

OPERATIONS BUDGET



This page left intentionally blank.

CITIZENS OF LAKEWOOD

CITY COUNCIL

Position #1 - Mary Moss
Position #2 - Mike Brandstetter
Position #3 - Jason Whalen (Deputy Mayor)
Position #4 - Don Anderson (Mayor)
Position #5 - John Simpson
Position #6 - Marie Barth
Position #7 - Paul Bocchi

- Represent the Citizens of Lakewood
- Adopt Ordinances & Resolutions
- Grant Franchises
- Levy Taxes and Appropriate Funds
- Establish Policies
- Employ City Manager to run City consistent with City policies and goals

COMMITTEES, BOARDS & COMMISSIONS

- Arts Commission
- Civil Service Commission
- Community Services Advisory Board
- Lakewood's Promise Advisory Board
- Landmarks & Heritage Advisory Board
- Lodging Tax Advisory Committee
- Parks & Recreation Advisory Board
- Planning Commission
- Public Safety Advisory Board
- Youth Council

CITY COUNCIL

Responsible Manager: *Don Anderson, Mayor*

2015/2016 ACCOMPLISHMENTS

- Reaffirmed and adopted updated City Council goals.
- Adopted City Vision statement.
- Updated federal and state legislative agenda.
- I-5 JBLM Corridor Transportation Project
- JBLM Army SPEA 2020 Community Listening Session
- Military Appreciation
- 20th Anniversary of Cityhood

2017/2018 ANTICIPATED KEY ACCOMPLISHMENTS

Fiscal Responsibility

- Support a stronger, more prosperous community by making smart investments that accomplish lasting, tangible returns
- Adjust to changes in the service requirements of the community, maximizing resources and creating meaningful performance measures for programs and services
- Focus on total financial picture of the City rather than single-issue areas and promote long-term financial forecasting in support of day-to-day operations
- Continuously evaluate city revenues and expenditures with a view of maintaining a strong fiscal position while providing quality municipal services
- Continuously perform organizational structure review for economic efficiencies and effectiveness, including contract services and vendors
- Do not balance the operating budget with one-time monies and/or reserves; one-time monies should be used for one-time projects, not ongoing or reoccurring programs
- Use performance measures and benchmark key community characteristics

Public Safety

- The City of Lakewood is safe
- Residents and visitors will experience a sense of safety in all neighborhoods and in all activities in the City of Lakewood
- Ensure adequate resources are available to maintain and ensure health, welfare, and safety of community
- Enhance community safety through expanded public awareness and educational programs

Economic Development

- Lakewood will support a dynamic and robust local economy with balanced and sustainable growth by implementing an economic development strategy that will create jobs and improve the tax base in the community with a particular focus on the community's commercial corridors
- Provide leadership and strategic guidance concerning economic development, including coordination with various stakeholders
- Create collaborative and effective working partnerships with the business community, and other key organizations to effectively manage the City's regulatory environment while accomplishing economic development goals

2017/2018 ANTICIPATED KEY ACCOMPLISHMENTS (continued)

- Update and implement the Comprehensive Plan, Community Vision and key development regulations and other policies such as housing and capital facilities plan (CFP) in partnership with residents, neighborhoods and businesses
- Attract new housing development to accommodate military and all segments of population
- Explore ways the City can effectively stimulate economic development with our economic partners to address community-wide economic development issues (e.g., assistance to existing businesses, business recognition, business retention and expansion strategies, business attraction strategies, community marketing)
- Promote an attractive Lakewood image to include a positive message about doing business in the City and leverage existing competitive advantages such as location, access, military, lakes, parks, golf courses, civic and community involvement, transit options, and wide variety of retail, restaurant and cultural activities.
- Promote better access (e.g., I-5, Bridgeport, Gravelly Lake Dr, 100th, 108th) and increase visibility to Towne Center and other commercial centers to take advantage of proximity to I-5 and six freeway exits
- If feasible, pursue annexation of selected areas within the City's Urban Growth Area (UGA)

Dependable Infrastructure

- Implement a capital improvement program that provides a safe, clean, and well-maintained community for the enjoyment of all residents and to provide preventive maintenance to avoid greater replacement costs
- Identify, review and prioritize capital infrastructure projects for transportation and parks
- Explore, identify and develop long-term funding strategies to maintain the City's infrastructure assets (i.e., Transportation Benefit District, voter-approved initiative, grants, etc.)
- Enhance curb appeal with ramp beautification, well maintained properties on major thoroughfares, right of way maintenance, and beautification plan for all entry points to the City
- Develop and implement a vision for parks and public spaces to improve quality of life, ensure a healthy environment and attract residents

