



## LAKESWOOD CITY COUNCIL AGENDA

Monday, May 16, 2016

7:00 P.M.

City of Lakewood

City Council Chambers

6000 Main Street SW

Lakewood, WA 98499

---

Page No.

### CALL TO ORDER

### ROLL CALL

### PLEDGE OF ALLEGIANCE

### PROCLAMATIONS AND PRESENTATIONS

Proclamation recognizing Dr. Lonnie Howard for dedicated service as President of Clover Park Technical College – *Dr. Lonnie Howard*

Washington State Department of Transportation I-5/JBLM Corridor Improvement Project. - *Mr. John Wynands, Program Director*

### PUBLIC COMMENTS

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

- ( 3) A. Approval of the minutes of the City Council meeting of May 2, 2016.
- ( 9) B. Approval of the minutes of the City Council Study Session of May 9, 2016.
- (14) C. Items Filed in the Office of the City Clerk:
  - 1. Landmarks and Heritage Advisory Board meeting minutes of February 25, 2016 and March 24, 2016.
  - 2. Public Safety Advisory Committee meeting minutes of March 2, 2016.
  - 3. Lakewood Arts Commission meeting minutes of April 4, 2016.

*The Council Chambers is accessible to persons with disabilities. Equipment is available for the hearing impaired. Persons requesting special accommodations or language interpreters should contact the City Clerk's Office, 589-2489, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.*

<http://www.cityoflakewood.us>

*City Hall will be closed 15 minutes after adjournment of the meeting.*

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

- (26) Ordinance No. 640

Adopting the 2015-2016 biennial budget amendments. - *Assistant City Manager for Administrative Services*

**RESOLUTION**

- (51) Resolution No. 2016-10

Expressing the intent to update the Comprehensive Plan to meet the certification requirements of the Puget Sound Regional Council. – *Assistant City Manager for Development Services*

**UNFINISHED BUSINESS****NEW BUSINESS****REPORTS BY THE CITY MANAGER**

- (64) Public Art Request for Proposal
- (76) Ft. Steilacoom Park gathering place update
- (92) Harry Todd Park Waterfront Renovation Plan update

**CITY COUNCIL COMMENTS****ADJOURNMENT**

*The Council Chambers is accessible to persons with disabilities. Equipment is available for the hearing impaired. Persons requesting special accommodations or language interpreters should contact the City Clerk's Office, 589-2489, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.*

<http://www.cityoflakewood.us>

*City Hall will be closed 15 minutes after adjournment of the meeting.*



## **LAKWOOD CITY COUNCIL MINUTES**

Monday, May 2, 2016  
City of Lakewood  
City Council Chambers  
6000 Main Street SW  
Lakewood, WA 98499

---

### **CALL TO ORDER**

Mayor Anderson called the meeting to order at 7:00 p.m.

### **ROLL CALL**

Councilmembers Present: 6 – Mayor Don Anderson; Deputy Mayor Jason Whalen; Councilmembers Mike Brandstetter, John Simpson, Marie Barth and Paul Bocchi.

Councilmember Excused: 1 – Councilmember Mary Moss.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led Mayor Anderson.

### **PROCLAMATIONS AND PRESENTATIONS**

#### **Youth Council Report.**

The Youth Council reported on their activities relative to the City's 20<sup>th</sup> Anniversary celebration. Youth Council members then reported on activities at Harrison Preparatory School, Clover Park High School, Lakes High School, Belleramine Preparatory and Covenant High School.

#### **Proclamation declaring May 2 – 6, 2016 as Certificated Employee Appreciation Week.**

COUNCILMEMBER BRANDSTETTER PRESENTED A PROCLAMATION DECLARING MAY 2-6, 2016 AS CERTIFICATED EMPLOYEE APPRECIATION WEEK TO MR. JIM SCHELL, CLOVER PARK EDUCATION ASSOCIATION PRESIDENT.

#### **Proclamation declaring May 15 – 21, 2016 as National Public Works Week.**

DEPUTY MAYOR WHALEN PRESENTED A PROCLAMATION DECLARING MAY 15-21, 2016 AS NATIONAL PUBLIC WORKS WEEK TO MR. DON WICKSTROM, PUBLIC WORKS DIRECTOR.

\*\*\*\*\*

Mayor Anderson deviated from the agenda to consider the Clover Park School District report at this time.

\*\*\*\*\*

### **Clover Park School District Board Report.**

Clover Park School District (CPSD) Board President Schafer reported that US World & News Report announced that Lakes High School was placed as the #40 Best High School in the nation out of over 20,000 schools. Five schools were awarded for highest achievement awards in Pierce County. He then announced that several Clover Park School District students received Washington State science and engineering awards. He commented on the Lakes High School art work that is being displayed at St. Clare Hospital. He reported that a Lakes High School student received a golf caddy scholarship, and then provided an update on school construction projects. He explained that it is the CPSD Board's intention to meet with the City Council and that it be a collaborative meeting to discuss matters including the Woodbrook Middle School project.

### **Proclamation declaring May 15 – 21, 2016 as National Police Week.**

COUNCILMEMBER SIMPSON PRESENTED A PROCLAMATION DECLARING MAY 15 - 21, 2016 AS NATIONAL POLICE WEEK TO SGT. RALPH EVANS.

### **PUBLIC COMMENTS**

Speaking before the Council were:

*Becky Huber, Lakewood resident*, spoke about the Ambrose Russell program that was discussed at the last Lakewood Historical Society. She noted that the Lakewood Historical Society's next meeting will be held on May 24, 2016 at Lakewood City Hall. She also spoke about the June 4, 2016 City of Lakewood 20<sup>th</sup> Anniversary Celebration.

*John Munn, Lakewood Playhouse*, announced that on May 14, 2016, the 50<sup>th</sup> anniversary of Lakewood Playhouse fundraiser will be held at the Playhouse.

*Sharon Taylor, Lakewood resident*, spoke about the WSDOT meeting that will be held in Tillicum to discuss the overpass.

### **C O N S E N T   A G E N D A**

- A. Approval of the minutes of the City Council meeting of April 18, 2016.
- B. Approval of the minutes of the City Council Study Session of April 25, 2016.

- C. Approval of payroll checks, in the amount of \$2,223,672.43, for the period March 16, 2016 through April 15, 2016.
- D. Approval of claims vouchers, in the amount of \$2,915,891.95, for the period March 16, 2016 through April 15, 2016.
- E. Resolution No. 2016-07  
Approving the final plat for the Walker Ridge subdivision.
- F. Resolution No. 2016-08  
Setting Monday, June 6, 2016, at approximately 7:00 p.m., as the date for a public hearing by the City Council on the 2017-2022 Six Year Transportation Improvement Program.
- G. Items Filed in the Office of the City Clerk:
1. Community Services Advisory Board meeting minutes of February 24, 2016.
  2. Planning Commission meeting minutes of March 16, 2016.
  3. Parks and Recreation Advisory Board meeting minutes of March 22, 2016.

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

## R E G U L A R   A G E N D A

### **PUBLIC HEARINGS AND APPEALS**

**This is the date set for a public hearing by the City Council on the 2015-2016 biennial budget adjustments.**

Speaking before the Council were:

None.

There being no testimony, the hearing was declared closed.

### **ORDINANCE**

**Ordinance No. 639 vacating a portion of 84<sup>th</sup> Street SW right-of-way.**

DEPUTY MAYOR WHALEN MOVED TO ADOPT ORDINANCE NO. 639. SECONDED BY COUNCILMEMBER BRANDSTETTER. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

## **RESOLUTION**

**Resolution No. 2016-09 adopting the Fiscal Year 2016 Consolidated Annual Action Plan and Fiscal Year 2013 and 2014 Amendments to the Consolidated Annual Action Plans for Community Development Block Grant and HOME Investment Partnership Act funds.**

COUNCILMEMBER BARTH MOVED TO ADOPT RESOLUTION NO. 2016-09. SECONDED BY COUNCILMEMBER SIMPSON. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

**Motion No. 2016-21 adopting the revised financial policies.**

DEPUTY MAYOR WHALEN MOVED TO ADOPT THE REVISED FINANCIAL POLICIES. SECONDED BY COUNCILMEMBER BARTH. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

## **REPORTS BY THE CITY MANAGER**

City Manager Caulfield provided an update on the proposed Sound Transit yard facility on 100<sup>th</sup> Street and noted that trains will be brought in during the late hours and early hours.

He reported that when the Public Works Department conducted the streets pavement index two years ago, the rating came in at 75, and given the amount of road work improvements that have been completed in the last two years, Public Works will be conducting another streets pavement index and the number may improve in some manner. The pavement index is targeted to be completed in the Fall.

He announced that the Community and Economic Development Department kick-off for being able to submit electronic building plans begins this week. He also noted that Pierce County is also working on the ability to have sewer plans submitted electronically to the County. In addition, staff is working with Pierce County in moving forward with making improvements relative to grease interceptors.

He then reported that at the May 16, 2016 Council meeting, staff will provide an update on the Ft. Steilacoom Park gathering place and provide a business plan outlining potential uses, operating costs and capital costs associated with construction, as well as design concepts. A Rotary Club representative is also scheduled to attend the meeting.

City Manager Caulfield reported that the 18 City days dedicated for the City's use of the McGavick Center has been booked for this year.

He then reported that the City received notification last Thursday, that Western State Hospital was holding a quality improvement of Western State Hospital Committee meeting on Friday morning that staff was able to attend and will continue to sit on that Committee.

He reported that staff is working on finalizing a letter to Representatives of the 28<sup>th</sup> Legislative District outlining the City's concerns relative to community policing funding for Western State Hospital. He explained that he will be scheduling a meeting with the new interim CEO at Western State Hospital, Police Chief and the Assistant City Manager for Development Services.

He reported that Pierce County Community Connections released their point in time unsheltered homeless people count. In Lakewood, the report showed 25 unsheltered individuals in Lakewood plus 27 in Tacoma/Lakewood. He explained that staff will be analyzing the data and coordinating with Pierce County Community Connections. He noted that the City and may want to undertake its own analysis in Lakewood to determine the cause and effect of homelessness. The analysis is proposed to be funded in the 2017-2018 biennial budget out of the 1% human services funding allocation.

He then suggested several dates for a joint Clover Park School District Board and Council meeting - May 7, May 21, June 11 or June 18. It was determined that a meeting with the Mayor, City Manager, Clover Park School District Superintendent and Board President meet to discuss the selection of a facilitator for the joint meeting.

He then announced the following calendar events:

- May 4, 6:00 PM to 8:00 PM with 6:30 PM presentation, WSDOT I5/JBLM Corridor Improvement Project, Tillicum Elementary School
- May 6, 6:50 AM, Pierce County Prayer Breakfast, Tacoma Dome
- May 11, 6:00 PM, The Pierce County Law Enforcement Memorial, McGavick Center
- May 14, 9:00 AM, Studio Fitness 3rd Annual Healthy Start 5K, Studio Fitness
- May 18, 11:00 AM to 1:00 PM, Community Healthcare Lunch & Laughter, Hotel Murano

- May 18, 6:00 PM to 8:30 PM, Greater Lakes 51st Anniversary Celebration, McGavick Center

City Manager Caulfield then suggested October 15, 2016 as a Council Retreat to discuss the Legislative Agenda.

The Council then requested that WSDOT be invited to a Council meeting to discuss the I-5/JBLM corridor improvement project.

### **CITY COUNCIL COMMENTS**

Councilmember Brandstetter indicated he will not be attending the May 16 and 23 2016 Council meetings.

Councilmember Simpson commented on the Landmarks Heritage Advisory Board meeting he attended and that the Board will be seeking a grant and may ask for a City match for preserving the Little Red School House. He noted that the Board is looking to hold a retreat.

Deputy Mayor Whalen indicated that should Judge Blinn be elected as Superior Court Judge, a new Municipal Court judge would need to be appointed starting in January. He noted that he had a conflict with another meeting and would not be able to attend the United Way breakfast meeting. He indicated that he will be attending the Motor Avenue meeting on May 4, 2016 and the Prayer Breakfast. He indicated that he will also be attending the Greater Lakes Anniversary celebration.

Mayor Anderson commented on the Sound Transit 3 THE NEWS TRIBUNE article and the City Manager comments. He noted that Lt. General Robert Brown was promoted to a four star General and is General of the Army Pacific Command. He then requested a proclamation be placed on the Council's agenda recognizing the Lakes High School students for being awarded the 40<sup>th</sup> Best High School in the nation.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:27 p.m.

---

DON ANDERSON, MAYOR

ATTEST:

---

ALICE M. BUSH, MMC  
CITY CLERK



## **LAKWOOD CITY COUNCIL STUDY SESSION MINUTES**

Monday, May 9, 2016  
City of Lakewood  
City Council Chambers  
6000 Main Street SW  
Lakewood, WA 98499

---

### **CALL TO ORDER**

Mayor Anderson called the meeting to order at 7:01 p.m.

### **ROLL CALL**

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

### **ITEMS FOR DISCUSSION:**

#### **West Pierce Fire & Rescue update.**

Fire Chief Jim Sharp provided an update on West Pierce Fire & Rescue over the last five years. He noted that in the future West Pierce Fire will be looking at a gap analysis of community risk versus department resources, developing a Capital Facilities Plan, Medical Programs Strategic Plan and a Strategic Plan.

Discussion ensued on billing for health care services provided by the Fire Department; what kind of legislative priorities could the City assist West Pierce Fire with; what is the breakdown of the types of calls for service provided by West Pierce Fire; how does the Woodbrook industrial park and development impact services provided by the Fire Department; how will the City's proposed rental housing program assist the Fire Department (brings value to inspections, awareness and education); why can't the Fire Department inspect multi-family housing like it can inspect businesses; are businesses charged for Fire inspections (yes); and are there apartment units with challenges that the City should be made aware of as the City considers a rental housing inspection program (old buildings with older structures may potentially have issues versus newer buildings and tenant issues can be factors relative to risks associated with calls for services).

#### **Review of the Six Year Transportation Improvement Program.**

Public Works Director Wickstrom reviewed the Six Year 2017-2022 Transportation Improvement Program and proposed projects.

He noted that the proposed changes included improvements to Veterans Drive from Gravelly Lake Drive to Alameda; 84<sup>th</sup> Street Pedestrian crossing signal; and a description change for the Steilacoom Boulevard-Weller Road project.

Discussion ensued on clarifying the Steilacoom – Weller Road to Custer Road funding and when the overlay would be completed; are the bikeways on Motor Avenue from Whitman to Gravelly Lake Drive a placeholder (yes); and the only major collector in the Plan appears to be Mt. Tacoma Drive as it relates to the Motor Avenue project.

### **Rental housing program update.**

Assistant City Manager for Development Services Bugher noted that for the Council's May 16, 2016 meeting, a proposed resolution will be placed on the agenda for Council's consideration expressing the intent to update Lakewood's Comprehensive Plan to meet the certification requirements of the Puget Sound Regional Council.

City Attorney Wachter and Assistant City Manager for Development Services Bugher provided an update regarding the rental housing inspection program for the City.

Discussion ensued about rentals of single family homes; what is the anticipated fee for inspections; what is the total cost for the rental inspection program; how would the random selection process work for single family versus multi-family properties; can code violations trigger inspections of the entire multi-family unit for inspections; how are rentals distinguished in a mobile home park; having a cost recovery model for recovering the City's cost and how much is the City willing to subsidize inspections. It was the consensus of the Council to consider an ordinance to initiate a five year inspection cycle resulting in 548 inspections annually, minus exemptions as outlined in item #4 of the May 9, 2016 memo.

### **REPORTS BY THE CITY MANAGER**

City Manager Caulfield reported that City has been participating in the Cascadia rising earthquake exercise starting June 7, 2016 which will involve all levels of government.

He noted that WSDOT is scheduled to present the I-5/JBLM Corridor improvement project at the Council's May 16, 2016 meeting.

He reported that Assistant City Manager for Administrative Services Kraus has completed an audit on the City's gambling tax receipt and will be initiating an audit on the admissions tax.

City Manager Caulfield indicated that the City has provided the Clover Park School District (CPSD) with the name of a facilitator to consider for the joint meeting with

the CPSD Board. June 11 and 18, 2016 is being considered as options for a potential meeting date.

He noted that the AWC Center for Quality Communities had not chosen the Lakewood Youth Council's application for a scholarship, however, the Lakewood Lions will be awarding a \$500 scholarship to Youth Council Marcos Vieyra. Councilmember Brandstetter suggested that Marcos Vieyra be recognized by the Council at a Council meeting.

City Manager Caulfield then reported that on April 29, 2016, JBLM representatives provided an update on the clear zone, and that he will forward the information to Council including land swap options and air field changes.

He reported that the Harry Todd Park Waterfront group has prepared a conceptual plan that will cost \$2 million - Phase 1 (\$1 million) and Phase 2 (\$1 million) which will be brought before the Council in the summer.

He indicated that staff will try to complete the parking lot improvements for the Waughop Lake trail.

He complimented Police Officers Andy Hall, John Babcock, Anthony Bucat, and Sergeant John Fraser for participating in the Cinco De Mayo's DUI emphasis patrol.

He complimented the Public Works staff for submitting six grant applications to the Pierce County Regional Council for consideration.

He noted that Sound Transit will be talking about project amendments on May 10, 2016 and capital needs on May 12, 2016. On May 26, 2016 the Board will be discussing amendments and on June 23, 2016 the Board will be voting on the plan to be submitted to the voters.

He noted that on Thursday, May 12, 2016, a meeting will be held with the Mayor, 28<sup>th</sup> Legislative District representatives, Police Chief, Assistant City Manager Development Services and the City Manager to discuss Western State Hospital. Also, a tour of Western State Hospital with interested legislators is being planned.

He then distributed a draft program of the June 4, 2016 City's 20<sup>th</sup> Anniversary celebration.

He then announced the following calendar of events and meetings:

- May 11, 6:00 PM, The Pierce County Law Enforcement Memorial, McGavick Center
- May 14, 9:00 AM, Studio Fitness 3rd Annual Healthy Start 5K, Studio Fitness
- May 18, 11:00 AM to 1:00 PM, Community Healthcare Lunch & Laughter, Hotel Murano

- May 18, 6:00 PM to 8:30 PM, Greater Lakes 51st Anniversary Celebration, McGavick Center
- May 19, 7:30 AM to 10:00 AM, SSMCP Elected Officials Council, Eagles Pride Golf Course,

### **ITEMS TENTATIVELY SCHEDULED FOR THE MAY 16, 2016 REGULAR CITY COUNCIL MEETING:**

1. Proclamation recognizing Dr. Lonnie Howard. – *Dr. Lonnie Howard, Clover Park Technical College*
2. Washington State Department of Transportation I-5/JBLM Corridor Improvement Project. – *Mr. John Wynands, Program Director*
3. Adopting the 2015-2016 biennial budget amendments. – (Ordinance – Regular Agenda)

### **CITY COUNCIL COMMENTS**

Councilmember Moss commented on the Clover Park School District Board (CPSD) meeting she attended tonight.

Councilmember Bocchi indicated that he will not be attending the May 16, 2016 Council meeting. He then commented on the CPSD employee awards that were presented at the CPSD Board meeting tonight.

Councilmember Brandstetter indicated that he will be attending the AWC event, the Law Enforcement Memorial and the Lake City Neighborhood Association. He indicated that he will not be attending the May 16 and 23, 2016 Council meetings.

Councilmember Barth commented on the Prayer Breakfast meeting and the Public Safety Advisory Committee meeting she attended.

Deputy Mayor Whalen commented on the Motor Avenue design meeting he attended on May 4, 2016. He then spoke about the Point Ruston area and the public art area that was nicely done. He commented on the Prayer Breakfast he attended. He spoke about homeless concerns expressed by Reeder Management. He indicated he will be attending the Human Services Collaboration meeting.

Mayor Anderson spoke about the Goodwill fundraising luncheon he attended. He then commented on the 2-2 Stryker Brigade event he attended. He noted that the Pierce Transit Board authorized an expenditure for an accelerated bus service. He indicated that he spoke in support for a southern route.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 9:50 p.m.

---

DON ANDERSON, MAYOR

ATTEST:

---

ALICE M. BUSH, MMC  
CITY CLERK



## LANDMARKS & HERITAGE ADVISORY BOARD

February 25, 2016 Meeting Minutes  
Third Floor Executive Conference Room  
6000 Main Street SW  
Lakewood, WA 98499

"The mission of the City of Lakewood Landmarks and Heritage Advisory Board is to preserve, protect and promote the unique heritage and historic resources of the City of Lakewood."

### CALL TO ORDER

Presiding officer, Ms. Stephanie Walsh, Chair, called the meeting to order at 6:00 p.m.

### MEETING PROTOCOL

#### Roll Call

Landmarks & Heritage Advisory Board Members Present: Stephanie Walsh, Chair; Glen Spieth, Vice-Chair; Beth Campbell, Joan Cooley, Bob Jones and Dennis Dixon.

Landmarks & Heritage Advisory Board Members Excused: Bill Harrison

Landmarks & Heritage Advisory Board Members Absent: Walter Neary

Council Liaison to LHAB: Councilmember John Simpson

Youth Council Liaison to LHAB: Cassie Daniels

Landmarks & Heritage Advisory Board Consultant: Jennifer Schreck

Staff Present: Frank Fiori, Planning Manager; Karen Devereaux, Administrative Assistant

#### Acceptance/Changes to Agenda

Ms. Stephanie Walsh, Chair, queried the group for any needed changes to the agenda. Ms. Walsh herself suggested five new items under the Unfinished Business segment of the meeting.

**Ms. Beth Campbell made the motion to accept the changes to the agenda followed by a second from Mr. Dennis Dixon. Upon taking a voice vote the motion carried unanimously.**

#### Approval of Minutes

Ms. Stephanie Walsh, Chair, opened the floor asking if there were any additions, changes or modifications to the January 28, 2016 meeting minutes. **Ms. Joan Cooley made the motion to approve the minutes as written. The motion was seconded by Mr. Glen Spieth. A voice vote was taken and the motion carried unanimously.**

#### Announcements

None

#### PUBLIC COMMUNICATIONS

None

#### UNFINISHED BUSINESS

##### Tsutakawa "Lily" Fountain Update

Mr. Bob Jones informed the group he had a recent conversation with property owner, Mr. George Howe, regarding the fountain where both men agreed to meet to share information. Mr. Glen Spieth,

Vice-Chair, offered to share his file of information as well as agreed to accompany Mr. Jones to the meeting in hopes of discussing a possible community landmark designation and future placement of a marker on the sloping grass mound near the fountain facing passing traffic on Gravelly Lake Dr SW.

#### Washington State Historical Advisory Committee Meeting

Ms. Jennifer Schreck, Consultant, attended the Western State Hospital Historical Committee meeting on Tuesday, February 22. Ms. Schreck shared with the group information on a recent find of 18,000 pieces of archeological artifacts from the 1880-1910 timeframe on the WSH site. One interesting item found in a sanitary burn field was a pre-contact tool which was charred, but still recognizable. Mr. Ed Huber, SRI Consulting, is writing a report summarizing what the findings will mean for local history.

Ms. Schreck expressed Mr. Joe Lewis' appreciation for the historical marker and Community Landmark Designation awarded to the officer's quarters on the Ft. Steilacoom property noting how the local, state, and national recognition assists in securing grant awards for their historical projects.

#### Lakewold Gardens Tour

Ms. Shreck informed the board the Advisory Council for Historic Preservation toured Lakewold Gardens. Ms. Walsh, Chair, also coordinated for the group to tour the well-known stately homes and beautiful grounds of a few properties on Gravelly Lake, specifically Skip and Gail Smith's property, "Villa Carmen".

#### Clock Repair Follow Up

Ms. Schreck informed the group she is waiting on a return call from a project architect to provide the contact information on the clock repairman to help with Colonial Center clock repair.

