing businesses adjacent to the proposed vacation area.

In accordance with state law, the City Council shall, by resolution, fix a time when the petition shall be heard and determined by the City Council, which time shall not be more than 60 days or less than 20 days after the date of adoption of the resolution. A staff report will be prepared in accordance with the City Code, and provided to the City Council in conjunction with the Aug 3, 2015, public hearing.

ALTERNATIVE(S): A public hearing is required by state statute. Therefore, the only alternative would be to modify the date of the public hearing, while staying within the time constraints as noted above.

FISCAL IMPACT: There are no fiscal impacts associated with setting a date for a public hearing. Fiscal aspects of the street vacation will be presented to the City Council in the forthcoming staff report.

Prepared by	
Department Director	_____ City Manager

RESOLUTION NO. 2015-17

A RESOLUTION of the City Council of the City of Lakewood, Washington, setting a public hearing on August 3, 2015, to consider the vacation of a portion of right-of-way on the northeast corner of Bridgeport Way & Lakewood Dr.

WHEREAS, the City of Lakewood, Washington, has received a petition signed by owners of at least two-thirds (2/3) of the property abutting a portion of the Bridgeport Way & Lakewood Dr right-of-way, located within the City of Lakewood, Washington, requesting that the same be vacated; and,

WHEREAS, pursuant to Section 35.79.010 of the Revised Code of Washington and Lakewood Municipal Code Chapter 12A.12, a hearing on such vacation shall be set by Resolution, with the date of such hearing being not more than sixty (60) days nor less than twenty (20) days after the date of passage of such Resolution; and,

WHEREAS, under Lakewood Municipal Code section 12A.12.080, the City Manager, or the designee thereof, shall prepare a report concerning the proposed vacation for the City Council that will be used in considering whether to vacate the property, with a copy of the report to be served upon the representative of the petitioners, at least five days prior to the hearing; and,

WHEREAS, after passage of this Resolution, notice of this hearing shall be given as required under state and local laws.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON HEREBY RESOLVES as follows:

Section 1. That a hearing be held on the petition for vacation of a portion of Bridgeport Way & Lakewood Dr right-of-way, within the City of Lakewood, Washington, more particularly shown in the attached map and legally described as follows:

THAT PORTION OF LAKEWOOD DR AND BRIDGEPORT WAY ADJOINING LOT 24 OF THE PLAT OF M & M SECOND ADDITION, AS RECORDED IN VOLUME 14 OF PLATS AT PAGES 88 AND 89, RECORDS OF PIERCE COUNTY, WASHINGTON DESCRIBED AS FOLLOWS:

COMMENCING AT THE MOST NORTHERLY CORNER OF SAID LOT 24; THENCE SOUTH 47° 57' 38" WEST ALONG THE NORTHWESTERLY LINE THEREOF 125.23 FEET TO THE MOST WESTERLY CORNER THEREOF AND THE TRUE POINT OF BEGINNING, SAID CORNER BEING THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT, THE RADIUS POINT OF WHICH BEARS SOUTH 47° 50' 32" WEST 3,860.00 FEET; THENCE SOUTHEASTERLY ALONG THE NORTHEASTERLY RIGHT OF WAY OF BRIDGEPORT WAY AND CURVE THROUGH A CENTRAL ANGLE OF 00° 26' 57" AN ARC LENGTH OF 30.26 FEET THE TRUE POINT OF BEGINNING, SAID POINT BEING THE BEGINNING OF A TANGENT CURVE TO THE LEFT, THE RADIUS POINT OF WHICH BEARS NORTH 48° 47' 00" EAST 30.00 FEET; THENCE NORTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 85° 07' 30" AN

ARC LENGTH OF 44.57 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE RIGHT, THE RADIUS POINT OF WHICH BEARS SOUTH 36° 50' 01" EAST 255.00 FEET; THENCE NORTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 11° 00' 42" AN ARC LENGTH OF 49.01 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT, THE RADIUS POINT OF WHICH BEARS NORTH 63° 31' 02" WEST 693.95 FEET; THENCE SOUTHWESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 02° 14' 35" AN ARC LENGTH OF 27.17 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE RIGHT, THE RADIUS POINT OF WHICH BEARS SOUTH 61° 16' 27" EAST 25.00 FEET; THENCE SOUTHWESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 44° 36' 35" AN ARC LENGTH OF 19.46 FEET; THENCE SOUTH 73° 20' 08" WEST 31.53 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT, THE RADIUS POINT OF WHICH BEARS NORTH 17° 35' 03" EAST 44.00 FEET; THENCE NORTHWESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 31° 11' 57" AN ARC LENGTH OF 23.96 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE LEFT, THE RADIUS POINT OF WHICH BEARS SOUTH 48° 47' 00" WEST 3856.50 FEET; THENCE NORTHWESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 00° 09' 59" AN ARC LENGTH OF 11.21 FEET; THENCE NORTH 35° 19' 57" EAST 30.45 FEET TO THE TRUE POINT OF BEGINNING

CONTAINING APPROXIMATELY 1,178 SQUARE FEET.

And the same hereby is set for 7:00 p.m. on the 3rd day of August, 2015, or as soon thereafter as the matter may be heard, at the City Council Chambers at 6000 Main Street SW, Lakewood, Washington.

Section 2. That this Resolution shall be in full force in effect upon passage and signatures hereon.

PASSED by the City Council this 15th day of June, 2015.

CITY OF LAKEWOOD

Don Anderson, Mayor

Attest:

Alice M. Bush, MMC, City Clerk

Approved as to form:

Heidi Ann Wachter, City Attorney



6000 Main Street SW
Lakewood, WA 98499
Phone (253) 512-2261
Fax (253) 512-2268

STREET OR ALLEY VACATION APPLICATION

STREET OR ALLEY VACATION FEE: \$750

SITE ADDRESS: 10009 and 10011 Bridgeport Way SW, Lakewood WA 98499

TAX PARCEL NUMBER: 5400200202

PROPERTY OWNER: (mandatory)

Name: Wig Properties LLC - LKPL Daytime Phone: (425) 641-2044
Mailing Address: 4811 134th Place SE Fax Number: (425) 865-8648
City/State/Zip: Bellevue, WA 98006

APPLICANT: (mandatory)

Name: David Krueger Daytime Phone: (425) 641-2044 ext. 102
Mailing Address: 4811 134th Place SE Fax Number: (425) 865-8648
City/State/Zip: Bellevue, WA 98006

Will the applicant be the contact person? YES or NO If other, please specify below:

Contact person: _____ Phone #: _____
Mailing address: _____
City/State/Zip: _____

Please provide a detailed project description.

Vacation of a portion of right of way along the north corner of Bridgeport Way and Lakewood Drive. The property currently is used for landscaping. The proponent seeks to take ownership of the proposed vacation area in order to allow for additional parking.

A = ALWAYS REQUIRED M = MAY BE REQUIRED

NUMBER REQUIRED	DESCRIPTION OF REQUIRED DOCUMENTS	REQUIRED
1	STREET OR ALLEY VACATION APPLICATION	A
1	STREET OR ALLEY VACATION FEE : \$750	A
1	SURVEY, VICINITY MAP, PLAT MAP AND LEGAL DESCRIPTION	A
1	STREET VACATION PETITION	A

TO THE LAKEWOOD CITY COUNCIL

To Whom It May Concern:

We, the undersigned freeholders of The City of Lakewood, Pierce County, State of Washington, do hereby respectfully petition for the vacation of the following described property:

Please see attached legal description

Reserving, however, to the City of Lakewood and to such utility companies duly franchised in the City of Lakewood, perpetual easements under or over the above described property for the installation, operation, and maintenance of such utility franchises as they may exist at the time of this vacation pursuant to provisions contained in RCW 36.87.140.

The Area To Be Vacated Contains:

The Appraised Value:

One-half the Appraised Value of Land to be Vacated,
Which Shall be Due Prior to the City Council Adopting
an Ordinance Vacating Said Land

Notice to all parties signatory hereto:

Please print your name beneath your signature and clearly print your address to assure notice of forthcoming public hearing(s).

PRINCIPAL PETITIONER

**PARCEL NO. OF
PROPERTY OWNED**

**COMPLETE
RESIDENTIAL
MAILING ADDRESS**

1.	<i>DKG</i> _____ David J. Krueger	5400200202	4811 134th Place SE, Bellevue, WA 98006
----	---	------------	---

**ADDITIONAL PETITIONERS
INCLUDING ADJOINING OWNERS**
(requires majority of frontage owners)

1. _____
Signature

Print Name

PRINCIPAL PETITIONER

PARCEL NO. OF
PROPERTY OWNED

COMPLETE
RESIDENTIAL
MAILING ADDRESS

2.

Signature

Print Name

3.

Signature

Print Name

4.

Signature

Print Name

5.

Signature

Print Name

6.

Signature

Print Name

7.

Signature

Print Name

8.

Signature

Print Name

Said Petitioners believe that the above described right-of-way is not useful as a part of the City of Lakewood Road System and that the public will be benefited by the Vacation; and , therefore, pray for the Vacation of said right-of-way as provided by law, and assume responsibility for all aforementioned fees and/or costs as per R.C.W. Chapter 36.87.

Respectfully submitted this 21st day of May, 2015.

NOTE: Petition must be returned within 90 days from _____.

STATEMENT OF UNDERSTANDING

In signing this Petition, the Principal Petitioner certifies that he/she has read and agrees to the following:

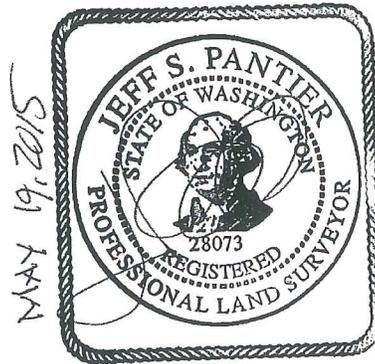
The City of Lakewood does not warrant title to any vacated lands. Such title as does pass by virtue of the vacation process will vest according to law.

Notice of the Vacation Hearing shall be mailed to the person designated as Principal Petitioner.

LAKWOOD DRIVE/BRIDGE PORT WAY RIGHT OF WAY VACATION
LEGAL DESCRIPTION

THAT PORTION OF LAKEWOOD DRIVE AND BRIDGEPORT WAY ADJOINING LOT 24 OF THE PLAT OF M & M SECOND ADDITION, AS RECORDED IN VOLUME 14 OF PLATS AT PAGES 88 AND 89, RECORDS OF PIERCE COUNTY, WASHINGTON DESCRIBED AS FOLLOWS: COMMENCING AT THE MOST NORTHERLY CORNER OF SAID LOT 24; THENCE SOUTH 47° 57' 38" WEST ALONG THE NORTHWESTERLY LINE THEREOF 125.23 FEET TO THE MOST WESTERLY CORNER THEREOF AND THE TRUE POINT OF BEGINNING, SAID CORNER BEING THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT, THE RADIUS POINT OF WHICH BEARS SOUTH 47° 50' 32" WEST 3,860.00 FEET; THENCE SOUTHEASTERLY ALONG THE NORTHEASTERLY RIGHT OF WAY OF BRIDGEPORT WAY AND CURVE THROUGH A CENTRAL ANGLE OF 00° 26' 57" AN ARC LENGTH OF 30.26 FEET THE TRUE POINT OF BEGINNING, SAID POINT BEING THE BEGINNING OF A TANGENT CURVE TO THE LEFT, THE RADIUS POINT OF WHICH BEARS NORTH 48° 47' 00" EAST 30.00 FEET; THENCE NORTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 85° 07' 30" AN ARC LENGTH OF 44.57 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE RIGHT, THE RADIUS POINT OF WHICH BEARS SOUTH 36° 50' 01" EAST 255.00 FEET; THENCE NORTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 11° 00' 42" AN ARC LENGTH OF 49.01 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT, THE RADIUS POINT OF WHICH BEARS NORTH 63° 31' 02" WEST 693.95 FEET; THENCE SOUTHWESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 02° 14' 35" AN ARC LENGTH OF 27.17 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE RIGHT, THE RADIUS POINT OF WHICH BEARS SOUTH 61° 16' 27" EAST 25.00 FEET; THENCE SOUTHWESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 44° 36' 35" AN ARC LENGTH OF 19.46 FEET; THENCE SOUTH 73° 20' 08" WEST 31.53 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT, THE RADIUS POINT OF WHICH BEARS NORTH 17° 35' 03" EAST 44.00 FEET; THENCE NORTHWESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 31° 11' 57" AN ARC LENGTH OF 23.96 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE LEFT, THE RADIUS POINT OF WHICH BEARS SOUTH 48° 47' 00" WEST 3856.50 FEET; THENCE NORTHWESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 00° 09' 59" AN ARC LENGTH OF 11.21 FEET; THENCE NORTH 35° 19' 57" EAST 30.45 FEET TO THE TRUE POINT OF BEGINNING

CONTAINING APPROXIMATELY 1,178 SQUARE FEET.



**RECORD OF SURVEY FOR
WIG PROPERTIES LLC-LKPL**

ORIGINAL DESCRIPTION

LOTS 18 THROUGH 23 IN BLOCK 1 OF M & M SECOND ADDITION, ACCORDING TO PLAT RECORDED IN VOLUME 14 OF PLATS AT PAGES 88 AND 89, IN PIERCE COUNTY, WASHINGTON;

TOGETHER WITH A PORTION OF LOTS 24 AND 25 IN BLOCK 1 OF M & M SECOND ADDITION, ACCORDING TO PLAT RECORDED IN VOLUME 14 OF PLATS AT PAGES 88 AND 89, IN PIERCE COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST WESTERLY CORNER OF SAID LOT 24; THENCE NORTH 48°03'50" EAST, ALONG THE LOT LINE BETWEEN LOT 23 AND SAID LOT 24 IN SAID SUBDIVISION, 125.00 FEET TO THE MOST NORTHERLY CORNER OF SAID LOT 24;

THENCE CONTINUING NORTH 48°03'50" EAST ALONG AN EXTENSION OF SAID LOT LINE 50.15 FEET; THENCE SOUTH 51°10'46" EAST, 19.24 FEET TO NORTHWESTERLY RIGHT-OF-WAY LINE OF 54TH AVENUE SOUTHWEST;

THENCE FROM A TANGENT BEARING SOUTH 17°01'34" WEST, ALONG SAID RIGHT-OF-WAY LINE ON A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 09°26'33" AND A RADIUS OF 694.45 FEET AN ARC DISTANCE OF 114.46 FEET;

THENCE FROM A TANGENT BEARING SOUTH 64°28'58" WEST, ALONG SAID RIGHT-OF-WAY LINE ON A CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 11°05'28" AND A RADIUS OF 255.00 FEET AN ARC DISTANCE OF 49.36 FEET TO A POINT OF REVERSE CURVE; THENCE CONTINUING ALONG SAID RIGHT-OF-WAY LINE ON A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 65°07'30" AND A RADIUS OF 30 FEET AN ARC DISTANCE OF 44.57 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF BRIDGEPORT WAY SOUTHWEST;

THENCE ALONG SAID RIGHT-OF-WAY LINE ON A CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 00°26'57" AND A RADIUS OF 3860.00 FEET AN ARC DISTANCE OF 30.26 FEET TO THE POINT OF BEGINNING.

ALSO TOGETHER WITH THE FOLLOWING DESCRIBED PORTION OF VACATED 54TH AVENUE WEST;

BEGINNING AT THE SOUTHWEST CORNER OF LOT 25, BLOCK 1, M & M SECOND ADDITION; THENCE NORTH 33°26'46" WEST, ALONG THE WESTERLY LINE OF SAID LOT 25, 84.73 FEET TO THE TRUE POINT OF BEGINNING;

THENCE CONTINUING ALONG SAID WESTERLY LINE NORTH 42°49'28" WEST, 91.00 FEET TO THE NORTHEAST CORNER OF SAID LOT 25; THENCE NORTH 83°47'45" EAST, ALONG THE NORTHERLY LINE OF SAID LOT 25, 127.00 FEET TO THE NORTHEAST CORNER OF SAID LOT;

THENCE SOUTH 11°40'00" EAST, ALONG THE EAST LINE OF SAID LOT 25, 7.63 FEET TO THE NORTHWESTERLY RIGHT-OF-WAY LINE OF 54TH AVENUE SOUTHWEST;

THENCE FROM A TANGENT BEARING SOUTH 12°37'33" WEST, ALONG SAID RIGHT-OF-WAY LINE ON A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 04°24'01" AND A RADIUS OF 694.45 FEET AN ARC DISTANCE OF 53.33 FEET;

THENCE NORTH 51°10'46" WEST, 19.24 FEET TO A POINT ON THE LINE BETWEEN LOTS 23 AND 24 IN SAID SUBDIVISION EXTENDED NORTHEASTERLY;

THENCE SOUTH 48°03'50" WEST ALONG SAID EXTENDED LOT LINE 50.15 FEET TO THE TRUE POINT OF BEGINNING.

EXCEPT THAT PORTION CONVEYED TO CITY OF LAKEWOOD, A MUNICIPAL CORPORATION, BY DEED RECORDED JULY 16, 2004 UNDER RECORDING NO. 200407161506, PIERCE COUNTY, WASHINGTON.

SURVEY REFERENCES

1. COMMITMENT FOR TITLE INSURANCE ISSUED BY FIRST AMERICAN TITLE INSURANCE COMPANY DATED NOVEMBER 24, 2014 UNDER ORDER NO. NCS-703599-WA1
2. PLAT OF M&M SECOND ADDITION RECORDED IN VOLUME 14 OF PLATS AT PAGES 88 AND 89
3. UN-RECORDED ALTA/ACSM LAND TITLE SURVEY PERFORMED BY BARGHAUSEN CONSULTING ENGINEERS, INC. DATED JUNE 27, 2006
4. PARCEL MERGER RECORDED UNDER AUDITOR'S FILE NO. 200309230590
5. RECORD OF SURVEY AUDITOR'S FILE NO. 8911140109
6. PLAT OF M&M ADDITION RECORDED UNDER AUDITOR'S FILE NO. 1501665

THIS SURVEY WAS CONDUCTED BY FIELD TRAVERSE METHODS USING A LEICA THREE SECOND TOTAL STATION SURVEY INSTRUMENT IN MAY, 2015. THE RESULTS OF THIS SURVEY EXCEED THE STANDARDS CONTAINED IN WAC 332.130.090.

LEGEND

- FOUND AS NOTED
- SET 5/8" REBAR WITH PLASTIC CAP STAMPED "JSP 28073"
- ⊙ SET LEAD PILE WITH BRASS WASHER STAMPED "JSP 28073"
- (R) RADIAL BEARING
- CURB
- ▒ BUILDING
- ▒ CONCRETE
- ▒ PLANNED RIGHT OF WAY VACATION (4,850 TOTAL SQUARE FEET)
- ① REBAR AND CAP STAMPED "LS#21467" AT NE CORNER LOT 18 (SEE SURVEY REFERENCE NO. 3) ALSO, FOUND 1/2" REBAR WITH PLASTIC CAP STAMPED "8271" 0.87' EASTERLY OF SAID SAID REBAR
- ② 2" BRASS MONUMENT (SEE SURVEY REFERENCE NO. 3 & 5)
- ③ WESTERLY LINE OF 0.50 RIGHT OF WAY STRIP DEDICATED TO THE CITY OF LAKEWOOD BY INSTRUMENT RECORDED UNDER AUDITOR'S FILE NO. 200407161506
- ④ MOST WESTERLY LOT 24
- ⑤ MOST NORTHERLY CORNER LOT 24
- ⑥ NW CORNER LOT 25
- ⑦ SW CORNER LOT 25
- ⑧ FOUND 1/2" REBAR AND PLASTIC CAP STAMPED "14138" 0.68 SW OF NE CORNER LOT 25.

SURVEYORS NOTES

1. TITLE INFORMATION DEPICTED/NOTED ON THIS SURVEY IS BASED ON SURVEY REFERENCE NO. 1.
2. THE ON-SITE IMPROVEMENTS DEPICTED HEREON ARE BASED ON SURVEY REFERENCE NO.3.
3. THE BOUNDARY AS DPICED HEREON REPRESENTS A RETRACEMENT SURVEY OF THAT CERTAIN UNRECORDED ALTA/ACSM LAND TITLE SURVEY PERFORMED BY BARGHAUSEN CONSULTING ENGINEERS, INC. DATED JUNE 27, 2006 AND SURVEY RECORDED UNDER AUDITOR'S FILE NO. 8911140109

100TH STREET SW

PLANNED RIGHT OF WAY VACATION (HATCHED AREA)

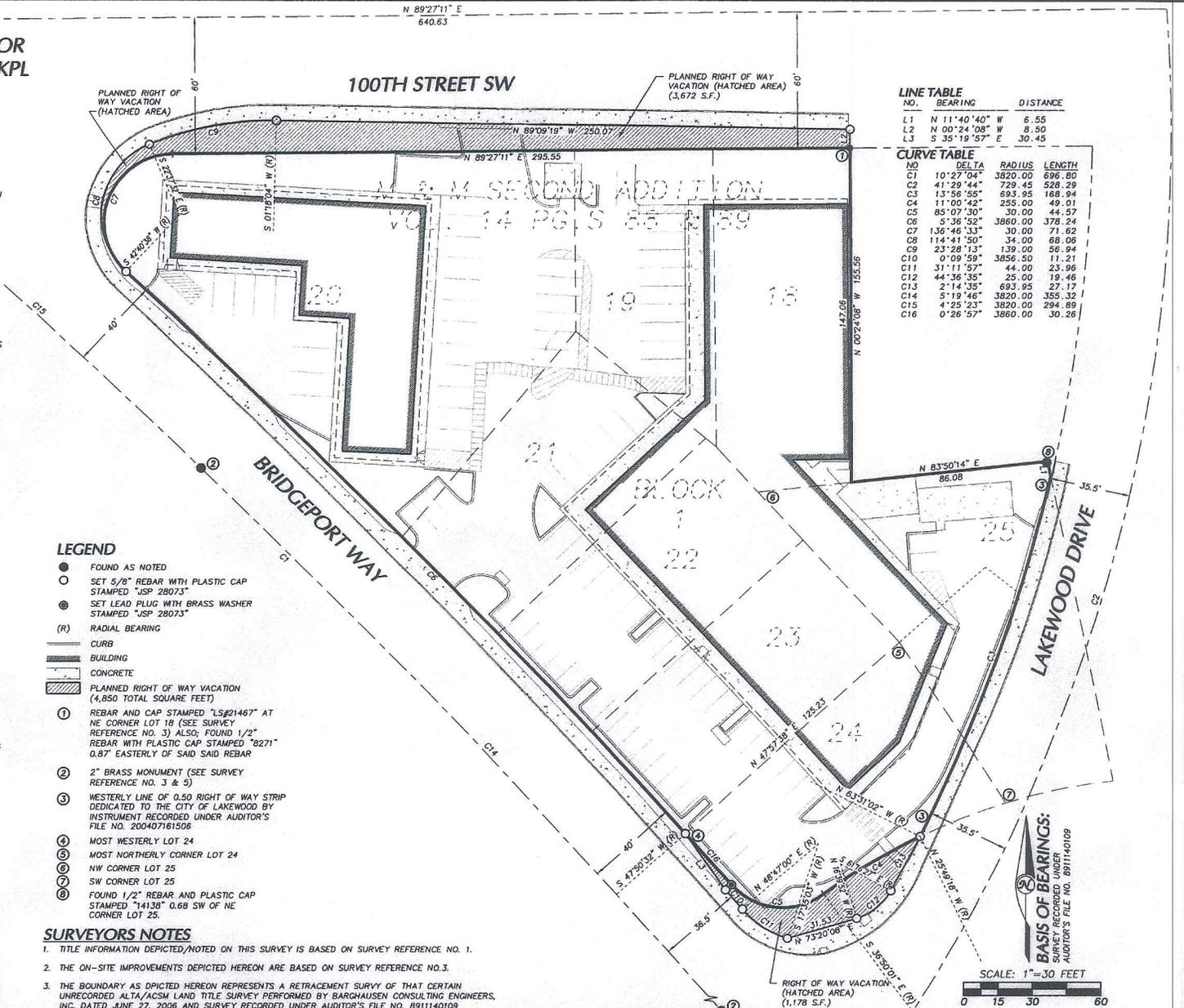
PLANNED RIGHT OF WAY VACATION (HATCHED AREA) (3,672 S.F.)

LINE TABLE

NO.	BEARING	DISTANCE
L1	N 11°40'40" W	6.55
L2	N 00°24'08" W	8.50
L3	S 35°19'57" E	30.45

CURVE TABLE

NO	DELTA	RADIUS	LENGTH
C1	10°27'04"	3520.00	696.80
C2	41°29'44"	729.45	528.39
C3	13°56'58"	693.95	168.94
C4	11°00'42"	255.00	49.01
C5	85°07'30"	30.00	44.57
C6	5°36'52"	3860.00	378.24
C7	136°46'33"	30.00	71.62
C8	114°41'50"	34.00	68.08
C9	23°28'13"	139.00	56.94
C10	0°09'59"	3856.50	11.21
C11	31°11'57"	44.00	23.96
C12	44°36'35"	25.00	19.46
C13	2°14'35"	693.95	27.17
C14	5°19'46"	3820.00	355.32
C15	4°25'23"	3820.00	294.89
C16	0°26'57"	3860.00	30.26

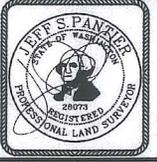


BASIS OF BEARINGS:
SURVEY RECORDED UNDER AUDITOR'S FILE NO. 8911140109

SCALE: 1"=30 FEET
0 15 30 60

AUDITOR'S CERTIFICATE
Filed for record this _____ day of _____, 20____ at _____ M. at the request of **JEFF S. PANTIER**
auditor's file no. _____
BY _____
PIERCE COUNTY AUDITOR DEPUTY

SURVEYOR'S CERTIFICATE
This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Survey Recording Act at the request of **Wig Properties LLC-LKPL**
JEFF S. PANTIER DATE **MAY 19, 2015**
REGISTERED PROFESSIONAL LAND SURVEYOR CERT. #28073



HATTON GODAT PANTIER
ENGINEERS AND SURVEYORS
3910 MARTIN WAY E, SUITE B
OLYMPIA, WA 98506
TEL: 360.943.1599 FAX: 360.357.6299
hattonpantier.com
DRAWN BY: EEP CHECKED BY: JSP JOB NO: 15-054

AUDITOR'S INDEXING DATA

QUARTER	QUARTER	SECTION	TOWNSHIP	RANGE
SE	NE	2	19N	2E
				W.M.

Bridgeport Way & Lakewood Dr Vacation Vicinity Map



Bridgeport Way & Lakewood
Dr Street Vacation

OAK PARK
BRIDGEPORT

LAKEWOOD

PRIVATE

100TH

101ST

DAVID

LAKEWOOD TOWNE CENTER

DIAMOND

YEW

LILA

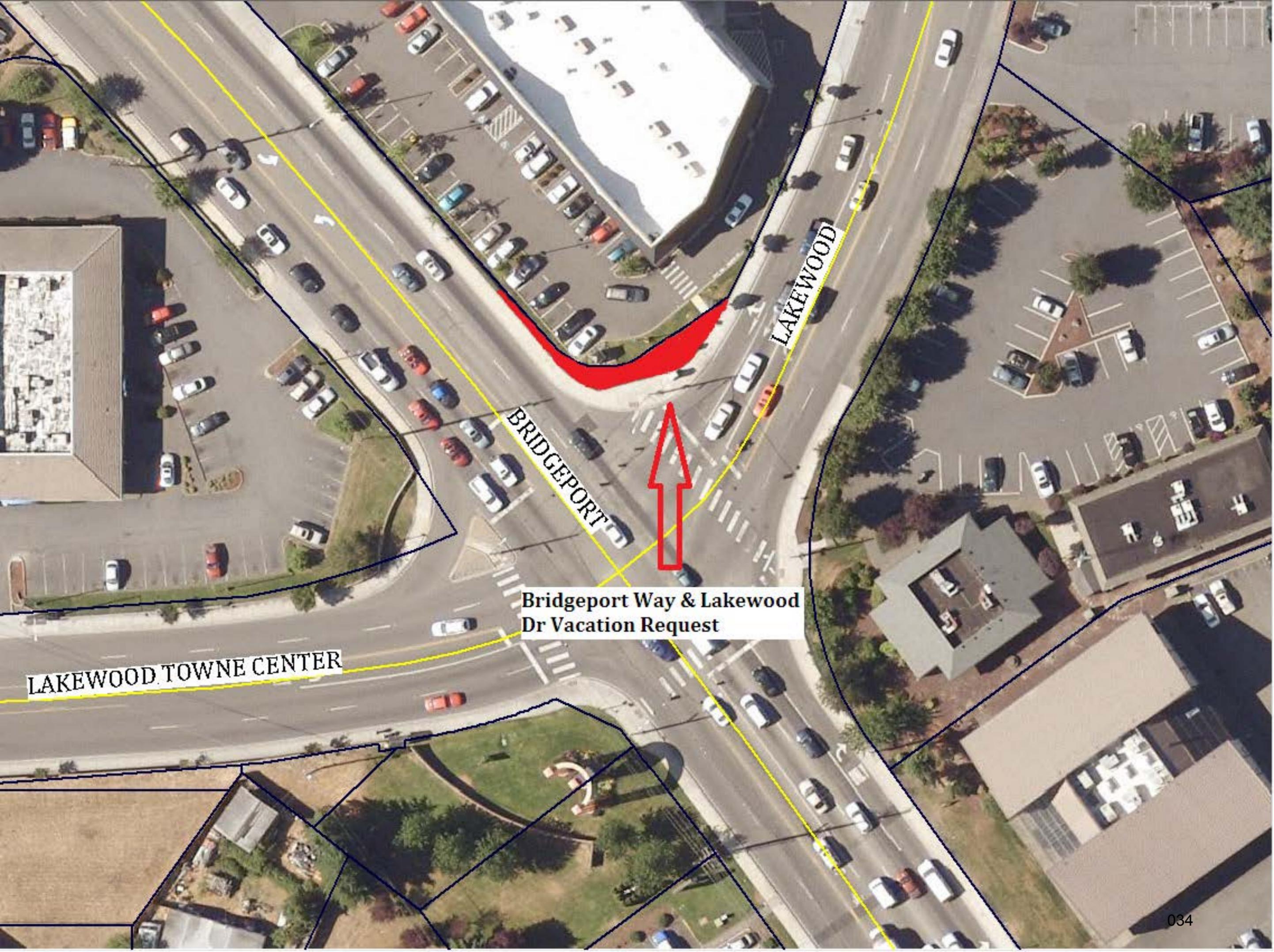
PRIVATE

VILLA

HOLLY

FILBERT

DIAMOND



LAKEWOOD TOWNE CENTER

BRIDGEPORT

LAKEWOOD

Bridgeport Way & Lakewood
Dr Vacation Request

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: June 15, 2015	TITLE: Resolution establishing Aug 3, 2015 as the date for a public hearing to consider the proposed vacation of a portion of 100 th St SW right-of-way.	TYPE OF ACTION: — ORDINANCE <input checked="" type="checkbox"/> RESOLUTION NO. 2015-18 — MOTION — OTHER
REVIEW:	ATTACHMENTS: Resolution, Application, Petition, Exhibits	

SUBMITTED BY: Don Wickstrom, P.E., Public Works Director/City Engineer

RECOMMENDATION: It is recommended that the Mayor and City Council pass a resolution establishing Aug 3, 2015 as the date for a public hearing regarding the proposed vacation of a portion of 100th St SW right-of-way.

DISCUSSION: An application for the vacation of a portion of 100th St SW right-of-way was submitted on May 21, 2015, by David Krueger on behalf of Wig Properties, LLC-LKPL, the owner of real property located adjacent to the vacation request. Wig Properties, LLC-LKPL would like to take ownership of the public right-of-way and then construct a drive aisle and additional parking in the vacated right-of-way to increase access to the existing businesses adjacent to the proposed vacation area.

In accordance with state law, the City Council shall, by resolution, fix a time when the petition shall be heard and determined by the City Council, which time shall not be more than 60 days or less than 20 days after the date of adoption of the resolution. A staff report will be prepared in accordance with the City Code, and provided to the City Council in conjunction with the Aug 3, 2015, public hearing.

ALTERNATIVE(S): A public hearing is required by state statute. Therefore, the only alternative would be to modify the date of the public hearing, while staying within the time constraints as noted above.

FISCAL IMPACT: There are no fiscal impacts associated with setting a date for a public hearing. Fiscal aspects of the street vacation will be presented to the City Council in the forthcoming staff report.

_____ Prepared by	
_____ Department Director	_____ City Manager

RESOLUTION NO. 2015-18

A RESOLUTION of the City Council of the City of Lakewood, Washington, setting a public hearing on August 3, 2015, to consider the vacation of a portion of 100th Street SW right-of-way.

WHEREAS, the City of Lakewood, Washington, has received a petition signed by owners of at least two-thirds (2/3) of the property abutting a portion of the 100th Street SW right-of-way, located within the City of Lakewood, Washington, requesting that the same be vacated; and,

WHEREAS, pursuant to Section 35.79.010 of the Revised Code of Washington and Lakewood Municipal Code Chapter 12A.12, a hearing on such vacation shall be set by Resolution, with the date of such hearing being not more than sixty (60) days nor less than twenty (20) days after the date of passage of such Resolution; and,

WHEREAS, under Lakewood Municipal Code section 12A.12.080, the City Manager, or the designee thereof, shall prepare a report concerning the proposed vacation for the City Council that will be used in considering whether to vacate the property, with a copy of the report to be served upon the representative of the petitioners, at least five days prior to the hearing; and,

WHEREAS, after passage of this Resolution, notice of this hearing shall be given as required under state and local laws.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON HEREBY RESOLVES as follows:

Section 1. That a hearing be held on the petition for vacation of a portion of 100th Street SW right-of-way, within the City of Lakewood, Washington, more particularly shown in the attached map and legally described as follows:

THAT PORTION OF 100TH STREET SW LYING NORTH OF AND ADJOINING LOTS 18 THROUGH 20, INCLUSIVE OF THE PLAT OF M & M SECOND ADDITION, AS RECORDED IN VOLUME 14 OF PLATS AT PAGES 88 AND 89, RECORDS OF PIERCE COUNTY, WASHINGTON DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 18; THENCE SOUTH 89° 27' 11" WEST ALONG THE NORTH LINE OF SAID LOTS 18 THROUGH 20 A DISTANCE OF 295.55 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 30.00 FEET; THENCE SOUTHWESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 136° 46' 33" AN ARC LENGTH OF 71.62 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT, THE RADIUS POINT OF WHICH BEARS NORTH 42° 40' 38" EAST 34.00 FEET; THENCE NORTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 114° 41' 50" AN ARC LENGTH OF 68.06 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE RIGHT, THE RADIUS POINT OF WHICH BEARS SOUTH 22° 37' 32" EAST 139.00 FEET; THENCE EASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 23° 28' 13" AN ARC LENGTH OF 56.94 FEET; THENCE SOUTH 89° 09' 19" EAST 250.07 FEET TO

THE NORTHERLY EXTENSION OF THE EAST LINE OF SAID LOT 18; THENCE SOUTH 00° 24' 08" EAST ALONG SAID NORTHERLY EXTENSION 8.50 FEET TO THE POINT OF BEGINNING.