Transparency

- Enhance and promote the community's image – “#IamLakewood”
- Develop and implement a coordinated communication and engagement plan that will better allow the City to share information about the good work the City is doing, as well as obtain feedback from those the City serves about community priorities and public services
- Engage the community in City government to include providing timely and accurate information about City services and openly share information about City actions and decisions
- Ensure transparency between the City as an organization and the community to encourage and promote citizen and civic engagement
- Actively participate in local and regional issues that impact the Lakewood community to include coordination and partnerships with military partners and educational institutions
- Committed to developing and maintaining a professional, highly qualified, well-trained, and service-oriented City workforce that utilizes sound business practices rooted in accountability, ethical behavior, efficiency, technology, effectiveness, and responsiveness in the delivery of city services.
- Promote the interests and needs of Lakewood in local, state, and national affairs
- Support human services for the benefit of residents of all ages
- Continue to promote and partner with various volunteer groups

CITY COUNCIL

Responsible Manager: *Don Anderson, Mayor*

DEPARTMENT FUNCTIONS BY CRITERIA:

Legally Mandated

- The City of Lakewood is a code city with a Council-Manager form of government. The City Council consists of seven part-time, nonpartisan members elected at-large every two years to staggered, four-year terms. The City Council elects one of its members as Mayor.
- The City Council is responsible for enacting all legislation and making general policy decisions governing the City. The City Council appoints a full-time, professional City Manager to implement the policies and goals of the City Council, manage and coordinate the overall operations of the City and provides leadership, coordination and development of all City departments, while ensuring the delivery of quality service and serving the needs of the public.
- The City Council also appoints members of the City's advisory boards and committees.

CITY COUNCIL
Responsible Manager: *Don Anderson, Mayor*

DEPARTMENT POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Mayor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	n/a
Deputy Mayor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	n/a
Councilmember	5.00	5.00	5.00	5.00	5.00	5.00	5.00	n/a
Total Regular Staffing	7.00	7.00	7.00	7.00	7.00	7.00	7.00	
<i>Change from prior year</i>	n/a	-	-	-	-	-	-	

Position Title	Group	FTE	2017			2018		
			Salary	Benefits	Total 2017	Salary	Benefits	Total 2018
Mayor	Elected	1.00	\$ 16,800	\$ 1,369	\$ 18,169	\$ 16,800	\$ 1,370	\$ 18,170
Deputy Mayor	Elected	1.00	15,600	1,289	16,889	15,600	1,290	16,890
Councilmember	Elected	1.00	14,400	1,199	15,599	14,400	1,200	15,600
Deputy Mayor	Elected	1.00	14,400	1,179	15,579	14,400	1,180	15,580
Councilmember	Elected	1.00	14,400	1,179	15,579	14,400	1,180	15,580
Councilmember	Elected	1.00	14,400	1,198	15,598	14,400	1,200	15,600
Councilmember	Elected	1.00	14,400	1,198	15,598	14,400	1,200	15,600
Total City Council		7.00	\$ 104,400	\$ 8,610	\$ 113,010	\$ 104,400	\$ 8,620	\$ 113,020

PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
#of City Council retreats	2 times per year	3	2	2	2
# of City Council sponsored/supported events *	20 per year	22	20	20	20

* 2015 Events:

<i>Martin Luther King Celebration</i>	<i>Developers Forum</i>	<i>Make a Difference Day</i>
<i>Lakewood Chamber of Commerce Chili Cook-off</i>	<i>Lakewood Relay for Life</i>	<i>Walk the Waughop</i>
<i>Municipal Court Tour</i>	<i>Lakewood Farmers Market</i>	<i>2/2 Stryker Brigade Combat Team</i>
<i>Stryler Brigade Combat Team Training Day</i>	<i>SummerFest</i>	<i>Command Dinner</i>
<i>Mclane NW Tour</i>	<i>Triathlon</i>	<i>Christmas Tree Lighting Festival</i>
<i>Housing forum</i>	<i>Asian Film Festival</i>	<i>Jingle Bell 5K Run</i>
<i>International Festival</i>	<i>September 11 Ceremony</i>	<i>Volunteer Appreciation Breakfast</i>
<i>Military Appreciation Day</i>	<i>Truck & Tractor Day</i>	