Mr. Spieth and Mr. Jones commented that the Fed Ex building is being demolished at Gravelly Lk Dr and Motor Avenue intersection and discussed approaching City Council members to help save the clock tower and use it in the Motor Avenue Urban Design project as a historical landmark. Councilmember liaison Mr. John Simpson encouraged them to examine possibilities. Mr. Spieth and Mr. Jones are members of the Motor Avenue Adhoc Committee and expressed intent to raise the subject at next week's meeting.

#### Distribution of Touring Map and Benefits Brochures

Ms. Walsh, Chair, would like board members to be active in distributing the new touring map and benefits brochure. Ms. Walsh considered that each member has opportunity to help in this effort. Ms. Walsh noted she will hand out the maps at speaking engagements such as Lakewood United and Military Affairs in April. The maps are on display now at Lakewold Gardens and circulated at the recent Tacoma Home & Garden Show. Mr. Spieth displays maps at the Lakewood Historical Society Museum and keeps a handful of brochures to discuss and encourage historical designation of local properties. Ms. Cooley distributes maps to the local library. Ms. Walsh informed the group that Ms. Becky Newton, City Economic Development Manager, has delivered a boxful of touring maps to be distributed from the local Chamber of Commerce offices.

### **NEW BUSINESS**

#### Recent School Demolition

Ms. Cooley commented on the news article of Lake City Elementary School demolition by Clover Park School District (CPSD) and queried if there was a way to receive advanced notice of such projects. Ms.

Walsh suggested a proactive approach of the group forwarding a letter addressing concerns over these historic buildings slated to be demolished. Mr. Dennis Dixon suggested encouraging CPSD to stabilize the buildings they agree to save with roof and window repair. Ms. Cooley and Ms. Schreck agreed to collaborate on the writing project.

2016 CLG Grant Application Project Concepts and Ideas

Ms. Walsh requested solid concepts and ideas be reviewed to allow Ms. Schreck to complete the application by the April 22, 2016 deadline. Funds may be used for planning activities, website development, historic walking tours or school curriculum projects. The members discussed using an online survey to query citizen interest and build community support of future projects.

Ms. Cooley commented that a survey has not been completed since the first was completed in 1999. Members discussed the need of a current survey of historic properties. Mr. Frank Fiori, Planning Manager, suggested the City GIS Department could help by production of a map flagging all the properties over 50 years. Ms. Schreck added that for approval purposes she thought the CLG grant is now very "education focused". Ms. Beth Campbell queried the possibility of working with the CPSD to preserve the Little Red Schoolhouse before it becomes too dilapidated and falls apart, whether the school district decides to move or destroy. Mr. Fiori asked if the CPSD offered any mechanical drawing or drafting classes as part of the curriculum and suggested that perhaps the Board work with the CPSD to produce some measured drawings of the building. That way there would be documentation and the icon preserved by paperwork at the least. Mr. Fiori suggested to include documentation with technical drawings and dated photographs.

Ms. Walsh voiced an idea of forming a strategic planning committee focused on developing a 3 – 5 year plan. Council member Mr. Simpson was in support of that idea noting the City utilizes a 6 - year comprehensive plan in the same concept. Ms. Walsh queried points of the survey project scope, budget, strategic planning session and writing a focused 6 - year plan with the help of a consultant which the board could afford through the grant monies.

Ms. Schreck suggested focusing on an education aspect and extensively developing the board website for many future educational uses while the board forms their own strategic plan to execute.

Members did agree the three main ideas of developing educational content for a website, property surveys as a valuable data tool and strategic planning were important. A final decision and project selection will be determined at the March meeting.

**PUBLIC HEARING**

None

**Next Meeting** is scheduled for Thursday, March 24, at 6:00 p.m. in Executive Conference Room 3A.  
**Meeting Adjourned** at 7:34 p.m.

 04/28/2016  
Stephanie Walsh, Chair  
Landmarks & Heritage Advisory Board

 04/28/2016  
Karen Devereaux, Recording Secretary to the  
Landmarks & Heritage Advisory Board



## LANDMARKS & HERITAGE ADVISORY BOARD

March 24, 2016 Meeting Minutes  
Third Floor Executive Conference Room  
6000 Main Street SW  
Lakewood, WA 98499

"The mission of the City of Lakewood Landmarks and Heritage Advisory Board is to preserve, protect and promote the unique heritage and historic resources of the City of Lakewood."

### CALL TO ORDER

Presiding officer, Ms. Stephanie Walsh, Chair, called the meeting to order at 6:07 p.m.

### MEETING PROTOCOL

#### Roll Call

Landmarks & Heritage Advisory Board Members Present: Stephanie Walsh, Chair; Glen Spieth, Vice-Chair; and Beth Campbell.

Landmarks & Heritage Advisory Board Members Excused: Bill Harrison and Joan Cooley

Landmarks & Heritage Advisory Board Members Absent: Walter Neary, Bob Jones and Dennis Dixon

Council Liaison to LHAB: Councilmember John Simpson

Youth Council Liaison to LHAB: Cassie Daniels

Landmarks & Heritage Advisory Board Consultant: Jennifer Schreck

Staff Present: Frank Fiori, Planning Manager; Ramon Rodriguez, Assistant Planner; and Karen Devereaux, Administrative Assistant

#### Acceptance/Changes to Agenda

Ms. Stephanie Walsh, Chair, queried the group for any needed changes to the agenda.

Mr. Frank Fiori, Planning Manager, introduced Mr. Ramon Rodriguez, Assistant Planner, to board members noting Mr. Rodriguez's background and qualifications for beginning to work with the board. Mr. Fiori will be scheduled away from work and unable to attend next month's meeting.

#### Approval of Minutes

Five board members were not in attendance; a quorum was not reached to allow for motions to be made or opportunity to conduct voting on any discussions. The draft meeting minutes for the February 25, 2016 meeting will be voted on at the April meeting.

#### Announcements

##### FedEx Building Clock Follow Up

Mr. Spieth shared that he spoke to City Council on Monday evening about the opportunity to save the clock for use in the Motor Avenue Urban Design project. Councilmember Mr. John Simpson provided a contact name for Mr. Spieth to begin negotiations with a local agent/representative of the building owner. Mr. Spieth noted he has researched the idea of a GoFundMe.com page to get community involvement for an outright purchase of the clock. Mr. Frank Fiori suggested asking if demolition of the building has already been decided would the owner consider donating the clock to the City or at very least giving City the right of first refusal on a purchase price. Ms. Walsh added that letters of support from the community could help to foster that decision and could be easily obtained.

## **PUBLIC COMMUNICATIONS**

None

## **UNFINISHED BUSINESS**

### *Distribution of Touring Map and Benefits Brochures*

Ms. Walsh, Chair, has encouraged board members to be active in distributing the new touring map by setting a goal of 2,500 distributed by end of the year. She informed the group a display is maintained at the Lakewold Gardens. Mr. Spieth maintains a display at the Lakewood Historical Museum.

It was noted Ms. Joan Cooley replenishes the display at the Lakewood Library. Ms. Cooley has given talks in the local community and received comments about the several pages for the application being a bit daunting for property owners considering designation. Members discussed making changes to the form to clarify the differences between a community designation and placement on an historic register.

## **NEW BUSINESS**

### *2016 CLG Grant Application Project Concepts and Ideas*

Ms. Walsh provided copies of the draft application as submitted by Ms. Jennifer Schreck, Consultant (who was unable to attend the meeting). The project summary stated LHAB would like to bring in a consultant to facilitate strategic planning in an effort to work toward a preservation plan that will outline specific tasks in an effort to further promote historic preservation awareness and efforts within the community. Deadline for submitting the application is April 22, 2016 by 5:00 p.m.

Board members noted they are especially pleased with the aspect of their completed strategic plan being used to provide assistance to other communities struggling with direction in a new or inactive CLG program.

### *Set Date for Strategic Planning Retreat*

Ms. Walsh queried the group for possible dates within the CLG application noted timeframe between January 16, 2017 and February 15, 2017 for attending an all-day retreat of strategic planning. It was suggested the group reserve a City Hall meeting room for the activity once a specific date was chosen. This topic will be discussed again when more members can provide input as to availability.

## **OTHER**

Ms. Cassie Daniels, Youth Council Representative, queried the next steps for the Little Red School House (LRS). Mr. Spieth explained he intends to have it designated through LHAB as a landmark in an effort to protect it from demolition. Mr. Simpson informed the group he will again ask Dr. Schaffer for the status on the LRS at the next Council meeting, Monday, March 28, and report back to the board members.

## **PUBLIC HEARING**

None

**Next Meeting** is scheduled for Thursday, April 28, at 6:00 p.m. in Executive Conference Room 3A.

Meeting Adjourned at 7:03 p.m.

 04/28/2016  
Stephanie Walsh, Chair  
Landmarks & Heritage Advisory Board

 04/28/2016  
Karen Devereaux, Recording Secretary to the  
Landmarks & Heritage Advisory Board



## **PUBLIC SAFETY ADVISORY COMMITTEE**

Regular Meeting Minutes  
Wednesday, March 2, 2016  
Lakewood Police Department  
9401 Lakewood Drive SW  
Lakewood, WA 98499

### CALL TO ORDER

The Meeting was called to order at 5:15 p.m.

### ROLL CALL

Public Safety Advisory Committee Members Present: Alan Hart, Bob Saul, Charles Ames, Joseph Boyle, Bryan Thomas, John Fuller, Ken Witkoe, Michael Lacadie and James Hairston

Public Safety Advisory Committee Members Excused: None

Public Safety Advisory Committee Members Absent: None

City Councilmember Present: Marie Barth

Fire Department Staff Present: No Fire Department personnel available.

Lakewood Youth Council Present: No Youth Council available.

Staff Present: Chief Michael Zaro and Committee Staff Support, Joanna Nichols, Administrative Assistant.

### APPROVAL OF MINUTES

Prior to minute approval Alan Hart introduced new PSAC Member James Hairston and Vice Chair Bryan Thomas tendered his resignation from the Committee, effective immediately following this meeting.

January's minutes were discussed. Joanna Nichols stated she had re-listened to the tape and what was written in the minutes was what was agreed upon during the meeting and confirmed

by the Committee President, Alan Hart, after the meeting. It was agreed that no one disagreed with the content of the minutes, but that they want to discuss the PSAC Mission Statement and purpose of PSAC in further detail next meeting. Charles Ames motioned to approve January's minutes. All ayes; minutes approved.

Joseph Boyle motioned to approve the February meeting minutes. All ayes; minutes were approved.

#### PUBLIC COMMENT

There was no one from the public present.

#### CITY COUNCIL LIAISON COMMENTS

Councilmember Marie Barth discussed the 20<sup>th</sup> Anniversary Event which happened last week. There were roughly 200-400 people present and it was a very inspiring and fun evening. Councilmember Barth also discussed other events over the last month, as well as how well received the Lakewood 311 App has been.

Alan Hart asked about new businesses coming into Lakewood and Councilmember Marie Barth gave a quick rundown of some of them. Discussion ensued.

Robert Saul asked about the Ft. Steilacoom Barn and surrounding soil. Councilmember Marie Barth stated that upon questioning the entire Council it was decided that the City Council was satisfied with the reports they had received stating that the soil was safe and the matter is resolved. Discussion ensued.

#### FIRE CHIEF COMMENTS

There was no Fire Department Personnel available.

#### POLICE CHIEF COMMENTS

##### **Handout-Crime and Incident Report (January 2015)**

Chief Michael Zaro discussed the statistics and some recent cases. Discussion ensued. Joanna Nichols will send out the flyers/press release regarding the Timothy Baugh case to PSAC members who may have missed the Facebook post.

Chief Michael Zaro discussed LPD's hiring efforts. Discussion ensued regarding process and the concerns regarding Legislative funding for the Academy.

Chief Michael Zaro also discussed the PSAC Flow Chart he created which clearly shows how issues will come to, and be handled by, the PSAC members. Discussion ensued.

## YOUTH COUNCIL COMMENTS

No Youth Council present.

## UNFINISHED BUSINESS

Assistant City Attorney Kimberly Cox was out sick, so the abandoned homes and DV Ordinances will be held over until next month.

Alan Hart asked about SummerFest. Robert Saul found out that the Elks had changed their mind again and would not be renting out their dunk tank as it just wasn't in good enough shape. John Fuller stated that JBLM will rent theirs, for the \$75, but that we have to reserve it 90 days in advance, which is April 9<sup>th</sup>. Discussion ensued. Mr. Fuller will confirm details on pick up/drop off date and times and deposit amounts and get back to Joanna Nichols.

## NEW BUSINESS

Bryan Thomas suggested they look at replacing him as Vice Chair. Discussion ensued. It was agreed that they will hold nominations and voting next month.

Bryan Thomas also stated that he hopes that PSAC continues to pursue the homelessness concerns for Lakewood. Chief Michael Zaro suggested having someone from the Lakewood Library come and speak to PSAC regarding the legal issues affecting them regarding the homeless people who are "using the library services" during the day, as brought to PSAC via public comment last month. Discussion ensued. Alan Hart suggested we wait for the April homeless count/numbers and then look into the issue further from there. Everyone agreed.

## REPORTS FROM BOARD MEMBERS & STAFF

Robert Saul discussed the Tillicum Neighborhood Association meeting, and stated that they are moving forward with having the gang presentation he talked about last month. They will open it up to Lake City folks as well.

Robert Saul stated he attended the Lake City Neighborhood Association meeting as well, and shared their concerns with the deep holes left from the Lake City school fire/demolition. Mr. Saul also discussed the article in the Suburban Times from Joseph Boyle and stated that Officer Noble's presentation to the Lake City NA had been well received.

Charles Ames discussed the Springbrook Neighborhood Association, stating that Mary Dodsworth was in attendance and gave a presentation on the expansions to the Springbrook Park. Mr Ames added that he is still trying to make contact with the University Place PSAC. Alan Hart suggested asking to view their minutes; Mr. Ames will ask them for that tomorrow.

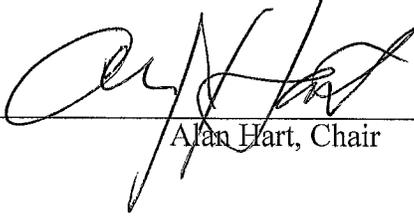
Robert Saul asked about the Citizen Satisfaction Survey. Joanna Nichols will ask Alice Bush for those results, as well as for the City Council approved PSAC Work Plan.

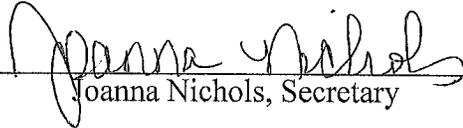
ADJOURNMENT

Ken Witkoe motioned to adjourn the meeting; all ayes. Meeting adjourned at 6:31 p.m.

Public Safety Advisory Committee

Attest:

  
4/06/16  
Alan Hart, Chair

  
Joanna Nichols, Secretary



**LAKWOOD ARTS COMMISSION  
REGULAR MONTHLY MEETING**

**Date: Monday, April 4, 2016**

**Time: 4:30 PM – 6:00 PM**

**Lakewood City Hall Room 3A**

**6000 Main Street SW**

**Lakewood, WA 98499**

**CALL TO ORDER**

Dennis Higashiyama called the meeting to order at 4:35pm.

**ATTENDANCE:**

**Arts Commission Members Present:** Susan Coulter, Retha Hayward, Tony Lamb, Bob Lawrence, Peggy Leach, John Munn, Connie Perra, Phillip Raschke, Barbara Vest, Jean Witte

**Staff:** Dennis Higashiyama Recreation Coordinator, Cameron Fairfield Office Assistant

**Youth Council Liaison:** William Joy

**Council Liaison:** Marie Barth

**Arts Commission Member Excused:** Kathy Flores, Jean Witte, Kurtis Erickson

**Arts Commission Member Absent:** None

**Guest:** Ed Kane

**APPROVAL OF MINUTES:** Retha Hayward moved and Barbara Vest seconded the motion to approve the minutes from March 7, 2016, meeting. The motion passes.

**PUBLIC COMMENT:** None

**UNFINISHED BUSINESS:**

**Recruitment:** The commission continued their discussion about the open seats on the Arts commission. Ed Kane is awaiting the status of his application. If accepted, there will be 2 remaining seats open.

**Gravelly Lake & Washington Site for Art:** Dennis Higashiyama updated the commission on the progress being made to the RFP. He suggested that the due date for the RFP be moved back to July. There will be a preproposal meeting in June. Dennis will update the RFP and resubmit it to council.

**MayFEST:** Retha Hayward gave an update on the MayFEST event. The board discussed the upcoming timeline for the event preparations. Entries are to be submitted by April 30<sup>th</sup>.

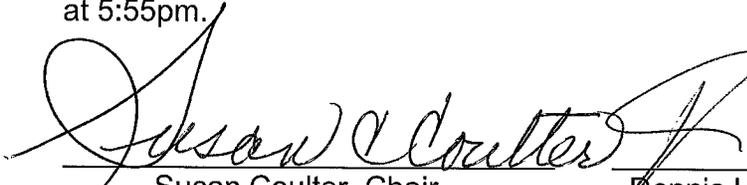
**Pierce County Reads – Sherman Alexie:** John Munn gave a brief presentation about Pierce County Reads. Launch Like Alexie: Standup comedy will be hosted by the Lakewood Playhouse.

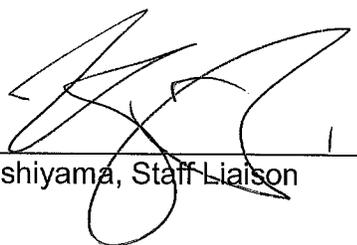
**City Hall Art Exhibit – City Baij:** Dennis met with Cindy Baij and Installed the City Hall Art Exhibit. The commission is encouraged to check out the new art in their spare time.

**NEW BUSINESS:**

**Asian Film Fest:** Phil Raschke gave a brief presentation about the upcoming Asian Art Film Festival. Phil presented the commission the 3 movies that are being reviewed for the festival. The Arts Commission members are encouraged to attend this event.

**ADJOURNMENT:** Retha Hayward moved and Phil Raschke seconded the motion to adjourn the meeting. The motion passes. The meeting was adjourned at 5:55pm.

  
Susan Coulter, Chair

  
Dennis Higashiyama, Staff Liaison

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> May 16, 2016	<b>TITLE:</b> An Ordinance amending the 2015-2016 Biennial Budget	<b>TYPE OF ACTION:</b>  ORDINANCE NO. 640  RESOLUTION NO.  MOTION  OTHER
<b>REVIEW:</b> April 25, 2016 May 2, 2016	<b>ATTACHMENTS:</b> <ul style="list-style-type: none"> <li>• Ordinance &amp; Exhibits</li> <li>• Memo</li> <li>• Summary of Proposed Budget Adjustments</li> </ul>	

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

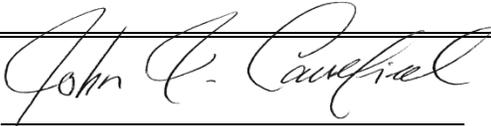
**RECOMMENDATION:** It is recommended that the City Council adopt this Ordinance amending the City’s 2015-2016 Biennial Budget.

**DISCUSSION:** The Revised Code of Washington (RCW) Chapter 35A.34 stipulates that a public hearing be held in connection with the modification process. Following the RCW guidelines, the City held a public hearing on the 2016 Carry Forward Budget Adjustment ordinance on May 2, 2016. The proposed budget adjustment makes the following types of modifications to fiscal year 2016: revise the beginning balance by adjusting the estimated amount to reflect the final 2015 ending fund balance; incorporate items previously approved by Council; appropriate projects funded by grants and contributions; continuation of capital projects; and new allocations on an exception basis.

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

**FISCAL IMPACT:** The proposed budget adjustment:

- Increases total beginning fund balance for all funds by \$4.68M, resulting in a revised beginning fund balance of \$22.93M;
- Increases total revenues for all funds by \$7.15M, resulting in a total revised revenue budget of \$80.84M;
- Increases total expenditures for all funds by \$10.83M, resulting in a total revised expenditure budget of \$86.52M; and
- Increases total ending fund balance for all funds by \$1.00M, resulting in a revised projected ending fund balance of \$17.26M.

_____ Department Director	 _____ City Manager Review
------------------------------	--

ORDINANCE NO. 640

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

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

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

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

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

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

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 608 on May 4, 2015 implementing the 2015 Carry Forward Budget Adjustment; and

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 627 on November 16, 2016 implementing the 2015-2016 Mid-Biennium Budget Adjustment; and

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

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

Section 1. Budget Amendment. The 2015-2016 Biennial Budget, as set forth in Ordinance 627, Section 1, is amended to adopt the revised budget for the 2015-2016 biennium in the amounts and for the purposes as shown on Exhibits A Current Revised Budget by Fund – Year 2016 and B Proposed Revised Budget by Fund – Year 2016.

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

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

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

ADOPTED by the City Council this 16th day of May, 2016.