CONTAINS APPROXIMATELY 3,672 SQUARE FEET.

And the same hereby is set for 7:00 p.m. on the 3rd day of August, 2015, or as soon thereafter as the matter may be heard, at the City Council Chambers at 6000 Main Street SW, Lakewood, Washington.

Section 2. That this Resolution shall be in full force in effect upon passage and signatures hereon.

PASSED by the City Council this 15th day of June, 2015.

CITY OF LAKEWOOD

Don Anderson, Mayor

Attest:

Alice M. Bush, MMC, City Clerk

Approved as to form:

Heidi Ann Wachter, City Attorney



6000 Main Street SW
Lakewood, WA 98499
Phone (253) 512-2261
Fax (253) 512-2268

STREET OR ALLEY VACATION APPLICATION

STREET OR ALLEY VACATION FEE: \$750

SITE ADDRESS: 10009 and 10011 Bridgeport Way SW, Lakewood WA 98499

TAX PARCEL NUMBER: 5400200202

PROPERTY OWNER: (mandatory)

Name: Wig Properties LLC - LKPL Daytime Phone: (425) 641-2044

Mailing Address: 4811 134th Place SE Fax Number: (425) 865-8648

City/State/Zip: Bellevue, WA 98006

APPLICANT: (mandatory)

Name: David Krueger Daytime Phone: (425) 641-2044 ext. 102

Mailing Address: 4811 134th Place SE Fax Number: (425) 865-8648

City/State/Zip: Bellevue, WA 98006

Will the applicant be the contact person? YES or NO If other, please specify below:

Contact person: _____ Phone #: _____

Mailing address: _____

City/State/Zip: _____

Please provide a detailed project description.

Vacation of a portion of right of way along the south side of 100th Street SW between
Bridgeport Way and Lakewood Drive. The property currently is used for landscaping and a portion
for the entry to the property. The proponent seeks to take ownership of the proposed
vacation area in order to allow for additional parking.

A = ALWAYS REQUIRED M = MAY BE REQUIRED

NUMBER REQUIRED	DESCRIPTION OF REQUIRED DOCUMENTS	REQUIRED
1	STREET OR ALLEY VACATION APPLICATION	A
1	STREET OR ALLEY VACATION FEE : \$750	A
1	SURVEY, VICINITY MAP, PLAT MAP AND LEGAL DESCRIPTION	A
1	STREET VACATION PETITION	A

TO THE LAKEWOOD CITY COUNCIL

To Whom It May Concern:

We, the undersigned freeholders of The City of Lakewood, Pierce County, State of Washington, do hereby respectfully petition for the vacation of the following described property:

Please see attached legal description.

Reserving, however, to the City of Lakewood and to such utility companies duly franchised in the City of Lakewood, perpetual easements under or over the above described property for the installation, operation, and maintenance of such utility franchises as they may exist at the time of this vacation pursuant to provisions contained in RCW 36.87.140.

The Area To Be Vacated Contains:
The Appraised Value:
One-half the Appraised Value of Land to be Vacated,
Which Shall be Due Prior to the City Council Adopting
an Ordinance Vacating Said Land

Notice to all parties signatory hereto:

Please print your name beneath your signature and clearly print your address to assure notice of forthcoming public hearing(s).

PRINCIPAL PETITIONER

**PARCEL NO. OF
PROPERTY OWNED**

**COMPLETE
RESIDENTIAL
MAILING ADDRESS**

1. <i>[Signature]</i>	5400200202	4811 134th Place SE, Bellevue, WA 98006
-----------------------	------------	---

David J. Krueger

**ADDITIONAL PETITIONERS
INCLUDING ADJOINING OWNERS**

(requires majority of frontage owners)

1.

Signature

Print Name

PRINCIPAL PETITIONER

PARCEL NO. OF
PROPERTY OWNED

COMPLETE
RESIDENTIAL
MAILING ADDRESS

2.

Signature

Print Name

3.

Signature

Print Name

4.

Signature

Print Name

5.

Signature

Print Name

6.

Signature

Print Name

7.

Signature

Print Name

8.

Signature

Print Name

Said Petitioners believe that the above described right-of-way is not useful as a part of the City of Lakewood Road System and that the public will be benefited by the Vacation; and , therefore, pray for the Vacation of said right-of-way as provided by law, and assume responsibility for all aforementioned fees and/or costs as per R.C.W. Chapter 36.87.

Respectfully submitted this 21st day of May, 2015.

NOTE: Petition must be returned within 90 days from _____.

STATEMENT OF UNDERSTANDING

In signing this Petition, the Principal Petitioner certifies that he/she has read and agrees to the following:

The City of Lakewood does not warrant title to any vacated lands. Such title as does pass by virtue of the vacation process will vest according to law.

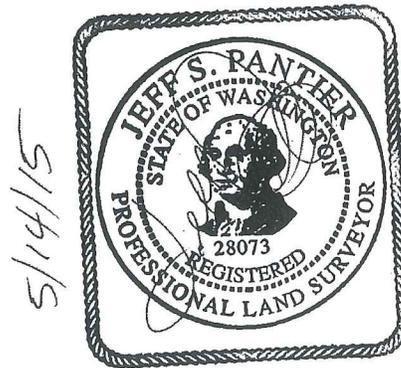
Notice of the Vacation Hearing shall be mailed to the person designated as Principal Petitioner.

100TH STREET SW RIGHT OF WAY VACATION
LEGAL DESCRIPTION

THAT PORTION OF 100TH STREET SW LYING NORTH OF AND ADJOINING LOTS 18 THROUGH 20, INCLUSIVE OF THE PLAT OF M & M SECOND ADDITION, AS RECORDED IN VOLUME 14 OF PLATS AT PAGES 88 AND 89, RECORDS OF PIERCE COUNTY, WASHINGTON DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 18; THENCE SOUTH 89° 27' 11" WEST ALONG THE NORTH LINE OF SAID LOTS 18 THROUGH 20 A DISTANCE OF 295.55 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 30.00 FEET; THENCE SOUTHWESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 136° 46' 33" AN ARC LENGTH OF 71.62 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT, THE RADIUS POINT OF WHICH BEARS NORTH 42° 40' 38" EAST 34.00 FEET; THENCE NORTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 114° 41' 50" AN ARC LENGTH OF 68.06 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE RIGHT, THE RADIUS POINT OF WHICH BEARS SOUTH 22° 37' 32" EAST 139.00 FEET; THENCE EASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 23° 28' 13" AN ARC LENGTH OF 56.94 FEET; THENCE SOUTH 89° 09' 19" EAST 250.07 FEET TO THE NORTHERLY EXTENSION OF THE EAST LINE OF SAID LOT 18; THENCE SOUTH 00° 24' 08" EAST ALONG SAID NORTHERLY EXTENSION 8.50 FEET TO THE POINT OF BEGINNING.

CONTAINS APPROXIMATELY 3,672 SQUARE FEET.



**RECORD OF SURVEY FOR
WIG PROPERTIES LLC-LKPL**

ORIGINAL DESCRIPTION

LOTS 18 THROUGH 23 IN BLOCK 1 OF M & M SECOND ADDITION, ACCORDING TO PLAT RECORDED IN VOLUME 14 OF PLATS AT PAGES 88 AND 89, IN PIERCE COUNTY, WASHINGTON;

TOGETHER WITH A PORTION OF LOTS 24 AND 25 IN BLOCK 1 OF M & M SECOND ADDITION, ACCORDING TO PLAT RECORDED IN VOLUME 14 OF PLATS AT PAGES 88 AND 89, IN PIERCE COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST WESTERLY CORNER OF SAID LOT 24; THENCE NORTH 48°03'50" EAST, ALONG THE LOT LINE BETWEEN LOT 23 AND SAID LOT 24 IN SAID SUBDIVISION, 125.00 FEET TO THE MOST NORTHERLY CORNER OF SAID LOT 24;

THENCE CONTINUING NORTH 48°03'50" EAST ALONG AN EXTENSION OF SAID LOT LINE 50.15 FEET;

THENCE SOUTH 51°10'46" WEST, ALONG SAID RIGHT-OF-WAY LINE TO NORTHWESTERLY RIGHT-OF-WAY LINE OF 54TH AVENUE SOUTHWEST;

THENCE FROM A TANGENT BEARING SOUTH 17°01'34" WEST, ALONG SAID RIGHT-OF-WAY LINE ON A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 09°26'38" AND A RADIUS OF 694.45 FEET AN ARC DISTANCE OF 114.46 FEET;

THENCE FROM A TANGENT BEARING SOUTH 64°28'58" WEST, ALONG SAID RIGHT-OF-WAY LINE ON A CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 11°05'26" AND A RADIUS OF 255.00 FEET AN ARC DISTANCE OF 48.36 FEET TO A POINT OF REVERSE CURVE; THENCE CONTINUING ALONG SAID RIGHT-OF-WAY LINE ON A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 85°07'30" AND A RADIUS OF 30 FEET AN ARC DISTANCE OF 44.57 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF BRIDGEPORT WAY SOUTHWEST;

THENCE ALONG SAID RIGHT-OF-WAY LINE ON A CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 09°26'57" AND A RADIUS OF 3860.00 FEET AN ARC DISTANCE OF 30.28 FEET TO THE POINT OF BEGINNING.

ALSO TOGETHER WITH THE FOLLOWING DESCRIBED PORTION OF VACATED 54TH AVENUE WEST;

BEGINNING AT THE SOUTHWEST CORNER OF LOT 25, BLOCK 1, M & M SECOND ADDITION; THENCE NORTH 33°26'46" WEST, ALONG THE WESTERLY LINE OF SAID LOT 25, 84.73 FEET TO THE TRUE POINT OF BEGINNING;

THENCE CONTINUING ALONG SAID WESTERLY LINE NORTH 42°49'28" WEST, 91.00 FEET TO THE NORTHWEST CORNER OF SAID LOT 25; THENCE NORTH 83°47'45" EAST, ALONG THE NORTHERLY LINE OF SAID LOT 25, 127.00 FEET TO THE NORTHEAST CORNER OF SAID LOT;

THENCE SOUTH 11°40'40" EAST, ALONG THE EAST LINE OF SAID LOT 25, 7.63 FEET TO THE NORTHWESTERLY RIGHT-OF-WAY LINE OF 54TH AVENUE SOUTHWEST;

THENCE FROM A TANGENT BEARING SOUTH 12°37'33" WEST, ALONG SAID RIGHT-OF-WAY LINE ON A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 04°24'01" AND A RADIUS OF 694.45 FEET AN ARC DISTANCE OF 53.13 FEET;

THENCE NORTH 51°10'46" WEST, 19.24 FEET TO A POINT ON THE LINE BETWEEN LOTS 23 AND 24 IN SAID SUBDIVISION EXTENDED NORTH-EASTERLY;

THENCE SOUTH 48°03'50" WEST ALONG SAID EXTENDED LOT LINE 50.15 FEET TO THE TRUE POINT OF BEGINNING.

EXCEPT THAT PORTION CONVEYED TO CITY OF LAKEWOOD, A MUNICIPAL CORPORATION, BY DEED RECORDED JULY 16, 2004 UNDER RECORDING NO. 200407161506, PIERCE COUNTY, WASHINGTON.

EXCEPT THAT PORTION CONVEYED TO CITY OF LAKEWOOD, A MUNICIPAL CORPORATION, BY DEED RECORDED JULY 16, 2004 UNDER RECORDING NO. 200407161506, PIERCE COUNTY, WASHINGTON.

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AUDITOR'S CERTIFICATE
Filed for record this _____ day of _____, 20____
at _____ M. at the request of JEFF S. PANTIER
auditor's file no. _____
BY _____
PIERCE COUNTY AUDITOR DEPUTY

- LEGEND**
- FOUND AS NOTED
 - SET 5/8" REBAR WITH PLASTIC CAP STAMPED "JSP 28073"
 - SET LEAD PLUG WITH BRASS WASHER STAMPED "JSP 28073"
 - (R) RADIAL BEARING
 - CURB
 - BUILDING
 - CONCRETE
 - ▨ PLANNED RIGHT OF WAY VACATION (4,850 TOTAL SQUARE FEET)
 - ① REBAR AND CAP STAMPED "LS#21487" AT NE CORNER LOT 18 (SEE SURVEY REFERENCE NO. 3) ALSO; FOUND 1/2" REBAR WITH PLASTIC CAP STAMPED "0271" 0.87' EASTERLY OF SAID SAID REBAR
 - ② 2" BRASS MONUMENT (SEE SURVEY REFERENCE NO. 3 & 5)
 - ③ WESTERLY LINE OF 0.50 RIGHT OF WAY STRIP DEDICATED TO THE CITY OF LAKEWOOD BY INSTRUMENT RECORDED UNDER AUDITOR'S FILE NO. 200407161506
 - ④ MOST WESTERLY LOT 24
 - ⑤ MOST NORTHERLY CORNER LOT 24
 - ⑥ NW CORNER LOT 25
 - ⑦ SW CORNER LOT 25
 - ⑧ FOUND 1/2" REBAR AND PLASTIC CAP STAMPED "14138" 0.68 SW OF NE CORNER LOT 25.

SURVEYORS NOTES

- TITLE INFORMATION DEPICTED/NOTED ON THIS SURVEY IS BASED ON SURVEY REFERENCE NO. 1.
- THE ON-SITE IMPROVEMENTS DEPICTED HEREON ARE BASED ON SURVEY REFERENCE NO. 3.
- THE BOUNDARY AS DEPICTED HEREON REPRESENTS A RETRACEMENT SURVEY OF THAT CERTAIN UNRECORDED ALTA/ACSM LAND TITLE SURVEY PERFORMED BY BARGHAUSEN CONSULTING ENGINEERS, INC. DATED JUNE 27, 2006 AND SURVEY RECORDED UNDER AUDITOR'S FILE NO. 8911140109

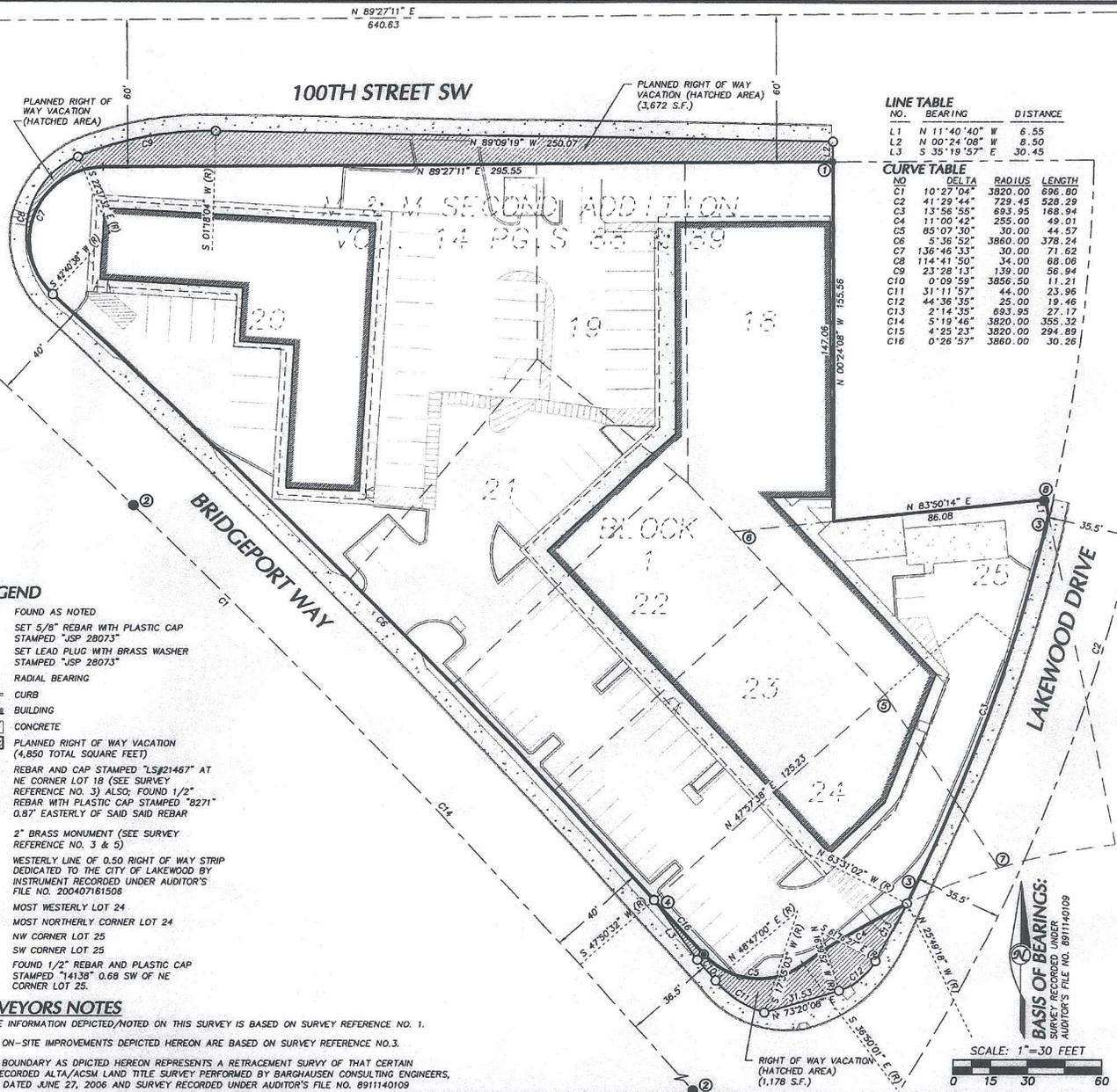
SURVEYOR'S CERTIFICATE
This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Survey Recording Act at the request of Wig Properties LLC-LKPL
JEFF S. PANTIER
REGISTERED PROFESSIONAL LAND SURVEYOR
DATE MAY 19, 2015
CERT. #28073



HATTON GODAT PANTIER
ENGINEERS AND SURVEYORS
3910 MARTIN WAY E, SUITE B
OLYMPIA, WA 98506
TEL: 360.943.1599 FAX: 360.357.6299
hattonpantier.com
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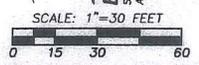


LINE TABLE

NO.	BEARING	DISTANCE
L1	N 11°40'40" W	6.55
L2	N 00°24'08" W	8.50
L3	S 35°19'57" E	30.45

CURVE TABLE

NO.	DELTA	RADIUS	LENGTH
C1	10°27'04"	3820.00	696.80
C2	41°29'44"	729.45	528.29
C3	13°56'55"	693.95	168.94
C4	11°00'42"	295.00	49.01
C5	85°07'30"	30.00	44.57
C6	5°36'52"	3860.00	378.24
C7	136°46'33"	30.00	71.62
C8	114°41'50"	34.00	68.06
C9	23°28'13"	139.00	56.94
C10	0°09'59"	3856.50	11.21
C11	31°11'59"	44.00	23.98
C12	44°36'35"	25.00	19.46
C13	2°14'35"	693.95	27.17
C14	5°19'46"	3820.00	355.32
C15	4°25'23"	3820.00	294.89
C16	0°26'57"	3860.00	30.26



BASIS OF BEARINGS:
SURVEY RECORDED UNDER AUDITOR'S FILE NO. 8911140109

100th Street Vacation Vicinity Map



100th St SW
Street Vacation



OAK PARK
BRIDGEPORT

PRIVATE

LAKWOOD

100TH

101ST

DAVID

LAKWOOD TOWNE CENTER

DIAMOND

YEW

LILA

PRIVATE

VILLA

HOLLY

FILBERT

DIAMOND



100th St Vacation Request



BRIDGEPORT

LAKWOOD

100TH

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: June 15, 2015 REVIEW:	TITLE: Appointing Connie Coleman-Lacadie, Fae Crabill, Ermine Fuller, Jr., Stephen Mazhoff and Helen McGovern-Pilant to serve on the Salary Commission. ATTACHMENTS: Candidate applications	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION NO. 2015-27 <input type="checkbox"/> OTHER
--	---	---

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 Charles Ames, Connie Coleman-Lacadie, Fae Crabill, Ermine Fuller, Stephen Mazhoff, and Helen McGovern-Pilant to serve on the Salary Commission for a one salary review term.

DISCUSSION: On March 2, 2015, the City Council adopted Ordinance No. 605 creating an independent Salary Commission to set the salaries for City Councilmembers and the Mayor.

A news release was sent to THE NEWS TRIBUNE AND THE SUBURBAN TIMES advertising five (5) vacancies on the Salary 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. Six (6) applications were received and transmitted to the City Council.

The duties of the Salary Commission include:

- (1) The salary commission shall convene and determine the salaries paid to the Mayor and the City Council within 45 days of confirmation by the City Council. The 45-day review and determination time may be extended upon request of the salary commission and approval by the city council.

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
--	--

- (2) All meetings of the salary commission shall be subject to the Open Meetings Act and shall be open to the public. The meetings shall be held in the same location as City Council regular meetings. The salary commission shall provide an opportunity for citizens of the City to comment on the salaries of the Mayor and City Council prior to taking a final vote on such salaries.
- (3) After determining the salaries of the Mayor and the City Council, the salary commission shall file a statement of the salaries with the City Clerk. A salary increase shall be effective on the next payday for City employees. A salary decrease shall be effective at the commencement of the next subsequent term of office.
- (4) Any increase or decrease in salary shall become effective without further action of the City Council, and shall supersede any salary set forth in a City ordinance related to the budget or the salaries of the Mayor and City Councilmembers.

**SALARY COMMISSION
APPLICATIONS FILED**

	MAYOR'S APPOINTMENTS	TERMS One salary review term
Charles Ames		
Connie Coleman-Lacadie	Appoint	One salary review term
Fae Crabill	Appoint	One salary review term
Ermine Fuller, Jr.	Appoint	One salary review term
Stephen Mazhoff	Appoint	One salary review term
Helen McGovern-Pilant	Appoint	One salary review term



RECEIVED

APR 21 2015

CITY OF LAKEWOOD

CITY OF LAKEWOOD
6000 Main Street SW
Lakewood, WA 98499

APPLICATION FOR APPOINTMENT

*The information in this document is subject to public disclosure and can be made available to the public.
(Attach additional pages if necessary to complete answers.)*

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

- | | |
|--|--|
| <input type="checkbox"/> Arts Commission | <input type="checkbox"/> Parks and Recreation Advisory Board |
| <input type="checkbox"/> Community Services Advisory Board | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Lakewood's Promise Advisory Board | <input type="checkbox"/> Public Safety Advisory Committee |
| <input type="checkbox"/> Landmarks and Heritage Advisory Board | <input checked="" type="checkbox"/> Salary Commission |
| <input type="checkbox"/> Lodging Tax Advisory Committee (Members of this committee must be representative of an agency involved in tourism promotion.) | |

EXPECTATIONS: Adhere to City of Lakewood's Code of Ethics and regular attendance at meetings is required.

PLEASE RETURN THIS FORM TO: City of Lakewood
City Clerk's Office
6000 Main Street SW
Lakewood, WA 98499
(253) 983-7701 Fax: (253) 589-3774

Name: Charles Ames
(Please Print)

Home Address: 12615 47th Av.

City: Lakewood State: WA Zip: 98499

Home Phone Number: 253-274-0758 E-mail: kinsmed@yahoo.com

Present Employer: (ret.)

Address: - Work Phone: -

Cell: 253-304-4415

LODGING TAX ADVISORY COMMITTEE APPLICANT QUESTIONS:

Are you representing a business that is required to collect lodging tax? Yes No

Are you involved in activities authorized to be funded by revenues received from lodging tax? Yes No

Have you previously served or are you currently on one of the Lakewood's Boards, Committees or Commissions? Yes No If yes, please explain (include names of Boards, Committees or Commissions and the dates that you served:

no

Date available for appointment: immediately

Are you available to attend evening meetings? Yes No

Are you available to attend daytime meetings? Yes No

Recommended by: Mike Brandstetter

Education: 2 yrs college, 2 yr cert.; Broadcast Technologies,
Bates Technical College

Professional and/or community activities:

Pacific Neighborhood Assoc., President

Harrison Preparatory Academy PTO

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

Was on Lkw Arts Task Force prior to Commission

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

I wish to observe balance provided to proceedings.

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:

Date: April 20, 2015



CITY OF LAKEWOOD
6000 Main Street SW
Lakewood, WA 98499

APPLICATION FOR APPOINTMENT

*The information in this document is subject to public disclosure and can be made available to the public.
(Attach additional pages if necessary to complete answers.)*

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

- | | |
|--|--|
| <input type="checkbox"/> Arts Commission | <input type="checkbox"/> Parks and Recreation Advisory Board |
| <input type="checkbox"/> Community Services Advisory Board | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Landmarks and Heritage Advisory Board | <input type="checkbox"/> Public Safety Advisory Committee |
| <input type="checkbox"/> Lodging Tax Advisory Committee (Members of this committee must be representative of an agency involved in tourism promotion.) | <input checked="" type="checkbox"/> Salary Commission |

EXPECTATIONS: Adhere to City of Lakewood's Code of Ethics and regular attendance at meetings is required.

PLEASE RETURN THIS FORM TO: City of Lakewood
City Clerk's Office
6000 Main Street SW
Lakewood, WA 98499
(253) 983-7701 Fax: (253) 589-3774

Name: Connie Coleman-Lacadie
(Please Print)

Home Address: 10208 101st Ave Ct SW

City: Lakewood State: WA Zip: 98498

Home Phone Number: 253.588.8967 E-mail: cjlacadie@aol.com

Present Employer: Retired FAA

Address: NA Work Phone: NA

Cell: 253.906.1345

LODGING TAX ADVISORY COMMITTEE APPLICANT QUESTIONS:

Are you representing a business that is required to collect lodging tax? Yes No

Are you involved in activities authorized to be funded by revenues received from lodging tax? Yes No

Have you previously served or are you currently on one of the Lakewood's Boards, Committees or Commissions? Yes No If yes, please explain (include names of Boards, Committees or Commissions and the dates that you served:

I am currently a member of the Planning Commission, 1/2015 to present.

Date available for appointment: Now

Are you available to attend evening meetings? Yes No

Are you available to attend daytime meetings? Yes No

Recommended by: _____

Education: High school graduate; some college

Professional and/or community activities: Very involved with my community in various activities to include Mary Bridge and Lakewood Sister Cities.

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

I have experience with setting salaries while employed with FAA.

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

I am interested in the workings of our city and city council. I believe citizen input on boards or commissions is important to support transparency of our city government.

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:



Date: April 16, 2015



CITY OF LAKEWOOD
6000 Main Street SW
Lakewood, WA 98499

APPLICATION FOR APPOINTMENT

*The information in this document is subject to public disclosure and can be made available to the public.
(Attach additional pages if necessary to complete answers.)*

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

- Arts Commission
- Community Services Advisory Board
- Landmarks and Heritage Advisory Board
- Lodging Tax Advisory Committee (Members of this committee must be representative of an agency involved in tourism promotion.)
- Parks and Recreation Advisory Board
- Planning Commission
- Public Safety Advisory Committee
- Salary Commission

EXPECTATIONS: Adhere to City of Lakewood's Code of Ethics and regular attendance at meetings is required.

PLEASE RETURN THIS FORM TO: City of Lakewood
City Clerk's Office
6000 Main Street SW
Lakewood, WA 98499
(253) 983-7701 Fax: (253) 589-3774

Name: R. FAE CRABILL
(Please Print)

Home Address: 12517 Edgemere DR SW

City: Lakewood State: WA Zip: 98499

Home Phone Number: 253 582 8687 E-mail: PAPA19@AOL.COM

Present Employer: Retired

Address: N/A Work Phone: N/A

Cell: 253-312-1162

<p>LODGING TAX ADVISORY COMMITTEE APPLICANT QUESTIONS:</p> <p>Are you representing a business that is required to collect lodging tax? Yes <input checked="" type="radio"/> No</p> <p>Are you involved in activities authorized to be funded by revenues received from lodging tax? Yes <input checked="" type="radio"/> No</p>	
052	

Have you previously served or are you currently on one of the Lakewood's Boards, Committees or Commissions? Yes No If yes, please explain (include names of Boards, Committees or Commissions and the dates that you served:

Public Safety Committee
2006-20087.

Date available for appointment: Anytime

Are you available to attend evening meetings? Yes No

Are you available to attend daytime meetings? Yes No

Recommended by: Alice Bush sent me an email

Education: high school, some college, business classes

Professional and/or community activities: public safety committee, Lakewood United Board
Keep Lakewood Beautiful Board, Partners for Rotary,
help with Summerfest (Partner for Parks)

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

operated own business for 25 years, did
payroll, taxes, reports -

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

interested in city affairs

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:

R. Joe Cobble

Date: 4-7-2015



CITY OF LAKEWOOD
6000 Main Street SW
Lakewood, WA 98499

APPLICATION FOR APPOINTMENT

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(Attach additional pages if necessary to complete answers.)*

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

- Arts Commission
- Community Services Advisory Board
- Lakewood's Promise Advisory Board
- Landmarks and Heritage Advisory Board
- Lodging Tax Advisory Committee (Members of this committee must be representative of an agency involved in tourism promotion.)
- Parks and Recreation Advisory Board
- Planning Commission
- Public Safety Advisory Committee
- Salary Commission

EXPECTATIONS: Adhere to City of Lakewood's Code of Ethics and regular attendance at meetings is required.

PLEASE RETURN THIS FORM TO: City of Lakewood
City Clerk's Office
6000 Main Street SW
Lakewood, WA 98499
(253) 983-7701 Fax: (253) 589-3774

Name: ERMINE STEWART FULLER JR (JOHN)
(Please Print)

Home Address: 7301 91ST AVE SW

City: LAKEWOOD State: WA Zip: 98498-3936

Home Phone Number: (253) 267-5640 E-mail: WINGS95P@COMCAST.NET

Present Employer: RETIRED DEPT OF ARMY CIVILIAN - 32 YRS 39 YRS 5 MOS & 15 DAYS

Address: N/A Work Phone: (NONE)

Cell: (253) 363-5462

LODGING TAX ADVISORY COMMITTEE APPLICANT QUESTIONS:

Are you representing a business that is required to collect lodging tax? Yes No

Are you involved in activities authorized to be funded by revenues received from lodging tax? Yes No

Have you previously served or are you currently on one of the Lakewood's Boards, Committees or Commissions? Yes No If yes, please explain (include names of Boards, Committees or Commissions and the dates that you served:

Date available for appointment: TBD BY MAYOR

Are you available to attend evening meetings? Yes No

Are you available to attend daytime meetings? Yes No

Recommended by: DOUG RICHARDSON

Education: MILITARY COMMAND GENERAL STAFF COLLEGE;

EXECUTIVE LOGISTICS DEVELOPMENT; BACHELOR'S & MASTER'S LEVEL PROGRAM.

Professional and/or community activities: DIRECTOR OF TRAINING SPT (TSAK);

CHIEF HS DIV ROTC FT LEWIS; OPERATIONS OFFICER IRAQ & KUWAIT FOR KBR 2005-2010; EUCHARIST MINISTER LEGION OF MARY & ST JOHN BOSECO, TAKE COMMUNION TO THE SICK ON MONDAYS & WEDNESDAYS.

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

MANAGED 20M BUDGET FOR TRAINING AS DEPT OF ARMY CIVILIAN. MANAGED STAFF HIRING & SALARIES, FOR 1000+ PLUS INSTRUCTORS AT ROTC REGION; PREPARED BUDGET & COST ANALYSIS FOR NEW EMPLOYEES.

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

OPPORTUNITY TO SERVE MY COMMUNITY AND SUPPORT PAY COMMENSURATE WITH ASSIGNED DUTIES FOR MAYOR, DEPUTY MAYOR & COUNCILMEMBERS. (GET INVOLVED)

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: 

Date: 13 MAY 15



CITY OF LAKEWOOD
6000 Main Street SW
Lakewood, WA 98499

APPLICATION FOR APPOINTMENT

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(Attach additional pages if necessary to complete answers.)*

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

- | | |
|--|--|
| <input type="checkbox"/> Arts Commission | <input type="checkbox"/> Parks and Recreation Advisory Board |
| <input type="checkbox"/> Community Services Advisory Board | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Landmarks and Heritage Advisory Board | <input type="checkbox"/> Public Safety Advisory Committee |
| <input type="checkbox"/> Lodging Tax Advisory Committee (Members of this committee must be representative of an agency involved in tourism promotion.) | <input checked="" type="checkbox"/> Salary Commission |

EXPECTATIONS: Adhere to City of Lakewood's Code of Ethics and regular attendance at meetings is required.

PLEASE RETURN THIS FORM TO: City of Lakewood
City Clerk's Office
6000 Main Street SW
Lakewood, WA 98499
(253) 983-7701 Fax: (253) 589-3774

Name: STEPHEN M MAZOFF
(Please Print)

Home Address: 7201 Holly Hedge LN SW #1

City: Lakewood State: WA Zip: 98499

Home Phone Number: 253 460 9492 E-mail: SEM5MM@COMCAST.NET

Present Employer: RETIRED

Address: _____ Work Phone: _____

Cell: 253 380 7071

LODGING TAX ADVISORY COMMITTEE APPLICANT QUESTIONS:

Are you representing a business that is required to collect lodging tax? Yes No

Are you involved in activities authorized to be funded by revenues received from lodging tax? Yes No

Have you previously served or are you currently on one of the Lakewood's Boards, Committees or Commissions? Yes No If yes, please explain (include names of Boards, Committees or Commissions and the dates that you served:

I PREVIOUSLY SERVED ON THE PLANNING
ADVISORY BOARD

Date available for appointment: ANYTIME AFTER MAY 15

Are you available to attend evening meetings? Yes No

Are you available to attend daytime meetings? Yes No

Recommended by: JASON WAHLEN

Education: (SEE ATTACHED)

Professional and/or community activities (SEE ATTACHED)

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

(SEE ATTACHED)

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

(SEE ATTACHED)

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:

Stephen M Mazoff

Date: 3/24/15

Education: I have a B.A. in Psychology from the University of North Carolina in Chapel Hill. I have a JD degree from the University of Maryland Law School.