* 2016 Events:

<i>Martin Luther King Celebration</i>	<i>PC Law Enforcement Memorial</i>	<i>Make a Difference Day</i>
<i>Lakewood Chamber of Commerce Chili Cook-off</i>	<i>Lakewood Relay for Life</i>	<i>Asian Film Festival</i>
<i>Government Contract - Doing Business with JBLM</i>	<i>Lakewood Farmers Market</i>	<i>National Night Out</i>
<i>20th Anniversary Event - February 2016</i>	<i>SummerFest</i>	<i>Parks Appreciation Day</i>
<i>20th Anniversary Event - June 2016</i>	<i>Triathlon</i>	<i>Christmas Tree Lighting Festival</i>
<i>Preventing Cyber Crime & Business Identity Theft</i>	<i>Asian Film Festival</i>	<i>Jingle Bell 5K Run</i>
<i>International Festival</i>	<i>September 11 Ceremony</i>	<i>APCC Cultural Day</i>
<i>Healthy Start - Studio Fitness 5K</i>	<i>Truck & Tractor Day</i>	

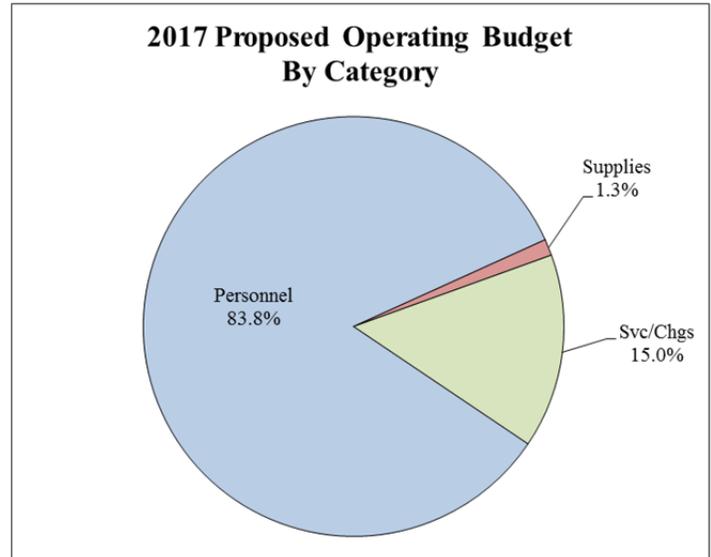
CITY COUNCIL

Responsible Manager: *Don Anderson, Mayor*

PURPOSE/DESCRIPTION

The City Council is the seven-member legislative branch of city government elected by and representing the people of Lakewood. Council Members elect both the Mayor and Deputy Mayor. The City Council is the policy determining body of the City and exercises all legislative powers authorized under the State Constitution which are not specifically denied by State law, including adoption of ordinances, levying of taxes, appropriation of funds, and establishment of compensation levels for City employees. The City Council is very active on regional boards and committees, serving in a number of leadership roles supporting the City's efforts.

The City Council adopts goals and strategies in accordance with their vision for the community and the goals are implemented by the appointed City Manager who serves as the Chief Executive Officer and oversees the daily operations of the City. The City Council appoints volunteers to serve on the City's advisory boards, commissions, and committees, who in turn make recommendations to the City Council for their review.



The Lakewood City Council regular meetings are held the first and third Monday of each month. City Council study sessions are held on the second and fourth Monday of each month at 7:00 p.m. Public comments are welcome at the beginning of each meeting. The Council has a total of 11 working committees, boards, and commissions:

- Civil Service Commission
- Community Services Advisory Board
- Lakewood Arts Commission
- Lakewood's Promise Advisory Board
- Landmarks and Heritage Advisory Board
- Lodging Tax Advisory Committee
- Parks and Recreation Advisory Board
- Planning Commission
- Public Safety Advisory Committee
- Salary Commission
- Youth Council

GOALS/OBJECTIONS

- **Fiscally Responsible** - The City of Lakewood maintains a strong fiscal position while providing quality municipal services.
- **Public Safety** - The City of Lakewood is one of the safest cities in Washington State.
- **Economic Development** - The City of Lakewood supports a dynamic and robust local economy through implementation of an effective economic development strategy.
- **Dependable Infrastructure** - The City of Lakewood supports a dynamic and robust local economy through implementation of an effective economic development strategy.
- **Transparency** - The City of Lakewood engages the community in City government to include providing timely and accurate information about City services as well as information about City actions and decisions.