CITY OF LAKEWOOD

---

Don Anderson, Mayor

Attest:

---

Alice M. Bush, MMC, City Clerk

Approved as to Form:

---

Heidi Ann Wachter, City Attorney

**EXHIBIT A**  
**CURRENT REVISED BUDGET BY FUND - YEAR 2016**

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
<b>General Fund (001)</b>	\$ 3,990,450	\$ (238,034)	\$ 3,752,416	\$35,695,391	\$880,830	\$ 36,576,221	\$35,348,044	\$539,498	\$ 35,887,542	\$ 4,441,095
<b>Special Revenue Funds - Total:</b>	\$ 1,764,763	\$ 90,914	\$ 1,855,677	4,751,460	800,983	5,552,443	5,062,710	985,183	6,047,893	1,360,226
101 Street Operations & Maintenance	\$ -	\$ -	\$ -	1,794,960	369,983	2,164,943	1,794,960	369,983	2,164,943	-
102 Real Estate Excise Tax	\$ 725	\$ 69,122	\$ 69,847	937,000	287,000	1,224,000	935,500	270,000	1,205,500	88,347
103 Transportation Benefit District	\$ -	\$ -	\$ -	685,000	-	685,000	685,000	-	685,000	-
104 Hotel/Motel Lodging Tax Fund	\$ 1,076,707	\$ 175,000	\$ 1,251,707	500,000	100,000	600,000	500,000	403,850	903,850	947,857
105 Property Abatement	\$ 135,471	\$ (135,471)	\$ -	35,000	-	35,000	135,000	(100,000)	35,000	-
106 Public Art	\$ 33,389	\$ -	\$ 33,389	10,000	-	10,000	33,000	-	33,000	10,389
180 Narcotics Seizure	\$ 274,721	\$ -	\$ 274,721	110,000	-	110,000	289,750	-	289,750	94,971
181 Felony Seizure	\$ 5,043	\$ (5,043)	\$ -	-	-	-	-	-	-	-
182 Federal Seizure	\$ 61,787	\$ 110,000	\$ 171,787	-	-	-	10,000	-	10,000	161,787
190 CDBG Grants	\$ 11,537	\$ -	\$ 11,537	500,000	-	500,000	500,000	-	500,000	11,537
191 Neighborhood Stabilization Prog	\$ 91,277	\$ (91,277)	\$ -	-	-	-	-	-	-	-
192 OEA Grant	\$ 74,106	\$ (31,417)	\$ 42,689	179,500	44,000	223,500	179,500	41,350	220,850	45,339
195 Public Safety Grants	\$ -	\$ -	\$ -	-	-	-	-	-	-	(1)
<b>Debt Service Funds - Total:</b>	\$ 917,554	\$ 32,156	\$ 949,710	1,315,071	(65,775)	1,249,296	1,482,928	(64,800)	1,418,128	780,878
201 GO Bond Debt Service	\$ -	\$ -	\$ -	444,808	-	444,808	444,808	-	444,808	-
202 LID Debt Service	\$ 1,051	\$ 32,156	\$ 33,207	270,263	(65,775)	204,488	270,263	(64,800)	205,463	32,232
204 Sewer Project Debt	\$ 524,708	\$ -	\$ 524,708	600,000	-	600,000	497,857	-	497,857	626,851
251 LID Guaranty	\$ 391,795	\$ -	\$ 391,795	-	-	-	270,000	-	270,000	121,795
<b>Capital Project Funds - Total:</b>	\$ 2,264,828	\$ (3,439)	\$ 2,261,389	2,945,500	19,251,502	22,197,002	3,465,450	19,344,724	22,810,174	1,648,217
301 Parks CIP	\$ 806,726	\$ (501,450)	\$ 305,276	375,000	1,495,274	1,870,274	1,181,450	864,100	2,045,550	130,000
302 Transportation CIP	\$ 371,129	\$ 533,011	\$ 904,140	2,268,500	17,756,228	20,024,728	2,284,000	18,445,624	20,729,624	199,244
311 Sewer Project CIP	\$ 106,070	\$ -	\$ 106,070	-	-	-	-	-	-	106,070
312 Sanitary Sewer Connection	\$ 980,903	\$ (35,000)	\$ 945,903	302,000	-	302,000	-	35,000	35,000	1,212,903
<b>Enterprise Fund - Total:</b>	\$ 4,286,210	\$ 1,085,072	\$ 5,371,282	2,702,500	190,610	2,893,110	3,121,965	2,106,961	5,228,926	3,035,466
401 Surface Water Management	\$ 4,286,210	\$ 1,085,072	\$ 5,371,282	2,702,500	190,610	2,893,110	3,121,965	2,106,961	5,228,926	3,035,466
<b>Internal Service Funds - Total:</b>	\$ 4,243,543	\$ (180,050)	\$ 4,063,493	4,608,656	615,928	5,224,584	3,795,636	503,878	4,299,514	4,988,563
501 Fleet & Equipment	\$ 3,970,168	\$ (130,050)	\$ 3,840,118	1,987,240	235,239	2,222,479	1,124,220	123,189	1,247,409	4,815,188
502 Property Management	\$ 273,375	\$ (50,000)	\$ 223,375	749,800	-	749,800	799,800	-	799,800	173,375
503 Information Technology	\$ -	\$ -	\$ -	1,092,636	143,189	1,235,825	1,092,636	143,189	1,235,825	-
504 Risk Management	\$ -	\$ -	\$ -	778,980	237,500	1,016,480	778,980	237,500	1,016,480	-
<b>Total All Funds</b>	\$ 17,467,348	\$ 786,619	\$ 18,253,967	\$ 52,018,578	\$ 21,674,078	\$73,692,656	\$ 52,276,733	\$ 23,415,444	\$75,692,177	\$ 16,254,445

**EXHIBIT B**  
**PROPOSED REVISED BUDGET BY FUND - YEAR 2016**

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
<b>General Fund (001)</b>	\$ 3,752,416	\$ 2,096,443	\$ 5,848,859	\$ 36,576,221	\$ 130,523	\$ 36,706,744	\$ 35,887,542	\$ 916,221	\$ 36,803,763	\$ 5,751,840
<b>Special Revenue Funds - Total:</b>	\$ 1,855,677	\$ 1,033,500	\$ 2,889,177	\$ 5,552,443	\$ 1,922,135	\$ 7,474,578	\$ 6,047,893	\$ 3,251,092	\$ 9,298,985	\$ 1,064,767
101 Street Operations & Maintenance	\$ -	\$ -	\$ -	\$ 2,164,943	\$ 30,731	\$ 2,195,674	\$ 2,164,943	\$ 30,731	\$ 2,195,674	\$ -
102 Real Estate Excise Tax	\$ 69,847	\$ 406,707	\$ 476,554	\$ 1,224,000	\$ -	\$ 1,224,000	\$ 1,205,500	\$ 460,805	\$ 1,666,305	\$ 34,249
103 Transportation Benefit District	\$ -	\$ -	\$ -	\$ 685,000	\$ -	\$ 685,000	\$ 685,000	\$ -	\$ 685,000	\$ -
104 Hotel/Motel Lodging Tax Fund	\$ 1,251,707	\$ 21,433	\$ 1,273,140	\$ 600,000	\$ -	\$ 600,000	\$ 903,850	\$ -	\$ 903,850	\$ 969,290
105 Property Abatement	\$ -	\$ 149,331	\$ 149,331	\$ 35,000	\$ 8,869	\$ 43,869	\$ 35,000	\$ 158,200	\$ 193,200	\$ -
106 Public Art	\$ 33,389	\$ 686	\$ 34,075	\$ 10,000	\$ -	\$ 10,000	\$ 33,000	\$ -	\$ 33,000	\$ 11,075
180 Narcotics Seizure	\$ 274,721	\$ 206,864	\$ 481,585	\$ 110,000	\$ 6,828	\$ 116,828	\$ 289,750	\$ 308,663	\$ 598,413	\$ -
181 Felony Seizure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
182 Federal Seizure	\$ 171,787	\$ 35,060	\$ 206,847	\$ -	\$ -	\$ -	\$ 10,000	\$ 196,847	\$ 206,847	\$ -
190 CDBG Grants	\$ 11,537	\$ 55,730	\$ 67,267	\$ 500,000	\$ 1,668,937	\$ 2,168,937	\$ 500,000	\$ 1,736,201	\$ 2,236,201	\$ -
191 Neighborhood Stabilization Prog	\$ -	\$ 152,875	\$ 152,875	\$ -	\$ 38,885	\$ 38,885	\$ -	\$ 191,760	\$ 191,760	\$ -
192 OEA/SSMCP Grant	\$ 42,689	\$ 4,814	\$ 47,503	\$ 223,500	\$ 4,750	\$ 228,250	\$ 220,850	\$ 4,750	\$ 225,600	\$ 50,153
195 Public Safety Grants	\$ -	\$ -	\$ -	\$ -	\$ 163,135	\$ 163,135	\$ -	\$ 163,135	\$ 163,135	\$ -
<b>Debt Service Funds - Total:</b>	\$ 949,710	\$ 546,123	\$ 1,495,833	\$ 1,249,296	\$ -	\$ 1,249,296	\$ 1,418,128	\$ 476,082	\$ 1,894,210	\$ 850,919
201 GO Bond Debt Service	\$ -	\$ -	\$ -	\$ 444,808	\$ -	\$ 444,808	\$ 444,808	\$ -	\$ 444,808	\$ -
202 LID Debt Service	\$ 33,207	\$ 451,189	\$ 484,396	\$ 204,488	\$ -	\$ 204,488	\$ 205,463	\$ 476,082	\$ 681,545	\$ 7,339
204 Sewer Project Debt	\$ 524,708	\$ 92,229	\$ 616,937	\$ 600,000	\$ -	\$ 600,000	\$ 497,857	\$ -	\$ 497,857	\$ 719,080
251 LID Guaranty	\$ 391,795	\$ 2,705	\$ 394,500	\$ -	\$ -	\$ -	\$ 270,000	\$ -	\$ 270,000	\$ 124,500
<b>Capital Project Funds - Total:</b>	\$ 2,261,389	\$ 443,205	\$ 2,704,594	\$ 22,197,002	\$ 4,629,740	\$ 26,826,742	\$ 22,810,174	\$ 5,194,436	\$ 28,004,610	\$ 1,526,726
301 Parks CIP	\$ 305,276	\$ (218,171)	\$ 87,105	\$ 1,870,274	\$ 478,784	\$ 2,349,058	\$ 2,045,550	\$ 367,057	\$ 2,412,607	\$ 23,556
302 Transportation CIP	\$ 904,140	\$ 490,064	\$ 1,394,204	\$ 20,024,728	\$ 3,618,766	\$ 23,643,494	\$ 20,729,624	\$ 4,024,559	\$ 24,754,183	\$ 283,515
311 Sewer Project CIP	\$ 106,070	\$ 203,732	\$ 309,802	\$ -	\$ 532,190	\$ 532,190	\$ -	\$ 802,820	\$ 802,820	\$ 39,172
312 Sanitary Sewer Connection	\$ 945,903	\$ (32,420)	\$ 913,483	\$ 302,000	\$ -	\$ 302,000	\$ 35,000	\$ -	\$ 35,000	\$ 1,180,483
<b>Enterprise Fund - Total:</b>	\$ 5,371,282	\$ 430,168	\$ 5,801,450	\$ 2,893,110	\$ 86,339	\$ 2,979,449	\$ 5,228,926	\$ 229,415	\$ 5,458,341	\$ 3,322,558
401 Surface Water Management	\$ 5,371,282	\$ 430,168	\$ 5,801,450	\$ 2,893,110	\$ 86,339	\$ 2,979,449	\$ 5,228,926	\$ 229,415	\$ 5,458,341	\$ 3,322,558
<b>Internal Service Funds - Total:</b>	\$ 4,063,493	\$ 129,636	\$ 4,193,129	\$ 5,224,584	\$ 383,092	\$ 5,607,676	\$ 4,299,514	\$ 758,212	\$ 5,057,726	\$ 4,743,079
501 Fleet & Equipment	\$ 3,840,118	\$ (155,181)	\$ 3,684,937	\$ 2,222,479	\$ 32,800	\$ 2,255,279	\$ 1,247,409	\$ 204,494	\$ 1,451,903	\$ 4,488,313
502 Property Management	\$ 223,375	\$ 223,870	\$ 447,245	\$ 749,800	\$ -	\$ 749,800	\$ 799,800	\$ 162,479	\$ 962,279	\$ 234,766
503 Information Technology	\$ -	\$ 60,947	\$ 60,947	\$ 1,235,825	\$ 196,630	\$ 1,432,455	\$ 1,235,825	\$ 237,577	\$ 1,473,402	\$ 20,000
504 Risk Management	\$ -	\$ -	\$ -	\$ 1,016,480	\$ 153,662	\$ 1,170,142	\$ 1,016,480	\$ 153,662	\$ 1,170,142	\$ -
<b>Total All Funds</b>	\$ 18,253,967	\$ 4,679,075	\$ 22,933,042	\$ 73,692,656	\$ 7,151,829	\$ 80,844,485	\$ 75,692,177	\$ 10,825,458	\$ 86,517,635	\$ 17,259,889

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

**(Legal Notice)**

May 17, 2016

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

The following is a summary of an Ordinance passed by the City of Lakewood City Council on the 16th day of May, 2016.

**ORDINANCE NO. 640**

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

This Ordinance shall be in full force and effect five (5) days after publication as required by law.

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

Alice M. Bush, MMC, City Clerk

**Published in the Tacoma News Tribune:** \_\_\_\_\_



To: Mayor and City Councilmembers  
From: Tho Kraus, Assistant City Manager/Administrative Services  
Through: John J. Caulfield, City Manager *John J. Caulfield*  
Date: May 16, 2016  
Subject: 2016 Carry Forward Budget Adjustment

---

**BACKGROUND:**

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

- Revise the beginning fund balance by adjusting the estimated amount to reflect the final 2015 ending fund balance
- Housekeeping adjustments to incorporate items previously approved by the City Council
- Appropriate projects funded by grants and contributions
- Continuation of capital projects
- New allocations, on an exception basis.

**PROPOSED BUDGET AMENDMENTS – SUMMARY:**

The proposed budget adjustment:

- Increases total beginning fund balance for all funds by \$4.68M, resulting in a revised beginning fund balance of \$22.93M;
- Increases total revenues for all funds by \$7.15M, resulting in a total revised revenue budget of \$80.84M;
- Increases total expenditures for all funds by \$10.83M, resulting in a total revised expenditure budget of \$86.52M; and
- Increases total ending fund balance for all funds by \$1.00M, resulting in a revised projected ending fund balance of \$17.26M.

Fund Group	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance		
	Current Budget	Proposed		Current Budget	Proposed		Current Budget	Proposed		Current Budget	Proposed	
		Adjustment	Revised Budget		Adjustment	Revised Budget		Adjustment	Revised Budget			
<b>Total Year 2016</b>	\$ 18,253,967	\$ 4,679,075	\$ 22,933,042	\$ 73,692,656	\$ 7,151,829	\$ 80,844,485	\$ 75,692,177	\$ 10,825,458	\$ 86,517,635	\$ 16,254,445	\$ 1,005,444	\$ 17,259,889
General	3,752,416	2,096,443	5,848,859	36,576,221	130,523	36,706,744	35,887,542	916,221	36,803,763	4,441,095	1,310,745	5,751,840
Special Revenue	1,855,677	1,033,500	2,889,177	5,552,443	1,922,135	7,474,578	6,047,893	3,251,092	9,298,985	1,360,226	(295,459)	1,064,767
Debt Service	949,710	546,123	1,495,833	1,249,296	-	1,249,296	1,418,128	476,082	1,894,210	780,878	70,041	850,919
Capital Projects	2,261,389	443,205	2,704,594	22,197,002	4,629,740	26,826,742	22,810,174	5,194,436	28,004,610	1,648,217	(121,491)	1,526,726
Enterprise	5,371,282	430,168	5,801,450	2,893,110	86,339	2,979,449	5,228,926	229,415	5,458,341	3,035,466	287,092	3,322,558
Internal Service	4,063,493	129,636	4,193,129	5,224,584	383,092	5,607,676	4,299,514	758,212	5,057,726	4,988,563	(245,484)	4,743,079

**GENERAL FUND ENDING FUND BALANCE**

The 2016 estimated General/Street O&M Funds ending fund balance of \$5.75M equates to 15.5% of General/Street O&M Funds operating revenues.

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

- *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 \$763K.
- *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 \$1.91M.
- *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 \$1.91M.

**PROPOSED BUDGET AMENDMENTS – DETAILS:**

The narrative below provides detailed information on the proposed budget adjustments. A summarized list is included as an attachment to this memo.

**Fund 001 General**

*City Manager Intern 6 month, 1-Time* - Add \$10,000 for a skilled intern position to assist the City Manager Department with policy projects. The intern will learn about the functions and services of local government, as well as gain experience in the roles of various departments within a public agency. This

position will focus on projects that are intended to provide exposure to the operations and daily tasks of City government.

*Audit Cost Increase*, - Add \$4,000 in 2016 for anticipated increase in audit expense

*WCIA Potential Deductibles for Claims Prior to 2014* – Carry forward internal service charges of \$134,235 in 2016. Refer to Fund 504 Risk Management section details.

*Internal Service Allocations, 1-Time* – Carry forward internal services charges of \$176,592 in 2016. Refer to Fund 503 Information Technology section details.

*STOP Grant, 1-Time* - Add grant award for FY 2015. The award is from the US Department of Justice through the Washington State Department of Commerce. Appropriate \$30,271 in revenue and expenditures for 2016. These funds are provided for a part-time office assistant position to provide support on STOP activities that will enhance prosecution’s response to adult or teen victims of domestic violence.

*Motor Avenue Complete Streets, 1-Time* – Appropriation of \$60,000 in 2016 for the development of a “complete streets” design concept for Motor Avenue SW. “Complete streets” uses a shared space approach, which reduces separations between vehicle traffic and pedestrians. Motor Avenue SW is an existing public right-of-way which bisects an existing block between Gravelly Lake Drive SW and Whitman Avenue SW. The street is used for cut-through traffic, and as a long, continuous driveway for adjoining private parking lots.

*Analysis of Lakewood Towne Center Development, including a Potential Linear Park*, carry forward balance of \$5,948 from 2015 for contracted services. McCament & Rogers was engaged by the City of Lakewood to offer observations and suggestions to improve the City’s economic development efforts concerning the Lakewood Towne Center in four general areas: 1) housing opportunities that could be incorporated into Towne Center; 2) provide suggested resources to identify and recruit a restaurant similar in quality to the former Lakewood Terrace; 3) add a hotel and an event center; and 4) provide suggestions for a park or park-like amenity that could be incorporated into Towne Center. \$10,000 was appropriated in 2015 to support landscape architectural design, economic impact analysis, and covenant review.

*Pacific Highway Redevelopment Market Analysis* – carry forward balance of \$12,508 from 2015 for contracted services. The City engaged Berk Consulting to evaluate the fiscal benefits of redeveloping properties on Pacific Highway. The potential project site is on the southeast side of Pacific Highway along I-5, just South of 108<sup>th</sup> Street and includes the current WSDOT property. The purpose of the project is to realize highest and best uses for the property that provide long-term fiscal benefits to the City. The project includes a new retail center and possibly a new auto dealer. The analysis revealed substantial benefit to the community which could support enhanced services for citizens, bring in new revenues and patrons, and clean up the area making it more inviting for everyone. Market analysis and land assembly review is recommended to fully understand the probability of success. \$20,000 was appropriated in 2015 for these services.

*WSDOT Relocation, Pac Highway & Retail Development and Sales Tax Leakage, 1-Time*, Appropriate \$50,000 for various analyses in 2016. In 2015, \$20,000 was appropriated for a Pacific Highway Redevelopment Market Analysis to be completed by Berk Consulting. Of this \$20,000 appropriation, \$7,492 was expended in 2015, and the balance of \$12,508 is being carried forward into 2016. Berk Consulting has been engaged with for the Pacific Highway & Retail Development and Sales Tax Leakage Analysis to evaluate retail leakage across retail sectors and evaluate the market feasibility of key retail sectors.

*South Tacoma Way & Springbrook “Meet & Greets”, 1- Time* - Appropriate \$9,000 in expenditures. The community & economic development department is proposing to perform community outreach to commercial property owners and businesses along South Tacoma Way and in the Springbrook neighborhood. The outreach is to occur prior to new road improvements being installed along Bridgeport Way and South Tacoma Way. City is desiring to improve business relationships and encourage higher intensity commercial redevelopment.

*Subarea Plan, 1-Time* – Appropriate \$300,000 in expenditures. The community & economic development department is proposing a subarea plan for the City’s downtown. The plan will focus on redevelopment, with an emphasis on establishing activity centers, capital investments, new design standards, and modified residential densities on a smaller scale than the current comprehensive plan. The Puget Sound Regional Council is also requiring the City to develop a subarea plan in exchange for receiving future transportation grants.

*2015 Code Books, 1-Time* – Appropriate \$5,000 in expenditures for the updating of Community and Economic Development Code Books.

*2016 Comprehensive Plan Amendments, 1-Time* - Appropriate \$13,400 to hire Berk Consulting to assist in the updating of the 2016 Comprehensive Plan.

*Transfer to Fund 192, 1-Time* – Allocate \$4,750 for training not budgeted in Fund 192 OEA/SSMCP.

*Tacoma/Pierce County Economic Development Board, Ongoing, -* Appropriate \$5,000 to offset increase in annual board fees. The current payment amount for 2015/2016 is \$15,000.

*Court Services, 1-Time* – Revenue increase of \$45,942, for DuPont revenue adjustment, based on reconciliation of 2015 Activity. The revised 2016 contract revenue is \$131,062.

*Court Services, 1-Time* – Revenue decrease of \$46,289, for University Place revenue adjustment, based on reconciliation of 2015 Activity. The revised 2016 contract revenue is \$124,711.

*Court Services, 1-Time* – Revenue decrease of \$6,988, for Steilacoom revenue adjustment, based on reconciliation of 2015 Activity. The revised 2016 contract revenue is \$92,352.

*Fit Bit for Healthy Start Afterschool Program, 1-Time* – Allocate \$8,000 in 2016 for the purchase of Fit Bits, funded by Studio Fitness contribution in 2015.

*City of Fife - Washington Auto Theft Prevention Authority (WATPA), 1-Time* - Appropriate \$81,999 of revenue in 2016 to account for the grant funding period September 1, 2015 through June 30, 2017. This funding through the City of Fife provides for the position of an Auto Crimes Enforcement Task Force Investigator who will be assigned to the WATPA program. There is no local match required. The mission of the Washington Auto Theft Prevention Authority is to prevent and reduce motor thefts in the State of Washington. The balance of this funding at the end of 2016 will be carried forward into 2017.

*Criminal Justice Training Center (CJTC), 1-Time* – Remove original appropriation of \$35,100 in revenue and replace to actuals of \$12,769 based on the actual grant award.

*FBI – Pacific Northwest Innocence Lost Task Force (PNILTF), 1- Time* – Eliminate original 2016 revenue and expenditure budget estimates. Appropriate \$ 34,400 in revenues and \$51,591 in expenditures in 2016 to account for contract payments. The allocation is comprised of \$25,800 in revenue

and \$38,693 in expenditures for the period 10/1/15-9/30/16 and \$8,600 in revenues and \$12,898 in expenditures for the period 10/1/2016-9/30/2017. The mission of the PNILTF is to identify and target for prosecution organized crime groups responsible for promotion of prostitution, specifically juvenile prostitution, interstate, or through the use of interstate commerce, drug trafficking, money laundering and alien smuggling. This contract pays for overtime, but not benefits.

*FBI – Safe Streets Task Force (SSTF), 1-Time* - Eliminate original 2016 revenue and expenditure budget estimates. The allocation is comprised of \$13,161 in revenue and \$18,557 in expenditures for the period 10/1/15-9/30/16 and \$4,387 in revenues and \$6,186 in expenditures for the period 10/1/2016-9/30/2017. The mission of the SSTF is to identify and target for prosecution organized crime groups responsible for drug trafficking, money laundering, alien smuggling, crimes of violence (murder), robber (aggravated assault), violent street gangs, as well as an intensified focus on the apprehension of dangerous fugitives. This contract pays for overtime, but not benefits.

*Bulletproof Vest Match, 1-Time* – Carry forward unused appropriated expenditures of \$1,942 to be used as match for the Department of Justice - Bulletproof Vest grant of \$ 13,544 awarded to the City of Lakewood in 2015.

*Vessel Registration* – Carry forward balance of \$8,958 in expenditures from 2015. Add expenditure appropriations of \$18,650 to include \$12,900 in personnel overtime wages and benefits, and \$5,750 for boathouse lease costs. There is \$12,900 in original 2016 revenue budget to offset expenditures. Vessel Registration fees are received from the state through the county from marine vessel registrations to use in eligible boating safety/education and law enforcement programs.

*Pierce County Sex Offender Residency Verification* – Remove the original 2016 revenue appropriation of \$28,000 and replace it with the actual of \$12,685. The purpose of this contract is to aid in the verification of all registered sex offenders' places of residence for level I offenders every twelve months, level II offenders every six months, and level III offenders every three months in Pierce County.

*Greater Lakes Mental Health – Mental Health Professional (MHP), 1-Time* - Add \$31,851 in expenditures for professional services. The purpose of this contract is to provide a MHP to work in the field with Neighborhood Police Officers on calls involving mentally unstable persons. The MHP will assess, stabilize, and provide alternatives, if possible to jailing and hospitalization. Prior to renewing this contract in the amount of \$76,373, the City had in place two Department of Justice grants from 2013 and 2014 to pay for partial program costs. This \$31,851 is the city's contribution.

*Department of Health and Social Services – Western State Hospital Police Protection, 1-Time* - Add \$45,000 in revenue for service calls to Western State Hospital. The purpose of this contract is to provide patrol and emergency police services and emergency police protection (911), evidence preservation and incident investigation services at Western State Hospital and adjacent areas. The current contract period is from 10/23/15-6/30/16.

*General/Street Fund Subsidy* – Increase by \$30,731 for the following:

- \$14,531 in 2016 for Information Technology Allocation
- 16,200 in 2016 for Gravelly Lake/Park Lodge Elementary Flashing Sign

### **Fund 101 Street Operations & Maintenance**

*Allocation of Internal Service Charges* – Carry forward \$14,531 for internal service charges for share of information technology costs offset by increase in General Fund subsidy.

*Gravelly Lake/Park Lodge Elementary Flashing Sign* – Carry forward project balance of \$15,000 and add \$1,200 to cover actual cost of flashing sign offset by increase in General Fund subsidy.