Professional and/or community: During my working career I belonged mainly to professional organizations. When I retired and moved to Lakewood I became involved in many community activities. I am a member of the Rotary Club of Lakewood and am active with Partners for Parks. I have been a Pierce County Juvenile Court CASA and a participant in the court's Diversion Program. I worked at a local food bank and for several years was a tutor at Lakeview Hope Academy working with first graders. I served on the City of Lakewood Planning Advisory Board.

Please share some of the experiences or qualifications that you have relating to the work of this board, committee or commission: First I am quite familiar with the workings of the various boards and commissions of the city. With regard to the responsibility of the Salary Commission I have significant experience in valuing and evaluating both positions and people gained from my position as Assistant GC of a major oil company. In addition, I ran several corporate legal offices and had to value positions and make recommendations as to salary ranges based in part at looking at the competitive workplace.

Please explain why you would like to be part of this board, committee or commission: Ever since we moved to Lakewood both my wife and I have been active in this community. We both believe that we have a responsibility to help our community continue to be a great place to live. To continue to attract vibrant and dedicated people to serve our city we need to look at what they are asked to do for the city and help insure that they are compensated in a way that recognizes their contributions and is fair and competitive. I would very much like to be part of this effort and I believe that I can add value to this process.

3/23



CITY OF LAKEWOOD
6000 Main Street SW
Lakewood, WA 98499

APPLICATION FOR APPOINTMENT

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(Attach additional pages if necessary to complete answers.)*

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

- | | |
|--|--|
| <input type="checkbox"/> Arts Commission | <input type="checkbox"/> Parks and Recreation Advisory Board |
| <input type="checkbox"/> Community Services Advisory Board | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Landmarks and Heritage Advisory Board | <input type="checkbox"/> Public Safety Advisory Committee |
| <input type="checkbox"/> Lodging Tax Advisory Committee (Members of this committee must be representative of an agency involved in tourism promotion.) | <input checked="" type="checkbox"/> Salary Commission |

EXPECTATIONS: Adhere to City of Lakewood's Code of Ethics and regular attendance at meetings is required.

PLEASE RETURN THIS FORM TO: City of Lakewood
City Clerk's Office
6000 Main Street SW
Lakewood, WA 98499
(253) 983-7701 Fax: (253) 589-3774

Name: Helen McGovern-Pikint
(Please Print)

Home Address: 7054 81st St SW

City: Lakewood State: WA Zip: 98499

Home Phone Number: 253-380-6720 E-mail: helen@efoodnet.org

Present Employer: Emergency Food Network

Address: 3318 92nd St S Lakewood Work Phone: 253-584-1040

Cell: 253-380-6720

LODGING TAX ADVISORY COMMITTEE APPLICANT QUESTIONS:

Are you representing a business that is required to collect lodging tax? Yes No

Are you involved in activities authorized to be funded by revenues received from lodging tax? Yes No

Have you previously served or are you currently on one of the Lakewood's Boards, Committees or Commissions? Yes No If yes, please explain (include names of Boards, Committees or Commissions and the dates that you served:

Date available for appointment: immediately

Are you available to attend evening meetings? Yes No

Are you available to attend daytime meetings? Yes No

Recommended by: _____

Education: B.A. Ed. Univ of Idaho

Post grad & professional classes/training

Professional and/or community activities: Chair - Washington Food Coalition, Vice-Chair Pierce Co Human Services collaboration, Lakewood Deputy Mayor, Lakewood City Council, Clover Park Tech College Trustee

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

Member of City Council for 8.5 years know history of salary review, council expenses reimbursement & compensation of other jurisdictions

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

Very aware of the time and experience required to be on the council & can share that perspective with the commission.

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:

Shawn McGovern-Duane Date: 3-18-20

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: June 15, 2015 REVIEW:	TITLE: Appointing Peggy Leach to serve on the Lakewood Arts Commission through October 15, 2017. ATTACHMENTS: Candidate application	TYPE OF ACTION: — ORDINANCE — RESOLUTION <u> X </u> MOTION NO. 2015-28 — OTHER
--	---	---

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 Peggy Leach 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 three (3) 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 two (2) remaining 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
--	--

ARTS COMMISSION
APPLICATION FILED

	MAYOR'S APPOINTMENTS	TERMS 3 – positions through 10/15/2017
Peggy Leach	Appoint	Appoint through 10/15/2017

RECEIVED
MAY 19 2015
CITY OF LAKEWOOD
City Clerk's Office



CITY OF LAKEWOOD
6000 Main Street SW
Lakewood, WA 98499

APPLICATION FOR APPOINTMENT

*The information in this document is subject to public disclosure and can be made available to the public.
(Attach additional pages if necessary to complete answers.)*

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

- | | |
|--|--|
| <input checked="" type="checkbox"/> Arts Commission | <input type="checkbox"/> Parks and Recreation Advisory Board |
| <input type="checkbox"/> Community Services Advisory Board | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Lakewood's Promise Advisory Board | <input type="checkbox"/> Public Safety Advisory Committee |
| <input type="checkbox"/> Landmarks and Heritage Advisory Board | <input type="checkbox"/> Salary Commission |
| <input type="checkbox"/> Lodging Tax Advisory Committee (Members of this committee must be representative of an agency involved in tourism promotion.) | |

EXPECTATIONS: Adhere to City of Lakewood's Code of Ethics and regular attendance at meetings is required.

PLEASE RETURN THIS FORM TO: City of Lakewood
City Clerk's Office
6000 Main Street SW
Lakewood, WA 98499
(253) 983-7701 Fax: (253) 589-3774

Name: PEGGY LEACH
(Please Print)

Home Address: 139 118th St E

City: PARKLAND State: WA Zip: 98448

Home Phone Number: 253-229-9437 E-mail: travelerpeg@comcast.net

Present Employer: RETIRED

Address: _____ Work Phone: _____

Cell: 253-229-9437

LODGING TAX ADVISORY COMMITTEE APPLICANT QUESTIONS:

Are you representing a business that is required to collect lodging tax? Yes No

Are you involved in activities authorized to be funded by revenues received from lodging tax? Yes No

063

PLEASE USE MAILING ADDRESS.
3207 S GARFIELD ST
BOX 44277
PARKLAND 98445

Have you previously served or are you currently on one of the Lakewood's Boards, Committees or Commissions? Yes No If yes, please explain (include names of Boards, Committees or Commissions and the dates that you served:

Date available for appointment: 6/1/15

Are you available to attend evening meetings? Yes No

Are you available to attend daytime meetings? Yes No

Recommended by: _____

Education: A.M. - RETIRED

Professional and/or community activities: BOARD OF DIRECTORS -
SONORO CHORAL SOCIETY

CURRENTLY IN PRODUCTION at TACOMA MUSICAL THEATRE
YOUNG AT HEART PLAYERS.

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

Lifelong involvement in community choral groups
Supporter of local theaters in Pierce County by
attendance + donation

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

I attended last meeting representing Sonoro Choral Society.
I was very impressed with enthusiasm of all members for
all areas of art. I would like to represent music
and be a part of growth of arts in future

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: Peggy Leach

Date: 5/12/15



Don Anderson
Mayor

June 3, 2015

Jason Whalen
Deputy Mayor

NOTICE OF PUBLIC HEARING

Mary Moss
Councilmember

Michael D. Brandstetter
Councilmember

Notice is hereby given that on Monday, June 15, 2015, at 7:00 p.m., or soon thereafter, the City Council will hear public testimony on authorizing the sale of Lakeland property at 12621 Lakeland Avenue SW.

John Simpson
Councilmember

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.

Marie Barth
Councilmember

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

Paul Bocchi
Councilmember

For further information, please contact Ms. Heidi Wachter, City Attorney, at (253) 983-7704.

A handwritten signature in cursive script that reads "Alice M. Bush".

Alice M. Bush, MMC
City Clerk

John J. Caulfield
City Manager

(Resolution No. 2015-15)

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: July 6, 2015	TITLE: Public Hearing on Lakeland Surplus Property	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input type="checkbox"/> MOTION <input checked="" type="checkbox"/> OTHER
PUBLIC HEARING: June 15, 2015	ATTACHMENTS:	
REVIEW: N/A		

SUBMITTED BY: Heidi Ann Wachter, City Attorney

RECOMMENDATION: It is recommended that the Mayor and City Council hold a public hearing on the Lakeland surplus property

DISCUSSION: As part of the 2015-2016 Biennial Budget, the City Council authorized the sale of certain surplus property belonging to the City. The City has real property located at 12621 Lakeland Ave. SW, Tax Parcel #5110000240, which it desires to surplus. While not required, conducting a public hearing provides transparency to the process and a structure for public input which is in the best interest of the City.

In advance of the public hearing, notice was provided in the City’s official newspaper and letters were sent to property owners and residents within 300 feet of the property. After conducting the public hearing and in conformity with the City’s earlier authorization to sell this property, the next step is to carry out the sale of the property, the proceeds of which will be used to support the Waughop Lake Trail Project and improvements on the waterfront at Harry Todd Park.

ALTERNATIVE(S): The alternative would be not to proceed with a public hearing at this time.

FISCAL IMPACT: There are no fiscal impacts associated with the public hearing. Fiscal aspects of the sale of the property will be presented to the City Council in a future report.

_____ Prepared by	
_____ Department Director	_____ City Manager Review

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: June 15, 2015	TITLE: AN ORDINANCE of the City Council of the City of Lakewood, Washington, authorizing the acquisition of real property under threat of condemnation or by condemnation for the purpose of constructing roadway improvements	TYPE OF ACTION: <input checked="" type="checkbox"/> ORDINANCE NO. 612 <input type="checkbox"/> RESOLUTION <input type="checkbox"/> MOTION <input type="checkbox"/> OTHER
REVIEW: June 15, 2015		
ATTACHMENTS: Ordinance Legal Descriptions		

SUBMITTED BY: Don Wickstrom, P.E., Public Works Director/City Engineer

RECOMMENDATION: It is recommended that the Mayor and City Council adopt this Ordinance providing for the condemnation of a portion of tax parcels 0319066014 and 0219015008 for the purpose of constructing S. Tacoma Way improvements.

DISCUSSION: Through this project the City will construct sidewalks on both sides of S. Tacoma Way beginning at SR 512 and ending at 96th Street SW. In addition, the outside lanes will be widened to accommodate a bicycle lane, storm system improvements, water main, new illumination system and new signals at the intersections of 100th and at 96th Street SW will be constructed. **(Continued on page 2.)**

ALTERNATIVE(S): Alternatively, the Council could decide not to construct this project.

FISCAL IMPACT: While condemnation will involve staff time and potential litigation, the ultimate goal of condemnation is to determine the just compensation due to a property owner for the acquisition of his or her property under a governed timeline. One of the financial impacts that could result from a condemnation action lies in the fact that under some circumstances the City may be required to pay the property owner's legal fees in addition to just compensation for the property. **(Continued on page 2.)**

 Prepared by: Weston Ott

 Department Director



 City Manager Review

DISCUSSION (continued from page 1):

The design and construction documents are nearly complete and Public Works staff will be ready to advertise this project for bid as soon as all right of way acquisitions are certified by WSDOT.

To date, the City has acquired ten out of the twelve acquisitions necessary for this project. This Ordinance identifies condemnation of the two remaining property acquisitions.

The City has been negotiating property acquisitions since as early as October of 2014 when formal administrative offers were prepared and delivered. Upon approval from WSDOT, an initial administrative offer for tax parcel 0319066014 was delivered to the owner on 1/15/2015 in the amount of \$22,300.00 and tax parcel 0219015008 in the amount of \$2,650.00 was delivered to the owner on 4/22/2015. The latter was at a later date due to the owner's requested changes from a right-of-way acquisition to a permanent easement. To date, the City has not received the executed documents.

It is hopeful that the final executed documents will be received shortly. However it is in the best interest of the City to adopt this condemnation ordinance in the unlikely event the owners decide not to execute the documents. To keep this project moving forward and to show progress to the grant funding agencies, staff believes that passing this condemnation ordinance is in the best interest of the City.

Prior to this action coming before the City Council, additional notice was provided to the owners of this parcel as statutorily required. The notice announced that the City Council would consider authorizing condemnation actions at the June 15, 2015, City Council meeting. Said notices were sent via certified and regular US mail, and published in the News Tribune for 2 consecutive weeks.

FISCAL IMPACT (continued from page 1):

This would occur if a judge or jury finds for the property owner(s) for an amount of compensation more than 10% above the City's best final offer.

In addition to Transportation Improvement Board funds of approximately \$2.48 million, the City received \$370 thousand in federal grant money for construction administered by Puget Sound Regional Council. The Puget Sound Regional Council has commented that this grant funding will be in jeopardy if the City is unable to obligate construction funds before the end of the year.

Further, the City of Lakewood received formal notification June 8, 2015 from the State's Transportation Improvement Board's Executive Director that a satisfactory written response addressing project delay must be received by August 31, 2015 or the City will have to appear before the board at the September 24-25, 2015 meeting in Wenatchee for possible project cancellation.

Construction funding can only be obligated once all necessary rights-of-way have been acquired and upon WSDOT certification of the acquisitions. Condemnation provides an end date for resolution of the remaining acquisitions and demonstrates the City's commitment to the project.

If the federal construction funds for this project were withdrawn, the City would need to make up the \$370 thousand dollar difference. If State Transportation Improvement Board funds for this project were withdrawn, the City would need to make up the \$2.48 million dollar difference.

ORDINANCE NO. 612

AN ORDINANCE of the City Council of the City of Lakewood, Washington, authorizing the acquisition of real property under threat of condemnation or by condemnation for the purpose of constructing roadway improvements; authorizing payment thereof from the City's General Fund or from such other monies that the City may have available or attain for the acquisition; providing for severability; declaring a statement of urgency and emergency; and establishing an effective date.

WHEREAS, the City of Lakewood has identified a roadway project to maintain and improve South Tacoma Way, SR 512 to 96th Street South (“Project”) in compliance with goals announced in the City's Comprehensive Plan; and

WHEREAS, the Project involves public and traffic safety improvements, with the construction of sidewalks, curb and gutter, bicycle lanes, street lighting, storm drainage improvements, signal replacement/upgrade, and overlay to South Tacoma Way between State Route 512 and 96th Avenue S.; and

WHEREAS, the City has determined that the acquisition of certain rights and interests from the real property, located at 10011 S. Tacoma Way, Tacoma, Washington, 98499, identified as Pierce County Tax Parcel No. 319066014, and legally described on Exhibit A, attached hereto and incorporated by reference (“Parcel 319066014”), is necessary to accomplish and construct the Project; and

WHEREAS, the City has determined that the acquisition of certain rights and interests from the real property, located at 10222 S. Tacoma Way, Tacoma, Washington, 98499, identified as Pierce County Tax Parcel No. 0219015008, and legally described on Exhibit B, attached hereto and incorporated by reference (“Parcel 0219015008”), is necessary to accomplish and construct the Project; and

WHEREAS, the City has determined that in order to construct the Project, it is necessary to acquire, condemn, appropriate, take and damage portions of and interests in Parcel 319066014, in the form of permanent fee for right-of-way, as legally described in Exhibit C and depicted in Exhibit D, which are attached hereto and incorporated by reference; and

WHEREAS, the City has determined that in order to construct the Project, it is necessary to acquire, condemn, appropriate, take and damage portions of and interests in Parcel 0219015008, in the form of permanent fee for right-of-way, as legally described in Exhibit E and depicted in Exhibit F, which are attached hereto and incorporated by reference (collectively, the real property interests identified in Exhibits C through F are hereinafter referred to as the “Real Property Take”); and

WHEREAS, the City has appraised the fair market value of the Real Property Take; and

WHEREAS, the City has in good faith negotiated with the owners of Parcel 319066014 and Parcel 0219015008 for acquisition of the Real Property Take; and

WHEREAS, the City has yet been unable to reach a negotiated resolution with said owners; and

WHEREAS, while this Ordinance does authorize condemnation, the City Council does hereby express its intent that negotiations continue in regard to the Real Property Take and that legal action be employed only if further negotiations are not productive; and

WHEREAS, the City has complied with the notice requirements set forth in RCW 8.25.290 by providing notice to the owners of Parcel 319066014 and Parcel 0219015008 of the planned final action of adopting this Ordinance, and through publication once per week for two weeks, prior to enactment of this Ordinance; and

WHEREAS, payment of just compensation and costs of litigation should be made from the City's general fund or from such other monies that the City may have available or attain for the acquisition;

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

Section 1. Incorporation of Recitals. The recitals set forth above are hereby adopted and incorporated herein as if set forth in full.

Section 2. Public Use and Necessity Declared. The City Council of the City of Lakewood finds and declares that: i) the construction of the Project improvements for roadway and traffic safety is a public use; ii) the acquisition of the rights and interests in the Real Property Take legally described and depicted on Exhibits C, D, E and F is necessary for the construction of the Project; and iii) the construction of the Project is in the best interests of the citizens, motorists and pedestrians within the City of Lakewood.

Section 3. Acquisition. The City Council of the City of Lakewood authorizes the acquisition, condemnation and taking of the Real Property Take as legally described and depicted on Exhibits C, D, E and F. The City Council authorizes the acquisition of the Real Property Take under threat of condemnation or by initiation of legal action for condemnation to acquire the Real Property Take as necessary for the commencement and completion of the Project, subject to the making or paying of just compensation to the owners thereof in the manner provided by law.

Section 4. Reservation of Rights. Nothing in this ordinance limits the City in its identification and acquisition of property and property rights necessary for this public purpose. The City reserves the right to acquire additional or different properties as needed for the Project.

Section 5. Authorization of City Manager to Condemn Real Property Take. The City Manager, by and through his designees, is authorized and directed to begin and prosecute actions and proceedings in the manner provided by law to condemn, take, damage and appropriate the Real Property Take necessary to carry out the provisions of this ordinance. In conducting said condemnation proceedings, the Lakewood City Attorney, by and through her designees, is hereby authorized to enter into stipulations for the Real Property Take. Such settlements shall be made only upon the recommendation of legal counsel and for amounts deemed to be reasonable estimation of fair market value.

Section 6. Authorization of City Manager to Negotiate Acquisition. The City Manager is hereby authorized to settle condemnation litigation or enter into settlements as necessary for the acquisition of the Real Property Take legally described and depicted in Exhibits C, D, E and F. Such settlements shall be made only upon the recommendation of legal counsel and for amounts deems to be reasonable estimation of fair market value.

Section 7. Compensation. The compensation to be paid to the owners of the Real Property Take acquired through this condemnation action shall be paid from the City's General Fund or from such other monies that the City may have available or attain for the acquisition.

Section 8. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of this Ordinance of the application of the provision to other persons or circumstance shall not be affected.

Section 9. Statement of Urgency & Emergency: Pursuant to RCW 35A.11.090(2), this ordinance is not subject to initiative and referendum as it is necessary for immediate preservation of public peace, health and safety, and for the support of city government and its existing public institutions. The City Council hereby finds that it has received federal discretionary grant

funding in the amount of \$370,000.00 for the Project. The City’s ability to obligate and secure such federal funding for the Project is threatened by delay, and all due haste is necessary to ensure proper certification of the right-of-way by the Washington State Department of Transportation. Therefore, the City Council adopts this statement of urgency and emergency relating to the effective date of this ordinance, and finds and determines that the thirty (30) day period RCW 35A.11.090 shall not apply to this ordinance. The City Council acknowledges that this statement of urgency requires a unanimous vote of the council and upon adoption of said unanimous vote, shall become effective immediately.

Section 10. Emergency; Effective Date. This Ordinance, as stated in Section 9 Statement of Urgency/Emergency above, is a public emergency ordinance necessary for the protection of the public health, public safety, public property, or public peace, shall take effect and be in full force immediately upon its adoption. Pursuant to Matson v. Clark County Board of Commissioners, 79 Wn.App. 641, 904 P.2d 317 (1995), underlying facts necessary to support this emergency declaration are included in the recitals and in Section 9 set forth above, which are adopted by reference.

ADOPTED by the City Council this 15th day of June, 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

CHICAGO TITLE COMPANY

PLAT CERTIFICATE
SCHEDULE A

(Continued)

Order No.: 4366394

LEGAL DESCRIPTION

LOT 1, PIERCE COUNTY SHORT PLAT NUMBER 8507230109, ACCORDING TO THE PLAT
THEREOF RECORDED JULY 23, 1985, RECORDS OF PIERCE COUNTY AUDITOR.

SITUATE IN THE CITY OF LAKEWOOD, COUNTY OF PIERCE, STATE OF WASHINGTON.

Exhibit B

CHICAGO TITLE COMPANY

PLAT CERTIFICATE
SCHEDULE A

(Continued)

Order No.: 4366392

LEGAL DESCRIPTION

A PORTION OF GOVERNMENT LOT 5, SECTION 1, TOWNSHIP 19 NORTH, RANGE 2 EAST, WILLAMETTE MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE WESTERLY RIGHT OF WAY LINE OF SOUTH TACOMA WAY, SAID RIGHT OF WAY NOW BEING 70.00 FEET AT RIGHT ANGLES FROM THE CENTER LINE WITH THE NORTHERLY RIGHT OF WAY LINE OF PERKINS LANE, SAID RIGHT OF WAY NOW BEING 30.00 FEET AT RIGHT ANGLES FROM THE CENTER LINE; THENCE SOUTH 89 DEGREES 51 MINUTES 35 SECONDS WEST ALONG SAID NORTHERLY RIGHT OF WAY LINE OF PERKINS LANE, 260.00 FEET; THENCE NORTH 00 DEGREES 46 MINUTES 13 SECONDS WEST PARALLEL TO SAID WESTERLY RIGHT OF WAY LINE OF SOUTH TACOMA WAY; 185.0 FEET; THENCE NORTH 89 DEGREES 51 MINUTES 35 SECONDS EAST 260.00 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 13 SECONDS EAST ALONG SAID WESTERLY RIGHT OF WAY LINE OF SOUTH TACOMA WAY, 185.00 FEET TO THE POINT OF BEGINNING, IN PIERCE COUNTY, WASHINGTON.

(BEING LOT 1 OF PIERCE COUNTY SHORT PLAT NUMBER 77-182, ACCORDING TO THE MAP THEREOF RECORDED MARCH 23, 1977 IN VOLUME 15 OF SHORT PLATS, PAGE 25).

TOGETHER WITH THAT PORTION OF VACATED SOUTH TACOMA WAY ADJOINING, AS VACATED BY RESOLUTION NUMBER 20520 AND RECORDED UNDER RECORDING NUMBER 2812095, WHICH UPON VACATION, ATTACHED TO SAID PREMISES BY OPERATION OF LAW.

SITUATE IN THE CITY OF LAKEWOOD, COUNTY OF PIERCE, STATE OF WASHINGTON.

Exhibit C

**PARCEL NO. 0319066014
NEW RIGHT OF WAY DESCRIPTION**

BEGINNING AT A POINT ON THE EASTERLY RIGHT OF WAY OF SOUTH TACOMA WAY SAID POINT BEING 50.00 FEET RIGHT OF STATION 138+25.22 OF CITY OF LAKEWOOD RIGHT OF WAY PLANS FOR SOUTH TACOMA WAY/HIGHWAY 512 TO 96TH STREET, CITY PROJECT NO. e1171, DATED MAY 2, 2014, SAID POINT BEING ON THE SOUTHERLY LINE OF PARCEL NUMBER 0319066014; THENCE S89°25'11"E, ALONG SAID SOUTHERLY LINE FOR 9.00 FEET TO A POINT 59.00 FEET RIGHT OF STATION 138+25.27; THENCE NORTHERLY TO A POINT 59.00 FEET RIGHT OF STATION 139+65.26, MORE OR LESS, SAID POINT BEING ON THE NORTHERLY LINE OF PARCEL NO. 0319066014; THENCE N89°25'11"W ALONG SAID NORTHERLY LINE FOR 8.71 FEET TO A POINT 50.29 RIGHT OF STATION 139+65.22 SAID POINT BEING ON THE EXISTING EASTERLY RIGHT OF WAY OF SOUTH TACOMA WAY; THENCE SOUTHERLY ALONG SAID EASTERLY RIGHT OF WAY TO THE POINT OF BEGINNING.

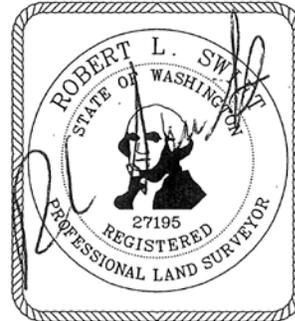
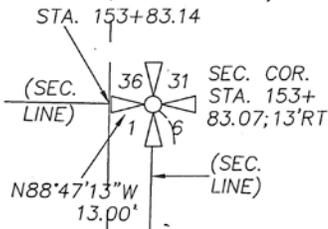
SITUATE IN THE CITY OF LAKEWOOD, PIERCE COUNTY, WASHINGTON.

(THE ABOVE-DESCRIBED PARCEL CONTAINS APPROXIMATELY 1,255 SQUARE FEET)

Exhibit D

PARCEL NO: 031906-6-014

SW1/4 OF NW1/4 OF SEC. 6, TWP. 19 N., RGE. 3 E., W.M.



SCALE: 1"=50'



DATE SIGNED: 7/14/2014

0319062016

SOUTH TACOMA WAY

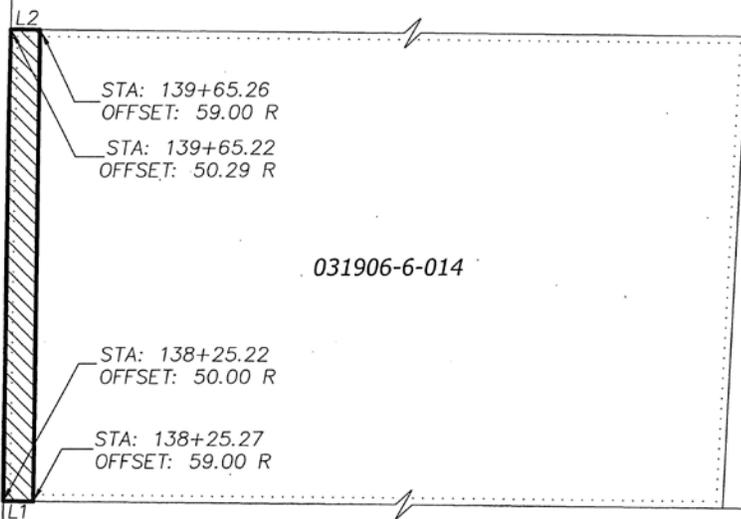
S00°52'58"W

140+00

139+00

138+00

50'



031906-6-014

0319066013

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S89°25'11"E	9.00
L2	N89°25'11"W	8.71

ORIGINAL LOT AREA: 58,582 SF
 RIGHT-OF-WAY AREA: 1,255 SF
 REMAINING LOT AREA: 57,327 SF

Exhibit E

**PARCEL NO. 0219015008
EASEMENT DESCRIPTION**

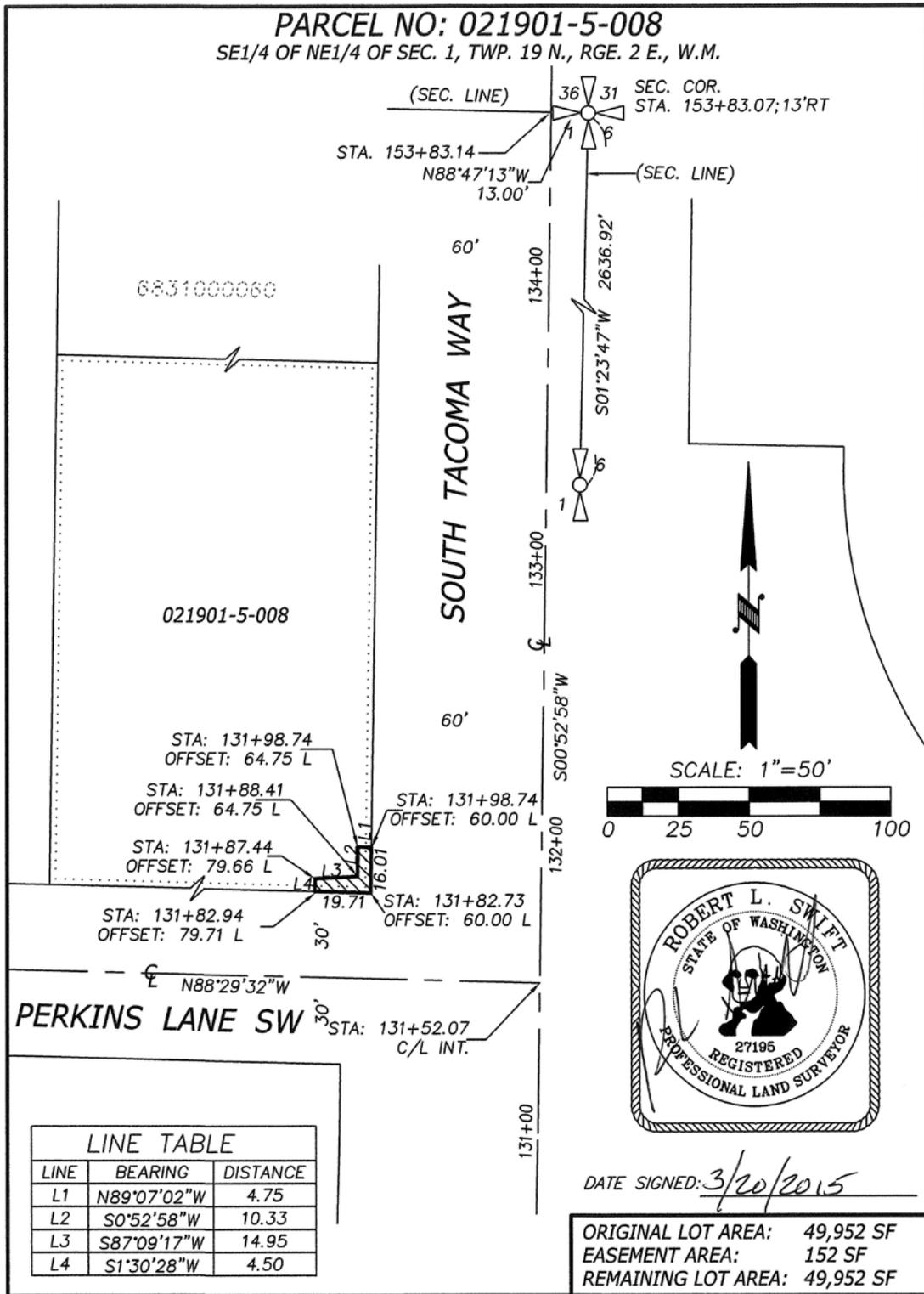
BEGINNING AT A POINT ON THE WESTERLY RIGHT OF WAY OF SOUTH TACOMA WAY SAID POINT BEING 60.00 FEET LEFT OF STATION 131+98.74 OF CITY OF LAKEWOOD RIGHT OF WAY PLANS FOR SOUTH TACOMA WAY/HIGHWAY 512 TO 96TH STREET, CITY PROJECT NO. e1171, DATED MAY 2, 2014; THENCE N 89°07'02" W FOR 4.75 FEET TO A POINT 64.75 FEET LEFT OF STATION 131+98.74; THENCE S 0°52'58" W FOR 10.33 FEET TO A POINT 64.75 FEET LEFT OF STATION 131+88.41; THENCE S 87°09'17" W FOR 14.95 FEET TO A POINT 79.66 FEET LEFT OF STATION 131+87.44; THENCE S 1°30'28" W FOR 4.50 FEET TO A POINT 79.71 FEET LEFT OF STATION 131+82.94, SAID POINT BEING ON THE NORTHERLY RIGHT-OF-WAY LINE OF PERKINS LANE S.W.; THENCE S 88°29'32" E ALONG SAID NORTHERLY RIGHT-OF-WAY LINE FOR 19.71 FEET TO A POINT 60.00 FEET LEFT OF STATION 131+82.73, SAID POINT BEING ON THE WESTERLY RIGHT-OF-WAY OF SAID SOUTH TACOMA WAY; THENCE N 0°52'58" E ALONG SAID WESTERLY RIGHT-OF-WAY FOR 16.01 FEET TO THE POINT OF BEGINNING.

SITUATE IN THE CITY OF LAKEWOOD, PIERCE COUNTY, WASHINGTON.

(THE ABOVE-DESCRIBED EASEMENT CONTAINS APPROXIMATELY 152 SQUARE FEET)

Exhibit F

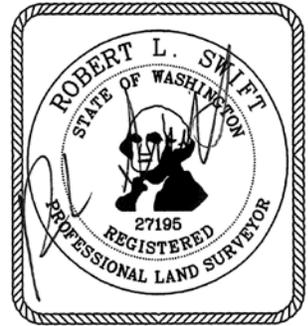
PARCEL NO: 021901-5-008
 SE1/4 OF NE1/4 OF SEC. 1, TWP. 19 N., RGE. 2 E., W.M.



LINE TABLE		
LINE	BEARING	DISTANCE
L1	N89°07'02"W	4.75
L2	S0°52'58"W	10.33
L3	S87°09'17"W	14.95
L4	S1°30'28"W	4.50

SCALE: 1"=50'

0 25 50 100



DATE SIGNED: 3/20/2015

ORIGINAL LOT AREA: 49,952 SF
 EASEMENT AREA: 152 SF
 REMAINING LOT AREA: 49,952 SF

City of Lakewood
Lakewood City Hall
6000 Main Street SW
Lakewood, WA 98499
(253) 589-2489

(Legal Notice)

June 16, 2015

**NOTICE OF ORDINANCE PASSED
BY LAKEWOOD CITY COUNCIL**

The following is a summary of an Ordinance passed by the City of Lakewood City Council on the 15th day of June, 2015.

ORDINANCE NO. 612

AN ORDINANCE of the City Council of the City of Lakewood, Washington, authorizing the acquisition of real property under threat of condemnation or by condemnation for the purpose of constructing roadway improvements; authorizing payment thereof from the City's General Fund or from such other monies that the City may have available or attain for the acquisition; providing for severability; declaring a statement of urgency and emergency; and establishing an effective date.

Section 9. Statement of Urgency & Emergency: Pursuant to RCW 35A.11.090(2), this ordinance is not subject to initiative and referendum as it is necessary for immediate preservation of public peace, health and safety, and for the support of city government and its existing public institutions. The City Council hereby finds that it has received federal discretionary grant funding in the amount of \$370,000.00 for the Project. The City's ability to obligate and secure such federal funding for the Project is threatened by delay, and all due haste is necessary to ensure proper certification of the right-of-way by the Washington State Department of Transportation. Therefore, the City Council adopts this statement of urgency and emergency relating to the effective date of this ordinance, and finds and determines that the thirty (30) day period RCW 35A.11.090 shall not apply to this ordinance. The City Council acknowledges that this statement of urgency requires a unanimous vote of the council and upon adoption of said unanimous vote, shall become effective immediately.