CITY COUNCIL
Responsible Manager: Don Anderson, Mayor

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$135K in 2017 and \$134K in 2018. The 2017 proposed budget is a 1.0% or \$1K decrease from the 2016 adjusted budget. Highlights of the 2017 proposed budget compared to the 2016 adjusted budget are as follows:

- Salaries & Wages - decreased due to actual increase in 2016 was less than estimated for the adjustments due to Independent Salary Commission (ISC) decision.
- Benefits - decreased due to actual increase in 2016 was less than estimated for the adjustments due to ISC decision.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	General Government	\$ 99,705	\$ 103,021	\$ 90,090	\$ 136,290	\$ 136,290	\$ 134,910	\$ 134,920	\$ (1,380)	-1.0%
Total Revenues:		\$ 99,705	\$ 103,021	\$ 90,090	\$ 136,290	\$ 136,290	\$ 134,910	\$ 134,920	\$ (1,380)	-1.0%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	62,400	81,650	62,400	105,882	105,882	104,400	104,400	(1,482)	-1.4%
21.xxx	Benefits	5,654	7,891	5,790	8,508	8,508	8,610	8,620	102	1.2%
31.xxx	Other Operating Supplies	1,460	23	100	100	100	100	100	-	0.0%
31.005	Meeting Meals/Food	912	3,047	1,600	1,600	1,600	1,600	1,600	-	0.0%
35.xxx	Small Tools/Minor Equip	-	-	-	-	-	-	-	-	n/a
41.xxx	Professional Service	3,223	-	1,600	1,600	1,600	1,600	1,600	-	0.0%
42.xxx	Communication	-	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	15,033	10,236	14,940	14,940	14,940	14,940	14,940	-	0.0%
49.001	Membership Dues	4,722	-	-	-	-	-	-	-	n/a
49.xxx	Other Charges & Services	1,036	174	3,660	3,660	3,660	3,660	3,660	-	0.0%
Subtotal Operating Exp:		\$ 94,441	\$ 103,021	\$ 90,090	\$ 136,290	\$ 136,290	\$ 134,910	\$ 134,920	\$ (1,380)	-1.0%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	5,264	-	-	-	-	-	-	-	n/a
Subtotal One-time Exp:		\$ 5,264	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Total Expenditures:		\$ 99,705	\$ 103,021	\$ 90,090	\$ 136,290	\$ 136,290	\$ 134,910	\$ 134,920	\$ (1,380)	-1.0%



This page left intentionally blank.