### **Fund 102 Real Estate Excise Tax**

*Transfer to Fund 301 Parks Capital* – Add \$50,000 transfer to Gateways Project for Pac Hwy/100<sup>th</sup> and \$10,234 for Springbrook Demolition/Abatement

*Transfer to Fund 302 Transportation Capital* – Add an additional transfers of \$396,571 in 2016 to provide additional funds for various capital projects to cover increased costs as part of the year-end estimate review of each project. Add \$4,000 to offset transfer from Transportation Benefit District reduction due to audit costs.

### **Fund 103 Transportation Benefit District**

*Annual Audit Costs* – Add expenditure of \$4,000 to cover annual audit.

*Transfer to Fund 302 Transportation Capital* – Reduce transfers by \$4,000 accommodate audit costs.

### **Fund 105 Property Abatement**

*Eliminate Original Budget Estimate and Replace with Updated Estimate, 1-Time* – Remove original and increase 2016 expenditure allocations to \$193,200. Add anticipated abatement revenue of \$8,869.

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

### **Fund 180 Narcotic Seizures**

*Drug Enforcement Agency (DEA) Tacoma Regional Task Force, 1-Time* – carry forward grant balance revenue and expenditure appropriation of \$6,828, and add expenditure appropriation of \$2,474 for benefits. The contract with the DEA in the amount of \$17,548 is for the period from 10/1/2015 – 9/30/2016. The purpose of these funds is to disrupt the illicit drug traffic in the Pierce County Washington area by immobilizing targeted violators and trafficking organizations, to conduct undercover operations, and to gather and report intelligence data related to trafficking narcotics and dangerous drugs.

*Narcotic Seizures* - Add \$299,786 in expenditures resulting in a revised ending fund balance of \$0.

### **Fund 182 Federal Seizures**

*Federal Seizures* - Add \$196,847 in expenditures resulting in a revised ending fund balance of \$0

### **Fund 190 CDBG Grants**

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

- *CDBG Entitlement Programs, 1-Time* – The CDBG entitlement year runs from 7/1 through 6/30. The funding allocation priorities are approved through the City of Lakewood Annual Action Plan

process. The City of Lakewood receives an entitlement from the Department of Housing and Urban Development.

- *CDBG 2013-2014 Entitlement Programs, 1-Time* – Carry forward grant program revenue allocation of \$69,910 to provide: \$30,028 for physical improvement programs; and \$39,882 for housing programs.
- *CDBG 2014-2015 Entitlement Program, 1-Time* - Carry forward grant program revenue allocation of \$147,419 to provide: \$25,000 for public services; and \$122,419 for housing programs.
- *CDBG 2015-2016 Entitlement Program, 1-Time* – Carry forward grant program revenue allocation of \$447,454 to provide: \$77,557 for administration; \$315,698 for physical improvements; and \$54,198 in housing programs.
- *CDBG 2016-2017 Entitlement Program, 1-Time* – Add grant program revenue allocation of \$467,050; and carry forward grant revenue allocation of \$101,115 to provide: \$93,410 administration; \$343,000 physical improvements; \$131,755 in housing programs.
- *CDBG Revolving Loans Major/Program Income, 1-Time* - Add \$35,000 program income to carry forward of \$34,859 existing program income to provide for related program expenditures of \$69,859.
- *CDBG Revolving Loans Down Payment Assistance, 1-Time* – Add \$10,000 program income from loan repayments to carry forward of \$6,092 existing program income to provide for related program expenditures of \$16,092.
- *CDBG Economic Development, 1-Time* – Add \$6,300 program income from loan principal payments, and \$882 from revolving loan interest, to carry forward of existing program income of \$12,728 to provide for related program expenditures of \$19,910. Economic Business Loans are low interest business loans for the purpose of creating and/or retaining low-income jobs.

*HUD – SECTION 108 Loan Guarantee Program, 1-Time*, Carry forward \$141,500 to provide for 108th Street – Main Street to Bridgeport Way project expenditures.

*HOME, 1-Time* – Carry forward \$741,931 in grant revenue allocation to provide: \$6,283 administration; \$75,623 for housing rehabilitation programs; and \$660,025 in affordable housing and down payment assistance.

*Nisqually Grant for Emergency Assistance for Displaced Residents (EADR), 1-Time* – carry forward revenue of \$4,068 received in 2012 and grant program balance expenditure allocations of \$4,068. Expenditures provide for emergency rental relocation assistance to families and individuals displaced through no fault of their own during building and code enforcement closures, fires, drug activity closures, health department actions, and other incidences that create homelessness.

*Nisqually Grant for Minor Home Repairs, 1-Time* – new revenue allocation of \$375 for minor loan repayment and carry forward of revenue allocation of \$9,520 received in 2015 to pay minor home repair loan program expenditures of \$9,895. Nisqually funds are used for residents who do not qualify for CDBG funding do to ineligible housing or income.

### **Fund 191 Neighborhood Stabilization Program**

*NSPI, 1-Time* – Add \$38,885 in abatement revenue in 2016. Add \$191,760 in program expenditure allocations for 2016. The program provides funding to remove and redevelop blighted structures from abandoned, vacant, or foreclosed properties. Revolving funds are used to pay for program costs.

### **Fund 192 Office of Economic Adjustment/South Sound Military Communities Partnership**

*Transfer from General Fund, 1-Time* – Appropriate transfer and expenditure of \$4,750 to SSMCP for training of personnel.

### **Fund 195 Public Safety Grants**

*Washington Traffic Safety Commission – Impaired Driving Emphasis Grant, 1-Time* - Appropriate a total of \$7,500 in revenues and expenditures in 2016. No local match is required. The grant provides funding for overtime wages and related benefits for law enforcement personnel to participate in scheduled local and multi-jurisdictional DUI patrols.

*Washington Traffic Safety Commission – Target Zero, 1-Time* - Appropriate a total of \$2,850 in revenues and expenditures in 2016. No local match is required. The grant provides funding for overtime wages and related benefits for law enforcement personnel to participate in scheduled local and multi-jurisdictional DUI patrols.

*Washington Traffic Safety Commission – Distracted Driving Grant, 1-Time* - Appropriate a total of \$1,450 in revenues and expenditures in 2016. No local match is required. The grant provides funding for overtime wages and related benefits for law enforcement personnel to participate in scheduled local and multi-jurisdictional distracted driving patrols.

*Washington Traffic Safety Commission – Motorcycle, 1-Time* - Appropriate a total of \$2,500 in revenues and expenditures in 2016. No local match is required. The grant provides funding for overtime wages and related benefits for law enforcement personnel to participate in scheduled local motorcycle patrols.

*Washington Traffic Safety Commission – Seatbelts, 1-Time* - Appropriate a total of \$1,600 in revenues and expenditures in 2016. No local match is required. The grant provides funding for overtime wages and related benefits for law enforcement personnel to participate in scheduled multi-jurisdictional seatbelt focused patrols.

*Emergency Management Planning Grant, 1-Time* - Appropriate a total of \$26,410 balance of grant revenues and expenditures in 2016 to account for the grant funding period of July 1, 2015 through August 31, 2016. The grant is for the purpose of paying the salary and benefits of an emergency management coordinator in cooperation with West Pierce Fire and Rescue. This grant requires a 50% match which is already budgeted in the General Fund Emergency Management budget in addition to in-kind Assistant Police Chief wages.

*Justice Assistance Grant – Metal Theft, 1-Time* - Appropriate a total of \$1,155 balance of grant revenues and expenditures. The grant has been reallocated to use as payment for the City's contract with Greater Lakes Mental Health for a Mental Health Professional to be available to the Lakewood Police Department as a resource to assess persons in crisis, provide in-place treatments and methods of stabilization other than jail or unnecessary hospital visits for individuals experiencing mental health related issues.

*Bulletproof Vest Partnership, 1-Time* - Appropriate a total of \$13,544 in revenue and expenditures for the grant period of April 15, 2015 through August 31, 2017. This funding is for armored vests that meet the

National Institute of Justice applicable ballistic and stab resistant standards for officers. There is a 50% local match required. This match is already budgeted in the General Fund.

*Washington State Parks Recreational Boating Safety, 1-Time* - Appropriate \$12,759 in revenues and expenditures for grant period March 1, 2016–September 30, 2016. This grant provides funding for officer overtime and benefits for emphasis patrol, vessel safety inspections, and educational boater safety related activities. This grant has in-kind matching requirements of \$6,669.

*Justice Assistance Grant – Mental Health, 1 –Time* Allocate \$ - 43,367 in revenue and expenditures in 2016 to account for funding of the City’s Greater Lakes Mental Health contract for a mental health professional to be available to the Lakewood Police Department as a resource to assess persons in crisis, provide in-place treatments and methods of stabilization other than jail or unnecessary hospital visits for individuals experiencing mental health related issues. This portion of funding is rolled over from 2015.

*Washington Traffic Safety Commission – Phlebotomy, 1-Time* - Appropriate a total of \$50,000 in revenues and expenditures in 2016. This grant is to fund the Lakewood Police Department to operate the Law Enforcement Phlebotomist Pilot Program. This program is aimed at training law enforcement officers within the department to draw blood from suspected impaired drivers for the purposes of forensic alcohol and drug testing and submission as evidence to the Lakewood Municipal Court. The grant period is from 2/1/2016 - 6/30/17. The City provides match for this funding with Driving Under the Influence Court fees used for DUIC patrols, and in-kind match of Police Traffic Sergeant wages and benefits.

### **Fund 202 LID Debt Service**

*Debt Service, 1-Time* – Appropriate expenditures of \$476,082 to call a portion of the outstanding bonds for CLID 1101. The excess payment is funded by excess revenue received in 2015 as a result of a property owner paying off the remaining balance of their assessment early, as well as \$150,000 in regular receipts from property owners in 2015. In 2015, the excess payment was scheduled to be used to call additional outstanding bonds; however, the call notice was sent a day later than what is stipulated in the bond ordinance, and the City was unable to call any bonds for CLID 1101. In 2016, the City will be calling a total of \$560,000 in bonds (\$85,200 originally budgeted), as well as making an interest payment of \$50,541 (\$49,260 originally budgeted).

### **Fund 301 Parks Capital**

*Springbrook Park Expansion Phase II* – Appropriate \$290,233 for the completion of demolition services, removal costs, site development, picnic shelter, design and construction. The additional costs to the project are being funded through \$18,076 carry over of 2015 USGA Fees, \$47,157 in unused project balance from the Fort Steilacoom Barn Removal Project completed in 2015, \$25,000 donation from Lakewood First Lions in 2016 and \$200,000 grant from Names Foundation.

*Waughop Lake Trail* – Carry forward project balance of \$24,408.

*Harry Todd Playground Replacement* – Carry forward \$193,550 project balance.

*Springbrook Park Acquisition Phase IV* – Allocate \$10,234 in REET to fund the abatement costs incurred, but not funded in 2015 for removal of several dilapidated structures on the purchased land at Springbrook Park.

*Gateways Project* – Appropriate \$50,000 in additional costs to fund a gateway at Pacific Highway & 100<sup>th</sup> funded by transfer in from Fund 102 REET.

*Fort Steilacoom Barn Removal* – Carry forward project balance of \$2,416.

### **Fund 302 Transportation Capital**

*Personnel, Engineering, & Professional Services* – Reduce Personnel Costs \$13,372 to cover 2015 cost (timing difference).

*New LED Streetlights* – Carry forward \$62,830 in construction costs that were budgeted but not completed in 2015. Funded by \$ 62,830 of project ending fund balance.

*Neighborhood Traffic Safety* – Carry forward \$4,584 in construction costs that were budgeted but not completed in 2015. Funded by \$4,584 of project ending fund balance.

*Minor Capital* – Carry forward \$10,060 in construction costs that were budgeted but not completed in 2015. Allocate additional \$200,000 for Marking supplies (\$40,000), Crack sealing (\$20,000), Pavement patching (\$100,000) and Street Striping (\$40,000). Project additions funded by REET, \$200,000 and \$45,060 of project ending fund balance.

*Chip Seal Program* – Appropriate \$35,786 for construction costs for additional project scope, the addition of Onyx Dr. SW, in 2016. Funded by \$55,786 of project ending fund balance.

*Bridgeport Way/83<sup>rd</sup> to 75<sup>th</sup>* – Carry forward \$433,436 in construction and intergovernmental costs that were budgeted but not completed in 2015. Funded by \$153,796 of project ending fund balance, \$224,640 from TIB Grant and \$5,000 from Lakewood Water participation.

*Gravelly Lake Drive/100<sup>th</sup> St to Bridgeport Way* – Carry forward \$148,444 in services and land acquisition that was budgeted but not completed in 2015. Funded by \$12,744 of project ending fund balance, and \$158,205 from WSDOT grant.

*So Tacoma Way/SR512 to 96<sup>th</sup>* – Carry forward \$64,243 in personnel costs and land acquisition that was budgeted, but not completed in 2015. Funded by anticipated TIB grant of \$167,940. Reduce 2016 REET budget by \$12,245.

*Madigan Access Improvements* – Carry forward \$926,408 in construction costs there were budgeted but not completed in 2015. Funded by \$466,687 from OEA grant and \$459,359 in WSDOT Rail grant

*Traffic Signal Upgrade Phase IV* – Carry forward final WSDOT grant payout of \$9,515. Reallocate \$13,629 from Unallocated to cover final contractor payouts.

*Steilacoom Blvd Corridor Safety Project* – Carry forward personnel and land acquisition costs of \$44,661 that were budgeted but not completed in 2015. Funded by WSDOT Grant of \$44,948

*Bridgeport Way/JBLM to I-5* – Reduce 2016 construction costs \$25,762 for work completed in 2015. Reduce 2016 WSDOT grant funding \$21,910 and 2016 Developer Contributions \$56,975 for monies received in 2015

*South Tacoma Way/Steilacoom Blvd to 88<sup>th</sup>* – Carry forward \$104,883 in construction costs that were budgeted but no completed in 2015. Funded by \$132,566 of project ending fund balance and 2016 WSDOT grant funding of \$78,044

*111<sup>th</sup>/112<sup>th</sup> Bridgeport Way to Kendrick* – Reduce 2016 construction costs \$12,099 for work completed in 2015. Reduce 2016 WSDOT grant funding \$6,369 for monies received in 2015.

*Bridgeport Way Overlay – Pac Hwy to 112<sup>th</sup>* – Carry forward \$2,000 in construction costs that were budgeted but not completed in 2015. Funded by \$4,325 WSDOT grant. Reallocate \$22,272 to Unallocated for funding not anticipated for project completion.

*Lakewood Dr. 100<sup>th</sup> to Steilacoom Blvd* – Carry forward \$14,442 in constructions costs that were budgeted but not completed in 2015. Funded by \$4,942 of project ending fund balance from 2015 and \$9,500 reallocation from Unallocated. Reduce Fund 103 transfer in, \$4,000 to accommodate TBD annual audit costs and increase fund 102 transfer in, \$4,000 to offset.

*Steilacoom Blvd/Lakewood Dr. to 300 Ft West of So. Tacoma Way* - Carry forward \$2,000 in construction costs that were budgeted but not completed in 2015. Funded by WSDOT grant of \$4,325. Reallocate \$22,286 to Unallocated for funding not anticipated for project completion.

*108<sup>th</sup> St/Main St to Bridgeport Way* – Carry forward \$4,735 in construction costs that were budgeted but not completed in 2015. Funded by \$40,698 in REET transfer in to replace of TBD funding not transferred in 2015.

*Lakewood Traffic Signal Upgrade Phase V* – Carry forward \$215,134 in construction costs that were budgeted but not used in 2015. Funded by WSDOT grant of \$194,494.

*Steilacoom Blvd/Farwest to Phillips* – Carry forward \$96,761 in in labor and services costs that were budgeted but not used in 2015. Funded by WSDOT grant of \$83,699 and Intergovernmental grant match of \$4,400.

*Safety Projects – Military Road/112<sup>th</sup>* – Carry forward \$32,723 in in labor and services costs that were budgeted but not used in 2015. Funded by WSDOT grant of \$29,824 and \$11,899 carry over of project ending fund balance from 2015.

*Safety Projects – Roadway Safety at 96<sup>th</sup> & 40<sup>th</sup>* – Carry forward \$13,727 in in labor and services costs that were budgeted but not used in 2015. Funded by WSDOT grant of \$11,367 and carry over of \$7,360 of project ending fund balance from 2015.

*San Francisco/Bridgeport to Addison* – Reallocate \$813 to unallocated for project savings and reduce 2016 REET budget \$18,942. Project completed in 2015.

*Custer/John Dower* – Reallocate \$1,685 from unallocated to cover reduction in the state share of WSDOT grant proceeds from project close out. Project completed in 2015.

*Portland Avenue Traffic Calming* – Carry forward \$5,408 for construction costs budgeted but not used in 2015. Funded by carry over of \$86,971 of project ending fund balance from 2015.

*City-Wide Improvements* – Reallocate \$872 to unallocated from project savings. Project completed in 2015.

*100<sup>th</sup> & Lakewood Drive* – Carry forward \$10,189 in personnel and services charges budgeted but not used in 2015. Funded by carry over of \$61,724 of project ending fund balance from 2015.

*LED Streetlight Retrofit* – Carry forward project balance of \$826,399 funded by DOC Grant of \$398,986, anticipated utility rebates of \$217,640 and LOCAL financing of \$209,773.

*Gravelly Lake Drive – Non-motorized Trail* – Allocate \$150,000 project costs funded by WSDOT grant of \$125,000 and transfer in from SWM of \$25,000.

*Northgate Rd/Edgewood Avenue Street Improvements* – Allocate \$23,000 in personnel costs for preliminary engineering for JBLM North access improvements including sidewalks and intersection improvement. Funded by REET, \$23,000.

*Washington Blvd Street Improvements* – Allocate \$77,000 in personnel costs for preliminary engineering for sidewalks and curb/gutter improvements. Funded by REET, \$77,000.

*Safe Routes to School - John Dower Road Sidewalks* – Allocate \$100,000 in personnel costs. Funded by WSDOT grant, \$50,000, REET, \$40,000 and SWM participation, \$10,000.

*Safe Routes to School - Phillips Road Sidewalks* – Allocate \$50,000 in personnel costs. Funded by WSDOT grant, \$20,000, REET, \$20,000 and SWM participation, \$10,000.

*Safe Routes to School - Steilacoom Blvd/Weller to Phillips* – Allocate \$30,000 in personnel costs. Funded by WSDOT grant, \$25,000 and SWM participation, \$5,000.

*Gravelly Lake Drive/59<sup>th</sup> to Steilacoom* – Allocate \$400,000 in personnel and construction costs. Funded by TIB grant, \$320,000, REET \$35,000 and SWM participation, \$45,000.

*Durango Street & Steilacoom Blvd. Signalization* – Allocate \$11,500 for signalization design funded by Port of Tacoma grant.

### **Fund 311 Sewer Project CIP**

*Woodbrook Sewer Extension* – Carry forward project balance of \$802,820 funded by \$211,485 from Pierce County Interlocal Grant and \$320,705 from PWTF Loan.

### **Fund 401 Surface Water Management**

*Waghop Lake Management Plan* – Reduce 2016 construction costs \$1,107 for work completed in 2015. Reduce 2016 DOE grant funding by \$1,393 for monies received in 2015.

*Stormwater Source Control Study* – Carry forward project balance of \$87,732 funded by DOE grant.

*Outfall Water Quality Vaults* – Reduce Construction Costs \$12,089 for work completed in 2015.

*2016 Stormwater Pipe Repair Project* – Carry forward \$12,000 project balance.

*Outfall Retrofit* – Carry forward \$15,000 project balance.

*Storm Drain Replacement* – Allocate \$9,500 in construction costs. Funded by Carry over from 2015 of \$6,806 and additional allocation from Operations of \$2,964.

*Transfers to Fund 302 Transportation CIP Projects* – Increase by \$95,000 for SWM’s share of project costs.

- \$25,000 for Gravelly Lake Drive - Non Motorized Trail
- \$10,000 for Safe Routes to School - John Dower Road Sidewalks
- \$10,000 for Safe Routes to School – Phillips Rd Sidewalks
- \$5,000 for Safe Routes to School - Steilacoom Blvd - Weller to Phillip
- \$45,000 for Gravelly Lake Drive/59th to Steilacoom

*Allocation of Internal Service Charges* – Add \$23,379 in 2016 for SWM’s share of internal service charges (\$3,953 related to information technology and \$19,426 related to risk management for potential deductibles for claims prior to 2014).

### **Fund 501 Fleet & Equipment**

*Police Vehicle Surplus and Replacement* – Replace 2 vehicles that are past their useful lives and have become costly to repair, funded by reserves and proceeds from sale. Retain a previously approved for surplus motorcycle as a training cycle.

- Eliminate surplus of motorcycle #15-70-109 and retain as secondary use vehicle for training purposes. Accumulated replacement reserves were previously approved for funding new patrol vehicles.
- Replace vehicle #15-21-029 / 2008 Chevrolet Trailblazer, use replacement reserves of \$25,500 and proceeds from sale of \$4,500 to purchase another undercover-type vehicle to be assigned to Special Operations division. Vehicle is past its useful life and it is no longer cost efficient to repair.
- Replace vehicle #15-70-010 / 1994 Chevy C31403 Ambulance Modular, use replacement reserves of \$50,000 to purchase 2016 Dodge Ram 1500 P/U Extended Cab with 4WD for the Traffic Division. Vehicle is past its useful life and it is no longer cost efficient to repair.
- Build Vehicle #15-30-006, 2016 Chevy Express Cargo Van, use remaining reserves of \$3,711, excess reserves of \$10,286 and funds from the surplus of 15-30-003 to finish outfitting vehicle for use as an animal control van.
- Build Vehicle #15-30-007, 2016 Chevy Express Cargo Van, use excess reserves of \$13,772 and funds from the surplus of 15-30-004 to finish outfitting vehicle for use as an animal control van.

*PRCS, PW, and CED Vehicle Surplus and Replacement, 1-Time* – Carry forward items budgeted in 2015 but not purchased by year-end.

- \$33,000 for ¾ ton truck for sign program funded by excess reserves & sale of asset proceeds
- \$6,000 for utility trailer funded by excess reserves
- \$20,000 for three (3) snowplows funded by excess reserves
- Replace Vehicle #21-21-009, 2009 Ford F350, use replacement reserves of \$38,000 and proceeds from sale of \$2,000 to purchase replacement truck. Current vehicle requires excessive repairs to maintain and is at the end of its useful life.

### **Fund 502 Property Management**

Carry forward 1-time project balances as follows:

- \$41,860 for City Hall Parking Lot Paving
- \$50,000 for City Hall Interior Modifications
- \$20,619 for City Hall/Police Station HVAC & Security System
- \$20,000 for City Hall HVAC for Server Room
- \$30,000 for City Hall Server Room Sprinklers

### **Fund 503 Information Technology**

Carry forward 1-time project balances as follows:

- \$35,000 for Email Exchange Server Refresh
- \$55,077 for Fiber Optic Connection to Senior Center and Fort Steilacoom Parks O&M Facility
- \$10,000 for Broadcast/Stream City Council Meetings
- \$10,000 for Web Site Update/Redesign
- \$10,000 for Disaster Recovery Plan Phase 1
- \$75,000 for Enterprise Task Management/Work Order System
- \$15,000 for Wireless Access Point (W-Fi)
- \$14,000 for Informational Videos
- \$10,000 for Enterprise Network Monitoring Tools

Add 1-time housekeeping adjustment:

- \$3,500 for new Public Works and SWM Monitors

### **Fund 504 Risk Management**

*WCIA Deductibles for Claims prior to 2014, 1 - Time* – Carry forward \$153,662 for claims with a date of loss prior to January 1, 2014 as this is when the City's liability insurance deductible changed to from \$25K to \$0. Note, although the allocation is 1-Time, it is considered ongoing in nature as this is continuation of payments for prior years' claims.

