



LAKWOOD CITY COUNCIL STUDY SESSION AGENDA

Monday, September 28, 2015

7:00 P.M.

City of Lakewood

City Council Chambers

6000 Main Street SW

Lakewood, WA 98499

Page No.

CALL TO ORDER

ITEMS FOR DISCUSSION:

- (3) 1. Joint Community Services Advisory Board meeting.
- (6) 2. Review of Fiscal Year 2016 Community Development Block Grant and HOME Investment Partnership Act funding policies. – (Memorandum)
- (12) 3. Review of 2015-2016 human services allocation and funding strategy. – (Memorandum)
- (21) 4. Review of cottage housing code. - (Memorandum)
- (77) 5. Review of 2016 property tax levy. – (Memorandum)
- (86) 6. Review of 2nd Quarter 2015 Financial Report. – (Memorandum)

REPORTS BY THE CITY MANAGER

ITEMS TENTATIVELY SCHEDULED FOR THE OCTOBER 6, 2015 REGULAR CITY COUNCIL MEETING:

- 1. Item Nos. 2 and 4 above.

The City 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>

The Council Chambers will be closed 15 minutes after adjournment of the meeting.

Page No.

2. Proclamation declaring the month of October 2015 as Domestic Violence Awareness month.
3. Setting Monday, November 2, 2015, at approximately 7:00 p.m., as the date for a public hearing by the City Council on the 2016 property tax collection levy. – (Motion – Consent Agenda)
4. Setting Monday, November 2, 2015, at approximately 7:00 p.m., as the date for a public hearing by the City Council on the 2015-2016 biennial budget amendments. – (Motion – Consent Agenda)
5. Appointing members to serve on the Arts Commission. – (Motion – Consent Agenda)
6. Authorizing the execution of an amendment to the agreement with Lakeview Light & Power, in the amount of \$12,020 to a total of \$139,200 relative to the LED streetlighting project.
7. Authorizing the acquisition of certain portions of real property on Gravelly Lake Drive between 100th Street and Bridgeport 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. – (Ordinance – Regular Agenda)
8. Opposing the City of Tacoma’s Proposition 3, 1.5% utility company earning tax for Tacoma street improvements. – (Resolution – Regular Agenda)
9. Authorizing the execution of an interlocal agreement with Clover Park School District relative to the purchase of fuel. – (Motion - Regular Agenda)
10. Authorizing the execution of an agreement for abating barn debris at Ft. Steilacoom Park. – (Motion – Regular Agenda)

COUNCIL COMMENTS

ADJOURNMENT

The City 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>

The Council Chambers will be closed 15 minutes after adjournment of the meeting.



2015/16 Community Services Advisory Board

Work Plan and Significant Accomplishments

CSAB Members:

Edith Owen Wallace, Chair
Sharon Taylor, Vice Chair
Paul Calta
Nancy Huseman

Kathleen Lind
Laurie Maus
Mumbi Ngari-Turner
Ric Torgerson

Claudia Penney, Youth Council Representative

Council Liaison:

Council member Marie Barth

Significant Accomplishments:

- **New Human Services Strategic Areas & Contract Reporting Improvements**
 - Allocated \$350,000 dollars to 30 programs covering four new strategic focus areas
 - Created new client demographic reporting forms
 - Instituted new program reporting requirements, including youth school enrollment and demographic information on all clients served.
 - Improved contracting language and reporting requirements for 30 programs
 - On-site contract monitoring visits complete before the end of second quarter
- **Lakewood Community Collaboration**
 - Continues to meet the 2nd Wednesday of the month, average monthly attendance 47 (up 15% from last year) and electronic mailing list has 363 contacts
 - Hosted a Poverty Immersion Workshop in partnership with CHOICE Coalition
 - Reduced meeting schedule to nine times a year (no meetings July, August & November)
 - Promoting partnership opportunities twice per month via email
 - Created a small workgroup to plan meeting topics and collaboration activities
- **Partnerships & Regional Homeless Services Planning**
 - Membership on the Pierce County Continuum of Care Committee (on-going)
 - Participant in the Leadership in Action Program, a cross sector team addressing family homelessness (September 2014 – December 2015)
 - Membership on the Tri-County Change Network to plan and evaluate service system improvements to reduce family homelessness

2015/16 Community Services Advisory Board Work Plan

Human Services:

- **Monitor contracted agencies' capacity to meet service goals and contract requirements (June – November 2015)**
 - Review progress and program evaluation reports submitted by the agencies
 - Review contracted programs' annual outcome reports and performance evaluation
 - Prepare second year (2016) funding recommendations for Council
 - Revise and renew contracts for second-year funding

- **Evaluate current funding focus areas: Housing, Access to Health Care, Healthy Relationships and Stabilization Services (January – May 2016)**
 - Determine which programs and strategies provide the greatest return on investment
 - Analyze the collective impact of the current set of funded programs
 - Complete an environmental scan to identify opportunities to increase partnerships and gain greater alignment with other funders

- **Conduct the 2017/18 Human Services allocation process (June - December 2016)**
 - Meet with Council to establish funding priorities and gain direction for the 2017/18 allocation process (April 2016)
 - Establish funding criteria for next human services funding cycle
 - Prepare a Request for Proposal (RFP) to be released July 2016
 - Review and rate funding requests, using established criteria
 - Prepare funding recommendations for Council (November/December)

CDBG/HOME:

- Seek Council direction on funding policies and priorities on the proposed use of FY 2016 CDBG and HOME funds in meeting HUD's national objectives. – (Council Action – September 28, 2015)

- Conduct a Public Hearing on community development, housing, and public services needs for FY 2016 Annual Action Plan and proposed use of funds. – (October 7, 2015)

- Review, rate and make funding recommendations in accordance with Council policies and priorities and on the FY 2016 Consolidated Annual Action Plan and proposed use of CDBG and HOME funds for submission to HUD. – (Council Review- March 14, 2016; Council Action- May 2, 2016)

- Submit FY 2015 Consolidated Performance Evaluation Report to HUD. – (September, 2016)

2015-2016 Community Services Advisory Board Meeting Schedule*

September 16, 2015	CDBG- Review FY 2014 CAPER, FY 2016 CDBG/HOME Work Plan, and FY 2016 CDBG/HOME policies and procedures. Human Services- Mid-year Contract Report
September 23, 2015	CDBG- Adoption of FY 2014 CAPER
September 28, 2015 - Council Study Session - 7:00 p.m.	Joint meeting with Council to review of FY 2016 Work Plan (CDBG & Human Services).
October 8, 2015 - Council Chambers - 6:00 p.m.	Public Hearing on housing, services and community development needs.
October 14, 2015	CDBG- Adopt FY 2016 CDBG & HOME policies, funding strategies, and Work Plan. Human Services- Prepare 2 nd yr. funding recommendations for HS funding.
November 9, 2015 - Council Study Session - 7:00 p.m.	Human Services- Review 2016 HS funding recommendations
January 20, 2016	CDBG- Technical review of applications (if necessary). Human Services- HS contracting update.
January 27 & February 3, 2016	CDBG- Applicant presentations (if necessary).
February 24, 2016	CDBG- Review and approval of Draft FY 2016 Annual Action Plan recommended projects.
March 14, 2016 – Council Study Session - 7:00 p.m.	CDBG- Council review of Draft FY 2016 Annual Action Plan.
March 16, 2016	Human Services- Funding priorities review and recommendations.
April 11, 2016 - Council Study Session - 7:00 p.m.	Human Services- Review of HS funding priorities & 2017-18 application process.
April 20, 2016	Human Services- Finalize funding priorities & develop timeline for funding applications.
May 13, 2016	Submittal of FY 2016 Annual Action Plan to HUD.
May 18, 2016	Human Services- Review draft HS funding application.
August 24, 2016	Human Services- Deliberations on 2017-18 HS funding.
September 14, 2016	CDBG- Review of FY 2015 CAPER, FY 2016 CDBG/HOME Work Plan, and FY 2016 CDBG/HOME policies and procedures. Human Services- Mid-year Contract Report
September 23, 2016	CDBG- Adoption of FY 2015 CAPER
September 26, 2016 - Council Study Session - 7:00 p.m.	Joint meeting with Council to review of FY 2017 Work Plan (CDBG & Human Services).
October 6, 2016 - Council Chambers - 6:00 p.m.	Public Hearing on housing, services and community development needs.
October 12, 2016	CDBG- Adopt FY 2016 CDBG & HOME policies, funding strategies, and Work Plan. Human Services- Prepare funding recommendations for 2017-18 HS funding.
November 14, 2016 - Council Study Session - 7:00 p.m.	Human Services- Review 2017-18 HS funding recommendations.

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



TO: Mayor and City Councilmembers

FROM: Jeff Gumm, Program Manager

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

DATE: September 28, 2015 (Council Study Session)

SUBJECT: FY 2016 Annual Action Plan Funding Policy Statement and Proposed Use of Funds

Introduction: The purpose of this memorandum is to provide a framework for the FY 2016 CDBG/HOME funding processes, including the development of the FY 2016 Policy Statement as it pertains to CDBG and HOME program funding priorities.

FY 2016 CDBG & HOME Funding Process: The Department of Housing and Urban Development requires the City to establish policies setting funding guidelines and priorities concerning the City's utilization of its CDBG and HOME funds on an annual basis. Once established, these funding policies and priorities will be used to drive funding decisions for the FY 2016 Annual Action Plan and proposed use of funds in compliance with HUD's three national objectives, which are to: 1) benefit low and moderate income citizens, 2) remove slums and blight, and 3) meet an urgent need.

Actions to Date:

- September 16, 2015 – The Community Services Advisory Board (CSAB) met to review the Draft FY 2016 Work Plan and Draft Policy Statement outlining funding policies and proposed use of funds based on the strategies already established in the 5-Year 2015-2019 Consolidated Plan as adopted May 4, 2015 (Resolution 2015-13) and the five year goals and priorities identified by the Council for CDBG & HOME funding.
- September 23, 2015 – The CSAB met to approve the 2014 Consolidated Annual Evaluation Report and to discuss the October 8, 2015 public hearing process on CDBG and HOME funding needs.
- **September 28, 2015** – In preparation of the application and funding process for FY 2016 (July 1, 2016 - June 30, 2017) CDBG and HOME projects, the Council and the CDBG CAB begin a process to establish program policies and funding guidelines for the proposed use of CDBG & HOME funds. In accordance with HUD funding

procedures, funding for FY 2016 is to be divided into four distinct HUD categories- 1) Physical/Infrastructure Improvements; 2) Public Service; 3) Housing; and 4) Economic Development (*listed in order of priority per FY 2015 Council priorities*).

Actions Pending:

- October 8, 2015 – Consolidated planning process to begin with a public hearing to receive citizen input on community development, economic development, housing, and public services needs to benefit Lakewood’s low and moderate income citizens.
- October 14, 2015 – The CSAB meets to review public hearing testimony and to tentatively approve the Work Plan and Policy Statement.
- October 19, 2015 – Council’s consideration to adopt the FY 2016 CSAB Work Plan and Policy Statement in preparation for making applications for funding available by November 2015.
- November 1 – December 4, 2015 – Application filing period.
- March 14, 2016 – Council review of the FY 2016 Annual Action Plan (proposed use of funds).
- April 18, 2016 – Public Hearing on the FY 2016 Annual Action Plan.
- May 2, 2016 – Council’s consideration to adopt the FY 2016 Annual Action Plan.
- May 13, 2016 – Submittal of Plan to HUD.

FY 2016 Policy Statement and HUD Funding Categories: In accordance with HUD’s annual consolidated planning process for CDBG and HOME, eligible jurisdictions should develop a policy statement outlining funding guidelines and policies used to prioritize the use of CDBG and HOME funds. The prioritization of funding is to be divided into four primary HUD categories- 1) Physical/Infrastructure Improvements; 2) Public Service; 3) Housing; and 4) Economic Development.

Funding categories are defined by HUD as follows:

1. Physical/Infrastructure Improvement – Acquisition, construction, reconstruction, rehabilitation or installation of publically owned facilities, or that are owned by a nonprofit and open to the general public for the purpose of benefitting low- and moderate- income (LMI) individuals. Typical activities include roads, sidewalks, sewers, street lighting, park or recreational facility improvements, and improvements to special needs or client services type facilities.
2. Public Service – Providing assistance and/or services to LMI individuals. Typical funding includes activities such as employment and education services, health care and substance abuse services, services for seniors, fair housing counseling, job training or counseling services, recreational services, and services for homeless persons.

3. Housing – Housing activities directed toward homeownership and rental activities for LMI individuals. Typical activities include homeowner rehabilitation, down payment assistance, rental acquisition and rehabilitation, lead paint activities, and new construction, if carried out by a Community Based Development Organization (CBDO).
4. Economic Development – Creating economic opportunities and jobs for LMI individuals. Economic development requires “direct” assistance to a business or development organization, most typically for full-time job creation.

FY 2016 Work Plan:

The CSAB Work Plan identifies major action items and programmatic requirements for the upcoming CDBG and HOME program year.

DRAFT POLICY STATEMENT
FY 2016
CDBG and HOME Programs

GENERAL

1. All programs and projects will be consistent with the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) program regulations as applicable.

CDBG projects must meet one of the three U. S. Department of Housing and Urban Development national objectives: (a) benefiting low and moderate income persons, (b) removing slums or blights or (c) meeting an urgent need.

HOME projects must provide housing or assist in housing for low-income persons.

2. Priority consideration (not necessarily in the following order) will be given to projects which:
 - a. Are consistent with the Consolidated Plan.
 - b. Use CDBG and HOME funds to leverage funds from other sources.
 - c. Demonstrate collaboration and cooperation with community residents and other community organizations that will improve service delivery and/or cost effectiveness.
 - d. Promote or facilitate self-sufficiency.
 - e. Are prioritized consistent with Lakewood City Council goals, subject to CDBG and HOME regulations.
 - f. Can be implemented within twelve months.
 - g. Do not require General Fund allocations for continuing operation and maintenance or which reduce current operation and maintenance costs. (Note: It is recognized, that to address community needs, some federal funded projects may require support from the General Fund for operation and maintenance costs, however, these projects must have a commitment from the General Fund prior to being recommended for federal funding.)
5. CDBG funds will be set aside in the Contingency category to cover unanticipated cost overruns on projects, for use as matching funds for grants, or to take advantage of unforeseen opportunities during the program year. Funds in the Contingency category will not exceed five (5) percent of the total grant.
6. A maximum of 20 percent of the total CDBG grant may be set aside for administration.

7. Up to 15 percent of the total CDBG grant may be set aside for public service programs.
8. The Community Services Advisory Board (CSAB) will review and make recommendations for the programming and reprogramming of CDBG and HOME funding.
9. The CSAB will review funding proposals for CDBG and HOME projects and will recommend projects for CDBG and HOME funding from new and reprogrammed allocations.
10. The CSAB will recommend annual funding policies and will recommend CDBG and HOME funding allocations by applicable categories (i.e. economic development, public service, community development (physical/infrastructure improvement), and housing in the Consolidated Annual Action Plan for consideration by the City Council.
11. The Tacoma Community Redevelopment Authority (TCRA) will review loan and grant applications for housing development projects funded by HOME Investment Partnership Act funds and make funding decisions based on projects meeting the lending criteria of the TCRA in accordance with the allocations to specific housing categories as approved by the Lakewood City Council.

CITY COUNCIL GOAL & PRIORITIES:

The Lakewood City Council overarching goals for the use of CDBG funds for FY 2016 is to enable economic development. The following areas are prioritized in order: physical/infrastructure improvements, public service, housing, and economic development.

PRIORITY 1 – PHYSICAL/INFRASTRUCTURE IMPROVEMENTS (COMMUNITY DEVELOPMENT)

The policy for physical/infrastructure improvements is to support neighborhood revitalization and improvements to spur economic development activities and improve living conditions for lower income persons. Activities that support this policy include:

1. Construction or improvement of public facilities (i.e. sewers, streets, sidewalks, alleys, lighting or related public improvements) in lower income residential neighborhoods or for business that create and/or retain jobs for lower-income persons.
2. Construction or rehabilitation of public or privately-owned, community service facilities (i.e. community, senior and youth centers) that will provide a public service benefiting low-income citizens.
3. Acquisition, development and improvement of parks, playgrounds and open space in lower-income residential neighborhoods.

PRIORITY 2 - PUBLIC SERVICE

The policy for CDBG funded public service activities is to target low-income clientele. Most of the City's human services activities are supported through 1% of the City's General Fund.

PRIORITY 3 - HOUSING

The policy for housing is to support economic development and job development/retention by improving neighborhoods to expand opportunities for affordable housing for lower-income individuals, and to preserve affordable housing to prevent homelessness and to improve property values and neighborhood characteristics. Activities that support this policy include:

1. Projects that develop or renovate housing to create housing near jobs and promote economic viability.
2. Projects that conserve existing housing by making home repairs or rehabilitating homes to meet building and housing codes.
3. Projects that provide affordable housing and homeownership and rental housing opportunities.
4. Projects that support housing to accommodate persons with special needs.
5. Projects that provide housing for homeless or transitional shelter for homeless persons.
6. Projects that coordinate housing efforts in the city, county and neighboring jurisdictions to assess housing needs and create affordable housing opportunities.

PRIORITY 4 - ECONOMIC DEVELOPMENT

The policy for economic development is to create viable businesses in targeted areas and to create and/or retain jobs for lower income persons.

Activities that support this policy include, not necessarily in priority order.

1. Assistance to businesses to make exterior improvements to facilities.
2. Assistance for microenterprise businesses.
3. Loans to businesses expanding jobs for lower-income persons.
4. Infrastructure to support businesses.



To: Mayor and City Councilmembers
From: Karmel Shields, Human Services Coordinator
Through: John J. Caulfield, City Manager 
Date: September 21, 2015
Subject: **2015 Human Services Funding Strategies Report**

In 2014 the City Council adopted four new funding strategies for the human services program. These strategies emerged from the Human Services Needs Analysis that identified vulnerable populations within the community. Vulnerable populations include: low-income families; limited English-speaking people; people with mental illness, chemical dependencies and other disabilities; and, school-age youth.

The four funding strategies are:

- Stabilization Services (food and emergency services)
- Emotional Supports for Healthy Relationships (youth development activities and treatments)
- Access to Health and Behavioral Health Services (medical, dental, mental health and CD treatments)
- Housing Assistance (rent, home repair and shelter)

An allocation process was conducted last fall. More than \$650,000 dollars in requests were received for the \$350,000 dollars set aside in the City's general fund. Thirty (30) programs received funds (grants ranging in size of \$6,000 to \$21,600) for the 2015/16 funding cycle.

In June and July contract monitoring visits were conducted. Each monitoring visit covered financial management, program operations and data collection. Each contracting agency is performing well within the terms and conditions of their negotiated contract. Many of the organizations, supported with City of Lakewood general funds, receive much larger grants from other government entities and are audited frequently. Therefore, the City's return on investment (ROI) is also very high. For example, for every dollar invested in food there is a return of an additional \$12.00 in food purchased. For domestic violence services, Lakewood funds covers less than 10% of the total cost to provide legal assistance, child care and shelter to Lakewood citizens.

There are additional reporting requirements for this year's contracts. For the first time in the City's human services program history, we are collecting consistent demographic information for all programs and, for youth programs, information on where youth attend school. This data is intended to determine the scope and scale of the human services investment. Understanding who receives the services will assist us in analyzing the extent to which identified vulnerable populations are being reached, and our overall collective impact on citizen health and well-being. It will also be useful to establish a more strategic direction for future funding.

2015 Human Services Funding Strategies Report

Mid-year Contract Performance

To date, the City's human services program has reached 30,266 people, 70% of the overall projected client service goal. Forty-nine percent (49%) of the \$350,000 dollars has been reimbursed to the contracting agencies.

The Community Services Advisory Board (CSAB) has reviewed all 30 programs' performance goals for the first half of 2015. There are five programs that are not currently meeting their client service goals. There are a few cases where, due to staff transitions or data management issues, programs struggle to reach the projected expenditures and program goals. These agencies have received extra technical assistance.

It is anticipated that the programs that are currently lagging behind will catch up to their service goals as the new school year begins or as new programming and staffing become more established. The CSAB will be taking a closer look at any programs under performing after the 3rd quarter reports are submitted, and will include this information in their recommendations to you in November.

Next Steps for Contract Performance Evaluation

September 30, 2015 is the end of the third quarter. Agencies will be asked to submit their third quarter service reports and reimbursement requests along with a narrative report by Friday, October 2, 2015. The third quarter report and program narrative will be the basis for evaluating the program's performance and preparing a funding recommendation to City Council for continued funding through 2016.

Each program will be asked to answer four questions for the narrative report. Their responses will be limited to two pages. The questions include:

1. Briefly describe the program's service measures. Is the program on target to meet the annual service goals? Please provide an explanation for why this program will exceed or fall short of the intended annual service goals.
2. What are the anticipated changes in programming, administration, or regulating policies in 2016? Will any of these changes result in the need to renegotiate the service measures in the contract? If no changes are anticipated, are the current contracted performance measures still appropriate for 2016?
3. Briefly describe your program evaluation method. When was the last evaluation or Outcome Based Evaluation (OBE) completed for this program? What were the findings?
4. Explain how other program resources and funding sources are leveraged and how City of Lakewood benefits (ROI) from this investment? Please provide supporting data to affirm your answer.

2016 Funding Recommendations Timeline

October 2, 2015	Third quarter reports and program evaluation narrative due
October 8	CSAB members receive documents for review
October 14	CSAB meets to deliberate on findings and prepares funding recommendations
October 28	Review draft continued funding recommendations memorandum
November 3	Funding recommendation memorandum submitted to City Clerk
November 9	Council Study Session: CSAB 2016 (continued) funding recommendations
November 16	Council Action: 2016 Human Services funding allocations
December 7	Contract negotiations for 2016 begin
January 4, 2016	2016 contracts and addendums take effect
January 15	Final 2015 4 th quarter service reports and reimbursement requests due
March	Produce 2015 human services annual report, with ROI and collective impact analysis
April 11	Council Study Session: Set human services funding strategies for 2017/18



2015/16 HUMAN SERVICES

Strategies & Progress Review

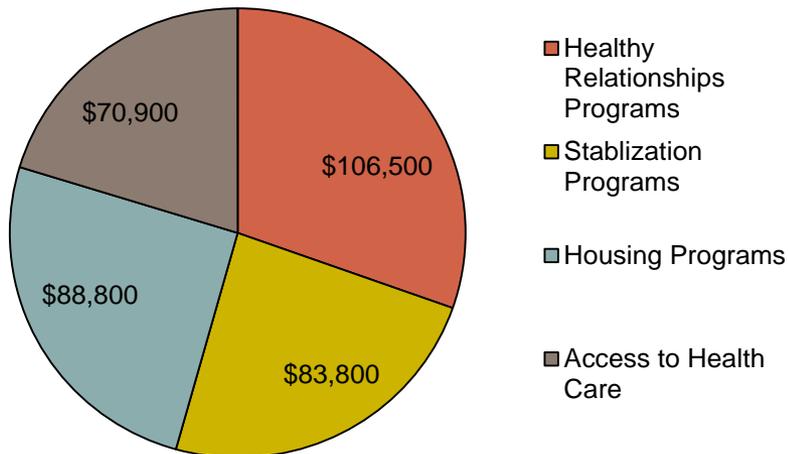
2015/16 Funding Strategies

1. **Stabilization Services (9)**
 - Food, school readiness and employment
2. **Emotional & Healthy Relationships (9)**
 - Youth development and early intervention
3. **Access to Health & Behavioral Health (7)**
 - Medical, dental, mental health and addictions
4. **Housing Assistance (7)**
 - rent, utilities, home repair and shelter

By The Numbers

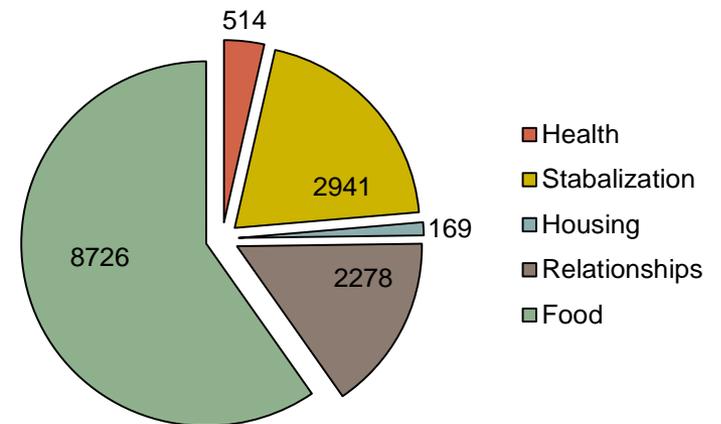
Annual Investments

2015/2016 Funding Strategies



Clients Served

1st Six Months by Category



New Contracting Processes

1. Demographic Information collected
Age, gender race/ethnicity & zip codes
2. All contract monitoring visits complete
prior to 2nd quarter report
3. Narrative summary due 3rd Quarter
with service data for CSAB review

Progress To Date

Impact on Vulnerable Populations

70% client service goals are met

Vulnerable Populations	First 6 months 2015
Low-income households	867
School-age Youth	4,393
ESL specific services	23
Behavioral Health	170
Total	5,453

What's Next



CSAB Evaluates Contract Performance

2016 Funding Recommendations to Council

2015 HS Program Annual Report

Evaluate Funding Strategies

Prepare for 2017/18 funding cycle



Council Questions & Discussion



TO: Mayor and City Councilmembers

FROM: Dan Catron, AICP
Long Range Planning Manager

THROUGH: M. David Bugher, Assistant City Manager/ Community Development
Director, and John Caulfield, City Manager 

DATE: September 28, 2015

**SUBJECT: CITY INITIATED AMENDMENT TO LAKEWOOD MUNICIPAL CODE
TITLE 18A REGARDING COTTAGE HOUSING**

PROJECT SUMMARY

In an effort to offer more housing choices for residents and development options for property owners, the Community Development Department has been directed to develop a cottage housing ordinance for the city. Generally speaking, cottage housing is defined as a multi-unit housing development consisting of small detached units (generally 800-1,500 sq. ft.) arranged around a commonly owned open space area with congregate parking. A special cottage housing ordinance is proposed that would allow cottage housing developments to exceed the base density otherwise allowed in the underlying zoning district, subject to special design and development standards and the approval of a conditional use permit. The proposed regulations are intended to apply in the City's single-family residential zones- *R1* through *R4*.

BACKGROUND

This item is part of the Planning Commission's workplan for 2015. The Planning Commission received information at its meetings of March 4, April 15, and May 20, 2015, and held a public hearing on June 17, 2015. There were four interested persons present at the June 17th hearing. There were no substantive comments in opposition to the proposed ordinance, however there was testimony in favor of a larger unit size and a minimum of two parking spaces per unit. On July 15, 2015, the Planning Commission adopted Resolution 2015-01 recommending approval of a cottage housing ordinance.

The proposed ordinance was presented to the Council at its study session on August 24, 2015. At that time staff noted three minor adjustments suggested for the draft ordinance. These included:

- Increase the maximum unit size to 1,500 sq. ft. in order to accommodate a third bedroom;
- Note that cottages are intended to be a maximum of 1-1/2 stories, not 2-stories. Any upper floor should be developed within the roof structure, not below the roof structure.
- Provide that developers must show a workable site plan using conventional development standards and addressing any environmental constraints in order to establish the base number of units that could be constructed under conventional zoning.

Staff also recommended two other adjustments to maintain continuity with the format of the zoning code. These include adding cottage housing to the list of residential land use types, and adding cottage housing to the list of uses allowed in the single family zoning districts upon issuance of a conditional use permit. On September 2, 2015, the Planning Commission voted to amend their recommendation to include these changes. It is noted that Commissioner Estrada voted against the proposed amendments to the resolution, stating that he objected to increasing the maximum floor area to 1,500 sq. ft, and objected to the proposed limitation on the design of the second floor.

The Council has since asked for a second study session to consider the proposed code amendments.

ADDITIONAL INFORMATION

The Council is being provided a draft ordinance for their consideration. The Council has also been provided with a website link to *The Cottage Company* for examples and illustrations of cottage housing developments. A copy of a previous cottage housing development application was also made available to the Council, although this project was proposed in 2006 and was not developed with consideration of the proposed cottage housing ordinance..

Please refer to the August 24, 2015, study session materials for a more complete analysis of the code amendment proposal, including an analysis of the findings required by LMC 18A.02.415.

STAFF RECOMMENDATION

Staff is recommending that the City Council adopt the proposed ordinance providing for cottage housing as a way to increase housing options in the City's single-family residential zoning districts.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission is recommending approval of cottage housing regulations as described in the draft ordinance.

EXHIBITS:

1. Draft Ordinance
2. Excerpts from Planning Commission Minutes from March 4, April 15, May 20, June 17, July 15, and September 2, 2015.

ORDINANCE NO. 6XX

AN ORDINANCE of the City Council of the City of Lakewood, Washington, amending Title 18A relative to Cottage Housing.

WHEREAS, the Community Development Director has received suggestions to provide for increased density and housing options within the City’s single family residential zoning districts; and

WHEREAS, the Planning Commission held a duly-noticed public hearing(s) on June 17, 2015, to receive and consider public testimony on said proposed code changes; and,

WHEREAS, the Planning Commission has found that the proposed changes to the Land Use and Development Code are consistent with the adopted Lakewood Comprehensive Plan and will not adversely affect the public health , safety and general welfare of the citizens of the city; and,

WHEREAS, the Planning Commission has found affirmatively that the proposed amendments satisfy the applicable findings of LMC 18A.02.415;

WHEREAS the Planning Commission for the City of Lakewood has recommended to the Lakewood City Council that amendments to Chapter 18A of the Lakewood Municipal Code pertaining to cottage housing be adopted:

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

Section 1: Section 18A.02.502 LMC entitled “Process Types -- Permits” is amended to read as follows:

Permit Process Types. Permit applications for review pursuant to this section shall be classified as a Process I, Process II, Process III, or Process IV action. Process V actions are legislative in nature. Permit applications and decisions are categorized by process type as set forth in Table 3. The differences between the processes are generally associated with the different nature of the decisions and the decision-making body as described below.

TABLE 3: APPLICATION PROCESSING PROCEDURES

	Process I Administrative Action	Process II Administrative Action	Process III Hearing Action	Process IV Hearing Action	Process V Legislative Action
Permits	Zoning certification; Building permit; Design Review; Sign	Administrative Uses; Short Plat; SEPA; Home Occupation; Administrative	Conditional Use; Major Variance; Preliminary Plat; Major Plat	Zoning Map Amendments; Site-specific Comprehensive Plan map	Generalized or comprehensive ordinance text amendments; Area-wide

	permit; Temporary Sign permit; Accessory Living Quarters; Limited Home Occupation; Temporary Use; Manufactured or Mobile Home permit; Boundary Line Adjustments; Minor modification of Process II and III permits; Final Site Certification; Certificate of Occupancy; ***Sexually Oriented Business extensions	Variance; Binding Site Plans, Minor Plat Amendment, Major modification of Process II permits	Amendment; Major modification of Process III permits: Shoreline Conditional Use; Shoreline Variance; Shoreline Substantial Development Permit; Public Facilities Master Plan; <u>Cottage Housing Development (may be considered together with residential binding site plan)</u>	amendments; Specific Comprehensive Plan text amendments; Shoreline Redesignation, **Final Plat**; **Development Agreement** **No hearing required or recommendation made by Planning Advisory Board**	map amendments; Annexation; Adoption of new planning-related ordinances
Impacts	Minimal or no effect on others, so issuance of permit is not dependent on others	Application of the standards may require some knowledge of impacts and effect upon others	Potential significant effect on some persons or broad impact on a number of persons	Potential significant effect on some persons or broad impact on a number of persons	Potential significant effect on some persons or broad impact on a number of persons
Notice & Comment	Participation of applicant only	Nearby property owners invited to comment on an application	In addition to applicant, others affected invited to present initial information	In addition to applicant, others affected invited to present initial information	Anyone invited to present information
Recommendation	NA	NA	Community Development Department Staff	Planning Advisory Board, except for Final Plat and Development Agreement as	Planning Advisory Board

				noted ** above	
Decision-Making Body	Community Development Director	Community Development Director	Hearing Examiner	City Council	City Council
Appeal	Hearing Examiner Community Development Director's decision on permits noted *** above is appealable to Superior Court.	Hearing Examiner	Superior Court	Superior Court	Superior Court

Section 2: Section 18A.20.300 LMC entitled, “Residential Use Category – Land Use Types and Levels,” is amended to read as follows:

The Residential use category includes permanent living accommodations for individuals or families of varying economic means, including those having special needs. The Residential use category has been separated into the following types based upon distinguishing features such as the type and scale of the structure, ownership pattern; number, age and special needs of individuals who reside in the structure; and any applicable state and/or local licensing requirements.

A. Single-Family Residential. A residential dwelling unit that provides living accommodations for a single individual or family. This category includes development with up to two (2) dwelling units per individual lot, not including accessory dwelling units permitted under LMC 18A.70.310.

Level 1: Detached single-family: conventionally built, manufactured, or modular homes permanently constructed on-site to meet applicable uniform codes, and placed on a permanent foundation as specified by the manufacturer, where each unit is detached from any other unit and located on its own separate legal lot of record. Manufactured and modular homes are subject to the provisions of LMC 18A.50.180, Manufactured Homes on Individual Lots.

Level 2: Two Family Residential: A legal lot of record containing two units, whether attached or detached from each other (including instances where individual units are held in condominium ownership on a commonly owned parcel), but not including units attached to multiple units on other lots, which are instead classified as Single Family - Level 3 (Attached Single Family-multiple). Two Family Residential also includes attached single-family conventionally built or modular homes permanently constructed on-site to meet applicable uniform codes, and placed on a permanent foundation, where each unit is structurally attached to one, and only one, other unit on a separate parcel, so that the units are attached in pairs.

Level 3: Attached Single Family-multiple: Attached single-family conventionally built or modular homes permanently constructed on-site to meet applicable uniform codes, and placed on a permanent foundation, where each unit is structurally attached to at least one other unit, usually on a separate parcel. A maximum of two units may be located on any individual parcel. This term includes “townhouses” and “rowhouses.”

Level 4: Manufactured home parks, subject to the provisions of LMC 18A.70.400, Manufactured Home Parks.

Level 5: Cottage Housing, subject to the provisions of LMC 18A.70.700, Cottage Housing.

Section 3: Section 18A.30.150 LMC entitled, “Conditional Uses – Single-Family Residential Zoning Districts” is amended to read as follows:

The following uses are permitted within the Residential zoning districts, subject to approval of a conditional use permit and all applicable development permits:

A. R1, R2, R3, and R4 Zoning Districts

1. Single Family Residential (Level 5)
- ~~21.~~ Community and Cultural Services (Level 2)
- ~~32.~~ Education (Level 1)
- ~~43.~~ Outdoor Recreation (Level 3)
- ~~54.~~ Public Maintenance Facilities (Level 2)
- ~~65.~~ Public Safety Services (Level 1)
- ~~76.~~ Religious Assembly (Level 2)
- ~~87.~~ Electrical Facilities (Level 2)
- ~~98.~~ Pipelines
- ~~109.~~ Stormwater Facilities (Level 2/3)
- ~~1140.~~ Waste Transfer Facilities (Level 1)
- ~~1244.~~ Water Supply Facilities (Level 2/3)

B. R3 and R4 Zoning Districts

1. Single-Family Residential (Level 4)
2. Type 3 Group Home (Level 1)
3. Hospice Care Center
4. Government Administration Facilities (Level 1)
5. Social Services (Level 2)

Section 4: A new Section 18A.70.700 LMC which is title-only, encaptioned “Cottage Housing,” is created.

Section 5: Section 18A.70.710 LMC entitled “Purpose and Intent – Cottage Housing” is created to read as follows:

The purpose of this chapter is to provide for a specific residential development type (“cottage housing”) featuring modestly sized single family detached residences with commonly held community amenities, and oriented around commonly held open-space areas. Specific design standards must be met. An increase in allowable density over the maximum density allowed in the underlying zoning district is provided as an incentive to encourage development of this type of housing, and in recognition of the reduced impacts expected from this type of housing versus typical single-family residential development. This housing type is intended to:

- A. Promote a variety of housing choices to meet the needs of a population diverse in age, income, household composition, and individual needs.
- B. Provide opportunities for more affordable housing choices within single-family neighborhoods.
- C. Encourage creation of functional usable open space in residential communities.
- D. Promote neighborhood interaction and safety through design.
- E. Ensure compatibility with neighboring land uses.
- F. Provide opportunities for infill development that support the growth management goal of more efficient use of urban residential land.

Intent: It is the intent of this section to provide specific standards for an increased density residential development type that is compatible with moderate density single family residential environments. This housing type will be strictly regulated to provide design amenities that make the development more attractive and compatible as infill in existing single family neighborhoods. Specific design features include limited-size detached building forms with a high level of design quality, increased minimum levels of landscaping and open space, and professionally maintained landscaping, common areas and building exteriors.

Approval of a cottage housing development project exceeding the maximum density allowed in the underlying zoning district shall only be granted if the project complies with the specific development and design standards contained in this section. Nothing in this section is intended prohibit or limit the development of housing projects that otherwise meet the provisions of the underlying zoning district.

Section 6: Section 18A.70.720 LMC entitled “Applicability – Cottage Housing” is created to read as follows:

Cottage housing is permitted in the R1, R2, R3 and R4 zoning districts. The provisions of individual zoning districts shall be applicable to cottage housing developments; provided, that where a conflict exists, the provisions of this section shall control.

Section 7: Section 18A.70.730 LMC entitled “General Provisions – Cottage Housing” is created to read as follows:

- A. Cottage housing projects are permitted with the approval of a Cottage Housing Development Plan. Discrete ownerships may only be created through the residential binding site plan and/or condominium declaration process pursuant to RCW 64.34 as applicable. Cottage housing development plans shall be subject to review and approval as a conditional use permit subject to Process III permit procedures. Adherence to all applicable development standards shall be determined by the City’s Hearing Examiner as a component of the review process.
- B. Individual cottage units shall contain at least eight hundred (800) and no more than one thousand five hundred (1,500) square feet of gross floor area. Cottage units may include basements of up to 400 sq. ft., which shall not be included in the gross floor area calculation.
- C. A community building of up to 2,500 square feet in size may be provided for the residents of the cottage housing development. Roof pitch, architectural themes, materials and colors shall be consistent with that of the dwelling units within the cottage housing development.
- D. Accessory dwelling units shall not be permitted in cottage housing developments.

Section 8: Section 18A.70.740 LMC entitled “Development Standards – Cottage Housing” is created to read as follows:

Cottage housing development shall be subject to the following development standards.

A. Density.

1. In the R1 and R2 zoning districts, cottage housing development shall be allowed a density not to exceed three (3) times the base density allowed in the underlying zone.

2. In R3 and R4 zoning districts, cottage housing developments shall be allowed a density not to exceed two (2) times the base density allowed in the underlying zone.

3. On a site to be used for a cottage housing development, existing detached single-family residential structures, which may be nonconforming with respect to the standards of this section, may be permitted to remain at the discretion of the hearing examiner, but the extent of the nonconformity may not be increased. The number of any such nonconforming dwelling unit(s) shall be multiplied by the factors noted in sections 1 or 2 above, and included in calculating the density of the cottage housing development.

4. An applicant for a cottage housing development may be required to show, through a conceptual site plan, the number of traditional units that could be constructed on the site under conventional development standards and addressing any environmental constraints affecting the

property. This number of units shall be used to calculate the maximum number of cottage units that may be constructed on the property.

B. Locational criteria.

1. The minimum area for a cottage housing project is 0.75 acre, which may include more than one contiguous lot.

2. Cottage housing development shall be separated from another cottage housing development by a minimum of 400 feet measured between the closest points of the subject properties.

C. Site design.

1. Cottage housing development shall be clustered and shall consist of a minimum of four (4) dwelling units and a maximum of twelve (12) dwelling units.

2. At least seventy-five (75) percent of dwelling units shall abut the common open space.

3. Common open spaces shall have dwelling units abutting at least two (2) sides.

4. Creation of individual lots shall only be permitted through the residential binding site plan process provided in LMC 17.34 and Chapter 64.34. RCW.

5. Siting of dwelling units or common open space in areas with slopes exceeding fifteen (15) percent is discouraged. Dwelling units shall not be placed in such areas if extensive use of retaining walls is necessary to create building pads or open space areas.

6. Fencing and Screening. The intent of internal decorative fencing and screening is to delineate private yards, screen parking areas and structures, community assets and unit walls. A cottage housing development is intended to be an internally open community sharing common areas. The intent of external fencing and screening is to conceal the higher density development from adjacent lower density land uses. Chain link and solid fences shall not be allowed internally. Solid fencing is allowed on the perimeter boundary, except where bordering an external street where streetscape landscaping is required.

D. Setbacks and building separation.

1. Dwelling units shall have at least a fifteen (15) foot front and five (5) foot side and rear yard setback.

2. Dwelling units shall be separated from one another by a minimum of ten (10) feet, not including projections.

3. Dwelling units and accessory buildings shall be separated by at least six (6) feet.

4. Dwelling units not abutting or oriented toward a right of way shall have a front yard oriented towards the common open space. The approval authority may use appropriate discretion, consistent with the intent of this chapter, in determining orientation of yards.

E. Lot coverage.

Lot coverage shall not exceed the maximums specified for each individual zoning district. Lot coverage shall be calculated for the overall cottage housing development, not for individual lots. Paved components of common open space areas and walkways shall not be counted in lot coverage calculations.

Section 9: Section 18A.70.750 LMC entitled “Open Space – Cottage Housing” is created to read as follows:

1. A minimum of five hundred (500) square feet of common open space shall be provided per dwelling unit.
2. Common open space shall be a minimum of three thousand (3,000) square feet in size, regardless of number of dwelling units.
3. No dimension of a common open space area used to satisfy the minimum square footage requirement shall be less than ten (10) feet, unless part of a pathway or trail.
4. In subdivisions and short subdivisions, common open space shall be located in a separate tract or tracts.
5. Required common open space shall be divided into no more than two (2) separate areas per cluster of dwelling units.
6. Common open space shall be improved for passive or active recreational use. Examples may include but are not limited to courtyards, orchards, landscaped picnic areas or gardens. Common open space shall include amenities such as but not limited to seating, landscaping, trails, gazebos, barbecue facilities, covered shelters or water features.
7. Surface water management facilities may be commonly held, but shall not counted toward meeting the common open space requirement.
8. Parking areas, required setbacks, private open space, and driveways do not qualify as common open space area.

Section 10: Section 18A.70.760 LMC entitled “Building Design Standards – Cottage Housing” is created to read as follows:

A cottage housing development is expected to reflect a coherent and high quality design concept and include architectural elements that ensure compatibility with existing neighborhood development and character. The following design elements are intended to provide compatibility

with existing residential environments. Alternative designs may be submitted to the hearing examiner for review and approval, but the Examiner must find that any such concepts meet or exceed the design quality of the prescriptive standards, and fulfill the stated purpose and intent of this chapter.

A. Roofs.

1. Dwelling units shall have a minimum 6:12 roof pitch. Up to thirty-five (35) percent of roof area may have a slope not less than 4:12. Portions of a roof with a pitch of less than 6:12 shall be limited to architectural features such as dormers, porch roofs and shed roofs.
2. Garages and carports shall have a minimum 6:12 roof pitch.
3. Cottages shall be a maximum of 1-1/2 stories. Any upper floor shall be located within the roof structure, not below it, in order to reduce building massing as much as possible.

B. Entries and porches.

1. Each dwelling unit abutting a public right of way (excluding alleys) shall have a primary entry and covered porch a minimum of eighty (80) square feet in size, oriented toward the public right of way. If abutting more than one public right of way, the developer and City shall collaborate to determine which right of way the entrance and covered porch shall be oriented toward.
 2. Each dwelling unit shall have an entry and covered porch oriented toward the common open space. If the dwelling unit abuts a public right of way, this may be a secondary entrance, and the minimum porch size shall be fifty (50) square feet. If not abutting a public right of way, this shall be the primary entrance, and the minimum porch size shall be eighty (80) square feet.
 3. Covered porches shall be a minimum of six (6) feet deep.
- C. Dwelling units shall not include attached garages unless the garage abuts an alley or shared parking lot. The first 200 square feet of attached garage space shall not be counted towards maximum dwelling unit size allowance. Garage area in excess of 200 sq. ft. shall be counted in the floor area of the unit.
- D. Detached garages and carports associated with individual dwelling units shall not exceed five hundred (500) square feet in size. No shared garage or carport may exceed one thousand – two hundred (1,200) square feet in size.
- E. Hearing Examiner Review. The Hearing Examiner shall consider all aspects of the project, and shall ensure that the project is well designed and compatible with existing and planned development in the vicinity. Possible topics for review by the Examiner include (but are not necessarily limited to): building materials and finishes, articulation and modulation, massing,

trim details, colors, exterior lighting, special building heights, paving materials, mechanical equipment screening, fencing, tree retention and landscaping.

Section 11: Section 18A.70.770 LMC entitled “Parking – Cottage Housing” is created to read as follows:

- A. A minimum of 1.8 parking spaces per cottage shall be provided for the entire development. Fifteen (15) percent of total required spaces shall be designated for guests.
- B. All or a portion of new on-street parking provided as a component of the development may be counted towards minimum parking requirements if the approval authority finds that such parking configuration will result in adequate parking, and is compatible with the character and context of the surrounding area.
- C. No more than fifty (50) percent of covered parking spaces may be carports.
- D. Garage doors shall not be oriented toward a public right of way with the exception of an alley.
- E. Garages and carports shall not be located between the common open space and the dwelling units.
- F. Parking lots shall be broken into sub-lots of no more than eight (8) parking spaces. Sub-lots shall be separated by landscaped bulb-outs a minimum of 12 (twelve) feet in width.
- G. Parking in the form of garages, carports or lots may occupy no more than forty (40) percent of site frontage on a public right of way, except in the case of an alley, in which case no restriction applies. On-street parking is permitted along the entire frontage. Parking in garages shall not be counted towards meeting minimum parking requirements unless an enforceable covenant is established that would require that the garage be used for automobile parking only and not general storage.
- H. Parking lots shall be set back at least fifteen (15) feet from front property lines and ten (10) feet from external side and rear property lines.
- I. Parking lots of more than two (2) spaces, visible from a public right of way (excluding alleys) or adjacent single-family uses or zones shall be screened by landscaping consistent with LMC 18A.50.430.

Section 12: Section 18A.70.780 LMC entitled “Common Area Maintenance – Cottage Housing” is created to read as follows:

Cottage housing development shall be required to implement a mechanism, acceptable to the approval authority, to ensure the continued care and maintenance of all common areas including common open space, parking, surface water management facilities (if applicable) and any other

common area. Such a mechanism might include creation of a homeowners' or condominium association with authority and funding necessary to maintain the common areas.

Section 13: Section 18A.70.790 LMC entitled "Modifications – Cottage Housing" is created to read as follows:

Applicants may request modifications to the open space, site design, design standards, setbacks and parking provisions of this chapter. The approval authority may modify the above referenced provisions of this chapter if both of the following apply:

- A. The site is constrained due to unusual shape, topography, easements or critical areas; and
- B. The modification will not result in a project that is less compatible with neighboring land uses than would have occurred under strict adherence to the provisions of this chapter.
- C. The approval authority may permit modifications to the building design standards if it finds the alternative design concept provides a high level of design quality and compatibility with the character of the surrounding neighborhood.