This Ordinance, as stated in Section 9 Statement of Urgency/Emergency above, is a public emergency ordinance necessary for the protection of the public health, public safety, public property, or public peace, shall take effect and be in full force immediately upon its adoption. Pursuant to Matson v. Clark County Board of Commissioners, 79 Wn.App. 641, 904 P.2d 317 (1995), underlying facts necessary to support this emergency declaration are included in the recitals and in Section 9 set forth above, which are adopted by reference.

The full text of the Ordinance is available at the City Clerk's Office, Lakewood City Hall, 6000 Main Street SW, Lakewood, Washington 98499, (253) 589-2489. A copy will be mailed out upon request.

Alice M. Bush, MMC, City Clerk

Published in the Tacoma News Tribune: _____

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: June 15, 2015	TITLE: Approving award of the contract for the 2015 SSMCP Community and Business Survey to Elway Research, Inc.	TYPE OF ACTION: — ORDINANCE NO. — RESOLUTION NO. <u>x</u> MOTION NO. 2015-29 — OTHER
REVIEW:	ATTACHMENTS: Draft Contract	

SUBMITTED BY: Sierra McWilliams, Program Coordinator, South Sound Military & Communities Partnership.

RECOMMENDATION: It is recommended that the City Council approve the award of a contract up to a limit of \$70,000 to Elway Research, Inc. to conduct a survey for the South Sound Military & Communities Partnership.

DISCUSSION: The Executive Leadership Team of the SSMCP directed Partnership staff in early 2015 to collect regional and JBLM-focused information from communities and businesses surrounding the military installation. This survey is in the place of the service member-focused survey conducted by SSMCP in 2011 and 2013. SSMCP released a Request for Proposals and received two responses, of which Elway Research was determined to be the most qualified and cost-effective.

ALTERNATIVE(S): There is no practical alternative other than to reject all bids and to not conduct the survey. The City received two bids. Elway Research, the low bidder, estimates costs of \$59,000. This is well below the SSMCP amount budgeted for the project of \$70,000. It is not anticipated that rebidding the project would result in lower bids.

FISCAL IMPACT: This contract is within the budget of \$70,000 SSMCP membership funds that are allocated for this project. The SSMCP is funded entirely by membership dues and federal grants.

Sierra McWilliams _____ Prepared by _____ Department Director	 _____ City Manager Review
---	--

AGREEMENT FOR CONSULTING SERVICES

THIS AGREEMENT made and entered into on this _____ day of June, 2015, by and between

The South Sound Military & Communities Partnership, operating pursuant to the 2015 Memorandum of Agreement between local governments and private organizations of Pierce and Thurston Counties of the State of Washington, hereinafter referred to as the "Partnership,"

WITH

The City of Lakewood, incorporating as a municipal corporation of the State of Washington, hereinafter referred to as "City," acting as fiscal agent for the Partnership,

AND,

Elway Research, Inc., hereinafter referred to as "the Consultant."

WITNESSETH:

WHEREAS, the Partnership is in need of services of individuals, employees or firms to assist regional stakeholders with the development of a demographic survey of businesses and community members near Joint Base Lewis-McChord (JBLM) to support the implementation of the South Sound Military & Communities Partnership (SSMCP) Work Plan; and,

WHEREAS, the Partnership desires to retain the Consultant to provide certain services in connection with the Partnership's work on implementing the recommendations and strategies in the SSMCP Work Plan; and,

WHEREAS, the Consultant has particular expertise in the area of demographic survey design and analysis, and is able to provide consulting services in connection with the Partnership's needs for the above described work, and is willing and agreeable to provide such services upon the terms and conditions herein contained.

NOW, THEREFORE, the parties hereto agree as follows:

1. Scope of Services.

The Consultant agrees to perform in a good and professional manner the tasks described on Exhibit "A" attached hereto and incorporated herein by this reference. (The tasks described on Exhibit "A" shall be individually referred to as a "task", and collectively referred to as the "services".) The Consultant shall perform the services as an independent contractor and shall not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment or other relationship with the Partnership or the City of Lakewood.

2. Additional Services.

From time to time hereafter, the parties hereto may agree to the performance by the Consultant of additional services with respect to related work or projects. Any such agreement(s) shall be set forth in writing and shall be executed by the respective parties prior to the Consultant's performance of the services thereunder, except as may be provided to the contrary in Section 3 of this Agreement. Upon proper completion and execution of an addendum (agreement for additional services), such addendum

shall be incorporated into this Agreement and shall have the same force and effect as if the terms of such addendum were a part of this Agreement as originally executed. The performance of services pursuant to an addendum shall be subject to the terms and conditions of this Agreement except where the addendum provides to the contrary, in which case the terms and conditions of any such addendum shall control. In all other respects, any addendum shall supplement and be construed in accordance with the terms and conditions of this Agreement.

3. Performance of Additional Services Prior to Execution of an Addendum.

The parties hereby agree that situations may arise in which services other than those described on Exhibit "A" are desired by the Partnership and the time period for the completion of such services makes the execution of addendum impractical prior to the commencement of the Consultant's performance of the requested services. The Consultant hereby agrees that it shall perform such services upon the oral request of an authorized representative of the Partnership pending execution of an addendum, at a rate of compensation to be agreed to in connection therewith. The invoice procedure for any such additional services shall be as described in Section 7 of this Agreement.

4. Consultant's Representations.

The Consultant hereby represents and warrants that he has all necessary licenses and certifications to perform the services provided for herein, and is qualified to perform such services.

5. Partnership's Responsibilities.

The Partnership shall do the following in a timely manner so as not to delay the services of the Consultant:

- a. Designate in writing a person to act as the Partnership's representative with respect to the services. The Partnership's designee shall have complete authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to the services.
- b. Furnish the Consultant with all information, criteria, objectives, schedules and standards for the project and the services provided for herein.
- c. Arrange for access to the property or facilities as required for the Consultant to perform the services provided for herein.
- d. Examine and evaluate all studies, reports, memoranda, plans, sketches, and other documents prepared by the Consultant and render decisions regarding such documents in a timely manner to prevent delay of the services.

6. Acceptable Standards.

The Consultant shall be responsible to provide, in connection with the services contemplated in this Agreement, work product and services of a quality and professional standard acceptable to the Partnership which is consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing with similar circumstances

7. Compensation.

As compensation for the Consultant's performance of the services provided for herein, the Partnership, through its fiscal agent the City, shall pay the Consultant the fees and costs specified on Exhibit "A" attached hereto and made a part hereof (or as specified in an addendum). The Consultant shall submit to the Partnership an invoice or statement of time spent on tasks included in the scope of work provided herein, and the Partnership shall process the invoice or statement in the next billing/claim cycle following receipt of the invoice or statement, and shall remit payment to the Consultant thereafter in the normal course, subject to any conditions or provisions in this Agreement or addendum.

8. Time for Performance.

The Consultant shall perform the services provided for herein in accordance with the direction and scheduling provided on Exhibit "A" attached hereto and incorporated herein by this reference, unless otherwise agreed to in writing by the parties. The Term of this Agreement shall commence on the date hereof, and shall be terminated upon completion of the performance of the scope of work provided herein, or on November 1, 2015, whichever is later, unless otherwise agreed to in writing by the parties.

9. Ownership and Use of Documents.

The Partnership acknowledges Consultant's documents as instruments of professional service. Nevertheless, all documents, reports, memoranda, diagrams, sketches, plans, surveys, design calculations, working drawings and any other materials created or otherwise prepared by the Consultant as part of his performance of this Agreement (the "Work Products") shall be owned by and become the property of the Partnership, and may be used by the Partnership for any purpose beneficial to the Partnership. However, any reuse of these materials by the Partnership for projects or purposes other than those that fall within the scope of this Agreement and the Project to which it relates, without written concurrence by Consultant, will be at the sole risk of the Partnership.

10. Records Inspection and Audit.

All compensation payments shall be subject to the adjustments for any amounts found upon audit or otherwise to have been improperly invoiced, and all records and books of accounts pertaining to any work performed under this Agreement shall be subject to inspection and audit by both the Partnership and City for a period of up to three (3) years from the final payment for work performed under this Agreement.

11. Continuation of Performance.

In the event that any dispute or conflict arises between the parties while this Contract is in effect, the Consultant agrees that, notwithstanding such dispute or conflict, the Consultant shall continue to make a good faith effort to cooperate and continue work toward successful completion of assigned duties and responsibilities.

12. Administration of Agreement.

This Agreement shall be administered by H. Stuart Elway, on behalf of the Consultant, and by designee Tiffany Speir, South Sound Military & Communities Partnership Program Manager, on behalf of the Partnership. Any written notices required by the terms of this Agreement shall be served on or mailed to the following addresses:

SSMCP
6000 Main Street SW
Lakewood, WA 98499-5027
Attn: Tiffany Speir

Consultant
Elway Research, Inc.
7035 Palatine Ave N.
Seattle, WA 98103
Attn: H. Stuart Elway

13. Notices.

All notices or communications permitted or required to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or deposited in the United States mail, postage prepaid, for mailing by certified mail, return receipt requested, and addressed, if to a party of this Agreement, to the address set forth next to such party's signature at the end of this

Agreement, or if to a person not a party to this Agreement, to the address designated by a party to this Agreement in the foregoing manner. Any party may change his or its address by giving notice in writing, stating his or its new address, to any other party, all pursuant to the procedure set forth in this section of the Agreement.

14. Insurance.

The Consultant shall be responsible for maintaining, during the term of this Agreement and at its sole cost and expense, the types of insurance coverages and in the amounts described below. The Consultant shall furnish evidence, satisfactory to the Partnership, of all such policies. During the term hereof, the Consultant shall take out and maintain in full force and effect the following insurance policies:

- a. Comprehensive public liability insurance, including automobile and property damage, insuring the Partnership, City, and the Consultant against loss or liability for damages for personal injury, death or property damage arising out of or in connection with the performance by the Consultant of its obligations hereunder, with minimum liability limits of \$1,000,000.00 combined single limit for personal injury, death or property damage in any one occurrence.
- b. Such workmen's compensation and other similar insurance as may be required by law.
- c. Professional liability insurance with minimum liability limits of \$1,000,000.00.

15. Indemnification.

The Consultant shall indemnify and hold harmless the Partnership and the City and its officers, agents and employees, or any of them from claims, actions, suits, liability, loss, costs, expenses, and damages, to the extent arising out of the negligent act or omission of the Consultant, its officers, agents, employees, or any of them relating to or arising out of the performance of this Agreement. If a final judgment is rendered against the Partnership or City, its officers, agents, employees and/or any of them, or jointly against the Partnership and the City and the Consultant and their respective officers, agents and employees, or any of them, the Consultant shall satisfy the same to the extent that such judgment was due to the Consultant's negligent acts or omissions.

16. Contractor's Employees – Employment Eligibility Requirements

The Contractor and any subcontractors shall comply with E-Verify as set forth in Lakewood Municipal Code Chapter 1.42. E-Verify is an Internet-based system operated by United States Citizenship and Immigration Services in partnership with the Social Security Administration. E-Verify is free to employers and is available in all 50 states. E-Verify provides an automated link to federal databases to help employers determine employment eligibility of new hires and the validity of their Social Security numbers. The Contractor shall enroll in, participate in and document use of E-Verify as a condition of the award of this contract. The Contractor shall continue participation in E-Verify throughout the course of the Contractor's contractual relationship with the Partnership. If the Contractor uses or employs any subcontractor in the performance of work under this contract, or any subsequent renewals, modifications or extension of this contract, the subcontractor shall register in and participate in E-Verify and certify such participation to the Contractor. The Contractor shall show proof of compliance with this section, and/or proof of subcontractor compliance with this section, within three (3) working days of the date of the Partnership's request for such proof.

17. Assignment.

Neither party to this Agreement shall assign any right or obligation hereunder in whole or in part, without the prior written consent of the other party hereto. No assignment or transfer of any interest under this Agreement shall be deemed to release the assignor from any liability or obligation under this Agreement, or to cause any such liability or obligation to be reduced to a secondary liability or

obligation.

18. Amendment, Modification or Waiver.

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

19. Data Sharing Agreement.

Elway Research, Inc. shall supply at a minimum the following deliverables in a digital format to the Partnership:

- All ancillary data files such as MS Excel tables or databases associated with the analysis and data processing which occurred during the duration of the project.
- Methodologies and any summaries of processes used during the duration of the project.
- All project files, content and data associated with scope as shown as deliverables in Exhibit A.

20. Termination and Suspension.

Either party may terminate this Agreement upon 30 days written notice to the other party if the other party fails substantially to perform in accordance with the terms of this Agreement through no fault of the party terminating the Agreement.

The Partnership may terminate this Agreement upon not less than seven (7) days written notice to the Consultant if, in the discretion of the designee, the services provided for herein are no longer needed from the Consultant.

If this Agreement is terminated, the Consultant shall be compensated for services satisfactorily performed (see paragraph 6) prior to termination in accordance with the components outlined in Exhibit "A" hereof.

21. Parties in Interest.

This Agreement shall be binding upon, and the benefits and obligations provided for herein shall inure to and bind, the parties hereto and their respective successors and assigns, provided that this section shall not be deemed to permit any transfer or assignment otherwise prohibited by this Agreement. This Agreement is for the exclusive benefit of the parties hereto and it does not create a contractual relationship with or exist for the benefit of any third party, including contractors, sub-contractors and their sureties.

22. Costs to Prevailing Party.

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

23. Applicable Law.

This Agreement and the rights of the parties hereunder shall be governed by and interpreted in accordance with the laws of the State of Washington and venue for any action hereunder shall be

Pierce County, State of Washington; provided, however, that it is agreed and understood that any applicable statute of limitation shall commence no later than the substantial completion by the Consultant of the services.

24. Captions, Headings and Titles.

All captions, headings or titles in the paragraphs or sections of this Agreement are inserted for convenience of reference only and shall not constitute a part of this Agreement or act as a limitation of the scope of the particular paragraph or sections to which they apply. As used herein, where appropriate, the singular shall include the plural and vice versa and masculine, feminine and neuter expressions shall be interchangeable. Interpretation or construction of this Agreement shall not be affected by any determination as to who is the drafter of this Agreement, this Agreement having been drafted by mutual agreement of the parties.

25. Severable Provisions.

Each provision of this Agreement is intended to be severable. If any provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

26. Entire Agreement.

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

27. Counterparts.

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

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed effective the day and year first set forth above.

**SOUTH SOUND MILITARY
& COMMUNITIES PARTNERSHIP**

ELWAY RESEARCH, INC.

Tiffany Speir, Program Manager
Dated: _____

H. Stuart Elway
Dated: _____

CITY OF LAKEWOOD

John Caulfield, Lakewood City Manager
Dated: _____

Attest:

Alice Bush, MMC, City Clerk
Dated: _____

Approved as to Form:

Heidi Ann Wachter, Lakewood City Attorney
Dated: _____

EXHIBIT A



Survey of JBLM-Adjacent Businesses and Communities

ELWAY RESEARCH will design and execute two surveys focusing 1) on the general population and 2) businesses geographically located around Joint Base Lewis-McChord (JBLM) and Camp Murray, generating comprehensive data and tailoring it to the individual areas of unincorporated Pierce County, unincorporated Thurston County, and the municipalities of Tacoma, Lakewood, Puyallup, Steilacoom, DuPont, Lacey, Olympia, Yelm, and Roy. The survey design process may include testing of the survey with relevant Steering Committee subcommittees.

Elway Research will create a durable product “template” consisting of questions, methodologies, and an execution plan that the South Sound Military & Communities Partnership (SSMCP) will be able to independently adapt and use in future iterations of these surveys.

SSMCP will work with the consultant on survey design to focus data collection on Partnership priorities and prevent duplication of other survey efforts. The two surveys may be conducted concurrently:

Community Survey Portion

The community survey will address community attitudes toward the local military presence and personal connections to the base. This survey will be conducted using phone-based and online research.

Business Survey Portion

The business survey will seek to identify the active duty/military-connected customer bases of local businesses and the effects of JBLM on the local economy. This survey will be internet-based and SSMCP staff will work with Consultant to generate a mailing list for dissemination it to a wide range of businesses in the focus communities.

The Consultant will provide SSMCP staff with sample survey questions and formats for on-line questionnaires for both the community and business surveys. To ensure reliable information is collected, the surveys will be designed to provide results that are statistically valid within an approximate 95% confidence interval and 5% sampling error within both the greater geographical region AND stratified by individual municipality.

The data needs of the SSMCP Steering Committee and members will drive design and execution of the survey process while ensuring a statistically valid sample within the budget allocations for this Task. The following identifies the categories of interest and data in which stakeholders are interested. The Consultant will work with the client to determine the appropriate survey questions (which may or may not include questions that address the following items).

Community Member Survey:

1. Basic Information
 - a. Zip code

- b. Military-connected status
- c. Gender
- d. Age
- e. Education
- f. Family composition
- 2. Knowledge of JBLM
 - a. Size and Composition of Active Duty Forces
 - b. Mission(s) of JBLM
 - c. Where JBLM service members live
 - d. Conservation work of installation
 - e. Noise notification procedures
 - f. How to contact
 - g. Public use of range lands
- 3. Perceptions of JBLM
 - a. Effects of training on daily life outside of the base
 - b. Effects on economy
 - c. Positive/negative impression of JBLM as a community partner
 - d. Perception of community support for military in South Sound region
- 4. If needed, possible ways to improve community relationships with JBLM

Business Survey:

- 1. Basic Information
 - a. Zip code of business
 - b. Business sector
 - c. Business size
 - d. Veteran status of owner(s)
- 2. Level of interaction with JBLM installation and population
 - a. Military hiring
 - b. Military contracts
 - c. Military customer base
- 3. Effect of various military actions on business
 - a. Effects of downsizing on business in the past, or anticipated in the future
 - b. Ability to sustain business should downsizing occur

Survey responses will be collected in a master database that will not contain personal identifiers. The Consultant will collect the data and prepare information for analysis. Elway Research staff and SSMCP staff will be the only staff with access to completed questionnaires. Only group statistics (i.e., aggregated responses) will be reported to ensure anonymity of respondents. Data derived from this information could be made available to other organizations and individuals, so long as all privacy requirements are met. Once the survey is complete and the database built, the survey results will be provided to the SSMCP membership. While the *reported* data will be subject to the Public Records Act, it is our understanding that raw data with potentially sensitive information that may be contained in the final database would not.

Survey Administration

The community survey will be administered telephonically by Consultant’s Data Collection Partner VMJ Data Collection Services, as well as electronically through a web-based survey site designed by the Consultant. Consultant will gather a minimum sample size of 900 responses

throughout the survey region to allow for reliable jurisdictional breakouts of data by municipality.

The business survey will be administered electronically through a web-based survey designed and hosted by Consultant. Consultant will take all necessary follow-up measures to ensure minimum targeted participation, including mailing postcards and disseminating follow-up emails to businesses identified for participation.

Final Reporting and Survey Guidance

The Consultant will prepare a final comprehensive report with detailed demographic data about the communities and businesses surrounding JBLM. The report will analyze the data received from survey respondents and target specific stakeholder's needs. The report will be presented in a succinct and graphic format that is easy for a variety of stakeholders to quickly understand. Elway Research will attend up to two stakeholder meetings to support the SSMCP in delivering targeted reports to stakeholders as necessary through October 2015.

Deliverables

Elway Research will deliver:

Deliverable 1: Brief summary of existing sources of information pertinent to survey goals.

Deliverable 2: Written description of the survey methodology for each survey conducted including all tools that will be utilized to achieve the project objectives.

Deliverable 3: Written description of the plans for sampling the populations, including sample methodologies and size, to produce representative findings.

Deliverable 4: Survey question lists.

Deliverable 5: Databases of responses to the surveys in Excel flat file AND Statistical Package for the Social Sciences.

Deliverable 6: Thorough documentation of the research methodologies/procedures, including project design, sampling approach, and analysis plan, with recommendations for future adaptation.

Deliverable 7: Final reports and data provided in a format that can be uploaded to the Partnership's website.

Deliverable 8: Written final report comprising data on the sections of the population/businesses surveyed, including graphic displays and contextual explanations of findings.

Compensation

The cost for the surveys is broken into two subsections: the community survey and the business survey. The Consultant shall be compensated for services performed as outlined below.

1. Community Survey

The community survey has a target reach of 1000 participants. The cost for the community survey is a flat fee inclusive of all labor, costs, and charges, dependent on the number of

questions contained in the as-yet undeveloped survey questionnaire. The maximum compensation paid for the community survey is enumerated in the following table.

Number of Survey Questions	Community Survey Total Price
25	\$27,000
40	\$37,000
50	\$50,000

2. Business Survey

The business survey has a target outreach of 1000 businesses and costs are compensated up to the maximum of \$9,000 for the items enumerated in the table below. Compensation for the business survey is also a flat fee inclusive of all labor, costs, and charges.

Item	Compensation
Design	\$3,000
Data Collection	\$2,000
Analysis/Report	\$3,500
Administrative Costs	\$500
TOTAL Business Survey Price	\$9,000

The total compensation for both survey subsections is: \$59,000.

If at any point the Consultant determines a portion of either survey will exceed these costs, Consultant will notify SSMCP staff in writing and receive approval prior to undertaking the portion of the work exceeding currently estimated costs.

Timeline

15 June 2015	Lakewood City Council approval of contract—SSMCP Staff will then forward contract to Elway Research
17 June 2015	Meet up to sign contract and discuss work going forward
29 June-17 July 2015	Develop questionnaires for both Community and Business surveys
20-31 July 2015	Field Community survey through mail and phone banks
August 2015	Field Business survey through mailings and online link
1-11 September 2015	Draft reports
18 September 2015	SSMCP returns comments on draft report
25 September 2015	Final Draft completed

Presentation to Lakewood City Council 2015 Community Survey



June 15, 2015

Why Conduct a Survey?

Supports several Tasks in the 2015 SSMCP Work Plan:

Task 1 – Complete a Joint Land Use Study

Will include compatibility questions

Task 2 – Monitor, Support Transportation Improvement Efforts in JBLM Corridor

Include transportation usage questions

Task 3 – Enhance and Expand Regional SSMCP Coordination & Participation

Task 4 – Improve Outside Knowledge of Military's Direct and Indirect Impact on Region and State and Vice Versa

Identify business and community knowledge gaps, while also informing them through survey process

Task 5 – Participate and Advocate in State Level Activities

Identify information that may support or alter SSMCP legislative agendas

Task 6 – Conduct Periodic JBLM Community Survey, Circulate Results

Task 7 – Support Active Duty, Veteran and Military Family Workforce Development, Health and Social Services

Purpose of SSMCP's 2015 Survey

Gather data highlighting the nature of the ties and perceptions between JBLM and its surrounding communities; identify any potential conflicts or increased need in the areas of transportation, housing, land use, and employment; and evaluate the impact a draw-down in force or BRAC process would have upon the local economy and community.

The Consultant will design a survey and delivery system which SSMCP can use for future community and business surveys.

Bidding Process

- 17 April 2015—Released RFP through City of Lakewood bidding process
- 8 May 2015—Received two responses:
 - Great Circle/Northwest Research Inc.
 - Newer firm, but with great references and strong community engagement resume. Budget estimate of \$60-\$69,000
 - Elway Research, Inc.
 - Respected and established public opinion firm in PNW since 1975, maximum budget estimate of ~\$59,000
- May—Evaluated proposals based on rubric released with RFP, spoke to references, spoke with applicants.
- 26 May 2015—Notified Elway Research of Selection, began discussing outline of work

- South Sound Military & Communities Partnership Executive Leadership Team budgeted \$70,000 for this task in 2015. The SSMCP Budget is funded by membership dues and federal grants.
- Elway Research estimate is well within the SSMCP budget for design and delivery of surveys. The final amount may shift due to unforeseen survey complexities or increase in survey sample. That flexibility is written into the contract.

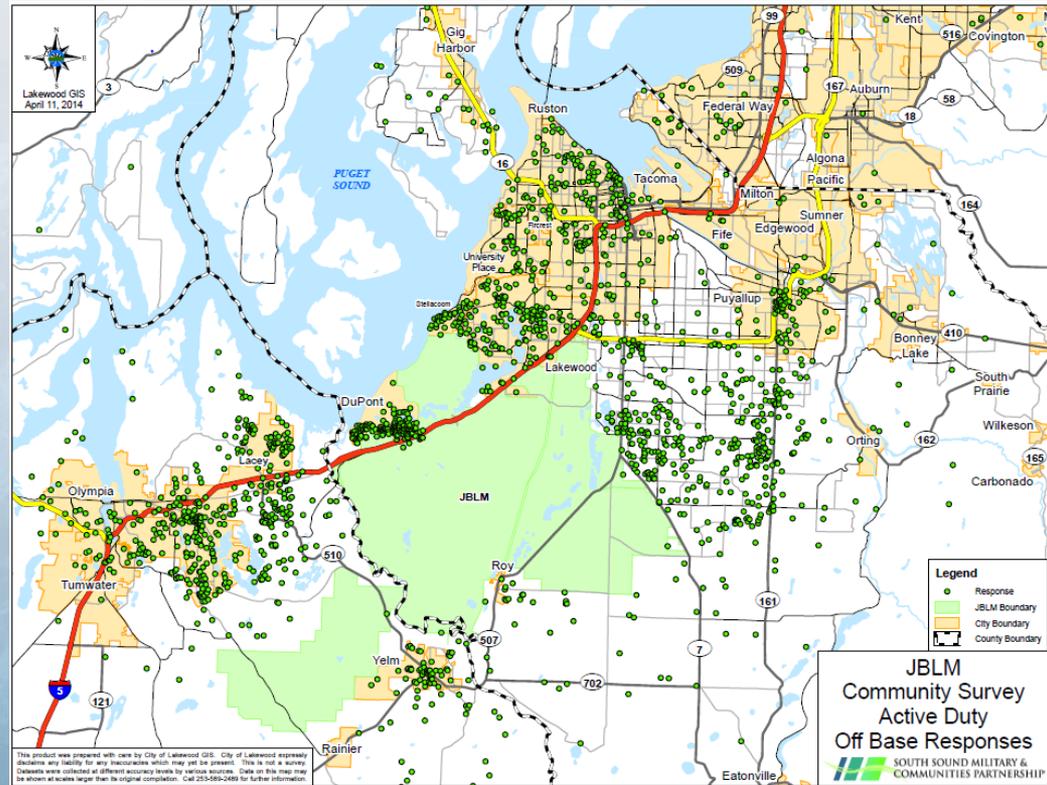
SSMCP BUSINESS AND COMMUNITY SURVEY

Focus Area of SSMCP 2015 Survey

Statistically valid sample throughout the communities bordering Joint Base Lewis-McChord and Camp Murray, including:

- DuPont
- Lacey
- Lakewood
- Olympia
- Puyallup
- Roy
- Steilacoom
- Tacoma
- Unincorporated County Areas
- Yelm

Data will be made available by jurisdiction



2013 JBLM Service Member Needs
& Preferences Survey Responses

Community Member Survey:

Telephonic/online survey, gathering:

Basic Information

Zip code

Military-connected status

Gender

Age

Knowledge of JBLM

Missions of JBLM

Size and Composition of Active Duty

Conservation work of installation

Noise notification procedures

How to contact

Public use of range lands

Perceptions of JBLM

Effects of training on daily life

Effects on economy

Positive/negative impression of JBLM as community partners

Perception of community support for military in South Sound region

Possible ways to improve community relationships

Business Survey

Online delivery, gathering:

Basic Information

- Zip code of business
- Business sector
- Business size

Level of interaction with JBLM installation and population

- Military hiring
- Military contracts
- Military customer base

Effect of various military actions on business

- Effects of downsizing on business in the past, or anticipated in the future

Survey Timeline

- 17 June 2015—Sign contract with consultant
- June-July—Design survey, gather list of businesses to survey
- End of July—Conduct community survey telephonically and online
- August—Conduct business survey online
- NLT 1 November 2015—Complete and publish survey reports, disseminate to pertinent parties.



**SOUTH SOUND MILITARY
& COMMUNITIES PARTNERSHIP**
SSMCP.ORG



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Partnership website:
www.ssmcp.org

JBLM JLUS website:
www.jblm-jlus.com

We are on **facebook** too!

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: June 15, 2015	TITLE: 6-Year Information Technology Strategic Plan & Funding Request	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE
REVIEW: June 1, 2015	ATTACHMENTS: <ul style="list-style-type: none">• Memo• Project Summary & Detail	<input type="checkbox"/> RESOLUTION
		<input checked="" type="checkbox"/> MOTION NO. 2015-30

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

RECOMMENDATION: It is recommended that the City Council authorize \$233,239 from the Fleet & Equipment Fund to provide a funding source for the proposed 2015/2016 information technology related priority services/programs.

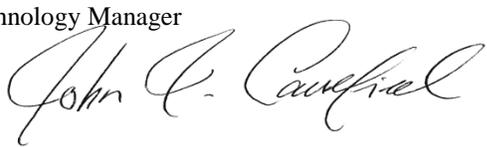
DISCUSSION: See attached memo.

ALTERNATIVES: Not funding these basic information technology needs will further set the City back. The City is already operating behind the times and needs to work its way up to operating in the 21st century.

FISCAL IMPACT: Redirect \$233,239 equating to approximately 5% of the fleet and equipment reserves to information technology priority services/programs. The goal is make the fleet and equipment reserves whole by December 31, 2016 through expenditure savings and/or use of revenues received above and beyond estimates. If approved, the funding and associated expenditures will be incorporated in the upcoming budget adjustment.

_____ Prepared by	
_____ Department Director	_____ City Manager Review



To: Mayor and City Councilmembers
From: Tho Kraus, Assistant City Manager/Administrative Services
Kenneth White, Information Technology Manager
Through: John J. Caulfield, City Manager 
Date: June 1, 2015
Subject: 6-Year Information Technology Strategic Plan & Funding Request

Background

The City's initial 6-Year Information Technology Strategic Plan was presented to the City Council in February 2014 (Phase I Assessment of Information Technology Functions) and April 2014 (Phase II 6- Year Information Technology Strategic Plan). Since 2014, the City Council allocated approximately \$870,000 to the much needed information technology programs and upgrades as follows:

Approved in 2014 – total \$701K for various projects:

- \$327K for Computer replacement for migration from Windows XP to Windows 7 - completed
- \$240K for Phone System Replacement – completed, used savings for server upgrades
- \$15K for City Hall Paging System – not needed with new phone system, used savings for server upgrades
- \$20K for Two Factor Authentication for Police System Access - completed
- \$4K for Scanners for Electronic Records Management - completed
- \$35K for Messaging (Email) System Refresh – carry forward to 2015
- \$30K for Fiber Optic Connection for Parks O&M Facility – carried forward to 2015
- \$10K for Broadcast/Streaming of City Council meetings – carried forward to 2015
- \$10K for Web Site Update/Redesign – completed internally, carried forward funding to 2015 for Phase II
- \$10K for Disaster Recovery Plan – carried forward to 2015

Approved in 2015/2016 Adopted Budget – Total \$150K for two new major projects:

- \$50K for Video Arraignment – completed
- \$100K for Document Management System – proposed to be reallocated to various projects in the updated 6-Year IT Strategic Plan.

Approved in 2015 Carryforward Budget Adjustment – Total \$15K for replacement:

- \$15K for Replacement of the Large Format Printer – completed

While the above allocations is a great start to providing the much needed information technology programs and projects, there is still quite a ways to go to bring the City into the 21st century.

The 6-Year IT Strategic Plan is and evolving plan that has been updated from its most recent 2015/2016 Adopted Budget version and will continue to evolve as we gain a better understanding of our IT needs. The following sections provide information on the City's updated strategic plan which has been vetted with and concurred by City's IT Governance Committee.

Updated 6-Year IT Strategic Plan Summary

Over the six year period, 2015 through 2020, the City's information technology needs based on the current, updated 6-year plan is just under \$2.67 million of which \$2.42 million is unfunded.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ 234,490	\$ 10,510	\$ -	\$ -	\$ -	\$ -	\$ 245,000
Unfunded	80,560	152,679	866,689	458,589	418,589	445,589	2,422,694
Total Funding Sources	\$ 315,050	\$ 163,189	\$ 866,689	\$ 458,589	\$ 418,589	\$ 445,589	\$ 2,667,694
Total Biennium - Funded		\$ 245,000		\$ -		\$ -	\$ 245,000
Total Biennium - Unfunded		\$ 233,239		\$ 1,325,278		\$ 864,177	\$ 2,422,694

Project Costs by Type	2015	2016	2017	2018	2019	2020	Total
1-Time/Capital	\$ 254,500	\$ 80,000	\$ 664,000	\$ 50,000	\$ 30,000	\$ -	\$ 1,078,500
Ongoing - Net M&O Impact	60,550	60,689	73,189	194,989	164,989	216,989	771,395
Ongoing - Replacement Reserves	-	22,500	129,500	213,600	223,600	228,600	817,799
Total by Year	\$ 315,050	\$ 163,189	\$ 866,689	\$ 458,589	\$ 418,589	\$ 445,589	\$ 2,667,694
Total by Biennium		\$ 478,239		\$ 1,325,278		\$ 864,177	\$ 2,667,694

The following is a summary of all services/programs within the six year horizon. Details of each service/program including: project description and justification, project cost; funding sources; M&O impact; and replacement reserves is provided in the individual project sheets that can be found at the end of this memo.