**2016 Carry Forward Budget Adjustment  
Summary of Proposed Requests**

				Year 2016	
				Revenue	Expenditure
<b>Grand Total - All Funds</b>				<b>\$7,151,831</b>	<b>\$ 10,825,458</b>
<b>Total - Fund 001 General</b>		<b>Adjustment Type</b>	<b>Ongoing/1-Time</b>	<b>\$ 130,526</b>	<b>\$ 916,220</b>
Intern - 6 Months		New	1-Time	-	10,000
<b>Subtotal - City Manager</b>				<b>-</b>	<b>10,000</b>
Audit Cost Increase		Housekeeping	Ongoing	-	4,000
I/S Charge - WCIA Potential Deductibles Prior Years Claims		Continuation	1-Time	-	134,235
I/S Charge - IT/CW - Internal Service Charge/IT/CW - Exchange Server Refresh		Continuation	1-Time	-	30,312
I/S Charge - IT/PK - Fiber Optic Connection to Parks		Continuation	1-Time	-	55,077
I/S Charge - IT/CW - Broadcasting/Streaming Council Meetings		Continuation	1-Time	-	4,330
I/S Charge - IT/CW -Broadcasting/Streaming Council Meetings		Continuation	1-Time	-	4,330
I/S Charge - IT/CW - Website Update/Redesign		Continuation	1-Time	-	8,661
I/S Charge - IT/CW - Disaster Recovery		Continuation	1-Time	-	8,661
I/S Charge - IT/CW Enterprise Task Management/Work Order System		Continuation	1-Time	-	65,221
<b>Subtotal - Administrative Services</b>				<b>\$ -</b>	<b>\$ 314,827</b>
Washington State Department of Commerce - STOP Grant		Grant	1-Time	30,271	30,271
<b>Subtotal - Legal</b>				<b>\$ 30,271</b>	<b>\$ 30,271</b>
Motor Avenue Complete Streets, 1-Time		Continuation	1-Time	-	60,000
Analysis of Lakewood Towne Center Development, including Potential Linear Park		Continuation	1-Time	-	5,948
Pacific Highway Redevelopment Market Analysis		Continuation	1-Time	-	12,508
WSDOT Relocation, Pacific Highway & Retail Development & Sales Tax Leakage - Analysis		New	1-Time	-	50,000
South Tacoma Way & Springbrook "Meet & Greets"		New	1-Time	-	9,000
Subarea Plan		New	1-Time	-	300,000
2015 Code Books		Housekeeping	Ongoing	-	5,000
2016 Comprehensive Plan Amendments		Continuation	1-Time	-	13,400
Transfer to Fund 192 - SSMCP for Training		Housekeeping	1-Time	-	4,750
Tacoma/Pierce County Economic Development Board		New	Ongoing	-	5,000
<b>Subtotal - Community &amp; Economic Development</b>				<b>\$ -</b>	<b>\$ 465,606</b>
Court Services Contract Revenue Adjustment - DuPont		Housekeeping	Ongoing	45,942	-
Court Services Contract Revenue Adjustment - University Place		Housekeeping	Ongoing	(46,289)	-
Court Services Contract Revenue Adjustment - Steilacoom		Housekeeping	Ongoing	(6,998)	-
<b>Subtotal - Municipal Court</b>				<b>\$ (7,345)</b>	<b>\$ -</b>
Fit Bit for Healthy Start Afterschool Program - Funded by Fitness Studio Contribution Received in 2015		Housekeeping	1-Time	-	8,000
<b>Subtotal - Parks</b>				<b>\$ -</b>	<b>\$ 8,000</b>
City of Fife - Washington Auto Theft Prevention Authority		Grant	1-Time	81,999	-
State of Washington Criminal Justice Training Center		Grant	1-Time	(22,330)	-
Dept. of Justice - FBI - Pacific NW Innocence Lost, Adjustment to Reflect Actual Contract Award		Contract	Ongoing	17,896	11,116
Dept of Justice - FBI - Safe Streets, Adjustment to Reflect Actual Contract Award		Contract	Ongoing	348	(15,732)
Dept. of Justice - Bulletproof Vest Match		Grant	1-Time	-	1,942
Pierce County Vessel Registration		Fees	Ongoing	-	27,608
Pierce County Sex Offender Residency Verification - Adjustment to Reflect Actual Contract Amount		Contract	1-Time	(15,313)	-
Greater Lakes Mental Health Professional		Contract	1-Time	-	31,851
Washington Department of Health and Social Services - Western State - Service Calls		Contract	1-Time	45,000	-
<b>Subtotal - Police</b>				<b>\$ 107,600</b>	<b>\$ 56,785</b>
General/Street Fund Subsidy - Gravelly Lake/Park Lodge Elementary Flashing Sign		Continuation	1-Time	-	16,200
I/S Charges - IT Various Projects		Continuation	1-Time	-	14,531
<b>Subtotal - Public Works</b>				<b>-</b>	<b>30,731</b>

**2016 Carry Forward Budget Adjustment  
Summary of Proposed Requests**

				Year 2016	
				Revenue	Expenditure
<b>Total - Special Revenue Funds</b>				<b>\$ 1,922,134</b>	<b>\$ 3,251,093</b>
<b>Total - Fund 101 Street Operations &amp; Maintenance</b>				<b>\$ 30,731</b>	<b>\$ 30,731</b>
I/S Charges - IT/CW - Exchange Server Refresh	Continuation	1-Time	4,688	4,688	
I/S Charges - IT/CW - Broadcasting/Streaming Council Meetings	Continuation	1-Time	670	670	
I/S Charges - T/CW - Broadcasting/Streaming Council Meetings	Continuation	1-Time	670	670	
I/S Charges - IT/CW - Website Update/Redesign	Continuation	1-Time	1,339	1,339	
I/S Charges - IT/CW - Disaster Recovery	Continuation	1-Time	1,339	1,339	
I/S Charges - IT/CW - Enterprise Task Management/Work Order System	Continuation	1-Time	5,825	5,825	
Gravelly Lake/Park Lodge Elementary Flashing Sign, Gen/Street Subsidy	Continuation	1-Time	16,200	16,200	
<b>Total - Fund 102 Real Estate Excise Tax</b>				<b>-</b>	<b>460,805</b>
Transfer to Transportation CIP - Minor Capital Marking Supplies	Capital	1-Time	-	40,000	
Transfer to Transportation CIP - Minor Capital Crack Sealing	Capital	1-Time	-	20,000	
Transfer to Transportation CIP - Minor Capital Pavement Patching	Capital	1-Time	-	100,000	
Transfer to Transportation CIP - Minor Capital Street Striping	Capital	1-Time	-	40,000	
Transfer to Transportation CIP - So Tac Way - SR512 to 96th (not needed due to SWM Participation)	Capital	1-Time	-	(20,185)	
Transfer to Transportation CIP - 108th - Main St to BPW	Capital	1-Time	-	40,698	
Transfer to Transportation CIP - San Fran - BPW to Addison (project closed 2016 Budgeted REET not needed)	Capital	1-Time	-	(18,942)	
Transfer to Transportation CIP - N.Gate Rd/Edgewood Ave (Nottingham to WA) Street Imp	Capital	1-Time	-	23,000	
Transfer to Transportation CIP - WA Blvd (Edgewood to GLD) Street Imp	Capital	1-Time	-	77,000	
Transfer to Transportation CIP - John Dower Road Sidewalks - SRTS	Capital	1-Time	-	40,000	
Transfer to Transportation CIP - Phillips Rd Sidewalks - SRTS	Capital	1-Time	-	20,000	
Transfer to Transportation CIP - GLD - 59th to Steilacoom	Capital	1-Time	-	35,000	
Transfer to Transportation CIP - Lakewood DR - 100th to Steilacoom Blvd	Capital	1-Time	-	4,000	
Transfer to Parks CIP - Gateways-Pacific Highway/100th (South Tacoma Way -SR512 to 96th Street Project)	Capital	1-Time	-	50,000	
Transfer to Parks CIP - Springbrook Demolition/Abatement	Capital	1-Time	-	10,234	
<b>Total - Fund 103 Transportation Benefit District</b>				<b>-</b>	<b>-</b>
Annual Audit Cost	Housekeeping	1-Time	-	4,000	
Reduce Transfer to Transportation CIP to Accommodate Annual Audit Cost	Housekeeping	1-Time	-	(4,000)	
<b>Total - Fund 105 Property Abatement</b>				<b>\$ 8,869</b>	<b>\$ 158,200</b>
Property Abatement	Continuation	1-Time	8,869	158,200	
<b>Total - Fund 180 Narcotic Seizure</b>				<b>\$ 6,828</b>	<b>\$ 308,662</b>
US Dept of Justice Drug Enforcement Agency - Tacoma Regional Task Force	Contract	1-Time	6,828	9,302	
2015 Narcotics Seizure Fund Balance	Continuation	1-Time	-	299,360	
<b>Total - Fund 182 Felony Seizure</b>				<b>\$ -</b>	<b>\$ 196,847</b>
2015 Narcotics Seizure Fund Balance	Continuation	1-Time	-	196,847	
<b>Total Fund 190 - CDBG</b>				<b>\$ 1,668,936</b>	<b>\$ 1,736,203</b>
Eliminate Original Adopted Budget Estimate - CDBG Allocation	Grant	1-Time	(500,000)	(500,000)	
Community Development Block Grant Entitlement 2013-2014	Grant	1-Time	69,910	69,910	
Community Development Block Grant Entitlement 2014-2015	Grant	1-Time	147,419	147,419	
Community Development Block Grant Entitlement 2015-2016	Grant	1-Time	447,454	447,454	
Community Development Block Grant Entitlement 2016-2017	Grant	1-Time	568,165	568,164	
Community Development Block Grant Major Revolving Loans	Grant	1-Time	35,000	69,859	
Community Development Block Grant DPA Revolving Loans	Grant	1-Time	10,000	16,092	
Community Development Block Grant Economic Development Loans	Grant	1-Time	7,182	19,910	
Department of HUD Section 108 - Transfer Transportation CIP 108th/Main Street to Bridgeport Way Project	Grant	1-Time	141,500	141,500	
Tacoma Redevelopment Community Authority - HOME	Grant	1-Time	741,931	741,931	
Nisqually Tribal- Emergency Assistance Displaced Residents	Grant	1-Time	-	4,068	
Nisqually Tribal - Minor Home Repair Loan Repayment	Grant	1-Time	375	9,896	

**2016 Carry Forward Budget Adjustment  
Summary of Proposed Requests**

				Year 2016	
				Revenue	Expenditure
<b>Total - Fund 191 Neighborhood Stabilization Program (NSP)</b>				<b>\$ 38,885</b>	<b>\$ 191,760</b>
Washington State Dept Commerce - Neighborhood Stabilization Program 1	2015	1-Time		38,885	191,760
<b>Total - Fund 192 Office of Economic Adjustment (OEA)</b>				<b>\$ 4,750</b>	<b>\$ 4,750</b>
South Sound Military Communities Partnership - Training	Housekeeping	1-Time		4,750	4,750
<b>Total - Fund 195 Public Safety Grants</b>				<b>\$ 163,135</b>	<b>\$ 163,135</b>
Washington Traffic Safety Commission - Impaired Driving	Grant	1-Time		7,500	7,500
Washington Traffic Safety Commission - Target Zero	Grant	1-Time		2,850	2,850
Washington Traffic Safety Commission - Distracted Driving	Grant	1-Time		1,450	1,450
Washington Traffic Safety Commission - Motorcycle	Grant	1-Time		2,500	2,500
Washington Traffic Safety Commission - Seatbelts	Grant	1-Time		1,600	1,600
Washington State Military Department - Emergency Management Planning Grant	Grant	1-Time		26,410	26,410
US Department of Justice - Justice Assistance Grant - Metal Theft	Grant	1-Time		1,155	1,155
US Department of Justice - Bulletproof Vest Partnership	Grant	1-Time		13,544	13,544
Washington State Parks and Recreation - Washington State Recreational Boating Safety	Grant	1-Time		12,759	12,759
US Department of Justice - Justice Assistance Grant - Mental Health	Grant	1-Time		43,367	43,367
Washington Traffic Safety Commission - Phlebotomy	Grant	1-Time		50,000	50,000
<b>Grand Total - Debt Service Funds</b>				<b>\$ -</b>	<b>\$ 476,082</b>
<b>Total - Fund 202 LID Debt Service</b>				<b>\$ -</b>	<b>\$ 476,082</b>
CLID 1101 Principal Payment	Debt Service	1-Time		-	474,800
CLID 1101 Interest Payment	Debt Service	1-Time		-	1,282
<b>Total - Capital Improvement Project Funds</b>				<b>\$ 4,629,740</b>	<b>\$ 5,194,436</b>
<b>Total - Fund 301 Parks CIP</b>				<b>\$ 478,784</b>	<b>\$ 367,057</b>
Springbrook Park Expansion Phase II - Funding Source is Lakewood First Lions (\$20K) & Names Foundation (\$200K)	Capital	1-Time		225,000	290,233
Harry Todd Playground Replacement	Capital	1-Time		193,550	-
Springbrook Park Acquisitions Phase IV - Funded Source is REET	Capital	1-Time		10,234	-
Gateways-Pacific Highway/100th (So Tacoma Way -SR512 to 96th St Project) - Funding Source is REET	Capital	1-Time		50,000	50,000
Fort Steilacoom Barn Removal	Capital	1-Time		-	2,416
Wauhop Lake Trail	Capital	1-Time		-	24,408
<b>Total - Fund 302 Transportation CIP</b>				<b>\$ 3,618,766</b>	<b>\$ 4,024,559</b>
Personnel, Engineering, & Professional Svs - Reduce 2016 Budget to Cover 2015 Costs (Timing Difference)	Capital	1-Time		-	(13,372)
New LED Streetlights	Capital	1-Time		-	62,830
Neighborhood Traffic Safety	Capital	1-Time		-	4,584
Minor Capital - Carry Forward	Capital	1-Time		-	10,060
Minor Capital Marking Supplies - Funding Source is REET	Capital	1-Time		40,000	40,000
Minor Capital Crack Sealing - Funding Source is REET	Capital	1-Time		20,000	20,000
Minor Capital Pavement Patching - Funding Source is REET	Capital	1-Time		100,000	100,000
Minor Capital Street Striping - Funding Source is REET	Capital	1-Time		40,000	40,000
Chip Seal Program	Capital	1-Time		-	35,786
Bridgeport Way - 83rd to 75th - Funding Source is TIB	Capital	1-Time		229,640	383,437
Gravelly Lake Drive/100th to Bridgeport Way - Funding Source is WSDOT	Capital	1-Time		158,205	148,444
So Tac Way/SR512 to 96th - Funding Source is TIB	Capital	1-Time		35,533	89,681
Madigan Access Imp - Funding Source is OEA & WSDOT Rail	Capital	1-Time		926,046	926,408
Traffic Signal Upgrade - Final Payout WSDOT	Capital	1-Time		9,515	-
Steilacoom BLVD Safety Project - Funding Source is WSDOT	Capital	1-Time		44,948	44,661
Bridgeport Way/JBLM to I-5 - Funding Source is WSDOT & Developer Contributions	Capital	1-Time		(78,885)	(25,762)
South Tacoma Way/Steilacoom BLVD to 88th - Funding Source is TIB	Capital	1-Time		78,044	104,883
112th/11th BPW to Kendrick - Funding Source is WSDOT	Capital	1-Time		(6,369)	(12,099)
Bridgeport Way Overlay - Pacific Highway to 112th - Funding Source is WSDOT	Capital	1-Time		4,325	2,000

**2016 Carry Forward Budget Adjustment  
Summary of Proposed Requests**

			Year 2016	
			Revenue	Expenditure
Lakewood DR - 100th to Steilacoom Blvd	Capital	1-Time	-	14,442
Steilacoom Blvd - Lakewood Drive to SoTacWay - Funding Source is WSDOT	Capital	1-Time	4,325	2,000
108th - Main St to BPW - Funding Source is REET	Capital	1-Time	40,698	4,735
Lakewood Traffic Signal Upgrade ITS Ph 5 - Funding Source is WSDOT	Capital	1-Time	194,494	215,134
Steilacoom Blvd - Farwest to Phillips - Funding Source is WSDOT & Steilacoom Grant Match	Capital	1-Time	88,099	96,761
Safety Projects - Military Rd/112th - Funding Source is WSDOT	Capital	1-Time	29,824	32,723
Safety Projects - Roadway Safety @ 96th & 40th - Funding Source is WSDOT	Capital	1-Time	11,367	13,727
San Francisco/Bridgeport Way to Addison - Funding Source is REET	Capital	1-Time	(18,942)	-
Portland Ave Traffic Calming	Capital	1-Time	-	5,408
100th & Lakedwood Drive, Reduce TBD Transfer In by \$4,000 to Accommodate Annual Audit Cost. Increase Transfer In From REET by \$4,000.	Capital	1-Time	-	10,189
LED St Light Retrofit - Funding Source is DOC (\$398,986), LOCAL Financing (\$209,773) and Utility Rebates (\$217,640)	Capital	1-Time	826,399	826,399
Gravelly Lake Drive/Non Motorized Trail - Funding Source is WSDOT	Capital	1-Time	150,000	150,000
NorthGate Road/Edgewood Ave (Nottingham to WA) Street Improvement - Funding Source is REET	Capital	1-Time	23,000	23,000
Washington Boulevard (Edgewood to GLD) Street Improvement - Funding Source is REET	Capital	1-Time	77,000	77,000
Safe Routes to School - John Dower Road Sidewalks - Funding Sources, WSDOT (50,000), REET (40,000) & SWM (10,000)	Capital	1-Time	100,000	100,000
Safe Routes to School - Phillips Road Sidewalks - Funding Sources is WSDOT (\$20,000), REET (\$20,000) & SWM (\$10,000)	Capital	1-Time	50,000	50,000
Safe Routes to School - Steilacoom Blvd/ Weller to Phillip - Funding Source is WSDOT (\$25,000) and SWM (\$5,000)	Capital	1-Time	30,000	30,000
Gravelly Lake Drive/59th to Steilacoom - Funding Source is WSDOT (\$320,000), REET (\$35,000) & SWM (\$45,000)	Capital	1-Time	400,000	400,000
Durango St & Steilacoom Blvd Signalization - Funding Source is Port of Tacoma	Capital	1-Time	11,500	11,500
<b>Total - Fund 311 Sewer Project CIP</b>			<b>\$ 532,190</b>	<b>\$ 802,820</b>
Woodbrook Sewer Ext Phase 2 Project, Funded by Pierce County (211,485) and PWTF Loan (320,705)	Capital	1-Time	532,190	802,820
<b>Total - Enterprise Funds</b>			<b>\$ 86,339</b>	<b>\$ 229,415</b>
<b>Total - Fund 401 Surface Water Management</b>			<b>\$ 86,339</b>	<b>\$ 229,415</b>
Waughop Lake Management Plan - To Reflect Remaining Grant Balance	Capital	1-Time	(1,393)	(1,107)
Stormwater Source Control Study Funded by DOE	Capital	1-Time	87,732	87,732
Outfall Water Quality Vaults, Capital Expense Adjustment	Capital	1-Time	-	(12,089)
Storm Water Pipe Replacement Project	Capital	1-Time	-	12,000
Outfall Retrofit	Capital	1-Time	-	15,000
Storm Drain Replacement	Capital	1-Time	-	9,500
Transfer to Transportation CIP for SWM's Share of Project - Gravelly Lake Drive Non Motorized Trail	Capital	1-Time	-	25,000
Transfer to Transportation CIP for SWM's Share of Project - John Dower Road Sidewalks - SRTS	Capital	1-Time	-	10,000
Transfer to Transportation CIP for SWM's Share of Project - Phillips Rd Sidewalks - SRTS	Capital	1-Time	-	10,000
Transfer to Transportation CIP for SWM's Share of Project - Weller to Phillip - SRTS	Capital	1-Time	-	5,000
Transfer to Transportation CIP for SWM's Share of Project - Gravelly Lake Drive- 59th to Steilacoom	Capital	1-Time	-	45,000
I/S Charge - WCIA Potential Deductibles Prior Years Claims	Continuation	1-Time	-	19,426
I/S Charge - IT/CW Enterprise Task Management/Work Order System	Continuation	1-Time	-	3,953
<b>Total - Internal Service Funds</b>			<b>\$ 383,092</b>	<b>\$ 758,212</b>
<b>Total - Fund 501 Fleet &amp; Equipment</b>			<b>\$ 32,800</b>	<b>\$ 204,494</b>
Builds for Animal Control Van 15-30-006 - Funded by Replacement Reserves	Continuation	1-Time	-	13,997
Builds for Animal Control Van, 15-30-007 - Funded by Replacement Reserves	Continuation	1-Time	-	13,997
3/4 Ton Truck for Sign Program - funded by Proceeds from Sale of Asset and Excess Replacement Reserves	Continuation	1-Time	26,300	33,000
Utility Trailer (Roller Capable) - Funded by Excess Replacement Reserves	Continuation	1-Time	-	6,000
Snow Plows - Funded by Excess Replacement Reserves	Continuation	1-Time	-	20,000

**2016 Carry Forward Budget Adjustment  
Summary of Proposed Requests**

				Year 2016	
				Revenue	Expenditure
Replace Vehicle 21-21-009, 2009 Ford F350 - Funded by Replacement Reserves and Proceeds from Sale of Asset	New	1-Time		2,000	38,000
Replace Veh# 15-21-029, 2008 Chevy Trailblazer - Funded by Replacement Reserves & Sale of Asset Proceeds	New	1-Time		4,500	29,500
Replace Vehicle 15-70-010, 1994 Chevy Ambulance - Funded by Replacement Reserves & Sale of Asset Proceeds	New	1-Time		-	50,000
<b>Total - Fund 502 Property Management</b>				<b>\$ -</b>	<b>\$ 162,479</b>
City Hall Parking Lot Paving - Funded by Replacement Reserves	Continuation	1-Time		-	41,860
City Hall Interior Modifications - Funded by Replacement Reserves	Continuation	1-Time		-	50,000
City Hall/Police Station - HVAC & Security System - Funded by Replacement Reserves	Continuation	1-Time		-	20,619
City Hall - HVAC for Computer Room - Funded by Replacement Reserves	Continuation	1-Time		-	20,000
City Hall - Server Room Sprinklers - Funded by Replacement Reserves	Continuation	1-Time		-	30,000
<b>Total - Fund 503 Information Technology</b>				<b>\$ 196,630</b>	<b>\$ 237,577</b>
City-Wide Exchange Server Refresh	Continuation	1-Time		35,000	35,000
Parks - Fiber Optic Connection FSP O&M Facility	Continuation	1-Time		53,130	55,077
City-Wide - Broadcast/Streaming Council Meetings	Continuation	1-Time		10,000	10,000
City-Wide - Website Update/Redesign	Continuation	1-Time		10,000	10,000
Disaster Recovery Phase I	Continuation	1-Time		10,000	10,000
Enterprise Task Management/Work Order System	Continuation	1-Time		75,000	75,000
Wireless Access Point (Wi-Fi)	Continuation	1-Time		-	15,000
Informational Videos	Continuation	1-Time		-	14,000
Enterprise Network Monitoring Tools	Continuation	1-Time		-	10,000
New Monitors for PW/SWM	Housekeeping	1-Time		3,500	3,500
<b>Total - Fund 504 Risk Management</b>				<b>\$ 153,662</b>	<b>\$ 153,662</b>
WCIA Potential Deductibles Prior Year's Claims - Funded by Internal Service Charges	Continuation	1-Time		153,662	153,662

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> May 16, 2016	<b>TITLE:</b> Resolution stating the City's intent to update its comprehensive plan and supporting materials in order to meet the certification requirements of the Puget Sound Regional Council.	<b>TYPE OF ACTION:</b> — ORDINANCE ✓ RESOLUTION 2016-10 — MOTION — OTHER
<b>REVIEW:</b> May 16, 2016	<b>ATTACHMENTS:</b> Draft Resolution plus Exhibit A	

**SUBMITTED BY:** David Bugher, Assistant City Manager for Development Services.

**RECOMMENDATION:** That the Mayor and City Council approve the attached Resolution of Intent,

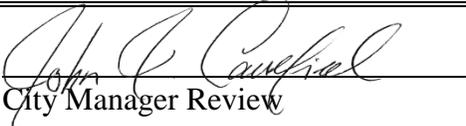
**DISCUSSION:** On April 28, 2016, the Puget Sound Regional Council (PSRC) Executive Board conditionally certified Lakewood's Comprehensive Plan with a requirement to amend the plan to demonstrate alignment between the employment targets for the City adopted by Pierce County and sufficient capacity for commercial and industrial development provided for in the plan. The conditional certification allows the City to participate in the PSRC funding process and program projects into the Regional Transportation Improvement Program while the City works to address the issues raised in the conditional certification. In exchange, the City commits to addressing the issues raised in the PSRC conditional certification, as set forth in this Resolution.