2017/2018
Budget Line Item Detail

2017/2018 Budget Detail

CITY COUNCIL

001.0000.01.511.60.31.005	MEETING MEALS EXPENSE	2017	2018
MEETING SUPPLIES	\$	1,200	\$ 1,200
	Subtotal:	\$ 1,200	\$ 1,200
001.0000.01.511.60.43.001	TRANSPORTATION CHARGES	2017	2018
ASSOC. OF WASHINGTON CITIES ANNUAL CONFERENCE	\$	600	\$ 600
ASSOC. OF WASHINGTON CITIES FISCAL BUDGETING	\$	180	\$ 180
WASHINGTON DC FEDERAL LOBBYING	\$	1,000	\$ 1,000
WASHINGTON TO WASHINGTON DC AIRFARE	\$	2,000	\$ 2,000
	Subtotal:	\$ 3,780	\$ 3,780
001.0000.01.511.60.43.002	LODGING CHARGES	2017	2018
ASSOC. OF WASHINGTON CITIES ANNUAL CONFERENCE	\$	600	\$ 600
ASSOC. OF WASHINGTON CITIES FISCAL BUDGETING	\$	250	\$ 250
WASHINGTON DC FEDERAL LOBBYING	\$	650	\$ 650
	Subtotal:	\$ 1,500	\$ 1,500
001.0000.01.511.60.43.003	MILEAGE REIMBURSEMENTS	2017	2018
ASSOC. OF THE UNITED STATES ARMY AWARDS CEREMONY	\$	300	\$ 300
	Subtotal:	\$ 300	\$ 300
001.0000.01.511.60.43.004	CONFERENCE MEALS	2017	2018
ASSOC. OF WASHINGTON CITIES ANNUAL CONFERENCE	\$	300	\$ 300
WASHINGTON DC FEDERAL LOBBYING	\$	300	\$ 300
WASHINGTON TO WASHINGTON DC	\$	600	\$ 600
	Subtotal:	\$ 1,200	\$ 1,200
001.0000.01.511.60.43.005	PARKING REIMBURSEMENTS	2017	2018
PARKING	\$	100	\$ 100
	Subtotal:	\$ 100	\$ 100
001.0000.01.511.60.49.003	REGISTRATION	2017	2018
ASSOC. OF WASHINGTON CITIES ACTION DAYS	\$	150	\$ 150
ASSOC. OF WASHINGTON CITIES ANNUAL CONFERENCE	\$	375	\$ 375
ECONOMIC DEVELOPMENT COUNCIL ANNUAL MEETING	\$	100	\$ 100
LAKEWOOD CHAMBER OF COMMERCE MEMBERSHIP MEETINGS	\$	360	\$ 360
MILITARY AFFAIRS BANQUET E.G. 44TH AIRWING	\$	125	\$ 125
WASHINGTON TO WASHINGTON DC CONFERENCE	\$	5,600	\$ 5,600
	Subtotal:	\$ 6,710	\$ 6,710
001.0000.01.511.60.49.005	PRINTING & BINDING	2017	2018
BUSINESS CARDS	\$	140	\$ 140
	Subtotal:	\$ 140	\$ 140
001.0000.01.511.60.49.011	SPECIAL EVENTS	2017	2018
COMMUNITY CONNECTOR EVENT	\$	2,770	\$ 2,770
	Subtotal:	\$ 2,770	\$ 2,770
001.0000.01.511.60.49.014	YOUTH COUNCIL	2017	2018
AWARD CERTIFICATES	\$	15	\$ 15
INITIAL KICK OFF MEETING MEAL	\$	50	\$ 50
MAKING A DIFFERENCE DAY SUPPLIES	\$	400	\$ 400
SHIRTS	\$	285	\$ 285
	Subtotal:	\$ 750	\$ 750
001.0000.01.573.90.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
OFFICE SUPPLIES	\$	100	\$ 100
	Subtotal:	\$ 100	\$ 100