Priority	Project Name	2015	2016	2017	2018	2019	2020	Total
1	Video Arraignment	\$ 50,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 75,000
2	Messaging (Email) System Refresh	\$ 35,000	\$ -	\$ -	\$ 35,000	\$ -	\$ -	70,000
3	Mobile Applications w/ CRM Integration & Code Enforcement	\$ 17,300	\$ 14,600	\$ 14,600	\$ 14,600	\$ 14,600	\$ 14,600	\$ 90,300
4	Redesign the City's Permit Process/Eden Web Extensions	9,510	(14,490)	(14,490)	(14,490)	(14,490)	(14,490)	(62,940)
5	BlueBeam Software	3,500	400	400	400	400	400	5,500
6	Enterprise Task Mgmt & Mobile Remote Work Order System	82,500	30,000	30,000	30,000	30,000	30,000	232,500
7	VMWare Virtual Desktop (VDI)	17,000	1,500	1,500	1,500	1,500	1,500	24,500
8	Fiber Optic Connection - Steilacoom Park O&M Facility	56,000	(4,800)	(4,800)	(4,800)	(4,800)	(4,800)	32,000
9	Wireless Access Points (Wi-Fi)	15,000	2,500	12,500	4,167	4,167	4,167	42,500
10	Disaster Recovery and Business Continuity Plan	-	10,000	10,000	-	-	-	20,000
11	Cell Phone Archival of Text Messages	5,240	10,479	10,479	10,479	10,479	10,479	57,635
12	Video Surveillance	-	50,000	15,000	15,000	15,000	15,000	110,000
13	Redundant Voice & Data Circuits at Police Station (Co-Location)	-	28,000	18,000	18,000	18,000	18,000	100,000
14	Informational Videos	14,000	-	-	-	-	-	14,000
15	Enterprise Network Monitoring Tools	-	10,000	4,500	4,500	4,500	4,500	28,000
16	Web Site Update/Redesign	10,000	-	15,000	5,000	5,000	5,000	40,000
17	Disaster Recovery Co-Location Implementation (Police Station)	-	-	30,000	4,300	4,300	10,300	48,900
18	Server/Hardware Upgrades	-	-	30,000	5,000	35,000	16,000	86,000
19	Network - Switches & Routers	-	-	160,000	22,857	22,857	62,857	268,571
20	Firewall & Intrusion Detection Systems	-	-	-	50,000	15,000	15,000	80,000
21	Computer Replacement	-	-	100,000	100,000	100,000	100,000	400,000
22	Vulnerability & Penetration Testing	-	-	35,000	24,333	24,333	24,333	107,999
23	City Council Chambers Technology	-	-	116,000	18,600	18,600	18,600	171,800
24	Document Management System - Electronic Records	-	-	200,000	60,000	60,000	60,000	380,000
25	Agenda Management	-	-	8,000	18,000	18,000	18,000	62,000
26	Phone System Replacement Reserves	-	20,000	20,000	20,000	20,000	20,000	100,000
27	Municipal Court Workflow Solution	-	-	50,000	11,143	11,143	11,143	83,429
	Total Project Costs	\$ 315,050	\$ 163,189	\$ 866,689	\$ 458,589.14	\$ 418,589	\$ 445,589	\$ 2,667,694

2015/ 2016 Priority Services/Programs

A summary of priority services/programs is provided below. The services/programs are really the nuts and bolts of business practice to operate in the 21st century. The total 2015/2016 biennium needs total \$478K of which \$245K is currently funded and \$233K is unfunded. This includes \$121K in maintenance and operations (M&O) costs and \$22.5K in annual replacement reserves collection. The proposed collection of replacement reserves are consistent with the City’s financial policies which the City Council approved in September 2014 as follows: “The City shall establish replacement reserves for information technology related equipment and property management related to facilities no later than 2020.” If these priority services/programs were to be approved, there would be an average annual ongoing cost of \$137K for M&O and replacement reserves (phone system of \$20K and wireless access points of \$2.5K).

Priority	Project Name	2015	2016	2017	2018	2019	2020	Total
1	Video Arraignment	\$ 50,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 75,000
2	Messaging (Email) System Refresh	35,000	-	-	35,000	-	-	70,000
3	Mobile Applications w/ CRM	17,300	14,600	14,600	14,600	14,600	14,600	90,300
4	Redesign the City's Permit Process/Eden Web Extensions	9,510	(14,490)	(14,490)	(14,490)	(14,490)	(14,490)	(62,940)
5	BlueBeam Software	3,500	400	400	400	400	400	5,500
6	Enterprise Task Mgmt & Mobile Remote Work Order System	82,500	30,000	30,000	30,000	30,000	30,000	232,500
7	VMWare Virtual Desktop (VDI)	17,000	1,500	1,500	1,500	1,500	1,500	24,500
8	Fiber Optic Connection - Steilacoom Park O&M Facility	56,000	(4,800)	(4,800)	(4,800)	(4,800)	(4,800)	32,000
9	Wireless Access Points (Wi-Fi)	15,000	2,500	12,500	4,167	4,167	4,167	42,500
10	Disaster Recovery and Business Continuity Plan	-	10,000	10,000	-	-	-	20,000
11	Cell Phone Archival of Text Messages	5,240	10,479	10,479	10,479	10,479	10,479	57,635
12	Video Surveillance	-	50,000	15,000	15,000	15,000	15,000	110,000
13	Redundant Voice & Data Circuits at Police Station (Co-Location)	-	28,000	18,000	18,000	18,000	18,000	100,000
14	Informational Videos	14,000	-	-	-	-	-	14,000
15	Enterprise Network Monitoring Tools	-	10,000	4,500	4,500	4,500	4,500	28,000
16	Web Site Update/Redesign	10,000	-	15,000	5,000	5,000	5,000	40,000
17	Disaster Recovery Co-Location Implementation (Police Station)	-	-	30,000	4,300	4,300	10,300	48,900
26	Phone System Replacement Reserves	-	20,000	20,000	20,000	20,000	20,000	100,000
Total Project Costs		\$ 315,050	\$ 163,189	\$ 167,689	\$ 148,656	\$ 113,656	\$ 119,656	\$ 1,027,895

Proposed Funding Source

The proposed funding source of \$233K needed to implement the 2015/2016 priority services/programs is by redirecting 5% of fleet and equipment replacement reserves on an interim basis, to be re-evaluated at year-end, during the 2016 Carry Forward Budget Adjustment and/or subsequent budget adjustments in 2016. Note – this is not an interfund loan.

- If at year-end there are enough general governmental expenditures savings to appropriately absorb or offset some of these costs, a transfer from the Fleet & Equipment Fund to the Information Technology Fund will not be needed or the amount of the transfer will be reduced.
- If at year-end there is enough general governmental revenue increases to appropriately absorb or offset some of these cost, the Fleet & Equipment Fund will be made whole via a transfer from the appropriate general governmental fund.
- Review expenditure savings and/or revenue increases in subsequent budget adjustments in 2016.

The goal is to replenish the Fleet & Equipment Fund by December 31, 2016 and may be achieved by a combination of the above methods.

6-Year Financial Forecast

Below is the updated 6-year financial forecast based on the updated 6-year strategic plan:

FUND 503 INFORMATION TECHNOLOGY	2015	2016	2017	2018	2019	2020
<i>REVENUES:</i>						
M&O Revenue	\$ 1,063,536	\$ 1,084,836	\$ 1,120,486	\$ 1,152,886	\$ 1,186,886	\$ 1,220,886
Add'l M&O Revenue from Updated Plan - Propose as Funded	60,550	60,689	-	-	-	-
Add'l M&O Revenue from Updated Plan - Unfunded	-	-	73,189	194,989	164,989	216,989
Total Operating Revenues	1,124,086	1,145,525	1,193,675	1,347,875	1,351,875	1,437,875
<i>EXPENDITURES:</i>						
Personnel	471,390	495,410	510,000	525,000	541,000	557,000
Supplies	74,950	74,950	77,000	79,000	81,000	83,000
Services & Charges	517,196	514,476	533,486	548,886	564,886	580,886
Add'l M&O Expenditures from Updated Plan - Propose as Funded	60,550	60,689	-	-	-	-
Add'l M&O Expenditures from Updated Plan - Unfunded	-	-	73,189	194,989	164,989	216,989
Total Operating Expenditures	\$ 1,124,086	\$ 1,145,525	\$ 1,193,675	\$ 1,347,875	\$ 1,351,875	\$ 1,437,875
Operating Revenue Over/(Under) Expenditures	\$ -					
<i>OTHER FINANCING SOURCES:</i>						
Replacement Reserves Collection - Propose as Funded	-	22,500	-	-	-	-
Replacement Reserves Collection - Unfunded	-	-	129,500	213,600	223,600	228,600
Capital Contrib - Final Phone System Invoice/Large Format Printer	34,322	-	-	-	-	-
Capital Contribution - Propose as Funded	254,500	80,000	-	-	-	-
Capital Contribution - Propose Unfunded	-	-	664,000	50,000	30,000	-
Total Other Financing Sources	\$ 288,822	\$ 102,500	\$ 793,500	\$ 263,600	\$ 253,600	\$ 228,600
<i>OTHER FINANCING USES:</i>						
Video Arraignment	50,000	-	-	-	-	-
Mobile Application w/CRM Integration & Code Enforcement	10,000	-	-	-	-	-
Redesign Permit Process/Eden Web Extensions	4,000	-	-	-	-	-
BlueBeam Software	3,500	-	-	-	-	-
Enterprise Task Mgmt & Mobile Remote Work Order System	75,000	-	-	-	-	-
VMWare Virtual Desktop (VDI)	17,000	-	-	-	-	-
Fiber Optic Connection - Steilacoom Park O&M Facility	56,000	-	-	-	-	-
Wireless Access Points (Wi-Fi)	15,000	-	10,000	-	-	-
Disaster Recovery and Business Continuity Plan	-	10,000	10,000	-	-	-
Video Surveillance	-	50,000	-	-	-	-
Redundant Voice & Data Circuits at Police Station (Co-Location)	-	10,000	-	-	-	-
Informational Videos	14,000	-	-	-	-	-
Enterprise Network Monitoring Tools	-	10,000	-	-	-	-
Website Update/Redesign	10,000	-	15,000	-	-	-
Disaster Recover Co-Locations Implementation (Police Station)	-	-	30,000	-	-	-
Server/Hardware Upgrades	-	-	30,000	-	30,000	-
Network - Switches & Routers	-	-	160,000	-	-	-
Firewall & Intrusion Detection	-	-	-	50,000	-	-
Vulnerability & Penetration Testing	-	-	35,000	-	-	-
City Council Chambers Technology	-	-	116,000	-	-	-
Document Management System - Electronic Records	-	-	200,000	-	-	-
Agenda Management	-	-	8,000	-	-	-
Municipal Court Workflow Solution	-	-	50,000	-	-	-
Final Phone System Invoice & Large Format Printer	34,322	-	-	-	-	-
Total Other Financing Uses	\$ 288,822	\$ 80,000	\$ 664,000	\$ 50,000	\$ 30,000	\$ -
Total Revenues	\$ 1,412,908	\$ 1,248,025	\$ 1,987,175	\$ 1,611,475	\$ 1,605,475	\$ 1,666,475
Total Expenditures	\$ 1,412,908	\$ 1,225,525	\$ 1,857,675	\$ 1,397,875	\$ 1,381,875	\$ 1,437,875
Beginning Fund Balance	\$ -	\$ -	\$ 22,500	\$ 152,000	\$ 365,600	\$ 589,200
Ending Fund Balance (Accumulated Replacement Reserves)	\$ -	\$ 22,500	\$ 152,000	\$ 365,600	\$ 589,200	\$ 817,799

If replacement reserves were to be collected according to the updated strategic plan, there would be an accumulated replacement reserves balance of \$818K at December 31, 2020.

Pending Items

In addition to the items listed there are numerous others which will require additional research to determine departmental needs, potential replacement solutions, M&O costs and reserves necessary for future upgrades and/or replacements.

- Police
 - Virtual Shooting Range Simulator (current system is no longer supported)
 - In Car Police Video Systems (not installed in all vehicles, limited replacement parts, outdated)
 - Forensic Systems such as EnCase & FTK (hardware & software upgrades)
 - Electronic Display Signage Systems
 - Body Cameras (PRA issues need to be addressed by State, Federal govt. looking at funding)

- Public Works, Parks & Rec, Maintenance
 - Electronic Signage Systems
 - Handheld Radio Systems
 - GPS Systems
 - Electronic Display Signage Systems

- City Hall
 - Electronic Display Signage Systems
 - Secure Entry (Badge System)

- Municipal Court
 - Body Scanners
 - Electronic Display Signage System
 - X-Ray Machine / Metal Detector (original machine funded by grant)
 - FTR Gold – Audio Recording & Archival Software

Also, additional analysis is needed to determine the operational efficiencies to be gained as a result of implementing services/programs identified in this 6-year IT strategic plan.

Recommendation

It is recommended that the City Council authorize \$233K from the Fleet & Equipment Fund to provide a funding source for the proposed 2015/2016 information technology related priority services/programs.

**6-Year Strategic Plan
Information Technology**

Funding Sources		2015	2016	2017	2018	2019	2020	Total
	General Government/General Fund	\$ 234,490	\$ 10,510	\$ -	\$ -	\$ -	\$ -	\$ 245,000
	Unfunded	80,560	152,679	866,689	458,589	418,589	445,589	2,422,694
	Total Funding Sources	\$ 315,050	\$ 163,189	\$ 866,689	\$ 458,589	\$ 418,589	\$ 445,589	\$ 2,667,694
	Total Biennium - Funded		\$ 245,000		\$ -		\$ -	\$ 245,000
	Total Biennium - Unfunded		\$ 233,239		\$ 1,325,278		\$ 864,177	\$ 2,422,694

Project Costs by Type		2015	2016	2017	2018	2019	2020	Total
	1-Time/Capital	\$ 254,500	\$ 80,000	\$ 664,000	\$ 50,000	\$ 30,000	\$ -	\$ 1,078,500
	Ongoing - Net M&O Impact	60,550	60,689	73,189	194,989	164,989	216,989	771,395
	Ongoing - Replacement Reserves	-	22,500	129,500	213,600	223,600	228,600	817,799
	Total by Year	\$ 315,050	\$ 163,189	\$ 866,689	\$ 458,589	\$ 418,589	\$ 445,589	\$ 2,667,694
	Total by Biennium		\$ 478,239		\$ 1,325,278		\$ 864,177	\$ 2,667,694

Priority	Project Name	2015	2016	2017	2018	2019	2020	Total
1	Video Arraignment	\$ 50,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 75,000
	1-Time/ Capital	50,000	-	-	-	-	-	50,000
	Ongoing - Net M&O Impact	-	5,000	5,000	5,000	5,000	5,000	25,000
	Ongoing - Replacement Reserves	-	-	-	-	-	-	-
2	Messaging (Email) System Refresh	\$ 35,000	\$ -	\$ -	\$ 35,000	\$ -	\$ -	70,000
	1-Time/ Capital	-	-	-	-	-	-	-
	Ongoing - Net M&O Impact	35,000	-	-	35,000	-	-	70,000
	Ongoing - Replacement Reserves	-	-	-	-	-	-	-
3	Mobile Applications w/ CRM Integration	\$ 17,300	\$ 14,600	\$ 14,600	\$ 14,600	\$ 14,600	\$ 14,600	\$ 90,300
	1-Time/ Capital	10,000	-	-	-	-	-	10,000
	Ongoing - Net M&O Impact	7,300	14,600	14,600	14,600	14,600	14,600	80,300
	Ongoing - Replacement Reserves	-	-	-	-	-	-	-
4	Redesign the City's Permit Process/Eden Web Extensions	9,510	(14,490)	(14,490)	(14,490)	(14,490)	(14,490)	(62,940)
	1-Time/ Capital	4,000	-	-	-	-	-	4,000
	Ongoing - Net M&O Impact	5,510	(14,490)	(14,490)	(14,490)	(14,490)	(14,490)	(66,940)
	Ongoing - Replacement Reserves	-	-	-	-	-	-	-
5	BlueBeam Software	3,500	400	400	400	400	400	5,500
	1-Time/ Capital	3,500	-	-	-	-	-	3,500
	Ongoing - Net M&O Impact	-	400	400	400	400	400	2,000
	Ongoing - Replacement Reserves	-	-	-	-	-	-	-
6	Enterprise Task Mgmt & Mobile Remote Work Order System	82,500	30,000	30,000	30,000	30,000	30,000	232,500
	1-Time/ Capital	75,000	-	-	-	-	-	75,000
	Ongoing - Net M&O Impact	7,500	30,000	30,000	30,000	30,000	30,000	157,500
	Ongoing - Replacement Reserves	-	-	-	-	-	-	-
7	VMWare Virtual Desktop (VDI)	17,000	1,500	1,500	1,500	1,500	1,500	24,500
	1-Time/ Capital	17,000	-	-	-	-	-	17,000
	Ongoing - Net M&O Impact	-	1,500	1,500	1,500	1,500	1,500	7,500
	Ongoing - Replacement Reserves	-	-	-	-	-	-	-
8	Fiber Optic Connection - Steilacoom Park O&M Facility	56,000	(4,800)	(4,800)	(4,800)	(4,800)	(4,800)	32,000
	1-Time/ Capital	56,000	-	-	-	-	-	56,000
	Ongoing - Net M&O Impact	-	(4,800)	(4,800)	(4,800)	(4,800)	(4,800)	(24,000)
	Ongoing - Replacement Reserves	-	-	-	-	-	-	-
9	Wireless Access Points (Wi-Fi)	15,000	2,500	12,500	4,167	4,167	4,167	42,500
	1-Time/ Capital	15,000	-	10,000	-	-	-	25,000
	Ongoing - Net M&O Impact	-	-	-	-	-	-	-
	Ongoing - Replacement Reserves	-	2,500	2,500	4,167	4,167	4,167	17,500
10	Disaster Recovery and Business Continuity Plan	-	10,000	10,000	-	-	-	20,000
	1-Time/ Capital	-	10,000	10,000	-	-	-	20,000
	Ongoing - Net M&O Impact	-	-	-	-	-	-	-
	Ongoing - Replacement Reserves	-	-	-	-	-	-	-
11	Cell Phone Archival of Text Messages	5,240	10,479	10,479	10,479	10,479	10,479	57,635
	1-Time/ Capital	-	-	-	-	-	-	-
	Ongoing - Net M&O Impact	5,240	10,479	10,479	10,479	10,479	10,479	57,635
	Ongoing - Replacement Reserves	-	-	-	-	-	-	-

Priority	Project Name	2015	2016	2017	2018	2019	2020	Total
12	Video Surveillance	-	50,000	15,000	15,000	15,000	15,000	110,000
	1-Time/ Capital	-	50,000	-	-	-	-	50,000
	Ongoing - Net M&O Impact	-	-	10,000	10,000	10,000	10,000	40,000
	Ongoing - Replacement Reserves	-	-	5,000	5,000	5,000	5,000	20,000
13	Redundant Voice & Data Circuits at Police Station (Co-Location)	-	28,000	18,000	18,000	18,000	18,000	100,000
	1-Time/ Capital	-	10,000	-	-	-	-	10,000
	Ongoing - Net M&O Impact	-	18,000	18,000	18,000	18,000	18,000	90,000
	Ongoing - Replacement Reserves	-	-	-	-	-	-	-
14	Informational Videos	14,000	-	-	-	-	-	14,000
	1-Time/ Capital	14,000	-	-	-	-	-	14,000
	Ongoing - Net M&O Impact	-	-	-	-	-	-	-
	Ongoing - Replacement Reserves	-	-	-	-	-	-	-
15	Enterprise Network Monitoring Tools	-	10,000	4,500	4,500	4,500	4,500	28,000
	1-Time/ Capital	-	10,000	-	-	-	-	10,000
	Ongoing - Net M&O Impact	-	-	2,500	2,500	2,500	2,500	10,000
	Ongoing - Replacement Reserves	-	-	2,000	2,000	2,000	2,000	8,000
16	Web Site Update/Redesign	10,000	-	15,000	5,000	5,000	5,000	40,000
	1-Time/ Capital	10,000	-	15,000	-	-	-	25,000
	Ongoing - Net M&O Impact	-	-	-	-	-	-	-
	Ongoing - Replacement Reserves	-	-	-	5,000	5,000	5,000	15,000
17	Disaster Recovery Co-Location Implementation (Police Station)	-	-	30,000	4,300	4,300	10,300	48,900
	1-Time/ Capital	-	-	30,000	-	-	-	30,000
	Ongoing - Net M&O Impact	-	-	-	(700)	(700)	5,300	3,900
	Ongoing - Replacement Reserves	-	-	-	5,000	5,000	5,000	15,000
18	Server/Hardware Upgrades	-	-	30,000	5,000	35,000	16,000	86,000
	1-Time/ Capital	-	-	30,000	-	30,000	-	60,000
	Ongoing - Net M&O Impact	-	-	-	-	-	6,000	6,000
	Ongoing - Replacement Reserves	-	-	-	5,000	5,000	10,000	20,000
19	Network - Switches & Routers	-	-	160,000	22,857	22,857	62,857	268,571
	1-Time/ Capital	-	-	160,000	-	-	-	160,000
	Ongoing - Net M&O Impact	-	-	-	-	-	40,000	40,000
	Ongoing - Replacement Reserves	-	-	-	22,857	22,857	22,857	68,571
20	Firewall & Intrusion Detection Systems	-	-	-	50,000	15,000	15,000	80,000
	1-Time/ Capital	-	-	-	50,000	-	-	50,000
	Ongoing - Net M&O Impact	-	-	-	-	5,000	5,000	10,000
	Ongoing - Replacement Reserves	-	-	-	-	10,000	10,000	20,000
21	Computer Replacement	-	-	100,000	100,000	100,000	100,000	400,000
	1-Time/ Capital	-	-	-	-	-	-	-
	Ongoing - Net M&O Impact	-	-	-	-	-	-	-
	Ongoing - Replacement Reserves	-	-	100,000	100,000	100,000	100,000	400,000
22	Vulnerability & Penetration Testing	-	-	35,000	24,333	24,333	24,333	107,999
	1-Time/ Capital	-	-	35,000	-	-	-	35,000
	Ongoing - Net M&O Impact	-	-	-	18,500	18,500	18,500	55,500
	Ongoing - Replacement Reserves	-	-	-	5,833	5,833	5,833	17,499
23	City Council Chambers Technology	-	-	116,000	18,600	18,600	18,600	171,800
	1-Time/ Capital	-	-	116,000	-	-	-	116,000
	Ongoing - Net M&O Impact	-	-	-	7,000	7,000	7,000	21,000
	Ongoing - Replacement Reserves	-	-	-	11,600	11,600	11,600	34,800
24	Document Management System - Electronic Records	-	-	200,000	60,000	60,000	60,000	380,000
	1-Time/ Capital	-	-	200,000	-	-	-	200,000
	Ongoing - Net M&O Impact	-	-	-	40,000	40,000	40,000	120,000
	Ongoing - Replacement Reserves	-	-	-	20,000	20,000	20,000	60,000
25	Agenda Management	-	-	8,000	18,000	18,000	18,000	62,000
	1-Time/ Capital	-	-	8,000	-	-	-	8,000
	Ongoing - Net M&O Impact	-	-	-	18,000	18,000	18,000	54,000
	Ongoing - Replacement Reserves	-	-	-	-	-	-	-
26	Phone System Replacement Reserves	-	20,000	20,000	20,000	20,000	20,000	100,000
	1-Time/ Capital	-	-	-	-	-	-	-
	Ongoing - Net M&O Impact	-	-	-	-	-	-	-
	Ongoing - Replacement Reserves	-	20,000	20,000	20,000	20,000	20,000	100,000
27	Municipal Court Workflow Solution	-	-	50,000	11,143	11,143	11,143	83,429
	1-Time/ Capital	-	-	50,000	-	-	-	50,000
	Ongoing - Net M&O Impact	-	-	-	4,000	4,000	4,000	12,000
	Ongoing - Replacement Reserves	-	-	-	7,143	7,143	7,143	21,429
	Total Project Costs	\$ 316,058	\$ 164,197	\$ 867,698	\$ 459,598.14	\$ 419,598	\$ 446,599	\$ 2,667,694

**6-Year Strategic Plan
Information Technology**

Project Name: Video Arraignment
Project Description & Justification: Using the latest available technology, the City would be able to conduct video arraignments between the Nisqually Detention Facility and the Municipal Court. There are numerous benefits to implementing a video arraignment system although the primary savings would be in annual staffing costs associated with transportation of prisoners. Other savings include reduced costs for transporting in-custody defendants to the courtroom (currently a cost of \$50,000 per year reduced to approximately \$15,000 per year), reduced costs associated with transportation of prisoners to medical facilities, reduced potential liability to the city for mishaps in transporting in-custody defendants and fewer disruptions of court proceedings, public safety and also cut down on transportation costs and lower maintenance fees associated with transporting prisoners. The system would utilize technology to manage information, automate business processes within the Courts, streamline the arraignment process and serve the public by lowering the cost of day-to-day operations for the Municipal Court associated with arraignments.
Project Cost: Initial One-Time/Capital Cost = \$50,000 - Lifesize 800 Video Conferencing solution Ongoing Annual Net M&O = (\$30,000) - \$5,000/year M&O cost - \$35,000/year savings Note: The \$35,000/year savings from prisoner transport cost was used to balance the 2015/2016 Adopted Budget. Ongoing Annual Replacement Reserves = \$0 - - Yearly maintenance fee supports the ongoing upgrades to the system.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Unfunded	-	5,000	5,000	5,000	5,000	5,000	25,000
Total Funding Sources	\$ 50,000	\$ 5,000	\$ 75,000				

Total Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	50,000	-	-	-	-	-	50,000
Ongoing - Net M&O Impact	-	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(150,000)
Ongoing - Replacement Reserves	-	-	-	-	-	-	-
Total Project Costs	\$ 50,000	\$ (30,000)	\$ (100,000)				

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-
Net M&O Impact	\$ -						

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Replacement Reserves	\$ -						

**6-Year Strategic Plan
Information Technology**

Project Name: Messaging (Email) System Refresh
Project Description & Justification: 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. It is recommended this update project take place during the first quarter of 2015 or as soon as practicably possible. Information Technology staff should consider a Volume License Agreement to cover both the End User CALS (Client Access Licenses) along with a three year renewal for the Microsoft agreement. It's estimated that the cost will be \$35000 to cover server & end user licenses for three years beginning in 2015 with a renewal scheduled for 2018.
Project Cost: Ongoing Annual Net M&O = \$35,000 in 2018 - Based on three year maintenance renewal. - For Microsoft Exchange Server & Client Licenses. Ongoing Annual Replacement Reserves = \$0 - Yearly maintenance fee supports the ongoing upgrades to the system. \$35,000 funded in 2015 via carry forward of 2014 funds.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Unfunded	-	-	-	35,000	-	-	35,000
Total Funding Sources	\$ 35,000	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 70,000

Total Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	-	-	-	-	-	-	-
Ongoing - Net M&O Impact	35,000	-	-	35,000	-	-	70,000
Ongoing - Replacement Reserves	-	-	-	-	-	-	-
Total Project Costs	\$ 35,000	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 70,000

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	35,000	-	-	35,000	-	-	70,000
Net M&O Impact	\$ 35,000	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 70,000

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Replacement Reserves	\$ -						

**6-Year Strategic Plan
Information Technology**

Project Name: Mobile Applications w/ CRM Integration & Code Enforcement
Project Description & Justification: Citizen relationship management is a growing effort within the City of Lakewood to respond quickly, succinctly and accurately to citizen requests or inquiries for answers to questions and general information about policies, practices and procedures. The goal of any Customer Relationship Management (CRM) application is to foster more effective and efficient relationships with business, residents and guests of the City of Lakewood and to better anticipate customer needs and develop a better understanding of what customers want from their local government. A proper solution will greatly improve customer service and communications by ensuring requests are: - Never Lost & Completed in a timely manner - Collaboration with staff - Service Level Agreements - Ease of Use - Complete history of activity for long-term analysis and improvement In addition, Mobile applications encompassed with an effected CRM solution will assist the city with tracking, reporting and alerting customers with updates, resolutions and provide a virtual City Hall application or 311 system enhancing services provided by the city. Current solutions such as the LOCCRS system & Public Disclosure request solution were developed internally by previous staff and have reached their End of Life. Additional support and feature requests are no longer available. Moving to a Mobile Application w/ CRM solution will provide a reliable solution to customers and city staff supported on all mobile devices utilizing current technology.
Project Cost: Initial One-Time/Capital Cost = \$10,000 - \$5,000 initial setup fee for mobile apps including the CRM Module - \$5,000 initial setup for Code Enforcement Module (based on estimated 2,800 occurrences per year) Ongoing Annual Net M&O = \$14,600 - \$800/month M&O for mobile apps including CRM module (July - December 2015 total \$4,800 / \$9,600 annually) - \$5,000/year M&O for Code Enforcement module hosting fee Ongoing Annual Replacement Reserves = \$0 - Yearly maintenance fee supports the ongoing upgrades to the system. Proposed funding in 2015/2016 is from reallocation of Document Management System approved in the 2015/2016 Adopted Budget.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government	\$ 17,300	\$ 14,600	\$ -	\$ -	\$ -	\$ -	\$ 31,900
Unfunded	-	-	14,600	14,600	14,600	14,600	58,400
Total Funding Sources	\$ 17,300	\$ 14,600	\$ 90,300				

Total Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	10,000	-	-	-	-	-	10,000
Ongoing - Net M&O Impact	7,300	14,600	14,600	14,600	14,600	14,600	80,300
Ongoing - Replacement Reserves	-	-	-	-	-	-	-
Total Project Costs	\$ 17,300	\$ 14,600	\$ 90,300				

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	7,300	14,600	14,600	14,600	14,600	14,600	80,300
Net M&O Impact	\$ 7,300	\$ 14,600	\$ 80,300				

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Replacement Reserves	\$ -						

**6-Year Strategic Plan
Information Technology**

Project Name: Redesign the City's Permit Process/Eden Web Extensions
Project Description & Justification: A partnership between IT, Economic Development and the City Manager Department is underway to update and modernize the City's web site. This effort should involve city employees, constituents, and local businesses seeking out ways to get information from and give information to the City. As an example, is it really necessary to submit launch permits in-person, at city hall or could a web form and credit card accomplish the same task with more convenience to the customer, fewer day trips to city hall, thinking green, and a higher level of customer service? Is it really necessary to make an in-person visit to city hall to apply for a business license or could this task also be accomplished over the web, reducing employee involvement/time, day trips to city hall and lower the cost of doing business with the City. These are just a few of the improvements that should be considered as part of this project. City has acquired online permitting software to allow applicants to 1) check status of pending permits; 2) issue renewals of business licenses; & 3) issue minor building permits (mechanical and some plumbing permits).
Project Cost: Initial One-Time/Capital Cost = \$4,000 - \$4,000 Training Ongoing Annual Net M&O = \$5,510 in 2015 / Net Revenue of \$14,490 beginning in 2016 - \$3,510 annual maintenance for Permit Software - \$2,000 annual hosting fee for Web Payments - \$20,000 annual revenue increase pending implementation of 2% technology fee beginning in 2016 Ongoing Annual Replacement Reserves = \$0 - Yearly maintenance fee supports the ongoing upgrades to the system. Proposed funding in 2015/2016 is from reallocation of Document Management System approved in the 2015/2016 Adopted Budget.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ 9,510	\$ (14,490)	\$ -	\$ -	\$ -	\$ -	\$ (4,980)
Unfunded	-	-	(14,490)	(14,490)	(14,490)	(14,490)	(57,960)
Total Funding Sources	\$ 9,510	\$ (14,490)	\$ (62,940)				

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	4,000	-	-	-	-	-	4,000
Ongoing - Net M&O Impact	5,510	(14,490)	(14,490)	(14,490)	(14,490)	(14,490)	(66,940)
Ongoing - Replacement Reserves	-	-	-	-	-	-	-
Total Project Costs	\$ 9,510	\$ (14,490)	\$ (62,940)				

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/Decrease	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Expenditure Increase/Decrease	5,510	5,510	5,510	5,510	5,510	5,510	33,060
Net M&O Impact	\$ 5,510	\$ (14,490)	\$ (66,940)				

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Replacement Reserves	\$ -						

**6-Year Strategic Plan
Information Technology**

Project Name: BlueBeam Software
Project Description & Justification: Bluebeam will provide a streamlined plan review process allowing staff to markup, review and share results quickly with internal and external stakeholders. Software combines powerful pdf editing, markup and collaboration technology among departments. Software is easy to use and will reduce time it takes to review and increase collaboration. Initial project cost estimated to be \$3500.00 with an annual maintenance cost of \$400.00.
Project Cost: Initial One-Time/Capital Cost = \$3500 - \$2,332 for 11 user licenses @ \$212 each - \$1,168 for 5 monitors @ \$230 each Ongoing Annual Net M&O = \$400 - For annual software maintenance renewal Ongoing Annual Replacement Reserves = \$0 - Does not meet \$5,000 capitalization threshold for accumulating replacement reserves Proposed funding in 2015/2016 is from reallocation of Document Management System approved in the 2015/2016 Adopted Budget.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ 3,500	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ 3,900
Unfunded	-	-	400	400	400	400	1,600
Total Funding Sources	\$ 3,500	\$ 400	\$ 5,500				

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	3,500	-	-	-	-	-	3,500
Ongoing - Net M&O Impact	-	400	400	400	400	400	2,000
Ongoing - Replacement Reserves	-	-	-	-	-	-	-
Total Project Costs	\$ 3,500	\$ 400	\$ 5,500				

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	400	400	400	400	400	2,000
Net M&O Impact	\$ -	\$ 400	\$ 2,000				

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Replacement Reserves	\$ -						

**6-Year Strategic Plan
Information Technology**

Project Name: Enterprise Task Mgmt & Mobile Remote Work Order System
Project Description & Justification: This project is in response to a Public Works & Parks & Recreation request for remote system access to complete programmed maintenance of tasks. Currently the city utilizes an internally developed solution (LOCCRS) which does not provide full city Case Management features for all departments across the enterprise. There is also no enterprise level asset management system to track inventor and assets throughout the city. The task management solution will also provide mobile access from the field to open/close work orders and update maintenance inventories. This can have an efficiency impact on maintenance staff in that data is entered throughout the day rather than devoting time at the end of the day entering maintenance data. Numerous City departments such as Parks, Maintenance, Community Development, Public Works, CSRT and others could also benefit from an enterprise solution. Provide remote access to work order system improving on efficiencies by cutting down on excess travel back to primary office to determine or receive next task. Record attributes for city assets and provide GIS 'pins' that can be uploaded on existing city maps. Ability to provide detailed information regarding each asset remotely in the field while continuing to work on daily operations. Eliminate silos of information by utilizing a single platform across multiple departments and divisions. Streamline daily tasks/work while in the field using phones and/or tablets. Eliminate duplication of effort currently kept in silos on spreadsheets. Provide automated task tracking and work orders by assigning tasks automatically to staff in the field based on assignment of duties, areas of work and specialty criteria.
Project Cost: Initial One-time/Capital Cost = \$75,000 - Range provided by vendor is \$30K-100K depending on how much assistance Lakewood needs with configuration of the solution. Ongoing Annual Net M&O = \$30,000 - Based on \$200/month for 15 users Ongoing Annual Replacement Reserves = \$0 - Software continuously upgraded utilizing current technologies. Proposed funding in 2015/2016 is from: - \$69,180 reallocation of Document Management System approved in the 2015/2016 Adopted Budget. - \$10,000 reallocation of broadcast/streaming of City Council meetings.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ 79,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,180
Unfunded	3,320	30,000	30,000	30,000	30,000	30,000	153,320
Total Funding Sources	\$ 82,500	\$ 30,000	\$ 232,500				

Total Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	75,000	-	-	-	-	-	75,000
Ongoing - Net M&O Impact	7,500	30,000	30,000	30,000	30,000	30,000	157,500
Ongoing - Replacement Reserves	-	-	-	-	-	-	-
Total Project Costs	\$ 82,500	\$ 30,000	\$ 232,500				