A copy of the PSRC plan review report is attached and certification recommendations. PSRC provided Lakewood a Conditional Status until the City amends the comprehensive plan to provide sufficient employment capacity through future planned land uses that meet or exceed the City's adopted employment targets. A schedule was required:

1. Lakewood City Council adoption of a plan of work that addresses the condition identified in the certification report by May 30, 2016. That condition, is amending the comprehensive plan to address an employment capacity shortfall of 3,845 jobs through revising the regional growth center or other industrial/commercial centers located elsewhere in the City. *(See next page.)*

**ALTERNATIVE(S):** The City Council could deny the resolution; however, the City would not be allowed to participate in upcoming transportation funding programs, the net effect would be the loss potentially millions of transportation dollars.

**FISCAL IMPACT:** The resolution commits the City to spending additional General Fund dollars to develop and implement new comprehensive plan policies in exchange for continued transportation funds. Generally speaking, the benefit far outweighs the anticipated expenditures. Further, some of the policies desired by PSRC are very similar to the City Council's economic development goals.

_____ Prepared by	 City Manager Review
_____ Department Director	

## **DISCUSSION, CONTINUED:**

2. Submission of a draft amended comprehensive plan and supporting documents that address the condition to PSRC for review and comment in advance of adoption.
3. Once the condition is adequately addressed, submission of the adopted amended comprehensive plan and supporting documents by December 31, 2017 for review and certification by PSRC.

PSRC also included suggestions for amendments in other areas (PSRC has the propensity to reach into local land use policy issues). These items City staff would categorize as propositions and fall into the category of discretionary items that Lakewood may wish to consider as future comprehensive plan amendments.

Your staff has politely suggested that the City will take such considerations under review. Some of these propositions have high levels of political sensitivity which PSRC should leave for Lakewood to resolve particularly as it relates to annexations.

These propositions are listed below. Again, this is a list of “shoulds” not “shalls:”

- The city should consider directly addressing the climate change-related multicounty planning policies and including additional strategies such as emissions reductions from municipal operations and additional transportation demand management strategies.
- The city should develop center targets in its subarea planning process.
- The city should pursue this work to further public health with additional policies and actions, such as access to healthy food, healthy housing, and coordination with public health agencies.
- The city is encouraged to continue working with Pierce County and other relevant parties to plan for the future of potential annexation areas and, as appropriate, incorporate policies and provisions to support efforts such as coordinating development standards, transferring permitting authority, and addressing service and infrastructure financing.
- The city is encouraged to continue developing policies, standards, and regulatory approaches that incorporate multiple travel modes.

### Attachments:

Draft Resolution

Exhibit A - PSRC Certification Report

RESOLUTION NO. 2016-10

A RESOLUTION of the City of Lakewood stating the city's intent to update the Lakewood Comprehensive Plan and supporting materials in order to meet the certification requirements of the Puget Sound Regional Council.

WHEREAS, on the 7th day of December, 2015, the City adopted its 2015 Comprehensive Plan Update (Ordinance No. 629), pursuant to the Washington State Growth Management Act; and

WHEREAS, The Update was reviewed by state agencies and the Puget Sound Regional Council (PSRC); and

WHEREAS, on March 31, 2016, the PSRC issued a "Plan Review Report and Certification Recommendation", attached hereto as Exhibit A; and

WHEREAS, on April 28, 2016, PSRC Executive Board conditionally certified the City's comprehensive plan with a requirement to amend the plan to demonstrate alignment between the employment targets for the City adopted by Pierce County and sufficient capacity for commercial and industrial development provided for in the plan; and

WHEREAS, the conditional certification allows the City to participate in the PSRC funding process and program projects into the Regional Transportation Improvement Program while the City works to address the issues raised in the conditional certification; and

WHEREAS, In exchange, the City must commit to addressing the issues raised in the PSRC conditional certification, as set forth in this Resolution;

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

Section 1. The City Council directs staff to work with the Puget Sound Regional Council to address the conditions for regional certification of the comprehensive plan described in the March 31, 2016 Certification Report. The scope of this work will address including amendments to the land use and other plan elements to provide for land uses and densities to accommodate employment growth targets.

Section 2. The City is committed to working toward fully addressing the conditions for regional certification of its comprehensive plan by December 31, 2017, including submittal of an amended comprehensive plan and supporting materials to PSRC for review.

Section 3. That this Resolution shall be in full force and effect upon passage and signatures hereon.

PASSED by the City Council this 16<sup>th</sup> day of May, 2016.

CITY OF LAKEWOOD

Attest:

\_\_\_\_\_  
Don Anderson, Mayor

\_\_\_\_\_  
Alice M. Bush, MMC, City Clerk

Approved as to Form:

\_\_\_\_\_  
Heidi Ann Wachter, City Attorney

# PSRC PLAN REVIEW REPORT & CERTIFICATION RECOMMENDATION

## CITY OF LAKEWOOD COMPREHENSIVE PLAN

March 31, 2016



### BACKGROUND

The Washington State Growth Management Act calls for coordination between local, regional, and state planning efforts. To advance this coordination, state law requires PSRC to certify that regional transit plans, countywide planning policies, and local comprehensive plans within the central Puget Sound region conform to: (1) established regional guidelines and principles, (2) the adopted long-range regional transportation plan, and (3) transportation planning requirements in the Growth Management Act. Within the central Puget Sound region, the multicounty planning policies in VISION 2040 have been established as the regional guidelines and principles under Revised Code of Washington (RCW) 47.80.026. Certification of local comprehensive plans is also a requirement for jurisdictions and agencies that intend to apply for PSRC funding or proceed with any project submitted into the Regional Transportation Improvement Program, regardless of funding source.

Within the central Puget Sound region, local governments and PSRC have worked together to develop an overall process ([Adopted Policy and Plan Review Process](#), Revised September 2003) for reviewing and certifying local, countywide, regional, and transit agency policies and plans.<sup>1</sup> This process also provides an opportunity to coordinate and share information related to local and regional planning. A set of materials, compiled in a [Plan Review Manual](#), provides details on the review and certification process, background, and framework. The manual also provides guidance and checklists for aligning plans and policies with [VISION 2040](#), [Transportation 2040](#), and [Growth Management Act](#) requirements.

### DISCUSSION

This report summarizes the findings and recommendations regarding the periodic update to the comprehensive plan for the City of Lakewood, adopted by the city on December 7, 2015. PSRC last certified the City of Lakewood's comprehensive plan amendments in 2012. PSRC staff reviewed the 2015 comprehensive plan amendments and coordinated with city staff in the development of this report.

### CERTIFICATION RECOMMENDATION

Based on the review of the City of Lakewood comprehensive plan, the following action is recommended to the PSRC Growth Management Policy Board, Transportation Policy Board, and Executive Board:

**The Puget Sound Regional Council conditionally certifies that the transportation-related provisions in the City of Lakewood 2015 comprehensive plan update conform to the Growth Management Act and are consistent with multicounty planning policies and the regional transportation plan.**

**Conditional status is in place until the city amends the comprehensive plan to provide sufficient employment capacity through future planned land uses that meet or exceed the city's adopted employment targets, according to the following schedule:**

<sup>1</sup> The certification requirement in the Growth Management Act is described in RCW 47.80. The specific requirements for transportation elements in local comprehensive plans are spelled out in RCW 36.70A.070. PSRC's Interlocal Agreement, Section VII, also provides direction for the review of local comprehensive plans and countywide policies (Resolution A-91-01, amended March 1998). The Council's Executive Board last updated its process for Policy and Plan Review in September 2003. The process is also described in VISION 2040, Part IV: Implementation.

1. **Lakewood City Council adoption of a plan of work that addresses the condition identified in the certification report by May 30, 2016.**
2. **Submission of a draft amended comprehensive plan and supporting documents that address the condition to PSRC for review and comment in advance of adoption.**
3. **Once the condition is adequately addressed, submission of the adopted amended comprehensive plan and supporting documents by December 31, 2017 for review and certification by PSRC.**

**The city acknowledges and understands these conditions.**

The remainder of this report contains a summary of the PSRC review of the City of Lakewood comprehensive plan update. Under each heading, the scope of the certification review, as guided by the [Plan Review Manual](#) and Local Comprehensive Plan Checklist, is listed in high-level bullets. Discussion in each topic area highlights exemplary provisions of the plan, as well as issues identified through the certification review where future work on the part of the city is needed to more fully address VISION 2040, Transportation 2040, and Growth Management Act planning requirements. PSRC recognizes that the timing and mechanism for addressing each of the comments will vary based on the jurisdiction, its resources and plan update process, and the nature of the comment.

## **Part I: Conformity with Growth Management Act Transportation Planning Requirements**

### **SCOPE OF REVIEW**

The Growth Management Act (RCW 36.70A.070(6)) includes several requirements related to transportation elements in local comprehensive plans. These requirements are summarized as follows:

**Land use assumptions and forecasts of travel demand** that are internally consistent and consistent with growth targets.

**Service and facility needs**, including inventories of existing facilities, and level-of-service standards and concurrency provisions that address multiple modes of travel, planned land uses and densities, and state highways.

**Financing and investments**, including a multiyear financing plan and reassessment strategy to address potential funding shortfalls.

**Intergovernmental coordination** with neighboring cities, counties, and regional and state agencies.

**Demand management**, including programs to implement the Commute Trip Reduction Act.

**Pedestrian and bicycle planning**, including project funding and capital investments, education, and safety.

**Land uses adjacent to airports**, identifying relevant facilities, existing and planned uses, and policies that discourage incompatible uses.

Air quality is largely an interjurisdictional issue in which each jurisdiction's travel behaviors, measured through vehicle emissions, affect the regional airshed. The Washington Administrative Code (WAC) requires local transportation elements and plans to include "policies and provisions that promote the reduction of criteria pollutants" for mobile sources (WAC 173-420-080). When PSRC reviews plans, it also certifies that the comprehensive plans include air quality policies and provisions, including a commitment to meeting the requirements of applicable federal and state air quality legislation.

## DISCUSSION: EXEMPLARY PLAN PROVISIONS

The City of Lakewood’s comprehensive plan effectively addresses many of the transportation planning requirements of the Growth Management Act and includes adequate air quality policies and provisions. Highlights include:

- ☑ Provisions to support bicycle and pedestrian mobility, including an inventory of facilities, detailed discussion of the Americans with Disabilities Act transition plan, goals and policies that support a safe and convenient nonmotorized network, priority pedestrian and bicycle modal networks and planned investments. The plan includes policies to adopt a “Complete Streets” ordinance and coordinate with adjacent jurisdictions to design for coherent bike and pedestrian corridors (T-14.6, T-14.7).
- ☑ The plan includes multiple policies to support transportation demand management (TDM) and reduce dependence on single-occupant vehicle travel during peak commute hours. For example, the plan includes policies to require TDM improvements serving pedestrians, bicyclists, and transit riders as impact mitigation for new development and encourage employers not affected by the Commute Trip Reduction (CTR) law (with less than 100 employees) to offer CTR programs to their employees on a voluntary basis (Policies T-10.1, T-11.3).
- ☑ Multiple policies addressing airport land use compatibility to control the type, intensity, and design of uses within air corridors. The plan includes a policy to identify areas restricted from development due to aircraft accident potential and promote the acquisition of the Clear Zone by the Department of Defense (LU-36.3).

## DISCUSSION: AREAS FOR FURTHER WORK

The certification review did not identify any major areas for improvement of the plan to better align with transportation-related provisions of the Growth Management Act.

# Part II: Consistency with Regional Plans and Policies

## OVERVIEW

This section discusses consistency with the adopted multicounty planning policies (established regional guidelines and principles under RCW 47.80.026) adopted in VISION 2040, and Transportation 2040, the region’s long-range transportation plan. In addition to the multicounty planning policies, VISION 2040 contains a regional growth strategy with a preferred distribution of the region’s residential and employment growth, as well as a number of implementation actions for local governments to carry out. Each policy area addressed in VISION 2040 is discussed in turn below.

## VISION 2040 Context Statement

VISION 2040 calls for local plans to include a context statement that describes how the comprehensive plan addresses regional policies and provisions adopted in VISION 2040. The plan discusses consistency with VISION 2040, including the multicounty planning policies and Regional Growth Strategy, in the Introduction.

## Environment

### SCOPE OF REVIEW

VISION 2040 calls for local comprehensive plans to address the following environmental policy topics:

**Stewardship**, including addressing the natural environment throughout the plan, decisions based on best-available science, and regional environmental initiatives.

**Earth and habitat**, including open space protection, restoration and protection of native vegetation, and coordination with adjacent jurisdictions.

**Water quality**, including actions that maintain hydrologic functions and reduce water pollution in ecosystems, watersheds, shorelines, and estuaries.

**Air quality and climate change**, addressing federal and state laws, reduction of pollutants, Puget Sound Clean Air Agency policies, and reduction of greenhouse gas emissions and adaptation to climate change.

#### **DISCUSSION: EXEMPLARY PLAN PROVISIONS**

The Lakewood comprehensive plan addresses the environmental policy topics in VISION 2040 with strong goals and actionable policies. Highlights include:

- ☑ The plan supports protection of open space and water access needs of future generations through acquisition, development and environmental stewardship (Goal LU-41). This is supported through policies to develop partnership and acquisition strategies to address open space, promote public awareness, develop a connected system of nonmotorized trails throughout the city, and ensure equitable access to parks across the city (LU-41.2, LU-41-5, LU-42.1, LU-42.2, LU-42.3, LU-42.4, LU-45.4).
- ☑ The plan supports protections for environmental critical areas, conservation, and enhancement of habitat areas for fish and wildlife (Goal LU-55 and LU-56). The plan includes policies to integrate environmental considerations into all planning efforts, identify and protect wildlife habitats with an emphasis on protecting wildlife corridors and link remaining habitat pockets, preserve native vegetation in riparian habitats, and integrate suitable native vegetation in residential and commercial landscapes (LU-56.1, LU-56.2, LU-56.3, LU-56.5).
- ☑ The plan includes multiple provisions to protect water quality, including “no net loss” of wetland function, to be implemented through working cooperatively with local water districts to maximize protection of wellheads and aquifers, educating residents and employers on Lakewood’s dependency on groundwater, maintaining groundwater monitoring programs, and implementing a well decommissioning program for all unused wells (LU-59.3, LU-61.9).

#### **DISCUSSION: AREAS FOR FURTHER WORK**

The city should address the following comments at the earliest opportunity through future amendments to the comprehensive plan, subarea plans, or functional plans:

- ☐ The multicounty planning policies in VISION 2040 and the strategies in Transportation 2040 call for reducing greenhouse gas emissions and adapting to impacts related to climate change. See page 42 of VISION 2040 for an overview of climate change and related policies and page 34 in Transportation 2040 for information on the four-part greenhouse gas reduction strategy (land use, user fees, choices, and technology). The plan already includes some policies that support actions to reduce greenhouse gases, such as promoting transit and increasing nonmotorized transportation options. However, the city should consider directly addressing the climate change-related multicounty planning policies and including additional strategies such as emissions reductions from municipal operations and additional transportation demand management strategies.

## **Development Patterns – Including the Regional Growth Strategy**

#### **SCOPE OF REVIEW**

VISION 2040 calls for local comprehensive plans to address the following development patterns policy topics:

**Urban areas**, including targets for housing and employment growth, compact communities that support transit and walking, and provisions for redevelopment of underused land.

**Centers**, including planning for one or more central places as locations for compact, mixed-use development, with policies that prioritize funding to centers to advance development.

**Unincorporated urban areas**, including policies that advance annexation and orderly transition of governance.

**Resource lands**, including identification of steps to limit development.

**Regional design**, addressing local provisions that apply the Transportation 2040 Physical Design Guidelines, energy efficient building, historic preservation, and enhanced sense of community.

**Health and active living**, addressing healthy environment, physical activity and well-being, and safety.

#### **DISCUSSION: EXEMPLARY PLAN PROVISIONS**

The city's comprehensive plan effectively addresses many of the development patterns policies in VISION 2040. Highlights include:

- The plan supports the Transportation 2040 physical design guidelines through various policies that address pedestrian-oriented design and vibrant public spaces. For example, LU-16.1 calls for ensuring that commercial development and redevelopment contributes to Lakewood as a community and to the vitality of individual commercial areas within the city.
- Policies support the role of the regional growth center. For example, LU-17.2 calls for promoting the central business district as the primary location for businesses serving a citywide market. Various policies also support transit-oriented development in the Lakewood Station area, promoting redevelopment of the central business district as a mixed-use urban center, revising land use and development regulations to require mixed use development within the center for any new development, with the exception of standalone commercial pads and service commercial uses, and providing incentives for redevelopment of the Lakewood Station area to capitalize on growth and visibility associated with the commuter rail station (Goal LU-19, LU-19.9, LU-20.1, LU-25.4). The plan also calls for directing public investment toward the designated Regional Growth Center and residential areas targeted for high density residential growth to the extent possible (CF-7.3).
- Various policies addressing land use compatibility and coordination with neighboring Joint Base Lewis-McChord. For example, Goal LU-35 calls for facilitating the host community relationship with the military installations through city-wide planning for the provision of housing, services, and civilian employees to support the operations on the military installations and to provide a high quality of life for military personnel and their families in Lakewood.

#### **DISCUSSION: CONDITIONS FOR CERTIFICATION**

The city must address the following provisions of the Growth Management Act and VISION 2040 in order to maintain certified status:

- The state Growth Management Act requires local comprehensive plans to provide sufficient capacity to accommodate growth that is anticipated during the 20-year planning period. The growth targets adopted by Pierce County show that Lakewood is expected to plan for an additional 9,565 housing units and 12,907 jobs by 2030. If extended to a plan horizon year of 2035, the targets would be higher. The 2014 Pierce County Buildable Lands report found that the city currently has capacity to accommodate the housing unit target, but can only accommodate 9,062 additional jobs, leaving an employment capacity shortfall of 3,845. The city is in the process of developing a subarea plan for the regional growth center and revising zoning for the center, which is expected provide additional employment capacity.

The city must amend the plan to reflect any future land use plan changes that may result from adoption of the center subarea plan or other changes, such as providing additional capacity elsewhere in the city and document that those changes have resulted in sufficient capacity to accommodate the 20-year land use assumptions and growth targets.

## DISCUSSION: AREAS FOR FURTHER WORK

The city should address the following comments at the earliest opportunity through future amendments to the comprehensive plan, subarea plans, or functional plans:

- VISION 2040 includes an action for jurisdictions with regional centers to develop subarea plans (DP-Action-17), and PSRC will be certifying center plans for consistency with regional policies and procedures. The comprehensive plan includes policies to develop a plan for the regional growth center – the subarea planning will help the city both achieve its vision for the area as well as address regional center expectations in the [center plan checklist](#).
- MPP-DP-3 calls for jurisdictions with designated regional growth centers to include housing and employment targets for growth in the centers planned for over the next 20 years. The city should develop center targets in its subarea planning process. PSRC recently produced [additional guidance](#) about setting center targets that the city may find helpful in this work.
- VISION 2040 calls for plans to promote the physical, social, and mental well-being and health of residents. The comprehensive plan addresses several aspects of public health, and includes a policy to develop additional policies to support active living and healthy communities (LU-46.3). The city should pursue this work to further public health with additional policies and actions, such as access to healthy food, healthy housing, and coordination with public health agencies.
- The land use map element includes information on potential annexation areas. VISION 2040 calls for all unincorporated lands within the urban growth area to transition into cities and assumes this transition to be largely complete by 2040. The city is encouraged to continue working with Pierce County and other relevant parties to plan for the future of potential annexation areas and, as appropriate, incorporate policies and provisions to support efforts such as coordinating development standards, transferring permitting authority, and addressing service and infrastructure financing.

## Housing

### SCOPE OF REVIEW

VISION 2040 calls for local comprehensive plans to address the following housing policy topics:

**Increased housing production opportunities**, including diverse types and styles for all income levels and demographic groups.

**Affordable housing needs**, including an assessment of existing and future housing needs based on regional and local factors, including household income, demographics, special needs populations, and adequacy of existing housing stocks.

**Regional housing objectives** in VISION 2040, including promotion of housing diversity and affordability, jobs-housing balance, housing in centers, and flexible standards and innovative techniques.

### DISCUSSION: EXEMPLARY PLAN PROVISIONS

The city's comprehensive plan effectively addresses the housing provisions contained in VISION 2040.

Highlights include:

- ☑ The plan includes multiple policies that address affordable housing production and preservation. Strategies include supporting non-profit agencies and the Pierce County Housing Authority in providing additional housing, evaluating surplus city land for suitability for development of affordable housing before the property is sold, using federal funds, including Community Development Block Grants and HOME funds, to support low- and moderate-income affordable housing, and working with other Pierce County cities to address regional housing issues.
- ☑ The plan advances housing variety and choice by supporting projects incorporating innovative lot and housing types, clustered detached houses, clustered semi-attached houses and a variety of lots and

housing types within a site and encouraging the construction of cottages on small lots through incentives such as density bonuses. (LU-2.38, LU-2.40)

- ☑ The plan emphasizes providing housing for people with special needs, such as seniors, people with disabilities and the homeless (Goal LU-3). Policies call for supporting the housing programs of social service organizations, encouraging universal design in residential construction or retrofitting of homes to allow aging in place, supporting the establishment and operation of emergency shelters, and locating special needs housing in areas accessible to public transportation (LU-3.2, LU-3.3, LU-3.4, LU-3.10, LU-3.12).

#### **DISCUSSION: AREAS FOR FURTHER WORK**

The certification review did not identify any major areas for improvement of the plan to better align with regional guidelines and principles on housing.

## **Economy**

### **SCOPE OF REVIEW**

VISION 2040 calls for local comprehensive plans to address the following economic development policy topics:

Include an **economic development element** that addresses: business, people, and places.

**Retention and recruitment efforts** that support family wage jobs, industry clusters that export goods and services, and small businesses that are locally owned.

**Equitable benefits and impacts**, including provisions and programs that promote economic vitality in distressed areas or areas with disadvantaged populations.

**Adequate housing growth in centers** through collaboration with the private sector and provision of infrastructure.

#### **DISCUSSION: EXEMPLARY PLAN PROVISIONS**

The city's comprehensive plan effectively addresses many of the economic provisions of VISION 2040.

Highlights include:

- ☑ An economic development element supported by a detailed analysis of economic trends, conditions, opportunities, and challenges. The plan provides an overview of economic development priorities for subareas within the city and comparisons to nearby jurisdictions.
- ☑ Multiple policies recognizing the mission and viability of Joint Base Lewis McChord, including supporting the South Sound Military Communities partnership and supporting workforce development programs for military personnel transitioning out of military service (Policies ED-7.1-7.7).
- ☑ Provisions supporting economic development activities that provide or retain livable wage jobs for people with low and moderate incomes. These include developing a low-interest loan program, tax credits and other mechanisms to serve as incentives for businesses to create or retain jobs for workers with low and moderate incomes, developing a technical assistance program to create or retain jobs for low- and moderate-income individuals, and providing businesses with access to low-interest loans for on-site infrastructure improvements, rehabilitation, acquisition, and other commercial improvements for the purpose of creating or retaining jobs for people with low and moderate incomes (PS-21.1)

#### **DISCUSSION: AREAS FOR FURTHER WORK**

The certification review did not identify any major areas for improvement of the plan to better align with regional guidelines and principles on economic development.