- 1. The Commission recommends that Section 18A.90.200 be amended to add the following definitions:

Section 14: Section 18A.90.200 LMC entitled "Definitions" is amended to read as follows:

18A.90.200- Definitions

ABANDON OR ABANDONMENT OF WIRELESS TELECOMMUNICATIONS FACILITIES (WTF). Means:

- a. to cease operation for a period of sixty (60) or more consecutive calendar days;
- b. to reduce the effective radiated power of an antenna by seventy five (75) percent for sixty (60) or more consecutive calendar days unless new technology or the construction of additional cells in the same locality allows reduction of effective radiated power by more than seventy five (75), so long as the operator still serves essentially the same customer base;
- c. to relocate an antenna at a point less than eighty (80) percent of the height of an antenna support structure; or,
- d. to reduce the number of transmissions from an antenna by seventy five (75) percent for sixty (60) or more consecutive calendar days; Provided that non-operation or reduced operation for a period of sixty (60) or more consecutive calendar days to facilitate maintenance, re-design or other changes about which the City was notified in advance shall not constitute abandonment.

ABSENTEE OWNER. Any real property owner(s) who customarily resides some place other than the property (whether an estate or business) in question.

ABUTTING. Lots sharing common property lines.

ACCESS. The way or means by which pedestrians and vehicles enter and leave property.

ACCESSORY BUILDING - A detached subordinate building, the use of which is customarily incidental to that of the principal building or to the principal use of the land and which is located

on the same tract with the principal building or use.

ACCESSORY DWELLING UNIT (ADU). A habitable dwelling unit added to, created within, or detached from and on the same lot with a single-family dwelling that provides basic requirements for living, sleeping, eating, cooking, and sanitation.

ACCESSORY LIVING QUARTERS. A single residential dwelling unit that is an attached or detached part of a commercial or manufacturing building, and which is incidental to the commercial or manufacturing use.

ACCESSORY STRUCTURE. A structure either attached or detached from a principal building and located on the same lot and which is customarily incidental and subordinate to the principal building or use.

ACCESSORY USE. A use of land or of a building customarily incidental and subordinate to the principal use of the land or building and located on the same lot with the principal use.

ACTIVITIES OF DAILY LIVING (ADL) ASSISTANCE. Provision of personal care services in a state-licensed boarding home for assisted living consisting of at least minimal assistance with the following:

- a. Bathing. Reminding or cuing to wash and dry all areas of the body as needed, stand-by assistance getting into and out of the tub or shower, and physical assistance in steadying the resident during the activity; and
- b. Dressing. Reminding or cuing to put on, take off, or lay out clothing, including prostheses when the assistance of a licensed nurse is not required; stand-by assistance during the activity; and physical assistance limited to steadying the resident during the activity; and
- c. Eating. Reminding or cuing to eat and drink; and physical assistance limited to cutting food up, preparing food and beverages, and bringing food and fluids to the resident; and
- d. Personal hygiene. Reminding and cuing to comb hair, perform oral care and brush teeth, shave, apply makeup, and wash and dry face, hands and other areas of the body; stand-by assistance during the activity; and physical assistance limited to steadying the resident during the activity; and
- e. Transferring. Reminders or cuing to move between surfaces, for example to and from the bed, chair and standing; stand-by assistance during the activity; and physical assistance limited to steadying the resident during self-transfers; and
- f. Toileting. Reminders and cuing to toilet, including resident self-care of ostomy or catheter, to wipe and cleanse, and to change and adjust clothing, protective garments and pads, stand-by assistance during the activity; and physical assistance limited to steadying the resident during the activity; and
- g. Mobility. Reminding or cuing to move between locations on the boarding home premises; stand-by assistance during the activity; and physical assistance limited to steadying the resident during the activity.

ADEQUATE PUBLIC FACILITIES. Adequate public facilities means facilities which have the capacity to serve development without decreasing levels of service below locally established minimums.

ADJACENT. Lots located across a right-of-way, railroad or street, except limited access roads.

ADMINISTRATIVE USE PERMIT. A written decision granted by the Community Development Director to authorize the development or operation of a proposed land use activity subject to special degrees of control.

AGRICULTURAL USE. Land primarily devoted to the commercial production of dairy, apiary, furbearing, vegetable, or animal products or of grain, hay, straw, turf, seed, fin fish, or livestock,

and that has long-term commercial significance for agricultural production.

AIRPORT. Any land area, runway or other facility designed, used or intended to be used either publicly or by any person or persons for the landing and taking off of aircraft, including all necessary taxiways, aircraft storage and tie-down areas, hangars, and other necessary buildings and open spaces.

ALLEY. A public or private way not more than 30 feet wide at the rear or side of property affording only secondary means of vehicular or pedestrian access to abutting property.

ALTERATION, STRUCTURAL. Any change or repair which would tend to prolong the life of the supporting members of a building or structure, such as alteration or bearing walls, foundation, columns, beams, or girders. In addition, any change in the external dimensions of the building shall be considered a structural alteration.

AMATEUR RADIO STATION OPERATORS OR RECEIVE-ONLY ANTENNAS. Any tower or antenna that is under 70 feet in height and is owned and operated by a federally licensed amateur radio station operator or is used exclusively for receive-only antennas.

AMENDMENT. Amendment means a change in the wording, context, or substance of this code or the comprehensive plan; a change in the zoning map or comprehensive plan map; a change to the official controls of City code; or any change to a condition of approval or modification of a permit or plans reviewed or approved by the Community Development Director or Hearing Examiner.

ANCHOR. The device to which tie-downs are secured or fastened having a holding power of not less than 4,800 pounds. They include, but are not necessarily limited to, screw auger, expanding or concrete deadmen type anchors, and are to be constructed as to accommodate "over the top" and "frame" type tie-downs, used singly or in conjunction.

ANTENNA HEIGHT OR HEIGHT. When referring to a tower or other Wireless Telecommunications Facilities (WTF), the vertical distance measured from the finished grade of the parcel at the base of the tower pad or antenna support structure to the highest point of the structure even if said highest point is an antenna. If the support structure is on a sloped grade, then the average between the highest and lowest grades shall be used in calculating the antenna height.

ANTENNA SUPPORT STRUCTURE. Any pole, telescoping mast, tower, tripod, or other structure which supports a device used in the transmitting or receiving of radio frequency signals.

ANTENNA. Any exterior apparatus designed for telephonic, radio, data, Internet, or television communications through the sending and/or receiving of electromagnetic waves, and includes equipment attached to a tower or building for the purpose of providing telecommunications services.

ANTIQUA DEALER. Any person engaged, in whole or in part, in the business of selling antiques.

ANTIQUES. Works of art, pieces of furniture, decorative and household objects, and other such collectibles possessing value or commercial appeal owing to their being made during an earlier period.

APARTMENT. A dwelling unit in a multifamily building.

APPEAL. A request for review of the Community Development Director's decision concerning matters addressed by the Ordinance to the Planning Commission or a review of the Hearing Examiner's decision to the City Council.

APPLICANT FOR WIRELESS TELECOMMUNICATIONS FACILITIES (WTF). Any

provider or any person, partnership, or company who files an application for any permit necessary to install, maintain, or remove a WTF within the city.

APPLICANT. Any person who makes an application to the City of Lakewood for a development permit.

ARCADE. A linear pedestrian walkway that abuts and runs along the facade of a building. It is covered, but not enclosed, and open at all times to public use. Typically, it has a line of columns along its open side. There may be habitable space above the arcade.

ARCHAEOLOGICAL RESOURCES. Districts, sites, building, structures, and artifacts with material evidence of prehistoric human life and culture.

ARCHITECTURAL BARRIERS. Constructed structures such as walls, signs, rockeries, drainage swales or similar constructed features that impact the required landscape areas.

ARCHITECTURAL CHARACTER. The architectural character of a building is that quality or qualities that make it distinctive and that are typically associated with its form and the arrangement of its architectural elements. For example, a prominent design feature may convey the architectural character of a structure. Examples are a distinctive roofline, a turret or portico, an arcade, an elaborate entry, or an unusual pattern of windows and doors.

ARCHITECTURAL ELEMENTS. The elements that make up an architectural composition or the building form, which may include such features as the roof form, entries, an arcade, porch, columns, windows, doors and other openings. "Architectural elements" is used interchangeably with "architectural features" in this chapter.

ARCHITECTURAL SCALE. The perceived height and bulk of a building relative to other forms in its context. Modulating facades and other treatments may reduce a building's apparent height and bulk.

AREA OF SHALLOW FLOODING. A designated AO or AH zone on the Flood Insurance Rate Map (FIRM). The base flood depths range from one (1) to three (3) feet; a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and, velocity flow may be evident.

AREA OF SPECIAL FLOOD HAZARD. The land in the floodplain subject to a one (1) percent or greater chance of flooding in any given year.

AT-RISK TIME IN THE COMMUNITY. The total time, since first being housed in a Type 4 Group Home located within Lakewood, that a person has resided in the community. This includes any time spent in a Type 4 Group Home, whether in Lakewood or elsewhere, as well as any time residing in the community whether or not under DOC supervision. At-risk time in the community does not include any time spent in confinement whether in a jail, prison, pre-release or work camp. Time spent in such facilities shall be tolled for the purpose of calculating summary recidivism rates.

AUTO WRECKING YARD. Any property where two (2) or more motor vehicles not in running condition, or the parts thereof, are stored in the open and are not being restored to operation; or any land, building or structure used for the wrecking or storing of such motor vehicles or the parts thereof.

AUTOMOBILE AND OTHER VEHICLE SALES AREA. An open area, other than a street, used for the display, sale or rental of two (2) or more new or used motor vehicles or trailers and where no repair work is done except minor incidental repair of motor vehicles or trailers to be displayed, sold or rented on the premises.

AUTOMOBILE BODY REPAIR. Those establishments primarily engaged in furnishing automotive vehicle bodywork and painting.

AUTOMOBILE SERVICE STATION OR GAS STATION. A building or lot having pumps and storage tanks where fuels, oils or accessories for motor vehicles are dispensed, sold or offered for sale at retail only, repair service is incidental and no storage or parking space is offered for rent.

AUTOMOBILE WRECKING OR MOTOR VEHICLE WRECKING. The dismantling or disassembling of motor vehicles or the storage, sale or dumping of dismantled, partially dismantled, obsolete or wrecked motor vehicles or their parts.

AWNING. A shelter extending from the exterior wall of a building for the purpose of shielding a doorway or window from the elements and composed of non-rigid materials except for the supporting framework.

AXIAL SYMMETRY. The similarity of form or arrangement on either side of a dividing line or plane through the center of an object.

BACKHAUL NETWORK. The lines that connect a provider's wireless telecommunications facilities to one or more cellular telephone switching offices, and/or long distance providers, or the public switched telephone network.

BALCONY. An outdoor space built as an above ground platform projecting from the wall of a building and enclosed by a parapet or railing.

BARN. A structure used for the storage of farm products, feed, and for housing farm animals and light farm equipment.

BASE FLOOD. The flood having a one (1) percent chance of being equaled or exceeded in any given year.

BASEMENT. That portion of a building between floor and ceiling, which is partly below and partly above grade, but so located that the vertical distance from grade to the floor below is less than the vertical distance from grade to ceiling.

BAY WINDOW. A window that protrudes from the main exterior wall. Typically, the bay contains a surface that lies parallel to the exterior wall, and two (2) surfaces that extend perpendicular or diagonally from the exterior wall.

BEACH ACCESS, PUBLIC OR PRIVATE. Trails or roads that provide access for the public to the beach.

BED AND BREAKFAST. A lodging facility comprised of a single residential structure containing up to six units of small-scale temporary lodging which provides a single meal and where the proprietors of the service reside in the structure.

BIOSOLIDS. Municipal sewage sludge that is a primarily organic, semisolid product resulting from the wastewater treatment process, and septage that can be beneficially recycled and meets all applicable health regulations.

BLANK WALLS. Walls subject to "blank wall" requirements are any ground-level wall over six feet in height measured from finished grade at the base of the wall, and longer than fifty (50) feet measured horizontally. A wall subject to the requirement does not have any significant building feature, such as a window, door, modulation or articulation, or other special wall treatment within that fifty (50) foot section.

BLOCK. All land along one (1) side of a street that is between two (2) intersections or intercepting streets, or interrupting streets and a railroad right-of-way, or unsubdivided land or water course.

BOARDING HOUSE. A single family dwelling, without an owner occupant, that is rented to a group of unrelated individuals. A boarding house excludes Types 1, 2, 3, and 4 Group Homes as defined in LMC 18.20.300, Use Types and Levels; hotels and motels as defined in LMC 18A.90.200, and excludes state-licensed foster homes.

BOAT RAMP OR LAUNCH. An improved sloped surface extending from a shoreland area into an aquatic area suitable for removing a boat from the water and launching a boat into the water from a trailer.

BOATHOUSE, PRIVATE. An accessory building, or portion of a building, which provides shelter and enclosure for a boat or boats owned and operated only by the occupants of the premises, and which boathouse is erected on a pier or wharf and/or over a dock or docking slip.

BUILDING COVERAGE. The measurement of the gross footprint of all the structures, to include accessory and exempt structures, on a lot. The gross footprint includes all structural elements and projections of a building and includes, but is not limited to; eaves, projections, decks, balconies, elevated patios, breezeways, or canopies.

BUILDING DIVISION. The Building Division of the City of Lakewood Community Development Department.

BUILDING FACADE OR FACADE. The visible wall surface, excluding the roof, of a building when viewed from a public right-of-way or adjacent property. If more than one (1) wall is predominately visible, the walls may be considered one (1) facade for the purposes of signage. A building facade is measured in gross square feet (gsf) and does not include roof area.

BUILDING HEIGHT. The vertical distance from the average of the elevation of the natural, undisturbed topography or the pre-existing grade at all corners of a proposed structure to the highest point of the structure, in accordance with LMC 18A.50.130, Height Standards.

BUILDING LINE. A line on the comprehensive plan, zoning map, or plat, parallel to the street right-of-way, indicating the limit beyond which buildings or structures may not be erected, or the minimum distance as prescribed by the provisions of this ordinance.

BUILDING OR OCCUPANCY FRONTAGE. The length of that portion of a building or ground floor occupancy which abuts a street, publicly used parking area or mall appurtenant to such building or occupancy, expressed in lineal feet and fractions thereof.

BUILDING, ATTACHED. A building or structure attached to another building or structure by an enclosed interior wall or walls and covered by a roof in common with both structures. A structure connected to another building or structure only by a roof or only by a wall is not considered attached.

BUILDING, DETACHED. A building or structure sharing no common wall with another structure, and generally surrounded by open space on the same lot. A structure connected to another building or structure only by a roof or only by a wall is considered to be a detached building.

BUILDING, PRINCIPAL. A building devoted to the principal use of the lot on which it is situated.

BUILDING. Any structure having a roof supported by columns or walls used or intended to be used for the shelter or enclosure of persons, animals or property of any kind.

BULKHEAD. A vertical wall of steel, timber or concrete used for erosion protection or as a retaining wall.

BUSINESS. The purchase, sale, or other transaction involving the handling or disposition of any article, service, substance, or commodity for livelihood or profit; or the management of office buildings, offices, recreational or amusement enterprises; or the maintenance and use of buildings, offices, structures, and premises by professions and trades rendering services.

CAMOUFLAGE. To disguise, hide, or integrate with an existing or proposed structure or with the natural environment so as to be significantly screened from view.

CAMPSITE. A space provided in a campground or recreational vehicle (RV) park which usually

contains a table, stove, parking spur and space for a tent to accommodate a one-family group.

CANOPY. A permanent, cantilevered extension of a building that typically projects over a pedestrian walkway abutting and running along the facade of a building, with no habitable space above the canopy. A canopy roof is comprised of rigid materials.

CAR WASH. Mechanical facilities for the washing or waxing and vacuuming of automobiles, light trucks, and vans.

CARETAKER HOME. An on-site residential dwelling unit of up to two thousand (2,000) square feet providing living accommodations for an individual, together with his/her family, who is employed as a caretaker for a private home, public recreational or community facility, or commercial or industrial establishment. Caretaker units may not be a temporary structure or recreational vehicle and may not remain in residential use if no longer used for caretaker residence.

CARPORT. A covered automobile structure open on one (1) or more sides, with direct driveway access for the parking stall(s). A carport may be integrated with, or detached from the primary structure. An attached carport shall have common wall construction with the primary structure.

CARRYING CAPACITY. The level of development density or use an environment is able to support without suffering undesirable or irreversible degradation.

CATTERY. An enclosure or structure in which any combination of six or more cats that individually exceed seven months of age are kept for breeding, sale, or boarding purposes.

CELL SITE OR SITE. A tract or parcel of land that contains wireless telecommunications facilities including any antenna, support structure, accessory buildings, and parking, and may include other uses associated with and ancillary to Wireless Telecommunications Facilities (WTF).

CEMETERIES. Land used or intended to be used for the burial of the dead and dedicated for cemetery purposes, including columbiums, mausoleums and mortuaries, when operated in conjunction with and within the boundary of such cemetery.

CERTIFICATE OF CAPACITY. A document issued by a service provider indicating the quantity of capacity that has been reserved for a specific development project on a specific property.

CHANGE OF USE. A change of use shall be determined to have occurred when it is found that the general character of the use in question has been modified. This determination shall include review of but not be limited to: hours of operation, materials processed or sold, required parking, traffic generation, impact on public utilities, clientele, general appearance and location or a change in use type.

CITY MANAGER. The Administrative Director of the City of Lakewood or his/her designee.

CIRCULATION. The movement or flow of traffic from one place to another through available routes. Traffic includes a variety of modes of travel including pedestrian, motor vehicle and non-motorized methods such as bicycles.

CLEAR-VISION AREAS. A triangular area at intersections or public drives where visual obstructions are to be kept clear as directed by the City Engineer.

CLOSED RECORD APPEALS. Administrative appeals under Chapter 36.70B RCW which are heard by the City Council or Hearing Examiner, following an open record hearing on a project permit application when the appeal is on the record with no or limited new evidence or information allowed to be submitted and only appellate arguments allowed.

CLUSTER DEVELOPMENT. A development technique wherein home sites or structures are grouped together, with the remainder of the tract left in open space or common open space.

COFFEE KIOSK A coffee kiosk is a small stand-alone structure that provides drive-through service of limited food and beverage items. Coffee kiosks shall not include structures with cooking facilities that require a Type I hood, provide indoor customer seating, or exceed 400 square feet in size.

CO-GENERATION. The simultaneous production of electricity and heat energy. The heat is normally used onsite for industrial processes, space or water heating, or production steam. The electric power may be used onsite or distributed through the utility grid, or both. Co-generation units are normally fired with natural gas, but also may be fueled by oil, biomass or other fuels.

COHABITANTS. A group not more than five (5) persons not meeting the definition of “family,” living together as a single housekeeping group in a dwelling unit.

COLLOCATION OF Wireless Telecommunications Facilities (WTF). The use of a WTF by more than one (1) service provider.

COMBINED USE BUILDING. Residential use types in combination with other use types.

COMMERCIAL ACTIVITY. Any activity carried out for the purpose of financial gain for an individual or organization, whether profit or non-profit.

COMMERCIAL VEHICLE. Any motorized vehicle over six thousand (6,000) gvw, including, but not limited to, a van, truck, truck trailer, utility trailer, tractor, grading machine, bulldozer, scraper, boat, motorized crane, or other construction equipment that is used in the operation of a business or in construction, road grading, or logging activities.

COMMON OPEN SPACE. A parcel of land or an area of water or a combination of land and water within a site designed or developed and intended primarily for the use or enjoyment of the residents of such development.

COMMUNITY DEVELOPMENT DIRECTOR. The Director of the Community Development Department of the City of Lakewood or his/her designee.

COMPREHENSIVE PLAN. The document, including maps, adopted by the City Council which outlines the City’s goals and policies relating to management of growth and prepared in accordance with Ch. 36.70A RCW. The term also includes any adopted subarea plans prepared in accordance with Ch. 36.70A RCW.

CONCURRENCY. Ensuring that adequate public improvements or strategies are in place at the time of development, and the ability and financial commitment of the service provider to expand capacity or maintain the level-of-service for new development through capital improvements within a six year period as noted in the Transportation Capital Improvement Plan.

CONDITIONAL USE. A use conditionally permitted in a zoning district as defined by this code but which, because of characteristics particular to each such use, size, technological processes, equipment or, because of the exact location with respect to surroundings, streets, existing improvements, or demands upon public facilities, requires a special degree of control to determine if uses can be made compatible with the comprehensive plan, adjacent uses, and the character of the vicinity.

CONDOMINIUM. Real property, portions of which are designated for separate ownership and the remainder of which is designated for common ownership solely by the owners of those portions. Real property is not a condominium unless the undivided interest in the common elements are vested in the unit owners, and unless a declaration and a survey map and plans have been recorded. Condominiums must meet all provisions of Chapter 64.34 RCW.

CONSTRUCTED WETLANDS. Wetlands that are intentionally created on sites that are not wetlands for the primary purpose of wastewater or stormwater treatment. Constructed wetlands are normally considered as part of the stormwater/wastewater collection and treatment system

and must be maintained, but are not the same as wetlands created for mitigation purposes, which are typically viewed in the same manner as natural, regulated wetlands.

CONTIGUOUS. Bordering upon, to touch upon, or in physical contact with.

CORRECTIONAL FACILITIES. Facilities for holding persons in custody or in detention, including county jails, state prisons, juvenile detention facilities, pre-release facilities, work release facilities, and other facilities to which a person may be incarcerated upon arrest or pursuant to sentencing by court.

COTTAGE. A Single Family Detached Dwelling containing at least eight hundred (800) and no more than one thousand five hundred (1,500) square feet of gross floor area, constructed as part of a cottage housing development project and subject to the general requirements of LMC section 18A.10.800

COTTAGE HOUSING DEVELOPMENT. An alternative type of development comprised of small, Single Family Detached Dwellings (“cottages”) clustered around common open space, usually with detached garages and parking area.

COURTYARD, INTERIOR COURT. A space, open and unobstructed to the sky, located at or above grade level on a lot and bounded on three (3) or more sides by walls of a building.

COURTYARD. A courtyard is an open space usually landscaped, which is enclosed on at least three (3) sides by a structure or structures.

CROP AND TREE FARMING. The use of land for horticultural purposes.

CURB CUT. A curb cut is a depression in the curb for a driveway to provide vehicular access between private property and the street.

CURB LEVEL. Curb level for any building means the level of the established curb in front of such building measured at the center of such front. Where no curb elevation has been established, the mean elevation of the finished lot grade immediately adjacent to a building shall be considered the curb level.

DANGEROUS WASTE. Any discarded, useless, unwanted, or abandoned substances including, but not limited to, certain pesticides, or any residues or containers of such substances which are disposed of in such quantity or concentration as to pose a substantial present or potential hazard to human health, wildlife, or the environment because such wastes or constituents or combinations of such wastes: have short-lived, toxic properties that may cause death, injury, or illness or have mutagenic, teratogenic, or carcinogenic properties; or are corrosive, explosive, flammable, or may generate pressure through decomposition or other means. Includes wastes designated in WAC 173-303-070 through 173-303-103 as dangerous wastes.

DAYCARE CENTER. A daycare facility which operates in a place other than a residence, with no limitation as to the number of clients.

DAYCARE FACILITY. A building or structure in which care is regularly provided for a group of children or adults for periods of less than twenty-four (24) hours. Day care facilities include family day care homes and day care centers regulated by the Washington State Department of Social and Health Services or successor agency, as presently defined and as may be hereafter amended (RCW 74.15, WAC 388-73-422).

DAYCARE, HOME. A daycare facility which operates in the provider’s residence and is subject to a limitation on the number of clients.

DAYCARE, HOME-BASED. A daycare facility with no more than twelve (12) persons in attendance at any one time in the provider’s home in the family living quarters, including immediate family members who reside in the home.

DECIBEL. A unit of measurement of the intensity (loudness) of sound. Sound level meters which are employed to measure the intensity of sound are calibrated by decibels.

DECIDUOUS TREE. A tree which loses its foliage annually.

DECK. A deck is a roofless, outdoors above ground platform projecting from the wall of a building and supported by piers or columns.

DEPARTMENT. The City of Lakewood Community Development Department.

DESIGN DETAILS. Architectural or building design details refer to the minor building elements that contribute to the character or architectural style of the structure. Design details may include moldings, mullions, rooftop features, the style of the windows and doors, and other decorative features.

DESIGN, Wireless Telecommunications Facilities (WTF). The appearance of WTF, including such features as their materials, colors, and shape.

DESIGNATED ZONE FACILITY. Any hazardous waste facility that requires an interim or final status permit under rules adopted under Chapter 70.105 RCW and Chapter 173-303 WAC, and that is not a preempted facility as defined in RCW 70.105.010 or in Chapter 173-303 WAC. A hazardous waste treatment or storage facility is a designated zone facility.

DEVELOPMENT (for the purposes of Flood Hazard). Any constructed changes to improved or unimproved real estate, including, but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavator, or drilling operations.

DEVELOPMENT ACTIVITY. Any action taken either in conjunction with a use or to make a use possible. Activities do not in and of themselves result in a specific use. Most activities may take place in conjunction with a variety of uses.

DEVELOPMENT PERMIT. Any document granting, or granting with conditions, an application for a site plan, building permit, discretionary decision, or other official action of the City having the effect of authorizing the development of land.

DEVELOPMENT PLAN. A plan drawn to scale, indicating but not limited to, the proposed use, the actual dimensions and shape of the lot to be built upon, the exact sizes and locations on the lot of buildings already existing, if any, and the location on the lot of the proposed building or alteration, yards, setbacks, landscaping, off-street parking, ingress and egress, and signs.

DEVELOPMENT STANDARDS. Regulation of the location and size of development, including but not limited to setbacks, landscaping, screening, height, site coverage, signs, building layout, parking and site design and related features of land use.

DISCONTINUANCE. The abandonment or nonuse of a building, structure, sign or lot.

DISCRETIONARY PERMIT. A decision which requires special analysis or review due to the nature of the application or because special consideration was requested by the applicant.

DISTRICT. An area designated by this title, with specific boundaries, in which lie specific zones, or special purpose area as described in this title.

DOCK-HIGH LOADING AREAS. Truck maneuvering areas and loading or unloading areas associated with loading doors that are located above the finish grade.

DOCKS. A pier or secured float or floats for vessel moorage, fishing, or other water use.

DOUBLE-FRONTAGE LOT. A lot other than a corner lot with frontage on more than one (1) street.

DRAINAGE DITCH. A constructed channel with a bed, bank or sides which discharges surface waters into a major or minor creek, lake, pond or wetland.

DRIPLINE. A circle drawn at the soil line directly under the outermost branches of a tree.

DRIVE-THROUGH. A business establishment, building, or structure which, by design, physical

facilities, or services or products format encourages or permits customers to access sales or services from a service window while remaining in their vehicles, with access provided by a dedicated lane or lanes incorporated into the site design.

DRIVEWAY. A paved or graveled surface a minimum of fifteen (15) feet in width that provides access via a paved apron to a lot from a public or private right-of-way.

DUPLEX. One (1) detached residential building, vertically or horizontally attached, containing two (2) dwelling units totally separated from each other by a one (1) hour firewall or floor, designed for occupancy by not more than two (2) families.

DWELLING UNIT. One (1) room, or rooms connected together, constituting a separate, independent housekeeping establishment for owner occupancy, or boarding house, or rental or lease on a weekly, monthly or longer basis, and physically separated from any other rooms or dwelling units which may be in the same structure or on the same property, and containing independent cooking, sleeping and sanitary facilities. All rooms comprising a dwelling unit shall have access through an interior door to other parts of the dwelling unit. An efficiency apartment, also known as a studio apartment, constitutes a dwelling unit within the meaning of this title.

DWELLING. A building or portion thereof designed exclusively for human habitation, but not including hotels or motel units.

EASEMENT. A non-possessory interest in the land of another which entitles the owner of the interest to a limited use or enjoyment of the other's land for the purpose of and to protection from interference with this use by a public or private street, railroad, utilities, transmission lines, walkways, sidewalks, bikeways, equestrian trails, and other similar uses. An easement may be exclusive or include more than one (1) user.

EFFLUENT. With regard to water quality, treated or untreated liquid entering the estuary from a point source. With regard to dredging, water, including dissolved and suspended materials, which flows from a dredged material disposal site.

EQUIPMENT ENCLOSURE. A structure, shelter, cabinet, or vault used to house and protect the electronic equipment necessary for processing wireless communication signals. Associated equipment may include air conditioning, backup power supplies, and emergency generators.

ERECT. The act of placing or affixing a component of a structure upon the ground or upon another such component.

ESCAPE. Unauthorized absence from the designated facility boundary or failure to return to such place at the appointed time after having been permitted to leave.

EVERGREEN TREE. A tree, often a coniferous tree, which retains its foliage and remains green year round.

EXCAVATE. The removal by man of sand, sediment, or other material from an area of land or water for other than commercial or industrial use.

EXTREMELY HAZARDOUS WASTE. Any waste which will persist in a hazardous form for several years or more at a disposal site and which in its persistent form presents a significant environmental hazard and may be concentrated by living organisms through a food chain or may affect the genetic constitution of humans or other living creatures and is disposed of at a disposal site in such quantities as would present an extreme hazard to man or the environment. Those wastes designated in WAC 173-303-070 through 173-303-103 as extremely hazardous wastes.

FACADE. Any portion of an exterior elevation of a building extending from the ground level to the top of the parapet wall or eaves, for the entire width of the building elevation. A front facade is typically the facade facing the major public street(s). An entry facade is typically the facade with the primary public entry.

FAMILY. A person, or two (2) or more persons related by blood or marriage or law living together as single housekeeping unit in a single dwelling. In addition, the following uses shall be accepted as families pursuant to the requirements of state and/or federal law:

a. Adult family homes licensed pursuant to RCW 70.128.150;

b. Foster homes for the placement of the disabled, or expectant mothers in a residential setting including, but not limited to, foster family homes licensed pursuant to Chapter 74.15 RCW, community group care facilities licensed pursuant to Chapter 74.15 RCW and crisis residential centers pursuant to Chapter 13.32A RCW; and

c. Consensual living arrangements of the disabled protected pursuant to the Federal Fair Housing Act amendments.

Secure community transition facilities, as defined in Chapter 71.09 RCW, are not protected under the definition of “family.”

Group Homes, Type 3, 4, and 5, as defined in LMC18A.20.300, Use Types and Levels, are not protected under the definition of “family.”

(For unrelated persons residing together, see “Cohabitants.”)

FAMILY HOME, FOSTER. An agency which regularly provides care on a twenty-four (24) hour basis to one (1) or more children, expectant mothers, or persons with developmental disabilities in the family abode of the person or persons under whose direct care and supervision the child, expectant mother, or person with a developmental disability is placed.

FAMILY MEMBERS. Persons related by blood, marriage or adoption, including foster children.

FEDERAL INSURANCE RATE MAP (FIRM). The official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones for those areas.

FENCE, SIGHT-OBSCURING. A fence constructed of solid wood, masonry, metal or other appropriate material that totally conceals the subject use from adjoining uses.

FILL. The placement by man of sand, sediment or other material to create new uplands or raise the elevation of the land.

FINAL DEVELOPMENT PLAN. A plan or set of plans that comply with the conditions set forth in a preliminary approval and, once approved, authorizes the granting of a discretionary permit.

FLAGPOLE. A staff or pole which is designed to display a flag. A flagpole may be freestanding or attached to a building or to a private light standard.

FLEA MARKET. Arrangements whereby a person or persons sell, lease, rent, offer or donate to one (1) or more persons a place or area where such persons may offer or display secondhand or junk items.

FLOOD HAZARD BOUNDARY MAP (FHBM). The official map issued by the Federal Insurance Administration where the boundaries of the areas of special flood hazards applicable to the city of Lakewood have been designated as Zone A.

FLOOD INSURANCE STUDY. The official report in which the Federal Insurance Administration has provided flood profiles, as well as the Flood Hazard Boundary - Floodway Map and the water surface elevation of the base flood.

FLOOD OR FLOODING. A general and temporary condition of partial or complete inundation or normally dry land areas from the overflow of inland or tidal waters and/or the unusual and rapid accumulation or runoff of surface waters from any source.

FLOODPLAIN. The area adjoining a stream, tidal estuary or coast that is subject to regional flooding. A regional (100-year) flood is a standard statistical calculation used by engineers to determine the probability of severe flooding. It represents the largest flood which has a one (1)

percent chance of occurring in any one (1) year in an area as a result of periods of higher than normal rainfall or streamflows, extremely high tides, high winds, rapid snowmelt, natural stream blockages, tsunamis, or combinations thereof.

FLOODPLAIN MANAGEMENT REGULATIONS. State or local regulations, and any combination thereof, which provides standards for the purpose of flood damage prevention and reduction.

FLOODPROOFING. A combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents.

FLOODWAY, REGULATORY. The channel or the watercourse reasonably required to carry and discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.

FLOOR AREA. The sum of the gross horizontal areas of the several floors of a building, measured from the exterior faces of the exterior walls or from the center line of walls separating two (2) buildings, but not including attic space providing headroom of less than seven feet or basement if more than fifty (50) percent of the basement is less than grade.

FLOOR AREA RATIO (FAR). The floor area ratio of the building or buildings on any lot means the gross floor area of the building or buildings on that lot divided by the gross area of such lot.

FOOTCANDLE. A footcandle is a unit used for measuring the amount of illumination on a surface. The amount of usable light from any given source is partially determined by the angle of incidence of the source and the distance to the illuminated surface.

FREEWAY. Any section of a highway which has been declared to be a freeway by act or resolution of the competent establishing authority.

FRONTAGE ROAD. A street which is parallel and adjacent to an arterial, and which provides access to abutting properties while relieving them of the effect of street traffic access on to and from an arterial.

FRONTAGE. Frontage refers to length of a property line along a public street or right-of-way.

GARAGE. An enclosed automobile structure with direct driveway access principally for vehicular equipment such as automobiles, boats, etc., used by the tenants of the building(s). A garage may be integrated with, attached, or detached from the primary structure. See also **PARKING STRUCTURE.**

GAS ISLANDS. In conjunction with a motor vehicle service station or convenience commercial use providing gasoline, individual gas islands are comprised of single pumps dispensing single or various grades and types of motor vehicle fuel, or individual banks of pumps dispensing single or various grades and types of motor vehicle fuel, whether or not covered by a single canopy.

GATEWAYS. As used in these guidelines, the term gateway refers to those areas which are entranceways into the City of Lakewood and are so designated in the Lakewood Comprehensive Plan.

GEOLOGIC. Relating to the occurrence and properties of earth. Geologic hazards include but are not limited to faults, land and mudslides, and earthquakes.

GOVERNING AUTHORITY. The City Council of the City of Lakewood.

GRADE, AVERAGE. The average elevation of the undisturbed ground prior to construction at all exterior corners of the proposed structure.

GRADE, FINISHED. The finished surface of the ground, street, paving or sidewalk.

GRADE, PRE-CONSTRUCTION. Prior to any grade, fill or disturbance of soil or vegetation.

GROSS AREA. The total sum area of the lot minus public rights-of-way.

GROSS DENSITY. A calculation of the number of housing units that is allowed on a property based on the maximum density permitted.

GROSS SQUARE FEET (GSF). The sum of the total square footage of any building, lot, property or area.

GROUND COVER. Low-growing vegetative materials with a mound or spreading manner of growth that provides solid cover.

GUYED TOWER. A wireless communication support structure that is typically over 100 feet tall and is steadied by wire guys in a radial pattern around the tower.

HABITABLE FLOOR (for purposes of floods). Any floor usable for living purposes, which includes working, sleeping, eating, cooking or recreation or a combination thereof. A floor used only for storage purposes is not a "habitable floor."

HABITABLE ROOM (for purposes of floods). An undivided enclosed space within a dwelling used for sleeping or kitchen facilities. This term does not include attics, cellars, corridors, hallways, laundries, serving or storage pantries, bathrooms or similar places.

HABITAT. The place or type of site where an organism lives; the place occupied by an entire community, such as a freshwater tidal marsh community.

HAZARDOUS SUBSTANCE. Any liquid, solid, gas or sludge, including any material, substance, product, commodity or waste, regardless of quantity, that exhibits any of the characteristics or criteria of hazardous waste as described in rules adopted under Chapter 70.105 RCW or in WAC 173-303-090, 173-303-100, 173-303-101, 173-303-102 or 173-303-103.

HAZARDOUS SUBSTANCE FACILITY BUFFER. A setback area between the hazardous substance land use facility boundary and the nearest point of the hazardous substance land use property line, necessary to provide added protection to adjacent land uses or resources of beneficial use. All hazardous waste treatment and storage facilities must maintain at least a fifty (50) foot buffer.

HAZARDOUS SUBSTANCE LAND USE. Any use which is permitted under this title and which includes a designated facility or the processing or handling of a hazardous substance.

HAZARDOUS SUBSTANCE LAND USE FACILITY. The projected line enclosing the area of all structures and lands on which hazardous substance land use activities occur, have occurred in the past or will occur in the future. This does not include the application of products for agricultural purposes or the use, storage, or handling of hazardous substances used in public water treatment facilities.

HAZARDOUS SUBSTANCE PROCESSING OR HANDLING. The use, manufacture, compounding, treatment, synthesis or storage of hazardous substances in excess of the following amounts of cumulative quantities: five thousand (5,000) pounds of solid hazardous substances, five hundred (500) gallons of liquid hazardous substances, six hundred fifty (650) cubic feet of gaseous hazardous substances, or equivalent combination thereof. Hazardous substances shall not be disposed on-site unless in compliance with Dangerous Waste Regulations, WAC 173-303, and any pertinent local ordinances, such as sewer discharge standards.

HAZARDOUS WASTE. Any dangerous and extremely hazardous waste as designated pursuant to RCW 70.105, WAC 173-303, including substances composed of radioactive and hazardous components. A moderate risk waste is not a hazardous waste.

HAZARDOUS WASTE FACILITY. The contiguous land and structures, other appurtenance and improvements on the land used for recycling, storing, treating, incinerating or disposing of hazardous waste.

HAZARDOUS WASTE STORAGE FACILITY. Any designated zone facility which holds

hazardous waste for a temporary period not to exceed five (5) years; this does not include accumulation of hazardous waste by the generator on the site of generation, as long as the generator complies with the applicable requirements of WAC 173-303-200 and 173-303-201.

HAZARDOUS WASTE TREATMENT FACILITY. Any designated zone facility which processes hazardous waste by physical, chemical or biological means to make such waste nonhazardous or less hazardous, safer for transport, amenable for energy or material resource recovery, amenable for storage, or reduced in volume.

HAZARDOUS WASTE TREATMENT OR STORAGE FACILITY, OFFSITE. Any hazardous waste treatment or storage facility that treats or stores any waste that is generated off the site.

HAZARDOUS WASTE TREATMENT OR STORAGE FACILITY, ONSITE. Any hazardous waste treatment or storage facility that treats or stores only that waste that is generated on the site.

HEARING EXAMINER REVIEW. A process involving the judgment and discretion of the Hearing Examiner in applying specific decision criteria and other requirements unique to a particular use in the approval of an activity permitted, or permitted conditionally, within a zoning district.

HEARING EXAMINER. A person appointed by the City to carry out the functions authorized under LMC 18A.02, Administration, and Chapter 35A.63 RCW.

HOLIDAY DECORATIONS. Temporary messages, displays, lighting, or decorations celebrating national, state, local, ethnic, and religious holidays or holiday seasons.

HOME OCCUPATION. Any occupation, profession or lawful commercial activity carried on by a resident living on the premises, and in which said activity is secondary to the use of the dwelling for living purposes, provided that the occupation or profession meets the requirements of LMC 18A.70.250.A and C.

HOME OCCUPATION, LIMITED. Any occupation, profession or lawful commercial activity carried on entirely within the dwelling, solely by a resident living on the premises, and which said activity is secondary to the use of the dwelling for living purposes; provided that the limited home occupation meets the requirements of LMC 18A.70.240.A-B.

HOMEOWNERS' ASSOCIATION. An incorporated, nonprofit organization operating under recorded land agreements through which each lot owner is automatically a member, and, each lot is automatically subject to a charge for a proportionate share of the common property, and, a charge, if unpaid, becomes a lien against the property.

HORTICULTURE. The cultivation of plants, garden crops, trees and/or stock.

HOTEL. A single building or a group of detached or semi-detached buildings containing six (6) or more guest rooms or self-contained suites, with parking provided on the site for the use of those staying in the rooms or suites, which is or are designed and used for the accommodation of transient travelers for a period not to exceed thirty (30) days.

HUMAN SCALE. The size of a building element or space relative to the dimensions and proportions of a human being.

IMPERVIOUS SURFACE. A hard surface area which either prevents or retards the entry of water into the soil mantle as it entered under natural conditions preexistent to development, or that hard surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from that present under natural conditions preexistent to development. Common impervious surfaces include but are not limited to rooftops, concrete or asphalt paving, paved walkways, patios, driveways, parking lots or storage areas, grasscrete, and oiled, macadam or other surfaces, which similarly impede the natural infiltration of surface water. Open,

uncovered retention/detention facilities shall not be considered impervious surfaces.

INCIDENTAL USE. A use that is in conjunction with, and smaller than the main part of a facility or use.

INCOMPATIBLE USES. For the purpose of community design, incompatible uses are those uses, including, but not limited to, outdoor storage, utilities equipment and apparatus, and loading and service facilities, which are considered to be visually intrusive, unsightly and which require site design and screening to mitigate the negative impacts to retail, service and office commercial uses and residential development.

INDUSTRIAL PRETREATMENT FACILITY. Treatment devices and structures used for the treatment of industrial wastewater prior to being released into a wastewater collection or conveyance system.

INTERIOR LOT AREA. Any area of a lot that is not within a required perimeter or buffer area.

JUDICIAL APPEALS. Appeals filed by a party of record in Pierce County Superior Court.

KENNEL. An enclosure or structure in which any combination of six (6) or more dogs that individually exceed seven (7) months of age are kept for breeding, sale, training, boarding, or sporting purposes.

KITCHEN. Any room or rooms, or portion of a room or rooms, used or intended or designed to be used for cooking or the preparation of food.

LAKE. A natural or artificial body of water of two (2) or more acres or where the deepest part of the basin at low water exceeds two (2) meters. Artificial bodies of water with a recirculation system approved by the City Engineer are not included in this definition.

LANDFILL, DEMOLITION. A solid waste facility for the permanent disposal of demolition wastes resulting from the demolition or razing of buildings, roads and other man-made structures, consisting of, but not limited to, concrete, brick, bituminous concrete, wood and masonry, composition roofing and roofing paper, steel and minor amounts of other materials. Plaster or other materials likely to produce leachate is not demolition waste.

LANDFILL, INERT. A solid waste facility for the permanent disposal of inert materials which are non-combustible and non-dangerous wastes likely to retain their physical and chemical structure including resistance to biological and chemical attack from acidic rainwater.

LANDFILL, MUNICIPAL SOLID WASTE. A solid waste facility for the permanent disposal of mixed household, commercial or industrial waste from municipal sources delivered by hauling companies or self-hauled by residents or businesses.

LANDFILL, SPECIAL WASTE. A solid waste facility for the permanent disposal of one (1) specific type of waste of limited, known and consistent composition such as an ash monofill, a landspreading disposal facility for biosolids, problem waste landfill or any facility which is not previously defined but is permitted with a state solid waste permit as a "limited purpose landfill."

LANDFILL, WOOD WASTE. A solid waste facility with two thousand (2,000) or more cubic yards of capacity for the permanent disposal of wood waste which does not contain chemical preservatives. This does not include wood waste landfills on forest lands regulated under the state Forest Practices Act but does include facilities which use wood waste as a component of fill.

LANDFILL. A solid waste facility for the permanent disposal of solid wastes in or on the land which requires a solid waste permit under RCW 70.95.

LANDSCAPING. Vegetative cover including shrubs, trees, flowers, ground cover and other similar plant material.

LARGE-SCALE COMMERCIAL FACILITIES. Principal, anchoring retail use integrated with

other commercial or services uses under common ownership or use exceeding 100,000 square feet of cumulative gross floor area. For this purpose, “under common ownership or use” shall mean a single establishment which shares checkstands, management, a controlling ownership interest, or storage areas, e.g., a hardware/nursery, pharmacy, and/or grocery component associated with a general merchandise store.

LATTICE TOWER. A support structure which consists of a network of crossed metal braces, forming a tower which is usually triangular or square in cross-section.

LOADING SPACE, OFF-STREET. In space logically and conveniently located for bulk pickups and deliveries, scaled to delivery vehicles expected to be used and accessible to such deliveries when required off-street parking spaces are filled. Required off-street loading space is not to be included as off-street parking space in computation of required off-street parking space.

LOCAL ROAD OR STREET. A road or street which is used or intended to be used primarily for providing access to abutting properties.

LOT. A fractional part of divided lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area, and developed or built upon as a unit. The term shall include “tracts” or “parcels”.

LOT AREA. The total area, in gross square feet (gsf), within the lot lines of a lot, excluding right-of-way. For the purposes of flood regulations, any portion of a lot lying below the ordinary high water mark or lawfully constructed bulkhead shall not be included in a lot area calculation.

LOT COVERAGE. The area of a lot covered by a building or buildings, expressed as a percentage of the total lot area.

LOT DEPTH. The perpendicular distance measured from the mid-point of the front lot line to the mid-point of the opposite lot line.

LOT LINE. The property line bounding a lot.

LOT LINE, FRONT. Normally, the property line separating the lot from the street, other than an alley, from which access is provided to the lot. For the purpose of establishing setback requirements, orientation of the dwelling unit shall be independent of access to the parcel. In the case of a corner lot, the front lot line shall be the property line with the narrow dimension adjacent to the street.

LOT LINE, REAR. The lot line which is opposite and most distant from the front lot line and which is in the same plane and runs parallel to the front lot.

LOT LINE, INTERIOR. Any property line which is neither a front nor a rear lot line.

LOT OF RECORD. A lot that is part of a subdivision recorded, pursuant to statute, with the Pierce County Auditor, or a legally created lot under state and local subdivision regulations in effect at the time of creation or a lot described by metes and bounds, the description of which has been so recorded.

LOT, BUILDABLE. A legal lot which is proposed for use in compliance with this title, and has received approval of the water supply and sewage disposal method as appropriate to such use.

LOT, CORNER. A lot of which at least two (2) adjacent sides abut streets other than alleys.

LOT, CUL-DE-SAC. A lot which has a front lot line contiguous with the outer radius of the turn-around portion of a cul-de-sac.

LOT, FLAG. A flag lot is surrounded by abutting lots with an extended access way to a street right-of-way.

LOT, INTERIOR. A lot other than a corner lot.

LOT, THROUGH. An interior lot having frontage on two (2) streets, and which is not a corner lot.

LOT, WIDTH. The average horizontal distance between the side lot lines, ordinarily measured parallel to the front lot lines, except that portion of a flag lot that usually forms an extended access way to a street right-of-way.

LOWEST FLOOR. For flood purposes, any floor usable for living purposes, which includes working, sleeping, eating, cooking or recreation, or a combination thereof. A floor used only for storage purposes is not a lowest floor.

LUMEN. A lumen is a unit used for measuring the amount of light energy given off by a light source.

MAINTENANCE. Routine upkeep of existing structure or facilities which are in current use or operation.

MAJOR COMMERCIAL OR EMPLOYMENT CENTERS. An integrated planned development within the NC2, CBD, SD, C1, C2, IBP, I1, and I2 zoning districts with contiguous ownership larger than 12 acres in size. Contiguous properties under separate control, but which function as an integrated center and when combined are larger than 12 acres in size, may be considered a major center.

MANUFACTURED HOME PARK. A tract of land that was permitted, designed, and maintained under a single ownership or unified control where two (2) or more spaces or pads are provided solely for the placement of manufactured homes for residential purposes with or without charge. A manufactured home park shall not include manufactured home subdivisions or recreational vehicle parks.

MANUFACTURED HOME SPACE. An apportioned piece of land within a park designed to accommodate a single manufactured home, also known as a "pad."

MANUFACTURED HOME. A factory-assembled structure that was constructed in accordance with the 1976 or later HUD federal Manufactured Housing Construction and Safety Standards Act in effect at the time of construction, and displays the appropriate HUD or Department of Labor and Industries label,

- a. is suitable for movement along public highways;
- b. is intended solely for human habitation; and
- c. has sleeping, eating and plumbing facilities.