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	7,500	30,000	30,000	30,000	30,000	30,000	157,500
Net M&O Impact	\$ 7,500	\$ 30,000	\$ 157,500				

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Replacement Reserves	\$ -						

**6-Year Strategic Plan
Information Technology**

Project Name: VMWare Virtual Desktop (VDI)
Project Description & Justification: Vmware's Horizon 6 solution replaces the City's current Citrix solution currently in place. Horizon will deliver virtual & remote desktops and applications through a single VDI (Virtual Desktop Infrastructure) platform for up to 50 users. This solution will provide end users access to all their Windows and Online resources through one unified VDI workspace while streaming and automating desktop and application management. Users in the field will be able to access all city resources just as if they are sitting at their desk - eliminating the need for expensive laptop replacements providing a virtual windows 7,8 or 10 desktop on any mobile device to include phones and tablets. The system will also allow for remote access from home devices while ensuring all critical applications and data are kept on City servers to comply with local and state Public Records Act requirements. As the city continues to invest in mobile devices access to virtual desktops and applications will continue to increase. Department staff such as Building Inspectors, Community Development, Economic Development, Public Works, Facilities and others require a means to access City resources remotely with minimal degradation and performance loss. Currently the City uses Citrix which is cumbersome and outdated. VMWare Horizon will replace the current Citrix solution and provide remote services to all approved staff.
Project Cost: Initial One-Time/Capital Cost = \$17,000 - Purchase of software and setup Ongoing Annual M&O impact = \$1,500 beginning in 2016 - No M&O in year 2015 as it is included in the initial cost of \$17,000. - Annual renewal maintenance for the VMware VDI solution is \$5,500 based on 50 user license. - Offset by current \$4,000 Citrix solution M&O that will not be renewed for a net cost of \$1,500. Ongoing Annual Replacement Reserves = \$0 - Subscription based.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded	17,000	1,500	1,500	1,500	1,500	1,500	24,500
Total Funding Sources	\$ 17,000	\$ 1,500	\$ 24,500				

Total Project Costs	2015	2016	2017	2018	2019	2020	Total
I-Time/ Capital	17,000	-	-	-	-	-	17,000
Ongoing - Net M&O Impact	-	1,500	1,500	1,500	1,500	1,500	7,500
Ongoing - Replacement Reserves	-	-	-	-	-	-	-
Total Project Costs	\$ 17,000	\$ 1,500	\$ 24,500				

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)		1,500	1,500	1,500	1,500	1,500	7,500
Net M&O Impact	\$ -	\$ 1,500	\$ 7,500				

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Replacement Reserves	\$ -						

**6-Year Strategic Plan
Information Technology**

Project Name: Fiber Optic Connection - Steilacoom Park O&M Facility
Project Description & Justification: Steilacoom Park O&M Facility is not currently not connected to the City of Lakewood's high speed network for both data and voice operations. This facility suffers from poor network performance due to the limited bandwidth currently in place. It is recommended that the Information Technology Department look at two potential solutions which 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 the recreation reservation system, ActiveNet, due to slow internet performance. Project completion would eliminate approximately \$400/month for the current T1 circuit located at Steilacoom Park O&M bldg. Successful Completion of this project will also provide for additional services such as wireless capabilities for City staff, vendors and the public along with the capability for Wireless Security Cameras & Video Feeds.
Project Cost: Initial One-Time/Capital Cost = \$56,000 <ul style="list-style-type: none"> - For fiber installation and purchase associated hardware. - Currently have \$30,000 budgeted in 2015 as carry forward from 2014. Annual Net M&O = \$4,800 savings <ul style="list-style-type: none"> - No ongoing costs associated with fiber installation. - \$4,800 annual savings from eliminating cost for the current T1 circuit Annual Replacement Reserves = \$0 <ul style="list-style-type: none"> - There is no theoretical timeline for replacement of fiber

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Unfunded	26,000	(4,800)	(4,800)	(4,800)	(4,800)	(4,800)	2,000
Total Funding Sources	\$ 56,000	\$ (4,800)	\$ 32,000				

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	56,000	-	-	-	-	-	56,000
Ongoing - Net M&O Impact	-	(4,800)	(4,800)	(4,800)	(4,800)	(4,800)	(24,000)
Ongoing - Replacement Reserves	-	-	-	-	-	-	-
Total Project Costs	\$ 56,000	\$ (4,800)	\$ 32,000				

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)		(4,800)	(4,800)	(4,800)	(4,800)	(4,800)	(24,000)
Net M&O Impact	\$ -	\$ (4,800)	\$ (24,000)				

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Replacement Reserves	\$ -						

**6-Year Strategic Plan
Information Technology**

Project Name: Wireless Access Points (Wi-Fi)
Project Description & Justification: Wi-Fi access in parks can provide O&M maintenance staff with the infrastructure to remotely connect to the City's future work order system, network resources and phone system. It also provides occasional use benefits for visitors and constituents to the City's parks utilizing the City's Guest Wireless network. Phase I in 2015 (\$15,000) will provide funding to purchase additional Wi-Fi hardware to be installed at Steilacoom Park. Phase II in late 2017 (\$10,000) provides additional resources such as Springbrook Park or others pending availability of the City Network at that location.
Project Cost: Initial One-time/Capital Cost: - \$15,000 Wireless Access point hardware & installation at Steilacoom Park in year 2015. - \$10,000 Wireless Access point hardware & installation at other parks in year 2017. Annual Net M&O = \$0 - No ongoing costs associated with the Wi-Fi implementation as the system utilizes city-owned fiber. Annual Replacement Reserves = \$0 - There is no theoretic lifetime for fiber.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded	15,000	2,500	12,500	4,167	4,167	4,167	42,500
Total Funding Sources	\$ 15,000	\$ 2,500	\$ 12,500	\$ 4,167	\$ 4,167	\$ 4,167	\$ 42,500

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	15,000	-	10,000	-	-	-	25,000
Ongoing - Net M&O Impact	-	-	-	-	-	-	-
Ongoing - Replacement Reserves	-	2,500	2,500	4,167	4,167	4,167	17,500
Total Project Costs	\$ 15,000	\$ 2,500	\$ 12,500	\$ 4,167	\$ 4,167	\$ 4,167	\$ 42,500

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-
Net M&O Impact	\$ -						

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ 2,500	\$ 2,500	\$ 4,167	\$ 4,167	\$ 4,167	\$ 17,500
Total Replacement Reserves	\$ -	\$ 2,500	\$ 2,500	\$ 4,167	\$ 4,167	\$ 4,167	\$ 17,500

**6-Year Strategic Plan
Information Technology**

Project Name: Disaster Recovery and Business Continuity Plan
Project Description & Justification: Disaster Planning (Phase I 2016) 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. Business Continuity Planning (Phase II 2017) follows the mitigation of the disaster. Stated differently, now that the disaster has passed, how do we get back to business? What are the elements that need to be stood up and what are the priorities? Do we need special vendor relationships to supply critical materials or equipment? This should be combined with any enterprise effort in planning. Since many City business processes have become automated, this may mean documenting manual processes until systems can be restored. There may also be several periods of recovery, each with their own elements. Phase I will cover the initial Disaster Recovery portion of the project which will begin in 2016 and Phase II Business Continuity Planning will resume in 2017.
Project Cost: Initial One-Time/Capital Cost = \$20,000 - \$10,000 for Phase I Disaster Recovery Plan which is funded via budget carry forward from 2014. - \$10,000 for Phase II Business Continuity planning in year 2017. Annual Net M&O = \$0 - No ongoing costs associated with this project. Annual Replacement Reserves = \$0 - N/A

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	-	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Unfunded	-	-	10,000	-	-	-	10,000
Total Funding Sources	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 20,000

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	-	10,000	10,000	-	-	-	20,000
Ongoing - Net M&O Impact	-	-	-	-	-	-	-
Ongoing - Replacement Reserves	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 20,000

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-
Net M&O Impact	\$ -						

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Replacement Reserves	\$ -						

**6-Year Strategic Plan
Information Technology**

Project Name: Cell Phone Archival of Text Messages
Project Description & Justification: Government agencies & departments must archive all electronic communication including email, social media posts, instant messages, and mobile device communication like Cell Phone text messages. If the text message relates to the conduct of public business (which means it is about the work of the agency), then it satisfies the definition of public records in RCW 40.14.010. In order for the City to be in compliance with RCW 40.14 it's imperative that the city have both a City-Wide policy surrounding the use of text messages and the capability to archive any and all messages that are sent or received on City issued phones (If policy allows for text messaging). Currently, ACCIS (Association of County & City Information Systems) is working with SMARSH © to implement text messaging solutions for Cities which would comply with these regulations. At the moment only AT&T offers a fully integrated solution with SMARSH to capture messages at the server level. Verizon is undergoing testing and a pilot phase to do the same. The City of Lakewood utilizes the State Verizon contract for all mobile cell phone purchases and contracts.
Project Cost: Initial One-Time/Capital Cost = \$0 Annual Ongoing M&O Cost = \$5,240 in 2015 and \$10,479 beginning in 2016 <ul style="list-style-type: none"> - \$5,240 annual hosting fee based on 175 mobile devices/phones at \$4.99 per month/user (\$875 per year/user) beginning in July 2015. - \$10,479 annual hosting fee based 175 mobile devices/phones at \$4.99 per month/user (\$875 per year/user) full year beginning in 2016. Annual Replacement Reserves = \$0 <ul style="list-style-type: none"> - N/A, subscription based.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded	5,240	10,479	10,479	10,479	10,479	10,479	57,635
Total Funding Sources	\$ 5,240	\$ 10,479	\$ 57,635				

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	-	-	-	-	-	-	-
Ongoing - Net M&O Impact	5,240	10,479	10,479	10,479	10,479	10,479	57,635
Ongoing - Replacement Reserves	-	-	-	-	-	-	-
Total Project Costs	\$ 5,240	\$ 10,479	\$ 57,635				

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	5,240	10,479	10,479	10,479	10,479	10,479	57,635
Net M&O Impact	\$ 5,240	\$ 10,479	\$ 57,635				

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Replacement Reserves	\$ -						

**6-Year Strategic Plan
Information Technology**

Project Name: Video Surveillance
Project Description & Justification: At the present time the City utilizes multiple types of video surveillance systems throughout the city. Each system is standalone and not tied into a central video monitoring system making it difficult for both staff and the Police department to monitor active feeds. The Police Department utilizes both a consumer based DVR solution along with an enterprise solution monitoring different parts of the station. There are numerous areas at the Police Station which are not currently monitored due to the lack of cameras poor video configuration. In the event of an Emergency, officers and staff are unable to view each system remotely which could lead to a security and/or safety issue. Each system needs to be reviewed, upgraded or enhanced to provide a single solution to view all live feeds both internally and externally with from a central platform by both Police officers and designated security staff.
Project Cost: Initial One-Time/Capital Cost = \$50,000 - For purchase of hardware/software, implementation & configuration support. Ongoing Annual Net M&O = \$10,000 - For Annual hardware/software maintenance based on 20% of original purchase amount. Ongoing Annual Replacement Reserves = \$5,000 - Based on 10 year useful life.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded	-	50,000	15,000	15,000	15,000	15,000	110,000
Total Funding Sources	\$ -	\$ 50,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 110,000

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	-	50,000	-	-	-	-	50,000
Ongoing - Net M&O Impact	-	-	10,000	10,000	10,000	10,000	40,000
Ongoing - Replacement Reserves	-	-	5,000	5,000	5,000	5,000	20,000
Total Project Costs	\$ -	\$ 50,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 110,000

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	10,000	10,000	10,000	10,000	40,000
Net M&O Impact	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000
Total Replacement Reserves	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000

**6-Year Strategic Plan
Information Technology**

Project Name: Redundant Voice & Data Circuits at Police Station (Co-Location)
Project Description & Justification: At the current time there is not a redundant Data or Voice Circuit at the Police Station which is the City's designated Emergency Operations Center and the enterprise data co-location. In the event of a disaster at City Hall or loss of connectivity, network and voice Services would cease to operate due to the loss of connectivity to the primary data center. In order to ensure operations during an emergency, outage or disaster additional network and voice circuits need to be added to ensure failover. Initial project costs are as follows: \$10,000 Hardware configuration, implementation and contracted support costs. Ongoing costs are as follows: \$18,000 Annual telecommunications provider charges for Data & Voice circuits
Project Cost: Initial One-Time/Capital Cost = \$10,000 - For hardware configuration, implementation and contracted support services. Ongoing Annual Net M&O = \$18,000 - For data and voice services estimate to be \$1,500/month. Ongoing Annual Replacement Reserves = \$0 - No replacement reserves collection needed due to no hardware/software involved.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded	-	28,000	18,000	18,000	18,000	18,000	100,000
Total Funding Sources	\$ -	\$ 28,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 100,000

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	-	10,000	-	-	-	-	10,000
Ongoing - Net M&O Impact	-	18,000	18,000	18,000	18,000	18,000	90,000
Ongoing - Replacement Reserves	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ 28,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 100,000

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	18,000	18,000	18,000	18,000	18,000	90,000
Net M&O Impact	\$ -	\$ 18,000	\$ 90,000				

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Replacement Reserves	\$ -						

**6-Year Strategic Plan
Information Technology**

Project Name: Informational Videos
Project Description & Justification: Economic growth in the City of Lakewood is driven by a partnership between the City of Lakewood and the business community and is supported by a dynamic business environment with a focus on innovation. The creation of a series of videos that would focus on the City's budget, economic development, public safety, parks and public works is crucial to the success of the city. These series of videos will show that the city is at the forefront of economic development providing marketing efforts aimed at specific business targets, as well as supporting the recruitment of skilled workers to the City of Lakewood. These videos accentuate the local assets and comparative advantages afforded to companies in target business sectors and also provide a video overview of City Departments and resources available.
Project Cost: Initial One-Time/Capital Cost = \$14,000 - For various video/animated projects. Ongoing Annual M&O = \$0 - There are no ongoing costs associated with this project. Ongoing Annual Replacement Reserves = \$0 - N/A

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded	14,000	-	-	-	-	-	14,000
Total Funding Sources	\$ 14,000	\$ -	\$ 14,000				

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	14,000	-	-	-	-	-	14,000
Ongoing - Net M&O Impact	-	-	-	-	-	-	-
Ongoing - Replacement Reserves	-	-	-	-	-	-	-
Total Project Costs	\$ 14,000	\$ -	\$ 14,000				

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-
Net M&O Impact	\$ -						

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Replacement Reserves	\$ -						

**6-Year Strategic Plan
Information Technology**

Project Name: Enterprise Network Monitoring Tools
Project Description & Justification: At the present time Information Technology staff do not have the tools necessary to monitor daily network performance throughout the enterprise. A network performance monitoring tool is needed to assist with troubleshooting, resolving network outages and reduce downtime. Staff will also be able to monitor all aspects of the network to include response time, availability and performance of network devices. A Network Monitoring tool improves operational efficiency with out of the box, customizable dashboards, alerts and reports and provides technology staff the tools necessary to ensure proper operation of the enterprise network.
Project Cost: Initial One-Time/Capital Cost = \$10,000 - For purchase of software and implementation. Ongoing Annual Net M&O = \$2,500 - For annual software maintenance renewal. Ongoing Annual Replacement Reserves = \$2,000 - Based on 5 year useful life.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded	-	10,000	4,500	4,500	4,500	4,500	28,000
Total Funding Sources	\$ -	\$ 10,000	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 28,000

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	-	10,000				-	10,000
Ongoing - Net M&O Impact	-	-	2,500	2,500	2,500	2,500	10,000
Ongoing - Replacement Reserves	-	-	2,000	2,000	2,000	2,000	8,000
Total Project Costs	\$ -	\$ 10,000	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 28,000

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	2,500	2,500	2,500	2,500	10,000
Net M&O Impact	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 10,000

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 8,000
Total Replacement Reserves	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 8,000

**6-Year Strategic Plan
Information Technology**

Project Name: Web Site Update/Redesign
Project Description & Justification: <p>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 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. Continued development of a professional-looking site is required as many residents, business owners and consumers now search for information online prior to coming to City Hall for services thus the city website may be the first chance at making a good impression. Funds must be set aside to ensure the operation, upgrade and scalability of the system for both near term and future needs.</p> <p>Phase I provided funding for the initial internal development and rollout of the new website in 2015. Phase II will allow for additional video content, online widgets and content development (using 2014 funds as the initial rollout of the new website was completed internally).</p> <p>Additionally, \$15000 should be set aside in 2017 for future upgrades to the system. Additional reserves should be set aside beginning in 2018 as this will provide resources to redesign and/or update the website utilizing current technologies to provide platform support (mobile) and additional content.</p>
Project Cost: <p>Initial One-Time/Capital Cost = \$25,000 - \$10,000 for additional video content, online widgets and content development funded by carry forward of 2014 budget. - \$15,000 Website Design, Configuration & Updates in year 2017</p> <p>Annual Ongoing M&O = \$0 - No ongoing costs associated with this project.</p> <p>Annual Replacment Reserves = \$5,000 - Based on 3 year life.</p>

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ 10,000	\$ -	\$ -	-	\$ -	\$ -	\$ 10,000
Unfunded	-	-	15,000	5,000	5,000	5,000	30,000
Total Funding Sources	\$ 10,000	\$ -	\$ 15,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 40,000

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	10,000	-	15,000	-	-	-	25,000
Ongoing - Net M&O Impact	-	-	-	-	-	-	-
Ongoing - Replacement Reserves	-	-	-	5,000	5,000	5,000	15,000
Total Project Costs	\$ 10,000	\$ -	\$ 15,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 40,000

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-
Net M&O Impact	\$ -						

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	-	-	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
Total Replacement Reserves	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000

**6-Year Strategic Plan
Information Technology**

Project Name: Disaster Recovery Co-Location Implementation (Police Station)
Project Description & Justification: Implementation of Virtualized Solutions to be housed at the Lakewood Police Station to provide immediate recovery during disaster at City Hall to include replication of all critical production systems to Co-Location. Solution will add data de-duplication to reduce backup costs and optimize replication. Implementation of snapshots and continuous data protection (CDP) to eliminate bulk data movement for backup and disaster recovery. Leverage WAN optimization and delta versioning with encryption to reduce risk and WAN requirements. Use CDP to reduce recovery times to a few minutes and eliminate data loss. Virtualize storage and servers to reduce infrastructure costs.
Project Cost: Initial One-time Cost = \$30,000 - For additional software licensing and associated hardware. Annual Net M&O= Savings of \$700 in years 2018 and 2019 / \$5,300 cost in 2020 - \$6,000 for three year hardware maintenance, offset by \$700 estimated annual power savings resulting from removal of physical servers to virtual system. Annual Replacement Reserves = \$5,000 - Based on 6 year useful life.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded	-	-	30,000	4,300	4,300	10,300	48,900
Total Funding Sources	\$ -	\$ -	\$ 30,000	\$ 4,300	\$ 4,300	\$ 10,300	\$ 48,900

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	-	-	30,000	-	-	-	30,000
Ongoing - Net M&O Impact	-	-	-	(700)	(700)	5,300	3,900
Ongoing - Replacement Reserves	-	-	-	5,000	5,000	5,000	15,000
Total Project Costs	\$ -	\$ -	\$ 30,000	\$ 4,300	\$ 4,300	\$ 10,300	\$ 48,900

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	\$ -	\$ -	\$ -	(700)	(700)	5,300	3,900
Net M&O Impact	\$ -	\$ -	\$ -	\$ (700)	\$ (700)	\$ 5,300	\$ 3,900

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
Total Replacement Reserves	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000

**6-Year Strategic Plan
Information Technology**

Project Name: Server/Hardware Upgrades
Project Description & Justification: Physical Server/hardware Replacement. Maintain Information Technology equipment that is performing critical processing functions at a level to ensure their reliability and availability to support the business process for the City. Server replacements will be evaluated prior to replacement. Objectives related to energy efficiency, performance and operating system migration will be thoroughly considered prior to procurement. Further analysis related to the separation of processing capability and data management will be evaluated as well as positioning to improve our security, disaster recovery and Continued Business Operations. Numerous servers are older generation Dell 2850 systems (6+ Years old) and require replacement. \$30000 has been allocated in year 2017 to provide capacity for Server replacements (Hardware). An additional amount of \$30000 in 2019 to be used to replace other hardware as End of Life nears. \$10,000 in year 2020 has been designated for additional hardware capacity if needed due to potential growth.
Project Cost: Initial One-Time/Capital Cost: <ul style="list-style-type: none"> - \$30,000 Replacement purchase of server hardware in year 2017 - \$30,000 Replacement purchase of server hardware in year 2019 - \$10,000 Purchase of additional hardware capacity if needed in year 2020 Annual Net M&O Impact = \$6,000 beginning in 2020 <ul style="list-style-type: none"> - Maintenance contract renewal is every three years Annual Replacement Reserves = \$5,000 annually in 2018 and 2019; increases to \$10,000 in 2020 <ul style="list-style-type: none"> - Based on 6 year life. - Accumulate \$5,000 annually beginning in 2018 for the purchase in 2017. - Accumulate an additional \$5,000 beginning in 2020 for purchase in 2019.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded	-	-	30,000	5,000	35,000	16,000	86,000
Total Funding Sources	\$ -	\$ -	\$ 30,000	\$ 5,000	\$ 35,000	\$ 16,000	\$ 86,000

Total Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	-	-	30,000	-	30,000	-	60,000
Ongoing - Net M&O Impact	-	-	-	-	-	6,000	6,000
Ongoing - Replacement Reserves	-	-	-	5,000	5,000	10,000	20,000
Total Project Costs	\$ -	\$ -	\$ 30,000	\$ 5,000	\$ 35,000	\$ 16,000	\$ 86,000

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	6,000	6,000
Net M&O Impact	\$ -	\$ 6,000	\$ 6,000				

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 10,000	\$ 20,000
Total Replacement Reserves	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 10,000	\$ 20,000

**6-Year Strategic Plan
Information Technology**

Project Name: Network - Switches & Routers
Project Description & Justification: <p>Today's enterprise solutions have become increasingly dependent on high speed, secure & redundant networks. Application management, security and implementation/configuration for future upgrades are becoming much more difficult and demanding on network resources. Managing increasingly complicated networks take up more time and resources. Increased demands on core Ethernet switches require reliable and secure systems to ensure both reliability and security. Over the next several years the City of Lakewood's core enterprise switches & routers will meet their end of life dates. In order to ensure uptime, scalability and to reduce risks the City must continue to ensure enterprise switches are kept current to include maintenance and software support. Having a single platform across the city with Enterprise Management software will provide the necessary tools to technology staff to ensure proactive support, daily monitoring and management of the entire enterprise. Existing hardware (Cisco) also comes with pricey annual maintenance and support packages which must be renewed on a yearly basis (SMARTNET). These units should be replaced with current technology that does not include these additional SMARTNET costs. Replacement Dell solution is estimated to cost \$160,000 with 3 year maintenance renewals at \$40,000.</p> <p>Existing enterprise equipment are nearing their end of life and will no longer be supported beyond the dates listed below.</p> <p>Cisco 6513 Enterprise Switch End of Life Date: Aug 31, 2017 - 1 Chassis, (5) 48 Port GB Blades, (2) 10GB Blades, (1) 24 Port Fiber Blade Cisco 2800 Series Routers End of Life Date: Oct 31, 2016 - Qty (4) / 2 Models Cisco ASA 5510 Firewall - Qty (1) – End of Life (Hardware Support) Sept 30, 2018 Total Cisco Replacement Costs \$383,000 for the Core Switch \$50,000 Routers. Comparable Dell Solution \$200,000.</p>
Project Cost: Initial One-Time/Capital Cost = \$160,000 - For purchase of replacement hardware/software for primary switching environment at City Hall. Ongoing Annual M&O Impact = \$40,000 beginning in 2020 - For three hardware/software maintenance renewal. Ongoing Replacement Reserves = \$22,857 - Based on 7 year useful life.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded	-	-	160,000	22,857	22,857	62,857	268,571
Total Funding Sources	\$ -	\$ -	\$ 160,000	\$ 22,857	\$ 22,857	\$ 62,857	\$ 268,571

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	-	-	160,000	-	-	-	160,000
Ongoing - Net M&O Impact	-	-	-	-	-	40,000	40,000
Ongoing - Replacement Reserves	-	-	-	22,857	22,857	22,857	68,571
Total Project Costs	\$ -	\$ -	\$ 160,000	\$ 22,857	\$ 22,857	\$ 62,857	\$ 268,571

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	40,000	40,000
Net M&O Impact	\$ -	\$ 40,000	\$ 40,000				

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ 22,857	\$ 22,857	\$ 22,857	\$ 68,571
Total Replacement Reserves	\$ -	\$ -	\$ -	\$ 22,857	\$ 22,857	\$ 22,857	\$ 68,571

**6-Year Strategic Plan
Information Technology**

Project Name: Firewall & Intrusion Detection Systems
Project Description & Justification: Firewall management remains the City of Lakewood's primary network defense. It commands more time from network security managers than virtually any other activity. The enterprise firewall is composed of purpose-built appliances for securing the enterprise. These systems must be able to support single installations or complex deployments to include separate City locations, multi-tiered demilitarized zones (DMZ's) & VLAN (Virtual Networks) implementations. Current solutions in place are difficult to manage and support and are reaching their end of life. They also lack a robust network intrusion prevention systems (IPS) and enhanced reporting and alerting capabilities. The currently installed Checkpoint UTM-1 570 Firewall will reach its end of support 08-May-2018 and the Smart-1 5 Appliance on 30-Sep-2019. It's recommended that the City establish funds to be able to replace both appliances before End of Life for the 570 unit(s).
Project Cost: Initial One-Time/Capital Cost = \$50,000 - For purchase of hardware/software for replacement of firewalls. Ongoing Annual M&O = \$5,000 - For annual hardware/software maintenance renewal. Ongoing Annual Replacement Reserves = \$10,000 - Based on 5 year useful life.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded	-	-	-	50,000	15,000	15,000	80,000
Total Funding Sources	\$ -	\$ -	\$ -	\$ 50,000	\$ 15,000	\$ 15,000	\$ 80,000

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	-	-	-	50,000	-	-	50,000
Ongoing - Net M&O Impact	-	-	-	-	5,000	5,000	10,000
Ongoing - Replacement Reserves	-	-	-	-	10,000	10,000	20,000
Total Project Costs	\$ -	\$ -	\$ -	\$ 50,000	\$ 15,000	\$ 15,000	\$ 80,000

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	5,000	5,000	10,000
Net M&O Impact	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 10,000

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 20,000
Total Replacement Reserves	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 20,000

**6-Year Strategic Plan
Information Technology**

Project Name: Computer Replacement
Project Description & Justification: Computer Desktop/Laptop & mobile device replacement is a necessity within the City as the aging life of PCs and mobile devices will drive replacements. Older computers are unlikely to support newer generation operating systems in the future. Whether by hardware failure or software obsolescence the city will need to replace computers and mobile devices to continue to function and provide services to the general public. Funds should be set aside yearly to ensure a proper refresh cycle exists. Continued investments in the city's virtual infrastructure should be a priority as this will drive the cost down for hardware replacements and provide a platform agnostic solution for mobile devices throughout the city. Investment in mobile technology will provide robust tools for remote staff and also decrease costs associated with full laptop or desktop stations. Continued use of mobile technology within the police department such as tablets and enhanced smartphones will also cut costs and provide tools necessary for officers in the field. Current replacement cycle for existing desktops is 4 years thus the need to set aside \$100,000 each years beginning in 2017 will allow for replacements of computers beginning in 2018.
Project Cost: Initial One-Time/Capital Cost = \$0 - The majority of the replacement occurred in 2014. Annual Ongoing Net M&O Impact = \$0 - Included in current budget, no additional funding required. Annual Ongoing Replacement Reserves = \$100,000 - Based on 4 year useful life on roughly 270 computers/laptops with an average cost of \$1,500.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded	-	-	100,000	100,000	100,000	100,000	400,000
Total Funding Sources	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	-	-	-	-	-	-	-
Ongoing - Net M&O Impact	-	-	-	-	-	-	-
Ongoing - Replacement Reserves	-	-	100,000	100,000	100,000	100,000	400,000
Total Project Costs	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-
Net M&O Impact	\$ -						

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
Total Replacement Reserves	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000

**6-Year Strategic Plan
Information Technology**

Project Name: Vulnerability & Penetration Testing
Project Description & Justification: <p>Today's enterprise and the end users have increasingly become dependent on technology applications. IT Applications allow customers/users to directly access personal and confidential information, encouraging self-driven model, decreasing business cost. Critical business functions are dependent on the successful functioning of the IT applications. Users & consumers have become much more aware and attentive towards the privacy, confidentiality and safekeeping of their personal information. Cost of security breaches is increasing. It is not only losing the customer confidence but the City may end up paying heavy penalties after a breach.</p> <p>The ultimate question for the City of Lakewood may be what is there to lose.</p> <ul style="list-style-type: none"> • Data, which may be the biggest asset in the City of Lakewood's enterprise • Public Image and Confidence of Residents & Businesses in the city • Availability of applications causing unplanned blackouts for business <p>Assessment helps to figure out what are the weaknesses and potential issues in our web application.</p> <p>The purpose of this risk assessment is to evaluate the adequacy of the City of Lakewood's security. This risk assessment provides a structured qualitative assessment of the operational environment. It addresses sensitivity, threats, vulnerabilities, risks and safeguards. The assessment recommends cost-effective safeguards to mitigate threats and associated exploitable vulnerabilities. A Risk Assessment Report evaluates the confidentiality (protection from unauthorized disclosure of system and data information), integrity (protection from improper modification of information), and availability (loss of system access) of all City of Lakewood's applications and infrastructure. Recommended security safeguards will allow management to make decisions about security-related initiatives.</p>
Project Cost: <p>Initial One-Time/Capital Cost = \$35,000 - For purchase of Vulnerability & Pen Testing software.</p> <p>Annual Net M&O = \$18,500 - \$6,000 annual software maintenance renewal. - \$12,500 Annual third party penetration testing (estimated one week project).</p> <p>Annual Replacement Reserves = \$5,833 - Based on 6 year useful life.</p>

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Unfunded	\$ -	\$ -	\$ 35,000	\$ 24,333	\$ 24,333	\$ 24,333	108,000
Total Funding Sources	\$ -	\$ -	\$ 35,000	\$ 24,333	\$ 24,333	\$ 24,333	\$ 108,000

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital			35,000			-	35,000
Ongoing - Net M&O Impact	-	-	-	18,500	18,500	18,500	55,500
Ongoing - Replacement Reserves	-	-	-	5,833	5,833	5,833	17,500
Total Project Costs	\$ -	\$ -	\$ 35,000	\$ 24,333	\$ 24,333	\$ 24,333	\$ 108,000

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)				18,500	18,500	18,500	55,500
Net M&O Impact	\$ -	\$ -	\$ -	\$ 18,500	\$ 18,500	\$ 18,500	\$ 55,500

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ 5,833	\$ 5,833	\$ 5,833	\$ 17,500
Total Replacement Reserves	\$ -	\$ -	\$ -	\$ 5,833	\$ 5,833	\$ 5,833	\$ 17,500

**6-Year Strategic Plan
Information Technology**

Project Name: City Council Chambers Technology
Project Description & Justification: <p>The technology used in the chambers is over 13 years old and was purchased when city hall was built. This technology is past end-of-life and does not meet contemporary standards for public broadcast or streaming of council meeting. Currently there are several cameras which are beginning to fail and should be replaced as soon as possible. It's recommended that these cameras be replaced as soon as possible. A complete solution should be chosen before any initial camera purchase to ensure future compatibility with the council chamber video system along with the capability to stream live via the city website or public access channel.</p> <p>Replacement all of the existing technology in the chambers, excluding the newly installed council work session screen and projector. Cameras will be replaced with HD Enterprise quality solutions to include replacement of existing microphones with the Shure solution. Complete replacement of existing solution is estimated to be \$116,000 (\$7,000/yearly maintenance) which will provide new video cameras, new control systems, 16 new Shure wireless microphones, online streaming capabilities, new Audio DSP (Digital Signal Processors), Crestron AirMedia Presentation system for wireless broadcast from laptops or tablets. Proposed solution includes the Lifesize 800 solution which is identical to the solution currently used in Municipal Court's hearing room. Lifesize Cloud solution with 10 names users and unlimited guest accounts for two video conferencing. Provide for basic streaming of council meetings using existing cameras. This will provide citizens with live viewing of the meetings over the internet.</p>
Project Cost: <p>Initial One-Time/Capital Cost = \$116,000 - For purchase of hardware and software consisting of the Lifesize 800 Video solution, High Definition Cameras, Shure wireless microphones, Lifesize Cloud conferencing, replacement Audio DSP (Digital Signal Processors) and contracted installation & support.</p> <p>Ongoing Annual Net M&O = \$7,000 - For annual software maintenance renewal.</p> <p>Ongoing Annual Replacement Reserves = \$11,600 - Based on 10 year useful life.</p>

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded	-	-	116,000	18,600	18,600	18,600	171,800
Total Funding Sources	\$ -	\$ -	\$ 116,000	\$ 18,600	\$ 18,600	\$ 18,600	\$ 171,800

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	-	-	116,000	-	-	-	116,000
Ongoing - Net M&O Impact	-	-	-	7,000	7,000	7,000	21,000
Ongoing - Replacement Reserves	-	-	-	11,600	11,600	11,600	34,800
Total Project Costs	\$ -	\$ -	\$ 116,000	\$ 18,600	\$ 18,600	\$ 18,600	\$ 171,800

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	-	-	-	-	-	\$ -
Expenditure Increase/(Decrease)	-	-	-	7,000	7,000	7,000	21,000
Net M&O Impact	\$ -	\$ -	\$ -	\$ 7,000	\$ 7,000	\$ 7,000	\$ 21,000

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ 11,600	\$ 11,600	\$ 11,600	\$ 34,800
Total Replacement Reserves	\$ -	\$ -	\$ -	\$ 11,600	\$ 11,600	\$ 11,600	\$ 34,800