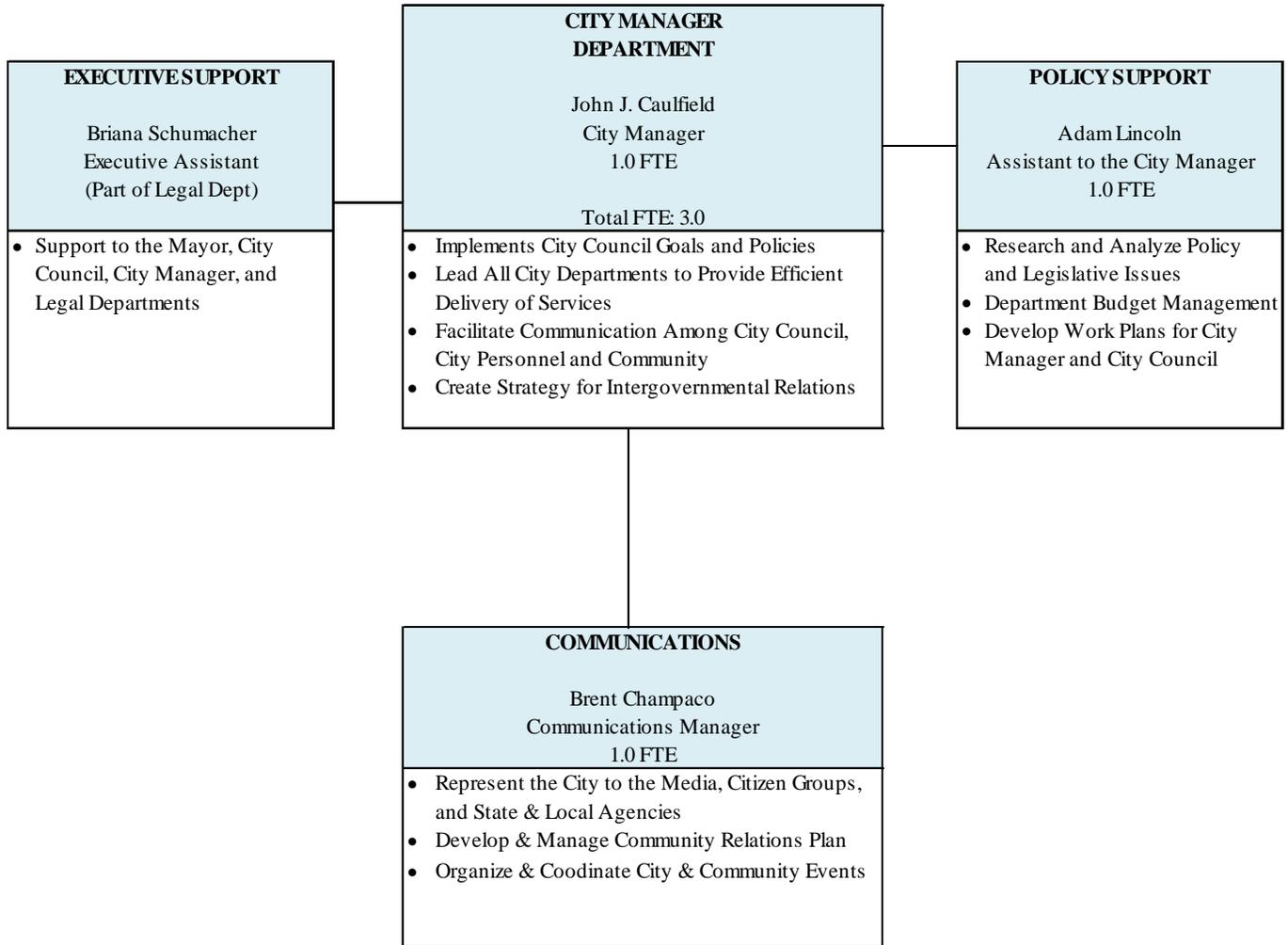
2017/2018 Budget Detail

CITY COUNCIL

001.0000.01.573.90.31.005	MEETING MEALS EXPENSE		2017		2018
	HOST OFFICIAL MEETING FOR LAKEWOOD SISTER CITIES ASSOC. MEMBERS	\$	400	\$	400
	Subtotal:	\$	400	\$	400
001.0000.01.573.90.41.001	PROFESSIONAL SERVICES		2017		2018
	ANNUAL INTERNATIONAL FESTIVAL AND ASSOCIATION	\$	1,600	\$	1,600
	Subtotal:	\$	1,600	\$	1,600
001.0000.01.573.90.43.001	TRANSPORTATION CHARGES		2017		2018
	CITY OFFICIALS TO VISIT SISTER OR FRIENDSHIP	\$	1,350	\$	1,350
	Subtotal:	\$	1,350	\$	1,350
	Total Budget:	\$	21,900	\$	21,900



This page left intentionally blank.



CITY MANAGER

Responsible Manager: *Adam Lincoln, Assistant to the City Manager*

2015/2016 ACCOMPLISHMENTS

- Completed community visioning process
- Developed and implemented state and federal legislative agendas
- Organized and facilitated four City Council retreats
- Updated City Council goals and priorities
- Transportation Funding – I5 JBLM Corridor Improvement Project
- Negotiated franchise agreements with Comcast, LeMay and Puget Sound Energy
- Completion of community satisfaction survey
- Published new Citywide Connections magazine that includes advertising for local businesses
- Completed CIP financing strategy (parks, transportation, facilities)
- Implemented MyLakewood311

2017/2018 ANTICIPATED KEY PROJECTS

- Provide oversight and management of the City's budget with a focus on communication, accuracy, and transparency
- Develop and implement more effective performance measures across all City departments
- Continue economic objectives to establish and support a broad and diversified economy within the City of Lakewood
- Develop and implement state and federal legislative agendas to ensure positive legislative impacts to the Lakewood community and to promote Lakewood's position on a number of legislative issues
- Work with the Pierce County Library System to construct a new Lakewood Library and Tillicum Library
- Continue government transparency and effectiveness through enhancements to the City's website, social media, public outreach, and community satisfaction survey

DEPARTMENT FUNCTIONS BY CRITERIA:

Legally Mandated

The City Manager implements the policies and goals of the City Council, manages and coordinates the overall operations of the City and provides leadership, coordination and development of City departments, while ensuring the delivery of quality service and serving the needs of the public. This is accomplished through the expressed direction of the Lakewood City Council. The City Manager's Department helps resolve issues by promoting communication among the City Council, citizens and employees.