Manufactured homes do not include modular homes or recreational vehicles as herein defined.

For the purpose of flood hazard regulations only, a manufactured home is a structure, transportable in one (1) or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. It includes recreational vehicles or travel trailers that are placed on a site for more than one hundred eighty (180) consecutive days.

MAP. A representation, usually on a flat surface, of the whole or part of an area.

MARINA. Facilities which provide moorage, launching, storage, supplies and a variety of services for recreational, commercial and fishing vessels. They are differentiated from docks and moorages by their larger scale, the provision of significant shore or land-side services and/or the use of a solid breakwater (rock, bulkheading, etc.).

MAXIMUM DENSITY. The maximum number of dwelling units allowed per gross acre (dua), excluding accessory dwelling units.

MEAN HIGH WATER (MHW). The average height of all high waters over a nineteen (19) year period.

MINI-WAREHOUSE. A facility consisting of separate storage units which are rented to customers having exclusive access to their respective units for storage of residential or commercial oriented goods. No business is conducted out of storage units.

MITIGATE. To alleviate the negative impacts of a particular action.

MITIGATION. Any action that, to some degree, softens the impact of development on critical or sensitive areas. This may include all or any one of the following actions:

- a. avoiding the impact altogether by not taking a certain action or parts of an action;
- b. minimizing impacts by limiting the degree or magnitude of an action and its implementation;
- c. rectifying the impact by repairing, rehabilitating, or restoring the affected environment;
- d. reducing or eliminating the impact over time by preservation and maintenance operations; and
- e. compensating for the impact by creation, restoration, or enhancement of critical or sensitive areas to maintain their functional processes, such as natural biological productivity, habitat, and species diversity, unique features and water quality. Any mitigation action or combination of actions may involve monitoring and remedial follow-up measures.

MOBILE HOME PAD. That part of a mobile home space which has been reserved for the placement of the mobile home, appurtenant structures, or addition.

MOBILE HOME PARK. An area under one (1) ownership designed to accommodate ten or more mobile homes (see Manufactured Home for definition of mobile home).

MOBILE HOME. A structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes, that was constructed prior to June 15, 1976 and/or does not conform to [HUD] Manufactured Housing Construction and Safety Standards Act. Mobile home does not include recreational vehicles. The appropriate HUD or Department of Labor and Industries label is displayed.

MOBILE TRANSMISSION FACILITY. A movable, non-stationary transmission facility that contains wireless telecommunications equipment including any antenna, support structure, accessory structures, and may include other uses associated with and ancillary to wireless telecommunications facilities.

MOBILE VENDING. Any for-profit or non-profit business selling food and/or drink at or adjacent to the vehicle or cart in which such items are carried and/or prepared. This definition shall not include businesses providing or offering to provide scheduled delivery of food products to individual residences.

MODERATE RISK WASTE FIXED FACILITY. A solid waste transfer facility needing a state solid waste permit which specializes in the collection of household hazardous waste for packaging for transport to a disposal facility for recycling. It may collect limited amounts of hazardous waste from small quantity generators that are businesses which generate hazardous waste in quantities below the threshold for regulation under Washington Dangerous Waste Regulations (RCW 70.105).

MODERATE RISK WASTE. Those wastes defined in WAC 173-303-040 as moderate risk wastes. This may include any waste that exhibits any of the properties of hazardous waste but is exempt from regulation under Chapter 70.105 RCW solely because the waste is generated in quantities below the threshold for regulation, and any household waste which is generated from the disposal of substances identified by the Department of Ecology as hazardous household substances.

MODIFICATION. The changing of any portion of a wireless telecommunications facility from its description in a previously approved permit, excluding routine maintenance and repair. Examples include, but are not limited to, changes in design or structure, changes in the heights of towers or monopoles, changes in any accessory structures or appurtenances that are affiliated with or support a wireless telecommunications facility.

MODULAR HOME. A detached dwelling that is designed for human habitation, is either entirely or substantially prefabricated at a place other than a building site, and is constructed or installed on the site in accordance with the UBC and bearing the appropriate insignia indicating such compliance. Modular homes are also commonly referred to as “prefabricated”, “panelized,” or “factory-built” units.

MODULATION. A stepping back or projecting forward of portions of a building facade within specified intervals of building width and depth as a means of breaking up the apparent bulk of a structure's continuous exterior walls.

MONOPOLE TOWER. A support structure which consists of a single pole sunk into the ground and/or attached to a foundation.

MOORAGE. Piling or a dock, or both, used to secure a boat or barge.

MOTEL. A building or group of buildings on the same lot, containing units with separate entrances and consisting of individual sleeping quarters detached or in connected rows, with or without cooking facilities, for rental to transients and guests for compensation.

MOTOR VEHICLE. Motor vehicle includes every device capable of being moved upon a public highway and in, upon, or by which any person or property is or may be transported or drawn upon a public highway except for mopeds, bicycles and other devices moved by human or animal power or used exclusively upon stationary rails or tracks.

MOTOR VEHICLE SERVICE OR REPAIR. Those establishments engaged in fixing, engine tune-up, adjusting lights or brakes, or supplying and installing replacement parts of or for passenger vehicles and trucks.

MOTOR VEHICLE SERVICE STATION. Any premises used for supplying gasoline, oil, minor accessories and services, excluding body and fender repair, for automobiles at retail direct to the customer.

MOUNT. The structure or surface upon which wireless telecommunications facilities are mounted. There are three (3) types of mounts:

a. Building mounted. A wireless telecommunications facility mount fixed to the roof or side of a building.

b. Ground mounted. A wireless telecommunications facility mount fixed to the ground, such as a tower.

c. Structure mounted. A wireless telecommunications facility fixed to a structure other than a building, such as light standards, utility poles, water towers, and bridges.

MULTIFAMILY DESIGN REVIEW. An administrative process for the purpose of reviewing multifamily development applications for compliance with specific site design, landscape design and building design criteria.

MULTIFAMILY DWELLING. Multiple residential units within a single residential structure, or multiple residential structures, which provide separate living accommodations for multiple individuals or families. Multifamily dwelling units are typically under common ownership and management but may be separately owned condominium units on a commonly owned parcel or cooperatively owned.

MURAL. A picture on an exterior surface of a structure. A mural is a sign only if it is related by text, logo, or pictorial depiction to the advertisement of any product or service or the identification of any business.

NATURAL AREAS. All or portions of a parcel of land undisturbed by development and maintained in a manner which preserves the indigenous plant materials.

NEIGHBORHOOD PARK OR PLAYGROUND. An area for recreational activities, such as but not limited to field games, court games, crafts, playground apparatus area, skating, walking, viewing, picnicking, wading pools, swimming pools.

NET ACREAGE. The buildable area after the area of street right-of-way has been subtracted.

NOISE LEVEL REDUCTION (NLR). Difference in noise level from outside to inside of the building. NLR is a difference, in decibels, between A-weighted sound levels; it depends primarily on the nature of the walls, ceilings, windows, doors and vents and, to a lesser extent, on the amount of sound-absorbing material in the room in which the sound is received. It shall be measured, if so required, by the building official, in a completed and furnished building by application of the testing procedure described in this section.

NONCONFORMING LOT. A lot which does not conform to the design or density requirements of the zoning district in which it is located. A non-conforming lot is a lot that was legal when it was created but no longer meets the current area, width, or depth dimensional requirements for the zoning district in which the property is located. Nonconforming lots may be occupied by any permitted use in the district, provided that all other development regulations in effect at the time of development must be met.

NONCONFORMING STRUCTURE. A nonconforming structure is one which was lawfully erected in conformance with the regulations in effect at the time of its construction but which no longer conforms to current development standards including, but not limited to design, height, setback or coverage requirements of the zoning district in which it is located. A structure shall not be considered non-conforming for the purposes of this code if the only nonconforming aspect is failure to comply with the Chapter 18A.50.200, Community Design Standards.

NONCONFORMING USE. The use of land, a building or a structure lawfully existing prior to the effective date of this title or subsequent amendments thereto, which does not conform with the regulations of the district in which it is located.

NONCONFORMITY. Any land use, structure, lot or sign legally established prior to the effective date of this title or subsequent amendment, which is no longer permitted by or in full compliance with the regulations of this title.

NON-PROJECT ACTION. A decision on a policy, plan or program, which is not related to a specific project and/or which affects a significant portion of or the City of Lakewood in its entirety, including but not limited to the adoption or amendment of the comprehensive plan, development regulations, and/or subarea plans, zoning of newly annexed land, area-wide rezones, and zoning map amendments, except for site specific rezones authorized by the comprehensive plan.

NON-VEGETATIVE GROUNDCOVER. Bark mulch, gravel and other nonvegetative materials that promote vegetative growth by retaining moisture or preventing weeds.

NON-WHIP ANTENNA. An antenna that is not a whip antenna, such as dish antennas, panel antennas, etc.

NOXIOUS MATTER. Materials that are capable of causing injury to living organisms by chemical reaction or are capable of causing detrimental effects upon the psychological, social, or economic well-being of human beings.

NURSERY, HORTICULTURAL. A place where trees, shrubs, vines, etc. are propagated for transplanting or for use as stocks for grafting and where such flora can be sold.

NURSING HOME. A multi-unit or multi-bed facility that are licensed or approved to provide living accommodations and round-the-clock health care and medical supervision.

OCCUPANCY. The purpose for which a building is used or intended to be used. The term shall also include the building or room housing such use. Change of occupancy is not intended to include change of tenants or proprietors.

OCCUPANT. A person, family, group, or organization who is using or living in a particular building, apartment, or room.

ODOR CONTROL STRUCTURE. Equipment or structures appurtenant to wastewater conveyance facilities used to lessen the odors of the liquids being transported.

OFFICIAL CONTROLS. Legislatively defined and enacted policies, standards, precise detailed maps and other criteria, all of which control the physical development of the county, and are the means of translating into regulations and ordinances all or any part of the general objectives of the comprehensive plan.

OFFICIAL MAP. Maps that show the designation, location and boundaries of the various districts which have been adopted and made a part of this title.

OFF-SITE. With respect to mitigation, an area separated from the impact area by a significant distance and that offers little or no opportunity for reestablishing lost values and functions to organisms which originally benefited from the lost habitat.

OFFSITE HAZARDOUS WASTE TREATMENT OR STORAGE FACILITY. Any hazardous waste treatment or storage facility which treats or stores wastes that are generated off the site.

ON-SITE. With respect to mitigation, an area adjacent to or near the impact area that offers a reasonable opportunity for reestablishing lost values and functions to organisms which originally benefited from the lost habitat.

ONSITE HAZARDOUS WASTE TREATMENT OR STORAGE FACILITY. Any hazardous waste treatment or storage facility that treats or stores only those wastes that are generated on the site.

OPEN HOUSE. A temporary real estate event where a property owner or his representative opens a structure or structures on one or more contiguous Pierce County Assessor's tax parcels with single or the same ownership, to be inspected by the general public for the sole purpose of sale, rent, or lease of a structure thereon.

OPEN RECORD HEARING. A hearing held by a decision-making body who is authorized by the city to conduct such hearings, that creates the city's record through testimony and submission of evidence and information, under procedures prescribed by the city by ordinance or resolution.

OPEN SPACE. Land used for farm or forest uses, and any land area that would, if preserved and continued in its present use:

- a. Conserve and enhance natural or scenic resources;
- b. Protect air or streams or water supply;
- c. Promote conservation
- d. Enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, nature preservations or sanctuaries or other open space.

ORDINARY HIGH-WATER MARK. That mark that will be found by examining the bed and banks and ascertaining where the presence and action of waters are so common and usual, and so long continued in all ordinary years, as to mark upon the soil a character distinct from that of the abutting upland, in respect to vegetation as that condition exists on the effective date of this title,

or as it may naturally change thereafter; provided, that in any area where the ordinary high-water mark cannot be found, the ordinary high-water mark shall be the line of mean high water.

ORNAMENTAL TREE. A tree that is either a conifer or deciduous tree that is accessory, decorative, enhance and accent the general landscaping of the site. Ornamental trees are generally between eight (8) and twenty (20) feet tall at maturity.

OUTSIDE STORAGE. All or part of a lot which is used for the keeping of materials, vehicles or products in an open, uncovered yard or in an unwallled building. Such materials may include tractors, backhoes, heavy equipment, construction materials and other similar items.

OVERLAY DISTRICT. A defined geographic area where a set of development regulations are established to achieve a specific public purpose. These regulations are in addition to those of the underlying zoning district.

OWNER. The owner of record of real property as shown on the tax rolls of the Pierce County Assessor, or a person who is purchasing a piece of property under contract.

OWNER OCCUPANT. A property owner, as reflected in title records, that makes his or her legal residence at the site, and actually resides at the site more than six months out of any given year.

OWNERSHIP. The existence of legal equitable title to land.

PACKAGE WASTEWATER TREATMENT PLANT. A pre-assembled factory built treatment plant.

PARAPET WALL. That portion of a vertical building wall that extends above the roof of the building.

PARCEL. A lot or plot of land proposed or created in accordance with this Code or prior subdivision ordinance and state law and intended as a unit for the purpose, whether immediate or future, of transfer of ownership. The external boundaries existing as of the date of incorporation of the City of Lakewood shall be used to establish what is a parcel for the purposes of this Code. For parcels which have not been conveyed since that date, the legal description used in the conveyance closest to that date shall control.

PARKING AREA. An area accessible to vehicles, which area is provided, improved, maintained, and used for the sole purpose of accommodating a motor vehicle.

PARKING SPACE. Any off-street surface area of not less than fifteen (15) feet by eight (8) feet in size, exclusive of maneuvering and access area, permanently reserved for the storage or parking of one (1) vehicle, and connected with an access which affords ingress and egress for vehicles.

PARKING STRUCTURE. A building or structure consisting of more than one (1) level, above and/or below ground with one (1) or more common entrances, and used for the parking and/or temporary storage of motor vehicles.

PARKING, SURFACE. An off-street, ground level open area, usually improved, for the parking and/or temporary storage of motor vehicles.

PARKS AND CAMPGROUNDS. A developed area devoted to overnight temporary use for vacation, and/or recreational or emergency purposes, but not for residential purposes. A camping site may be occupied by a tent, travel trailer or recreational vehicle. Campgrounds shall not include intensively developed commercial uses such as retail stores or gas stations.

PARTIES OF RECORD. Persons with legal standing with respect to an application including the applicant, property owner as identified by the records available from the Pierce County assessor's office, or any person who testified at the open record public hearing on the application and/or; Any person who submitted written comments during administrative review or has

submitted written comments concerning the application at the open record public hearing, excluding persons who have only signed petitions or mechanically produced form letters.

PASSIVE RECREATION. An outdoor leisure time activity which usually occurs in a natural or designed urban setting. Passive recreation may occur in common open lawn areas and, where determined appropriate, critical area buffers, aquifer recharge and flood water storage areas. Activities may include picnicking, sightseeing, walking, hiking, biking, horseback riding, and nature walks. Accessory structures associated with passive recreation include: Playground equipment, picnic shelters and tables, barbecue pits, exercise stations, restroom facilities, benches, directory signs, garbage containers, and landscaped areas.

PASSIVE RESTORATION. The use of natural processes, sequences, and timing which occurs after the removal or reduction of adverse stresses without other specific positive remedial action.

PATIO. A recreation area adjoining a dwelling which is often paved or a wood platform of thirty (30) inches or less above finished grade.

PEDESTRIAN-ORIENTED FACADES. Facades that feature one (1) or more of the following characteristics:

- a. Transparent window area or window displays along at least half the length of the ground floor facade.
- b. Sculptural, mosaic or bas-relief artwork along at least half the length of the ground floor facade.
- c. Pedestrian-oriented space, as defined below.
- d. Other measures that meet the intent of the criteria, as approved in conjunction with overall design review approval.

PEDESTRIAN-ORIENTED SPACE. An area between a building and a public street or another building that promotes visual and pedestrian access onto the site and that provides pedestrian-oriented amenities and landscaping to enhance the public's use of the space. Pedestrian-oriented spaces include but are not limited to outdoor plazas, arcades, courtyards, seating areas, and amphitheaters. Pedestrian-oriented spaces have:

- a. Visual and pedestrian access, including handicapped access, into the site from the public right-of-way.
- b. Special textured paved walking surfaces of either concrete or approved unit paving.
- c. On-site or building-mounted lighting providing at least four (4) footcandles (avg.) on the ground.
- d. Seating; at least four (4) feet of seating area (bench, ledge, etc.) or one (1) individual seat per sixty (60) square feet of plaza area or open space.
- e. Landscaping, including trees and seasonal plantings, that defines the space but does not act as a visual barrier to views from the street or adjacent buildings.
- f. Site furniture, artwork or amenities such as fountains, kiosks, etc.
- g. Pedestrian weather protection or other enclosure, such as an arcade or gazebo.

Generally, pedestrian-oriented spaces shall not have:

- a. Asphalt or gravel pavement.
- b. Adjacent unscreened parking lots.
- c. Adjacent chain-link fences.
- d. Adjacent "blank walls" without "blank wall treatment".

PEDESTRIAN-ORIENTED USE. A commercial use whose customers commonly arrive on foot, or where signage, advertising, window display and entryways are oriented toward pedestrian traffic on a public sidewalk. Pedestrian-oriented businesses may include restaurants,

retail shops, personal service businesses, travel services, banks (except drive-through windows), and similar establishments.

PENNANT. A tapered flag having a distinctive triangular form. (See **FLAG** and **STRING PENNANTS**)

PERFORMANCE STANDARDS. Criterion to control noise, odor, smoke, toxic or noxious matter, vibration, fire and explosive hazards, or glare or heat generated by or inherent in uses of land or buildings.

PERSON. Any natural person, firm, partnership, association, social or fraternal organization, corporation, estate, trust, receiver, syndicate, branch of government, or any other person or combination acting as a unit, with legal rights and duties, whether acting by themselves or by a servant, agent, employee, or guardian.

PERSONAL WIRELESS SERVICE, PERSONAL WIRELESS SERVICE FACILITIES, AND FACILITIES. (see **Wireless Telecommunications Facility**).

PILING. Wood, concrete or steel posts driven into the bottom in aquatic areas either as mooring devices or to support a dock, float, range marker, or other structure.

PLAT. A map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets, and alleys or other division and dedications.

PLAT, PRELIMINARY. A neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks, and other elements of a subdivision consistent with the requirements of the City subdivision regulations and Chapter 58.17

RCW. The preliminary plat shall be the basis for the approval or disapproval of the general layout of a subdivision.

PLAT, SHORT. A legally recorded map or drawing which subdivides a parcel of ground into four (4) or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease or transfer of ownership.

PLAZA. A pedestrian space that is available for public use and is situated near a main entrance to a building or is clearly visible and accessible from the adjacent right-of-way. Typical features include special paving, landscaping, lighting, seating areas, water features, and art.

POST OFFICE, BRANCH. A government operated subdivision of a main post office serving as a base for one (1) or more carrier routes and providing customer postal service.

POST OFFICE, CONTRACT STATION. A privately operated, limited-service postal facility carried on as adjunct to a principal business or use.

PREEMPTED FACILITY. Any hazardous waste facility defined as a preempted facility in RCW 70.105.010 or in Chapter 173-303 WAC. This may include any facility that includes as a significant part of its activities any of the following hazardous waste operations:

- a. Landfill,
- b. Incineration,
- c. Land treatment,
- d. Surface impoundment to be closed as a landfill, or
- e. Waste pile to be closed as a landfill.

PRE-EXISTING WIRELESS TELECOMMUNICATIONS FACILITY (WTF). Any wireless telecommunications facility for which a building permit and/or development permit has been properly issued prior to the date of adoption of this ordinance, including permitted Wireless Telecommunications Facilities (WTFs) that have not yet been constructed, so long as that permit or approval has not expired.

PRELIMINARY APPROVAL. An approval, based upon an application and conceptual plan for a Discretionary Land Use Permit, granted by the Director or Examiner which sets forth certain conditions.

PRESCHOOL. An establishment providing exclusively educational programs for prekindergarten or preschool children, but excluding daycare uses as specified in LMC 18A.20.400, Use Types and Levels.

PRINCIPAL USE. The main use to which the premises are devoted and the principal purpose for which the premises exist.

PROCESSING OR HANDLING OF A HAZARDOUS SUBSTANCE. The compounding, treatment, manufacture, synthesis, use or storage of hazardous substances in excess of the following amounts in bulk quantities: five thousand (5,000) pounds of solid hazardous substances, five hundred (500) gallons of liquid hazardous substances, and six hundred fifty (650) cubic feet of gaseous hazardous substances.

PROJECT ACTION. Any action taken or activity performed in conjunction with a development or to make a use possible, on a specific site or within a defined geographic area. Project actions do not in and of themselves constitute or result in a specific use. A project action involves a decision on a specific project located in a defined geographic area, such as agency decisions to license, permit, fund, or undertake any activity that will directly modify the environment, whether the activity will be conducted by the agency, an applicant, or under contract, or to purchase, sell, lease, transfer, or exchange natural resources, including publicly owned land, whether or not the environment is directly modified.

PROJECT PERMIT. Any land use or environmental permit or license required from the City of Lakewood for a project action, including but not limited to building permits, site development permits, grading or other land preparation permits, subdivisions, binding site plans, conditional uses, shoreline substantial development permits, site plan review, site specific rezones authorized by the comprehensive plan and other discretionary or administrative land use permits or approvals; but excluding adoption or amendment of the comprehensive plan and development regulations, zoning of newly annexed land, area-wide rezones, and zoning map amendments except as otherwise specifically included above in this definition.

PROPERTY MANAGER. A person or firm charged with the management of land and buildings as a business including renting of property, and keeping the premises and buildings in good condition.

PROPERTY LINE ADJUSTMENT. The relocation of a common property line between two (2) abutting properties.

PROVIDER. A corporation, company, association, joint stock company, firm, partnership, sole-proprietorship, limited liability company, other entity or individual which provides telecommunications services through the use of wireless telecommunications facilities.

PUBLIC ACCESS. Public access to shoreline and aquatic areas either may be achieved through

- a. direct physical access to shoreland and aquatic areas (i.e. boat ramps);
- b. aesthetic access (i.e. viewing opportunities); and
- c. other facilities providing some degree of access to shorelands and aquatic areas.

PUBLIC FACILITIES. Public facilities include streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, domestic water systems, storm and sanitary sewer systems, storm waste facilities, parks and recreational facilities and schools. Such facilities include, but are not limited to, water supply electric power, gas and transportation of persons or freight.

PUBLIC GAIN. The net gain from combined economic, social, and environmental effects which accrue to the public because of a use or activity and its subsequent resulting effects.

PUBLIC MEETING. An informal or formal meeting, workshop, or other public gathering of persons to obtain comments from the public or other agencies on a proposed project permit prior to the City's decision, but is not an open record hearing.

PUBLIC ON-SITE OPEN SPACE. A space that is accessible to the public at all times, predominantly open above, and designed specifically for use by the general public as opposed to serving merely as a setting for the building.

PUBLIC OR SEMI-PUBLIC USE. A structure or use, owned or operated by a state, county, city, school district or other public or private agency or concern for the benefit of the public generally including schools, fire stations, libraries, community building, museums, child care centers, fairgrounds, and churches but does not include specific uses or structures which are defined separately in this section.

PUMP/LIFT STATION. The part of a water collection or distribution system that raises water from a lower to a higher elevation.

QUALIFIED ARCHITECT OR ENGINEER. An architect or engineer registered in the state of Washington who, by reason of his/her training and experience, is considered qualified to pass judgment on acoustical design, materials, and methods of construction for the attenuation of noise. The qualifications of the architect or engineer relative to acoustical design must be reviewed and found to be acceptable by the building official.

QUEUING. Specified area for vehicles awaiting service in a drive-through facility, which may include not only the space between point of ingress and the point of service, but also, where applicable, points of service internal to the drive-through operation. Where a drive-through contains not just one but separate points of ordering, payment, and/or receipt of goods, queuing is considered to apply in between all three points as well as between the ingress point and initial point of service. "Queuing" may be used interchangeably with "stacking."

RECIDIVISM. A condition that results when an offender who has served a period of incarceration is subsequently released from confinement and commits a new crime. As applied herein, a recidivating event is any event that results in the filing of criminal charges in any court of competent jurisdiction; or when an offender is administratively adjudicated and judged to have violated the terms of supervision or confinement in a manner that, had he or she been prosecuted in court, would have been equivalent to a misdemeanor, gross misdemeanor or felony crime in the state of Washington. Administrative adjudications are those conducted by DOC, the Indeterminate Sentence Review Board, their successors or their surrogates. Recidivating events include any criminal conduct including those which occur within the Type 4 Group Home.

RECORDED. Unless otherwise stated, filed for record with the Auditor of the County of Pierce, State of Washington.

RECREATION. The refreshment of body and mind through forms of play, amusement or relaxation. The recreational experience may be active, such as boating, fishing, and swimming, or may be passive such as enjoying the natural beauty of the shoreline or its wildlife. Facilities included as low-intensity recreation include picnic tables, trail signs, unpaved trails and portable restrooms.

RECREATIONAL VEHICLE PARK. A plot of ground upon which two (2) or more recreational vehicles are located, established or maintained for occupancy by recreational vehicles of the general public as temporary living quarters for recreational, education or vacation purposes.

RECREATIONAL VEHICLE. A camping trailer, travel trailer, motor home, truck camper, and any similar vehicular-type units primarily designed as temporary living quarters for recreational, camping or travel use, with or without motor power, being of such size and weight as to be operable over highways without requirement of a special highway movement permit.

RECYCLING CENTER. A center for the receiving and storage of recyclable materials such as paper, glass and aluminum. The center would receive materials from the general public. This use may involve some outside storage.

RECYCLING COLLECTION SITE. A site with collection boxes or other containerized storage where citizens can leave materials for recycling.

REHABILITATION. Infrequent, extensive repair of more than routine nature to existing structures or facilities which are in current use or operation.

RELIGIOUS ASSEMBLY. An establishment whose principal purpose is religious worship and for which the principal building or other structure contains the sanctuary or principal place of worship, which may include accessory uses in the main building or in separate buildings or structures such as religious educational class rooms, assembly rooms, library or reading room, recreation hall, and a single dwelling unit for caretaker or clergy and his/her immediate family.

REMOTE SWITCHING UNIT. A device or group of devices in a telephone system having the necessary equipment for terminating and interconnecting subscribers' lines, farmer lines, toll lines and inter-facilities trunks, normally dependent on one (1) or more Central Office Switching Units for full operability.

REPLAT. The act of platting the lots, parcels and easements in a recorded subdivision or partition plat to achieve a reconfiguration of the existing subdivision or partition plat or to increase or decrease the number of lots in the subdivision.

RESORT. Any area of land or water used for open land commercial or private recreation where overnight lodging, meals and related tourist services are provided in conjunction with such recreational use.

RETAIL TRADE. The sale or rental of goods and merchandise for final use or consumption.

REVEGETATION. The planting of vegetation to cover any land areas which have been disturbed during construction.

RIGHT-OF-WAY. Land owned, dedicated or conveyed to the public, used primarily for the movement of vehicles, wheelchair, bicycle, and pedestrian traffic. Right-of-way may also include land privately owned, provided that such land has been developed and constructed in compliance with all applicable laws and standards for a public right-of-way.

RIPARIAN. Of, pertaining to, or situated on the edge of the bank of a river, stream or other body of water.

RIPRAP. A layer, facing, or protective mound of stones randomly placed to prevent erosion, scour or sloughing of a structure or embankment; also, the stone so used. In local usage, the similar use of other hard material, such as concrete rubble, is also frequently included as riprap.

ROADSIDE STAND. A temporary structure designed or used for the display or sale of agricultural products primarily produced on the premises upon which such a stand is located.

ROOM. Any space in a building enclosed or set apart by a partition or partitions which is habitable and shall be deemed to apply to any room used as a bedroom, a dining room, a living room, a sitting room, a parlor, a kitchen, a sewing room, a library, a den, a music room, a dressing room, a sleeping porch, a sun room, a sun porch, a party room, a recreation room, a breakfast room, a study, and similar uses.

ROWHOUSE. A three-story residential structure in which individual dwelling units are attached along at least one (1) common wall to at least two (2) other dwelling unit. Each dwelling unit occupies space from the ground to the roof and no portion of a unit may occupy space above or below another unit, except that townhouse units may be constructed over a common shared parking garage, provided the garage is underground.

SALVAGE YARD OR JUNKYARD. A place where waste, discarded or salvaged materials are bought, sold, exchanged, stored, baled, cleaned, packed, disassembled or handled, including, but not limited to, auto and motor vehicle wrecking yards, house wrecking yards, used lumber yards and yards for use of salvaged house wrecking and structural steel materials and equipment.

SCREENING. Placement of a wireless telecommunication facility such as a tower or mount among trees or other appropriate vegetation to provide a natural, aesthetic appearance to the location of such wireless telecommunication facility.

SECONDARY USE. A use subordinate to the principal or primary use of the property, such as commercial, residential, or industrial uses allowed in each zoning district, etc.

SECONDHAND DEALER. Any person engaged, in whole or in part, in the business of buying, selling, trading, or otherwise transferring for value, secondhand or used personal property, metal junk, melted metals, or precious metals and consigned or auctioned goods.

SECONDHAND PROPERTY/GOODS. Any and all used or secondhand goods or items of personal property which can be used again for the purpose for which they were originally intended, including, but not limited to, valuable items such as coins with a value greater than their face value, precious metals, precious stones and jewelry.

SECURITY BARRIER. A wall, fence, or berm that has the purpose of securing a wireless telecommunications facilities wireless service facility from unauthorized entry or trespass.

SEPTAGE. A semisolid consisting of settled sewage solids combined with varying amounts of water and dissolved materials generated from a septic tank system.

SERVICE AREAS. Service areas refer to areas, enclosed or open, that contain equipment and uses such as ground level mechanical equipment, utility vaults, loading zones, outdoor storage areas, and trash and recycling areas.

SERVICE PROVIDER. The department, district or agency responsible for providing the specific public facility or service.

SERVICE USES OR ACTIVITIES. A business which sells the knowledge or work of its people rather than a tangible product.

SETBACK. The minimum required distance, measured from the wall line of any structure and a specified line such as a property line or buffer line that is required to remain free of structures unless otherwise provided in this title.

SEWAGE SYSTEM, ON-SITE. Any system of piping, treatment devices, or other facilities that convey, store, treat, or dispose of sewage on the property where it originates or on adjacent or nearby property under control of the user where the system is not connected to a public or approved private sewer system.

SEWAGE COLLECTION SYSTEM. Pipelines, culverts, and appurtenances which transport wastewater and sewage from points of origin to wastewater treatment plants, or which convey treated wastewater to points of discharge.

SHADING VEGETATION. Vegetation planted on the south side of a major creek that generally provides shade from midmorning to midafternoon. Examples of shading vegetation are specified in LMC 18A.50.400, Landscaping.

SHED, STORAGE. A structure in which possessions are kept for future use and which is constructed on the owner's property. The owner may not lease the structure or any portion of the storage area to a second party. The structure shall not be used for any form of commercial production or retail sales activities.

SHOPPING CENTER. A retail shopping area designed as a unit, with a minimum of six (6) tenant spaces, and which uses a common parking area.

SHORELINE. The boundary between a body of water and the land, measured on tidal waters at the landward limit of aquatic vegetation or, where aquatic vegetation is absent, Mean Higher High Water; and on non-tidal waterways at the ordinary high water mark.

SHORELINE STABILIZATION. The protection from erosion and sloughing of the banks of tidal or non-tidal streams, rivers or lakes by vegetative or structural means:

a. Vegetative shoreline stabilization is the use of lands that anchor the soil to prevent shoreline erosion and sloughing.

b. Structural shoreline stabilization is the use of riprap, bulkheads, sea walls, or other non-vegetative material to prevent shoreline erosion.

SIGNIFICANT TREE. An existing tree which, when measured at four and one-half (4 1/2) feet above ground

a. has a minimum diameter of nine (9) inches for evergreen trees and deciduous trees;

b. has a minimum diameter of six (6) inches for Garry Oaks, also known as Oregon White Oaks, and,

c. Regardless of the tree diameter, is determined to be significant by the Community Development Director due to the uniqueness of the species or provision of important wildlife habitat.

SINGLE FAMILY ATTACHED DWELLING. A single-family residential structure that is structurally attached to another single-family residential structure and provides living accommodations for an individual or family. Attached dwelling units may be separate structures located on individual lots or on a commonly owned parcel.

SINGLE FAMILY DETACHED DWELLING. A residential dwelling unit that is not attached to another residential dwelling unit by any means and provides living accommodations for a single individual or family. Dwelling units shall be separately located, with a maximum of one (1) dwelling unit per individual lot, except as may be allowed in conjunction with approved Cottage Housing Development.

SITE PLANNING. Site planning is the arrangement of buildings, driveways, sidewalks, public open spaces, landscaping, parking, and other facilities on a specific site.

SKATING RINK. A commercial facility wherein the rental of skating equipment occurs and an enclosed skating surface for private or public use is provided.

SLOPE LINE. The line perpendicular to the contour lines crossing the property.

SOIL. Soil means the surface layer of earth supporting plant life.

SOLID WASTE INCINERATOR. The processing of solid wastes by means of pyrolysis, refuse-derived fuel or mass incineration within an enclosed structure. These processes may include the recovery of energy resources from such waste or the conversion of the energy in such wastes to more useful forms or combinations thereof. This definition refers to citywide or regional-scale operations and does not include solid waste incineration which is accessory to an individual principal use.

SOLID WASTE TRANSFER STATION. The transfer of solid waste materials from route collection trucks to larger capacity semi-trailers for transport to a solid waste disposal site. The

transfer activities would be conducted entirely within an enclosed structure. The use may involve a service area for the repair and maintenance of trucks and an outside parking area for trucks.

SOLID WASTE. All wastes, including, but not limited to, garbage, rubbish, ashes, industrial wastes, swill, demolition and construction wastes, abandoned vehicles or parts thereof, discarded commodities, sludge from wastewater treatment plants, seepage from septic tanks, wood wastes, dangerous wastes, and problem wastes.

SOUND ABSORPTION. Capacity of the materials and furnishings in a habitable room to absorb sound.

SOUND LEVEL. In decibels, the quantity measured by an instrument that satisfies American National Standard Specification for Sound Level Meters, S1.4-1971, or the most recent revision thereof. Sound level is understood to be measured with the A-weighted filter and slow response of the instrument.

SOUND TRANSMISSION CLASS (STC) OF A PARTITION. A single figure rating of the sound-isolating properties of a partition, which takes into account the relative importance of the sound transmission loss of the partition at different frequencies. The determination of the sound transmission class of a partition is described in "Determination of Sound Transmission Class," American Society for Testing and Materials, Designation E413-73.

SOUND TRANSMISSION LOSS OF A PARTITION. A measure of the sound-isolating properties of a wall, floor, ceiling, window or door, that is characteristic of the partition itself and not the room of which it is part. The determination of sound transmission loss of a partition, in the field, is described in "Measurement of Airborne Sound Isolation in Buildings," American Society for Testing and Materials, Designation E336-71 or the latest revision thereof.

SPORTING VEHICLE. A motor- or wind-powered device used in or on the water or off normal public roads for recreational or sporting purposes.

STABILIZATION. The process of controlling or stilling the movement of sand and eroding soil by natural vegetative growth, planting of grasses and shrubs, or mechanical means such as wire net or fencing.

STACKING SPACE. The space specifically designated as a waiting area for vehicles whose occupants will be patronizing a drive-in business. Such space is considered to be located directly alongside a drive-in window, facility or entrance used by patrons and in lanes leading up to and away from the business establishment.

STORAGE. The parking of vehicles or machinery and/or the placement of equipment, inventory, goods or materials in a location for more than 72 hours or the use of a site for the parking of vehicles or machinery and/or the placement of equipment, inventory, goods or materials in a reoccurring or routine manner, regardless of the time interval.

STORMWATER CONVEYANCE FACILITIES. Features such as gutters, pipelines, culverts, manholes, weirs, man-made and natural channels, water quality filtration systems and drywells that convey stormwater.

STORMWATER MULTIPLE USE FACILITIES. Stormwater pond facilities that are also developed to allow uses such as parks, recreational, educational and research structures and activities.

STORY. That portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above.

STREAMBANK ALTERATION. Realignment of a stream bank or the entire stream, either within or without its normal high water boundaries.

STREAM BANK, TOP OF. That line along the highest elevations at the top of a slope above a channel or stream, where the slope changes to less than ten (10) percent.

STREET FURNITURE. The objects placed on or near a sidewalk for use, convenience or enjoyment primarily by pedestrians such as benches or other seating arrangements, trash receptacles, mail and newspaper boxes, kiosks, light poles, and art objects.

STREET TREE FUND. A fund established by ordinance for the purpose of allowing the transfer of street improvements including street trees, landscaping and urban design features such as sidewalks and street furniture from one site to another.

STREET TREE. A species of tree approved by the City of Lakewood to be planted along street frontages in accordance with the provisions of LMC 18A.50.400, Landscaping.

STREET WALL. The construction of buildings adjacent to the edge of the sidewalk and which abut each other or are in very close proximity to one another, to create the effect of a continuous wall of building facades along the sidewalk at the property lines.

STREET, CUL-DE-SAC. A street having only one (1) outlet for vehicular traffic, with a turnaround at the closed end and which is not planned to be extended or continued to serve future subdivisions or development on adjacent lands.

STREET, STUBBED. A street having only one (1) outlet for vehicular traffic which is constructed to the edge of a property line, and which is to be extended or continued to serve future subdivisions or development on adjacent property.

STREET. A public access way located within a thirty (30) feet right-of-way that was created to provide ingress and/or egress to one (1) or more lots, parcels, areas or tracts of land and includes the terms road, highways, lanes, avenue, or similar designation.

STREETSCAPE. The streetscape is the visual character and quality of a street as determined by various elements located between the edge of the street and the building face, such as trees and other landscaping, street furniture, lighting, artwork, transit stops, signage, utility fixtures and equipment, and paving treatments. Where there are frequent and wide spaces between buildings, the streetscape will be defined by the pattern of building and open space and the character of that open space.

STRUCTURAL ALTERATION. Any change to the supporting members of a building including foundations, bearing walls or partitions, columns, beams, or girders or any structural change in the roof or in the exterior walls.

STRUCTURE (used in connection with flood regulations only). A walled and roofed building, a manufactured home, and a gas or liquid storage tank that is principally above ground.

STRUCTURE. Anything that is constructed in or on the ground or over water, including any edifice, gas or liquid storage tank, and any piece of work artificially built up or composed of parts and joined together.

SUBDIVIDER. Any person who undertakes the subdivision of land for the purpose of ownership or development at any time, whether immediate or future.

SUBDIVISION. The act of dividing a parcel or tract of land into smaller lots and tracts.

SUBDIVISION, FINAL. The final drawing of the subdivision and dedication prepared for filing for record with the County Auditor and containing all elements and requirements set forth in this Title and Chapter 58.17 RCW.

SUBSTANTIAL IMPROVEMENT (for the purposes of flood regulations only). Any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds fifty (50) percent of the market value of the structure either:

- a. Before the improvement or repair is started, or
- b. If the structure has been damaged and is being restored, before the damage occurred.

Substantial improvement is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not the alteration affects the external dimensions of the building. The term does not, however, include:

- a. Any project for improvement of a structure to comply with existing state or local health, sanitary or safety code specifications which are solely necessary to assure safe living conditions, or
- b. Any alteration of a structure listed on the National Register of Historical Places or a State Inventory of Historic Places.

SURFACE MINING. Any area or areas within one-half (1/2) mile of each other, where extraction of minerals from the surface results in: Removal of five thousand (5,000) cubic yards of material; or More than three acres of disturbed area; or Mined Slopes greater than thirty (30) feet high land steeper than one (1) foot horizontal to one (1) foot vertical; or more than one (1) acre of disturbed area within an eight (8) acre or greater area when the disturbed area results from mineral prospecting or exploration activities. Surface mines include areas where mineral extraction from the surface occurs by the auger method or by reworking mine refuse or tailings, when these activities exceed the quantity, size, or height threshold listed above. Surface mining shall not include excavations and grading for the purpose of public safety or restoring the land following a natural disaster.

SURVEY AND MONUMENT. To locate and monument the boundaries of a partition parcel, road right-of-way or road easement.

TELECOMMUNICATIONS SERVICE. The offering of telecommunications for a fee directly to the public, or to such classes of users as to be effectively available directly to the public, regardless of the facilities used.

TELECOMMUNICATIONS. The transmission, between or among points specified by the user, of information of the user's choosing without change in the form or content of the information as sent and received.

TEMPORARY USE. A non-permanent structure, use or activity involving minimal capital investment that does not result in the permanent alteration of the site and which is intended to exist or operate for a limited period of time.

TOWER [FOR THE PURPOSES OF WIRELESS TELECOMMUNICATIONS FACILITIES (WTF)]. Any structure that is designed and constructed primarily for the purpose of supporting one (1) or more antennas for telecommunications, including, but not limited to, radio and television transmission towers, microwave towers, common-carrier towers, cellular telephone towers or personal communications services towers, alternative tower structures and other similar communication purposes. The term includes the structure, all structural supports, and all related buildings and appurtenances.

TOWNHOUSE. A two-story residential structure in which individual dwelling units are attached along at least one (1) common wall to at least two (2) other dwelling units. Each dwelling unit occupies space from the ground to the roof and no portion of a unit may occupy space above or below another unit, except that townhouse units may be constructed over a common shared parking garage, provided the garage is underground.

TOXIC MATERIALS. A substance (liquid, solid, or gaseous) which by reason of an inherent deleterious property tends to destroy life or impair health.

TRACT. Any parcel of land, lot, building site, or contiguous combination thereof devoted to or intended to be devoted to a principal use and any other uses customarily accessory thereto.

TRAILER, AUTOMOBILE COMMERCIAL. A vehicle without motor power designed to be drawn by a motor vehicle and which trailer is used or is to be used for carrying goods and property.

TRANSFER STATION, DROP-BOX. A solid waste facility requiring a state solid waste permit which is used for placement of a detachable container including the area adjacent for necessary entrance and exit roads, unloading and turn-around areas. The facility normally serves the general public with loose loads and receives waste from offsite.

TRANSFER STATION. A solid waste facility requiring a state solid waste permit which is a permanent, fixed supplemental collection and transportation facility, used by person and route collection vehicles to deposit collected solid waste from offsite into a larger transfer vehicle for transport to a disposal facility. It may include baling or compaction activities or recycling facilities.

TRANSITIONAL HOUSING. A facility operated publicly or privately to provide housing for individuals or families who might otherwise be homeless and generally have no other immediate living options available to them. Transitional housing shall not exceed a two (2) year period per individual or family.

TRANSIT-ORIENTED DEVELOPMENT. Development that is centered around and coordinated in its use and design with a transit station or other transit facility. Transit-oriented development includes a variety of different planning and development projects, but is typically compact, medium to high density, mixed-use development within walking distance of transit with a focus on pedestrian orientation and creating neighborhood centers, places and/or gathering spots.

TRANSPARENT GLASS. Windows that are transparent enough to permit the view of activities within a building from nearby streets, sidewalks and public spaces. Tinting or some coloration is permitted, provided a reasonable level of visibility is achieved. Reflective or very dark tinted glass does not accomplish this objective.

TREE REMOVAL PERMIT. An approval granted by the Community Development Department to remove a significant tree(s) within the city.

TREE. Any living woody plant characterized by one (1) main trunk and many branches.

UNIFORM BUILDING CODE (UBC). The current version of the Uniform Building Code, published by the International Conference of Building Officials.

UNIQUE AND FRAGILE AREA. An area of special environmental significance for wildlife habitat, threatened plant communities or natural scenic quality.

UNLICENSED WIRELESS SERVICES. Commercial mobile services that operate on public frequencies and are not required to have a FCC license to operate.

USE CATEGORY. A group of similar use types that are associated with each other to such an extent that they represent a general land use function.

USE TYPE. A group of similar uses that are fundamentally related to each other, contain equivalent characteristics, and which fall within the same use category.

USE, PERMITTED. Any use allowed in a zoning district and subject to the restrictions applicable to the specific use.

USE, PRINCIPAL. The primary or predominant use of any lot or parcel.

USE. The purpose or activity for which land or buildings are designed, arranged, or intended, or for which land or buildings are occupied, maintained, rented, or leased, and includes any manner of performance of such activity with respect to the performance standards of this zoning code. A use often involves the placement of structures or facilities for industry, commerce, habitation, or recreation.

UTILITIES. Public facilities including electrical substation, electrical generation facilities, electrical transmission, telephone or communication lines, pipelines, sewer lines, water lines, natural gas lines, or similar transmission facilities, natural gas gate value and storage facilities, sewage collection and treatment facilities, waste disposal facilities, waste transfer facilities, and water supply facilities.

UTILITY VEHICLE. A utility vehicle includes those devices capable of being moved upon a public highway and in, upon, or by which any property or animal is or may be transported or drawn upon a public highway such as utility trailers, horse trailers, and other similar devices, except for devices moved by human or animal power or used exclusively upon stationary rails or tracks.

VARIANCE. A modification of regulations of this title when authorized by the hearing examiner after finding that the literal application of the provisions of this title would cause undue and unnecessary hardship in view of certain facts and conditions applying to a specific parcel of property.

VEGETATIVE GROUNDCOVER. Low growing vegetation that does not usually exceed one (1) foot in height and eventually grows together to form a continuous mass.

VETERINARY CLINIC. Any premises to which animals are brought, or where they are temporarily kept, solely for the purpose of diagnosis or treatment, care, observation or treatment of any illness or injury to domestic or exotic animals.

WAREHOUSE. A structure, or part of a structure, for storing goods, wares, and merchandise, whether for the owner of the structure or for others.

WASTE-TO-ENERGY FACILITY, MUNICIPAL SOLID WASTE. A combustion plant specializing in disposal of or energy recovery from mixed waste from municipal sources.

WASTE-TO-ENERGY FACILITY, SPECIAL. A combustion plant designed to burn more than twelve (12) tons per day and specializing in disposal of or energy recovery from a single type of waste of known and consistent composition, other than municipal waste, such as tires or infectious waste.

WASTE-TO-ENERGY FACILITY. Any solid waste facility designed as a combustion plant to dispose of solid waste or to recover energy in a useable form from mass burning, refuse-derived fuel incineration, pyrolysis or any other means of using the heat of combustion of solid waste which requires a state solid waste permit under RCW 70.95.

WASTEWATER TRANSFER FACILITY. Equipment, structures, driving and parking surfaces, and appurtenances used for loading wastewater for transport to wastewater treatment facilities.

WASTEWATER. Water that carries waste from domestic, commercial or industrial facilities together with other waters which may inadvertently enter the sewer system through infiltration and inflow.

WATER PURIFICATION FACILITY. Treatment plants or facilities for disinfecting water.

WATER SUPPLY, POTABLE. A water source that complies with appropriate state agency regulations as to quality and quantity for use as a drinking source.

WESTERN STATE HOSPITAL CAMPUS. A hospital and surrounding buildings, wards, and related and/or accessory structures, operated and maintained by the state of Washington for the

care and treatment of patients affected with acute or chronic mental illness. The campus also includes the operation of an existing child study and treatment center and forensic center, both of which are located on the grounds of the Western State Hospital campus. Mental health facilities, the child study and treatment center, and the forensic center are subject to the public facilities master plan development standards listed in LMC 18A.30.850 as hereafter may be amended. The mental health facilities located at Western State Hospital are considered to constitute an Essential Public Facilities Civic use type.

WETLAND CREATION. Alteration, by excavation or other means, of upland areas to allow local hydrologic conditions to convert soils and vegetation to hydric character.

WETLAND ENHANCEMENT. An action which results in a long term improvement of existing wetland functional characteristics and processes that is not the result of a creation of restoration action.

WETLANDS. Those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

WHIP ANTENNA. An omnidirectional dipole antenna of cylindrical shape that is no more than six inches in average diameter.