**6-Year Strategic Plan
Information Technology**

Project Name: Document Management System - Electronic Records
Project Description & Justification: Potential increase in storage repositories due to the increased number of electronic items after scanning existing hard copies. Modifications will be needed to enterprise disaster, backup and recovery processes to ensure compliance with state RCW's for document retention under the Public Records Act. The City Council approved \$100,000 for this project as part of the 2015/2016 Adopted Budget. The City is not ready to move forward with this project in 2015/2016 as there is work to be done in preparation of this project, therefore funds are proposed to be reallocated to the following projects which are of higher priority: \$31,900 Mobile Applications with CRM Integration & Code Enforcement \$3,900 Blue Beam Software \$69,180 Enterprise Task Management \$104,980 Subtotal (\$4,980) Less net savings from Permit System pending implementation of 2% technology fee \$100,000 Total Amount Reallocated
Project Cost: Initial One-Time Capital Cost = \$200,000 - For initial software purchase, installation, training, setup and contracted services. Annual Ongoing Net M&O = \$40,000 - For annual software maintenance renewal. - Savings from archive retention/retrieval of physical document to be determined. Annual Replacement Reserves = \$20,000 - Based on 10 year useful life.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded	-	-	200,000	60,000	60,000	60,000	380,000
Total Funding Sources	\$ -	\$ -	\$ 200,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 380,000

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital	-	-	200,000				200,000
Ongoing - Net M&O Impact	-	-	-	40,000	40,000	40,000	120,000
Ongoing - Replacement Reserves	-	-	-	20,000	20,000	20,000	60,000
Total Project Costs	\$ -	\$ -	\$ 200,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 380,000

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	40,000	40,000	40,000	120,000
Net M&O Impact	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 120,000

**6-Year Strategic Plan
Information Technology**

Project Name: Agenda Management
Project Description & Justification: Legislative workflows often require a significant commitment from clerical staff. Drafting legislation, getting items approved, compiling information from various departments, and creating an agenda are integral parts of the pre-meeting process, yet can be very time-consuming. Then, there are live and post-meeting processes that staff must follow to ensure an accurate account of a meeting. With so many moving parts, steps can be overlooked or items can be inadvertently dropped. Using a completely automated, round-trip legislative workflow solution can save staff countless hours while helping them maintain legislative accuracy. Granicus' Legislative Management Suite, powered by Legistar technology, allows government staff to easily manage the entire legislative process from start to finish. From drafting files, through assignment to various departments, to final approval, this suite is an automated solution designed to reduce workloads and create a more efficient method for managing decisions. The Legislative Management Suite helps governments organize, store, and easily retrieve electronic documents all in one system. It also maintains all legislative data and tracks each item's path through the entire process. Plus, it allows staff to quickly and easily publish agenda and minutes documents to the Web, helping ensure records availability and promote government transparency.
Project Cost: Initial One-Time/Capital Cost = \$8,000 - For initial setup fees associated with Granicus hosted solution. Ongoing Annual Net M&O = \$18,000 Costs are as follows: - For hosting fee based on \$1,500/Month Subscription charge. Ongoing Replacement Reserves = \$0 - N/A, as this is subscription based.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Unfunded	-	-	8,000	18,000	18,000	18,000	62,000
Total Funding Sources	\$ -	\$ -	\$ 8,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 62,000

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital		-	8,000				8,000
Ongoing - Net M&O Impact	-	-	-	18,000	18,000	18,000	54,000
Ongoing - Replacement Reserves	-	-	-	-	-	-	-
Total Project Costs	\$ -	\$ -	\$ 8,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 62,000

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	18,000	18,000	18,000	54,000
Net M&O Impact	\$ -	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 54,000

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -						\$ -
Total Replacement Reserves	\$ -						

**6-Year Strategic Plan
Information Technology**

Project Name: Phone System Replacement Reserves
Project Description & Justification: Expected useful life of the recently installed phone system is approximately 10 years from initial deployment (March 2015). To ensure funds are available for the next phone system upgrade it's imperative that an annual collection of reservers occur to meet needs down the road.
Project Cost: Initial One-Time/Capital Cost = \$200,000 - 2014 project completed in 2015. Annual Net M&O Impact = \$0 - Included in current budget. Annual Replacement Reserves = \$20,000 - Based on 10 year useful life.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Unfunded		20,000	20,000	20,000	20,000	20,000	100,000
Total Funding Sources	\$ -	\$ 20,000	\$ 100,000				

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital		-					-
Ongoing - Net M&O Impact	-	-	-	-	-	-	-
Ongoing - Replacement Reserves	-	20,000	20,000	20,000	20,000	20,000	100,000
Total Project Costs	\$ -	\$ 20,000	\$ 100,000				

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	-	-	-	-
Net M&O Impact	\$ -						

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Total Replacement Reserves	\$ -	\$ 20,000	\$ 100,000				

**6-Year Strategic Plan
Information Technology**

Project Name: Municipal Court Workflow Solution
Project Description & Justification: A solution with automated workflow capability would eliminate the time and expense involved in managing the flow of paperwork within the court system. This system would take information from the current Judicial Information System (JIS) such as name, case number and charges, then upload it into an electronic form that the Judge would work from while simultaneously updating information into JIS. This would reduce staff time for data entry as court staff currently prepare the court order, and are later required to manually enter information from the written court order, to the statewide JIS system. There would still be functions that would need to be manually entered such as creating accounts, selecting court dates, etc. There are numerous workflows specifically designed to support the courts that are not available in other document or content management systems. Currently, there is only one reseller (Codesmart) who has fully integrated with the Administrative Office of Courts (AOC). There is potentially a second solution being developed by another third party although there has been no movement as of yet. This program is currently under development with an expected go live during 1st quarter of 2015. The Police Department stated they would not have any interaction with the system and the Legal Department would have minimal use, mainly for the electronic forms with the possibility of additional usage when the program is enhanced in the future.
Project Cost: Initial One-Time/Capital Cost = \$50,000 - For purchase of software, training and implementation. Annual Ongoing Net M&O = \$4,000 - For annual software maintenance renewal. Annual Ongoing Replacement Reserves = \$7,143 - Based on 7 year useful life.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded	-	-	50,000	11,143	11,143	11,143	83,429
Total Funding Sources	\$ -	\$ -	\$ 50,000	\$ 11,143	\$ 11,143	\$ 11,143	\$ 83,429

Project Costs	2015	2016	2017	2018	2019	2020	Total
1-Time/ Capital		-	50,000	-	-	-	50,000
Ongoing - Net M&O Impact	-	-	-	4,000	4,000	4,000	12,000
Ongoing - Replacement Reserves	-	-	-	7,143	7,143	7,143	21,429
Total Project Costs	\$ -	\$ -	\$ 50,000	\$ 11,143	\$ 11,143	\$ 11,143	\$ 83,429

Impact on Operating Funds	2015	2016	2017	2018	2019	2020	Total
Revenue Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Increase/(Decrease)	-	-	-	4,000	4,000	4,000	12,000
Net M&O Impact	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 12,000

Replacement Reserves	2015	2016	2017	2018	2019	2020	Total
Annual Collection	\$ -	\$ -	\$ -	\$ 7,143	\$ 7,143	\$ 7,143	\$ 21,429
Total Replacement Reserves	\$ -	\$ -	\$ -	\$ 7,143	\$ 7,143	\$ 7,143	\$ 21,429

Updated 6-Year IT Strategic Plan Summary

Over the six year period, 2015 through 2020, the City's information technology needs based on the current, updated 6-year plan is just under \$2.67 million of which \$2.42 million is unfunded.

Funding Sources	2015	2016	2017	2018	2019	2020	Total
General Government/General Fund	\$ 234,490	\$ 10,510	\$ -	\$ -	\$ -	\$ -	\$ 245,000
Unfunded	80,560	152,679	866,689	458,589	418,589	445,589	2,422,694
Total Funding Sources	\$ 315,050	\$ 163,189	\$ 866,689	\$ 458,589	\$ 418,589	\$ 445,589	\$ 2,667,694
Total Biennium - Funded		\$ 245,000		\$ -		\$ -	\$ 245,000
Total Biennium - Unfunded		\$ 233,239		\$ 1,325,278		\$ 864,177	\$ 2,422,694

Project Costs by Type	2015	2016	2017	2018	2019	2020	Total
1-Time/Capital	\$ 254,500	\$ 80,000	\$ 664,000	\$ 50,000	\$ 30,000	\$ -	\$ 1,078,500
Ongoing - Net M&O Impact	60,550	60,689	73,189	194,989	164,989	216,989	771,395
Ongoing - Replacement Reserves	-	22,500	129,500	213,600	223,600	228,600	817,799
Total by Year	\$ 315,050	\$ 163,189	\$ 866,689	\$ 458,589	\$ 418,589	\$ 445,589	\$ 2,667,694
Total by Biennium		\$ 478,239		\$ 1,325,278		\$ 864,177	\$ 2,667,694

The following is a summary of all services/programs within the six year horizon. Details of each service/program including: project description and justification, project cost; funding sources; M&O impact; and replacement reserves is provided in the individual project sheets that can be found at the end of this memo.

Priority	Project Name	2015	2016	2017	2018	2019	2020	Total
1	Video Arraignment	\$ 50,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 75,000
2	Messaging (Email) System Refresh	\$ 35,000	\$ -	\$ -	\$ 35,000	\$ -	\$ -	70,000
3	Mobile Applications w/ CRM Integration & Code Enforcement	\$ 17,300	\$ 14,600	\$ 14,600	\$ 14,600	\$ 14,600	\$ 14,600	\$ 90,300
4	Redesign the City's Permit Process/Eden Web Extensions	9,510	(14,490)	(14,490)	(14,490)	(14,490)	(14,490)	(62,940)
5	BlueBeam Software	3,500	400	400	400	400	400	5,500
6	Enterprise Task Mgmt & Mobile Remote Work Order System	82,500	30,000	30,000	30,000	30,000	30,000	232,500
7	VMWare Virtual Desktop (VDI)	17,000	1,500	1,500	1,500	1,500	1,500	24,500
8	Fiber Optic Connection - Steilacoom Park O&M Facility	56,000	(4,800)	(4,800)	(4,800)	(4,800)	(4,800)	32,000
9	Wireless Access Points (Wi-Fi)	15,000	2,500	12,500	4,167	4,167	4,167	42,500
10	Disaster Recovery and Business Continuity Plan	-	10,000	10,000	-	-	-	20,000
11	Cell Phone Archival of Text Messages	5,240	10,479	10,479	10,479	10,479	10,479	57,635
12	Video Surveillance	-	50,000	15,000	15,000	15,000	15,000	110,000
13	Redundant Voice & Data Circuits at Police Station (Co-Location)	-	28,000	18,000	18,000	18,000	18,000	100,000
14	Informational Videos	14,000	-	-	-	-	-	14,000
15	Enterprise Network Monitoring Tools	-	10,000	4,500	4,500	4,500	4,500	28,000
16	Web Site Update/Redesign	10,000	-	15,000	5,000	5,000	5,000	40,000
17	Disaster Recovery Co-Location Implementation (Police Station)	-	-	30,000	4,300	4,300	10,300	48,900
18	Server/Hardware Upgrades	-	-	30,000	5,000	35,000	16,000	86,000
19	Network - Switches & Routers	-	-	160,000	22,857	22,857	62,857	268,571
20	Firewall & Intrusion Detection Systems	-	-	-	50,000	15,000	15,000	80,000
21	Computer Replacement	-	-	100,000	100,000	100,000	100,000	400,000
22	Vulnerability & Penetration Testing	-	-	35,000	24,333	24,333	24,333	107,999
23	City Council Chambers Technology	-	-	116,000	18,600	18,600	18,600	171,800
24	Document Management System - Electronic Records	-	-	200,000	60,000	60,000	60,000	380,000
25	Agenda Management	-	-	8,000	18,000	18,000	18,000	62,000
26	Phone System Replacement Reserves	-	20,000	20,000	20,000	20,000	20,000	100,000
27	Municipal Court Workflow Solution	-	-	50,000	11,143	11,143	11,143	83,429
	Total Project Costs	\$ 315,050	\$ 163,189	\$ 866,689	\$ 458,589.14	\$ 418,589	\$ 445,589	\$ 2,667,694

2015/ 2016 Priority Services/Programs

A summary of priority services/programs is provided below. The services/programs are really the nuts and bolts of business practice to operate in the 21st century. The total 2015/2016 biennium needs total \$478K of which \$245K is currently funded and \$233K is unfunded. This includes \$121K in maintenance and operations (M&O) costs and \$22.5K in annual replacement reserves collection. The proposed collection of replacement reserves are consistent with the City’s financial policies which the City Council approved in September 2014 as follows: “The City shall establish replacement reserves for information technology related equipment and property management related to facilities no later than 2020.” If these priority services/programs were to be approved, there would be an average annual ongoing cost of \$137K for M&O and replacement reserves (phone system of \$20K and wireless access points of \$2.5K).

Priority	Project Name	2015	2016	2017	2018	2019	2020	Total
1	Video Arraignment	\$ 50,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 75,000
2	Messaging (Email) System Refresh	35,000	-	-	35,000	-	-	70,000
3	Mobile Applications w/ CRM	17,300	14,600	14,600	14,600	14,600	14,600	90,300
4	Redesign the City's Permit Process/Eden Web Extensions	9,510	(14,490)	(14,490)	(14,490)	(14,490)	(14,490)	(62,940)
5	BlueBeam Software	3,500	400	400	400	400	400	5,500
6	Enterprise Task Mgmt & Mobile Remote Work Order System	82,500	30,000	30,000	30,000	30,000	30,000	232,500
7	VMWare Virtual Desktop (VDI)	17,000	1,500	1,500	1,500	1,500	1,500	24,500
8	Fiber Optic Connection - Steilacoom Park O&M Facility	56,000	(4,800)	(4,800)	(4,800)	(4,800)	(4,800)	32,000
9	Wireless Access Points (Wi-Fi)	15,000	2,500	12,500	4,167	4,167	4,167	42,500
10	Disaster Recovery and Business Continuity Plan	-	10,000	10,000	-	-	-	20,000
11	Cell Phone Archival of Text Messages	5,240	10,479	10,479	10,479	10,479	10,479	57,635
12	Video Surveillance	-	50,000	15,000	15,000	15,000	15,000	110,000
13	Redundant Voice & Data Circuits at Police Station (Co-Location)	-	28,000	18,000	18,000	18,000	18,000	100,000
14	Informational Videos	14,000	-	-	-	-	-	14,000
15	Enterprise Network Monitoring Tools	-	10,000	4,500	4,500	4,500	4,500	28,000
16	Web Site Update/Redesign	10,000	-	15,000	5,000	5,000	5,000	40,000
17	Disaster Recovery Co-Location Implementation (Police Station)	-	-	30,000	4,300	4,300	10,300	48,900
26	Phone System Replacement Reserves	-	20,000	20,000	20,000	20,000	20,000	100,000
	Total Project Costs	\$ 315,050	\$ 163,189	\$ 167,689	\$ 148,656	\$ 113,656	\$ 119,656	\$ 1,027,895

Proposed Funding Source

The proposed funding source of \$233K needed to implement the 2015/2016 priority services/programs is by redirecting 5% of fleet and equipment replacement reserves on an interim basis, to be re-evaluated at year-end, during the 2016 Carry Forward Budget Adjustment and/or subsequent budget adjustments in 2016. Note – this is not an interfund loan.

- If at year-end there are enough general governmental expenditures savings to appropriately absorb or offset some of these costs, a transfer from the Fleet & Equipment Fund to the Information Technology Fund will not be needed or the amount of the transfer will be reduced.
- If at year-end there is enough general governmental revenue increases to appropriately absorb or offset some of these cost, the Fleet & Equipment Fund will be made whole via a transfer from the appropriate general governmental fund.
- Review expenditure savings and/or revenue increases in subsequent budget adjustments in 2016.

The goal is to replenish the Fleet & Equipment Fund by December 31, 2016 and may be achieved by a combination of the above methods.

6-Year Financial Forecast

Below is the updated 6-year financial forecast based on the updated 6-year strategic plan:

FUND 503 INFORMATION TECHNOLOGY	2015	2016	2017	2018	2019	2020
<i>REVENUES:</i>						
M&O Revenue	\$ 1,063,536	\$ 1,084,836	\$ 1,120,486	\$ 1,152,886	\$ 1,186,886	\$ 1,220,886
Add'l M&O Revenue from Updated Plan - Propose as Funded	60,550	60,689	-	-	-	-
Add'l M&O Revenue from Updated Plan - Unfunded	-	-	73,189	194,989	164,989	216,989
Total Operating Revenues	1,124,086	1,145,525	1,193,675	1,347,875	1,351,875	1,437,875
<i>EXPENDITURES:</i>						
Personnel	471,390	495,410	510,000	525,000	541,000	557,000
Supplies	74,950	74,950	77,000	79,000	81,000	83,000
Services & Charges	517,196	514,476	533,486	548,886	564,886	580,886
Add'l M&O Expenditures from Updated Plan - Propose as Funded	60,550	60,689	-	-	-	-
Add'l M&O Expenditures from Updated Plan - Unfunded	-	-	73,189	194,989	164,989	216,989
Total Operating Expenditures	\$ 1,124,086	\$ 1,145,525	\$ 1,193,675	\$ 1,347,875	\$ 1,351,875	\$ 1,437,875
Operating Revenue Over/(Under) Expenditures	\$ -					
<i>OTHER FINANCING SOURCES:</i>						
Replacement Reserves Collection - Propose as Funded	-	22,500	-	-	-	-
Replacement Reserves Collection - Unfunded	-	-	129,500	213,600	223,600	228,600
Capital Contrib - Final Phone System Invoice/Large Format Printer	34,322	-	-	-	-	-
Capital Contribution - Propose as Funded	254,500	80,000	-	-	-	-
Capital Contribution - Propose Unfunded	-	-	664,000	50,000	30,000	-
Total Other Financing Sources	\$ 288,822	\$ 102,500	\$ 793,500	\$ 263,600	\$ 253,600	\$ 228,600
<i>OTHER FINANCING USES:</i>						
Video Arraignment	50,000	-	-	-	-	-
Mobile Application w/CRM Integration & Code Enforcement	10,000	-	-	-	-	-
Redesign Permit Process/Eden Web Extensions	4,000	-	-	-	-	-
BlueBeam Software	3,500	-	-	-	-	-
Enterprise Task Mgmt & Mobile Remote Work Order System	75,000	-	-	-	-	-
VMWare Virtual Desktop (VDI)	17,000	-	-	-	-	-
Fiber Optic Connection - Steilacoom Park O&M Facility	56,000	-	-	-	-	-
Wireless Access Points (Wi-Fi)	15,000	-	10,000	-	-	-
Disaster Recovery and Business Continuity Plan	-	10,000	10,000	-	-	-
Video Surveillance	-	50,000	-	-	-	-
Redundant Voice & Data Circuits at Police Station (Co-Location)	-	10,000	-	-	-	-
Informational Videos	14,000	-	-	-	-	-
Enterprise Network Monitoring Tools	-	10,000	-	-	-	-
Website Update/Redesign	10,000	-	15,000	-	-	-
Disaster Recover Co-Locations Implementation (Police Station)	-	-	30,000	-	-	-
Server/Hardware Upgrades	-	-	30,000	-	30,000	-
Network - Switches & Routers	-	-	160,000	-	-	-
Firewall & Intrusion Detection	-	-	-	50,000	-	-
Vulnerability & Penetration Testing	-	-	35,000	-	-	-
City Council Chambers Technology	-	-	116,000	-	-	-
Document Management System - Electronic Records	-	-	200,000	-	-	-
Agenda Management	-	-	8,000	-	-	-
Municipal Court Workflow Solution	-	-	50,000	-	-	-
Final Phone System Invoice & Large Format Printer	34,322	-	-	-	-	-
Total Other Financing Uses	\$ 288,822	\$ 80,000	\$ 664,000	\$ 50,000	\$ 30,000	\$ -
Total Revenues	\$ 1,412,908	\$ 1,248,025	\$ 1,987,175	\$ 1,611,475	\$ 1,605,475	\$ 1,666,475
Total Expenditures	\$ 1,412,908	\$ 1,225,525	\$ 1,857,675	\$ 1,397,875	\$ 1,381,875	\$ 1,437,875
Beginning Fund Balance	\$ -	\$ -	\$ 22,500	\$ 152,000	\$ 365,600	\$ 589,200
Ending Fund Balance (Accumulated Replacement Reserves)	\$ -	\$ 22,500	\$ 152,000	\$ 365,600	\$ 589,200	\$ 817,799

If replacement reserves were to be collected according to the updated strategic plan, there would be an accumulated replacement reserves balance of \$818K at December 31, 2020.

Pending Items

In addition to the items listed there are numerous others which will require additional research to determine departmental needs, potential replacement solutions, M&O costs and reserves necessary for future upgrades and/or replacements.

- Police
 - Virtual Shooting Range Simulator (current system is no longer supported)
 - In Car Police Video Systems (not installed in all vehicles, limited replacement parts, outdated)
 - Forensic Systems such as EnCase & FTK (hardware & software upgrades)
 - Electronic Display Signage Systems
 - Body Cameras (PRA issues need to be addressed by State, Federal govt. looking at funding)

- Public Works, Parks & Rec, Maintenance
 - Electronic Signage Systems
 - Handheld Radio Systems
 - GPS Systems
 - Electronic Display Signage Systems

- City Hall
 - Electronic Display Signage Systems
 - Secure Entry (Badge System)

- Municipal Court
 - Body Scanners
 - Electronic Display Signage System
 - X-Ray Machine / Metal Detector (original machine funded by grant)
 - FTR Gold – Audio Recording & Archival Software

Also, additional analysis is needed to determine the operational efficiencies to be gained as a result of implementing services/programs identified in this 6-year IT strategic plan.

Recommendation

It is recommended that the City Council authorize \$233K from the Fleet & Equipment Fund to provide a funding source for the proposed 2015/2016 information technology related priority services/programs.

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED:	TITLE: Lakewood Promise ILA Update – 2015	TYPE OF ACTION:
June 15, 2015		— ORDINANCE NO.
	ATTACHMENTS:	— RESOLUTION NO.
REVIEW:	Lakewood Promise ILA Update – 2015	— MOTION NO. 2015-31
June 8, 2015		— OTHER

SUBMITTED BY: Mary Dodsworth, Parks, Recreation and Community Services Director

RECOMMENDATION: It is recommended that the City Council authorize the City Manager to sign the Lakewood Promise Interlocal Agreement (ILA) and encourage other youth related agencies to collaborate and actively participate in supporting Lakewood Youth by also signing the agreement.

DISCUSSION: In 2012 the City modified the structure of the Lakewood’s Promise program. A three year ILA was developed to provide oversight and support and to outline the responsibilities of the various partners to ensure that the five promises were available to Lakewood youth. At this time the City also created by ordinance an eleven person Lakewood Promise Advisory Board to support the Lakewood Promise mission. The ILA expired in May, 2015 and the Advisory Board recommended updating the agreement to be more inclusive and to define, encourage and allow local partners to participate in the Lakewood Promise movement.

Council reviewed the ILA at their June 8, 2015 study session. Based on Council feedback the following additions were made to the agreement: adding JBLM to the list of agencies, that agencies may make annual appropriations to fund the program coordinator position and the coordinator will develop an annual work program and performance measurements.

The Lakewood Promise Advisory Board reviewed the document at their May 14 and June 11, 2015 meetings. They appreciated the addition of JBLM to the contract, suggested adding a three year term to the duration section and then passed a recommendation to approve the updated ILA and forward to Council for approval.

ALTERNATIVE(S): Council could chose to not sign the ILA or recommend additions/changes to the document.

FISCAL IMPACT: No fiscal impact on changes to the ILA

<p>Mary Dodsworth Prepared by</p> <hr/> <p>Mary Dodsworth Department Director</p>	 <hr/> <p>City Manager Review</p>
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**LAKEWOOD’S PROMISE ADVISORY BOARD
AND COMMUNITY PARTNERS PROGRAM AGREEMENT**

THIS AGREEMENT is entered into by and between the City of Lakewood, Washington, a code city duly organized and existing pursuant to laws of the State of Washington, hereinafter referred to as the “City”; and the following agencies (hereinafter referred to collectively as “Agencies”: Pierce College, Clover Park School District, Clover Park Technical College, Boys and Girls Club of South Puget Sound, YMCA of Pierce and Kitsap Counties, Saint Clare Hospital, Communities in Schools of Lakewood, Pierce County Library, JBLM and others as authorized by the Interlocal Cooperation Act, Chapter 39.34 RCW. All entities in this Agreement are referred to collectively as the “Parties.”

WHEREAS, the City is a six-time winner of the prestigious 100 Best Communities Serving Young People award by America’s Promise – The Alliance for Youth; and

WHEREAS, the Parties agree that all children, regardless of their circumstances of their birth, should have the opportunity to make the most of their full potential; and

WHEREAS, the challenges of today, especially those that confront our children, require a special commitment of us all, and

WHEREAS, the Lakewood’s Promise program seeks to provide youth access to the “Five Promises” that support the fundamental resources that young people need for success in life; and

WHEREAS, the Parties agree that working collaboratively as defined in this Agreement will continue to promote Lakewood youth access to the Five Promises; therefore, **IN CONSIDERATION OF** the mutual benefits and conditions hereinafter contained, the Parties hereto agree as follows:

1. Purpose. The purpose of this Agreement is to create an interagency agreement to formalize our collective intent to support the efforts of Lakewood’s Promise pursuant to this Agreement. The mission of Lakewood’s Promise (LP) is to provide the opportunity for the youth of Lakewood to have access to the “Five Promises” through the coordinated efforts of community service providers. The Five Promises are to provide:

- Marketable skills through effective education
- Ongoing relationships with caring adults
- Safe places with structured activities during non-school hours
- Healthy start and future
- Opportunities to give back through community service

2. Responsibilities: Each Party’s responsibilities under this Agreement shall be as follows:

- Enhance awareness of, and interest in, Lakewood's Promise which may be in cooperation with any appropriate private, civic or public agency of the City, county, state or of the federal government, and

- Provide agency resources (staffing, supplies, equipment, facilities, marketing, volunteers, etc...) to support Lakewood Promise programs and projects, and
- Recommend ways and means of obtaining private, local, county, state or federal funds for the promotion of Lakewood's Promise programs and projects within the City, and
- Represent the community and the City to address Lakewood's Promise related issues.
- Serve as a catalyst to encourage collaboration among Lakewood's businesses, organizations and agencies and
- Serve as a clearing house for community youth programs and events.

3. Program Coordinator. The Parties agree that the position of Program Coordinator shall be established. This position shall be funded in accordance with the Parties' Responsibilities and annual appropriations. The LP Coordinator will work directly with Parties for guidance and support and develop an annual work program and performance measurements. The LP Coordinator will manage day-to-day activities of LP and support the LP Board.

4. Advisory Board A LP Board with up to 11 members is established. The LP Board will operate as a City of Lakewood Advisory board. The City Council will appoint Board members based on agency affiliation, LP work program and community need. Lakewood residency will be preferred for members but not required. Four (4) members representing the original partner agencies - Clover Park School District, Pierce College, Clover Park Technical College, and City of Lakewood shall be on the Lakewood's Promise Advisory Board. One (1) member shall be a representative of the Youth Council. The Board may also include representatives from the partner agencies including, Saint Clare hospital, YMCA, Boys and Girls Club, Pierce County Library, the business community, faith community, military, youth service providers or other individuals that support the Five Promises.

5. Compliance with all Laws. In performing such responsibilities, the Parties shall at all times comply with all Federal, State, and local statutes, ordinances and rules applicable to the performance of such services and the handling of any funds used in connection therewith. An Agency that is a Party to this Agreement shall request, in writing, prior approval from the other Parties should that Agency desire to amend its responsibilities under this agreement. The amended responsibilities must be approved in writing by all Parties.

6. Identified Community Support. In order to recognize the participation and involvement of the parties in the support of this Agreement, and to ensure that those people who benefit from the activities and services of the Agencies are aware of the parties' involvement, when possible, include the words "*funded in part by Lakewood Promise agencies*" or include the names or logos of each LP agency. on flyers, pamphlets, brochures, advertisements, annual reports or other printed information prepared by or used in advertising or promoting the activities and services of the parties.

7. Duration of Agreement. This Agreement shall be in full force for three years and effect commencing on the date of the last signature required to fully executive the Agreement (if the Agreement is signed on different dates); unless sooner terminated pursuant to this Agreement.

8 Independent Contractor. The parties agree that the Agencies are independent Contractors with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the

Parties. Neither the Agencies nor any employees of the Agencies shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security payments or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Agencies, or any other employee of the Agencies.

9. Indemnification and Defense. The parties to this agreement shall defend, indemnify and hold the parties, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Agencies, their agents, servants, officers, employees, or volunteers, in performance of this Agreement, except for injuries and damages caused by the sole negligence of the party. In the event that a party shall elect to defend itself against any claim or suit arising from such injury, death or damage, the parties shall, in addition to indemnifying and holding the parties harmless from any liability, indemnify the party for any and all expense incurred by the party in defending such claim or suit, including attorney's fees. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Agencies and the City, its officers, officials, employees, and volunteers, the Agencies' liability hereunder shall be only to the extent of the Agencies' negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Agencies' waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

10. Insurance.

A. Each Agency shall procure and maintain in full force throughout the duration of the Contract commercial comprehensive general liability insurance with a minimum coverage of \$1,000,000.00 per occurrence combined single limit and \$2,000,000.00 in the aggregate for personal injury and property damage and non-owned automobile. The said policy shall name the City as an additional named insured on the insurance policies, and A COPY OF THE ENDORSEMENT NAMING THE CITY AS AN ADDITIONAL INSURED SHALL BE ATTACHED TO THE CERTIFICATE OF INSURANCE.

B. In addition to the insurance provided for in Paragraph A above, the Agency shall maintain or insure that its professional employees or contractors maintain professional liability insurance in the event that services delivered pursuant to this Contract, either directly or indirectly, involve providing professional services. Such professional liability insurance shall be maintained in an amount not less than \$500,000.00 combined single limit per claim and in the aggregate. For the purposes of this paragraph "professional service" shall mean services provided by a physician, licensed psychologist, or other licensed professional.

C. Certificates of coverage as required by Paragraph A and B above shall be delivered to the City within fifteen (15) days of execution of this contract. Further it is the responsibility of the Agency to ensure a valid certificate of insurance is in effect at all times throughout the course of this contract.

11. Interlocal Cooperation Act Provisions. No special budget or funds are anticipated nor shall any be created. It is not intended that a separate legal entity be established to conduct this cooperative undertaking; nor is there any acquisition, holding or disposal of real or personal property other than as specifically provided within the terms of this Agreement.

12. Record Keeping and Reporting.

A. The Agencies shall maintain their own accounts and records, including personnel, property, financial and programmatic records which sufficiently and properly reflect the services performed in the performance of this Agreement. B. These records shall be maintained for a period of seven (7) years after termination hereof or for the time period set forth in applicable Washington State records retention laws, whichever is longer. If permission to destroy records is granted by the office of the archivist in accordance with Chapter 40.14 RCW, records that do not legally require retention may be destroyed prior to the seven (7) year time period.

13. Audits and Inspections. The records and documents for each Agency with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit during the performance of this Agreement.

14. Termination. All parties may suspend or terminate this Agreement in whole or in part for convenience, upon thirty (30) days written notice to the parties.

15. Discrimination Prohibited. The Agencies shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Agencies to be provided under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status or presence of any sensory, mental or physical handicap.

16. Assignment and Subagreement. The Agencies shall not assign or enter into subagreements for any portion of the services contained or contemplated by this Agreement without prior written consent of the parties.

17. Entire Agreement. This Agreement contains the entire agreement between the Parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the Parties hereto. The Parties may request changes in the Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

18. Notices. Notices required by terms of this Agreement shall be sent to the other Parties in writing.

19. Applicable Law, Venue, Attorney's Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the Parties specifically understand and agree that venue shall be properly laid in Pierce County, Washington. The prevailing Party in any such action shall be entitled to its attorney's fees and costs of suit.

IN WITNESS WHEREOF THE PARTIES HERETO EXECUTED THIS AGREEMENT AS OF THE DATE AND YEAR FIRST ABOVE WRITTEN.

CITY OF LAKEWOOD

PIERCE COLLEGE

John J Caulfield
City Manager

Dr. Michele Johnson, Chancellor

YMCA of PIERCE AND KITSAP
COUNTIES

CLOVER PARK TECHNICAL COLLEGE

Clayton DeNault, Executive Director

Dr. Lonnie Howard, President

SAINT CLARE HOSPITAL

CLOVER PARK SCHOOL DISTRICT

Kathy Bressler, President

Debbie LeBeau, Superintendent

COMMUNITIES IN SCHOOLS OF
LAKEWOOD

BOYS AND GIRLS CLUB OF SOUTH
PUGET SOUND

Dave O’Keeffe, Executive Director

Elvin Bucu, Executive Director

PIERCE COUNTY LIBRARY

JBLM

(date)

(date)

Attest:

Approved as to Form:

Alice M. Bush, MMC, City Clerk

Heidi Ann Wachter, City Attorney



To: Mayor and City Councilmembers

From: Mary Dodsworth, Parks, Recreation & Community Services Director

Through: John J. Caulfield, City Manager 

Date: June 10, 2015

Subject: Youth Athletic Facilities Fund Grant Opportunity

The Youth Athletic Facilities (YAF) grant program provides money to buy land and/or renovate outdoor athletic facilities that serve youth. To be eligible, facilities, such as ball fields, sport courts, and swimming pools, must be used for competitive type play. This is one of the few grants available to renovate current facilities. Renovation is defined as activities intended to improve an existing site or structure, add capacity or increase its service, life or function.

This grant program has been dormant for many years but the Youth Athletic Facility Fund is anticipated to be funded in 2016-17 by the State Legislature. Although the funding amount won't be determined until the session officially ends, the Recreation and Conservation Office (RCO) is very confident the program will be funded so they are moving forward with agency applications.

To be eligible for the grant an agency had to have submitted a letter of intent by August, 2014. The City submitted a letter of intent to update baseball fields at Fort Steilacoom Park to make them more useful for youth sports tournaments. This project is in our Legacy Plan. Because we met the August deadline we are eligible to apply for this grant. The grant application is due July 1, 2015. One of the grant requirements is a local agency authorizing resolution. This must be submitted with the application by July 1, 2015. A copy of the resolution template is provided.

It is recommended that the City Council direct an authorizing resolution be prepared for consideration for approval at the June 22, 2015 special Council meeting. A project and grant update will be provided during the Report by the City Manager at the June 15, 2015 Council meeting.

**Local Agency
2015 Youth Athletic Facilities
Authorizing Resolution
Development Type Projects**

Organization Name _____ Resolution No. _____

Project Name(s) _____

This is a resolution that authorizes submitting application(s) for grant funding assistance for Youth Athletic Facilities project(s) to the Recreation and Conservation Office as provided in WAC 286 and subsequent Legislative action.