## Transportation

### SCOPE OF REVIEW

VISION 2040 and Transportation 2040 call for local comprehensive plans to address the following transportation policy topics:

**Maintenance, management, and safety**, including clean transportation with reductions in pollution and greenhouse gas emissions, environmental factors, health and safety, stable and predictable funding sources, system and demand management strategies, and security and emergency response.

**Support for the regional growth strategy**, including system improvements that align with planned growth, prioritized investments that support compact development in centers, joint- and mixed-use development, complete streets and improvements to promote biking and walking, and context-sensitive design.

**Improved transportation options and mobility**, including alternatives to driving alone, facilities and services for special needs transportation, avoidance of new or expanded facilities in rural areas, and financing methods.

**Linking land use and transportation**, including integrating Transportation 2040 physical design guidelines in planning for centers and transit station areas, and land development tools that promote transportation alternatives.

### DISCUSSION: EXEMPLARY PLAN PROVISIONS

The Lakewood comprehensive plan addresses the major transportation emphases in VISION 2040 and Transportation 2040, including maintenance, management, and safety; support for the Regional Growth Strategy; and providing greater options and mobility. Highlights include:

- ☑ Policy 13.1.5 directs the city to design transportation facilities to fit within the context of the built or natural environments in which they are located (T-1.2)
- ☑ The plan emphasizes special needs transportation by ensuring mobility choices for people with special transportation needs, including persons with disabilities, the elderly, the young, and low-income populations, and minimizing the negative impacts of transportation improvement projects on low-income, minority, and special needs populations (T-9.2, T-9.3).
- ☑ Mode split goals for the Lakewood Regional Growth Center to reduce the work-related drive-alone mode share from 83 percent (year 2010) to 70 percent by 2030 through coordinated improvements to HOV, transit, and nonmotorized facilities within this area (T-12.4).

### DISCUSSION: AREAS FOR FURTHER WORK

The city should address the following comments at the earliest opportunity through future amendments to the comprehensive plan, subarea plans, or functional plans (please also see comments addressing Growth Management Act transportation planning requirements on page 3 of this report):

- ☐ Consistent with MPP-DP-55, the plan includes a policy to work toward developing multimodal LOS and concurrency standards to include performance criteria for transit, pedestrian, and bicycle facilities (T-19.3). The city is encouraged to continue developing policies, standards, and regulatory approaches that incorporate multiple travel modes. While there are challenges involved in implementing multimodal level-of-service standards, progress in this area would strengthen and reinforce the plan's vision of supporting walking, biking and transit. The plan could also support transit, pedestrian, and bicycle projects as mitigation for development impacts. The Washington State Department of Commerce's [Transportation Element Guidebook](#) has information on how to set level-of-service standards and identify system needs (pages 143-150 and 183-189). PSRC has resources on [multimodal concurrency](#).

## Public Services

### SCOPE OF REVIEW

VISION 2040 calls for local comprehensive plans to address the following public services policy topics:

**Promote more efficient use of existing services**, such as waste management, energy, and water supply, through conservation – including demand management programs and strategies.

**Promote renewable energy and alternative energy sources.**

**Plan for long-term water needs**, including conservation, reclamation and reuse.

### DISCUSSION: EXEMPLARY PLAN PROVISIONS

The Lakewood comprehensive plan update contains policies that address the public services provisions of VISION 2040. Highlights include:

- ☑ Policies to promote conservation, demand management, and efficient use of public services. For example, Policy U-2.2 encourages conservation in coordination with other utility providers and jurisdictions, and CF-1.6 calls for reducing the rate of energy consumption through conservation and alternative energy forms to extend the life of existing facilities and infrastructure.
- ☑ Various policies to ensure that new growth is served by sewers and to develop a citywide system to eliminate current service deficits (Goal U-8, Policies U-8.1-8.14).
- ☑ The plan calls for promoting energy conservation through complying with standards for energy conservation in public buildings, working with utility companies to promote and educate the public about strategies for energy conservation, converting existing traffic signals to LED fixtures, and promoting use of renewable energy to meet the region’s energy needs (Goal U-16, U-16.1-16.3, CF-1.6, and CF-1.6).
- ☑ Provisions addressing long-term water availability, such as requiring water conservation features such as low-flow toilets, showerheads, and faucets in the design of all new construction, promoting drought-tolerant landscaping through development standards, encouraging industrial and commercial users to incorporate appropriate water conservation measures into their operations, and promoting increased use of reclaimed water (Policies U-18.1-18.4, CF-1.5).

### DISCUSSION: AREAS FOR FURTHER WORK

The certification review did not identify any major areas for improvement of the plan to better align with regional guidelines and principles on public services.

## Conclusion

PSRC staff thanks the city for working through the plan review and certification process. PSRC is available to provide assistance for future plan updates. Additional planning resources can also be found at <http://www.psrc.org/growth/planreview/resources/>. If the city has questions or needs additional information, please contact Liz Underwood-Bultmann at 206-464-6174 or [LUnderwood-Bultmann@psrc.org](mailto:LUnderwood-Bultmann@psrc.org).



To: Mayor and City Councilmembers

From: Dennis Higashiyama, Arts Commission Liaison

Through: John J. Caulfield, City Manager 

Date: May 10, 2016

Subject: Public Art RFP – Gravelly & Washington

Attachments: Gravelly-Washington Artwork RFP, Photos Gravelly-Washington, Overlay Gravelly-Washington

Attached is the RFP for the proposed public artwork at Gravelly and Washington. Also attached are photos of the site and an overlay depicting the elevations. The RFP will be released as soon as it is approved. The timeline is noted on page 4 of the RFP and is listed below:

July 8, 2016	Deadline for response to RFP (by 5:00pm)
August 19, 2016	Selected artist notified
June 2017	Installation on site completed

There will also be pre-proposal meeting held on Thursday, June 9, 2016 from 6:00-7:00pm at City Hall.



## **Advertisement**

### **Request for Proposals Artwork at the intersection of Gravelly Lake Drive SW & Washington Blvd SW**

The City of Lakewood is soliciting proposals from Washington State Artists qualified and interested in providing professional design and fabrication of artwork to be installed on the triangular island at Gravelly Lake Drive SW and Washington Blvd SW in Lakewood, WA. Proposals must be received no later than 4:00 p.m. Friday, July 8, 2016.

For a copy of the complete RFP, please contact the office of the City Clerk, Lakewood City Hall, 6000 Main Street SW, Lakewood, WA 98499 (253-589-2489), or go to the City's website at [www.cityoflakewood.us](http://www.cityoflakewood.us) or email [abush@cityoflakewood.us](mailto:abush@cityoflakewood.us)

**REQUEST FOR PROPOSALS**  
**Artwork at the intersection of**  
**Gravelly Lake Drive SW & Washington Blvd SW**

The City of Lakewood is soliciting proposals from Washington State artists qualified and interested in providing professional design and fabrication of artwork to be installed on the triangular island at the intersection of Gravelly Lake Drive SW and Washington Blvd SW to be received no later than 4:00 p.m. Friday, July 8, 2016.

I. *Eligibility*

Open to professional artists residing in Washington State

II. *Background*

The City formed the Arts Commission in 2006 to promote the visual, performing and literary arts; encourage the creative contribution of local artists; make recommendations for public art to the City Council; support community-building events; and foster the City's cultural heritage. It has been a desire of the City Council to install a public art piece that would complement the existing public artwork in the city. A dedicated funding stream via the rental fees for "City" days at the McGavick Conference Center was created in 2014 to provide resources for public art.

III. *Budget*

\$50,000 - \$65,000 - \$80,000

IV. *Art Opportunity*

**Overview**

The Lakewood Arts Commission seeks an artist(s) to create and install permanent artwork in the center of the triangular island of the intersection. There will be three levels of funding for this artwork: \$50,000 or \$65,000 or \$80,000. Artists are encouraged to submit proposals for each level of funding.

**Art "Theme"**

The theme for the art has not been pre-selected. The goal of this public art project is to provide a visual link to the history and/or cultural heritage of the city of Lakewood. The artist can use their creativity to express their theme in the artwork submittal. The artist's "theme" may be articulated through subsequent art in other locations in the city.

**Installation**

The artist will be asked to submit anticipated installation needs and siting requirements for the artwork. The project engineer will work with the selected artist regarding specifications and inspection of the art installation. Depending on the installation need, there may be some coordination during this time with the project engineer. Existing trees and landscaping will not be removed to accommodate artwork.

## V. *Proposal Requirements*

Proposals should be prepared simply and economically, providing straightforward and concise information. The City shall not be responsible for any costs incurred by the artist in preparing, submitting or presenting his/her response to the RFP.

Proposals shall include and be organized in the following manner:

- a. Cover sheet
- b. Letter of interest explaining submission including the "theme" on which the artwork is based.
- c. The artist's résumé.
- d. A comprehensive two- or three-dimensional composition of the art, as appropriate.
- e. Drawings or photographs that show the relationship of the artwork to the site and examples of previous relevant work.
- f. Installation details.
- g. Description of routine maintenance and estimate of ongoing maintenance costs.

The proposal shall be limited to 10, 8 ½" by 11", 12 pt. font pages not including the cover. Please submit five (5) copies of your RFP to: City of Lakewood, Office of the City Clerk, 6000 Main Street SW, Lakewood, WA 98499 no later than 4:00pm., Friday, July 8, 2016.

A pre-proposal meeting will be held Thursday, June 9, 2016 from 6:00 – 7:00pm at Lakewood City Hall, 6000 Main Street SW, City Council Chambers. Please reserve your questions until this meeting. Please contact Dennis Higashiyama at 253-983-7835 for further information. Information and updates will be posted online at [www.cityoflakewood.us](http://www.cityoflakewood.us)

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling 253-983-7835.

## VI. *Selection Process*

The Lakewood Arts Commission will convene a jury to review the proposals. Candidate jurors will include surrounding neighbors, stakeholders, professionals and city representatives.

A jury will be comprised of no less than three and no more than ten jurors.

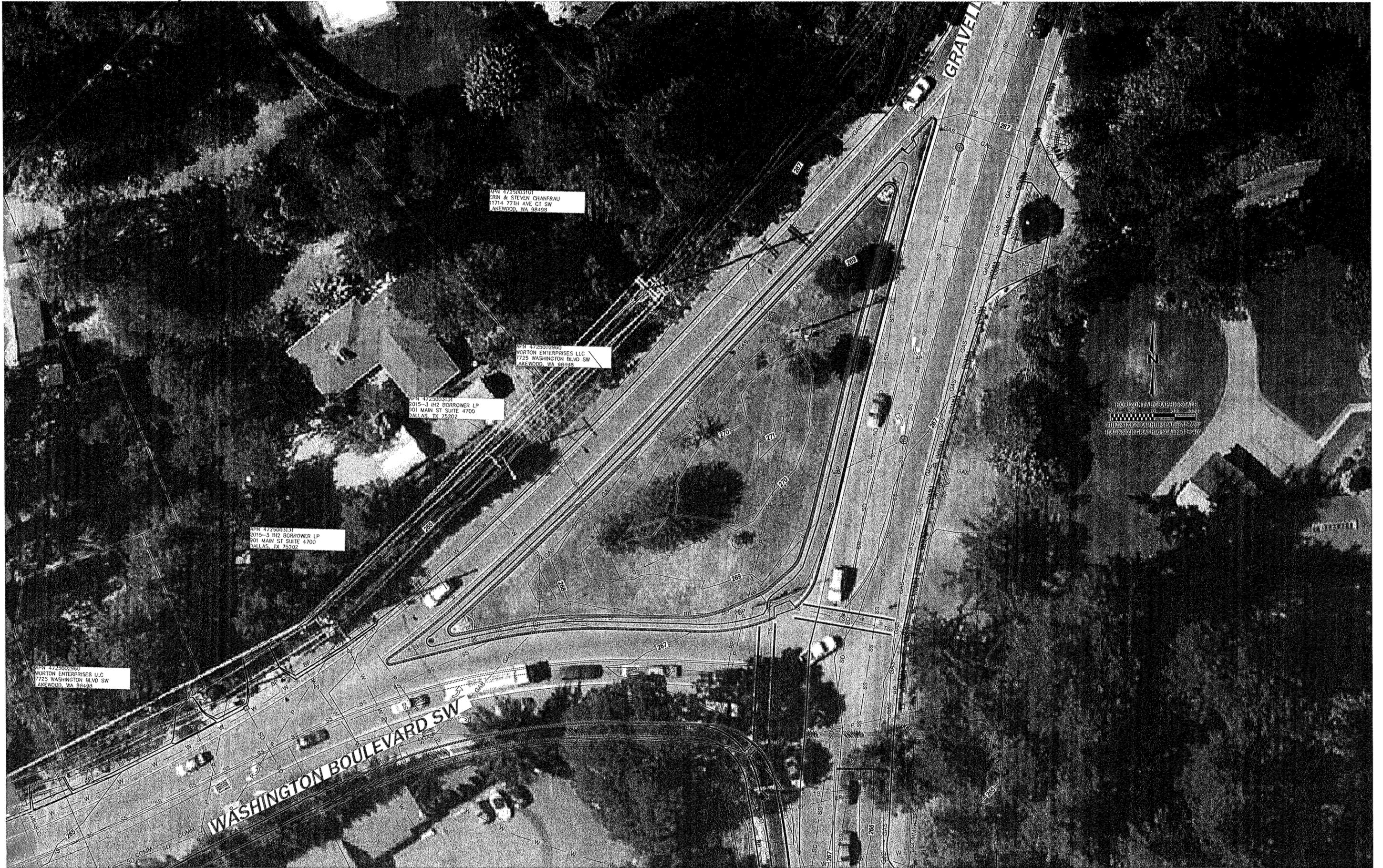
Selection criteria will include:

- Artist relevant experience
- Interpretation of theme
- Esthetics
- Durability
- Maintenance requirements
- Installation requirements
- Creative approach to implementing the project within the current budget

## VII. *Timeline*

The schedule is contingent upon the City's project schedule and may be changed at any time

July 8, 2016	Deadline for response to RFP (by 5:00pm)
August 19, 2016	Selected artist notified by this date
June 2017	Installation on site completed













**"KEEP LAKEWOOD BEAUTIFUL"**

OUR THANKS TO THE FOLLOWING FOR MAKING THIS  
ISLAND A TREASURE FOR ALL TO ENJOY:  
- PUGET POWER · ED CHAFFEE ASLA ·  
· MODERN WOODSMEN OF AMERICA · DR. MAX THOMAS ·  
· CLOVER PARK TECHNICAL COLLEGE ·  
· CITY OF LAKEWOOD · AND THE PRIVATE DONATIONS  
OF OVER 100 CITIZENS OF LAKEWOOD ·  
DONATED ON THE 1 YEAR ANNIVERSARY OF CITYHOOD  
FEBRUARY 28, 1997



To: Mayor and City Councilmembers

From: Mary Dodsworth, Parks, Recreation & Community Services Director

Through: John J. Caulfield, City Manager 

Date: May 10, 2016

Subject: Gathering Space Business Plan

Attachments: Business Plan for the Fort Steilacoom Park Gathering Space

**Background:** Council directed a review of community gathering spaces and to assess Fort Steilacoom Park as a potential site to host this use. The park serves thousands of visitors each year and provides a variety of space for active and passive uses and public and private user groups. Even though the park is currently used for gatherings of all kinds, Council asked for feedback on creating a more formal gathering space. After a two year community review process and several potential design options, a preferred multi-use enclosable structure and location at the park have been selected. The design, noted in the report, was created by a local architect in consultation with members of the Lakewood Rotary, City plans and Council representatives. Exterior materials / finishes are still to be determined.

The purpose of this report is to outline current uses at the park, target markets and opportunities, potential revenue sources, projected operational expenditures and associated capital costs to build this facility.



Lakewood Parks, Recreation and Community Services

**BUSINESS PLAN for the  
FORT STEILACOOM PARK GATHERING SPACE**

“Building a healthy and vibrant community where opportunities abound.”



**Contact**

Mary Dodsworth, Director  
Parks, Recreation and Community Services  
[mdodsworth@cityoflakewood.us](mailto:mdodsworth@cityoflakewood.us)

## Table of Contents

Introduction .....	3
Creation of the Gathering Space .....	3
Current Uses at the Park .....	3
Target Markets and Opportunities .....	4
Revenue .....	6
Expenditures .....	7
Revenue and Expenditure Projections .....	10
Summary and Recommendations .....	10
Appendix A: Preferred Design .....	12
Appendix B: Cost Estimate .....	13
Appendix C: Types of Special Uses at Fort Steilacoom Park .....	14
Appendix D: Visual Images of Comparable Sites .....	15

## **Introduction**

The City of Lakewood prides itself as a healthy, vibrant community where opportunities abound. With twelve active parks in the City, we encourage community members to explore and use the parks to their full extent. In keeping with this vision, the goal of the Fort Steilacoom Park Gathering Space is to build and establish a designated place for the community to come together, while preserving the integrity of Fort Steilacoom Park. The proposed Gathering Space includes a covered stage, storage areas, sound and lighting system, utilities and areas for spectators to view a variety of activities. Creating the Gathering Space will provide a new venue for community get-togethers, ceremonies, performances and entertainment. Because of its design and placement, it will have minimal impact on the park's natural environment. The Fort Steilacoom Park Gathering Space will enhance the park and provide a new space for revenue generating events.

The purpose of this report is to outline current uses at the park, potential target markets and opportunities, potential revenue sources, projected operational expenditures and associated capital costs to build this facility.

## **Creation of the Gathering Space**

After a two year community review process and several potential design options, a preferred multi-use enclosable structure and park site location have been selected (**Appendix A**). The footprint for the proposed Gathering Space structure at Fort Steilacoom Park is approximately 4,500 sq. ft. and includes a stage, sound and lighting equipment and storage rooms along with park space to support perimeter building needs, landscaping and spectator seating. Estimated cost for developing this project is \$ \$835,000. (**Appendix B**) The Rotary Club of Lakewood has committed \$300,000 in cash, donations and in-kind services to help develop this project.

## **Current Uses at the Park**

Fort Steilacoom Park accommodates over one million visitors annually and participation continues to increase each year. With 350 acres of both open space and trails, the park provides space for a variety of active and passive uses and has a number of dedicated user groups. There are not many public spaces in our region which support such a variety of uses.

The special use permit is a management tool to document and track events at the park. Each permit defines the reserved space and lists allowed uses, event requirements and associated fees. Currently, park use and rates for special use permits are based on area of impact, number of anticipated guests and amount of time used (full day, half day or multiple days). The permit helps ensures proper use of the site and safety for event participants and other park visitors. In the last two years the City generated an average of 225 special use permits each year at Fort Steilacoom Park. Permits are for large and small events ranging from shelter rentals, walk-a-

thons, fundraisers and festivals to regional soccer competitions and International cyclocross races. Only one of the 225 permits supported a main parking lot for the United States Golf Association's US Open tournament. Although not realistic to assume all these events would utilize the Gathering Space, many could make use of the Gathering Space for an element of their event. **Appendix C** shows specific types of events held at the park for the past two years.

## **Target Markets and Opportunities**

### ***Regional Site***

Fort Steilacoom Park is a regional resource for public, private and corporate events. The City of Lakewood's population is projected to increase approximately 1 % in the next five years while Pierce County has a steadily growing regional population, with more than 100,000 new residents relocating to Pierce County since 2000. <sup>1</sup> Pierce County is expected to grow by approximately 6% in the next 5 years. <sup>2</sup> In 2015, fifty two percent (52%) of all special use permit applicants were non-residents. It's anticipated that non-resident use will continue to increase. New regional residents could provide a new customer base.

### ***Premier Sports Venue***

Recently Fort Steilacoom Park is becoming known as a premier sports venue. This use generates local economic impact for Lakewood. Fort Steilacoom Park is a destination venue and could market the Gathering Space to regional, national and international promoters and user groups. Our relationship with the Tacoma South Sound Sports Commission has brought in many regional sporting events and, for the last two years, the international cyclocross events. Forty percent (40%) of athletes and spectators attending these events travel more than 50 miles (or are from out of state) to participate in sporting events. Overnight stays generate local economic impact; approximately \$114 per night for a hotel room and \$50 per person per day for food, beverage and additional necessities. <sup>3</sup>

### ***Weddings***

According to industry statistics outdoor weddings are on the rise. Thirty five percent (35%) of weddings are now outdoor occasions with gardens and parks topping the list of outdoor locales (followed by beaches). Wedding websites note that individuals looking for an outdoor space should ensure an indoor, or at least a suitable outdoor sheltered area, is an available alternative. In 2015, the average rental cost of a wedding venue was \$1,900. Seventy six percent (76%) of weddings occur during the summer and fall months and 25 dates made up 50% of all weddings in 2015. This is definitely a market that that the Gathering Space could attract.

---

<sup>1</sup> State of Washington 2015 Population Trends. Forecasting & Research Division: Office of Financial Management. September 2015.

<sup>2</sup> Office of Financial Management projections /GMA\_2012\_county\_pop\_projections.pdf

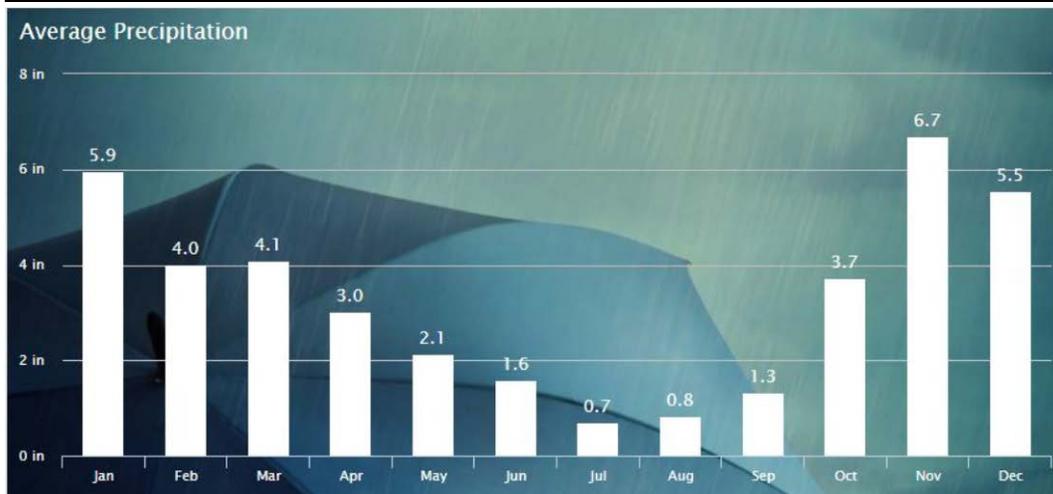
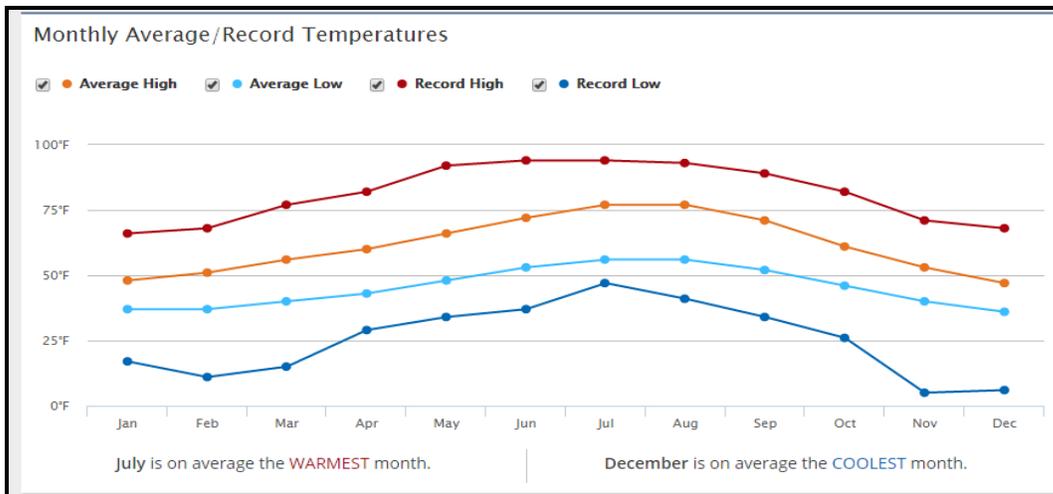
<sup>3</sup> Tacoma South Sound Sport Commission 2015 Scorecard and Fact Sheet

### Performances and Events

Outdoor concerts and entertainment are an obvious use of the Gathering Space. However, due to the open location of the facility and park site, creating secure areas, accessible for ticketed only events, could be challenging. The City, however, could receive revenue from private concerts or events from the special use permits and/or a percentage of ticket and merchandise sales or parking revenues. The City's current fee structure for special use permits is based on size of event and impact to the site. The City fee schedule allows the City to collect a 15% impact fee for private event revenue (parking, camping and merchandise) and a 5% fee on ticketed events (admissions tax). The fee schedule can be updated to benefit from new uses.