WHOLESALE. Establishments primarily engaged in selling merchandise to retailers; industrial, commercial, institutional, or professional business users; or other wholesalers; or acting as agents or brokers and buying for or selling merchandise to such individuals or companies; and professional and commercial equipment suppliers.

WIRELESS TELECOMMUNICATIONS FACILITIES (WTF), INCLUDING PERSONAL WIRELESS SERVICE. Personal wireless service facilities, and facilities as defined in Title 47, United States Code, Section 332(c)(7)(C), including all future amendments, and also includes facilities for the transmission and reception of radio or microwave signals used for communication, telecommunication, cellular phone personal communications services, enhanced specialized mobile radio, any other services licensed by the FCC, and any other unlicensed wireless services.

YARD. An open area on a lot with a building and bounded on one (1) or more sides by such building, such space being unoccupied land unobstructed from the ground upward.

YARD SALE. All temporary and intermittent sales which may be variously referred to as “garage sale,” “lawn sale,” “attic sale,” “rummage sale,” “estate sale,” or any similar casual sale of tangible personal property from a residence or community use which is advertised by any means whereby the public at large is or can be made aware of the sale, and which is clearly secondary to the primary use of the site.

YARD, FRONT. An open space on the same lot with the building, between the front wall line of the building, exclusive of steps, and the front property line, including the full width of the lot to its side line.

YARD, REAR. An open space on the same lot with the building between the rear wall line of the building, exclusive of steps and accessory buildings, and the rear line of the lot, including the full width of the lot to its side lines.

YARD, SIDE. An open, unoccupied space on a lot, between the side wall line of the main building, exclusive of steps, and the side property line of the lot.

ZONING CERTIFICATION. A certificate, issued prior to a project permit, stating that the proposed use is in accordance with the requirements and standards of this title

ZONING DISTRICT. An area accurately defined as to boundaries and location, and classified by the Zoning Code as available for certain types of uses and within which other types of uses are excluded.

ZONING. The regulation of the use of private lands or the manner of construction related thereto in the interest of implementing the goals and policies of the comprehensive plan. Zoning includes both the division of land into separate and distinct zoning districts, and the specific use and development standards that regulate development. Such regulation shall also govern those public and quasi-public land use and buildings that provide for government activities and proprietary type services for the community benefit, except as prohibited by law. State and federal governmental activities are strongly encouraged to cooperate under these regulations to secure harmonious city development.

Section 15: Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 16: Effective Date. This ordinance shall take place thirty (30) days after its publication or publication of a summary of its intent and contents.

ADOPTED by the City Council this day of , 2015.

CITY OF LAKEWOOD

Don Anderson, Mayor

Attest:

Alice M. Bush, MMC, City Clerk

Approved as to Form:

Heidi A. Wachter City Attorney

Excerpts from Planning Commission Meeting Minutes Regarding Cottage Housing

From March 4, 2015

Introduction to Cottage Housing

Mr. Dan Catron informed the group that staff has been asked by Council to work on a cottage housing program to provide alternatives within single-family districts throughout the City. During his introduction he provided two workups of development sites explaining that cottage housing is defined as a multi-unit housing development consisting of small detached units (650-1,100 sq. ft.) arranged around a commonly owned open space or garden with a congregate parking area.

In this introduction, Mr. Catron noted he borrowed heavily from surrounding jurisdictions and how they have introduced cottage housing concepts into their neighborhoods.

Mr. Dave Bugher ran through a work plan draft and overview of the steps the commissioners will go through in developing a draft ordinance. The process will include the development of a draft ordinance, environmental review under SEPA, notifications to the State, and likely public hearings in June. It is expected that comprehensive plan amendments will get very intense from August to October before this project is completed.

From April 15, 2015

Cottage Housing Regulations

Mr. Dan Catron led a discussion noting some of the policy issues the Commission may want to consider in the formulation of a cottage housing program.

The specific issues identified for early discussion included:

- Maximum allowable lot coverage
- Maximum number of units allowed in a cottage housing development
- Use and ownership of cottage units
- Inclusion of garages
- Should garages be allowed to count toward parking requirements, and
- Design standards

In order to facilitate the Commission's consideration of a cottage housing program, a draft resolution was provided for review and discussed.

From May 20, 2015

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.

FROM JUNE 17, 2015

Cottage Housing Regulations – Public Hearing

Mr. Dan Catron explained the notice of public hearing was posted at the City Hall and published in the News Tribune and the cottage housing topic has been discussed by commissioners at three separate meetings. It was noted the discussion would continue after the hearing as well as at subsequent meetings before the commissioners would forward a recommendation to City Council. The issues before commissioners included zoning code amendments to increase density as well as limitations on the allowed size of cottage units. Mr. Catron added that a determination of non-significance had been filed.

As part of the public comments, Mr. Dan Catron also provided the commissioners with a copy of an email from Marilyn Henderson noting her concerns of density increases and smaller lot sizes in the R1 zones near lake areas and traffic impacts on Gravelly Lk Dr SW.

Chairman, Mr. Don Daniels, opened the floor to the public and invited them to comment on the topic.

Mr. Glen Spieth, Lakewood resident, cautioned commissioners about limiting the parking spaces availability of only 1.8 spaces per unit, allowed in cottage housing developments, noting he felt the City was not ready at this time to diminish reliance on automobile use and expect everyone to use transit to commute.

Mr. Charles Ames, Lakewood resident, supported the idea of cottage housing in his comments that he has observed the concept in other cities in the state and feels it's a good idea and can be a neighborhood asset.

Ms. Marie Barth, Lakewood resident and realtor, shared that Lakewood does not currently offer much to those local residents looking to downsize from larger homes in wooded areas and tree lined properties into a comfortable living space such as a cottage housing unit. Ms. Barth cautioned the commissioners to allow a larger unit of

1,500 to 2,000 sq. ft. to retain buyers; she stated 800 – 1,200 sq. ft. is more like an apartment.

Commissioners sought to clarify a few public comments before opening the floor to discussion.

Mr. Dan Catron clarified for the group the draft resolution currently allows the minimum number of parking stalls for cottage housing to be 1.8 per unit, apartment complexes is allowed 1.75 per unit, and a standard single-family residence requires 2 parking spaces dwelling.

Ms. Victoria Stanich, Lakewood resident, arrived late and was invited to address the commissioners. Ms. Stanich voiced concerns of minimum size requirements of each lot and how many units would be squeezed onto a smaller lot. Mr. Dan Catron explained the minimum lot size depended on the zone involved. He noted the draft resolution currently allows a minimum of 4 units and a maximum of 12 units as it relates to the cottage housing regulations.

It was noted Ms. Marie Barth, Realtor, has sold units to Lakewood residents who are now moving into University Place because Lakewood was unable to provide what the buyer wanted in a comfortably-sized, secure community. Ms. Barth suggested the commissioners visit the local Interlaaken Towers and a few other planned communities to get a better idea of her example for larger units in cottage housing.

Mr. Don Daniels, Chairman, closed the public hearing after thanking the public participants for their comments. The Chairman opened the floor for discussion among commissioners.

Mr. James Guerrero queried the design restrictions on the roofing of cottage housing units. Mr. Dan Catron explained he tried to create flexibility in the resolution to allow for a higher level of design compatibility within an existing neighborhood.

Mr. James Guerrero felt a couple downsizing into a cottage housing unit would likely have two cars and wondered if 1.8 parking stalls would be enough per unit. Mr. Robert Estrada commented that most would use the garage for storage and park on the street creating congested neighborhoods.

Mr. Don Daniels, Chairman, asked commissioners to list the items they would like staff to research and consider as changes for the draft resolution. Mr. Robert Estrada queried the possibility of getting data on the elderly population leaving Lakewood to live in University Place. Mr. Robert Estrada commented they may want to increase the square footage of cottage housing to larger units of 1,500 to 2,000 sq. ft.

Mr. Paul Wagemann queried if the request for larger units could be accommodated. Both Mr. James Guerrero and Mr. Dan Catron commented it could probably be done in

an R3 or R4 zone in a broad spectrum of mixed residential or low-multifamily where you can build fairly densely or at medium density.

Mr. Dan Catron added he would like to research the queries made by commissioners for changes to the draft resolution while taking another look at the codes and consequences of the changes before another presentation.

FROM JULY 15, 2015

Cottage Housing Regulations

Mr. Dan Catron explained that in response to the last meeting's discussion staff made a few changes now allowing basements of up to 400 sq. ft. and added language regarding the use of fencing as a design standard within cottage housing projects.

Mr. Catron shared that he'd met with the Master Builders Association to discuss the proposed ordinance and MBA members did not believe cottage housing would be a very popular product at this time. MBA members thought the 1200 sq. ft. limit would be too small for the current market. The process requiring a conditional use permit and design review was going to be too onerous for the return they might get on this kind of a product. They felt if the City wanted to see increased densities to consider re-designating the zoning on existing parcels or making changes within the development standard for each individual zone such as minimum lot size and maximum densities.

Mr. Catron explained that among the zoning code requirements for amending the zoning code, the main finding that is required would be for the Planning Commission to find the amendments to be consistent with the Comprehensive Plan, and there is very explicit language in the Comp Plan directing the City to develop a cottage housing ordinance.

Mr. David Bugher noted that with this ordinance the Commission is providing for another type of housing product that is not available in Lakewood and would allow use by a wide variety of age groups. Mr. Bugher commented that much of the literature about cottage housing suggests once they take action on an ordinance they may want to go back within a year or two and evaluate if it is having the desired affect and if not continue to make adjustments to the code. Often the adjustments have to do with issues related to density. Mr. Bugher explained to commissioners that adopting this ordinance does not take away any of their flexibility and it is up to the commission and council to strike a balance as to what they think are most appropriate based on community needs and values.

The Planning Commission adopts the resolution providing a recommendation that Council adopt the Cottage Housing Ordinance by a unanimous roll call vote. M/S/C Pourpasand/Estrada.

From September 2, 2015

Cottage Housing – Revisions to Recommendation

Mr. Catron itemized a few of the minor changes suggested by the industry to the Cottage Housing Regulations as follows:

- Increase unit size to 1,500 sq. ft. in order to accommodate a third bedroom;
- Note that cottages are intended to be a maximum of 1-1/2 stories, not 2 stories. Any upper floor should be developed within the roof structure, not below the roof structure.
- Provide that developers must show a workable site plan using conventional development standards and addressing any environmental constraints in order to establish the base number of units that could be constructed under conventional zoning.

Staff recommends two additional adjustments be made to maintain continuity with the format of the zoning code:

- Adding cottage housing to the list of residential land use types
- Adding cottage housing to the list of uses allowed in the single family zoning district upon issuance of a conditional use permit

Mr. Robert Pourpasand made the motion to approve the amendments to the Resolution 2015-01. Ms. Connie Coleman-Lacadie seconded the motion. A voice vote was taken and passed 4 to 1 with Mr. Robert Estrada voting in opposition of the amendments.

Mr. Robert Estrada expressed his objection to the increase of the unit size to 1500 sq. ft. and the stipulation that any upper floor should be developed within the roof structure; no full size second floor.



To: Mayor and City Councilmembers

From: Tho Kraus, Assistant City Manager/Administrative Services

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

Date: September 28, 2015

Subject: 2016 Property Tax Levy Ordinance

INTRODUCTION

Washington state law requires cities to hold a public hearing on possible increases in the property tax revenues to be held prior to the time the city levies the taxes. The hearing must be held in November in order to provide the County with the information by November 30. A public hearing has been scheduled for November 2nd for this purpose. Adoption of the property tax levy ordinance is also scheduled for November 16th.

Per state statute, the City is authorized to increase its property tax annually up to the lesser of Implicit Price Deflator (IPD) or one percent (1%). The IPD for 2016 is expected to be less than 1.0% so the maximum the City may increase its property tax levy in 2016 is 1% provided the City Council adopts a substantial need ordinance. Notification of the IPD will not be available until after September 25th. This memo is prepared with the anticipation that the IPD will be less than 1% and the recommendation that the City Council adopt the 1% increase as authorized by state statute; therefore a draft Declaration of Substantial Need ordinance has been prepared and included in this packet for City Council consideration.

ANALYSIS

The following tables below provides a summary comparison of assessed value, city levy rate and city property tax levy and detailed calculation used for the City’s 2016 property tax levy amounts being considered for collection in 2016.

	2015	2016 Estimate	Change	
			\$	%
Assessed Value	\$4,748,231,614	\$4,900,946,619	\$152,715,005	3.2%
City Levy Rate	\$1.3766	\$1.3546	-\$0.0220	-1.6%
City Property Tax Levy *	\$6,536,605	\$6,638,991	\$102,386	1.6%

** The City Property Tax Levy increase of 1.6% includes the 1% increase plus new construction, administrative refunds and increase in state-assessed property.*

According to the Pierce County Assessor-Treasurer’s office, the City’s total assessed value for 2016 property tax collection is estimated to be \$4,900,946,619, which represents a 3.2% or \$152,715,005 increase from the City’s total assessed value for 2015 property tax collection of \$4,748,231,614.

Tax Calculation Factor	Tax Levy
Highest Regular Tax levy	\$6,466,347
1% Increase	\$64,663
New Construction Estimate	\$38,260
Administrative Refunds	\$61,651
Subtotal	\$6,630,922
Increase from State-Assessed Property Estimate, Based on 2015 Actual	\$8,070
Total Preliminary 2016 Levy	\$6,638,992
2015 Preliminary Assessed Value for 2016 Levy	\$4,900,946,619
2016 Preliminary Levy Rate	\$1.3546
Levy Rate Calculation:	
2016 Preliminary Assessed Value	\$4,900,946,619
Divide by \$1,000	\$1,000
2016 AV Per \$1,000	\$4,900,947
2016 Preliminary Levy	\$6,638,992
Divide by 2016 AV Per \$1,000	\$4,900,947
2016 Preliminary Levy Rate per \$1,000	\$1.3546

The table below illustrates the impact of no increase and 1% increase to the average home owner assuming a 3.2% increase in assessed valuation as provided for by the County. The 2014 assessed valuation of the average home for 2015 property tax collection of \$212,540 increases by 3.2% to \$219,376.

- Under the no increase scenario, the property tax levy rate of \$1.3414 results in an additional \$1.70 property tax paid to the City, an increase of 0.6%.
- Applying the 1% increase property tax levy rate of \$1.3546 results in an additional \$4.58 property tax paid to the City, an increase of 1.6%.

	2015	2016 Estimate w/No Increase	Change from 2015		2016 Estimate w/1% Increase	Change from 2015	
			\$	%		\$	%
AV Average Home	\$212,540	\$219,376	\$6,836	3.2%	\$219,376	\$6,836	3.2%
City Levy Rate	\$1.3766	\$1.3414	-\$0.0352	-2.6%	\$1.3546	-\$0.0220	-1.6%
City Property Tax Paid	\$292.59	\$294.29	\$1.70	0.6%	\$297.17	\$4.58	1.6%

Note – The assessed valuation for individual properties may not necessarily increase by 3.2%, rather the assessed valuation for all properties in totality is increased by 3.2%.

CITY COUNCIL OPTIONS & CONSIDERATIONS

The options the City Council may take regarding the 2016 property tax levy are:

- Option 1: Levy the property taxes without any increase
- Option 2: Increase the property tax levy by 1%, provided the City Council adopts a substantial need ordinance (recommended option)
- Option 3: Increase the property tax levy by the IPD (estimated to be less than 1%) - TBD

The City's 2016 Budget includes an annual property tax increase of 1% as authorized by state statute. A 1% increase in property tax levy generates approximately \$64,663 in additional revenue for city services, or an additional \$4.58 per average homeowner in 2016.

2016 Property Tax Revenue Estimate

Adopted Budget Estimate = \$6,652,000

Revised Year-End Estimate = \$6,664,100

Preliminary Levy per County = \$6,638,991

Since 2006 the City has enacted the 1% increase as authorized by state statute. The cumulative impact of not taking the 1% increase in 2016 over the 5-year period (2016 - 2020) is roughly \$330,000.

The details of options 1 and 2 are provided below.

Factors	2015	2016 - Option 1 (no increase)	2016 - Option 2 (1% increase)
Base Levy Amount	\$6,367,101	\$6,466,346	\$6,466,347
1% Increase	\$63,671	\$0	\$64,663
New Construction Estimate	\$27,503	\$38,260	\$38,260
Administrative Refunds	\$70,260	\$61,651	\$61,651
Increase from State-Assessed Property (2016 Estimate Based on 2015 Actual)	\$8,070	\$8,070	\$8,070
Total Property Tax Levy	\$6,536,605	\$6,574,327	\$6,638,991
Total Property Tax Levy % Increase from Base Levy Amount	2.66%	1.67%	2.67%
Assessed Value for 2015 / Preliminary Assessed Value for 2016	\$4,748,231,614	\$4,900,946,619	\$4,900,946,619
Levy Rate Per \$1,000 AV	\$1.3766	\$1.3414	\$1.3546
City Tax Paid by Average Home Owner (2014 = \$212,540 / Assume 2015 = \$219,376)	\$292.59	\$294.29	\$297.17
City Tax Paid by Average Home Owner, \$ Change from 2015	n/a	\$1.70	\$4.58
City Tax Paid by Average Home Owner, % Change from 2015	n/a	0.6%	1.6%

NEXT STEPS

- Public Hearing on November 2, 2015
- Adoption on November 16, 2015

The City will have the opportunity to modify its levy certification in December once it receives the dollar amount of the administrative refunds from the County.

ATTACHMENTS

- Pierce County Assessor-Treasurer Information on:
 - Preliminary 2015 Assessed Values
 - Preliminary Tax Levy Limit 2015 for 2016
- Draft 2016 Property Tax Ordinance
- Draft Declaration of Substantial Need Ordinance



Pierce County

Mike Lonergan, Assessor-Treasurer

2401 South 35th Street
Tacoma, WA 98409-7498
(253) 798-6111 FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

TAX LEVY LIMIT 2015 FOR 2016

**LAKEWOOD
> 10,000**

REGULAR TAX LEVY LIMIT:

	2014
A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy</u> [refund levy not included] times limit factor (as defined in RCW 84.55.005).	6,466,345.69
	1.01
	6,531,009.15
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	27,792,631
	1.376639955963
	38,260.45
C. Current year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	61,769,430
	61,769,430
	0.00
	1.376639955963
	0.00
D. REGULAR PROPERTY TAX LIMIT (A + B + C)	6,569,269.59

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	6,569,269.59
	4,900,946,619
	1.340408313722
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00
	1.340408313722
	0.00
G. NEW LEVY LIMIT FOR ANNEXATION (D + F)	6,569,269.59

LEVY FOR REFUNDS:

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	6,569,269.59
	61,651.31
	6,630,920.90
I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)	6,630,920.90
J. Amount of levy under statutory rate limitation.	4,900,946,619
	1.600000000000
	7,841,514.59
K. LESSER OF I OR J	6,630,920.90



Pierce County

Mike Lonergan, Assessor-Treasurer

2401 South 35th Street
Tacoma, WA 98409-7498
(253) 798-6111 FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

September 1, 2015

OFFICIAL NOTIFICATION TO: **LAKWOOD**

RE: 2015 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	4,900,946,619
Highest lawful regular levy amount since 1985	6,466,345.69
Last year's actual levy amount	6,536,605.36
Additional revenue from current year's NC&I	38,260.45
Additional revenue from annexations (RCW 84.55)	0.00
Additional revenue from administrative refunds (RCW 84.69)	61,651.31
<i>No additional revenue from administrative refunds will be allowed if you are limited by your statutory rate limit.</i>	
Additional revenue from increase in state-assessed property	0.00

FOR EXCESS LEVY

Taxable Value	4,781,384,034
Timber Assessed Value	
Total Taxable Excess Value	4,781,384,034
2015 New Construction and Improvement Value	27,792,631

*If you need assistance or have any questions regarding this information, please contact Kim Fleshman
253.798.7114 kfleshm@co.pierce.wa.us.*

ORDINANCE NO. ____

AN ORDINANCE of the City Council of the City of Lakewood, Washington, relating to ad valorem property taxes; establishing the amount to be raised in 2016 by taxation on the assessed valuation of the property of the City; and setting the property tax levy rate for 2016.

WHEREAS, the City Council of the City of Lakewood has met and considered its budget for the budget years 2015 - 2016; and

WHEREAS, the City Council conducted the public hearing on the 2016 property tax levy on November 2, 2015;

WHEREAS, the City Council, after hearing and duly considering all relevant evidence and testimony, determined that it is necessary to meet the expenses and obligations of the City, to increase the regular property tax levy by the 1.0% limit factor as prescribed in RCW 84.55.0101;

WHEREAS, the district's actual levy amount from the previous year was \$6,536,605.36; and

WHEREAS, the population of this district is more than 10,000; and

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

SECTION 1. Increase in the Highest Lawful Levy. The highest lawful levy for collection in 2015 is \$6,466,345, plus additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and administrative refunds. The preliminary levy limit calculation includes: additional revenue from new construction in the amount of \$38,260; administrative refunds in the amount of \$61,651; and an increase from state-assessed property in the amount of \$8,070 for a total preliminary 2016 property tax levy of \$6,638,991.

SECTION 2. Dollar and Percentage Increase from the 2015 Actual Property Tax Levy. The dollar amount of the increase over the actual 2015 levy of \$6,536,605 (which is the regular levy of \$6,466,346 plus administrative refunds of \$70,259) is \$0 and 0 percent. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and administrative refunds.

SECTION 3. Estimated Tax Levy. The estimated 2016 regular property tax levy is established at the maximum 101 percent limit. The annual amount of property taxes and rates necessary to raise the estimated budget revenue in 2016 is hereby levied upon real and personal

property subject to taxation in the City as follows:

Estimated 2016 Tax Levy

True and Fair Value of Tax Base: \$4,900,946,619

Estimated Levy Rate: \$1.3546

SECTION 4. Maximum Allowable Levy and Certification. The estimated property tax revenues and rates will be subsequently adjusted by the Pierce County Assessor-Treasurer to the maximum allowable amount as specified by state law, including administrative refund, when the property values are finally certified. The levy certifications will then be completed using the final certified figures and forwarded to the Assessor-Treasurer.

SECTION 5. Effective Date. That this Ordinance shall be in full force and effect five (5) days after publication of the Ordinance as required by law.

ADOPTED by the City Council this 16th day of November, 2015.

CITY OF LAKEWOOD

Don Anderson, Mayor

Attest:

Alice M. Bush, MMC, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

ORDINANCE NO. _____

AN ORDINANCE of the City Council of the City of Lakewood, Washington, making a declaration of substantial need for purposes of setting the limit factor for the property tax levy for 2016.

WHEREAS, RCW 84.55.010 provides that a taxing jurisdiction may levy taxes in an amount no more than the limit factor multiplied by the highest lawful levy plus additional amounts resulting from new construction and improvements to property, newly constructed wind turbines, and any increase in the value of state-assessed utility property;

WHEREAS, under RCW 84.55.005(2)(C), the limit factor for a taxing jurisdiction with a population of 10,000 or over is the lesser of 101 percent or 100 percent plus inflation;

WHEREAS, RCW 84.55.005(1) defines “inflation” as the percentage change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent 12-month period by the Bureau of Economic Analysis of the federal Department of Commerce in September of the year before the taxes are payable;

WHEREAS, “inflation” for July 2015 is X percent and the limit factor is X percent, meaning that the taxes levied in the City of Lakewood in 2015 for collection in 2016 will decrease except for the amount resulting from new construction and improvements to property, newly constructed wind turbines, and any increase in the value of state-assessed utility property;

WHEREAS, RCW 84.55.0101 provides for use of a limit factor of 101 percent or less with a finding of substantial need by a majority plus one councilmembers;

WHEREAS, the City Council adopted financial policies that include strong policies on reserve levels for the City’s operating funds; the budget ensures that by the end of 2016, General Fund reserves shall be at least 12% of General and Street O&M operating revenues, a significant improvement from previous years’ ending fund balances. The 2015-2016 biennial budget gradually returns the City to sound financial footing by replenishing General Fund reserves to meet the City’s 12% policy objective over a three year period beginning in 2014 and culminating in 2016. Using reserves and one-time monies to finance ongoing programs as was the case in recent years only masks and pushes out the financial challenges facing the City. The City currently is at a tipping point where failing to address this issue only further weakens the City’s financial position. Thus, the 2015-2016 budget ensures operating expenditures are within the constraints of available operating revenues and does not use reserves to balance the budget. As a result, the budget is compliant with the City’s financial policies.

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

SECTION 1. A finding is made of substantial need under RCW 84.55.0101, which authorizes the use of a limit factor of 101 percent for the property tax levy for 2016.

SECTION 2. Severability. The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

SECTION 3. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance number, section/subsection numbers and any references thereto.

SECTION 4. Effective Date. That this Ordinance shall be in full force and effect five (5) days after publication of the Ordinance as required by law.

ADOPTED by the City Council this 16th day of November, 2015.

CITY OF LAKEWOOD

Don Anderson, Mayor

Attest:

Alice M. Bush, MMC, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney



To: Mayor and City Councilmembers
From: Tho Kraus, Assistant City Manager/Administrative Services
Through: John J. Caulfield, City Manager
Date: September 28, 2015
Subject: 2nd Quarter 2015 Financial Report

Introduction

The financial report is intended to provide an overview of activity in all funds through June 30, 2015, with more in depth discussion focused on the City's main operating funds, the General and Street Operations & Maintenance Funds.

This report includes the 2015 carry forward budget adjustments as approved by the City Council in May 2015.

Also, performance measures for first and second quarter 2015 are included at the end of this report. It is the City's first effort in developing performance measures and is a work in progress.

Consolidated Funds - General & Street Operations & Maintenance

The funds are combined in this presentation as these two funds are the City's primary general governmental operating funds. The General Fund provides an annual subsidy of roughly \$1.0M which equates to roughly 50% of the Street O&M Fund's operating revenues.

Revenues and other financing sources through YTD June 2015 total of \$18.83M which exceeds expenditures and other financing uses of \$17.44M, resulting in an increase in ending fund balance of \$1.39M. This increase in ending fund balance is temporary in nature as there are timing differences in both revenues and expenditures.

On June 15, 2015 the City Council approved redirecting this \$233K to the Information Technology Fund for the purpose of funding the 2015/2016 services and programs listed in the 6-Year IT Strategic Plan with the understanding that the goal will be to replenish the fund by the end of 2016. Any ending fund balance increase at the end of 2015 resulting from expenditure savings and/or revenue increases above and beyond estimates will be earmarked to replenish the \$233K in the Fleet & Equipment Fund.

Overall, by year-end revenues are projected to come in on target. Revenues that are showing increases year-to-date (such as franchise fees, gambling tax, and sales tax) will help offset the anticipated decrease in utility tax revenue. The expenditure budget is tight and does not have much flexibility; however, we continue to monitor and be conscientious on spending. Updated projections for the 6-year financial plan were presented to the City Council on September 14, 2015 and can be found on the City's finance web page.

The following tables provide a summary of YTD June 2015 revenues and expenditures and their comparison to YTD June 2014.

General & Street O&M Funds Combined Summary	2014		2015			YTD Actual 2015 vs 2014 Favorable / (Unfavorable)	
	Annual Actual	YTD Actual	Adjusted Budget	YND Est	YTD Actual	\$ Chg	% Chg
REVENUES:							
Property Tax	\$ 6,468,617	\$ 3,489,535	\$ 6,465,000	\$ 6,565,600	\$ 3,555,098	65,562	1.9%
Local Sales & Use Tax	8,272,877	4,053,455	8,282,000	8,417,700	4,151,629	98,175	2.4%
Sales/Parks	481,690	237,271	472,000	490,100	247,749	10,478	4.4%
Brokered Natural Gas Use Tax	79,394	12,450	30,000	30,000	15,873	3,424	27.5%
Criminal Justice Sales Tax	863,463	415,252	838,000	880,700	440,771	25,519	6.1%
Admissions Tax	654,011	323,935	650,000	667,100	340,318	16,383	5.1%
Utility Tax	5,747,855	3,030,934	5,987,000	5,642,000	2,947,476	(83,458)	-2.8%
Leasehold Tax	6,457	3,556	8,000	15,000	15,490	11,933	335.5%
Gambling Tax	2,482,403	1,224,953	2,470,000	2,507,300	1,418,165	193,212	15.8%
Franchise Fees	3,382,845	1,634,692	3,206,000	3,408,000	1,710,095	75,403	4.6%
Development Service Fees (CED)	1,096,893	532,460	973,450	1,218,150	587,709	55,249	10.4%
Permits & Fees (PW)	85,956	119,730	28,300	28,300	27,336	(92,394)	-77.2%
License & Permits (BL, Alarm, Animal)	447,376	317,101	454,800	502,800	292,965	(24,136)	-7.6%
State Shared Revenues	1,999,468	932,661	1,941,500	1,978,500	959,911	27,250	2.9%
Intergovernmental	353,747	120,746	417,224	417,224	97,544	(23,202)	-19.2%
Parks & Recreation Fees	234,414	119,979	257,500	257,500	124,086	4,106	3.4%
Municipal Court Charges for Services	14,025	5,610	-	-	-	(5,610)	-100.0%
Police Contracts, including Extra Duty	739,621	295,664	671,000	671,000	337,292	41,628	14.1%
Other Charges for Services	15,295	11,515	11,000	11,000	3,592	(7,923)	-68.8%
Fines & Forfeitures	2,123,056	1,123,255	2,224,600	2,224,600	1,187,652	64,397	5.7%
Miscellaneous/Interest/Other	106,099	68,884	43,600	43,600	44,305	(24,579)	-35.7%
Interfund Transfers	284,700	134,850	284,700	284,700	149,850	15,000	11.1%
Subtotal Operating Revenues	\$ 35,940,262	\$ 18,208,491	\$ 35,715,674	\$ 36,260,874	\$ 18,654,906	\$ 446,415	2.5%
EXPENDITURES:							
City Council	94,441	57,087	89,950	111,125	43,508	13,579	31.2%
City Manager	528,918	245,683	544,790	563,590	298,203	(52,520)	-17.6%
Municipal Court	1,893,926	805,696	1,775,640	1,790,640	889,772	(84,076)	-9.4%
Administrative Services	3,441,279	2,068,793	1,408,210	1,380,595	842,042	1,226,751	145.7%
Legal	1,272,057	599,393	1,580,960	1,580,960	779,714	(180,321)	-23.1%
Community & Economic Development	2,068,245	1,134,133	1,852,835	1,871,135	829,064	305,070	36.8%
Parks, Recreation & Community Services	2,155,686	833,863	2,428,260	2,428,260	1,117,310	(283,447)	-25.4%
Police	19,600,949	9,515,658	21,031,567	21,031,567	11,083,015	(1,567,357)	-14.1%
Property Management	825,723	389,483	-	-	-	389,483	n/a
Public Works Streets O&M	2,037,977	1,007,053	1,819,386	1,819,386	1,148,574	(141,520)	-12.3%
Non-Departmental	483,741	248,952	2,624,360	2,749,853	107,797	141,155	130.9%
Interfund Transfers	35,000	35,000	-	-	-	35,000	n/a
Contributions to Reserve Funds	920,300	460,146	-	-	-	460,146	n/a
Subtotal Operating Expenditures	\$ 35,358,241	\$ 17,400,942	\$ 35,155,958	\$ 35,327,111	\$ 17,139,000	261,942	1.5%
OPERATING INCOME (LOSS)	\$ 582,021	\$ 807,549	\$ 559,716	\$ 933,763	\$ 1,515,906		
OTHER FINANCING SOURCES:							
Grants, Contrib, 1-Time Source	318,247	195,683	318,458	287,834	177,605	(18,078)	-9.2%
Transfers In	2,015,015	840,056	40,802	40,802	-	(840,056)	-100.0%
Subtotal Other Financing Sources	\$ 2,333,262	\$ 1,035,739	\$ 359,260	\$ 328,636	\$ 177,605	\$ (858,134)	-82.9%
OTHER FINANCING USES:							
Capital & Other 1-Time	985,391	322,920	574,994	793,914	119,747	203,174	169.7%
Interfund Transfers	60,848	-	886,229	886,229	182,169	(182,169)	-100.0%
Contingency	-	-	-	-	-	-	n/a
Subtotal Other Financing Uses	\$ 1,046,239	\$ 322,920	\$ 1,461,223	\$ 1,680,143	\$ 301,916	\$ 21,005	7.0%
Total Revenues and Other Sources	\$ 38,273,524	\$ 19,244,230	\$ 36,074,934	\$ 36,589,510	\$ 18,832,511	\$ (411,720)	-2.1%
Total Expenditures and other Uses	\$ 36,404,481	\$ 17,723,863	\$ 36,617,181	\$ 37,007,254	\$ 17,440,916	\$ 282,947	1.6%
Beginning Fund Balance:	\$ 2,663,650	\$ 2,663,650	\$ 4,532,693	\$ 4,532,693	\$ 4,532,693	\$ 1,869,043	70.2%
Ending Fund Balance:	\$ 4,532,693	\$ 4,184,018	\$ 3,990,446	\$ 4,114,949	\$ 5,924,288	\$ 1,740,271	41.6%
Ending Fund Balance as a % of Oper Rev	12.6%	23.0%	11.2%	11.3%	31.8%		
Reserve - Total Target 12% of Oper Rev:	\$ 4,312,831	\$ 2,185,019	\$ 4,285,881	\$ 4,351,305	\$ 4,285,881		
2% Contingency Reserves	\$ 718,805	\$ 364,170	\$ 714,313	\$ 725,217	\$ 714,313		
5% General Fund Reserves	\$ 1,797,013	\$ 910,425	\$ 1,785,784	\$ 1,813,044	\$ 1,785,784		
5% Strategic Reserves	\$ 1,797,013	\$ 910,425	\$ 1,785,784	\$ 1,813,044	\$ 1,785,784		
Unreserved	\$ 219,862	\$ 1,998,999	\$ (295,435)	\$ (236,356)	\$ 1,638,408		

Note – the negative \$236K year-end estimated unreserved ending fund balance in 2015 is estimated to be \$0 at the end of 2016.

Revenue Variance Analysis - YTD June 2015 vs YTD June 2014

YTD June 2015 operating revenues of \$18.65M accounts for 52% of the annual budget and exceeds YTD June 2014 by \$446K or 2.5%.

Consolidated Funds - General and Street O&M	2014		2015		Favorable/Unfavorable)	
	Annual Actual	YTD Actual	Annual Budget	YTD Actual	YTD Actual - 2015 vs 2014	
					\$ Change	% Change
Operating Revenues						
Revenues Exceeding YTD 2014:						
Gambling Tax	\$ 2,482,403	\$ 1,224,953	\$ 2,470,000	\$ 1,418,165	\$ 193,212	15.8%
Local Sales & Use Tax	8,272,877	4,053,455	8,282,000	4,151,629	98,175	2.4%
Franchise Fees	3,382,845	1,634,692	3,206,000	1,710,095	75,403	4.6%
Property Tax	6,468,617	3,489,535	6,465,000	3,555,098	65,562	1.9%
Fines & Forfeitures	2,123,056	1,123,256	2,224,600	1,187,652	64,397	5.7%
Development Service Fees (CED)	1,096,893	532,460	973,450	587,709	55,249	10.4%
Police Contracts, including Extra Duty	739,621	295,664	671,000	337,292	41,628	14.1%
State Shared Revenues	1,999,468	932,662	1,941,500	959,911	27,250	2.9%
Criminal Justice Sales Tax	863,463	415,252	838,000	440,771	25,519	6.1%
Admissions Tax	654,011	323,935	650,000	340,318	16,383	5.1%
Interfund Transfers	284,700	134,850	284,700	149,850	15,000	11.1%
Leasehold Tax	6,457	3,556	8,000	15,490	11,933	335.6%
Sales/Parks	481,690	237,271	472,000	247,749	10,478	4.4%
Parks & Recreation Fees	234,414	119,979	257,500	124,086	4,106	3.4%
Natural Gas Use Tax	79,394	12,450	30,000	15,873	3,424	27.5%
Revenues Below YTD 2014:						
Municipal Court Charges for Services	14,025	5,610	-	-	(5,610)	-100.0%
Other Charges for Services	15,295	11,515	11,000	3,592	(7,923)	-68.8%
Intergovernmental	353,747	120,746	417,224	97,544	(23,202)	-19.2%
Licenses & Permits (BL, Alarm, Animal)	447,376	317,101	454,800	292,965	(24,136)	-7.6%
Misc/Interest/Other	106,099	68,884	43,600	44,305	(24,579)	-35.7%
Utility Tax	5,747,855	3,030,934	5,987,000	2,947,476	(83,458)	-2.8%
Permits & Fees (PW)	85,956	119,730	28,300	27,336	(92,394)	-77.2%

- Gambling Tax – YTD June 2015 revenues are higher by \$193K due primarily to timing differences and some increases in card room activity.
- Local Sales & Use Tax – YTD June 2015 revenues higher by \$98K. The increase is primarily in retail sales and services offset by decreases in construction.
- Franchise Fees – YTD June 2015 higher by \$75K due to increases in all franchises except for Tacoma Power which is slightly under.
- Property Tax – YTD June 2015 revenues higher by \$66K due to timing differences.
- Fines & Forfeitures – YTD June 2015 revenues higher by \$64K, potentially due to the amnesty program that began in February 2015 (unable to determine due to lack of reports from collection agency).
- CED Development Services Permits & Fees – YTD June 2015 revenues is higher by \$55K due primarily to increases in building permits and plan check fees offset by decreases in zoning/development fees (shoreline development fees, short plate fees, conditional use permits and SEPA checklist fees).
- Police Contracts, including Extra Duty – YTD June 2015 revenues higher by \$42K due to primarily to the timing of dispatch services revenue from Department of Social and Health Services/Western State Hospital offset by decreases in extra duty contract revenue.

- State Shared Revenues – YTD June 2015 higher by \$27K due primarily to timing of receipts for motor vehicle fuel tax.
- Criminal Justice Sales Tax – YTD June 2015 is higher by \$26K due to an increase in sales tax collections county-wide.
- Admissions Tax – YTD June 2015 is higher by \$16K due to an increase in theatre admissions.
- Interfund Transfers – YTD June 2015 higher by \$15K due to timing of transfer from Surface Water Management Fund to the General Fund for landscape services.
- Leasehold Tax – YTD June 2015 is higher by \$12K due to back taxes received for a major payer.
- Sales Tax/Parks – YTD June 2015 higher by \$10K due to an increase in sales tax collections county-wide.
- Municipal Court Charges for Services – YTD June 2015 is lower by \$6K due to the elimination of court transport revenue from the City of University Place and Town of Steilacoom. The recovery for these costs is accounted for in the new court services contract effective January 1, 2015.
- Other Charges for Services – YTD June 2015 is lower by \$8K due to primarily to testing fees for police recruitment received in 2014 but not in through YTD 2015.
- Intergovernmental – YTD June 2015 is lower by \$23K due to the City no longer receiving funding from Pierce County for the maintenance of Fort Steilacoom Park offset by increases in court contract revenue with the addition of the City of Dupont.
- Licenses & Permits – YTD June 2015 is lower by \$24K due to primarily to a decrease in business license (technical issues, position vacancy, and learning curve from end of 2014 that carried over to into the first half of 2015).
- Utility Tax – YTD June 2015 is lower by \$83K due to decreases in electricity and natural gas (most likely the result of a mild winter) and phone/cellular; offset by increases in solid waste and cable.
- Public Works Permits & Fees – YTD June 2015 lower by \$92K due to primarily to transactions that were receipted as revenue; however, were determined to be mitigation revenues and reversed at the end of the year.

Expenditure Variance Analysis – YTD June 2015 vs YTD June 2014

YTD June 2015 operating expenditures of \$17.14M accounts for 49% of the annual budget and is below YTD June 2014 by \$262K or 1.5%.

Consolidated Funds - General and Street O&M	2014		2015		Favorable/Unfavorable	
	Annual Actual	YTD Actual	Annual Budget	YTD Actual	YTD Actual - 2015 vs 2014	
					\$ Change	% Change
Operating Expenditures						
Operating Expenditures Below YTD 2014:						
Administrative Services	\$ 3,441,279	\$ 2,068,793	\$ 1,408,210	\$ 842,042	\$ 1,226,751	145.7%
Contributions to Reserve Funds	920,300	460,146	-	-	460,146	n/a
Property Management	825,723	390,000	-	-	390,000	n/a
Community & Economic Development	2,068,245	1,134,133	1,852,835	829,064	305,070	36.8%
Non-Departmental	483,741	248,435	2,624,360	107,797	140,638	130.5%
Interfund Transfers	35,000	35,000	-	-	35,000	n/a
City Council	94,441	57,087	89,950	43,508	13,579	31.2%
Operating Expenditures Exceeding YTD 2014:						
City Manager	528,918	245,683	544,790	298,203	(52,520)	-17.6%
Municipal Court	1,893,926	805,696	1,775,640	889,772	(84,076)	-9.4%
Public Works Street O&M	2,037,977	1,007,053	1,819,386	1,148,574	(141,521)	-12.3%
Legal	1,272,057	599,393	1,580,960	779,714	(180,321)	-23.1%
Parks, Recreation & Community Services	2,155,686	833,863	2,428,260	1,117,310	(283,446)	-25.4%
Police	19,600,949	9,515,658	21,031,567	11,083,015	(1,567,357)	-14.1%

- Administrative Services – YTD June 2015 expenditures lower by \$1.23M due primarily to the change in accounting of the risk management function. Beginning in 2015, the risk management function is accounted for as an internal service fund. The WCIA assessments that had been paid out of the Administrative Services department are now charged to the internal service fund and departments are charged a user fee. The result is an increase in all departments offset by a decrease in Administrative Services expenditures. Also, there is position vacancy savings as the Finance Division has had a position vacant throughout 2015.
- Contributions to Reserve Funds – YTD June 2015 expenditures lower by \$460K due to accounting for the General Fund contribution to fleet and equipment reserves in a separate line item. Beginning in 2015, the replacement reserve charges are allocated to specific departments. The result is an increase in all affected departments offset by a decrease in this specific line item.
- Property Management – YTD June 2015 expenditures lower by \$390K due change in accounting of the property management function. Beginning in 2015, the property management function is accounted for as an internal service fund. The result is an increase in all departments offset by a decrease in Property Management expenditures.
- Community & Economic Development – YTD June 2015 expenditures is lower by \$305K due primarily to: changes in personnel resources (eliminated Economic Development Manager and dedicated Administrative Assistant Position resulting in YTD June 2015 savings of \$105K); position vacancies (YTD 2015 savings of \$20K); change in accounting of code enforcement function (expenditures of \$141K in 2014, charged to Police beginning in 2015); timing of payments to Fire Marshall (paid \$200K YTD June 2014, \$0 YTD June 2015); offset by allocation of internal service charges directly to the user department (\$180K allocated to CED YTD June 2015).
- Non-Departmental – YTD June 2015 expenditures lower by \$141K or 131%. \$63K of the variance is due to charging expenditures to the related departments rather than non-departmental. Examples of items that are now being charged to departments include: employee awards; flexible spending plan maintenance fees; workers compensation retro program; 2% liquor requirement to qualified mental health/chemical dependency agency; and Puget Sound clean air assessment. \$78K of the variance is due to timing of transfers to the debt service fund.
- Interfund Transfers – YTD June 2015 expenditures lower by \$35K due to the General Fund no longer providing an ongoing transfer of \$35K to Street Capital Fund beginning in 2015 (this fund is changed to the Real Estate Excise Tax Fund effective 2015). The General Fund budget provides on average, annual one-time transfer of \$500K to the Transportation CIP Fund for the years 2015 through 2020.

- City Council – YTD June 2015 expenditures lower by \$14K due primarily to the following expenditures occurring in 2014: communications equipment purchase of \$3K in 2014; timing and accounting of membership dues \$4K; and professional services for international festival \$4K.
- City Manager – YTD June 2015 expenditures higher by \$52K due primarily to allocation of internal service charges directly to the user department.
- Municipal Court – YTD June 2015 expenditures is higher by \$84K due primarily to: allocation of internal service charges directly to the user department \$126K; timing & increase in public defender contract payment \$77K; offset by decreases in personnel costs as a result of redistribution of positions, court transport, and position vacancies (total decrease of \$144K).
- Public Works Street O&M - YTD June 2015 expenditures higher by \$142K due primarily to allocation of internal service charges to the user department \$177K offset by decreases in snow & ice response \$14K and elimination of General Fund admin fee \$14K.
- Legal – YTD June 2015 expenditures higher by \$180K due primarily to increase in personnel cost due to the accounting of the shared admin/office tech positions in this department \$65K and allocation of internal service charges directly to the user department \$120K.
- Parks, Recreation & Community Services – YTD June 2015 expenditures higher by \$283K due primarily to allocation of internal service charges to the user department \$223K and increase in street landscape maintenance \$50K (minimal expenditures YTD June 2015 as this function was under Public Works Street O&M).
- Police – YTD June 2015 expenditures higher by \$1.57M due primarily to allocation of internal services charges directly to the user department.

Consolidated Funds - General and Street O&M Operating Revenues, Expenditures and Income/Loss

The following table and charts provide a comparison of operating revenues, operating expenditures and the resulting operating income/loss for the years 2010 through 2015 estimate and YTD June.

2012 Actual: Operating expenditures of \$34.06M is below operating revenues of \$34.44M, resulting in an operating income of \$388K. The operating income is partially due to not transferring \$778K to the Fund 501 Fleet & Equipment Replacement Reserve for the General Fund's contribution towards replacement reserves.

2013 Actual: Operating expenditures of \$35.27M is below operating revenues of \$35.28M, resulting in an operating income of \$14K. The increase in operating expenditures in 2013 compared to 2012 is due to transferring \$920K to Fund 501 Vehicle & Equipment Replacement in 2013 compared to \$0 in 2012.

2014 Actual: Operating expenditures of \$35.36M is below operating revenue of \$35.94M, resulting in an operating income of \$582K due to increase revenues and expenditure savings.