WHEREAS, under the provisions of the Youth Athletic Facilities (YAF) program, state grant assistance is requested to aid in financing the cost of *facility development* and

WHEREAS, our organization considers it in the best public interest to complete the project described in the application(s);

NOW, THEREFORE, BE IT RESOLVED that:

1. The _____ [*insert MAYOR, DIRECTOR, PRESIDENT, ETC*] is authorized to make formal application to the Recreation and Conservation Office for grant assistance;
2. Any grant assistance received will be used for direct costs associated with implementation of the project referenced above;
3. Our organization expects that our matching share of project funding will be derived from _____ [*insert your anticipated sources*] and that pursuant to WAC 286-13-040 (3) we must certify the available match at least one month before funding approval. In addition, our organization is responsible for supporting all non-cash commitments to this project should they not materialize.
4. We acknowledge that the grant assistance, if approved, will be paid on a reimbursement basis, meaning we will only request payment from the Recreation and Conservation Office after eligible and allowable costs have been incurred and payment remitted to our vendors, and that the Recreation and Conservation Office will hold retainage until the project is deemed complete.
5. We acknowledge that any facility developed through grant assistance from the Recreation and Conservation Funding Board must be reasonably maintained and made available to the general public at reasonable hours and times of the year according to the type of area or facility unless other restrictions have been agreed to by the Recreation and Conservation Office Director or the Recreation and Conservation Funding Board.
6. We acknowledge that any facility developed with grant assistance from the Recreation and Conservation Funding Board must be dedicated for public outdoor recreation purposes, and be retained and maintained for at least 20 years from the date of final project reimbursement unless otherwise provided and agreed to by our organization, the Recreation and Conservation Funding Board.
7. This resolution becomes part of a formal application to the Recreation and Conservation Office for grant assistance; and
8. We provided appropriate opportunity for public comment on this application.

This resolution was adopted by our organization during the meeting held:

Location _____ Date _____

Signed and approved by the following authorized representative:

Signed _____

Title _____ Date _____

Attest: _____

Approved as to form _____

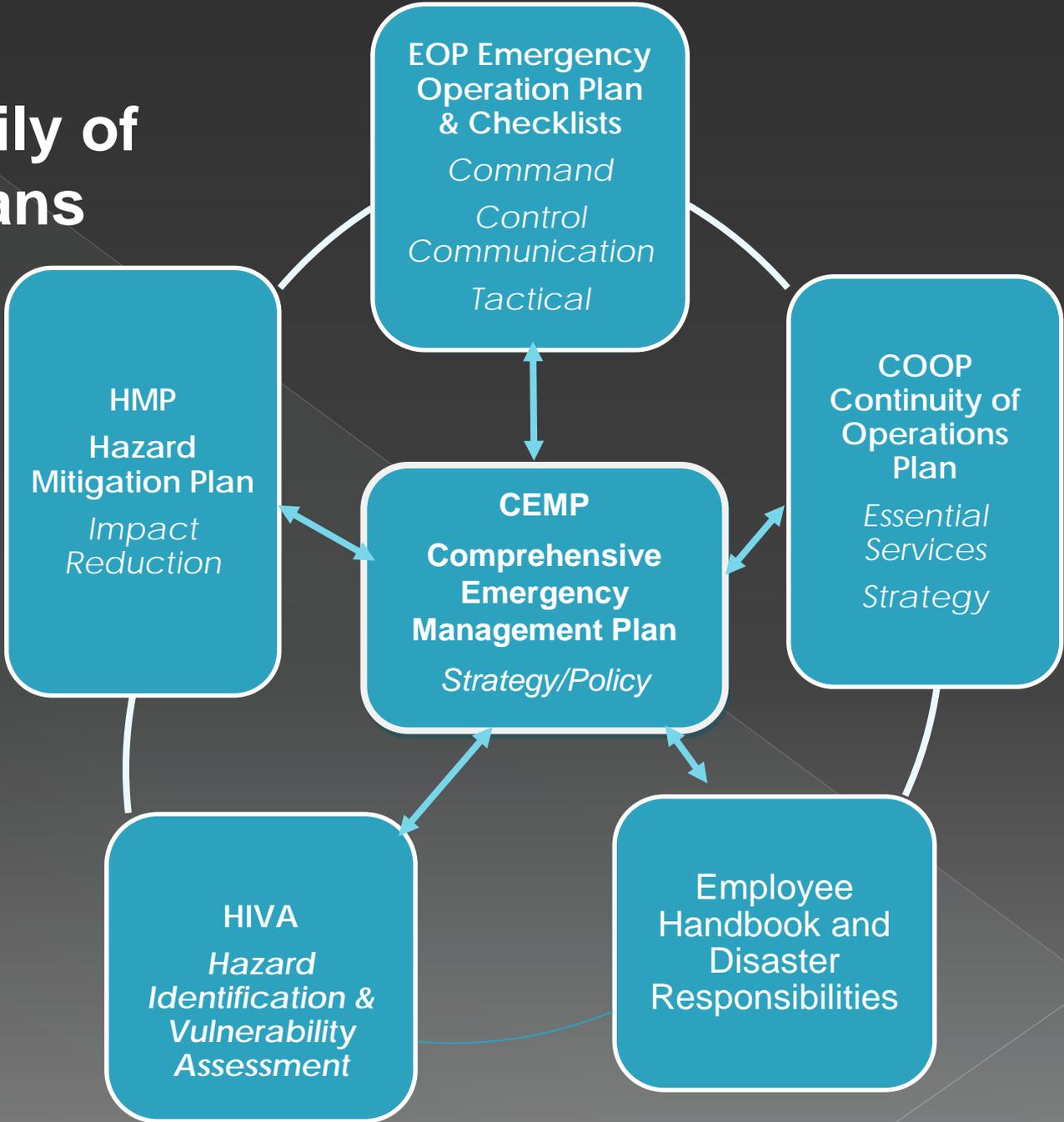
Region 5 (Pierce County) Mitigation Plan

City of Lakewood Mitigation Plan Resolution

Emergency Management Process



Family of Plans



Mitigation Plan Process

- Conducting a Hazard Identification and Vulnerability Assessment (HIVA)
 - What events are most likely to occur here?
 - What potential dangers exist within our city?
- Identifying and funding infrastructure improvements to lower the threat or risk

Pierce County (Region 5) All-Hazard Mitigation Plan

- 44 CFR 201.6 – Requires Local Mitigation Plans
- The Local Mitigation Plan is the representation of the jurisdiction's commitment to reduce risks from natural hazards, serving as a guide for decision makers as they commit resources to reducing the effects of natural hazards.
- Pierce County DEM writes a multi-jurisdictional plan for all of Region 5 (Pierce County), with Addendums from cities within the region (including Lakewood).
- The **Plan** and **Addendum** must be approved by resolution from the City Council and updated every 5 years.

Pierce County (Region 5) All-Hazard Mitigation Plan

- The City of Lakewood will not be eligible for any federal mitigation OR post-disaster grants unless we have an approved All-Hazard Mitigation Plan.
- Specific items or needs must be identified in our Mitigation Plan in order to be considered for federal grants.

Questions?

RESOLUTION NO. 2015-XX

A RESOLUTION of the City Council of the City of Lakewood adopting the Region 5 All Hazard Mitigation Plan – 2015-2020 Edition and the City of Lakewood Addendum to the Region 5 Hazard Mitigation Plan; and Updating the 2004 Pierce County Natural Hazard Mitigation Plan.

WHEREAS, the Federal Disaster Mitigation Act of 2000 requires that for all disasters declared on or after November 1, 2004, applicants for sub-grants following any disaster must have an approved All Hazard Mitigation Plan in accordance with 44CFR 201.6 prior to receipt of Hazard Mitigation Grant Program project funding; and

WHEREAS, the Federal Disaster Mitigation Act of 2000 requires that for Pre-Disaster Mitigation grant program project funding on or after November 1, 2003, applicants must have an approved All Hazard Mitigation Plan in accordance with 44CFR 201.6 prior to receipt of project funding; and

WHEREAS, the All Hazard Mitigation Plan Update represents the commitment of the City of Lakewood along with other surrounding government entities to reduce the risks from natural, man-made and technological hazards, serving as a guide for decision makers as they commit resources to reducing the affects of hazards, and it is in the public interest to proceed with the planning process in a timely manner; and

WHEREAS, City of Lakewood has participated with the Pierce County Department of Emergency Management in the development of the City of Lakewood All Hazard Mitigation Plan Update, and recognizes the economic loss, personal injury, and damage that can arise from these hazards; and

WHEREAS, reduction of these impacts can be achieved through a comprehensive coordinated planning process which includes an updated risk assessment that provides the factual basis for activities proposed in the mitigation strategies to reduce losses and vulnerabilities, a five-year cycle for plan maintenance, and documentation of formal adoption by the City of Lakewood; and

WHEREAS, the 2015-2020 Region 5 All Hazard Mitigation Plan Edition has been completed and approved by the State and the Federal Emergency Management Agency; and

WHEREAS, the City of Lakewood could risk not receiving future disaster funding if the All Hazard Mitigation Plan Update is not adopted;

WHEREAS, the City Council of the City of Lakewood reviewed the All Hazard Mitigation Plan Update; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON HEREBY RESOLVES, as follows:

Section 1. The Region 5 Hazard Mitigation Plan, 2015-2020 Edition, is hereby adopted as set forth in Exhibit A, which is attached.

Section 2. The City of Lakewood Addendum to the Region 5 Hazard Mitigation Plan, an update to the City of Lakewood All Hazard Mitigation Plan is hereby adopted and shall be in full force and effect upon passage and signatures hereon.

PASSED by the City Council this ___ day of ___, 2015.

Don Anderson, Mayor

Attest:

Alice M. Bush, City Clerk

Approved as to form:

Heidi Wachter, City Attorney

Section 5

Mitigation Strategy Requirements – Updated 6/11/2015

Mitigation Strategy---Requirement §201.6(c)(3):

The plan **shall** include a strategy that provides the jurisdiction's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs and resources, and its ability to expand on and improve these existing tools.

Local Hazard Mitigation Goals---Requirement §201.6(c)(3)(i):

[The hazard mitigation strategy **shall** include a] description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.

- Does the new or updated plan include a description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards?

Identification and Analysis of Mitigation Actions---Requirement §201.6(c)(3) (ii):

[The mitigation strategy **shall** include a] section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure.

Identification and Analysis of Mitigation Actions: National Flood Insurance Program (NFIP) Compliance--Requirement §201.6(c)(3)(ii):

[The mitigation strategy] must also address the jurisdiction's participation in the National Flood Insurance Program (NFIP), and continued compliance with NFIP requirements, as appropriate.

- Does the new or updated plan identify and analyze a **comprehensive range** of specific mitigation actions and projects for each hazard?
- Do the identified actions and projects address reducing the effects of hazards on **new** buildings and infrastructure?
- Do the identified actions and projects address reducing the effects of hazards on **existing** buildings and infrastructure?
- Does the new or updated plan describe the jurisdiction(s) participation in the NFIP?
- Does the mitigation strategy identify, analyze and prioritize actions related to continued compliance with the NFIP?

Implementation of Mitigation Actions---Requirement: §201.6(c)(3) (iii):

[The mitigation strategy section **shall** include] an action plan describing how the actions identified in section (c)(3)(ii) will be prioritized, implemented, and administered by the local jurisdiction. Prioritization **shall** include a special emphasis on the extent to which benefits are maximized according to a cost benefit review of the proposed projects and their associated costs.

- Does the new or updated mitigation strategy include how the actions are **prioritized**? (For example, is there a discussion of the process and criteria used?)
- Does the new or updated mitigation strategy address how the actions will be **implemented and administered**, including the responsible department, existing and potential resources and the timeframe to complete each action?
- Does the new or updated prioritization process include an emphasis on the use of **cost-benefit review** to maximize benefits?
- Does the updated plan identify the completed, deleted or deferred mitigation actions as a benchmark for progress, and if activities are unchanged (i.e., deferred), does the updated plan describe why no changes occurred?

SECTION 5

REGION 5 HAZARD MITIGATION PLAN CITY OF LAKEWOOD MITIGATION STRATEGY SECTION

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Table 5-1 City of Lakewood Mitigation Strategy Matrix

Implementation Mechanism	Mitigation Measure (<i>Hazard(s)</i>) ¹	Lead Jurisdiction(s) / Department(s)	Timeline (years)	Plan Goals					
				Life and Property	Operations Continuity	Partnerships	Natural Resources	Preparedness	Sustainable Economy
Startup	1. Existing Mitigation Actions (<i>E,L,V,D,F,WUI,SW,MM</i>)	Lakewood - Administration	Ongoing	✓	✓	✓	✓	✓	✓
	2. Plan Maintenance (<i>E,L,V,D,F,WUI,SW,MM</i>)	Lakewood - Administration	Ongoing	✓	✓	✓	✓	✓	✓
HMF	1. Pierce County Hazard Mitigation Forum (<i>E,L,V,D,F,WUI,SW,MM</i>)	PC DEM; Lakewood - Administration	Ongoing	✓	✓	✓	✓	✓	✓
City Government	1. Capability Identification and Evaluation (<i>E,L,V,D,F,WUI,SW,MM</i>)	Lakewood	1-2						
	2. Generator Retrofit of Park Operations Center (<i>E,SW,MM</i>)	Lakewood - Parks	Complete	✓	✓			✓	
	3. Illicit Discharge and Spill Response (<i>MM</i>)	Lakewood – Public Works	Ongoing	✓		✓	✓	✓	
	4. Seismic Review and Retrofit of all Bridges, Culverts, and Retaining Walls within and Through the City (<i>E,F,SW</i>)	Lakewood – Public Works	5	✓		✓			✓
	5. Accurate Mapping of All Roadways- Electronic and Hard Copy (<i>E,L,F,SW,MM</i>)	Lakewood - GIS	Ongoing	✓	✓				
	6. Traffic Control Devices for Setting Blockades and Detour Routes (<i>E,L,F,SW,MM</i>)	Lakewood – Public Works	Ongoing	✓	✓				
	7. Identify Critical Routes and Determine Alternate Routes (<i>E,F,SW</i>)	Lakewood – Public Works	1-2	✓	✓	✓			
	8. Develop Mutual Aid Agreements with Other Public Agencies to Support in Roadway Clearing and Repair (<i>E,F,SW</i>)	Lakewood – Public Works	1-2	✓	✓	✓			
	9. Battery Back-Up (Uninterrupted Power Supply (UPS)) for All Major Traffic Signals (<i>E,F,SW</i>)	Lakewood – Public Works	5	✓	✓				
	10. Radio Communications Set-Up Between all City-Owned Vehicles, Buildings, and EOC (<i>E,F,SW</i>)	Lakewood – Public Works	1-2	✓	✓				
	11. Structural Retrofit of Park Operations Center (<i>E,SW</i>)	Lakewood – Parks	Complete	✓	✓			✓	
	12. Significant Tree Pruning and Maintenance (<i>E,D,SW</i>)	Lakewood – Parks	Ongoing	✓	✓		✓	✓	
	13. Utility Coordination (<i>E,L,V,F,SW,WUI,MM</i>)	Lakewood – Public Works	Ongoing	✓	✓	✓			
	14. Complete, Distribute, Train Staff on Continuity of Operations Plan (COOP) (<i>E,V,F,WUI,SW,MM</i>)	Lakewood	Ongoing	✓	✓	✓		✓	✓
	15. Essential Records Protection (<i>E,V,F,SW,WUI,MM</i>)	Lakewood - General Services and City Clerk	Ongoing	✓	✓				✓
	16. Evacuation Plan Template for Multiple Events (<i>E,V,F,SW,WUI,MM</i>)	Lakewood - Police with WPFR	Ongoing	✓	✓	✓			

Implementation Mechanism	Mitigation Measure (<i>Hazard(s)</i>) ¹	Lead Jurisdiction(s) / Department(s)	Timeline (years)	Plan Goals					
				Life and Property	Operations Continuity	Partnerships	Natural Resources	Preparedness	Sustainable Economy
	17. Create an Emergency Coordination Center in Lakewood Police Department (<i>E, V, F, SW, WUI, MM</i>)	Lakewood - Emergency Management	Complete	✓	✓	✓		✓	✓
<u>Public Education</u>	1. Flood Preparedness and Response (<i>F</i>)	Lakewood – Public Works	Ongoing	✓	✓	✓	✓		
	2. Disaster Preparedness Training (<i>E, V, F, SW, WUI, MM</i>)	Lakewood - WPFR	Ongoing	✓	✓				

Startup Mitigation Measures

Existing Mitigation Actions

Hazards: E, L, V, D, F, WUI, SW¹, MM²

Lakewood will continue to implement existing programs, policies, and regulations as identified in the Capability Identification Section of this Plan. This includes such actions as updating the Critical Area Regulations and any ensuing land use policies with best available science. It also includes continuing those programs that are identified as technical capabilities.

1. **Goal(s) Addressed** = Protect Life and Property; Promote A Sustainable Economy; Ensure Continuity of Operations; Increase Public Preparedness for Disasters; Preserve or Restore Natural Resources; Establish and Strengthen Partnerships for Implementation.
2. **Cost of Measure** = TBD
3. **Funding Source and Situation** = Funding could be accomplished with local budgets or grants.
4. **Lead Jurisdiction(s)** = City of Lakewood - Administration.
5. **Timeline** = Ongoing
6. **Benefit** = City-Wide
7. **Life of Measure** = Perpetual
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Plan Maintenance

Hazards: E, L, V, D, F, WUI, SW¹, MM²

Lakewood will adopt those processes outlined in the Plan Maintenance Section of this Plan.

1. **Goal(s) Addressed** = Protect Life and Property; Promote A Sustainable Economy; Ensure Continuity of Operations; Increase Public Preparedness for Disasters; Preserve or Restore Natural Resources; Establish and Strengthen Partnerships for Implementation.
2. **Cost of Measure** = TBD
3. **Funding Source and Situation** = Funding could be obtained through local budget.
4. **Lead Jurisdiction(s)** = City of Lakewood - Administration
5. **Timeline** = Ongoing
6. **Benefit** = City-Wide
7. **Life of Measure** = Perpetual
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Hazard Mitigation Forum

Pierce County Hazard Mitigation Forum

Hazards: E, L, V, D, F, WUI, SW¹, MM²

Lakewood will work in conjunction with the County through the Pierce County Hazard Mitigation Forum (HMF). The Forum will continue as a means of coordinating mitigation planning efforts among all jurisdictions within the County that have completed a mitigation plan. This ensures efficient use of resources and a more cooperative approach to making a disaster resistant county. The HMF meets annually; every October. This is addressed in the Plan Maintenance Section of this Plan.

1. **Goal(s) Addressed** = Protect Life and Property; Promote A Sustainable Economy; Ensure Continuity of Operations; Increase Public Preparedness for Disasters; Preserve or Restore Natural Resources; Establish and Strengthen Partnerships for Implementation.
2. **Cost of Measure** = Minor
3. **Funding Source and Situation** = Funding could be obtained through local budget.
4. **Lead Jurisdiction(s)** = PC DEM; City of Lakewood
5. **Timeline** = Ongoing
6. **Benefit** = Regional
7. **Life of Measure** = Perpetual
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

City Government Mitigation Measures

Capability Identification and Evaluation – *Hazard Identification & Vulnerability Analysis*

Hazards: E, L, V, D, F, WUI, SW¹, MM²

Lakewood will develop a consistent and replicable system for evaluating the City’s capabilities. A comprehensive evaluation will lead to specific policy recommendations to more effectively achieve disaster resistant communities. Further, a capability evaluation involves measurable variables so that capabilities may eventually be tracked in conjunction with the implementation of all mitigation measures. This is a key component in evaluating the success of the City’s overall mitigation strategy.

1. **Goal(s) Addressed** = N/A. Goals addressed are contingent upon the mitigation measures resulting from this priority.
2. **Cost of Measure** = TBD
3. **Funding Source and Situation** = Funding could be obtained through local budget or grants.
4. **Lead Jurisdiction(s)** = City of Lakewood
5. **Timeline** = Short-term
6. **Benefit** = City-Wide
7. **Life of Measure** = Perpetual
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Generator Retrofit of Park Operations Center

Hazards: E, SW¹ MM²

As part of the electrical upgrades to the shop, a generator switch will be installed so in the event power is lost, the operations center will have power to operate the fueling station, and most power operations in the shop.

1. **Goal(s) Addressed** = Protect Life and Property; Ensure Continuity of Operations; Increase Public Preparedness for Disasters.
2. **Cost of Measure** = Already implemented as electrical upgrades to operation center
3. **Funding Source and Situation** = Funding could be obtained through local budget and grants.
4. **Lead Jurisdiction(s)** = City of Lakewood - Parks Department
5. **Timeline** = Complete
6. **Benefit** = Parks Operation Center, City of Lakewood
7. **Life of Measure** = 30 years
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Illicit Discharge and Spill Response

Hazards: MM²

- Have trained personnel and materials on hand to respond to reports of illicit discharges and spills to surface and groundwater in the city.
 - Have contact information for spill response personnel from the state Department of Ecology and Pierce County.
 - Educate the public and target audiences (e.g., businesses with high potential for spills) regarding the impacts and consequences of illicit discharges.
1. **Goal(s) Addressed** = Protect Life and Property; Increase Public Preparedness for Disasters; Preserve or Restore Natural Resources; Establish and Strengthen Partnerships for Implementation.
 2. **Cost of Measure** = TBD
 3. **Funding Source and Situation** = Funding could be obtained through local budget or grants and state or federal grants.
 4. **Lead Jurisdiction(s)** = City of Lakewood - Public Works Department
 5. **Timeline** = Ongoing
 6. **Benefit** = Water bodies and groundwater in Lakewood/Citizens of Lakewood
 7. **Life of Measure** = Perpetual
 8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Seismic Review and Retrofit of all Bridges, Culverts, and Retaining Walls within and Through the City

Hazards: E, F, SW¹

All City bridges, culverts, and wall structures will be reviewed for seismic vulnerability and retrofitted as needed. These include WSDOT and RR bridges that are within City's jurisdictional boundaries.

1. **Goal(s) Addressed** = Protect Life and Property, Establish and Strengthen Partnerships for Implementation; Promote a Sustainable Economy.
2. **Cost of Measure** = TBD
3. **Funding Source and Situation** = Funding could be obtained through local budgets grants and federal BRAC funding.
4. **Lead Jurisdiction(s)** = City of Lakewood – Public Works with local stakeholders and engineers
5. **Timeline** = Long-Term
6. **Benefit** = Traveling public and/or emergency vehicles over specific route.
7. **Life of Measure** = 100 years
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Accurate Mapping of All Roadways- Electronic and Hard Copy

Hazards: E, L, F, SW¹, MM²

Mapping of all Cities public and private roadways will be mapped accurately in order to track and communicate blocked and alternate routes. This will be available electronically via network computer access; local computer access; and hard copy (for redundancy) and in case of power loss.

1. **Goal(s) Addressed** = Protect Life and Property; Ensure Continuity of Operations.
2. **Cost of Measure** = TBD
3. **Funding Source and Situation** = Funding could be obtained through local budget or grants.
4. **Lead Jurisdiction(s)** = City of Lakewood – GIS, Also Pierce County
5. **Timeline** = Ongoing
6. **Benefit** = ALL traveling public, emergency and utility responders
7. **Life of Measure** = Perpetual
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Traffic Control Devices for Setting Blockades and Detour Routes

Hazards: E, L, F, SW¹, MM²

Obtain trailer and traffic control devices (barricades, barrels, signs, etc.) for setting blockades and detour routes in case of road hazard.

1. **Goal(s) Addressed** = Protect Life and Property; Ensure Continuity of Operations.
2. **Cost of Measure** = TBD
3. **Funding Source and Situation** = Funding could be obtained through local budget or grants and state or federal grants.
4. **Lead Jurisdiction(s)** = City of Lakewood – Public Works
5. **Timeline** = Short-term
6. **Benefit** = ALL traveling public, emergency and utility responders
7. **Life of Measure** = Perpetual
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Identify Critical Routes and Determine Alternate Routes

Hazards: E, F, SW¹

The City is unique with its bodies of water and neighborhoods surrounded by other jurisdictional boundaries – effectively making them islands with one route in and out. Determine these isolated areas and determine alternate access routes (e.g. via through private property, via Fort/Base lands, etc.) and develop agreements as needed that can be implemented during an emergency.

1. **Goal(s) Addressed** = Protect Life and Property; Ensure Continuity of Operations; Establish and Strengthen Partnerships for Implementation.
2. **Cost of Measure** = TBD
3. **Funding Source and Situation** = Funding could be obtained through local budget or grants.
4. **Lead Jurisdiction(s)** = City of Lakewood – Public Works
5. **Timeline** = **Short-term**
6. **Benefit** = Traveling public and/or emergency vehicles over specific route.
7. **Life of Measure** = 100 years
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Develop Mutual Aid Agreements with Other Public Agencies to Support in Roadway Clearing and Repair

Hazards: E, F, SW¹

The City will need outside assistance of equipment and operators to assist in clearing and repairing roadways. Other public agencies within Lakewood have readily available equipment and could be utilized for local support. For example: Lakewood Water District, Lakeview Light and Power, Pierce County Public Works, WSDOT, Camp Murray, Fort Lewis.

1. **Goal(s) Addressed** = Protect life and property; Ensure continuity of operations; Establish and strengthen partnerships for implementation.
2. **Cost of Measure** = TBD
3. **Funding Source and Situation** = Funding could be obtained through local budget or grants.
4. **Lead Jurisdiction(s)** = City of Lakewood – Public Works
5. **Timeline** = **Short-term**
6. **Benefit** = Traveling public and/or emergency vehicles over specific route.
7. **Life of Measure** = 100 years
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Battery Back-Up (Uninterrupted Power Supply (UPS) for All Major Traffic Signals

Hazards: E, F, SW¹

Provide UPS (battery back-up) for all major traffic signals in the City.

1. **Goal(s) Addressed** = Protect Life and Property; Ensure Continuity of Operations.
2. **Cost of Measure** = TBD
3. **Funding Source and Situation** = Funding could be obtained through local budgets or grants and federal ITS grants.
4. **Lead Jurisdiction(s)** = City of Lakewood – Public Works
5. **Timeline** = **Long-term**
6. **Benefit** = Traveling public and/or emergency vehicles over specific routes.
7. **Life of Measure** = 100 years
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Radio Communications Set-Up Between all City-Owned Vehicles, Buildings, and ECC

Hazards: E, F, SW¹

Provide radios for back-up radio communication (when all of the cell phones go down). Determine if communication can also be set up with other public agencies providing mutual aid.

1. **Goal(s) Addressed** = Protect Life and Property; Ensure Continuity of Operations.
2. **Cost of Measure** = TBD
3. **Funding Source and Situation** = Funding could be obtained through local budget or grants and state or federal grants.
4. **Lead Jurisdiction(s)** = City of Lakewood – Public Works
5. **Timeline** = **Short-term**
6. **Benefit** = Traveling public and/or emergency vehicles over specific route.
7. **Life of Measure** = 100 years
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Structural Retrofit of Park Operations Center

Hazards: E, SW¹

Collar ties were added to the roof to strengthen the integrity of the Park Operations Center. Posts and walls were added to strengthen the loft inside the shop, and a sheer wall was added inside to add strength against side to side movement.

1. **Goal(s) Addressed** = Protect Life and Property; Ensure Continuity of Operations; Increase Public Preparedness for Disasters.
2. **Cost of Measure** = Already implemented as part of upgrades made to the operations center.
3. **Funding Source and Situation** = Funding could be obtained through local budget or grants.
4. **Lead Jurisdiction(s)** = City of Lakewood – Parks Department
5. **Timeline** = Complete
6. **Benefit** = Park Operations, City of Lakewood
7. **Life of Measure** = 30 years
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Significant Tree Pruning and Maintenance

Hazards: E, D, SW¹

Trees within the City of Lakewood Parks system will be pruned or removed according to a plan developed in 2005 to enhance the overall health and safety of the park trees.

1. **Goal(s) Addressed** = Protect Life and Property; Ensure Continuity of Operations; Preserve or Restore Natural Resources; Increase Public Preparedness for Disasters.
2. **Cost of Measure** = \$15,000
3. **Funding Source and Situation** = Funding could be obtained through local budget or grants.
4. **Lead Jurisdiction(s)** = City of Lakewood – Parks Department
5. **Timeline** = Ongoing
6. **Benefit** = Park staff and City of Lakewood
7. **Life of Measure** = Perpetual
8. **Community Reaction** = the proposal would be endorsed by the entire community.

Utility Coordination

Hazards: E, L, V, F, SW, WUI¹, MM²

Facilitate coordination of *utility emergency response contacts*.

1. **Goal(s) Addressed** = Protect Life and Property; Ensure Continuity of Operations; Establish and Strengthen Partnerships for Implementation; Ensure Continuity of Operations.
2. **Cost of Measure** = Staff Time
3. **Funding Source and Situation** = Funding could be obtained through local budgets or grants and state or federal grants.
4. **Lead Jurisdiction(s)** = City of Lakewood – Public Works Department
5. **Timeline** = **Ongoing – Updated every fall prior to storm season**
6. **Benefit** = City Departments, staff and citizens
7. **Life of Measure** = Perpetual
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Complete, Distribute and Train Staff on Continuity of Operations Plan (COOP)

Hazards: E, V, F, WUI, SW¹, MM²

The City of Lakewood will develop a COOP that enables staff to prepare for an emergency or disaster situation.

1. **Goal(s) Addressed** = Protect Life and Property; Ensure Continuity of Operations; Establish and Strengthen Partnerships for Implementation; Increase Public Preparedness for Disasters; Promote a Sustainable Economy.
2. **Cost of Measure** = Staff time and materials
3. **Funding Source and Situation** = Funding could be obtained through local budget.
4. **Lead Jurisdiction(s)** = City of Lakewood
5. **Timeline** = **Ongoing, Update of the plan will begin this summer, 2015**
6. **Benefit** = Residents and businesses of Lakewood, visitors and regional partners
7. **Life of Measure** = Perpetual
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Essential Records Protection

Hazards: E, V, F, WUI, SW¹, MM²

Protect and/or provide a safe backup of essential records. This will be accomplished by maintaining an essential records protection schedule and records prevention response and recovery procedures.

1. **Goal(s) Addressed** = Protect Life and Property; Ensure Continuity of Operations; Promote a Sustainable Economy.
2. **Cost of Measure** = Staff time and possible storage fees
3. **Funding Source and Situation** = Funding could be obtained through local budget general fund or grants or Washington State Archives.
4. **Lead Jurisdiction(s)** = City of Lakewood - General Services and City Clerk
5. **Timeline** = Ongoing
6. **Benefit** = City Hall employees, Community and citizens, regional partners
7. **Life of Measure** = Perpetual
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Evacuation Plan Template for Multiple Events

Hazards: E, V, F, WUI, SW¹, MM²

The police department will develop an SOP that will outline recommended techniques and procedures for conducting an evacuation of an area or complex in the event of different types of emergencies such as a train derailment, active shooter, bomb threat, or other events.

1. **Goal(s) Addressed** = Protect Life and Property; Ensure Continuity of Operations; Establish and Strengthen Partnerships for Implementation.
2. **Cost of Measure** = Staff Time
3. **Funding Source and Situation** = Funding could be obtained through local budget or grants.
4. **Lead Jurisdiction(s)** = City of Lakewood - Police Department and WPFR
5. **Timeline** = Ongoing
6. **Benefit** = Residents and businesses of Lakewood, visitors and regional partners
7. **Life of Measure** = Perpetual
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Create an Emergency Coordination Center in Lakewood Police Department

Hazards: E, V, F, WUI, SW¹, MM²

The City of Lakewood will create an emergency operations center that has the necessary equipment for city ECC staff to operate effectively.

1. **Goal(s) Addressed** = Protect Life and Property; Ensure Continuity of Operations; Establish and Strengthen Partnerships for Implementation; Increase Public Preparedness for Disasters; Promote a Sustainable Economy.
2. **Cost of Measure** = Time and Materials and special equipment
3. **Funding Source and Situation** = Funding could be obtained through local budget or grants.
4. **Lead Jurisdiction(s)** = City of Lakewood - Emergency Management Director
5. **Timeline** = Completed
6. **Benefit** = Residents and businesses of Lakewood, visitors, community and regional partners
7. **Life of Measure** = 5-10 years
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Public Education Mitigation Measures

Urban Flood Preparedness and Response

Hazards: F¹

- Have sandbags and sand on hand and placed at strategic locations throughout the city.
 - Have a stockpile of signs and barricades for warning of water over roadways or road closures.
 - Have maps, rakes, boots, rain gear and other equipment on hand for City staff to assist in flood response.
 - Coordinate personnel/volunteer resources for sandbagging.
 - Have contracts on hand to hire private contractors to assist as needed.
1. **Goal(s) Addressed** = Protect Life and Property; Ensure Continuity of Operations; Preserve or Restore Natural Resources; Establish and Strengthen Partnerships for Implementation.
 2. **Cost of Measure** = TBD
 3. **Funding Source and Situation** = Funding could be obtained through local budget or grants and state or federal grants.
 4. **Lead Jurisdiction(s)** = City of Lakewood - Public Works Department
 5. **Timeline** = Ongoing
 6. **Benefit** = Areas of city affected by flooding (neighborhoods, businesses, etc.)
 7. **Life of Measure** = Perpetual
 8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Disaster Preparedness Training

Hazards: E, V, F, WUI, SW¹, MM²

Develop and implement training program for city employees on disaster preparedness.

1. **Goal(s) Addressed** = Protect Life and Property; Ensure Continuity of Operations.
2. **Cost of Measure** = Staff time and materials
3. **Funding Source and Situation** = Funding could be obtained through local budget or grants and state or federal grants.
4. **Lead Jurisdiction(s)** = City of Lakewood – West Pierce Fire & Rescue
5. **Timeline** = Ongoing
6. **Benefit** = City staff and citizens, visitors and regional partners
7. **Life of Measure** = Perpetual
8. **Community Reaction** = the proposal is likely to be endorsed by the entire community.

Endnotes

¹ Hazard Codes:

Where necessary, the specific hazards addressed are noted as follows:

A:	Avalanche
E:	Earthquake
F:	Flood
D:	Drought
T:	Tsunami
V(L OR T):	Volcanic (lahar or tephra-specific)
SW:	Severe Storm (wind-specific)
L:	Landslide
WUI:	Wildland/Urban Interface Fire
MM:	Manmade to include terrorism
ALL:	All hazards, including some man made. Where only natural hazards are addressed, it is noted.

² While this Plan is strictly a *Natural* hazard mitigation plan, where a measure stems from a facility recommendation (Infrastructure Section) that deals specifically with terrorism, the mitigation strategy will use that analysis. Other measures, such as those that deal with multi-hazard community preparedness or recovery planning, mitigate man-made hazards and are noted as such. It is not the intent of this notation to imply that all measures were analyzed with regards to man-made hazards or that measures were identified with that in mind. Rather, the notation merely illustrates the potential on this template for the inclusion of man-made hazard analysis.