Important

- Ensures achievement of the city's goals and objectives by appropriately placing authority, assigning accountability, and monitoring performance
- Assesses the character of city services and programs and prepared recommendations to City Council to guide decisions on level of effort and resource allocation
- Implements citywide programs and services to build an inclusive city with opportunities for all
- Ensure that citizen concerns are addressed accurately, sensitively, and in a timely manner

Discretionary

- Advocate for the City's adopted State and Federal Legislative Agendas
- Work with City partners to continue the creation and support of strong external relationships
- Ensure achievement of the city's goals and objectives by appropriately placing authority, assigning accountability, and monitoring performance
- Facilitate effective internal/external communications
- Analyze and resolve cross-jurisdictional issues
- Support the City's leadership role in regional issues

CITY MANAGER

Responsible Manager: *Adam Lincoln, Assistant to the City Manager*

DEPARTMENT FUNCTIONS BY CITY COUNCIL GOALS & OBJECTIVES

Fiscal Responsibility

- Keeps the City Council full advised of the financial condition of the City and its future needs
- Prepares and submits to the City Council a proposed budget

Public Safety

- Provide for public safety through a community-based approach that focuses on prevention of problems and a timely response

Economic Development

- Enhances the vitality and livability of the community by promoting a prosperous economy and quality businesses and neighborhoods
- Develops and implements the citywide economic development strategy, creating the foundation for business retention, expansion, and new development

Dependable Infrastructure

- Develops and implements ambitious capital improvement plans
- Support the City's efforts to obtain grant funding to address capital infrastructure expansion and redevelopment
- Review, prioritize, and implement capital infrastructure projects
- Help identify and prioritize unfunded capital infrastructure needs

Transparency

- Sees that all laws and ordinances are faithfully executed
- Prepares and submits reports to the City Council
- Provide strategic leadership and oversight for the city's annual budget, comprehensive plan, and business and operational plans
- Implement policies and direction of City Council

CITY MANAGER

Responsible Manager: *Adam Lincoln, Assistant to the City Manager*

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2019 Proposed	Grade
			Adopted	Adjusted	Year-end			
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	n/a
Comm/Government Relations Director	1.00	-	-	-	-	-	-	57
Communications Manager	-	1.00	1.00	1.00	1.00	1.00	1.00	38
Assistant to City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	35
Total Regular Staffing	3.00	3.00	3.00	3.00	3.00	3.00	3.00	
<i>Change from prior year</i>	n/a	-	-	-	-	-	-	

Position Title	Group	FTE	2017			2018		
			Salary	Benefits	Total 2017	Salary	Benefits	Total 2018
City Manager	Non-Rep	1.00	\$ 178,900	\$ 50,236	\$ 229,136	\$ 178,900	\$ 51,048	\$ 229,948
Communications Manager	Non-Rep	1.00	72,888	35,317	108,205	75,066	37,034	112,100
Assistant to City Manager	Non-Rep	1.00	60,312	32,020	92,332	62,112	33,541	95,653
Total - City Manager		3.00	\$ 312,100	\$ 117,573	\$ 429,673	\$ 316,078	\$ 121,623	\$ 437,701

CITY MANAGER

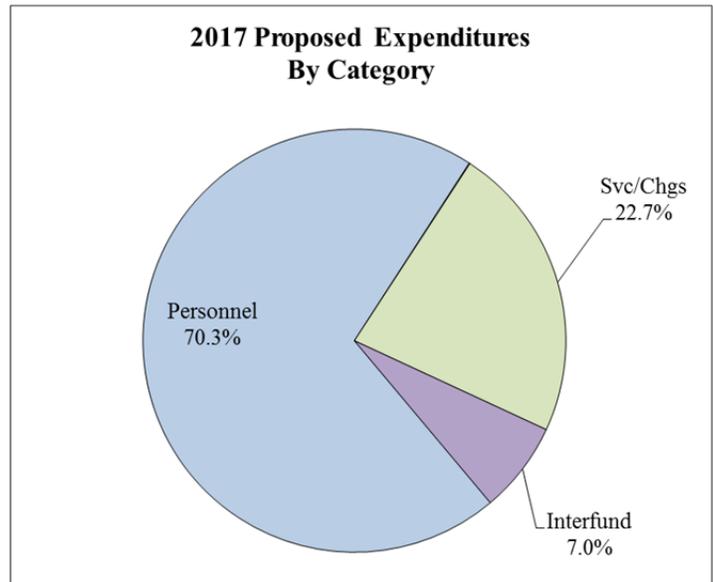
Responsible Manager: *Adam Lincoln, Assistant to the City Manager*

PURPOSE & DESCRIPTION

The City Manager, who serves as the Chief Executive Officer, is appointed by the City Council to implement the policies and goals of the City Council through professional leadership and management practices. The City Manager leads all city departments to provide efficient delivery of municipal services and programs. Key responsibilities include resolving issues by facilitating communication among the City Council, employees, and the community; ensuring understanding of Council goals, policies, and direction; developing the City Council meeting agendas; and intergovernmental relations. The City Manager Department includes the Assistant to the City Manager and Communications Manager. The Executive Assistant from the Legal Department provides executive support.