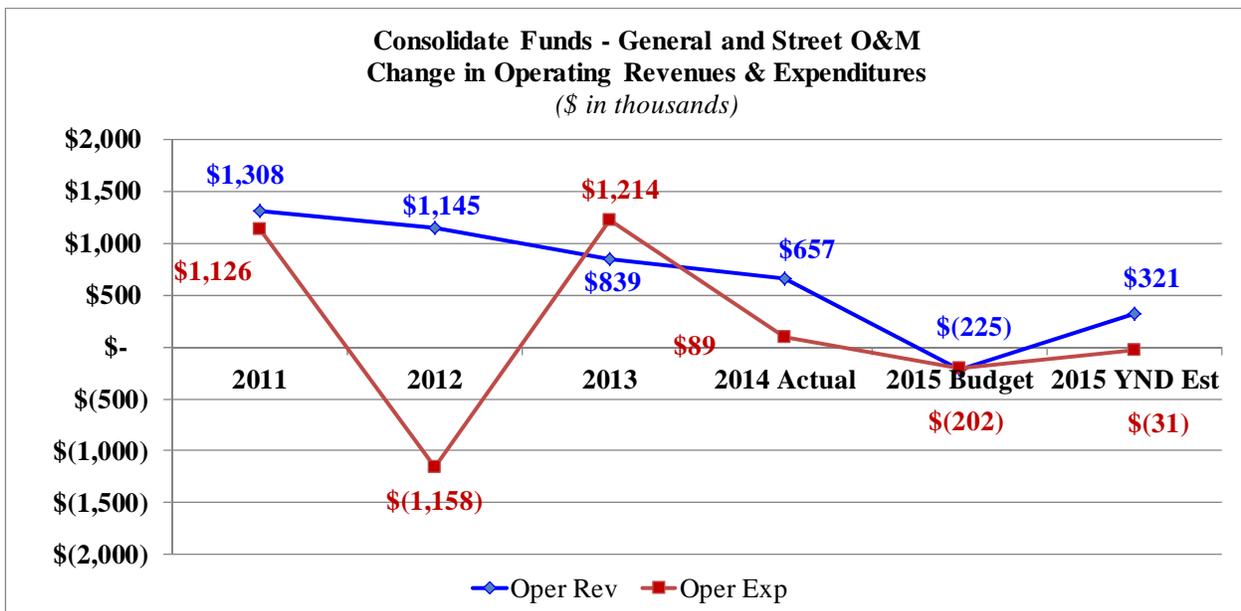
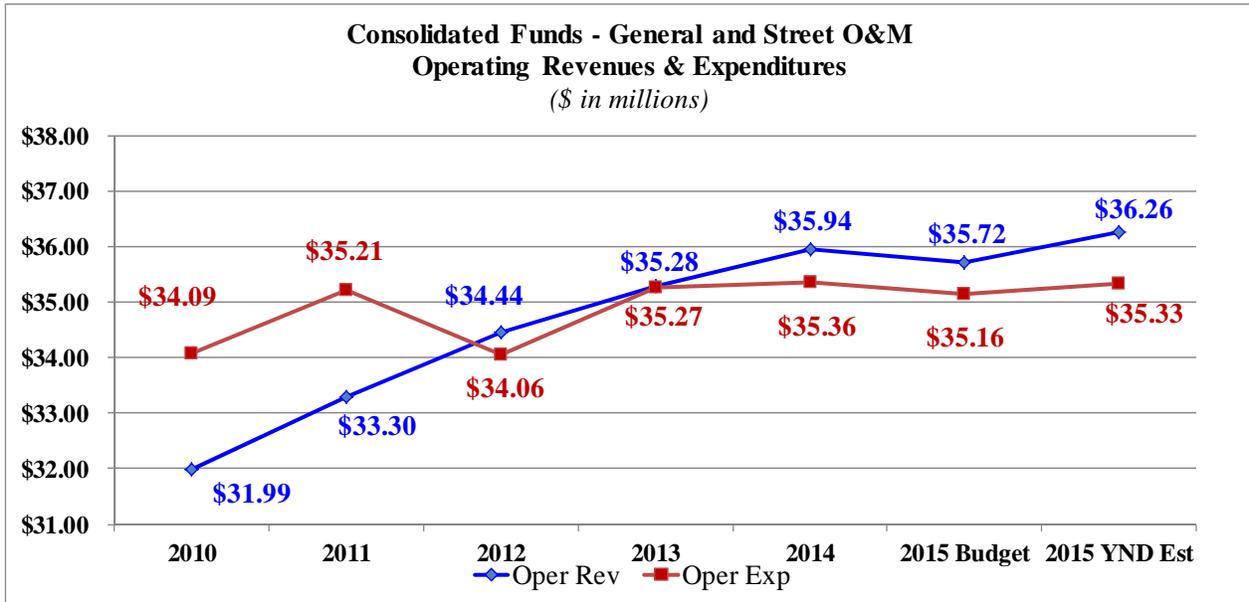
2015 Budget: Operating expenditures of \$35.72M is expected to be below operating revenues of \$35.16M, resulting in an operating income of \$560K.

2015 YND Estimate: Operating expenditures of \$35.33M is projected to be below operating revenues of \$36.26M, resulting in an operating income of \$934K.

2015 YTD June: Operating expenditures of \$17.14M is below operating revenues of \$18.66M, resulting in an operating income of \$1.39M. This operating income is temporary in nature as there are timing differences in both revenues and expenditures. Also, any ending fund balance increase at the end of 2015 resulting from expenditure savings and/or revenue increases above and beyond estimates will be earmarked to replenish the \$233K in the Fleet & Equipment Fund (to cover the \$233K transferred to the Information Technology Fund to implement the newly approved 2015/2016 services/programs).

Consolidates General & Street O&M Funds	2011 Annual Actual	2012 Annual Actual *	2013 Annual Actual	2014 Annual Actual	2015 Annual Budget	2015 YND Estimate	2015 YTD June
Operating Revenue	\$ 33,299,000	\$ 34,444,000	\$ 35,284,000	\$ 35,940,000	\$ 35,716,000	\$ 36,261,000	\$ 18,655,000
Operating Expenditures	\$35,214,000	\$34,056,000	\$35,270,000	\$35,358,000	\$35,156,000	\$35,327,000	\$17,139,000
Operating Income / (Loss)	(\$1,915,000)	\$388,000	\$14,000	\$582,000	\$ 560,000	\$ 934,000	\$ 1,516,000

* Operating income in 2012 is due to not transferring \$778K to Fund 501 Fleet reserves.



Consolidated Funds – General and Street O&M Ending Fund Balance and Cash

In support of the City’s financial integrity, the City Council adopted on September 15, 2014, a set of financial policies including fund balance reserves totaling 12% of General/Street O&M Funds operating revenues. In 2016, this 12% equates to \$4.34M. The goal date for meeting this target is no later than 2016 and is met with the 2015/016 Adopted Biennial Budget and continues to be met with the recently approved budget adjustment.

- *2% General Fund Contingency Reserves:* The purpose of this reserve is to accommodate unexpected operational changes, legislative impacts, or other economic events affecting the City’s operations which could not have been reasonably anticipated at the time the original budget was prepared. A 2% reserve fund based on the General/Street O&M Funds operating revenues equates to roughly \$715K.
- *5% General Fund Ending Fund Balance Reserves:* The purpose of this reserve is to provide financial stability, cash flow for operations and the assurance that the City will be able to respond to revenue shortfalls with fiscal strength. A 5% reserve fund based on the General/Street O&M Funds operating revenues equates to roughly \$1.79M.
- *5% Strategic Reserves:* The purpose of this reserve is to provide some fiscal means for the City to respond to potential adversities such as public emergencies, natural disasters or similarly major, unanticipated events. A 5% reserve fund based on the General/Street O&M Funds operating revenues equates to roughly \$1.79M.

The following provides the history of changes to the 2015 ending fund balance estimates.

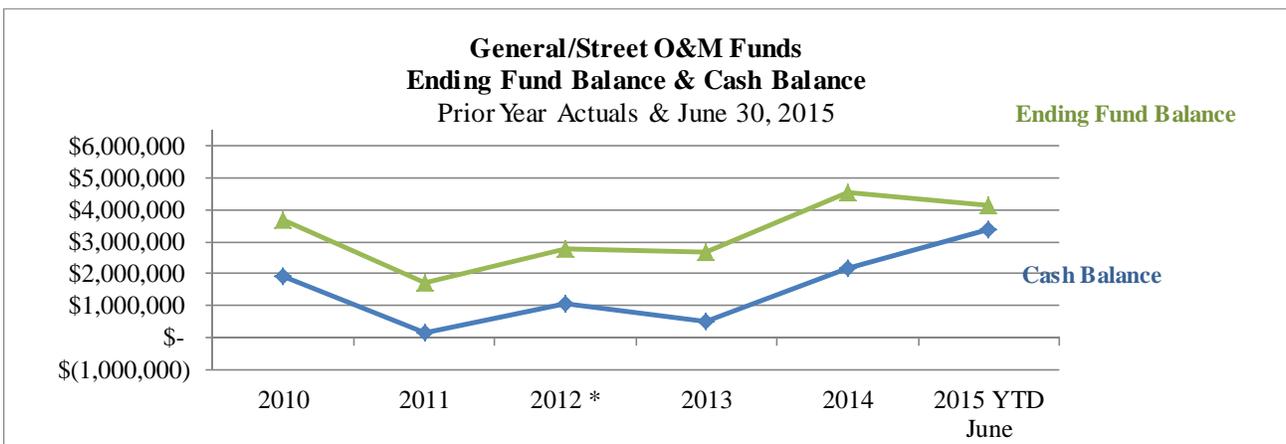
The 2015 Carry Forward Budget Adjustment which the City Council approved in May 2015 decreases the 2015 estimated combined ending fund balance from \$4.17M to \$3.99M which equates to 11.2% of operating revenues. The \$184K decrease in the 2015 estimated ending fund balance is due to allocations of expenditures for: various economic development related programs (Lakewood Towne Center development analysis, Pacific Highway Redevelopment Market Analysis, Motor Avenue Complete Streets Contracted Services); public defender contract increases; elimination of court transportation contract revenue; police grant match; school sign at Gravelly Lake/Park Lodge Elementary School; risk management settlement; and timing of General Fund contributions to Transportation CIP. The decrease in 2015 estimated ending fund balance is restored to \$4.34M at the end of 2016 and complies with the City’s financial policies as it relates to ending fund balance reserves.

The combined General/Street O&M Funds ending fund balance at June 30, 2015 is \$5.92M which includes \$3.39K in cash balance.

Year	Total Ending Fund Balance	Cash	Investments	Total
2010	3,667,466	1,906,000	-	1,906,000
2011	1,695,324	173,142	-	173,142
2012 *	2,771,200	1,072,852	-	1,072,852
2013	2,663,648	505,801	-	505,801
2014	4,532,741	2,183,083	-	2,183,083
2015 YTD June	4,114,949	3,392,343	-	3,392,343

* Higher cash balance in 2012 due to not transferring \$778K to Fund 501 Fleet reserves.

The following table and graph below provides the current and 5-year history of the General/Street O&M Funds ending balance and cash & investment.

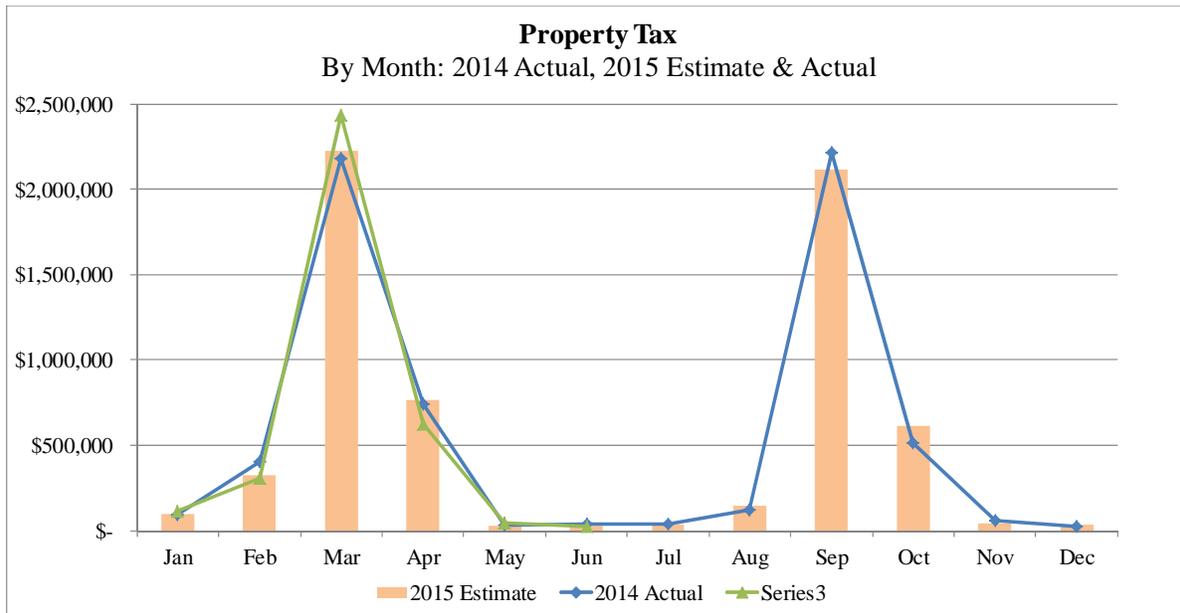


Note – the 2012 ending fund balance \$2.77M and cash balance of \$1.07M is higher than 2013 due to not transferring \$778K to fleet and equipment reserves.

Property Tax

Private property and businesses in the City limits are levied a property tax. YTD June property tax collections totals \$3.56M and exceeds YTD 2014 collections by \$66K or 2%, and also exceeds YTD estimates by \$85K or 2%. The increase is due to timing differences.

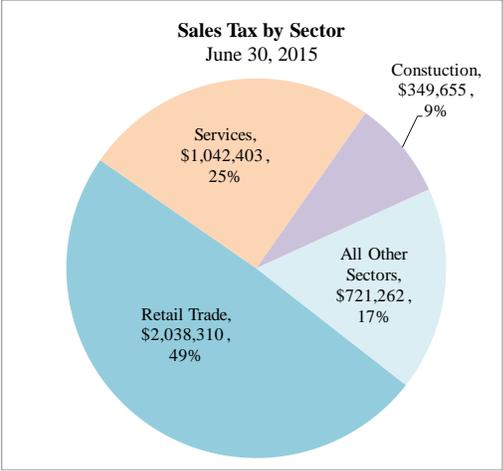
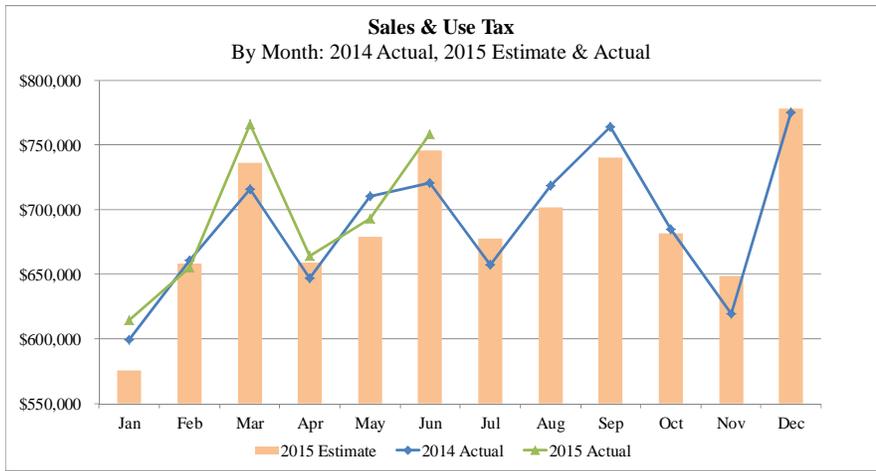
Property Tax								
Month	2013 Actual	2014 Actual	2015		Favorable/(Unfavorable)			
			Budget	Actual	2015 Actual vs 2014 Actual		2015 Actual vs Budget	
					\$	%	\$	%
Jan	\$ 102,245	\$ 92,779	\$ 96,832	\$ 112,548	\$ 19,769	21.3%	\$ 15,716	16.2%
Feb	433,439	403,847	325,627	305,599	(98,248)	-24.3%	(20,028)	-6.2%
Mar	1,945,434	2,183,114	2,223,584	2,438,323	255,209	11.7%	214,739	9.7%
Apr	896,437	742,622	765,040	627,210	(115,412)	-15.5%	(137,830)	-18.0%
May	16,703	29,967	27,470	46,224	16,257	54.2%	18,754	68.3%
Jun	28,818	37,206	31,868	25,193	(12,013)	-32.3%	(6,675)	-20.9%
Jul	43,108	41,335	36,499	-	-	-	-	-
Aug	217,489	122,038	147,285	-	-	-	-	-
Sep	1,869,723	2,212,244	2,115,411	-	-	-	-	-
Oct	702,704	516,222	615,038	-	-	-	-	-
Nov	9,048	59,737	42,788	-	-	-	-	-
Dec	30,671	27,506	37,558	-	-	-	-	-
Total YTD	\$ 3,423,075	\$ 3,489,535	\$3,470,421	\$3,555,097	\$ 65,561	1.9%	\$ 84,676	2.4%
Annual Total	\$ 6,295,819	\$ 6,468,618	\$ 6,465,000					
AV (in billions)	\$4.42	\$4.49	\$4.75	\$4.75				
Ave Change (2010 - 2014):		1.4%						



Sales & Use Tax

YTD June 2015 sales tax collections total \$4.15M which exceeds YTD June 2014 collections by \$98K or 2% and also exceeds the YTD estimate of \$4.05M by \$98K or 2%.

Sales Tax									
Month	2013 Actual	2014 Actual	2015		Favorable/(Unfavorable)				
			Budget	Actual	2015 Actual vs 2014 Actual		2015 Actual vs Budget		
					\$	%	\$	%	
Jan	\$ 588,783	\$ 599,289	\$ 575,832	\$ 614,566	\$ 15,277	2.5%	\$ 38,734	6.7%	
Feb	665,316	660,758	658,162	654,875	(5,883)	-0.9%	(3,287)	-0.5%	
Mar	758,783	715,740	736,227	766,272	50,532	7.1%	30,045	4.1%	
Apr	681,641	646,843	658,722	664,313	17,470	2.7%	5,591	0.8%	
May	698,333	710,434	679,094	693,085	(17,349)	-2.4%	13,990	2.1%	
Jun	735,824	720,391	745,673	758,519	38,128	5.3%	12,846	1.7%	
Jul	669,832	657,370	677,758	-	-	-	-	-	
Aug	650,171	718,471	701,763	-	-	-	-	-	
Sep	685,216	763,993	740,331	-	-	-	-	-	
Oct	632,657	684,774	681,407	-	-	-	-	-	
Nov	619,860	619,521	648,724	-	-	-	-	-	
Dec	754,032	775,293	778,305	-	-	-	-	-	
Total YTD	\$ 4,128,680	\$ 4,053,455	\$ 4,053,711	\$ 4,151,630	\$ 98,175	2.4%	\$ 97,919	2.4%	
Annual Total	\$ 8,140,448	\$ 8,272,879	\$ 8,282,000						
YTD Sales (in millions)	\$491.51	\$482.55	\$482.58	\$494.24					
Annual Sales (in millions)	\$969.10	\$984.87	\$985.95	n/a					
Ave Change (2010 - 2014):		1.9%							



Top 10 Taxpayers (Grouped by Sector)				
Sector	Actual		Favorable/(Unfavorable)	
	2014	2015	Change from 2014	
			\$	%
Motor Vehicle and Parts Dealer	166,003	238,441	72,438	43.6%
Building Material and Garden	98,987	110,083	11,096	11.2%
Food and Beverage Stores	40,820	41,192	372	0.9%
General Merchandise Stores	297,995	305,166	7,171	2.4%
Telecommunications	43,047	43,173	126	0.3%
Rental and Leasing Services	40,903	56,254	15,351	37.5%
Food Services, Drinking Places	40,422	40,083	(339)	-0.8%
Total	\$ 728,177	\$ 834,392	\$ 106,215	14.6%

Retail trade, the largest economic sector, accounts for 49% of collections, followed by services and construction which account for 25% and 9%, respectively. All other sectors which includes wholesale trade, information, finance, insurance and real estate, manufacturing, government, transportation and utilities, and other accounts for the remaining 17%.

Retail Trade: Compared to YTD 2014, the retail trade sector is up \$126K or 7%. The increase is due primarily to increases in: motor vehicle and parts dealers which is up \$94K or 25%; electronics and appliance stores which is up \$13K or 18%; miscellaneous store retailers which is up \$11K or 10K; general merchandise retailers which is up \$23K or 6%; and building material and garden equipment and supplies which is up \$20K or 13%. The increase is offset by decreases in: non-store retailers which is down \$20K or 22%; and sporting goods, hobby, musical instruments and books which is down \$9K or 10%,

Sales & Use Tax by Sector				
Sector	Year-To-Date		Favorable/(Unfavorable)	
	2014	2015	Change from 2014	
			\$	%
Retail Trade	\$ 1,912,062	\$ 2,038,310	\$ 126,248	6.6%
Services	975,054	1,042,403	67,349	6.9%
Construction	457,658	349,655	(108,003)	-23.6%
Wholesale Trade	184,725	202,521	17,796	9.6%
Information	217,621	223,717	6,096	2.8%
Finance, Insurance, Real Estate	135,548	160,008	24,460	18.0%
Manufacturing	82,472	62,530	(19,942)	-24.2%
Government	59,829	38,173	(21,656)	-36.2%
Other	28,486	34,313	5,827	20.5%
Total	\$ 4,053,455	\$ 4,151,630	\$ 98,175	2.4%

Services: Compared to YTD 2014, the services sector is up \$67K or 7%. The increase is due primarily to increases in food services & drinking places which is up \$32K or 6%; repairs & maintenance which is up \$18K or 11%; and accommodation which is up \$20K or 13%.

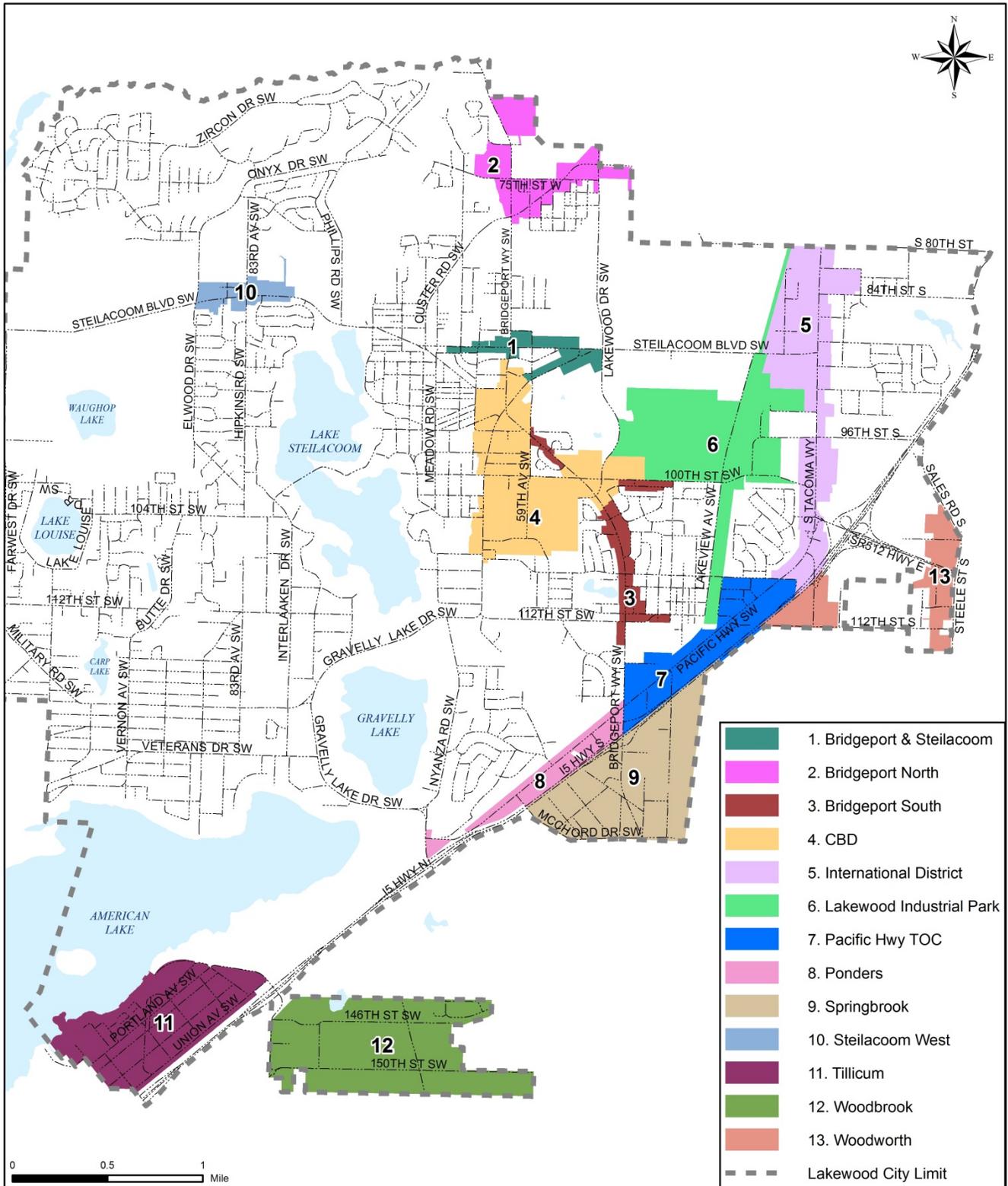
Construction: Compared to YTD 2014, the construction sector is down \$108K or 24%. The majority of the decrease is in construction of buildings which is down \$121K or 45%.

All Other Sectors: Compared to YTD 2014, all other sectors increased by \$13K or 2%.

- *Finance, Insurance and Real Estate* increased by \$24K or 18% due primarily to increases in rental and leasing services which increased by \$21K or 20%.
- *Information* increased by \$6K or 3% due primarily to increases in telecommunications which increased by \$4K or 2%.
- *Manufacturing* decreased by \$20K or 24% due primarily to decreases in nonmetallic mineral product manufacturing which decreased by \$10K or 77% and fabricated metal product manufacturing which decreased by \$10K or 59%.
- *Wholesale Trade* increased by \$18K or 10% due to increases in durable goods which increased by \$23K or 18% offset by decreases in non-durable goods which decreased by \$7K or 13%.
- *Other* increased by \$6K or 20% primarily due to an increase in transit & ground passengers which increased by \$3K or 25% and transportation support which increased by \$3K or 20%.
- *Government* decreased by \$22K or 36% due primarily to a decrease in non-classifiable establishments which decreased \$20K or 71%.

The following section provides a sales tax comparison by retail area and is based UBI numbers and physical location addresses received from the Washington State Business License database, matched against UBI numbers in the City's sales tax database.

Descriptor	Map ID	Location
Bridgeport & Steilacoom	1	Steilacoom Boulevard from John Downer Road to Lakewood Drive
Bridgeport North	2	Bridgeport Way from Custer Road to University Place city limit, and Custer Road from Bridgeport Way to Tacoma city limit
Bridgeport South	3	Bridgeport Way from 108 th street to 59 th Avenue
Central Business District	4	Central Business District – the Towne Center, the Colonial Center, and the Loew's/Hobby Lobby Complex
International District	5	South Tacoma Way and Durango Avenue from 87 th Street to the B&I
Lakewood Industrial Park	6	Laview Avenue from 108th Street to Steilacoom Boulevard and Lakewood Industrial Park
Pacific Highway TOC	7	Pacific Highway from Gravelly Lake drive to Bridgeport Way
Pacific Highway Ponders	8	Pacific Highway South of Bridgeport Way
Springbrook	9	Springbrook Neighborhood
Steilacoom West	10	Steilacoom Drive from 87 th Avenue to Phillips Road
Tillicum	11	Tillicum Neighborhood
Woodbrook	12	Woodbrook Neighborhood
Woodworth	13	112 th Street & South Tacoma Way/Steele Street/Sales Road (west Lakewood)



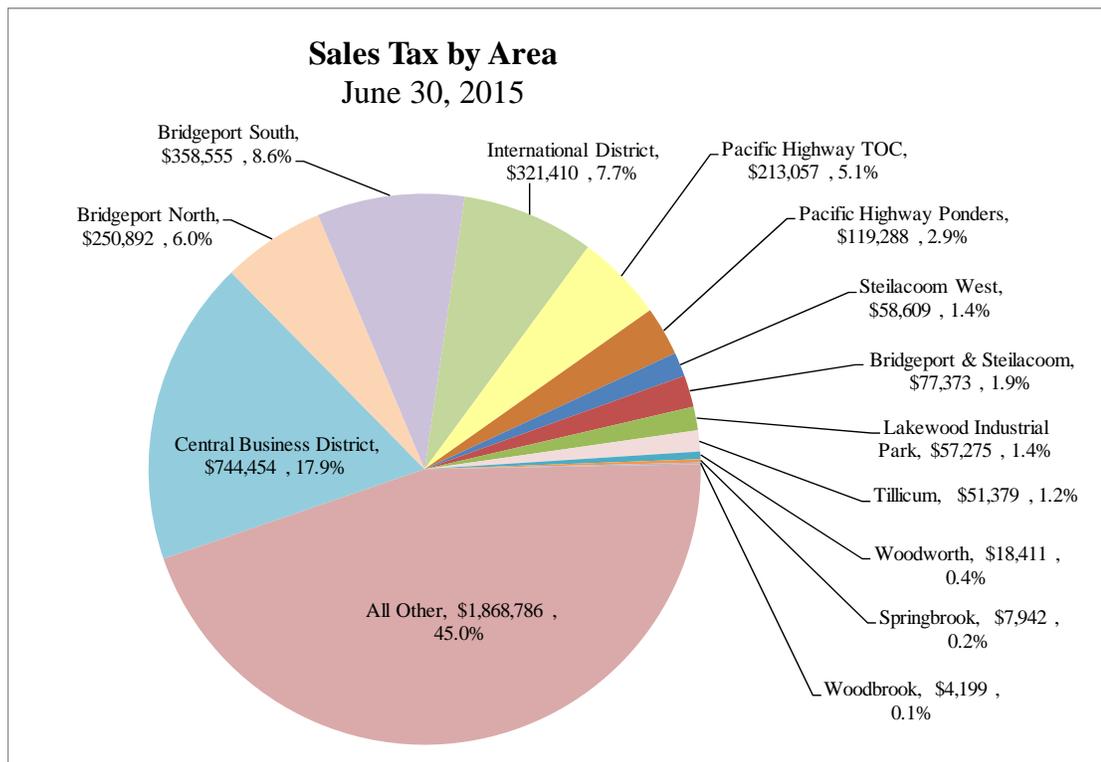
Retail Tax Areas

Map Date: April 03, 2015
 \Projects\Finance\RetailTax\RTAs.mxd

This product was prepared with care by City of Lakewood GIS. City of Lakewood expressly disclaims any liability for any inaccuracies which may yet be present. This is not a survey. Datasets were collected at different accuracy levels by various sources. Data on this map may be shown at scales larger than its original compilation. Call 253-589-2489 for further information.

The area category title “Other” which includes food services & drinking places, construction, and telecommunications attempts to capture: businesses that have multiple locations reporting under a single UBI number is excluded from the retail area reporting (such as Walgreens, Starbucks, Dollar Tree, McDonald’s, etc.); do not fall under the retail area as currently defined (such food services & drinking places); or do not have a physical location in the City but are providing services within the City limits (such as telecommunications, and construction).

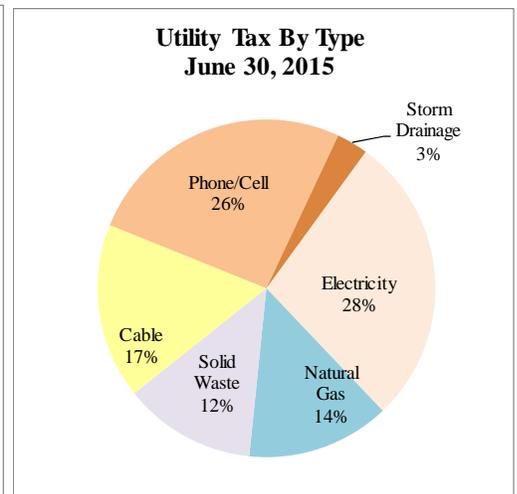
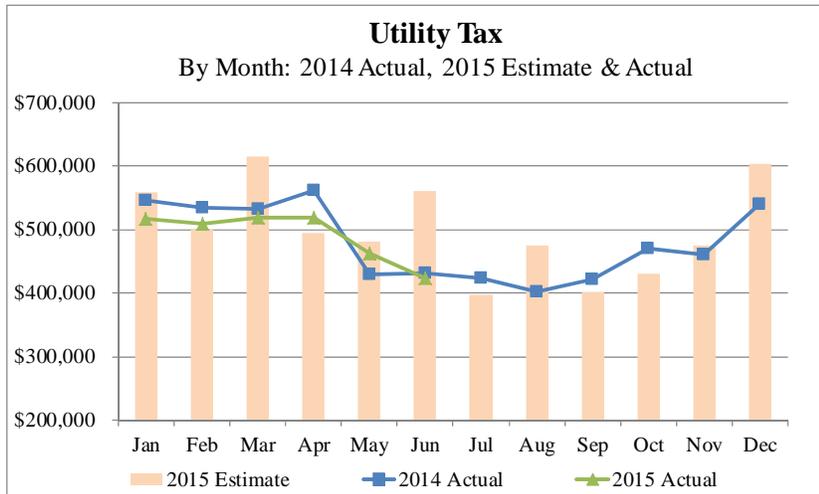
Sales & Use Tax by Area						
Map ID/Area	2013 Annual	2014 Annual	Year-To-Date		Favorable/(Unfavorable)	
			2014	2015	Change from 2014	
					\$	%
1 Bridgeport & Steilacoom	\$ 118,708	\$ 138,665	\$ 67,389	\$ 77,373	\$ 9,984	14.8%
2 Bridgeport North	545,338	500,286	242,975	250,892	7,917	3.3%
3 Bridgeport South	619,902	678,685	323,574	358,555	34,981	10.8%
4 Central Business District	1,579,183	1,628,224	754,545	744,454	(10,091)	-1.3%
5 International District	524,096	577,754	283,151	321,410	38,259	13.5%
6 Lakewood Industrial Park	81,839	91,289	40,823	57,275	16,452	40.3%
7 Pacific Highway Transit Oriented Commercial (TOC)	455,397	420,720	213,678	213,057	(621)	-0.3%
8 Pacific Highway Ponders	197,761	244,164	125,056	119,288	(5,768)	-4.6%
9 Springbrook	15,587	16,732	8,826	7,942	(884)	-10.0%
10 Steilacoom West	122,235	156,195	73,252	58,609	(14,643)	-20.0%
11 Tillicum	84,163	96,543	46,384	51,379	4,995	10.8%
12 Woodbrook	5,324	6,978	3,214	4,199	985	30.6%
13 Woodworth	19,180	33,500	13,472	18,411	4,939	36.7%
Other:						
Food Services, Drinking Places	320,097	306,706	163,038	194,911	31,873	19.5%
Construction	973,603	818,767	409,603	296,550	(113,053)	-27.6%
Telecommunications	264,040	287,187	148,436	155,972	7,536	5.1%
All Other Categories	2,213,995	2,270,484	1,136,039	1,221,353	85,314	7.5%
Total	\$8,140,448	\$8,272,879	\$4,053,455	\$4,151,630	\$ 98,176	2.4%



Utility Tax

The City levies a tax on utilities provided within the city. The tax is currently 5% for electric and gas services and 6% for solid waste, cable, cellular phone, land lines and storm drainage. YTD June 2015 utility tax collections total \$2.95M which is below YTD June 2014 collections by \$83K or 3% and is also below the YTD estimate of \$3.21M by \$259K or 8%.

Utility Tax								
Month	2013 Actual	2014 Actual	2015		Favorable/(Unfavorable)			
			Budget	Actual	2015 Actual vs 2014 Actual		2015 Actual vs Budget	
					\$	%	\$	%
Jan	\$ 536,622	\$ 545,267	\$ 557,541	\$ 516,176	\$ (29,091)	-5.3%	\$ (41,365)	-7.4%
Feb	478,022	533,446	500,198	509,084	(24,362)	-4.6%	8,886	1.8%
Mar	525,479	532,688	614,932	518,653	(14,035)	-2.6%	(96,279)	-15.7%
Apr	629,278	560,947	494,127	518,141	(42,806)	-7.6%	24,014	4.9%
May	542,264	428,392	479,848	462,457	34,065	8.0%	(17,391)	-3.6%
Jun	482,544	430,195	559,546	422,965	(7,230)	-1.7%	(136,581)	-24.4%
Jul	351,102	422,860	396,668	-	-	-	-	-
Aug	506,145	402,578	474,112	-	-	-	-	-
Sep	461,243	422,329	401,194	-	-	-	-	-
Oct	294,459	469,552	431,100	-	-	-	-	-
Nov	461,243	459,732	473,931	-	-	-	-	-
Dec	631,454	539,869	603,803	-	-	-	-	-
Total YTD	\$ 3,194,208	\$ 3,030,935	\$ 3,206,191	\$ 2,947,476	\$ (83,458)	-2.8%	\$ (258,715)	-8.1%
Total Annual	\$ 5,899,854	\$ 5,747,855	\$ 5,987,000					
Ave Change (2010 - 2014):		2.1%						



Utility Tax by Type							
Type	2013 Actual	2014 Actual		2015		YTD 2015 Actual vs 2014 Actual	
		Annual	YTD	Annual Budget	YTD Actual	\$	%
Electricity	\$ 1,602,288	\$ 1,595,942	\$ 843,620	\$ 1,626,000	\$ 822,693	\$ (20,927)	-2.5%
Natural Gas	762,036	720,699	449,782	773,000	404,474	(45,308)	-10.1%
Solid Waste	740,532	720,197	355,633	752,000	373,960	18,327	5.2%
Cable	942,278	944,860	475,439	956,000	495,010	19,571	4.1%
Phone/Cell	1,689,516	1,602,189	819,781	1,715,000	762,344	(57,437)	-7.0%
Storm Drainage	163,204	163,968	86,678	165,000	88,995	2,317	2.7%
Total	\$ 5,899,854	\$ 5,747,855	\$ 3,030,933	\$ 5,987,000	\$ 2,947,476	\$ (83,458)	-2.8%

Gambling Tax

The City levies a gambling tax on gross receipts derived by operators of gambling activities, including punch boards, pull tabs, bingo, raffles, amusement games, and social card rooms. Fund raising activities and charitable and non-profit organizations that involve game of chance are subject to the tax. The gambling tax rates by activity are as follows: card rooms (11%), punch boards (3%), pull tabs (5%), bingo (5% off gross receipts less amounts paid as prizes), raffles (5% of gross receipts less amount paid as prizes); amusement games (2% of gross receipts less amount paid as prizes).

Gambling tax collections through YTD June 2015 totals \$1.42M which is above YTD June 2014 collections by \$193K or 16% and is also above the YTD estimate of \$1.25M by \$170K or 14%. The increase is due primarily to timing of revenue collection along with some increases in card room activity. The composition of gambling tax revenues is roughly: card rooms 94%, punch board and pull tabs 5%, and amusement games 1%.

Gambling Tax								
Month	2013 Actual	2014 Actual	2015		Favorable/(Unfavorable)			
			Budget	Actual	2015 Actual vs 2014 Actual		2015 Actual vs Budget	
					\$	%	\$	%
Jan	\$ 224,136	\$ 195,538	\$ 210,746	\$ 209,856	\$ 14,318	7.3%	\$ (890)	-0.4%
Feb	234,642	194,147	229,263	233,858	39,711	20.5%	4,595	2.0%
Mar	198,324	238,262	215,332	225,533	(12,729)	-5.3%	10,201	4.7%
Apr	202,922	213,208	205,270	266,880	53,672	25.2%	61,610	30.0%
May	207,948	202,674	187,675	233,564	30,890	15.2%	45,889	24.5%
Jun	189,331	181,125	200,098	248,474	67,349	37.2%	48,376	24.2%
Jul	209,906	173,497	197,700	-	-	-	-	-
Aug	192,726	235,976	208,744	-	-	-	-	-
Sep	211,389	193,467	210,731	-	-	-	-	-
Oct	189,421	216,061	197,575	-	-	-	-	-
Nov	179,572	214,748	204,289	-	-	-	-	-
Dec	193,734	223,700	202,577	-	-	-	-	-
Total YTD	\$1,257,304	\$1,224,954	\$1,248,384	\$1,418,165	\$ 193,211	15.8%	\$ 169,781	13.6%
Annual Total	\$2,434,051	\$2,482,403	\$2,470,000					
Ave Change (2010 - 2014):		-1.0%						

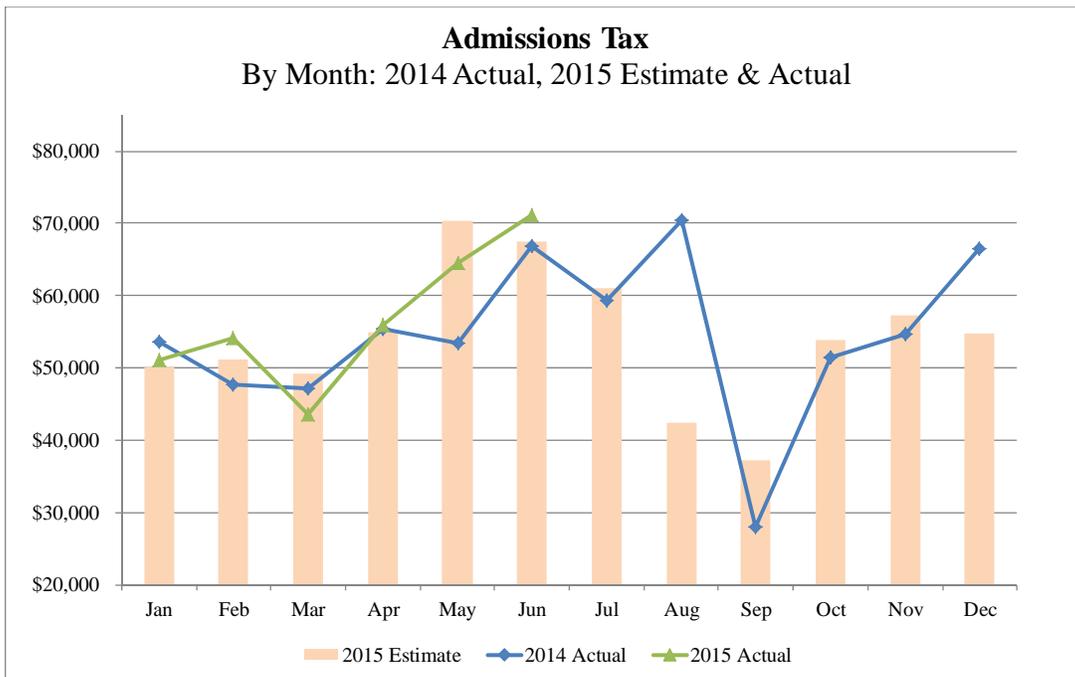


Admissions Tax

The City levies an admission tax of 5% on activities such as movie and play tickets, entrance fees and over charges to clubs. The tax is levied on the person or organization collecting the admission fee.

Admissions tax collections through YTD June 2015 totals \$340K which exceeds YTD June 2014 by \$16K or 5% and is \$3K or 1% below YTD estimates.

Admissions Tax								
Month	2013 Actual	2014 Actual	2015		Favorable/(Unfavorable)			
			Budget	Actual	2015 Actual vs 2014 Actual		2015 Actual vs Budget	
					\$	%	\$	%
Jan	\$ 43,295	\$ 53,560	\$ 50,195	\$ 51,069	\$ (2,491)	-4.7%	\$ 874	1.7%
Feb	45,678	47,650	51,235	54,081	6,431	13.5%	2,846	5.6%
Mar	48,920	47,097	49,196	43,584	(3,513)	-7.5%	(5,612)	-11.4%
Apr	55,687	55,369	55,016	55,917	548	1.0%	901	1.6%
May	76,194	53,364	70,268	64,537	11,173	20.9%	(5,731)	-8.2%
Jun	73,038	66,895	67,562	71,129	4,234	6.3%	3,567	5.3%
Jul	65,646	59,305	60,968	-	-	-	-	-
Aug	30,319	70,427	42,342	-	-	-	-	-
Sep	35,343	27,912	37,178	-	-	-	-	-
Oct	40,180	51,387	53,935	-	-	-	-	-
Nov	58,282	54,616	57,362	-	-	-	-	-
Dec	68,571	66,428	54,743	-	-	-	-	-
Total YTD	\$ 342,811	\$ 323,935	\$ 343,472	\$ 340,318	\$ 16,383	5.1%	\$ (3,154)	-0.9%
Total Annual	\$ 641,151	\$ 654,011	\$ 650,000					
Ave Change (2010 - 2014):		7.0%						



Franchise Fees

Franchise fees are charges levied on private utilities for their use of City streets and other public properties to place utility infrastructure and to recoup City costs of administering franchise agreements. The franchise fees on light, natural gas, and telephone utilities are limited by statute to the actual administrative expenses incurred by the City directly related to receiving and approving permits, licenses, or franchisees. Cable TV franchise fees are governed by the Federal Cable Communications Policy Act of 1996 and are negotiated with cable companies for an amount not to exceed 5% of gross revenues.

YTD June 2015 revenue from franchise fees total \$1.71M and is \$75K or 5% above YTD June 2014, and also exceeds the YTD estimate by \$107K or 7%.

Utility	Utility Tax	Franchise Fee
Clover Park School District Cable	n/a	n/a
Comcast Phone	6.00%	n/a
Comcast Cable	6.00%	5.00%
Integra Telecom	6.00%	n/a
Lakeview Light & Power	5.00%	n/a
Lakewood Water District	n/a	6.00%
Pierce County Sanitary Sewer	n/a	6.00%
Puget Sound Energy	5.00%	n/a
TPU Cable Flett Creek *	n/a	n/a
TPU Click!	6.00%	5.00%
TPU Light *	n/a	6.00%
TPU Water *	n/a	8.00%
Waste Connections	6.00%	4.00%
Zayo	n/a	n/a

Franchise Fees							
Month	2014	2015		2015 Actual vs 2014 Actual		2015 Actual vs Budget	
		Budget	Actual	\$	%	\$	%
Jan	\$ -	\$ -	\$ -	-	-	-	-
Feb	66,148	63,463	68,263	2,115	3.2%	4,800	7.6%
Mar	736,243	738,037	765,285	29,042	3.9%	27,248	3.7%
Apr	-	-	-	-	-	-	-
May	66,611	63,463	67,876	1,265	1.9%	4,413	7.0%
Jun	765,691	738,037	808,673	42,982	5.6%	70,636	9.6%
Jul	-	-	-	-	-	-	-
Aug	68,445	63,463	-	-	-	-	-
Sep	820,052	738,037	-	-	-	-	-
Oct	-	-	-	-	-	-	-
Nov	66,651	63,463	-	-	-	-	-
Dec	793,004	738,037	-	-	-	-	-
Total YTD	\$ 1,634,693	\$ 1,603,000	\$ 1,710,096	\$ 75,403	4.6%	\$ 107,096	6.7%
Total Annual	\$ 3,382,845	\$ 3,206,000					

Franchise Fees	YTD Actual		Change from 2014	
	2014	2015	\$	%
Cable	\$ 395,895	\$ 410,975	\$ 15,080	3.8%
Water	146,865	178,090	31,225	21.3%
Sewer	401,484	420,273	18,789	4.7%
Solid Waste	261,236	273,654	12,418	4.8%
Tacoma Power	429,213	427,104	(2,109)	-0.5%
Total - YTD	\$ 1,634,693	\$ 1,710,096	\$ 75,403	4.6%

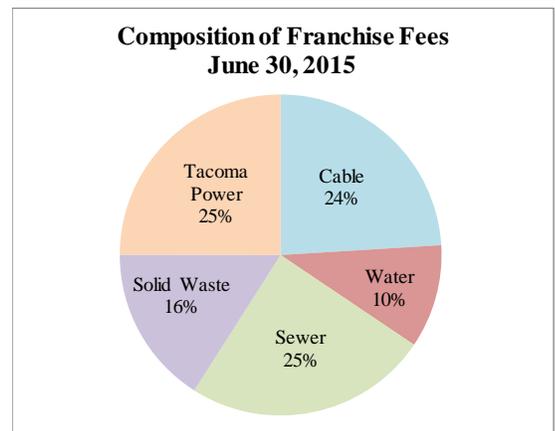
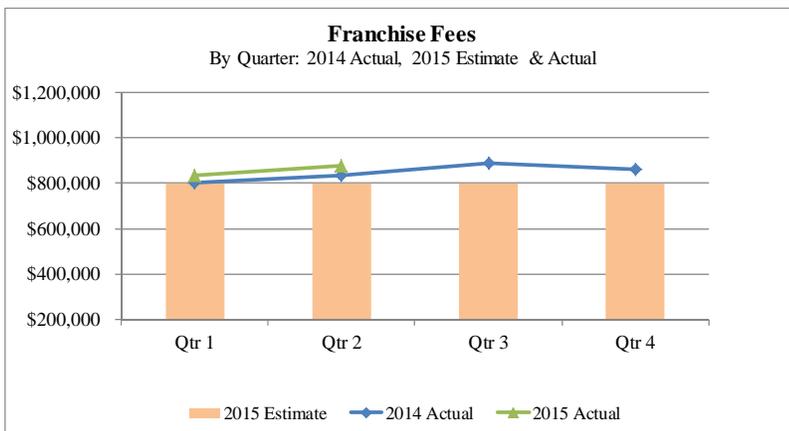


Photo Infraction – Red Light/School Zone Enforcement

The City currently has eight cameras operating at five locations:

- Two school zone cameras located at 5405 Steilacoom Blvd - WB and 9904 Gravelly Lake Drive - SB
- Six red light photo cameras located at Bridgeport Blvd SW & San Francisco Ave SW - SB & NB, Steilacoom Blvd SW & Phillips Rd SW – WB & EB, and South Tacoma Way & SR 512 – NB & SB.