### Weather

One of the largest programming challenges for any gathering space in the Pacific Northwest is the weather. Weather, specifically rain, can significantly affect the number of participants and/or spectators who attend an event. Below are summaries of 2015 monthly temperatures in Lakewood, along with a parallel comparison of record highs and lows and annual rainfall.



The Gathering Space, with a covered stage and indoor space, can add a unique community resource, available to event participants rain or shine. Indoor space for registration, pre/post event announcements, performances and celebrations is a distinctive feature at this site. A Gathering Space with shelter, viewing options, a stage and sound equipment will make Fort Steilacoom Park extremely popular for hosting a wide variety of events.

## Revenue

There are very few comparable facilities in Washington State to distinguish how this space differs from other local competitors. To determine potential user fees, comparing market rates along with reviewing direct and indirect operational costs should be considered.

The chart below lists current Special Use Permit fees for City park use.

<b>Special Use Permit*</b>	
Small events (100 - 200 guests)	\$200.00
Large events (201 - 500 guests)	\$500.00
Major events (over 500 guests)	\$1,000.00
<i>*permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc....)</i>	
<b>Alcohol Permit Fee</b>	
Small events (100 - 200 guests)	\$200.00
Large events (201 - 500 guests)	\$500.00
Major events (over 500 guests)	\$1,000.00
Liability Insurance required	\$1,000,000
<b>Parks Shelter Rentals</b>	
<b>Fort Steilacoom Park</b>	
Large Shelter (Half Day/ Full Day)	\$100 / \$200
Small Shelter (Half Day/Full Day)	\$50 / 75

**Table One** compares rental costs for similar type Gathering Space venues in various park settings.

Table One Comparable Stage Rental Costs						
Venue Name	Location (population)	Venue/ Stage Size	Rental Costs	Security Deposit	Capacity	Estimated Permit Fee (6 hr event)
Lakewood Gathering Space	Lakewood, WA (58,590)	3,000 Sq. Ft 40 x 60 Ft Stage	<b>\$200 per hour</b> <b>\$1000 Full Day</b>	<b>\$500</b>	Max Capacity to be determined	\$1,000
Robert Hawkins Amphitheater	Reno, Nevada (231,103)	36' x 24' 864 Ft. Stage	6-Hour Minimum: <b>\$225 Per Hour</b>	<b>\$500</b>	1,000	\$1,350

Midvale Outdoor Stage Park	Midvale, Utah (29,957)	N/A	Per Hour Cost - <b>\$200</b>		<b>\$500</b>	N/A	\$1,200
Jacksonville Park Stage	Jacksonville, Florida (837,533)	2,400 Sq. Ft 60 x 40 Ft Stage	<b>Resident</b> 6 Hours: <b>\$95</b> Full Day: <b>\$190</b>	<b>Non-Resident</b> 6 Hours: <b>\$125</b> Full Day: <b>\$250</b>	N/A	N/A	\$250
Marymoor Park	Redmond, Washington (56,704)	3,000 Sq. Ft 46 x 52 Stage	Services contracted thru AEG Live & King County Not used for other purposes.		\$0	5,000 1,700 reserve seating & 3,300 lawn	TBD
Mercer Island Community Center	Mercer Island, Washington (26,363)	1,280 sq. ft. terrace adjacent to 3,335 Sq. Ft. Facility	5-Hour Minimum: <b>\$230 per hour</b>		<b>\$400</b>	90 for terrace with 225 Theater Style	\$1,380
Curran Apple Orchard Park	University Place, Washington (31,670)	20 X 25 500 sq. ft.	<b>Resident</b> 6 Hours: <b>\$95</b> Full Day: <b>\$190</b>	<b>Non-Resident</b> 6 Hours: <b>\$125</b> Full Day: <b>\$250</b>	N/A	300	\$250

**Appendix D** provides a visual of each venue for comparative purposes.

## Expenditures

### Description of Services (City v Contractor Options)

A variety of services will be needed to manage and maintain the Gathering Space. Services can be provided by City Staff or contracted personnel or a combination of both. The services of note are: security, supervision, cleaning, management, maintenance, concessions, utilities, performances and alcohol consumption or distribution.

### Security

Security provisions for the Gathering Space rely on off-duty Lakewood police officers. Security could be required based on number of guests, length of event time, time of day (day, evening or after regular park hours) or other event criteria. Security could be required up front or

determined at time of application. The police department, based on specific event criteria, would determine if security is needed or if alternative security options (private service) are acceptable. Applicants would be required to pay for additional security fee associated with the event. Cost for an off-duty police officer is \$75 per hour.

### ***Supervision***

City staff would be required to open, close and inspect facility use. Supervision during an event could also be required depending on the equipment installed and needed for an event. This cost could be absorbed into permit fee or added to event costs. City staff or contracted staff could be used to provide supervision and technology support. Cost would range from \$25-\$35 per hour.

### ***Event Cleaning***

The Gathering Space would need to be cleaned following an event to ensure it was ready for the next user group. Experience has shown that most groups do not provide adequate clean up following an event. When a facility is not cleaned or maintained properly, you normally find out when the next group is ready to use the site and that can create last minute reactive struggles to prepare the site for use. This can generate a poor impression of the facility and the City. Generally, a cleaning fee is required with a facility rental. The cleaning fee can be taken from the deposit following the event. Staff (regular or contracted) can provide this service after each event. A set cleaning cost can be established or based on hours of use or size of event. Cleaning fee would range from \$50 - \$70 per event.

### ***Maintenance***

City staff will provide maintenance during the calendar year, to include preventive maintenance, seasonal and annual maintenance, landscape maintenance, repairs from regular use and reactive response due to emergency issues or graffiti. The city uses regular staff and contracted staff for facility maintenance. Estimated initial annual cost is \$5,000.

### ***Concessions***

Concession services are contracted at City facilities. Concessionaires can support one day events (SummerFEST or a Farmers Market) or provide year round services (summer vendor at American Lake Park or at sports tournaments). The City could require applicants to use preferred vendors or allow individuals to bring in their own concessionaires. Currently the City does not receive revenue from concessionaires who support private events. One time special event vendors pay various rates based on the event size and hours of operation. A year round City contracted concessionaire pays a daily rate of \$25 per day for four (4) hours or less or \$50 per day for more than four (4) hours (or all day) or 10% of sales, whichever is greater (for large special events).

### ***Utilities and Sanitation***

Based on draft facility design, only electricity and water utilities would be needed at the Gathering Space. Restrooms (no access to sewers) are not anticipated at this time. Electricity is needed to support lights, sound and utility meters. Water is needed for maintenance, irrigation and other exterior site needs. Garbage, generated by the event, would be collected on site and park dumpsters would be used. Based on size of event, additional dumpsters and sanicans could be required. These additional costs would be outlined and included on the special use permit and paid for by the applicant. Estimated annual utility costs are \$500.

### ***Performances***

The Gathering Space could become a concert venue. If included in an annual work program, a local concert, movie or entertainment series could be managed with City staff. Event cost would be incorporate into annual budget. Hiring a private promoter to manage larger, more regional events would be more cost effective. Larger events could require fencing, parking, concessions, sanitation, security and other support services. Typically a promoter would pay the City a set fee for the use of the venue along with a percentage of sales or the direct cost to offset support services. Support services would be negotiated at the time of contact and based on the size of the event and impact to the site.

### ***Management (planning, contracting, customer support)***

The Gathering Space would be managed similarly to other City facilities. A contract or special use permit should be required for all use. As with other special events and use permits, staff spends time with each potential customer to answer questions, review event needs (based on size/impact) and performs walk-through(s) to determine event area, parking needs, access for guests/equipment, etc.). First time applicants and larger or more complicated events take more time to prepare for than smaller events. Site could be used for one event per day or, if time allows, multiple events in a day. Estimated cost to manage each permit is \$40.

### ***Marketing***

Marketing for the proposed Gathering Space would include social media, traditional word-of-mouth, trade organizations, City website, signage at the site and other low cost “green” messaging tools (reader boards, blogs and on-line posts, feature stories in media, video clips, and QR code). Specific event marketing would be tied to each event. Cost for marketing the Gathering Space would be included into current City work programs.

### ***Alcohol***

Some agencies allow alcohol at their events by permit. The City of Lakewood does allow non-profit event organizers to apply for a special use permit to allow the distribution and consumption of alcoholic beverages at public or private events in City parks and facilities. A

separate permit and conditions are required for alcohol use. Currently, only non-profit organizations working with a liquor licensed business that has a separate endorsement with the WA State Liquor Control Board (WSLCB) to cater and run beer gardens/events are allowed to apply for the City special use permit. State policies have recently changed. City policy changes and additional research may be needed regarding requirements to expand this privilege to private individuals.

### Revenue and Expenditure Projections

**Table 2** - Provides a five year projection of estimated annual revenue and expenditures based on anticipated special use permits. Damage deposits, security fees and additional sanitation costs were not included in the chart as the deposit would be refunded (or used to repair damage) and any additional fees would be directly offset by costs.

<b>Table 2 - Revenue and Expendure Projections</b>						
Revenue Projections	Cost	1st year	2nd year	3rd year	4th Year	5th Year
Total Yearly Reservations		20	25	30	35	40
<b>Use and Fee Schedule</b>						
<b>Partial Day (\$200 Per Hour)</b>		16	20	20	25	30
Partial Day Reservation Revenue	\$200 x 3 Hours x Number of Reservation	\$9,600	\$12,000	\$12,000	\$15,000	\$18,000
Partial Day Cleaning Fee	50 per event	\$800	\$1,000	\$1,000	\$1,250	\$1,500
<b>Full Day Reservation (\$1,000 per day)</b>		4	5	10	10	10
Full Day Reservation Revenue	\$1,000 x Number of Reservations	\$4,000	\$5,000	\$10,000	\$10,000	\$10,000
Full Day Cleaning Fee	70 per event	\$280	\$350	\$700	\$700	\$700
<b>Total Revenues</b>		<b>\$14,680</b>	<b>\$18,350</b>	<b>\$23,700</b>	<b>\$26,950</b>	<b>\$30,200</b>
<b>Expenditure Projections</b>						
Expenditure Projections	Cost	1st year	2nd year	3rd year	4th Year	5th Year
Total Annual Staff Hours		80	100	140	155	170
<b>Operations and Maintenance</b>						
Management (per permit)	\$40	\$800	\$1,000	\$1,200	\$1,400	\$1,600
Supervision (Hourly Rate)	\$20	\$1,600	\$2,000	\$2,800	\$3,100	\$3,400
Cleaning (per event)	\$35	\$700	\$875	\$1,050	\$1,225	\$1,400
<b>Utilities</b>						
Water (annual cost)		\$350	\$375	\$400	\$425	\$450
Electricity (annual cost)		\$150	\$175	\$200	\$225	\$250
<b>Maintenance</b>						
Maintenance Cost Per Year	\$7,500	\$5,000	\$5,500	\$6,000	\$6,500	\$7,000
<b>Total Expenditures</b>		<b>\$8,600</b>	<b>\$9,925</b>	<b>\$11,650</b>	<b>\$12,875</b>	<b>\$14,100</b>
<b>Net Revenue</b>		<b>\$6,080</b>	<b>\$8,425</b>	<b>\$12,050</b>	<b>\$14,075</b>	<b>\$16,100</b>

Assumptions:

3 Hour event for partial day reservation

8 hour event for full day reservation

one hour of cleaning for each event

utilities estimated using meter fees and similar use at other park sites.

### Summary and Recommendations

The Gathering Space could be used to generate revenue to offset general fund subsidy at Fort Steilacoom Park or used for future capital development or major maintenance of the facility. Based on projections, annual expenditures to manage and maintain the Gathering Space would be offset by annual revenues.

Lakewood park sites are selected for location, quality of resources and flexibility to plan for active and passive activities. Organizations keep coming back for our consistency, flexibility and excellent customer service. The City receives positive feedback from regular users and new organizations regarding the quality of space and the professionalism of staff when reserving, coordinating and supporting their events. The unique nature of the Gathering Space to Lakewood and our region, the condition of Fort Steilacoom Park, along with its variety of available uses, will help the Gathering Space become a positive asset to the City.

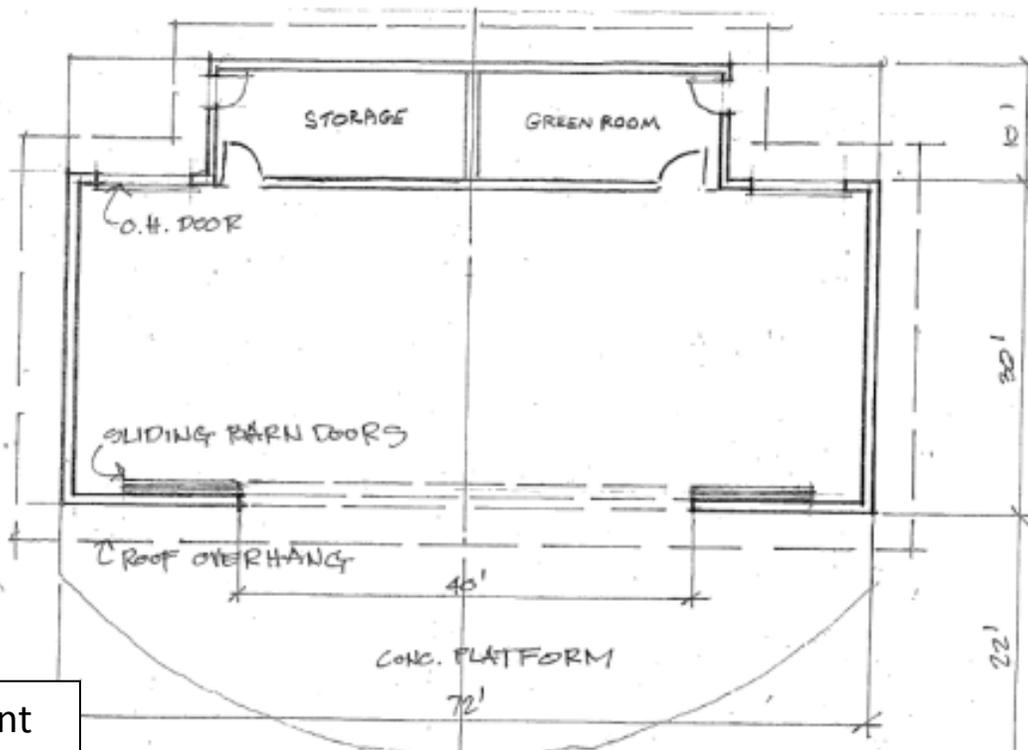
Recommendations for managing the Gathering Space would include:

- Requiring a special use permit for each use.
- Charging fees for all non-city sponsored events.
- Requiring a damage deposit for each use (or on the books if ongoing use) to be refunded upon satisfactory completion of event.
- Requiring supervision when the facility is open for use (cost included in permit fee).
- Requiring a cleaning fee attached to each use and using contracted or in-house resources (depending on the season) to insure facility is ready for the next user group.
- Allowing alcohol at private events if state law and special conditions are met.
- Charging an hourly fee of \$200 or daily rate of \$1,000 for using the Gathering Space regardless of number of anticipated guests.
- Only one rental per day at the Gathering Space.
- Not allowing after hours use at the park unless security was provided.

## Appendix A – Preferred Design and Location



Exterior materials / finishes to be determined



Front

Interior to include acoustic finishes, utilities, rigging and equipment for lights and sound. Additions could include portable walls, curtains, tables, chairs, portable stage and risers

**Appendix A (continued) Preferred Location**



**Appendix B - Cost Estimate**

Item	Estimated Cost	Comments
Structure	\$675,000	72 x 40 interior structure, electrical, plumbing (no service), board and batten siding with cultured stone.
Lights / Sound / Rigging or Trusses	\$ 50,000	A PA system for announcements and background music. Install wiring (110 and 220 volts with 2 -50 amp generator plugs and rigging for contracted sound and lights to meet event needs. Issues: Equipment security, maintenance and ongoing technology changes.
Acoustic Finishes / shell	\$ 50,000	Sloped roof, angled walls or portable system (12 acoustic panels with ability to create a shell / backdrop. Ceiling or wall mounted art or panels to break up sound/echo.
Fence, landscaping, Irrigation, spectator seating areas.	\$ 60,000	Privacy fence to separate access from caretaker house, gate(s), irrigation, turf, landscaping and graded areas for spectators (no permanent seating areas).
Estimated Total	\$835,000	Does not include costs for additional equipment, portable walls, curtains, tables, chairs, portable stage and risers)

### Appendix C: Types of Special Use Permits at Fort Steilacoom Park

	2014	2015
<b>January</b>	2 Duathlon Events	0 large Events
<b>February</b>	1 Biking/Running Event	1 Duathlon Event
<b>March</b>	1 BuDu Racing 2 Student Biking League 1 Soggy Doggy 2 RC Boat Races	2 RC Boat Races 1 Model Boat Race
<b>April</b>	1 Parks Appreciation Day 1 Ben Keller Boat Races	1 Lake Waughop ESU 1 Baseball Tournament
<b>May</b>	2 Walk-A-Thons 1 Zombie Run 1 Organizational Day 1 RC Boat Races 5 Days Baseball Tournaments	1 Walk-A-Thon 1 5K Warrior Dash 2 Military Days 1 Lake Waughop ESU 2 Dog Events 1 Community Connector Event 2 Days Baseball Tournaments
<b>June</b>	2 5k Runs 1 Movie in the Park 1 Military Day 1 Bike Training 2 RC Boat Races 4 Days Baseball Tournaments	9 Days U.S. Open 3 5K Events 1 Town of Steilacoom Org Day 3 Boat Races Lake Waughop 1 Baseball Tournament
<b>July</b>	1 SummerFEST 1 Dog-A-Thon 1 Remote Control Boat Race 1 Soccer Tournament 2 Days Baseball Tournaments	1 SummerFEST 1 Dog-A-Thon 1 Movie in the Park 2 Model Boat Race 1 Soccer Tournament
<b>August</b>	4 Days Diego Wendt 4US 1 Cancer Relay 1 Cross Country Event 1 Jerry Dunlap RC Boat Race 1 Military Day 1 Soccer Tournament	1 Cyclocross Event 6 Cross Country Events 1 Dog Walk-A-Thon 1 Walk-A-Thon 1 Soccer Tournament
<b>September</b>	1 Cyclocross Race 1 5K 3 Cross Country Races	1 Cyclocross Event 6 Cross Country Events 1 Dog Walk-A-Thon 1 Walk-A-Thon
<b>October</b>	5 Cross Country Races 1 Truck and Tractor Day 1 Walk-A-Thon 1 4th Dimension Racing Event 1 Major Cross Country Meet 2 Jerry Dunlap RC Boat Races	8 Cross Country Races 2 Walk-A-Thons 2 5K Events 1 4th Dimension Racing Event 2 Jerry Dunlap RC Boat Races 1 Truck and Tractor Days
<b>November</b>	1 Lake Waughop Walk-A-Thon 1 Open Space Permit	3 Days Cyclocross Events
<b>December</b>	1 Charity Bike Ride 1 Cyclocross Event	1 Jingle Bell 5K

**Appendix D – Visual Images of Comparable Sites**

Facility Name	Image
City of Lakewood Gathering Space	
Robert Hawkins Amphitheater	
Midvale Outdoor Stage Park	
Jacksonville Park Stage	
Marymoor Park	
Mercer Island Community Center	
Curran Apple Orchard Park	



To: Mayor and City Councilmembers

From: Mary Dodsworth, Parks, Recreation & Community Services

Through: John J. Caulfield, City Manager 

Date: May 10, 2016

Subject: Harry Todd Waterfront Improvements

Attachments: Project Area (figure 1)  
Preferred Conceptual Plan (figure 2)  
Preferred Alternative Phase One Plan (figure 3)

**Summary:** Harry Todd Waterfront Improvements were identified in the Council approved Legacy Plan and 6 year parks Capital Improvement Plan. Council appropriated \$193,000 in the 2016 capital budget to rebuild the playground at Harry Todd Park and to do park planning to prepare for the upcoming grant funding cycles. The City hired Anchor QEA and worked with stakeholders and local residents to develop a master plan for waterfront improvements. Cost for the master plan was approximately \$2.4 million dollars so a phased project was developed. The City has applied for two grants (\$500,000 each) to support a preferred phase one master site plan valued at \$1.2 million dollars.

**Background:** Harry Todd is a 17 acre recreation facility on American Lake in the Tillicum neighborhood area. The Project area encompasses approximately 4 acres and 300 linear feet of shoreline (figure 1). A group of stakeholders met earlier this year to begin planning for the waterfront improvements. The main project goal is to improve access to the shoreline. After visiting the site and creating lists of issues and ideas, three draft plans were created and ideas were narrowed down at a neighborhood association meeting. The preferred conceptual master plan includes creating ADA accessible pathways from the parking areas to the shoreline, removing and replacing an old bulkhead, updating access over the water for fishing, enlarging the swim area, replacing the restrooms and enhancing the playground, open space and picnic areas (figure 2). Total cost for the master plan is \$2.4 million.

Since development resources are limited and grant maximums are set, we divided the project in to two phases, each valued at approximately \$1.2 million. Phases were developed to meet

local and grant priorities and to ensure each phase would be a complete project and competitive for future grants. Phase one (figure 3) and phase two improvements are listed below.

Phase one includes: ADA pathway to shoreline, new plaza, stairs and ramp to beach, pulling bulkhead back and replacing with sheet pile and a concrete cap, creating short piers to access each float (we plan to use one of the short piers when we build a fishing pier in phase 2), adding sand to the beach and installing a new lifeguard chair. We would also remove the float from north side (near neighborhood house) and renovate turf areas.

Phase two includes: Installing a new fishing pier and building new restrooms and playground. We would restripe parking lot and create a new access from parking lot to playground and picnic shelter.

**Current status:** The City will present the projects later this summer to grant review boards and hope to hear on success of grants later this year. If we are not successful, the City will review other options for improving the park.

Funds to support the \$193,000 project were associated with selling the Lakeland property. Of the \$193,000 allocated towards improvements at Harry Todd, \$40,000 was used to develop the master plan(s) and cost estimates. We do not plan to replace the playground in the near future to anticipate using the remaining funds as potential match for the phase one development project.

**Figure 1** – Project area and existing conditions



Figure 2 – preferred concept plan



Figure 3 – Preferred Alternative Phase One Plan