In September 2014, the City negotiated a new contract with Reflex Traffic Systems, Inc. for camera enforcement services. The new monthly vendor payments is fixed at \$3,750 per system for existing designated intersection approaches and \$4,870 per system for existing designated school zone approaches. The new pricing structure is expected to reduce costs by approximately \$60K annually.

Photo Infraction - Red light/School Zone Enforcement											
Month	Year 2013			Year 2014			Year 2015			Favorable/(Unfavorable) Net Revenue 2015 vs 2014	
	Gross Revenue	Vendor Payment	Net Revenue	Gross Revenue	Vendor Payment	Net Revenue	Gross Revenue	Vendor Payment	Net Revenue	\$	%
Jan	\$ 58,410	\$ 37,593	\$ 20,817	\$ 57,905	\$ 36,593	\$ 21,312	\$ 66,476	\$ 31,612	\$ 34,864	\$ 13,552	63.6%
Feb	66,685	37,593	29,093	63,261	36,593	26,668	57,821	32,240	25,581	(1,087)	-4.1%
Mar	70,575	37,593	32,982	56,692	36,593	20,099	62,596	32,240	30,356	10,257	51.0%
Apr	67,061	37,593	29,468	60,035	37,593	22,442	65,333	32,240	33,093	10,651	47.5%
May	63,441	37,593	25,848	59,634	37,593	22,041	55,473	32,240	23,233	1,192	5.4%
Jun	76,071	37,593	38,479	57,842	33,593	24,249	57,857	32,240	25,617	1,368	5.6%
Jul	69,939	36,593	33,346	56,453	34,593	21,860	-	-	-	-	-
Aug	49,938	34,593	15,345	51,457	34,593	16,864	-	-	-	-	-
Sep	72,071	37,593	34,479	50,732	36,593	14,139	-	-	-	-	-
Oct	53,443	37,593	15,850	49,678	32,240	17,438	-	-	-	-	-
Nov	79,956	37,593	42,363	79,223	32,240	46,983	-	-	-	-	-
Dec *	65,515	36,593	28,922	61,298	27,585	33,713	-	-	-	-	-
Total YTD	\$ 402,243	\$ 225,557	\$ 176,687	\$ 355,369	\$ 218,558	\$ 136,811	\$ 365,557	\$ 192,812	\$ 172,745	\$ 35,934	26.3%
Annual	\$793,105	\$446,114	\$346,991	\$704,210	\$416,401	\$287,809					

* Dec 2014 vendor payment includes a \$2,141 credit for September.

Jail Services

YTD June 2015 payments for jail services total \$341K and accounts for 53% of the annual budget of \$638K. The 2015 annual budget of \$638K is \$343K less than the 2014 annual budget of \$981K due to increasing utilization of the Nisqually facility, eliminating the Wapato contract and decreasing usage of the Pierce County facility.

Facility	Booking Fee	Daily Rate
Pierce County	\$225	\$92
Nisqually	\$20	\$65 \$55 (30+ days)
Fife	\$20	\$65
Puyallup	\$0	\$65

Service Period	Year 2014						Year 2015						
	Wapato Police Dept	Nisqually	Pierce County	City of Puyallup	City of Fife	Total by Month	Wapato Police Dept	Nisqually	Pierce County	City of Puyallup	City of Fife	Medical	Total by Month
Jan	\$ 17,655	\$ 18,668	\$ 17,119	\$ 520	\$ -	\$ 53,962	\$ -	\$ 47,160	\$ 5,991	\$ -	\$ -	\$ -	\$ 53,151
Feb	18,403	30,665	11,635	65	215	60,983	-	54,330	4,619	130	170	-	59,249
Mar	16,335	32,905	-	-	-	49,240	-	48,235	2,708	-	-	-	50,943
Apr	17,550	1,116	-	-	710	19,376	-	58,596	3,670	-	-	2,375	64,641
May	20,115	(910)	6,578	325	-	26,108	-	51,730	7,892	-	410	-	60,032
Jun	129	-	-	-	-	129	-	49,420	3,974	-	-	-	53,394
Jul	-	-	-	-	-	-	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-	-	-	-	-	-	-
Sep	-	-	-	-	-	-	-	-	-	-	-	-	-
Oct	-	-	-	-	-	-	-	-	-	-	-	-	-
Nov	-	-	-	-	-	-	-	-	-	-	-	-	-
Dec	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 90,187	\$ 82,444	\$ 35,332	\$ 910	\$ 925	\$209,798	\$ -	\$ 309,471	\$ 28,854	\$ 130	\$ 580	\$ 2,375	\$341,410
	Annual Budget \$ 981,840						Annual Budget \$ 638,060						
	% of Annual Budget Spent 21.4%						% of Annual Budget Spent 53.5%						

Animal License

The City requires all dogs and cats over the age of eight weeks and residing in the city limits to be licensed annually. All licenses expire on December 31st. Licenses not renewed by February 28th are subject to a \$2 late penalty.

Educational efforts have been made by adding information on the benefits of licensing pets on the pet license renewal form as well including an article in the winter 2015 edition of the City's connections newsletter. These benefits include: If your pet is lost, a pet license is the best way to return the pet to you; licenses remind pet owners to keep their pets rabies vaccinations up to date, protecting the health and safety of the public; and license fees help to cover expenses related to injured, sick, or neglected animals.

Additional considerations for increasing compliance are include: amnesty program; making licensing information and applications to pet shops and veterinarians; and potentially contracting with other organizations to issue pet licenses on behalf of the City.

Animal License Fees		
Fee Type	Regular	Senior (65+) or Physically Disabled
Unaltered Dogs/Cats	\$55.00	\$30.00
Spayed/Neutered Dogs	\$20.00	\$10.00
Spayed/Neutered Cats	\$12.00	\$4.00
Pets Under 6 Months Old	\$4.00	\$4.00
Service Dogs	\$0.00	\$0.00
Late Fee (after February 28th)	\$2.00	\$2.00

Animal License Activity - 2015							
Month	New			Renewal			Total Licenses
	Cat	Dog	Total	Cat	Dog	Total	
Jan	46	93	139	326	975	1301	1440
Feb	12	65	77	164	404	568	645
Mar	32	65	97	57	150	207	304
Apr	8	50	58	21	39	60	118
May	15	50	65	24	95	119	184
Jun	40	80	120	4	32	36	156
Jul	19	58	77	3	5	8	85
Aug	16	36	52	0	6	6	58
Sep						0	
Oct							
Nov							
Dec							
Total YTD	188	497	685	599	1706	2305	2990

Note - Information for prior years is not available.

Animal license fees collected through YTD June 2015 is in line with YTD June 2014 and is \$5K or 16% above YTD estimates.

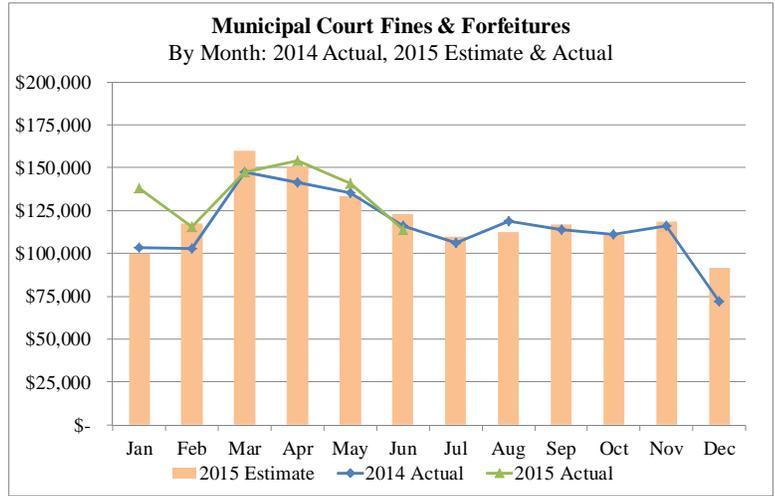
Animal License									
Month	2013 Actual	2014 Actual	2015		Favorable/(Unfavorable)				
			Budget	Actual	2015 Actual vs 2014 Actual		2015 Actual vs Budget		
					\$	%	\$	%	
Jan	\$ 534	\$ 13,053	\$ 3,752	\$ 210	\$ (12,843)	-98.4%	\$ (3,542)	-94.4%	
Feb	13,661	11,528	10,557	14,941	3,413	29.6%	4,384	41.5%	
Mar	7,546	8,032	10,743	7,615	(417)	-5.2%	(3,128)	-29.1%	
Apr	2,439	2,023	2,724	3,875	1,852	91.5%	1,151	42.3%	
May	1,944	1,258	1,597	6,910	5,652	449.3%	5,313	332.6%	
Jun	2,924	332	1,472	2,229	1,897	571.4%	757	51.5%	
Jul	766	2,452	880	-	-	-	-	-	
Aug	591	1,183	804	-	-	-	-	-	
Sep	477	444	584	-	-	-	-	-	
Oct	138	497	486	-	-	-	-	-	
Nov	175	310	306	-	-	-	-	-	
Dec	151	4	1,892	-	-	-	-	-	
Total YTD	\$ 29,048	\$ 36,226	\$ 30,846	\$ 35,780	\$ (446)	-1.2%	\$ 4,934	16.0%	
Annual Total	\$ 31,346	\$ 41,118	\$ 35,800						
Ave Change (2010 - 2014):		-1.8%							

Fines & Forfeitures

YTD June 2015 municipal court revenue collections of \$809K represent 56% of the \$1.44M annual budget. Compared to YTD June 2014, collections are up or \$62K or 8% due primarily civil infraction penalties.

Effective January 2015, as part of the new contracts, fines and forfeiture revenues from the Town of Steilacoom and City of University Place are no longer retained by the City, other than for past cases. Revenues from 2015 cases are collected by the City and remitted on a monthly basis to the contract jurisdictions (City of DuPont, City of University Place and Town of Steilacoom).

For a limited time beginning in February 2015, the collections agency of the Municipal Court of Lakewood, University Place, Steilacoom and DuPont, AllianceOne Receivables, is offering to settle accounts for less than what is owed through the amnesty program.



Municipal Court Fines & Forfeitures								
Month	2013 Actual	2014 Actual	2015		Favorable/(Unfavorable)			
			Budget	Actual	2015 Actual vs 2014 Actual	2015 Actual vs Budget		
					\$	%	\$	%
Jan	\$ 97,382	\$ 103,576	\$ 100,087	\$ 137,981	\$ 34,405	33.2%	\$ 37,894	37.9%
Feb	133,235	103,063	117,688	115,347	12,284	11.9%	(2,341)	-2.0%
Mar	173,659	147,583	159,994	147,247	(336)	-0.2%	(12,747)	-8.0%
Apr	160,778	141,416	150,507	153,901	12,485	8.8%	3,394	2.3%
May	132,888	135,173	133,507	140,868	5,695	4.2%	7,361	5.5%
Jun	131,099	115,795	122,965	113,683	(2,112)	-1.8%	(9,282)	-7.5%
Jul	113,791	106,303	109,617	-	-	-	-	-
Aug	107,202	118,842	112,581	-	-	-	-	-
Sep	120,221	114,027	116,667	-	-	-	-	-
Oct	111,000	111,000	110,567	-	-	-	-	-
Nov	121,430	116,098	118,300	-	-	-	-	-
Dec	111,943	72,017	91,619	-	-	-	-	-
Total YTD	\$ 829,041	\$ 746,606	\$ 784,747	\$ 809,027	\$ 62,420	8.4%	\$ 24,280	3.1%
Total Annual	\$ 1,514,628	\$ 1,384,895	\$ 1,444,100					
Ave Change (2010 - 2014):		9.9%						

Municipal Court Fines & Forfeitures								
Category	2013 Actual	2014		2015		Favorable/(Unfavorable)		2015 YTD Actual as % of Annual Budget
		Annual Actual	YTD Actual	Annual Budget	YTD Actual	2015 Actual vs 2014 Actual		
						\$	%	
Admin, Filing, Copy, Forms, Legal	\$ 57,388	\$ 55,293	\$ 32,230	\$ 67,300	\$ 37,450	\$ 5,220	16.2%	55.6%
Detention & Correction Services	431,381	363,517	198,687	431,400	189,466	(9,221)	-4.6%	43.9%
Civil Penalties	12,206	10,316	5,681	12,200	4,829	(852)	-15.0%	39.6%
Civil Infraction Penalties	839,061	792,345	419,898	713,200	485,104	65,206	15.5%	68.0%
Civil Parking Infractions	12,307	8,157	4,426	44,400	2,731	(1,695)	-38.3%	6.2%
Criminal Traffic Misdemeanor Fines	40,853	30,738	17,338	57,400	18,111	773	4.5%	31.6%
Criminal Non-Traffic Fines	13,874	9,535	4,358	13,900	4,265	(93)	-2.1%	30.7%
Court Cost Recoupment	30,969	24,660	13,818	27,900	21,018	7,200	52.1%	75.3%
Interest/Other/Misc	76,589	90,332	50,168	76,400	46,051	(4,117)	-8.2%	60.3%
Total	\$ 1,514,628	\$ 1,384,893	\$ 746,604	\$ 1,444,100	\$ 809,027	\$ 62,422	8.4%	56.0%

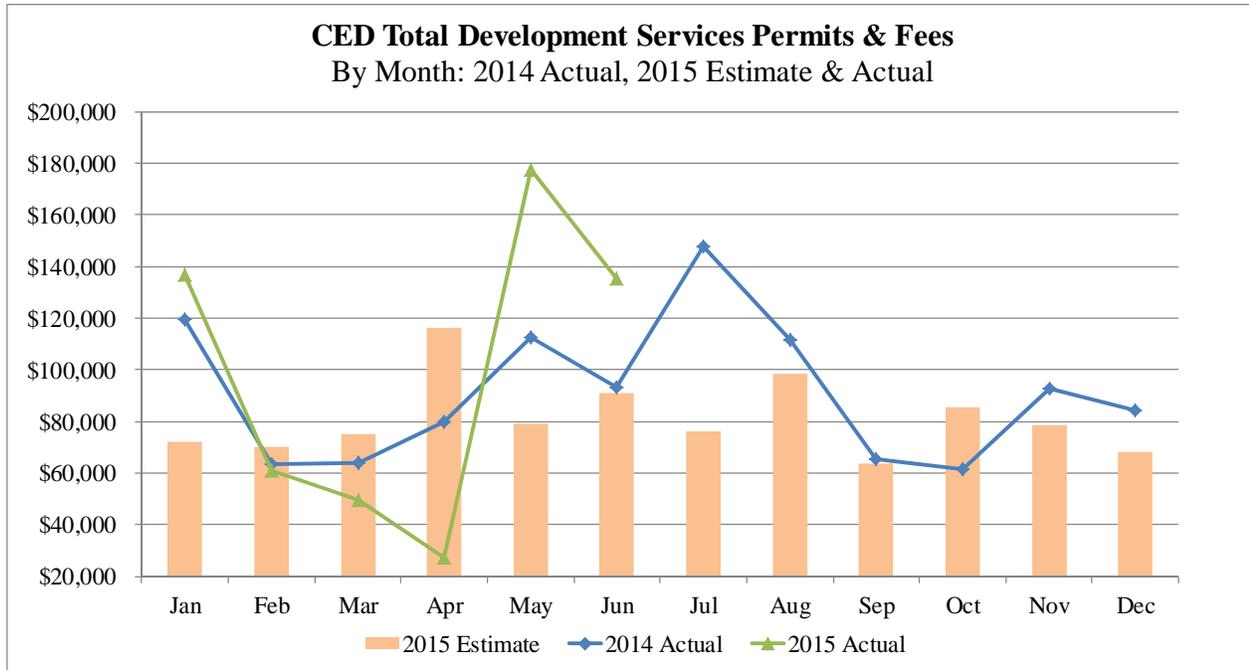
Development Services Permits & Fees

CED - Building Permit Fees								
Month	2013 Actual	2014 Actual	2015		Favorable/(Unfavorable)			
			Budget	Actual	2015 Actual vs 2014 Actual		2015 Actual vs Budget	
					\$	%	\$	%
Jan	\$ 24,335	\$ 35,674	\$ 29,911	\$ 37,805	\$ 2,131	6.0%	\$ 7,894	26.4%
Feb	23,480	35,546	27,983	23,920	(11,626)	-32.7%	(4,063)	-14.5%
Mar	33,224	30,787	45,294	30,286	(501)	-1.6%	(15,008)	-33.1%
Apr	29,944	35,886	65,608	(9,776)	(45,662)	-127.2%	(75,384)	-114.9%
May	41,705	47,410	39,220	129,211	81,801	172.5%	89,991	229.5%
Jun	52,762	65,450	46,159	100,893	35,443	54.2%	54,734	118.6%
Jul	34,233	102,556	49,081	-	-	-	-	-
Aug	74,227	34,631	56,043	-	-	-	-	-
Sep	32,513	48,346	33,474	-	-	-	-	-
Oct	59,722	39,001	58,174	-	-	-	-	-
Nov	58,814	49,072	48,732	-	-	-	-	-
Dec	32,824	18,514	28,317	-	-	-	-	-
Total YTD	\$ 205,450	\$ 250,753	\$ 254,175	\$ 312,339	\$ 61,586	24.6%	\$ 58,164	22.9%
Total Annual	\$ 497,783	\$ 542,875	\$ 528,000					
Ave Change (2010 - 2014):		5.7%						

CED - Plan Review/Plan Check Fees								
Month	2013 Actual	2014 Actual	2015		Favorable/(Unfavorable)			
			Budget	Actual	2015 Actual vs 2014 Actual		2015 Actual vs Budget	
					\$	%	\$	%
Jan	\$ 11,879	\$ 79,979	\$ 37,757	\$ 92,290	\$ 12,311	15.4%	\$ 54,533	144.4%
Feb	72,446	18,904	35,604	31,701	12,797	67.7%	(3,903)	-11.0%
Mar	16,672	12,946	18,967	13,059	113	0.9%	(5,908)	-31.1%
Apr	11,921	33,741	44,279	30,942	(2,799)	-8.3%	(13,337)	-30.1%
May	24,681	57,057	34,107	43,435	(13,622)	-23.9%	9,328	27.3%
Jun	47,037	23,596	39,274	29,829	6,233	26.4%	(9,445)	-24.0%
Jul	21,636	40,868	23,228	-	-	-	-	-
Aug	31,505	66,057	34,535	-	-	-	-	-
Sep	18,873	13,513	25,850	-	-	-	-	-
Oct	32,110	16,872	20,668	-	-	-	-	-
Nov	13,717	39,798	25,452	-	-	-	-	-
Dec	14,531	63,145	35,275	-	-	-	-	-
Total YTD	\$ 184,636	\$ 226,223	\$ 209,989	\$ 241,256	\$ 15,033	6.6%	\$ 31,267	14.9%
Total Annual	\$ 317,008	\$ 466,476	\$ 375,000					
Ave Change (2010 - 2014):		7.2%						

CED - Zoning/Development Fees								
Month	2013 Actual	2014 Actual	2015		Favorable/(Unfavorable)			
			Budget	Actual	2015 Actual vs 2014 Actual		2015 Actual vs Budget	
					\$	%	\$	%
Jan	\$ 3,990	\$ 3,905	\$ 4,363	\$ 6,780	\$ 2,875	73.6%	\$ 2,417	55.4%
Feb	4,693	9,150	6,568	5,450	(3,700)	-40.4%	(1,118)	-17.0%
Mar	5,986	20,169	10,841	6,220	(13,949)	-69.2%	(4,621)	-42.6%
Apr	2,252	10,181	6,482	6,230	(3,951)	-38.8%	(252)	-3.9%
May	3,481	7,900	5,568	4,884	(3,016)	-38.2%	(684)	-12.3%
Jun	4,275	4,178	5,518	4,550	372	8.9%	(968)	-17.5%
Jul	2,780	4,220	3,735	-	-	-	-	-
Aug	6,870	10,950	7,635	-	-	-	-	-
Sep	2,050	3,700	4,313	-	-	-	-	-
Oct	5,160	5,670	6,769	-	-	-	-	-
Nov	2,695	4,100	4,305	-	-	-	-	-
Dec	4,450	2,870	4,351	-	-	-	-	-
Total YTD	\$ 24,677	\$ 55,483	\$ 39,340	\$ 34,114	\$ (21,369)	-38.5%	\$ (5,226)	-13.3%
Total Annual	\$ 48,682	\$ 86,993	\$ 70,450					
Ave Change (2010 - 2014):		16.5%						

CED - Total Development Services Permits & Fees								
Month	2013 Actual	2014 Actual	2015		Favorable/(Unfavorable)			
			Budget	Actual	2015 Actual vs 2014 Actual		2015 Actual vs Budget	
					\$	%	\$	%
Jan	\$ 40,204	\$ 119,558	\$ 72,032	\$ 136,875	\$ 17,317	14.5%	\$ 64,843	90.0%
Feb	100,619	63,600	70,155	61,071	(2,529)	-4.0%	(9,084)	-12.9%
Mar	55,882	63,902	75,103	49,565	(14,337)	-22.4%	(25,538)	-34.0%
Apr	44,117	79,808	116,369	27,396	(52,412)	-65.7%	(88,973)	-76.5%
May	69,867	112,367	78,895	177,530	65,163	58.0%	98,635	125.0%
Jun	104,074	93,224	90,951	135,272	42,048	45.1%	44,321	48.7%
Jul	58,649	147,644	76,044	-	-	-	-	-
Aug	112,602	111,638	98,213	-	-	-	-	-
Sep	53,436	65,559	63,638	-	-	-	-	-
Oct	96,992	61,543	85,611	-	-	-	-	-
Nov	75,226	92,970	78,490	-	-	-	-	-
Dec	51,805	84,529	67,944	-	-	-	-	-
Total YTD	\$ 414,763	\$ 532,460	\$ 503,505	\$ 587,709	\$ 55,249	10.4%	\$ 84,204	16.7%
Total Annual	\$ 863,473	\$ 1,096,342	\$ 973,446					
Ave Change (2010 - 2014):		6.9%						



Community and Economic Development

The table below provides historical annual and estimated 2015 annual and YTD June 2015 actual subsidy and recovery ratio by program, excluding economic development. YTD June 2015 operating expenditures total \$762K while operating revenues total \$588K, resulting in a YTD recovery ratio of 77% or \$174K General Fund investment. The YTD June 2015 General Fund investment of \$174K accounts for 23% of the estimated annual amount.

Community & Economic Development - Permits									
	2010	2011	2012	2013	2014 Actual		2015		
	Actual	Actual	Actual	Actual	Annual	YTD	Annual Budget	YTD June	
Operating Revenues:									
Building Permits	338,983	499,942	476,429	379,184	443,123	203,438	423,000	265,956	
Other Building Permit Fees	84,175	88,780	89,525	118,595	100,147	47,315	105,000	46,383	
Plan Review/Plan Check Fees	343,557	330,472	409,876	317,008	466,631	226,223	375,000	241,255	
Other Zoning/Development Fees	47,613	41,949	50,512	48,682	86,993	55,483	70,450	34,114	
Total Operating Revenue	\$ 814,328	\$ 961,143	\$1,026,342	\$ 863,469	\$1,096,894	\$ 532,459	\$ 973,450	\$ 587,708	
Operating Expenditures:									
Code Enforcement*	239,550	255,437	276,269	282,706	282,065	141,387	-	-	
Planning**	747,322	793,082	822,696	680,926	676,832	333,687	-	-	
Current Planning	-	-	-	-	-	-	564,014	432,741	
Advanced Planning	-	-	-	-	-	-	353,272	73,127	
Building	888,501	808,503	535,815	848,485	817,591	474,863	808,999	255,795	
Total Operating Expenditures	\$1,875,373	\$1,857,022	\$1,634,780	\$1,812,117	\$1,776,488	\$ 949,937	\$ 1,726,285	\$ 761,663	
General Fund Investment Amount	\$1,061,045	\$ 895,879	\$ 608,438	\$ 948,648	\$ 679,594	\$ 417,478	\$ 752,835	\$ 173,955	
Recovery Ratio	43%	52%	63%	48%	62%	56%	56%	77%	
Average General Fund Investment (2010 - 2014)							\$	838,721	53%

* Effective January 2015, Code Enforcement is accounted for under the Police Department.

** Prior to 2015, Current and Advanced Planning were combined under Planning.

As stated during the 2015/2016 Biennial Budget process, in 2015 the Community and Economic Development Department will undertake a coordinated effort to review the manner in which development services are provided. The focus is to improve processes and services to customers and identify areas for continuous improvement, including, turnaround times, predictability of plan reviews, consistency of inspections and overall client service and satisfaction. It will also include a review of fees and charges, program recovery ratios and resource needs. The goal is to have a streamlined, coordinated and predictable development service program that provides efficient review of project applications in a manner that meets the definition of success for both the City and prospective applicants. Work is currently underway on this project.

Parks, Recreation & Community Services

The following provides historical annual and 2015 annual estimate and YTD June 2015 recovery ratio and General Fund investment by program, excluding human services.

Included in the revenues is the parks sales tax which is allocated to the various parks programs/functions based on prorated share of expenditures. The growth in parks sales tax has helped reduce the general fund investment amount.

YTD June 2015 direct program expenditures total \$869K and revenues total \$390K, resulting in a General Fund investment of \$478K or a recovery ratio of 45%. Including indirect administration costs of \$98K, expenditures total \$967K and proportionate share of parks sales tax revenue of \$25K, revenues total \$416K, resulting in a General Fund investment is \$551K or recovery ratio of 43%.

The total 2015 estimated annual General Fund investment is \$1,106K which equates to 40%. The YTD June 2015 General Fund investment of \$551K accounts for 50% of the estimated annual amount.

Parks Sales Tax	
Year	Revenue
2007	\$ 493,360
2008	\$ 461,411
2009	\$ 363,218
2010	\$ 437,146
2011	\$ 403,822
2012	\$ 412,204
2013	\$ 458,373
2014	\$ 481,690
2015 Annual Budget	\$ 472,000
2015 YTD June	\$ 247,749

Parks, Recreation & Community Services							
Program	2010	2011	2012	2013	2014	2015	
	Annual	Annual	Annual	Annual	Annual	Budget	Actual YTD Jun
Recreation:							
Revenues	\$ 149,683	\$ 138,276	\$ 160,531	\$ 195,853	\$ 163,108	\$ 173,804	\$ 77,943
Expenditures	\$ 316,386	\$ 355,653	\$ 381,941	\$ 346,398	\$ 301,182	\$ 388,320	\$ 140,394
General Fund Investment	\$ 166,703	\$ 217,378	\$ 221,411	\$ 150,545	\$ 138,074	\$ 214,516	\$ 62,451
Recovery Ratio	47%	39%	42%	57%	54%	45%	56%
Senior Services:							
Revenues	\$ 139,135	\$ 143,313	\$ 116,654	\$ 118,303	\$ 126,681	\$ 131,341	\$ 70,782
Expenditures	\$ 201,264	\$ 226,560	\$ 189,836	\$ 200,651	\$ 207,557	\$ 204,690	\$ 101,523
General Fund Investment	\$ 62,129	\$ 83,248	\$ 73,182	\$ 82,348	\$ 80,876	\$ 73,349	\$ 30,741
Recovery Ratio	69%	63%	61%	59%	61%	64%	70%
Parks Facilities:							
Revenues	\$ 167,328	\$ 151,710	\$ 171,277	\$ 185,071	\$ 206,682	\$ 180,113	\$ 147,518
Expenditures	\$ 439,314	\$ 457,365	\$ 489,109	\$ 459,913	\$ 481,251	\$ 571,020	\$ 432,165
General Fund Investment	\$ 271,986	\$ 305,655	\$ 317,832	\$ 274,843	\$ 274,569	\$ 390,907	\$ 284,647
Recovery Ratio	38%	33%	35%	40%	43%	32%	34%
Fort Steilacoom:							
Revenues	\$ 379,117	\$ 310,000	\$ 216,384	\$ 230,243	\$ 252,159	\$ 188,856	\$ 94,194
Expenditures	\$ 391,342	\$ 410,815	\$ 449,884	\$ 417,950	\$ 443,644	\$ 452,300	\$ 194,688
General Fund Investment	\$ 12,226	\$ 100,815	\$ 233,500	\$ 187,706	\$ 191,485	\$ 263,444	\$ 100,494
Recovery Ratio	97%	75%	48%	55%	57%	42%	48%
Subtotal Direct Cost:							
Revenues	\$ 835,262	\$ 743,299	\$ 664,846	\$ 729,470	\$ 748,630	\$ 674,114	\$ 390,436
Expenditures	\$ 1,348,306	\$ 1,450,394	\$ 1,510,770	\$ 1,424,912	\$ 1,433,634	\$ 1,616,330	\$ 868,770
General Fund Investment	\$ 513,044	\$ 707,095	\$ 845,925	\$ 695,442	\$ 685,004	\$ 942,216	\$ 478,334
Recovery Ratio	62%	51%	44%	51%	52%	42%	45%
Administration (Indirect Cost):							
Revenues	\$ 57,781	\$ 49,842	\$ 50,104	\$ 55,618	\$ 59,276	\$ 57,386	\$ 25,172
Expenditures	\$ 205,359	\$ 204,221	\$ 209,047	\$ 196,770	\$ 201,177	\$ 221,380	\$ 98,254
General Fund Subsidy	\$ 147,579	\$ 154,379	\$ 158,943	\$ 141,152	\$ 141,901	\$ 163,994	\$ 73,082
Recovery Ratio	28%	24%	24%	28%	29%	26%	26%
Total Direct & Indirect Cost:							
Revenues	\$ 893,043	\$ 793,141	\$ 714,950	\$ 785,087	\$ 807,906	\$ 731,500	\$ 415,608
Expenditures	\$ 1,553,665	\$ 1,654,615	\$ 1,719,818	\$ 1,621,682	\$ 1,634,811	\$ 1,837,710	\$ 967,024
General Fund Investment	\$ 660,623	\$ 861,475	\$ 1,004,868	\$ 836,595	\$ 826,905	\$ 1,106,210	\$ 551,416
Recovery Ratio	57%	48%	42%	48%	49%	40%	43%

Note - Revenues includes Parks Sales Tax which is prorated based on share of total expenditures.

Revenues for Administration (Indirect Cost) is the program's prorated share of Parks Sales Tax.

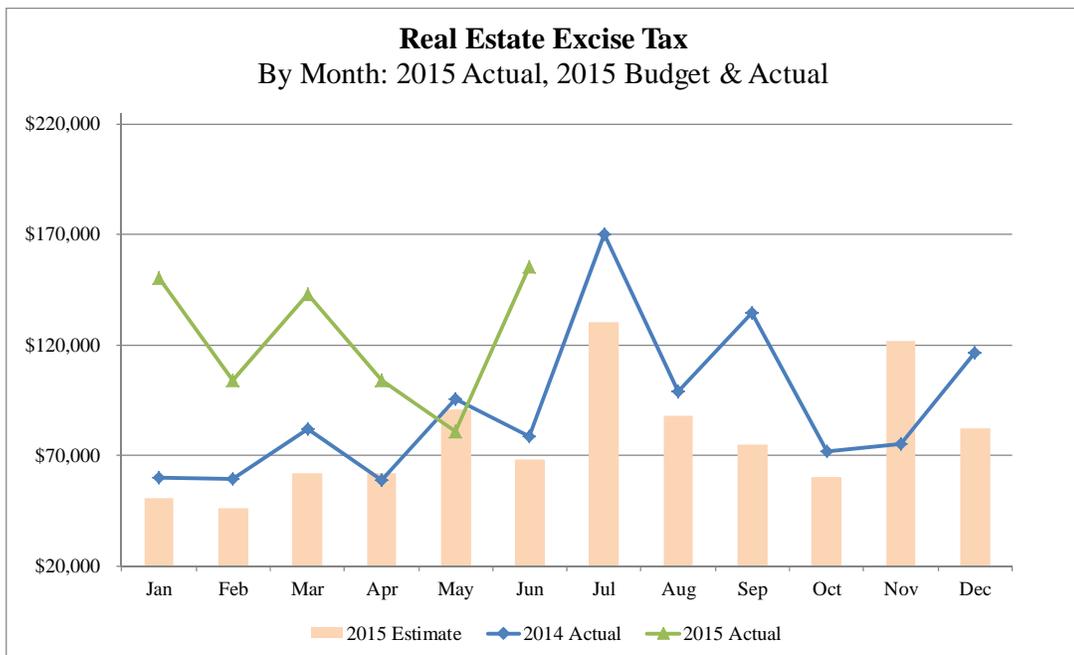
Also, as stated during the 2015/2016 budget process, the Parks, Recreation and Community Service Department regularly review its fee structure for classes, programs and facility use using the cost recovery model included in the Legacy Plan. The department will be reviewing the fee structure at the class and program level and develop a cost recovery policy that meets our community's needs. The adoption of a pricing philosophy is crucial to ensure program affordability for the community while maintaining sustainable financing for the department. The above table will be modified once the new fee and accounting structure is in place which will allow us the opportunity to report recovery ratio and general fund investment by class, program and facility.

Fund 102 Real Estate Excise Tax

All sales of real estate are taxed at 1.78%, of which 1.28% goes towards state funding of K-12 education and public works assistance and the City receives 0.5% for capital purposes. The Pierce County Treasurer collects the real estate excise tax and remits to the City on a monthly basis. The tax is the obligation of the seller and due and payable immediately at the time of the sale. Real estate excise tax revenue is accounted for in City’s Street Capital Fund.

YTD June 2015 real estate excise tax collections total \$737K which is above YTD June 2014 collections by \$304K or 70% and also exceeds the YTD estimate by \$358K or 94%.

Real Estate Excise Tax									
Month	2013 Actual	2014 Actual	2015		Favorable/(Unfavorable)				
			Budget	Actual	2015 Actual vs 2014 Actual		2015 Actual vs Budget		
					\$	%	\$	%	
Jan	\$ 45,863	\$ 59,732	\$ 50,416	\$ 150,378	\$ 90,646	151.8%	\$ 99,962	198.3%	
Feb	45,991	59,358	46,120	104,218	44,860	75.6%	58,098	126.0%	
Mar	87,136	81,800	62,047	142,792	60,992	74.6%	80,745	130.1%	
Apr	108,131	58,690	62,121	103,885	45,195	77.0%	41,763	67.2%	
May	65,367	95,468	90,776	80,723	(14,745)	-15.4%	(10,054)	-11.1%	
Jun	51,837	78,310	67,899	155,472	77,162	98.5%	87,574	129.0%	
Jul	201,276	169,840	130,017	-	-	-	-	-	
Aug	87,380	98,834	88,123	-	-	-	-	-	
Sep	44,527	134,671	74,828	-	-	-	-	-	
Oct	66,908	71,814	60,334	-	-	-	-	-	
Nov	300,388	75,133	121,995	-	-	-	-	-	
Dec	46,492	116,650	82,325	-	-	-	-	-	
Total YTD	\$ 404,326	\$ 433,358	\$ 379,379	\$ 737,468	\$ 304,110	70.2%	\$ 358,089	94.4%	
Annual Total	\$ 1,151,297	\$ 1,100,300	\$ 937,000						
Ave Change (2010 - 2014):		14.8%							



The following tables summarizes by month, the number taxable and exempt real estate transactions, and lists major transactions (sales price of \$1M and greater).

Transactions that are exempt include: property acquired by gift, inheritance, and other transfers which do not represent market transactions at “arm’s length”, such as transfers to a corporation or partnership owned by the transferor or his/her own family members; transfers to lien holders when such transfers are in lieu of foreclosure; real property acquired from a governmental entity; business transfers in which no gain or loss occurs; trade in credit; and standing timber, if the income from the timber sale is subject to B&O tax.

Month	Transaction Type			Major Transactions - 2015		
	Exempt	Taxable	Total	Description	Sales Price	Net Tax
Jan	49	55	104	Single Family Residence Auto Wrecking 2520 112th St South Lakewood Towne Center - Various Lakewood Towne Center - Various	\$1,000,000 \$1,500,000 \$11,770,000 \$5,750,000	\$4,950 \$7,425 \$58,850 \$28,462
Feb	51	48	99	Single Family Residence Eagles Lair Apts 12710 56th Ave Ct SW Lakewood Business Park 10029 South Tacoma Way	\$1,450,000 \$2,100,000 \$9,900,000	\$7,178 \$10,395 \$49,005
Mar	51	80	131	Single Family Residence Lakewood Orthopaedic Surgeons 7308 Bridgeport Way W	\$1,275,000 \$13,750,000	\$6,311 \$68,063
Apr	59	86	145	Single Family Residence Gas Station Mini Mart 10006 South Tacoma Way	\$1,575,000 \$1,900,000	\$7,796 \$9,405
May	61	74	135	Duplex Condo 8327 Phillips Road SW	\$1,200,000	\$5,940
Jun	51	98	149	Alpine Estates 6622 146th St SW Apartment Complex 7715 Douglas St SW Apartment Complex 4702 to 4731 124th St SW Single Family Residence Waverly Manor Apts 5469 Steilacoom Blvd SW	\$1,130,000 \$1,438,000 \$1,450,000 \$1,755,000 \$3,100,000	\$5,594 \$7,118 \$7,118 \$8,687 \$15,345
Total YTD	322	441	763		\$62,043,000	\$307,641

Month	Transaction Type			Major Transactions - 2014		
	Exempt	Taxable	Total	Description	Sales Price	Net Tax
Jan	59	34	93	Single Family Residence Storage Warehouse 8601 38th Ave SW Storage Warehouse 9805 32nd Ave S	\$1,200,000 \$1,325,000 \$3,000,000	\$5,940 \$6,559 \$14,850
Feb	56	53	109	Single Family Residence Multi-Family Unit 12018 to 12020 47th Ave SW	\$1,140,000 \$2,084,800	\$5,643 \$10,320
Mar	55	59	114	Custer Square Retail 7402 to 7406 Custer Road SW Multi-Family Unit 12506 - 12510 98th Ave Ct SW Lakewood Center Motor Inn	\$1,100,000 \$2,835,000 \$3,700,000	\$5,445 \$14,033 \$18,315
Apr	54	60	114	n/a	n/a	n/a
May	61	67	128	Titus-Will Land 11445 Pacific Highway South Cherry Tree Apts 3422 South 86th St	\$1,150,000 \$5,124,000	\$5,693 \$25,364
Jun	55	65	120	n/a	n/a	n/a
Jul	59	73	132	South Tacoma Business Park Bldg #1 8815 So Tacoma Way General Warehousing Storage 11101 So Tacoma Way	\$1,200,000 \$17,500,000	\$5,940 \$86,625
Aug	69	73	142	Duplex Condo 8327 Phillips Road SW Pineridge Apts 5612 Boston Av SW General Warehousing Storage 9818 Sales Rd S Commercial Multi Unit Fast Food 15310 Union Ave SW	\$1,000,000 \$1,030,000 \$1,295,000 \$2,465,000	\$4,950 \$5,099 \$6,410 \$12,202
Sep	69	84	153	Washington Terrace Apts 7920 Washington Blvd SW General Warehousing Storage 10901 So Tacoma Way Lakewood Village/Towne Centre Apts 10240 Bridgeport Way	\$1,075,000 \$3,795,000 \$4,665,100	\$5,321 \$18,785 \$23,092
Oct	65	64	129	n/a	n/a	n/a
Nov	56	52	108	Tacoma RV Center 8909 South Tacoma Way Northwest Trailer Court 5108 San Francisco Ave SW	\$1,800,000 \$2,750,000	\$8,910 \$13,613
Dec	63	69	132	Single Family Home Lakewood Corp Center Building C 10801 South Tacoma Way Print NW 9914 32nd Ave South USA Discounters 6000 Main St SW	\$1,050,000 \$2,515,000 \$4,400,000 \$4,650,000	\$5,198 \$12,449 \$21,780 \$23,018
Total YTD	170	146	316		\$22,658,800	\$112,162
Total Annual	721	753	1,474		\$73,848,900	\$365,554

Fund 103 Transportation Benefit District

On August 6, 2012, the Lakewood City Council adopted Ordinance #550, creating a transportation benefit district (TBD) in the City of Lakewood, referred to as the Lakewood TBD. The TBD is a quasi-municipal corporation and independent taxing district created for the sole purpose of acquiring, constructing, improving, providing and funding transportation improvement within the city limits of Lakewood. It has the authority to impose certain taxes and fees, either through the vote of the people of board action, for transportation purposes. The TBD is governed by the members of the Lakewood City Council as the District’s Board of Directors and the Mayor services as Chair of the Board.

\$20 Vehicle License Fee	
Month	Revenue
January	\$ -
February	-
March	475
April	10,375
May	49,381
June	58,311
Total YTD	\$ 118,542
Annual Budget	\$ 572,000
% Collected	20.7%

On September 15, 2014, the Lakewood TBD adopted Ordinance #TBD-01, authorizing an annual \$20 vehicle licensing fee (VLF) for the TBD. The TBD Board found this fee is the best way to preserve, maintain, operate, construct, or reconstruct the transportation infrastructure of the City of Lakewood and fund transportation improvements within the District that are consistent with existing state, regional or local transportation plans necessitated by existing or reasonably foreseeable congestion levels.

The VLF is expected to generate \$4.08 million between 2015 and 2020. The funding, coupled with existing City revenue totaling \$5.06M, will finance the pavement and transportation projects totaling \$9.14M in improvements between 2015 and 2020.

\$20 Vehicle License Fee	
Applies To	Exempt
• Auto stage, six seats or less	• Campers, as defined in RCW 46.04.085
• Commercial trailer	• Farm tractors or farm vehicles, as defined in RCW 46.04.180 and 46.04.181
• For hire vehicle, six seats or less	• Mopeds, as defined in RCW 46.04.304
• Mobile home (if registered)	• Off-road and non-highway vehicles, as defined in RCW 46.04.365
• Motor home	• Private use single-axel trailer, as defined in RCW 46.04.422
• Motorcycle	• Snowmobiles, as defined in RCW 46.04.546
• Passenger car	• Vehicles registered under chapter 46.87 RCW and the international registration plan.
• Sport utility vehicle	
• Tow truck	
• Trailer, over 2000 pounds (but if private use single axel, it’s exempt)	
• Travel trailer	
• Each vehicle subject to grow weight license fees with a scale weight of six thousand pounds or less	

The fees are collected by the Washington State Department of Licensing. The fees are effective for tabs due April 1, 2015.

The projects funded by the VLF and their cost are totaling \$9.14M are as follows:

Project	Cost
Lakewood Drive - 100 th Street to Steilacoom Blvd	\$ 900,000
Lakewood Drive – Flett Creek to North City Limits	\$1,115,000
Main Street – Gravelly Lake Drive to 108 th Street	\$ 331,000
59 th Avenue – Main Street to 100 th Street	\$ 496,000
59 th Avenue – 100 th Street to Bridgeport Way	\$ 276,000
108 th Street – Bridgeport Way to Pacific Highway	\$ 661,000
108 th Street – Main Street to Bridgeport Way	\$ 743,000
Custer Road – Steilacoom Blvd to John Dower Road	\$ 540,000
88 th Street – Steilacoom Blvd to Custer Road	\$ 300,000
100 th Street – 59 th Avenue to Lakeview Avenue	\$1,115,000
Chip Seal Program – Local Access Roads	\$ 495,000
New LED Street Lights	\$ 975,000
Signal Projects, Neighborhood Safety Projects, Minor Capital & Engineering Services	\$ 932,000
Complete Existing Projects:	\$ 221,000
Steilacoom Blvd – Lakewood to West of South Tacoma Way	
Pacific Highway – 108 th Street to State Route 512	
100 th Street – Lakeview Avenue to South Tacoma Way	
Total	\$9,140,000

Fund 104 Hotel/Motel Lodging Tax

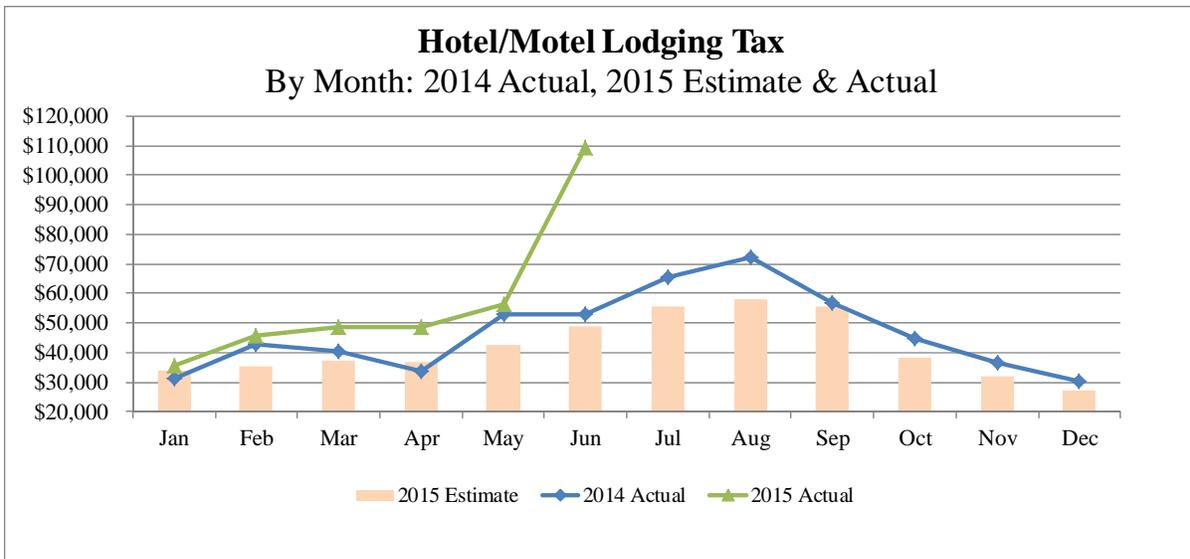
There is an excise tax of 7% on the sale of or charge made for the furnishing of lodging by a hotel, rooming house, tourist court, motel, trailer camp and the granting of similar license to use real property. The hotel/motel taxes generated from the rental of rooms are restricted to be used for the promotion of tourism in the City.

The City’s Lodging Tax Advisory Committee makes recommendations to the City Council in regards to how the taxes are to be used.

YTD June 2015 hotel/motel lodging tax collections total \$344K which exceeds YTD 2014 collections by \$90K or 36% and exceeds the YTD estimate of \$233K by \$110K or 47%. The increase in June is split roughly half for back taxes from a hotel/motel and an increase in lodging activity due to the US Open.

Hotel/Motel Lodging Tax								
Month	2013 Actual	2014 Actual	2015		Favorable/(Unfavorable)			
			Budget	Actual	2015 Actual vs 2014 Actual		2015 Actual vs Budget	
					\$	%	\$	%
Jan	\$ 48,326	\$ 31,153	\$ 33,981	\$ 35,671	\$ 4,518	14.5%	\$ 1,690	5.0%
Feb	35,165	42,805	35,092	45,792	2,987	7.0%	10,700	30.5%
Mar	41,686	40,341	37,207	48,524	8,183	20.3%	11,317	30.4%
Apr	38,482	33,783	36,776	48,718	14,935	44.2%	11,942	32.5%
May	46,329	53,110	42,330	56,175	3,065	5.8%	13,845	32.7%
Jun	53,637	52,662	48,573	109,366	56,704	107.7%	60,793	125.2%
Jul	60,837	65,383	55,435	-	-	-	-	-
Aug	62,050	72,132	57,767	-	-	-	-	-
Sep	48,131	56,875	55,761	-	-	-	-	-
Oct	36,863	44,934	37,999	-	-	-	-	-
Nov	31,695	36,615	31,787	-	-	-	-	-
Dec	33,808	30,074	27,293	-	-	-	-	-
Total YTD	\$ 263,626	\$ 253,854	\$ 233,958	\$ 344,246	\$ 90,392	35.6%	\$ 110,288	47.1%
Annual Total	\$ 537,010	\$ 559,867	\$ 500,000					

Ave Change (2010 - 2014): 0.0%



The following table provides details of the hotel/motel lodging tax allocations for 2015.

Hotel/Motel Lodging Tax Summary	Annual Budget	YTD Actual
4% Revenue:		
Special Hotel/Motel Tax (2%)	\$ 142,857	\$ 98,356
Transient Rental Income (2%)	142,857	98,355
Subtotal	285,714	196,711
3% Revenue:		
Special Hotel/Motel Tax (3%)	214,286	147,534
Subtotal	214,286	147,534
Interest	-	824
		-
Total Revenue	500,000	345,069
4% Expenditure:		
Asia Pacific Cultural Center	2,500	-
Historic Fort Steilacoom Association	6,500	-
Lakewold Gardens	40,000	15,788
Lakewood Chamber of Commerce	78,500	42,859
City of Lakewood Economic Development – Re-Printing of Two Brochures	4,500	4,480
City of Lakewood Economic Development - Have You Seen Lakewood Lately?	10,000	-
Lakewood Historical Society & Museum	28,000	17,122
City of Lakewood PRCS - Farmers Market	10,000	3,079
City of Lakewood PRCS - SummerFEST 2015 & Triathlon	18,000	1,037
Lakewood Playhouse	22,000	9,786
Lakewood Sister Cities Association	10,000	9,076
Tacoma Regional Convention + Visitor Bureau	40,000	40,000
Tacoma South Sound Sports Commission	40,000	22,233
Subtotal	310,000	165,461
3% Expenditure:		
Lakewood Historical Society & Museum	5,000	-
City of Lakewood PRCS - Bridgeport Way SW Gateway Improvement Project	10,000	10,000
City of Lakewood PRCS - Waughop Lake Trail Improvement Project	25,000	-
CPTC McGavick Center Payment #9 of 20	101,850	-
Subtotal	141,850	10,000
		-
Total Expenditures	\$ 451,850	\$ 175,461
Beginning Balance - Total	\$ 1,028,557	\$ 1,028,557
From 4%	\$ 361,981	\$ 361,981
From 3%	\$ 666,576	\$ 666,576
Ending Fund Balance - Total	\$ 1,076,707	\$ 1,198,165
From 4%	\$ 337,695	\$ 394,055
From 3% (Restricted)	\$ 739,012	\$ 804,110

Fund 190 Community Development Block Grant (and other grants)

The purpose of this fund is to account primarily for the Community Development Block Grants (CDBG) and two non-CDBG grants, a domestic violence and Nisqually Tribe grant for emergency assistance for displaced residents. The following table provides a financial summary of the various CDBG and other grants. The ending fund balance of \$39,715 is comprised of \$21,744 CDBG revolving loans and \$17,971 Nisqually grant.

Fund 190 Grants Summary	Year-to-Date June 30, 2015			
	Beginning Balance	Revenue	Expenditure	Ending Balance
CDBG	\$ 11,536	\$ 213,588	\$ 203,379	\$ 21,744
HOME	-	191,646	191,646	-
Nisqually Tribe Grant	10,845	16,250	9,124	17,971
Total	\$ 22,381	\$ 421,484	\$ 404,149	\$ 39,715

Fund 190 Grants	Year-to-Date June 30, 2015			
	Beginning Balance	Revenue	Expenditure	Ending Balance
CDBG	\$ 11,536	\$ 213,588	\$ 203,379	\$ 21,744
Administration	-	34,670	34,670	-
Administration	-	34,670	34,670	-
Public Service	-	2,619	2,619	-
PC Coalition for Developmental Disabilities	-	25	25	-
South Sound Outreach Services	-	149	149	-
YMCA - Childcare Scholarship Program	-	982	982	-
Services for Homeless Families - LASA	-	1,464	1,464	-
Physical Improvements	-	56,609	56,609	-
LASA Client Services	-	54,845	54,845	-
San Francisco Street Improvements	-	1,765	1,765	-
Housing Programs	11,536	119,689	109,481	21,744
Fennell, P.	-	74	74	-
Stanley, G.	-	74	74	-
Smith-Fromm, T.	-	238	238	-
Houk, A.	-	3,569	3,569	-
Johnson, M.	-	4,798	4,798	-
Berry, N.	-	25,326	25,326	-
Paschal, T.	-	11	11	-
Major Staff	-	18,603	18,603	-
Taylor, J.	-	10,586	10,587	-
Paint Lakewood Beautiful	-	10,332	10,332	-
Emergency Assist Displaced Res	-	3,407	3,407	-
Village Square Apartments	-	292	292	-
CDBG - Revolving Loans - Major/Administration	409	38,622	31,443	7,588
CDBG - Revolving Loans - DPA	4,006	210	-	4,216
CDBG - Revolving Loan - Econ Dev - 5 Star	6,911	3,106	727	9,290
CDBG - Revolving Loan - Econ Dev - 5 Star Interest	210	440	-	650
HOME	\$ -	\$ 191,646	\$ 191,646	\$ -
Administration	-	1,727	1,727	-
Administration	-	1,727	1,727	-
Housing Rehabilitation	-	1,862	1,862	-
Zarins, N.	-	219	219	-
Paschal, T.	-	1,643	1,643	-
Affordable Housing	-	188,058	188,058	-
LASA - Prairie Oaks	-	13,851	13,851	-
Habitat - 8901 Commercial	-	5,867	5,867	-
Habitat - 15407 Grant Ave. S.W.	-	2,338	2,338	-
Habitat - 14814-14906 Portland	-	61,366	61,366	-
Habitat - 14610 W. Thorne Lane	-	665	665	-
Habitat - 14507 Woodlawn St.	-	-	-	-
Habitat - 14711 & 14715 W. Thorne Lane	-	103,971	103,971	-
NISQUALLY	\$ 10,845	\$ 16,250	\$ 9,124	\$ 17,971
Emergency Assist Displaced Residents	10,845	6,250	9,124	7,971
Emergency Assist Displaced Residents	10,845	6,250	9,124	7,971
Minor Home Repairs	-	10,000	-	10,000
Minor Home Repairs	-	10,000	-	10,000
Total	\$ 22,381	\$ 421,484	\$ 404,149	\$ 39,715

Fund 191 Neighborhood Stabilization Program

The purpose of this fund is to account for the revenues and expenditures associated with the Federal Neighborhood Stabilization Program. The NSP was established for the purpose of stabilizing communities that have suffered from foreclosures and abandonment. The NSP1 program provides funds to purchase and redevelop foreclosed and abandoned homes and residential properties. NSP3 program provides a third round of neighborhood stabilization grants to all states and select governments on a formula basis. NSP 3 program funds have all been utilized. The following table provides a financial summary of the NSP program.

Neighborhood Stabilization Program	Year-to-Date June 30, 2015			
	Beginning Balance	Revenue	Expenditure	Ending Balance
Neighborhood Stabilization Program 1	\$ 171,277	\$ -	\$ 827	\$ 170,450
Total	\$ 171,277	\$ -	\$ 827	\$ 170,450

Fund 192 Office of Economic Adjustment Federal Grant

The purpose of this fund is to account for the revenues and expenditures associated with the Federal Office of Economic Adjustment Grant Program, which provides grants to assist communities with the alleviation of socioeconomic effects that may result from military base closures and realignments. The following table provides a financial summary of the OEA/SSMCP programs.

Office of Economic Adjustment / South Sound Military Communities Partnership	Year-to-Date June 30, 2015			
	Beginning Balance	Revenue	Expenditure	Ending Balance
SSMCP	\$ 56,068	\$ 203,470	\$ 88,611	170,927
OEA 04 - Joint Base Lewis McChord Growth Plan	28,651	-	-	28,651
OEA 05 - Joint Land Use Study	-	87,077	87,077	-
Total	\$ 84,719	\$ 290,547	\$ 175,688	\$ 199,578

Fund 195 Public Safety Grants

The purpose of this fund is to account for the revenues and expenditures related to police department grants. The following table provides a financial summary of the public safety grants.

Public Safety Grants	Year-to-Date June 30, 2015			
	Beginning Balance	Revenue	Expenditure	Ending Balance
Washington Traffic Safety Commission (WTSC) Impaired Driving	-	1,630	1,630	-
Washington Traffic Safety Commission (WTSC) Seatbelt Emphasis	-	913	913	-
Target Zero Team	-	419	419	-
Emergency Management	-	17,952	17,952	-
Byrne Justice Assistance Grant (JAG) - Therapeutic Justice	-	8,894	8,894	-
Byrne Justice Assistance Grant (JAG) - Metal Theft	-	2,769	2,769	-
Bullet Proof Vest Program	-	-	-	-
USCG Safer Boating Grant	-	8,506	8,506	-
Nisqually Mental Health	216	25,000	10,896	14,320
WASPC Traffic Safety Equipment Grant (1)	-	11,950	13,073	(1,123)
STOP VAWA Police Grant	-	-	-	-
Total	\$ 216	\$ 78,033	\$ 65,053	\$ 13,196

(1) Timing - receipt of credit for return of Radar Laser Unit.

Fund 301 – Parks Capital CIP

Capital Projects - Parks	Beginning Project Balance		Sources		Uses		Ending Project Balance	
	Budget	Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Budget	Actual
Unallocated	(11,174)	-	330,000	30,000	-	-	318,826	30,000
Springbrook Park Expansion	21,450	-	201,450	4,000	10,000	-	212,900	4,000
Waughop Lake Trail	-	-	325,000	-	50,000	-	275,000	-
Gateway	-	-	108,729	108,729	108,729	121,695	-	(12,966)
Springbrook Park Demolition	-	-	30,000	-	30,000	-	-	-
Fort Steilacoom Barn Removal	-	-	100,000	-	100,000	-	-	-
Total	\$ 10,276	\$ -	\$ 1,095,179	\$ 142,729	\$ 298,729	\$ 121,695	\$ 806,726	\$ 21,034
Beginning Fund Balance, Jan 1 \$ 10,276								
Year-to-date Sources \$ 142,729								
Year-to-date Uses \$ 121,695								
Ending Fund Balance - June 30, 2015 \$ 31,310								

Fund 302 – Transportation CIP

Capital Projects - Transportation	Beginning Project Balance		Sources		Uses		Ending Project Balance	
	Budget	Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Budget	Actual
Personnel, Engineering & Professional Svcs	50,000	-	450,000	240,500	450,000	236,913	50,000	3,587
New LED Streetlights	-	-	120,000	45,000	120,000	1,535	-	43,465
Neighborhood Traffic Safety	-	-	25,000	10,000	25,000	50	-	9,950
Minor Capital	-	-	50,000	30,000	50,000	28,354	-	1,646
Chip Seal Program	-	-	300,000	60,000	300,000	59,717	-	283
96th St, 2-Way Left Turn & Signal Upgrade	-	-	46,647	46,647	-	68	46,647	46,579
Bridgeport Way - 83rd to 75th	(50,000)	-	3,784,747	2,995,039	3,734,747	2,554,617	-	440,422
Gravelly Lake Drive 100th to Bridgeport	-	-	1,893,969	34,515	1,893,969	32,652	-	1,863
So Tacoma Way SR512 to 96th	-	-	4,200,000	184,488	4,200,000	124,435	-	60,053
Madigan Access Improvements	-	-	5,253,401	293,582	5,135,351	176,310	118,050	117,272
Traffic Signal Upgrade Ph 4	-	-	703,000	635,074	703,000	691,106	-	(56,031)
Steilacoom Blvd Safety Project	-	-	2,351,667	16,685	2,351,667	16,900	-	(215)
Bridgeport Way - JBLM to I-5	-	-	3,750,000	28,569	3,750,000	33,461	-	(4,893)
So Tacoma Way Steilacoom Blvd to 88th	-	-	1,520,000	44,114	1,520,000	30,315	-	13,799
112th/111th Bridgeport Way to Kendrick	-	-	258,001	16,926	258,001	18,841	-	(1,915)
Bridgeport Overlay PachWay to 112th	-	-	400,000	88,667	400,000	16,867	-	71,800
Steilacoom Blvd - Lkwd Dr to So Tac Way	-	-	800,000	147,422	800,000	57,063	-	90,359
Main St Overlay - GLD to 108th	-	-	300,000	15,000	300,000	14,417	-	583
59th Ave/100th St to Bridgeport Way	-	-	250,000	15,000	250,000	13,163	-	1,837
108th St/Main St to Bridgeport Way	-	-	725,000	-	725,000	9,838	-	(9,838)
Lakewood Traffic Signal Upgrade Ph 5	-	-	520,000	100,000	520,000	19,769	-	80,231
Steilacoom Blvd - Farwest to Phillips	-	-	942,000	10,000	942,000	79	-	9,921
Safety Projects - Military Rd/112th	-	-	805,000	1,500	805,000	487	-	1,013
Safety Projects - Rdwy Safety @ 96th & 40th	-	-	842,500	19,150	842,500	79	-	19,071
Paths & Trails	-	-	10,045	2,486	-	-	10,045	2,486
San Francisco-Bridgeport to Addison	-	-	158,812	1,765	158,812	25,438	-	(23,673)
Custer/John Dower	-	-	95,636	92,636	95,636	80,350	-	12,286
Portland Ave Traffic Calming (Camp Murray Mitigation)	-	-	96,563	96,563	-	-	96,563	96,563
City-Wide Safety Improvements	-	-	8,190	3,190	8,190	7,172	-	(3,982)
100th & Lakewood Dr	-	-	69,824	69,824	20,000	334	49,824	69,490
LED Streetlight Retrofit	-	-	2,372,088	101,014	2,372,088	104,716	-	(3,702)
Safe Routes to Schools	-	-	-	11,815	-	-	-	11,815
Total	\$ -	\$ -	\$ 33,102,090	\$ 5,457,171	\$ 32,730,961	\$ 4,355,046	\$ 371,129	\$ 1,102,125
Beginning Fund Balance, Jan 1 \$ -								
Year-to-date Sources \$ 5,457,171								
Year-to-date Uses \$ 4,355,046								
Ending Fund Balance - June 30, 2015 \$ 1,102,125								

Fund 401 – Surface Water Management Operations & CIP

	Beginning Project Balance		Sources		Uses		Ending Project Balance	
	Budget	Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Budget	Actual
Capital Projects - Surface Water Management								
Operations	5,836,095	5,884,030	3,091,670	1,486,758	4,689,489	1,944,496	4,238,276	5,426,293
Outfall Water Quality Retrofits	47,935	47,935	143,803	124,734	191,738	166,313	-	6,356
Lower Clover Creek Fish Passage	113,638	113,638	-	-	113,638	909	-	112,729
Waughop Lake Management Plan	28,691	28,691	86,073	12,470	114,764	16,627	-	24,534
Permanent O&M Facility	526,948	526,948	-	389,170	526,948	376,849	-	539,269
Stormwater Source Control Study	-	-	-	-	-	5,000	-	(5,000)
Mountain View Outfall Water Quality	240,000	240,000	-	-	240,000	-	-	240,000
Stormwater Pipe Repair Project	12,000	12,000	-	-	12,000	-	-	12,000
Outfall Retrofit	15,000	15,000	-	-	15,000	-	-	15,000
Storm Drain Replacement BPW to Steilacoom	-	-	-	-	-	3,632	-	(3,632)
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total	\$ 6,820,307	\$ 6,868,242	\$ 3,321,546	\$ 2,013,133	\$ 5,903,577	\$ 2,513,824	\$ 4,238,276	\$ 6,367,550

Beginning Fund Balance, Jan 1	\$ 6,868,242
Year-to-date Sources	\$ 2,013,133
Year-to-date Uses	\$ 2,513,824
Ending Fund Balance - June 30, 2015	\$ 6,367,550

Debt Service

Under RCW 39.36.020(2), the public may vote to approve bond issues for general government in an amount not to exceed 2.5% of the value of all taxable property within the City. Within the 2.5% limit, the City Council may approve bond issues not to exceed 1.5% of the City’s assessed valuation. Prior to the passage of new legislation in 1994, the statutory limit on councilmanic (non-voted) debt for general government purposes was 0.75% of assessed valuation. Another 0.75% of councilmanic debt was available only for lease-purchase contracts (RCW 35.43.200). Now, these two components have been combined and can be used for any municipal purpose, including using the entire 1.5% for bonds. Therefore the City’s remaining debt capacity without voter approval is \$69.1M and an additional \$47.5M can be accessed with voter approval. The voter approved capacity is generally referred to as unlimited tax general obligation debt, which requires 60% voter approval and the election must have a voter turnout of at least 40% of those who voted in the last State general election. With this vote, the voter approves additional property tax be levied above and beyond the constitutional and statutory caps on property tax.

In addition to these general purpose debt capacity, RCW 39.36.030(4) also allow voter to approve park facilities and utility bond issues, each limited to 2.5% of the City’s assessed valuation. Therefore legally the City can issue up to a total of 7.5% of the City’s assessed valuation in bonds for \$354.0M. The tables below show the City’s available debt capacity and outstanding debt as of June 30, 2015.

Computation of Limitation of Indebtedness					
As of June 30, 2015					
Description	General Purpose		Excess Levy Open Space & (voted)	Excess Levy Utility Purposes (voted)	Total Debt Capacity
	Councilmanic (Limited GO)	Excess Levy (with a vote)			
AV = \$4,748,231,614 (A)					
1.50%	\$ 71,223,474	\$ (71,223,474)			\$ -
2.50%		\$ 118,705,790	\$ 118,705,790	\$ 118,705,790	\$ 356,117,371
Add: Cash on Hand for Redemption (B)	\$ -				\$ -
Less: Bonds Outstanding	\$ (2,110,000)	\$ -	\$ -	\$ -	\$ (2,110,000)
Remaining Debt Capacity	\$69,113,474	\$47,482,316	\$118,705,790	\$118,705,790	\$354,007,371
General Capacity (C)	\$116,595,790				

(A) Final 2014 Assessed Valuation
(B) Debt Service Prefunding (the City currently does not prefund debt service)
(C) Combined Total for Councilmanic and Excess Levy Capacities

Summary of Outstanding Debt As of June 30, 2015								
Description	Purpose	Issue Date	Final Maturity	Interest Rate %	Amount Issued	Outstanding Debt	Average Annual Payment	Funding Source
Limited Tax GO Bonds 2009 LTGO	Police Facility	3/31/2009	12/1/2028	3.0 - 5.0%	\$ 2,719,507	\$ 2,110,000	\$ 210,000	General Fund
LOCAL Financing	LED Streetlight Retrofit	3/24/2015	12/1/2027	2.33%	\$ 1,460,000	\$ 1,460,000	\$ 156,000	General Fund
					\$ 4,179,507	\$ 3,570,000	\$ 366,000	
PWTFL 04-691-PRE-132	American Lake Gardens/ Tillicum Sewer	7/7/2005	7/7/2024	1.00%	\$ 593,864	\$ 267,436	\$ 32,000	Assessments on all Lakewood Sewer Accounts
PWTFL 06-962-022	American Lake Gardens/ Tillicum Sewer	9/18/2006	9/18/2026	0.50%	\$ 5,000,000	\$ 3,239,303	\$ 305,000	Assessments on all Lakewood Sewer Accounts
PWTFL 08-951-025	American Lake Gardens/ Tillicum Sewer	3/1/2008	7/1/2028	0.50%	\$ 1,840,000	\$ 1,352,340	\$ 108,000	Assessments on all Lakewood Sewer Accounts
					\$ 7,433,864	\$ 4,859,079	\$ 445,000	
Combined Local Improve District (CLID) 1101/1103	Street Improvements	12/1/2006	12/1/2026	3.75 - 4.65%	\$ 2,824,704	\$ 1,115,000	\$ 156,000	Assessment on Eight Property Owners
Local Improvement District (LID) 1108	Street Improvements	1/1/2008	12/1/2027	4.22 - 5.3%	\$ 880,000	\$ 457,959	\$ 57,000	Assessment on Single Business
					\$ 3,704,704	\$ 1,572,959	\$ 213,000	
59th Avenue Promissory Note	Right-of-Way / Roadway in Lakewood	4/30/2005	4/30/2024	3.74%	\$ 1,071,000	\$ 632,713	\$ 77,000	General Fund
					\$ 1,071,000	\$ 632,713	\$ 77,000	
					\$ 16,389,075	\$ 10,634,751	\$ 1,101,000	

While the city has limited service requirements, there is one area that will deserve some attention in the coming years, compensated absences. Compensated absences are an unfunded liability comprised of all outstanding vacation pay and accrued compensatory time that is recorded as an expenditure when paid. This occurs when an employee uses vacation or compensatory time when an employee leaves the City. The calculation is made on an annual basis. As of December 31, 2014, this unfunded liability totals \$2.2M.

Legacy Cost December 31, 2014		
Group	FTE	Total Liability
Non Rep	33.00	\$ 305,990
AFSCME	92.93	615,618
LPMG	5.00	98,533
LPIG	93.00	1,192,564
Teamsters	5.00	16,421
Total	228.93	\$ 2,229,126

Cash & Investments

The City currently maintains a majority of its cash in its bank account to earn earnings credit which offsets banking service fees. A portion of the cash is also invested in securities purchased in-house. The portfolio yield is 0.85%, which is above both the average yield on the 6-month Treasury-Bill and Local Government Investment Pool (LGIP). As of the June 2015, the total cash in bank is \$13.5M and the invested balance is \$4.0M.

Investment Schedule June 30, 2015						
Type	Settlement Date	Interest Payments	Par Amount	Investment Cost	Maturity Date	Yield to Maturity
Agency - Federal National Mortgage Association	8/20/2013	\$ 17,500	\$ 1,000,000	\$ 987,129	11/28/2016	0.99%
Agency - Federal Farm Credit Bank	7/30/2013	\$ 19,657	\$ 1,000,000	\$ 993,374	2/21/2017	0.76%
Certificate of Deposit - Columbia Bank *	8/19/2014	\$ 1,471	\$ 2,101,541	\$ 2,000,000	8/18/2015	0.57%
In-House Investments Average Maturity (in # of days) & Yield					292	0.85%
Average Yield of 6 Month Treasury Bill						0.09%
Local Government Investment Pool (in # of days)				\$ -	1	0.17%
Average Portfolio Maturity & Yield					292	0.85%
Total Investments		\$ 38,629	\$ 4,101,541	\$ 3,980,503		

*The Columbia Bank CD is a 12-month CD that has been reinvested since purchased and has accrued compound interest. The interest rate has fluctuated over the life of the investment and the yield is the average over the life of the instrument.

By Fund Summary

The following table provides a summary of each fund's activity as of June 30, 2015.

Fund #/Fund Name	Beginning Fund Balance 1/1/2015	2015 YTD June		Revenue Over/(Under) Expenditures	Ending Fund Balance 6/30/2015	Cash & Invest Balance 6/30/2015
		Revenues *	Expenditures **			
Total All Funds	\$ 21,059,960	\$ 32,731,066	\$ 31,139,291	\$ 1,591,775	\$ 22,651,743	\$ 17,434,540
001 General Fund	\$ 4,532,693	\$ 18,381,755	\$ 16,990,160	\$ 1,391,595	\$ 5,924,288	\$ 3,505,197
1XX Special Revenue Funds	\$ 3,272,942	\$ 3,298,063	\$ 3,826,095	\$ (528,032)	\$ 2,744,910	\$ 1,933,842
101 Street Operations & Maintenance	(0)	1,162,100	1,162,100	0	0	(112,854)
102 Real Estate Excise Tax	1,118,529	739,719	1,629,032	(889,313)	229,216	(181,288)
103 Transportation Benefit District	-	118,543	32,500	86,043	86,043	86,043
104 Hotel/Motel Lodging Tax	1,028,557	345,069	175,462	169,607	1,198,164	1,032,683
105 Property Abatement	261,771	2,525	49,263	(46,738)	215,033	192,711
106 Public Art	25,388	5,000	-	5,000	30,388	30,389
180 Narcotics Seizure	483,272	94,246	95,536	(1,289)	481,982	516,262
181 Felony Seizure	5,044	-	5,043	(5,043)	0	-
182 Federal Seizure	71,787	40,797	31,445	9,352	81,139	81,139
190 Grants	22,381	421,484	404,147	17,337	39,718	(30,690)
191 Neighborhood Stabilization Program	171,277	-	827	(827)	170,451	170,457
192 Office of Economic Adjustment Grant	84,719	290,547	175,688	114,859	199,578	166,099
195 Public Safety Grants	216	78,033	65,053	12,980	13,197	(17,108)
2XX Debt Service Fund	\$ 1,043,703	\$ 390,234	\$ 502,410	\$ (112,176)	\$ 931,526	\$ 931,526
201 General Obligation Bond Debt Service	-	48,591	48,591	(0)	(0)	-
202 Local Improvement District Debt Service	1,051	0	-	0	1,051	1,051
204 Sewer Project Debt Service	650,854	340,819	453,819	(113,000)	537,854	537,853
251 Local Improvement District Guaranty	391,798	824	-	824	392,622	392,622
3XX Capital Project Funds	\$ 800,249	\$ 5,717,717	\$ 4,520,148	\$ 1,197,570	\$ 1,997,818	\$ 35,672
301 General Government CIP	10,277	142,729	121,695	21,034	31,310	31,458
302 Transportation CIP	-	5,457,170	4,355,046	1,102,124	1,102,124	(865,259)
311 Sewer Project CIP	106,070	-	33,548	(33,548)	72,522	75,219
312 Sanitary Sewer Connection	683,903	117,818	9,858	107,960	791,862	794,254
4XX Enterprise Funds	\$ 6,868,242	\$ 2,013,133	\$ 2,513,821	\$ (500,688)	\$ 6,367,556	\$ 6,251,430
401 Surface Water Management	6,868,242	2,013,133	2,513,821	(500,688)	6,367,556	6,251,430
5XX Internal Service Funds	\$ 4,542,131	\$ 2,930,165	\$ 2,786,658	\$ 143,507	\$ 4,685,644	\$ 4,714,055
501 Vehicle & Equipment Replacement	4,095,975	861,443	717,932	143,511	4,239,489	4,239,615
502 City Hall Facility Services	446,156	292,354	292,354	0	446,158	451,290
503 Information Technology	-	721,078	721,082	(4)	(2)	23,150
504 Risk Management	-	1,055,290	1,055,290	(0)	(0)	-
6XX Agency Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,819
634 Municipal Court	-	-	-	-	-	60,124
635 Section 125	-	-	-	-	-	2,694

* Revenues includes all sources, ongoing and one-time.

** Expenditures includes all uses, ongoing and one-time.

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
(001) GENERAL FUND						
<i>REVENUES:</i>						
Taxes	\$24,731,848	\$25,056,768	\$12,791,342	\$25,202,000	\$25,215,500	\$13,132,569
Property Tax	6,295,819	6,468,617	3,489,535	6,465,000	6,565,600	3,555,098
Local Sales & Use Tax	8,140,449	8,272,877	4,053,455	8,282,000	8,417,700	4,151,629
Sales/Parks	458,373	481,690	237,271	472,000	490,100	247,749
Brokered Natural Gas Use Tax	30,120	79,394	12,450	30,000	30,000	15,873
Criminal Justice Sales Tax	824,003	863,463	415,252	838,000	880,700	440,771
Admissions Tax	641,151	654,011	323,935	650,000	667,100	340,318
Utility Tax	5,899,854	5,747,855	3,030,934	5,987,000	5,642,000	2,947,476
Leasehold Tax	8,027	6,457	3,556	8,000	15,000	15,490
Gambling Tax	2,434,051	2,482,403	1,224,953	2,470,000	2,507,300	1,418,165
Franchise Fees	3,157,630	3,382,845	1,634,692	3,206,000	3,408,000	1,710,095
Cable, Water, Sewer, Solid Waste	2,342,256	2,524,420	1,205,480	2,379,000	2,549,600	1,282,991
Tacoma Power	815,374	858,425	429,212	827,000	858,400	427,104
Development Service Fees	863,469	1,096,893	532,460	973,450	1,218,150	587,709
Building Permits	379,184	443,123	203,438	423,000	550,000	265,956
Other Building Permit Fees	118,595	100,147	47,315	105,000	123,400	46,383
Plan Review/Plan Check Fees	317,008	466,631	226,223	375,000	470,000	241,255
Other Zoning/Development Fees	48,682	86,993	55,483	70,450	74,750	34,114
Licenses & Permits	468,159	447,376	317,101	454,800	502,800	292,965
Business License	279,070	270,375	209,518	260,000	328,000	183,876
Alarm Permits & Fees	157,742	135,883	71,356	159,000	134,000	73,307
Animal Licenses	31,346	41,118	36,227	35,800	40,800	35,782
State Shared Revenues	1,044,464	1,146,708	561,844	1,103,600	1,126,200	539,576
Sales Tax Mitigation	48,029	48,556	24,603	49,000	72,800	24,794
Criminal Justice	131,854	147,169	71,903	135,300	144,400	60,847
Criminal Justice High Crime	263,208	332,925	163,700	298,100	236,700	135,081
Liquor Excise Tax	77,675	99,953	42,359	111,100	161,100	63,128
Liquor Board Profits	523,698	518,105	259,278	510,100	511,200	255,726
Intergovernmental	360,563	353,747	120,746	417,224	417,224	97,544
Police FBI & Other Misc	36,912	37,607	3,432	21,752	21,752	-
Police-Animal Svcs-Steilacoom	11,642	10,586	1,713	13,000	13,000	657
Police-Animal Svcs-Dupont	26,868	20,554	6,851	27,000	27,000	6,989
Muni Court-University Place Contract	227,640	225,000	56,250	171,002	171,002	42,646
Muni Court-Town of Steilacoom Contract	7,500	10,000	2,500	99,349	99,349	24,782
Muni Court-City of Dupont	-	-	-	85,121	85,121	22,261
Parks & Recreation	50,000	50,000	50,000	-	-	-

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
(001) GENERAL FUND-continued						
Charges for Services & Fees	1,045,767	1,003,355	432,769	939,500	939,500	464,970
Parks & Recreation Fees	234,548	234,414	119,979	257,500	257,500	124,086
Court Transport-University Place	13,915	11,220	5,060	-	-	-
Court Transport-Steilacoom	-	2,805	550	-	-	-
Police - Various Contracts	3,150	3,695	2,450	-	-	9,550
Police - Towing Impound Fees	77,300	49,300	26,300	40,000	40,000	21,900
Police - Extra Duty	471,746	398,599	191,916	400,000	400,000	173,940
Police - Western State Hospital Community Policing Program	239,009	288,027	74,998	231,000	231,000	131,902
Other	6,098	15,295	11,515	11,000	11,000	3,592
Fines & Forfeitures	2,342,639	2,123,056	1,123,255	2,224,600	2,224,600	1,187,652
Municipal Court	1,514,628	1,384,894	746,606	1,444,100	1,444,100	809,026
Photo Infraction	793,105	704,211	355,370	750,000	750,000	365,557
Penalties & Interest - Taxes	34,907	33,952	21,280	30,500	30,500	13,068
Miscellaneous/Interest/Other	79,673	106,097	68,884	43,600	43,600	44,305
Interest Earnings	2,387	7,202	1,150	2,000	2,000	4,660
Miscellaneous/Other	77,286	98,895	67,734	41,600	41,600	39,645
Interfund Transfers	298,060	313,060	149,028	284,700	284,700	149,850
Transfers In - Fund 101 Street O&M	28,360	28,360	14,178	-	-	-
Transfer In - Fund 401 SWM Operations	269,700	284,700	134,850	284,700	284,700	149,850
Subtotal Operating Revenues	\$34,392,273	\$35,029,905	17,732,121	\$34,849,474	\$35,380,274	\$18,207,235
% Revenue Change over Prior Year	2.67%	1.85%		-0.52%	1.00%	
EXPENDITURES:						
City Council	85,530	94,441	57,087	89,950	111,125	43,508
Legislative	80,745	90,811	53,457	86,500	86,500	43,508
Independent Salary Commission Decision	-	-	-	-	21,175	-
Sister City	4,784	3,631	3,631	3,450	3,450	-
City Manager	419,386	528,918	245,683	544,790	563,590	298,203
Executive	307,955	425,967	195,559	419,310	419,310	238,792
CM Intern from Finance Position Vacancy Savings	-	-	-	-	18,800	-
Governmental Relations	111,431	102,950	50,124	125,480	125,480	59,412
Municipal Court	1,721,223	1,893,926	805,696	1,775,640	1,790,640	889,772
Judicial Services	1,028,035	986,509	469,632	967,930	967,930	546,153
Professional Services	292,830	444,802	122,292	457,500	457,500	199,615
Public Defender - Additional Cost	-	-	-	-	15,000	-
Probation & Detention	400,358	462,615	213,772	350,210	350,210	144,005
Administrative Services	3,322,082	3,441,279	2,068,793	1,408,210	1,380,595	842,042
Finance	1,194,573	1,148,980	580,173	966,460	957,645	623,442
Finance Position Vacancy Savings for CM Dept Intern	-	-	-	-	(18,800)	-
Information Technology	851,501	869,656	465,473	-	-	-
Human Resources & Safety	490,739	493,076	245,492	441,750	441,750	218,601
Risk Management	785,270	929,567	777,655	-	-	-

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
(001) GENERAL FUND-continued						
Legal	1,249,436	1,272,057	599,393	1,580,960	1,580,960	779,714
Legal (Civil & Criminal)	991,955	1,057,235	537,934	-	-	-
Civil Legal Services	-	-	-	729,280	729,280	459,194
Criminal Prosecution Services	-	-	-	458,060	458,060	198,426
City Clerk	124,707	133,536	61,459	249,620	249,620	122,094
Election	132,774	81,286	-	144,000	144,000	-
Community & Economic Development	2,219,754	2,068,245	1,134,133	1,852,835	1,871,135	829,064
Code Enforcement	282,706	282,065	141,387	-	-	-
Planning	680,926	676,832	333,687	-	-	-
Current Planning	-	-	-	564,014	564,014	432,741
Advance Planning	-	-	-	353,272	353,272	73,127
Building	848,485	817,591	474,863	808,999	808,999	255,795
Position Realignment (Permit Coord)-Offset by Dev Svcs Rev	-	-	-	-	18,300	-
Tacoma Pierce County Economic Development Board	-	-	-	-	-	-
Economic Development	407,637	291,756	184,196	126,550	126,550	67,400
Parks, Recreation & Community Services	1,997,690	2,155,686	833,863	2,428,260	2,428,260	1,117,310
Human Services	376,008	366,512	101,915	387,820	387,820	99,952
Administration	196,770	201,177	97,414	221,380	221,380	98,254
Recreation	346,398	301,182	113,207	388,320	388,320	140,394
Senior Services	200,651	207,557	104,418	204,690	204,690	101,523
Parks Facilities	459,913	481,251	215,300	571,020	571,020	432,165
Fort Steilacoom Park	417,950	443,644	200,512	452,300	452,300	194,688
Utilities Savings - Garbage	-	-	-	-	-	-
Street Landscape Maintenance	-	154,363	1,095	202,730	202,730	50,335
Police	19,844,706	19,600,949	9,515,658	21,031,567	21,031,567	11,083,015
Command	1,887,065	1,804,138	852,117	3,420,505	3,420,505	2,237,861
Jail Service	883,655	693,896	209,799	638,060	638,060	341,580
Dispatch Services/SS911	2,440,224	2,027,605	1,034,202	2,111,410	2,111,410	1,079,627
Increase Dispatch Services/SS911	-	-	-	-	-	-
Investigations	2,512,500	2,491,608	1,295,229	3,566,000	3,566,000	1,681,992
Patrol	6,553,810	6,722,494	3,263,109	6,853,947	6,853,947	3,343,907
Special Units	1,000,039	1,223,404	585,103	110,850	110,850	84,962
SWAT	106,189	107,997	56,018	73,710	73,710	35,743
Crime Prevention	848,470	757,439	419,339	911,480	911,480	410,568
Contracted Services (Extra Duty, offset by Revenue)	519,277	441,460	235,501	400,000	400,000	254,486
Community Safety Resource Team (CSRT)	394,263	321,782	203,471	407,430	407,430	202,220
Increase Puget Sound Clean Air Assessment	-	-	-	-	-	-
Training	179,494	217,496	106,103	107,425	107,425	61,292
Traffic Policing	1,183,591	1,259,338	619,041	1,334,190	1,334,190	615,176
Property Room	309,188	299,386	137,685	296,270	296,270	141,421
Reimbursements	295,434	493,432	112,055	82,340	82,340	244,162
Emergency Management	4,464	14,407	12,949	19,590	19,590	649
Animal Control	280,929	308,667	155,381	308,360	308,360	154,560
Road & Street/Camera Enforcement	446,113	416,400	218,557	390,000	390,000	192,812

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
(001) GENERAL FUND-continued						
Property Management	861,916	825,723	389,483	-	-	-
Facilities Maintenance	330,341	273,676	138,293	-	-	-
City Hall Facility	105,536	96,752	46,623	-	-	-
Law Enforcement Facilities	277,217	296,394	132,431	-	-	-
Parking Facilities/Light Rail	148,822	158,902	72,135	-	-	-
Non-Departmental	510,760	483,741	248,952	2,624,360	2,749,853	107,797
Commuter Trip Reduction	3,681	7,942	4,531	-	-	134
Fleet Management	945	1,844	517	-	-	-
Other (affects many departments)	185,893	147,701	97,227	131,290	131,290	52,021
Liquor/Pollution Control	34,334	38,496	19,298	-	-	-
Unallocated Internal Service Charges	-	-	-	2,117,404	2,117,404	7,050
WCIA - Risk Assessment Change from Estimate	-	-	-	-	10,500	-
WCIA - Potential Deductibles Prior Years' Claims	-	-	-	-	115,000	-
Debt Service Payment	285,908	-	-	-	-	-
Transfer to Fund 105/190 Abatement Program	-	-	-	35,000	35,000	-
Transfer to Fund 201 GO Bond Debt Service	-	287,758	127,379	340,666	340,659	48,591
Interfund Transfers	1,064,780	1,036,675	457,531	947,186	952,786	711,343
Transfer to Fund 101 Street O&M	1,029,780	1,001,675	422,531	947,186	952,786	711,343
Transfer to Fund 101 Street O&M - Impact of CIP Projects	-	-	-	-	-	-
Transfer to Fund 102 Street Capital	35,000	35,000	35,000	-	-	-
Contributions to Reserve Funds	920,300	920,300	460,146	-	-	-
Contribution to Fund 501 Vehicle & Equip Reserves	920,300	920,300	460,146	-	-	-
Subtotal Operating Expenditures	\$34,217,562	\$34,321,939	\$16,816,419	\$34,283,758	\$34,460,511	\$16,701,770
% Expenditure Change over Prior Year	3.84%	0.31%		-0.11%	0.40%	
OPERATING INCOME (LOSS)	\$174,711	\$707,965	\$915,702	\$565,716	\$919,763	\$1,505,465
As a % of Operating Expenditures	0.51%	2.06%	5.45%	1.65%	2.67%	9.01%
<i>OTHER FINANCING SOURCES:</i>						
Grants, Donations/Contrib, 1-Time	695,838	299,991	170,500	297,458	286,834	174,520
Contributions/Donations	39,773	47,889	29,319	68,000	73,000	22,357
Misc/Other	356,873	-	-	-	-	-
Grants	299,192	252,102	141,180	229,458	213,834	152,161
Transfers In	398,392	2,015,015	840,056	40,802	40,802	-
Transfer In - Fund 180 Narcotics Seizure	-	14,061	-	-	-	-
Transfer In - Fund 181 Felony Seizure	-	85,939	-	-	-	-
Transfer In - Fund 190 Grants	-	840,056	840,056	-	-	-
Transfer In - Fund 251 LID Guaranty	-	-	-	-	-	-
Transfer In - Fund 301 General Governmental CIP	398,392	-	-	-	-	-
Transfer In - Fund 501 Fleet & Equipment	-	1,074,959	-	40,802	40,802	-
Subtotal Other Financing Sources	\$1,094,230	\$2,315,006	\$1,010,556	\$338,260	\$327,636	\$174,520

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
(001) GENERAL FUND-continued						
<i>OTHER FINANCING USES:</i>						
Capital & Other 1-Time	1,295,389	973,111	322,920	544,994	763,914	106,221
Municipal Court	34,039	51,459	32,344	50,000	50,000	41,328
City Council	-	5,264	-	-	-	-
City Manager	2,301	18,000	18,000	10,000	10,000	-
Administrative Services	999,976	285,692	270,958	114,322	114,322	-
Non-Departmental	36,000	-	-	-	-	-
Legal/Clerk	7,663	21,209	1,619	120,271	120,271	15,746
Risk Management - Public Disclosure - Keonig Case	-	-	-	-	206,920	-
Community & Economic Development	101,673	338,966	-	111,075	111,075	35,246
Add'l Funding for Motor Avenue Complete Streets Concept	-	-	-	-	12,000	-
Parks, Recreation & Community Services	79,034	9,725	-	-	-	-
Police	34,703	215,412	-	139,326	139,326	13,900
Public Works/Property Management	-	27,385	-	-	-	-
Interfund Transfers	8,179	97,848	-	901,229	901,229	182,169
Transfer Out - Fund 101 Street O&M	-	37,000	-	15,000	15,000	-
Transfer Out - Fund 102 Street Capital	3,826	-	-	-	-	-
Transfer Out - Fund 106 Public Art	2,000	-	-	-	-	-
Transfer Out - Fund 192 OEA Grant	-	50,000	-	50,000	50,000	50,000
Transfer Out - Fund 195 Police Grants	2,353	10,848	-	-	-	-
Transfer Out - Fund 301 General Govt'l/Parks CIP	-	-	-	146,729	146,729	88,729
Transfer Out - Fund 302 Transportation CIP	-	-	-	689,500	689,500	43,440
Subtotal Other Financing Uses	\$1,303,568	\$1,070,959	\$322,920	\$1,446,223	\$1,665,143	\$288,390
Total Revenues and Other Sources	\$35,486,503	\$37,344,911	\$18,742,677	\$35,187,734	\$35,707,910	\$18,381,755
Total Expenditures and other Uses	\$35,521,130	\$35,392,899	\$17,139,339	\$35,729,981	\$36,125,654	\$16,990,159
Beginning Fund Balance:	\$2,615,308	\$2,580,681	\$2,580,681	\$4,532,693	\$4,532,693	\$4,532,693
Ending Fund Balance:	\$2,580,681	\$4,532,693	\$4,184,019	\$3,990,446	\$4,114,949	\$5,924,288
Ending Fund Balance as a % of Gen/Street Operating Revenues	7.3%	12.6%	23.0%	11.2%	11.3%	31.8%
Reserve - Total Target 12% of Gen/Street Operating Revenues	\$4,237,447	\$4,316,235	\$2,186,720	\$4,285,881	\$4,351,305	\$4,285,881
2% Contingency Reserves	\$706,241	\$719,372	\$364,453	\$714,313	\$725,217	\$714,313
5% General Fund Reserves	\$1,765,603	\$1,798,431	\$911,133	\$1,785,784	\$1,813,044	\$1,785,784
5% Strategic Reserves	\$1,765,603	\$1,798,431	\$911,133	\$1,785,784	\$1,813,044	\$1,785,784
Unreserved / (12% Adopted Reserves Shortfall):	(\$1,656,766)	\$216,459	\$1,997,299	(\$295,435)	(\$236,356)	\$1,638,408

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 101 STREET OPERATIONS & MAINTENANCE						
<i>REVENUES:</i>						
Permits	60,733	84,653	119,552	28,000	28,000	26,411
Engineering Review Fees	300	1,303	178	300	300	925
Motor Vehicle Fuel Tax	858,750	852,760	370,818	837,900	852,300	420,335
Interest Earnings	5	2	-	-	-	-
Subtotal Operating Revenues	\$ 919,788	\$ 938,717	\$ 490,548	\$ 866,200	\$ 880,600	\$ 447,671
<i>EXPENDITURES:</i>						
Street Lighting	491,047	490,880	201,048	402,924	402,924	177,278
Traffic Control Devices	569,775	548,874	203,339	370,730	370,730	190,391
Snow & Ice Response	38,209	28,643	14,106	15,850	15,850	392
Road & Street Preservation	982,697	969,480	588,460	1,029,882	1,029,882	780,512
Transfer Out - Fund 001 General Admin Support	28,360	28,360	14,178	-	-	-
Contribution to Fleet & Equipment Reserves	100	100	100	-	-	-
Subtotal Operating Expenditures	\$ 2,110,188	\$ 2,066,337	\$ 1,021,231	\$ 1,819,386	\$ 1,819,386	\$ 1,148,574
OPERATING INCOME (LOSS)	\$ (1,190,400)	\$ (1,127,620)	\$ (530,683)	\$ (953,186)	\$ (938,786)	\$ (700,902)
<i>OTHER FINANCING SOURCES:</i>						
Donations/Contributions	-	4,146	146	-	-	-
Proceeds from Sale of Assets/Capital Lease	93,944	(2,096)	7,568	10,000	-	2,288
Judgments, Settlements/Miscellaneous	14,341	16,205	17,469	11,000	1,000	797
Transfer In From General Fund	1,029,780	1,038,675	422,531	962,186	967,786	711,343
Transfer In - Fund 102 Street Capital	56,000	-	-	-	-	-
Subtotal Other Financing Sources	\$ 1,194,066	\$ 1,056,931	\$ 447,714	\$ 983,186	\$ 968,786	\$ 714,428
<i>OTHER FINANCING USES:</i>						
Grants/Other	76,589	12,280	-	15,000	15,000	-
Construction - Traffic Control	-	-	-	15,000	15,000	-
Subtotal Other Financing Uses	\$ 76,589	\$ 12,280	\$ -	\$ 30,000	\$ 30,000	\$ 13,526
Total Revenues and Other Sources	\$ 2,113,854	\$ 1,995,648	\$ 938,262	\$ 1,849,386	\$ 1,849,386	\$ 1,162,100
Total Expenditures and other Uses	\$ 2,186,777	\$ 2,078,617	\$ 1,021,231	\$ 1,849,386	\$ 1,849,386	\$ 1,162,100
Beginning Fund Balance:	\$ 155,892	\$ 82,969	\$ 82,969	\$ (0)	\$ -	\$ (0)
Ending Fund Balance:	\$ 82,969	\$ (0)	\$ (0)	\$ (0)	\$ -	\$ 0

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 102 REAL ESTATE EXCISE TAX (Street Capital Fund prior to 2015)						
<i>REVENUES:</i>						
Real Estate Excise Tax	1,151,297	1,100,298	433,358	937,000	1,200,000	737,469
Solid Waste Recycling Licenses & Permits	1,600	1,300	1,300	-	-	-
Motor Vehicle Fuel Tax	350,757	348,310	168,610	-	-	-
Engineering Services	9,144	475,145	-	-	-	-
Mitigation Fees	-	400,114	-	-	-	-
Interest Earnings	139	105	18	-	-	-
Grants	2,891,751	3,768,444	1,045,143	-	-	-
Donations/Contributions	234,253	10,837	1,428	-	-	-
Proceeds from Sale of Assets/Capital Lease	1,500	-	-	-	-	2,250
Judgments, Settlements/Miscellaneous	15	-	-	-	-	-
Transfer In From 001 General Fund	38,826	35,000	35,000	-	-	-
Transfer In - Fund 401 Surface Water Mgmt	108,004	44,890	-	-	-	-
Total Revenue	\$ 4,787,286	\$ 6,184,443	\$ 1,684,858	\$ 937,000	\$ 1,200,000	\$ 739,719
<i>EXPENDITURES:</i>						
Capital Projects	4,253,248	5,419,063	1,896,775	-	-	-
Transfer Out - Fund 101 Street O&M	56,000	-	-	-	-	-
Transfer Out - Fund 301 Parks CIP	-	-	-	72,000	85,878	-
Transfer Out - Fund 302 Transportation Capital	-	-	-	1,593,635	1,818,635	1,239,862
Transfer Out - Fund 401 Surface Water Mgmt	300,000	487,975	-	389,169	389,169	389,170
Total Expenditures	\$ 4,609,248	\$ 5,907,038	\$ 1,896,775	\$ 2,054,804	\$ 2,293,682	\$ 1,629,032
Beginning Fund Balance:	\$ 663,085	\$ 841,124	\$ 841,124	\$ 1,118,529	\$ 1,118,529	\$ 1,118,529
Ending Fund Balance:	841,124	1,118,529	629,207	725	24,847	229,216

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 103 LAKEWOOD TRANSPORTATION BENEFIT DISTRICT						
<i>REVENUES:</i>						
\$20 Vehicle License Fee (net of fee)	-	-	-	572,000	572,000	118,543
Total Revenue	\$ -	\$ -	\$ -	\$ 572,000	\$ 572,000	\$ 118,543
<i>EXPENDITURES:</i>						
WCIA Risk Assessment	-	-	-	2,500	2,500	2,500
Transfer to Fund 302 Transportation Capital	-	-	-	569,500	569,500	30,000
Total Expenditures	\$ -	\$ -	\$ -	\$ 572,000	\$ 572,000	\$ 32,500
Beginning Fund Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance:	-	-	-	-	-	86,043

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 104 HOTEL/MOTEL LODGING TAX						
<i>REVENUES:</i>						
Special Hotel/Motel Lodging Tax (5%)	383,578	399,904	181,261	357,000	482,143	245,890
Transient Rental income Tax (2%)	153,431	159,962	72,593	143,000	192,857	98,355
Interest Earnings	1,093	1,255	442	-	-	824
Total Revenues	\$ 538,102	\$ 561,121	\$ 254,295	\$ 500,000	\$ 675,000	\$ 345,069
<i>EXPENDITURES:</i>						
Administration	34,359	19,319	6,362	-	-	1,178
Lodging Tax Programs	506,186	448,620	258,380	451,850	451,850	174,284
Total Expenditures	\$ 540,545	\$ 467,938	\$ 264,742	\$ 451,850	\$ 451,850	\$ 175,462
Beginning Fund Balance:	\$ 937,817	\$ 935,374	\$ 935,374	\$ 1,028,557	\$ 1,028,557	\$ 1,028,557
Ending Fund Balance:	\$ 935,374	\$ 1,028,557	\$ 924,927	\$ 1,076,707	\$ 1,251,707	\$ 1,198,164

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 105 PROPERTY ABATEMENT						
<i>REVENUES:</i>						
Abatement Charges	-	47,549	16,550	13,700	13,700	2,525
Interest Earnings	146	123	19	-	-	-
Judgments & Settlements	-	20,002	-	-	-	-
Transfer In - Fund 001 General	-	-	-	35,000	35,000	-
Total Revenues	\$ 146	\$ 67,674	\$ 16,569	\$ 48,700	\$ 48,700	\$ 2,525
<i>EXPENDITURES:</i>						
Abatement	16,902	44,074	2,945	175,000	175,000	49,263
Total Expenditures	\$ 16,902	\$ 44,074	\$ 2,945	\$ 175,000	\$ 175,000	\$ 49,263
Beginning Fund Balance:	\$ 254,927	\$ 238,171	\$ 238,171	\$ 261,771	\$ 238,171	\$ 261,771
Ending Fund Balance:	\$ 238,171	\$ 261,771	\$ 251,795	\$ 135,471	\$ 111,871	\$ 215,033

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 106 PUBLIC ART						
<i>REVENUES:</i>						
Interest Earnings	-	10	1	-	-	-
Facilities Rental	10,000	13,500	8,000	10,000	10,000	5,000
Transfer In - Fund 001 General	2,000	-	-	-	-	-
Total Revenues	\$ 12,000	\$ 13,510	\$ 8,001	\$ 10,000	\$ 10,000	\$ 5,000
<i>EXPENDITURES:</i>						
Arts Commission Programs	-	123	-	2,000	2,000	-
Public Art	-	-	-	-	-	-
Total Expenditures	\$ -	\$ 123	\$ -	\$ 2,000	\$ 2,000	\$ -
Beginning Fund Balance:	\$ -	\$ 12,001	\$ 12,001	\$ 25,388	\$ 25,388	\$ 25,388
Ending Fund Balance:	\$ 12,000	\$ 25,388	\$ 20,002	\$ 33,388	\$ 33,388	\$ 30,388

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 180 NARCOTICS SEIZURE						
<i>REVENUES:</i>						
Forfeitures	110,664	67,563	12,584	110,000	110,000	85,282
Grants	30,745	29,168	21,357	14,563	14,563	8,551
Interest Earnings	844	686	328	-	-	414
Interfund Rent	3,500	-	-	-	-	-
Proceeds From Sale of Land	514,181	-	-	-	-	-
Total Revenues	\$ 659,935	\$ 97,417	\$ 34,268	\$ 124,563	\$ 124,563	\$ 94,246
<i>EXPENDITURES:</i>						
Investigations	165,290	283,413	129,244	333,113	333,113	95,536
Capital Purchases	124,268	94,845	61,692	-	-	-
Transfer Out - Fund 001 General	-	14,061	-	-	-	-
Total Expenditures	\$ 289,558	\$ 392,319	\$ 190,936	\$ 333,113	\$ 333,113	\$ 95,536
Beginning Fund Balance:	\$ 407,797	\$ 778,174	\$ 778,174	\$ 483,272	\$ 483,272	\$ 483,272
Ending Fund Balance:	\$ 778,174	\$ 483,272	\$ 621,506	\$ 274,722	\$ 274,722	\$ 481,982

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 181 FELONY SEIZURE						
<i>REVENUES:</i>						
Interest Earnings	117	289	(32)	-	-	-
Forfeitures	4,250	-	-	-	-	-
Total Revenues	\$ 4,367	\$ 289	\$ (32)	\$ -	\$ -	\$ -
<i>EXPENDITURES:</i>						
Investigations	9,166	10,968	2,103	-	5,044	5,043
Capital Purchases	49,108	-	-	-	-	-
Transfer to Fund 001 General	-	85,939	-	-	-	-
Total Expenditures	\$ 58,274	\$ 96,907	\$ 2,103	\$ -	\$ 5,044	\$ 5,043
Beginning Fund Balance:	\$ 155,569	\$ 101,662	\$ 101,662	\$ 5,044	\$ 5,044	\$ 5,044
Ending Fund Balance:	\$ 101,662	\$ 5,044	\$ 99,527	\$ 5,044	\$ -	\$ 0

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 182 FEDERAL SEIZURE						
<i>REVENUES:</i>						
Forfeitures	6,260	68,945	34,040	-	50,000	40,797
Interest Earnings	24	34	4	-	-	-
Total Revenues	\$ 6,284	\$ 68,979	\$ 34,044	\$ -	\$ 50,000	\$ 40,797
<i>EXPENDITURES:</i>						
Crime Prevention	11,915	37,432	5,685	10,000	50,000	31,445
Total Expenditures	\$ 11,915	\$ 37,432	\$ 5,685	\$ 10,000	\$ 50,000	\$ 31,445
Beginning Fund Balance:	\$ 45,871	\$ 40,240	\$ 40,240	\$ 71,787	\$ 71,787	\$ 71,787
Ending Fund Balance:	\$ 40,240	\$ 71,787	\$ 68,599	\$ 61,787	\$ 71,787	\$ 81,139

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 190 CDBG/GRANTS						
<i>REVENUES:</i>						
Grants	841,130	1,074,353	375,116	2,174,297	2,174,297	404,765
Interest Earnings	565	1,404	998	-	-	469
Miscellaneous/Contributions	120	12,058	12,056	10,000	10,000	16,250
Total Revenues	\$ 841,815	\$ 1,087,814	\$ 388,171	\$ 2,184,297	\$ 2,184,297	\$ 421,484
<i>EXPENDITURES:</i>						
Grants & Contributions	850,269	1,066,645	388,964	1,594,829	1,453,641	402,383
Transfer Out - Fund 001 General	-	840,056	840,056	-	-	-
Abatement Program	-	-	-	-	-	-
Transfer Out - Fund 102 Street Capital	-	-	-	-	-	-
Transfer Out - Fund 302 Transportation	-	-	-	600,312	741,500	1,765
Total Expenditures	\$ 850,269	\$ 1,906,701	\$ 1,229,020	\$ 2,195,141	\$ 2,195,141	\$ 404,147
Beginning Fund Balance:	\$ 849,722	\$ 841,268	\$ 841,268	\$ 22,381	\$ 22,381	\$ 22,381
Ending Fund Balance:	\$ 841,268	\$ 22,381	\$ 419	\$ 11,537	\$ 11,537	\$ 39,718

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 191 NEIGHBORHOOD STABILIZATION PROGRAM						
<i>REVENUES:</i>						
Grant-NSP 1	34,679	154,043	141,022	-	-	-
Grant-NSP 3	165,095	96,032	96,032	-	-	-
Total Revenues	\$ 199,774	\$ 250,075	\$ 237,054	\$ -	\$ -	\$ -
<i>EXPENDITURES:</i>						
Grant-NSP 1	34,679	154,111	141,022	80,000	80,000	827
Grant-NSP 3	163,526	96,032	96,032	-	-	-
Total Expenditures	\$ 198,205	\$ 250,142	\$ 237,054	\$ 80,000	\$ 80,000	\$ 827
Beginning Fund Balance:	\$ 169,776	\$ 171,345	\$ 171,345	\$ 171,277	\$ 171,277	\$ 171,277
Ending Fund Balance:	\$ 171,345	\$ 171,277	\$ 171,345	\$ 91,277	\$ 91,277	\$ 170,451

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 192 OFFICE OF ECONOMIC ADJUSTMENT/SSMCP						
<i>REVENUES:</i>						
Grants	189,961	281,466	107,994	-	-	87,977
Partner Participation	30,000	133,250	130,000	339,596	339,596	152,570
Transfer In From Fund 001 General	-	50,000	-	50,000	50,000	50,000
Total Revenues	\$ 219,961	\$ 464,716	\$ 237,994	\$ 389,596	\$ 389,596	\$ 290,547
<i>EXPENDITURES:</i>						
OEA/SSMCP	223,826	408,649	167,541	400,209	400,209	175,688
Total Expenditures	\$ 223,826	\$ 408,649	\$ 167,541	\$ 400,209	\$ 400,209	\$ 175,688
Beginning Fund Balance:	\$ 32,517	\$ 28,652	\$ 28,652	\$ 84,719	\$ 84,719	\$ 84,719
Ending Fund Balance:	\$ 28,652	\$ 84,719	\$ 99,106	\$ 74,106	\$ 74,106	\$ 199,578

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 195 PUBLIC SAFETY GRANTS						
<i>REVENUES:</i>						
Grants	384,752	175,919	87,803	177,067	177,067	78,033
Transfer In - Fund 001 General	2,353	10,848	-	-	-	-
Total Revenues	\$ 387,105	\$ 186,767	\$ 87,803	\$ 177,067	\$ 177,067	\$ 78,033
<i>EXPENDITURES:</i>						
Grants	389,399	186,551	89,058	177,283	177,283	65,053
Total Expenditures	\$ 389,399	\$ 186,551	\$ 89,058	\$ 177,283	\$ 177,283	\$ 65,053
Beginning Fund Balance:	\$ 2,294	\$ -	\$ -	\$ 216	\$ 216	\$ 216
Ending Fund Balance:	\$ -	\$ 216	\$ (1,255)	\$ 0	\$ -	\$ 13,197

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 201 GENERAL OBLIGATION BOND DEBT SERVICE						
<i>REVENUES:</i>						
Transfer-In From Fund 001 General	-	287,758	127,379	340,659	340,659	48,591
Total Revenues	\$ -	\$ 287,758	\$ 127,379	\$ 340,659	\$ 340,659	\$ 48,591
<i>EXPENDITURES:</i>						
Principal & Interest - 59th Street	-	77,000	77,000	77,000	77,000	-
Principal & Interest - Police Station	-	210,758	50,379	212,183	212,183	48,591
Principal & Interest - LOCAL LED Streetlight	-	-	-	51,476	51,476	-
Total Expenditures	\$ -	\$ 287,758	\$ 127,379	\$ 340,659	\$ 340,659	\$ 48,591
Beginning Fund Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance:	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ -

	2013 Actual	2014		2015		
		Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 202 LOCAL IMPROVEMENT DISTRICT (LID) DEBT SERVICE						
<i>REVENUES:</i>						
Interest	34	41	0	-	-	-
Assessments	294,341	284,860	-	279,330	279,330	-
Total Revenues	\$ 294,375	\$ 284,901	\$ 0	\$ 279,330	\$ 279,330	\$ -
<i>EXPENDITURES:</i>						
Principal & Interest-Combined LID 1101/1103	213,296	201,846	-	206,000	206,000	-
Principal & Interest - LID 1108	84,925	82,153	-	73,330	73,330	-
Total Expenditures	\$ 298,221	\$ 283,999	\$ -	\$ 279,330	\$ 279,330	\$ -
Beginning Fund Balance:	\$ 3,995	\$ 149	\$ 149	\$ 1,051	\$ 1,051	\$ 1,051
Ending Fund Balance:	\$ 149	\$ 1,051	\$ 149	\$ 1,051	\$ 1,051	\$ 1,051

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 204 SEWER PROJECT DEBT SERVICE						
<i>REVENUES:</i>						
Sewer Charges	616,257	586,192	265,299	600,000	600,000	325,420
Interest Earnings	4,293	4,620	2,207	-	-	2,097
Sanitary Side Sewer Connection Home Loan Repayment	19,234	10,228	4,524	-	-	13,301
Total Revenues	\$ 639,784	\$ 601,039	\$ 272,029	\$ 600,000	\$ 600,000	\$ 340,819
<i>EXPENDITURES:</i>						
PWTFL Debt Service (PW-04-691-PRE-132)	33,281	32,984	-	32,690	32,690	-
PWTFL Debt Service (PW-06-962-022)	315,096	313,623	-	312,150	312,150	-
PWTFL Debt Service (PW-08-951-025)	112,348	111,828	-	111,310	111,310	-
PWTFL Debt Service (PW-12-851-025)	-	-	-	-	-	-
Transfer To Fund 311 Sewer Capital	-	-	-	270,000	270,000	-
Total Expenditures	\$ 460,725	\$ 458,435	\$ 458,435	\$ 726,150	\$ 726,150	\$ 453,819
Beginning Fund Balance:	\$ 329,190	\$ 508,250	\$ 508,250	\$ 650,854	\$ 650,854	\$ 650,854
Ending Fund Balance:	\$ 508,250	\$ 650,854	\$ 321,844	\$ 524,704	\$ 524,704	\$ 537,854

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 251 LOCAL IMPROVEMENT DISTRICT (LID) GUARANTY DEBT SERVICE						
<i>REVENUES:</i>						
Interest Earnings	1,075	(60)	562	-	-	824
Total Revenues	\$ 1,075	\$ (60)	\$ 562	\$ -	\$ -	\$ 824
<i>EXPENDITURES:</i>						
Transfer Out - Fund 001 General	-	-	-	-	-	-
Total Expenditures	\$ -					
Beginning Fund Balance:	\$ 390,783	\$ 391,858	\$ 391,858	\$ 391,798	\$ 391,798	\$ 391,798
Ending Fund Balance:	\$ 391,858	\$ 391,798	\$ 392,420	\$ 391,798	\$ 391,798	\$ 392,622

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 301 PARKS CAPITAL (General Gov't CIP Fund prior to 2015)						
<i>REVENUES:</i>						
Grants	-	-	-	468,950	415,000	-
Interest Earnings	276	1	0	-	-	-
Contributions/Donations	-	-	-	67,500	10,000	14,000
USGA Fees	-	10,000	-	30,000	30,000	30,000
GO Bond Proceeds	-	-	-	-	-	-
Proceeds from Sale of Land	-	-	-	300,000	21,450	-
Transfer In From Fund 001 General	-	-	-	146,729	146,729	88,729
Transfer In From Fund 102 REET	-	-	-	72,000	85,878	-
Transfer In From Fund 104 Hotel/Motel Lodging Tax	-	-	-	10,000	10,000	10,000
Transfer In From Fund 180 Narcotics Seizure	-	-	-	-	-	-
Transfer In From Fund 401 Surface Water Mgmt	-	-	-	-	35,000	-
Total Revenues	\$ 276	\$ 10,001	\$ 0	\$ 1,095,179	\$ 754,057	\$ 142,729
<i>EXPENDITURES:</i>						
Capital	-	-	-	298,729	622,607	121,695
Transfer to Fund 001 General Fund	398,392	-	-	-	-	-
Total Expenditures	\$ 398,392	\$ -	\$ -	\$ 298,729	\$ 622,607	\$ 121,695
Beginning Fund Balance:	\$ 398,392	\$ 276	\$ 276	\$ 10,277	\$ 10,277	\$ 10,277
Ending Fund Balance:	\$ 276	\$ 10,277	\$ 276	\$ 806,727	\$ 141,727	\$ 31,310

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 302 TRANSPORATION CAPITAL PROJECT						
<i>REVENUES:</i>						
Motor Vehicle Excise Tax	-	-	-	340,000	340,000	83,019
Grants	-	-	-	23,637,462	8,535,750	3,227,078
Contributions from Utilities/Developers/Partners	-	-	-	1,638,264	705,809	6,889
Miscellaneous/Interest Earnings/Utility Rebate	-	-	-	217,640	217,640	-
Donations/Contributions/Mitigation Fees	-	-	-	-	1,712	-
LOCAL Financing	-	-	-	1,654,448	1,654,448	-
Proceeds from Sale of Asset/Street Vacation	-	-	-	-	155,000	-
Transfer In - Fund 001 General	-	-	-	689,500	689,500	43,440
Transfer In - Fund 102 REET	-	-	-	1,593,635	1,818,635	1,239,862
Transfer In - Fund 103 TBD	-	-	-	569,500	569,500	30,000
Transfer In - Fund 190 CDBG	-	-	-	600,312	158,812	1,765
Transfer In - Fund 401 SWM	-	-	-	2,161,329	930,117	825,117
Total Revenues	\$ -	\$ -	\$ -	\$ 33,102,090	\$ 15,776,923	\$ 5,457,170
<i>EXPENDITURES:</i>						
Capital Projects - From "Funded" List	-	-	-	32,730,961	14,829,654	4,355,046
Total Expenditures	\$ -	\$ -	\$ -	\$ 32,730,961	\$ 14,829,654	\$ 4,355,046
Beginning Fund Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance:	\$ -	\$ -	\$ -	\$ 371,129	\$ 947,269	\$ 1,102,124

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 311 SEWER CAPITAL PROJECT						
<i>REVENUES:</i>						
Grants	-	-	-	750,000	750,000	-
Interest Earnings	153	304	(29)	-	-	-
Public Works Trust Fund Loan	-	-	-	500,000	500,000	-
Transfer In From Fund 204 Sewer Project Debt	-	-	-	270,000	270,000	-
Total Revenues	\$ 153	\$ 304	\$ (29)	\$ 1,520,000	\$ 1,520,000	\$ -
<i>EXPENDITURES:</i>						
Capital	63,947	20,443	3,675	1,520,000	1,520,000	33,548
Total Expenditures	\$ 63,947	\$ 20,443	\$ 3,675	\$ 1,520,000	\$ 1,520,000	\$ 33,548
Beginning Fund Balance:	\$ 190,002	\$ 126,208	\$ 126,208	\$ 106,070	\$ 106,070	\$ 106,070
Ending Fund Balance:	\$ 126,208	\$ 106,070	\$ 122,505	\$ 106,070	\$ 106,070	\$ 72,522

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 312 SANITARY SEWER CONNECTION CAPITAL						
<i>REVENUES:</i>						
Sewer Availability Charge	378,932	194,839	95,110	297,000	297,000	116,454
Interest Earnings	489	725	286	-	-	612
Proceeds From Lien	4,196	746	1,118	-	-	752
Total Revenues	\$ 383,617	\$ 196,310	\$ 96,514	\$ 297,000	\$ 297,000	\$ 117,818
<i>EXPENDITURES:</i>						
Capital	44,795	32,218	13,046	-	-	9,858
Total Expenditures	\$ 44,795	\$ 32,218	\$ 13,046	\$ -	\$ -	\$ 9,858
Beginning Fund Balance:	\$ 180,989	\$ 519,811	\$ 519,811	\$ 683,903	\$ 683,903	\$ 683,903
Ending Fund Balance:	\$ 519,811	\$ 683,903	\$ 603,278	\$ 980,903	\$ 980,903	\$ 791,862

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 401 SURFACE WATER MANAGEMENT						
<i>REVENUES:</i>						
Charges for Services & Fees	2,720,766	2,723,885	1,445,391	2,702,500	2,725,000	1,483,249
Interest Earnings	24,555	11,807	606	-	3,500	3,510
Subtotal Operating Revenues	\$ 2,745,321	\$ 2,735,692	\$ 1,445,997	\$ 2,702,500	\$ 2,728,500	\$ 1,486,758
% Revenue Change over Prior Year	-0.43%	-0.35%		-1.21%	-0.26%	
<i>EXPENDITURES:</i>						
Geographical Information Services	26,562	23,706	14,323	-	-	-
Storm Drainage	1,774,893	1,898,274	832,232	2,179,840	2,179,840	922,728
Transfer to Fund 001 General Admin Support	269,700	284,700	134,850	284,700	284,700	149,850
Contribution to Fleet & Equipment Reserves	17,750	17,750	17,750	56,120	56,120	23,359
Subtotal Operating Expenditures	\$ 2,088,905	\$ 2,224,430	\$ 999,155	\$ 2,520,660	\$ 2,520,660	\$ 1,095,936
% Expenditure Change over Prior Year	0.19%	6.49%		13.32%	13.32%	
OPERATING INCOME (LOSS)	\$ 656,416	\$ 511,262	\$ 446,842	\$ 181,840	\$ 207,840	\$ 390,822
As a % of Operating Expenditures	31.42%	22.98%	0	7.21%	8.25%	35.66%
<i>OTHER FINANCING SOURCES:</i>						
Grants	913,296	276,528	25,118	229,876	371,776	137,204
Judgments, Settlements/Miscellaneous	320	9,437	6,540	-	-	-
Transfer In From Fund 102/302 Street Capital	300,000	487,975	-	389,169	389,169	389,170
Transfer In From Fund 190 Grant	-	31,237	-	-	-	-
Subtotal Other Financing Sources	\$ 1,213,617	\$ 805,177	\$ 31,657	\$ 619,045	\$ 760,945	\$ 526,374
<i>OTHER FINANCING USES:</i>						
Capital/Other	2,293,616	608,276	312,467	1,221,588	1,330,988	592,771
Capital-SWM Pipe Repair	-	-	-	-	-	-
Capital-SWM Outfall Retrofit	-	-	-	-	-	-
Transfer To Fund 102 Street Capital/REET	108,004	44,890	-	-	-	-
Transfer to Fund 301 Parks CIP	-	-	-	-	35,000	-
Transfer to Fund 302 Transportation Capital	-	-	-	2,161,329	930,117	825,117
Subtotal Other Financing Uses	\$ 2,401,620	\$ 653,166	\$ 312,467	\$ 3,382,917	\$ 2,296,105	\$ 1,417,888
Total Revenues and Other Sources	\$ 3,958,937	\$ 3,540,869	\$ 1,477,654	\$ 3,321,545	\$ 3,489,445	\$ 2,013,133
Total Expenditures and other Uses	\$ 4,490,525	\$ 2,877,596	\$ 1,311,621	\$ 5,903,577	\$ 4,816,765	\$ 2,513,824
Beginning Fund Balance:	\$ 6,736,556	\$ 6,204,969	\$ 6,204,969	\$ 6,868,242	\$ 6,868,242	\$ 6,868,242
Ending Fund Balance:	\$ 6,204,969	\$ 6,868,242	\$ 6,371,002	\$ 4,286,210	\$ 5,540,922	\$ 6,367,550
Ending Fund Balance as a % of Operating Exp	297.0%	308.8%	637.6%	170.0%	219.8%	581.0%
17% Operating Reserves	\$ 355,114	\$ 378,153	\$ 169,856	\$ 428,512	\$ 428,512	\$ 428,512
Unreserved / (17% Target Reserves Shortfall):	\$ 5,849,855	\$ 6,490,089	\$ 6,201,145	\$ 3,857,698	\$ 5,112,410	\$ 5,939,038

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 501 FLEET & EQUIPMENT						
<i>OPERATING REVENUES:</i>						
M&O Revenue	-	-	-	904,220	904,220	307,599
Interest Earnings	15,576	8,573	(76)	-	-	176
Insurance Recovery	76,781	88,294	-	-	-	-
Total Revenues	\$ 92,356	\$ 96,868	\$ (76)	\$ 904,220	\$ 904,220	\$ 307,776
<i>OPERATING EXPENDITURES:</i>						
Gasoline	-	-	-	523,400	523,400	124,865
Other Supplies	-	-	-	3,990	3,990	2,998
Repairs & Maintenance	-	-	-	376,830	376,830	175,425
Other Services & Charges	28	-	-	-	-	4,312
Total Expenditures	\$ 28	\$ -	\$ -	\$ 904,220	\$ 904,220	\$ 307,599
Operating Revenue Over/(Under) Expenditures	\$ 92,329	\$ 96,868	\$ (76)	\$ -	\$ -	\$ 176
<i>OTHER FINANCING SOURCES:</i>						
Replacement Reserves Collections	938,150	938,150	477,996	1,069,020	1,069,020	534,510
Proceeds From Sale of Assets	17,213	64,135	30,125	53,875	53,875	19,158
Total Other Financing Sources	\$ 955,363	\$ 1,002,285	\$ 508,121	\$ 1,122,895	\$ 1,122,895	\$ 553,668
<i>OTHER FINANCING USES:</i>						
Fleet & Equipment New & Replacement	672,917	990,727	74,959	1,207,900	1,207,900	410,333
Transfer to Fund 001 General	-	1,074,959	-	40,802	40,802	-
Transfer to Fund 401 Surface Water Management	-	31,237	-	-	-	-
Total Other Financing Uses	\$ 672,917	\$ 2,096,923	\$ 74,959	\$ 1,248,702	\$ 1,248,702	\$ 410,333
Total Revenues	\$ 1,047,720	\$ 1,099,153	\$ 508,045	\$ 2,027,115	\$ 2,096,923	\$ 861,443
Total Expenditures	\$ 672,945	\$ 2,096,923	\$ 74,959	\$ 2,152,922	\$ 2,152,922	\$ 717,932
Beginning Fund Balance:	\$ 4,718,971	\$ 5,093,746	\$ 5,093,746	\$ 4,095,975	\$ 4,095,975	\$ 4,095,975
Ending Fund Balance:	\$ 5,093,746	\$ 4,095,975	\$ 5,526,832	\$ 3,970,168	\$ 4,039,977	\$ 4,239,487

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 502 PROPERTY MANAGEMENT (City Hall Services Fund prior to 2015)						
<i>OPERATING REVENUES:</i>						
M&O Revenue	-	-	-	742,080	742,080	291,545
Interest Earnings	722	703	578	-	-	809
Total Operating Revenues	\$ 722	\$ 703	\$ 578	\$ 742,080	\$ 742,080	\$ 292,354
<i>OPERATING EXPENDITURES:</i>						
City Hall Facility	-	-	-	338,070	338,070	127,307
Police Station	-	-	-	226,020	226,020	78,547
Parking Facilities/Light Rail	-	-	-	177,990	177,990	79,102
Total Operating Expenditures	\$ -	\$ -	\$ -	\$ 742,080	\$ 742,080	\$ 284,957
Operating Revenue Over/(Under) Expenditures	\$ 722	\$ 703	\$ 578	\$ -	\$ -	\$ 7,397
<i>OTHER FINANCING SOURCES:</i>						
Replacement Reserve Collections	-	-	-	-	-	-
Total Other Financing Sources	\$ -					
<i>OTHER FINANCING USES:</i>						
Capital/1-Time	-	7,389	-	172,780	-	7,397
Total Other Financing Uses	\$ -	\$ 7,389	\$ -	\$ 172,780	\$ 222,780	\$ 7,397
Total Revenues	\$ 722	\$ 703	\$ 578	\$ 742,080	\$ 742,080	\$ 292,354
Total Expenditures	\$ -	\$ 7,389	\$ -	\$ 914,860	\$ 964,860	\$ 292,354
Beginning Fund Balance:	\$ 452,120	\$ 452,842	\$ 452,842	\$ 446,156	\$ 446,156	\$ 446,156
Ending Fund Balance:	\$ 452,842	\$ 446,156	\$ 453,420	\$ 273,376	\$ 223,376	\$ 446,156

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 503 INFORMATION TECHNOLOGY						
<i>REVENUES:</i>						
M&O Revenue	-	-	-	1,098,536	1,124,086	669,798
Total Operating Revenues	\$ -	\$ -	\$ -	\$ 1,098,536	\$ 1,124,086	\$ 671,550
<i>EXPENDITURES:</i>						
Personnel	-	-	-	471,390	471,390	229,170
Supplies	-	-	-	74,950	74,950	58,538
Services & Charges	-	-	-	552,196	552,196	350,192
Add'l M&O Exp from Updated 6-Year Plan	-	-	-	-	25,550	-
Total Operating Expenditures	\$ -	\$ -	\$ -	\$ 1,098,536	\$ 1,124,086	\$ 637,900
Operating Revenue Over/(Under) Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,650
<i>OTHER FINANCING SOURCES:</i>						
Replacement Reserve Collection	-	-	-	-	-	-
Capital Contribution/1-Time M&O	-	-	-	234,322	308,822	49,528
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ 234,322	\$ 308,822	\$ 49,528
<i>OTHER FINANCING USES:</i>						
One-Time/Capital	-	-	-	-	-	83,176
Video Arraignment	-	-	-	50,000	50,000	-
Document Management System - Electronic Records	-	-	-	90,000	-	-
Broadcast/Streaming Council Meetings	-	-	-	10,000	10,000	-
Mobile Application/CRM Integration & Code Enforcement	-	-	-	-	10,000	-
Redesign Permit Process/Eden Web Extensions	-	-	-	-	4,000	-
BlueBeam Software	-	-	-	-	3,500	-
Enterprise Task Management & Remote Work Order System	-	-	-	-	75,000	-
VMWare Virtual Desktop (VDI)	-	-	-	-	17,000	-
Fiber Optic Connection - Fort Steilacoom Park O&M Facility	-	-	-	30,000	56,000	-
Wireless Access Points (Wi-Fi)	-	-	-	-	15,000	-
Disaster Recovery & Business Continuity Plan	-	-	-	10,000	10,000	-
Informational Videos	-	-	-	-	14,000	-
Website Update/Redesign	-	-	-	10,000	10,000	-
Final Phone System Invoice	-	-	-	19,322	19,322	-
Replace Large Format Printer	-	-	-	15,000	15,000	-
Total Other Financing Uses	\$ -	\$ -	\$ -	\$ 234,322	\$ 308,822	\$ 83,176
Total Revenues	\$ -	\$ -	\$ -	\$ 1,332,858	\$ 1,432,908	\$ 721,078
Total Expenditures	\$ -	\$ -	\$ -	\$ 1,332,858	\$ 1,432,908	\$ 721,076
Beginning Fund Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2

	2013 Actual	2014		2015		
		Annual Actual	YTD June	Revised Bdgt	YND Est	YTD June
FUND 504 RISK MANAGEMENT						
<i>REVENUES:</i>						
M&O Revenue	-	-	-	938,750	938,750	1,025,109
M&O Revenue	-	-	-	-	332,420	-
AWC Retro Refund	-	-	-	20,239	20,239	-
Insurance Recoveries - 3rd Party	-	-	-	-	50,000	30,181
Total Revenues	\$ -	\$ -	\$ -	\$ 958,989	\$ 1,341,409	\$ 1,055,290
<i>EXPENDITURES:</i>						
Safety Program	-	-	-	4,980	4,980	(337)
AWC Retro Program	-	-	-	44,239	44,239	44,239
WCIA Assessment	-	-	-	824,770	824,770	889,160
WCIA - Assessment Increase	-	-	-	-	10,500	-
WCIA - Potential Deductibles Prior Years' Claims	-	-	-	-	115,000	-
Claims/Judgments & Settlements	-	-	-	85,000	85,000	122,228
Claims/Judgments & Settlements-Public Disclosure-Koenig Case	-	-	-	-	206,920	-
Claims Expense - 3rd Party	-	-	-	-	50,000	-
Total Expenditures	\$ -	\$ -	\$ -	\$ 958,989	\$ 1,341,409	\$ 1,055,290
Beginning Fund Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)

City Council

Performance Measure	Target	Quarter 1	Quarter 2
#of City Council retreats	2 times per year	1	0
# of ordinances adopted	< 20 per year	4	5
# of resolutions adopted	< 20 per year	10	9
# of City Council sponsored/supported events	20 per year	5 <ul style="list-style-type: none"> - MLK Celebration - Chili Cook Off - Municipal Court Tour - SBCT Training Day - Mclane NW Tour 	5 <ul style="list-style-type: none"> - Housing Forum - International Festival - Military Appreciation Day - Developers Forum - Lakewood Relay for Life

City Manager

Performance Measure	Target	Quarter 1	Quarter 2
Average # of items on study session agendas	< 6 items	3.8	4.5
# of posts (web, social media)	Average 16 per month	59	84
# of new social media followers - Facebook	Average 30 per month	28	31.3
# of new social media followers - Twitter	Average 40 per month	29	35
# of multimedia items produced - video	1 per month	1.3	1.7
# of multimedia items produced - photo gallery	5 per month	6	32
# of new community partners	5	2	1
# of presentations of State of the City	10	3	4

Community and Economic Development

Performance Measure	Target	Quarter 1		Quarter 2	
Measure-CDBG					
# of persons with new or improved access to public facility or infrastructure	4693	In Progress		1	
# of persons with new or improved access to public service	142	14		5	
# of affordable rental units rehabilitated	38	0		0	
# of owner-occupied units rehabilitated	16	11		2	
# of new affordable housing units constructed	21	2		18	
# persons with access to affordable housing through fair housing activities	75	2		6	
# units assisted that are occupied by the elderly	tbd	8		2	
# of homebuyers receiving direct financial assistance through down payment assistance/closing costs	3	0		0	
# of jobs created*	20	0		0	
\$ program income received (CDBG & NSP)	tbd	\$13,697		\$28,681.95	
Measure- Economic Development					
\$ investment created through economic development efforts	\$80,000,000	\$26,022,838		\$18,137,465	
# of business retention/expansion of interviews conducted	80	20		17	
# of new market rate, owner-occupied housing units constructed annually	40	7		21	
# of projects where permit assistance was provided	40	13		11	
# of special projects completed	50	28		21	
# of economic development inquiries received	200	72		58	
# of lodging contracts managed	16	16		same	
# of participant attending forums, focus groups, or special events	500	123		90	
Measure- Building Permit					
# of permits issued	tbd	265		372	
# of plan reviews performed	tbd	185		216	
# of inspections performed	tbd	991		1,232	
Measure- Advance Planning					
Complete comprehensive plan update	12/31/2015	In Progress		In Progress	
Process privately initiated amenities	2015/2016	1		1	
Code development - business licensing, cottage housing, zoning map changes (2), rental housing inspection program, critical areas and flood plain, low impact development regulations,	12/31/2015	1 Completed; 5 in Progress		1 Completed; 5 in Progress	
Complete visioning process	12/31/2015	In Progress		In Progress	
Complete Joint Land Use Study (JLUS)	12/31/2015	In Progress		In Progress	
Complete annual assignments - capital facilities plan update, tracking housing date, and prepare multi-family tax credit report	2015/2016	1 Completed; 1 Underway; 1 Not Started		1 Completed; 1 Underway; 1 Not Started	
	Target # of Days	Total Permits	% w/in Target?	Total Permits	% w/in Target?
Permit Type- Current Planning					
Zoning Certification	30	16	100%	12	92%
Conditional use	120	0	n/a	0	n/a
Administrative use	120	1	0%	1	100%
Preliminary plat	120	0	n/a	1	n/a
Preliminary short plat	90	3	0%	6	100%
Sign permit	20	24	100%	21	100%
Site development permit	90	0	n/a	0	n/a
Shoreline permit	180	2	50%	2	100%
	Target # of Days	Total Permits	# w/in Target?	Total Permits	% w/in Target?
Permit Type					
New single family residential	30	7	100%	7	100%
Residential additions	30	5	100%	1	100%
New multi-family	30	0	n/a	0	n/a
New commercial buildings	30	6	100%	8	94%
Commercial tenant improvements - major (change of use)	30	6	100%	4	100%
Commercial tenant improvements - minor	30	23	100%	38	100%

Finance

Performance Measure	Target	Quarter 1	Quarter 2
Type/Description- Finance	Target		
# of invoices paid annually	n/a	2032	2037
% of vendors paid within 30 days of invoice date ⁽¹⁾	95%	84.3%	82.3%
% of accounts receivable aged balances over 60 days versus annual billing	5%	0.38%	6.88%
GFOA Award Received for Current Year CAFR ⁽²⁾	Yes	n/a	n/a
GFOA Award Received for Biennium's Budget Document ⁽³⁾	Yes	n/a	n/a
Clean Audit ⁽⁴⁾	Yes	n/a	Yes
Bond Rating Per Standard & Poor's ⁽⁵⁾	AA	AA-	AA-
# of months cash reconciled within 15 days of month-end ⁽⁶⁾	12	0	0
# of months cash reconciled to the penny	12	3	3
Average working days to compile quarterly financial report	5	4	4

(1) Requires coordination with departments to ensure Accounts Payable receives invoices timely.

(2) Received award for FY 2013 CAFR. FY 2014 CAFR will be submitted on June 30, 2015.

(3) 2015/2016 Biennial Budget is currently under GFOA's review.

(4) Audit for FY 2014.

(5) Do not expect a bond rating review for another couple of years.

(6) Future months expected to be on schedule.

Human Resources

Performance Measure	Target	Quarter 1	Quarter 2
Measure- Human Resources			
Negotiations: # of Collective Bargaining Agreements negotiated	4	0	0
Employee Turnover	n/a	9 / 4%	5 / 2%
Recruitment: # of positions requiring recruitment	n/a	11	7
Recruitment: # of job applications received	n/a	1,072	679
Recruitment: # of days on average, to complete external non-civil service recruitment	n/a	57	66
Recruitment: # of days on average, to create civil service eligibility lists	n/a	62	43
Recruitment: # of successful applicants still employed 12 months after hire date	24	22	5
Recruitment: % of successful applicants still employed 12 months after hire date	100%	92%	83%
Retention: # of FTE's filled jurisdiction wide	220	213	213
Performance Evaluations: # of evaluations completed on time, city-wide	58	15	34
Measure- Risk Management			
Review and update safety and risk management-related policies and procedures	22	1	0
Complete safety inspection of all city facilities	5	0	0
Workers Compensation: # of Employee on-the-job Accidents, Injuries or Illnesses claims	0	7	9
Workers Compensation: # of fully commissioned officers on-the-job Accidents, Injuries or Illnesses claims	0	7	8
Workers Compensation: # of claims per 100 jurisdiction FTE's	0	3.75	4.23
Workers Compensation: # of days absent due to on-the-job Accident, Injury or Illness claims	0	76	29

Information Technology

Performance Measure	Target	Quarter 1	Quarter 2
# of new systems implemented	n/a	5	5
# of users served	n/a	220	220
# of personal computers maintained	n/a	429	429
# of support calls received	n/a	1676	588
# of applications maintained	n/a	56	57
# of servers maintained (LAN/WAN)	n/a	30	79
# of phones operated and maintained	n/a	550	541
% of IT system up-time during normal business hours	100%	99%	100
% of communications up-time during normal business hours	100%	100%	100

Police

Performance Measure	Target	Quarter 1	Quarter 2
Measure- Specialty Units			
# of traffic stops		2862	1947
Successful property room audits		N/A	1
# of responses to animal complaints		585	778
# of captures by K9		5	8
# of detections of narcotics by K9		12	12
# of SWAT missions completed successfully		9	18
Measure- Criminal Investigations			
# of cases resolved with an arrest or referral for prosecution		69	38
# of open cases assigned per investigator/detective		6.67 avg	59.8
Quantity of drugs and property seized (\$ value)		5.3 lbs/ \$40, 618	10.8/\$80,490
# of illegal operations interrupted		6	10
# of positive comments received from victims and prosecutors		25	26
Measure- Patrol			
# of arrests		475	501
# of self-initiated calls for service		6271	5999
# of minutes to respond to call for service		7.79/11.27*	5.97/11.26*
Top Priority calls: Average time from receipt to dispatch (in minutes)		1.64/5.56*	2.58/5.54*
Top Priority calls: Average time from dispatch to arrival on scene (in minutes)		4.33/5.71*	3.39/11.26*
Number of accidents involving fatalities		1	0
Moving violation citations issued (excluding DUIs)		2503	1553
DUI Arrests		34	25
Measure- Professional Standards			
Maintenance of staffing levels		1 promo, 1 demo & 3 hires.	1 retirement/1 new hire
% of officers meeting state requirements for annual training hours		100	100
# of training hours provided		1729.25	2321.25
Successful WASPC accreditation		14-Nov	
# of legal updates disseminated to the department		One-3/2015	0
# of promotional and hiring processes completed		4	1
# of sustained investigations for performance related policy violations		0	1
Police: Mental Health incidents		330	334
Total traffic accidents		282**	290**
Traffic accidents involving pedestrians		9	5
Traffic accidents involving bicycles		1	8
Measure - CSRT			
Total number of code enforcement complaints received	n/a	139	191
Average calendar days: Code complaint to first investigation	n/a	25	5
Total code enforcement cases initiated during the reporting period	n/a	170	168
Code enforcement cases resolved through voluntary compliance	n/a	120	109
Code enforcement cases resolved through forced compliance	n/a	1	1
Code enforcement: Average calendar days, Inspection to Forced Compliance	n/a	150	62
Code enforcement: Average calendar days, Inspection to Voluntary Compliance	n/a	31	15
Measure- Code Enforcement			
#of dangerous building abatements completed annually	15	8	4

*Pri1/Pri2

** Police Reports taken (463 calls to report accidents)

*** 88 cleared by arrest (i.e. DUI). In fact, almost all Part B (we don't do UCR) are cleared

Parks and Recreation

Performance Measure	Target	Quarter 1	Quarter 2
Measure- Admin			
# of sites maintained	9	11	11
Measure- Human Services			
Increase participation at Lakewood Community Collaboration Meetings	40 each month	47/66/44	44/53/28
# of human services contracts to effectively manage	25	28 executed	23 site visits
Measure- Recreation			
\$ vendor sales generated from Farmers Market	\$140,000	\$11,500	TBD ≈ \$130,000
\$ sponsorship, grants and in-kind service	\$150,000	7500	8000
# of unduplicated youth late-night program participants served	80	127	127
# of registered participants at SummerFEST Triathlon	200	46	159
Measure- Senior Center			
# of unduplicated seniors served	1,400	800	720
\$ revenue generated from grants, fees, donations & in-kind support	\$80,000	22,700	\$14,560
# of volunteer hours	1,300	300	400
# of unduplicated participants at memory program	100	10	0
Measure- Park Facilities			
# of acres of maintained turf	17	19	19
Boat Launch Revenue	50,000	\$5,590	\$3,583.62 (POS ACTIVENET)
# of reported injuries on playgrounds	0	1	0
Measure- Fort Steilacoom			
# of acres of open space to maintain	500	500	500
# of work-related injuries requiring time off	0	0	0
# of reported playground injuries	0	0	0
Measure- Landscape			
# of sites maintained	38	38	38
# of requests for services outside required maintenance	< 5 years	2	0
Measure- Property Management			
# of square feet of coverage per building maintenance employee	158,615	158,615	158615
# of complaints about service provided	0	1	0
# of unscheduled system failures	0	2	2
# of complaints about building cleanliness	0	2	3

Public Works

Performance Measure	Target	Quarter 1	Quarter 2
Measure- Street Operations and Maintenance			
# of reported potholes filled/repaired	<300	74	31
# of feed of ditch line cleaned	1000	150	0
# of storm ponds cleaned	11	10	10
# of tons of permanent patch placed	40	0	33.5
# of lane miles of crack sealing	>1	0	4
# of tons of illegal debris picked up disposed of	<30	15.94 Rev	6.63
Linear feet of pavement marking placed (stop bars, crosswalks, etc.)	>200	0	0
Lane miles of alleys graded and graveled	2	0	2,480 ft
Miles of gravel shoulder grading and rock replacement	>3	0	0
Measure- Transportation Capital			
# of traffic signals operated and maintained	77	77	77
# of City maintained street lights	1,982	1,982	1982
Annual transportation capital funds administered	\$11.8M	\$12.30	\$12.30
Amount of transportation grant funds awarded	\$2M	\$0	\$4.64
Measure- Surface Water Management			
# of City street curb miles swept	3,800	913	720
# of catch basins cleaned or inspected	3,100	1,554	1,400
# of hours of storm drain pipe video inspections recorded	800	364	339
# Linear feet of storm drain pipe cleaned	30,000	8,777	18,015
# of tons of sweeping and vector waste disposed of	2,700	729	717
# of gallons of vector liquid waste disposed of	50,000	46,050	47,900
# of businesses/properties inspected for SWM compliance	200	98	174
# of charity car wash permits issued	60	5	12
# of volunteer hours for water quality sampling	100	13	74
% maintain compliance with NPDES Municipal Stormwater permits	100%	100%	100%

Legal

Performance Measure	Target	Quarter 1	Quarter 2
# of days on average to review/process a contract	3	3.88	3.87
# of days on average for PRA response	30	20	20
Increase scope and extent of paperless discovery and electronic exchange of information with defense counsel, with goal being to reduce use of paper and related expenditures by 50%	50%	met	50%+
Manage contract prosecution agreements/contracts to maintain maximum coverage of regular weekly calendars (16/week), as well as trials within the allocated budget	100%	met	100%
Provide discovery within 14 calendar days of a request in 90% or more of the cases in which discovery is authorized/requested/required	90%	met	90%+
Respond to requests for legal advice/review as well as training (criminal law/criminal procedure generally) from Lakewood Police Department within 5 business days of request in 90% or more of the cases, with the goal being to remain in regular contact to triage issues and maximize delivery of law enforcement services with the most current training on criminal law/criminal procedure	90%	met	90%+
Review all Lakewood Police Department contracts within 5 business days of receipt in 90% or more of the matters, unless an expedited response is requested or necessary	90%	met	90%+
Make In Custody charging decisions within 8 hours of receipt of the report(s) in 90% or more of the cases	90%	met	100%
Review all felony In Custody NCF cases from Pierce County within 8 hours of receipt of the report(s) in 95% or more of the cases	95%	met	95%+
Renew and maintain on regular basis community liaisons with: (1) community partners responding to the needs of domestic violence and domestic violence victims; (2) community action groups involved with education and advocacy relating to DUI/Physical Control; and (C) Child Protective Services and Adult Protective Services to ensure continuity of information in those cases involving the most vulnerable members of our community	100%	met - all except DUI/impaired driving POC's	met - all except DUI/impaired driving POC's
Review and make charging decisions in Out of Custody cases within 30 days of receipt of report(s) as well as any necessary evidence (lab results, etc.) in 90% of the cases	30 days	90 days	DV - 38% within 40 days; All Other - 45% w/in 60 days; %50 w/in 75 days
Comply with the court rules regarding timeliness of all responsive pleadings (motions and appeals primarily) in 95% of the cases	95%	met	95%+

Municipal Court

Performance Measure	Target	Quarter 1	Quarter 2
# of community group road tours	8	4	2
# of incidents with offenders involving risk management	0	0	0
# of work crew hours performed in lieu of jail		1640	1584
Cost saved by using alternative sentencing		\$48,342	\$36,750
Cost saved from reduced number of court transports	\$50,000	**\$8,000	*** \$9,609

*** The cost savings for transports is not a true picture of savings since Video wasn't up and running until March 2015.

Expect to see higher savings next quarter.

*** Both CCO's were at the Probation Academy in August resulting in \$2759 in overtime