GOALS/OBJECTIVES

- Protect and enhance the City’s financial health and stability while maintaining essential public services in a cost effective manner
- Generate economic development throughout the community
- Develop and implement effective communication and outreach with the Community



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
Average # of items on study session agendas	< 6 items	Average 5 per Study Session	5	5	5
# of new social media followers - Facebook	Average 10 per month	Total 172 / Annual Average 14 / Month	15 per month	15 per month	15 per month
# of new social media followers - Twitter	Average 10 per month	Total 140 / Annual Average 12 / Month	15 per month	15 per month	15 per month
# of multimedia items produced - video	1 per month	Total 8 / Annual Average 0.7 / Month	1 per month	1 per month	1 per month
# of new community partners	5	6	5	5	5
# of presentations of State of the City	10	8	10	10	10

CITY MANAGER

Responsible Manager: *Adam Lincoln, Assistant to the City Manager*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$612K in 2017 and \$620K in 2018. The 2017 proposed budget is a 3.3% or \$20K increase from the 2016 adjusted budget. Highlights of the 2017 proposed budget compared to the 2016 adjusted budget are as follows:

- Salaries & Wages – the increase is due to step increases based on performance evaluations.
- Benefits – the increase is for payroll taxes due to step increases and increase in medical related benefits.
- Professional Services – the increase is due to federal and state government relations contracts.
- Travel & Training – the increase is due to basing projections on historical activity.
- Other Services & Charges – the decrease is due to higher advertisement revenue to offset Connections Magazine costs.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	General Government	\$ 546,918	\$632,894	\$552,260	\$603,999	\$602,765	\$641,041	\$ 624,173	37,042	6.1%
Total Revenues:		\$ 546,918	\$ 632,894	\$ 552,260	\$ 603,999	\$ 602,765	\$ 641,041	\$ 624,173	\$ 37,042	6.1%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	298,914	301,948	297,720	297,720	297,720	312,100	316,078	14,380	4.8%
21.xxx	Benefits	111,226	115,727	112,020	112,020	112,020	117,573	121,623	5,553	5.0%
31.xxx	Other Operating Supplies	156	20	50	50	50	50	50	-	0.0%
31.005	Meeting Food & Beverage	225	33	390	390	390	250	250	(140)	-35.9%
35.xxx	Small Tools/Minor Equip	2,060	-	-	-	-	-	-	-	n/a
41.xxx	Professional Service	102,196	113,316	109,000	109,000	109,000	113,650	113,650	4,650	4.3%
42.xxx	Communication	3,282	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	7,121	6,838	4,610	4,610	4,610	7,680	7,680	3,070	66.6%
49.001	Membership Dues	2,099	2,517	2,200	2,200	2,200	2,315	2,315	115	5.2%
49.xxx	Other Charges & Services	1,639	19,540	25,000	25,000	25,000	15,230	15,230	(9,770)	-39.1%
9x.xxx	IS Charges - M&O	-	41,382	1,270	38,793	38,124	39,590	40,133	797	2.1%
9x.xxx	IS Charges - Reserves	-	-	-	2,283	1,718	3,120	3,120	837	36.7%
Subtotal Operating Exp:		\$ 528,918	\$ 601,321	\$ 552,260	\$ 592,066	\$ 590,832	\$ 611,558	\$ 620,129	\$ 19,492	3.3%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	18,000	31,573	-	11,933	11,933	29,483	4,044	17,550	147.1%
Subtotal One-time Exp:		\$ 18,000	\$ 31,573	\$ -	\$ 11,933	\$ 11,933	\$ 29,483	\$ 4,044	\$ 17,550	147.1%
Total Expenditures:		\$ 546,918	\$ 632,894	\$ 552,260	\$ 603,999	\$ 602,765	\$ 641,041	\$ 624,173	\$ 37,042	6.1%

2017/2018
Budget Line Item Detail

2017/2018 Budget Detail
CITY MANAGER (ONGOING)

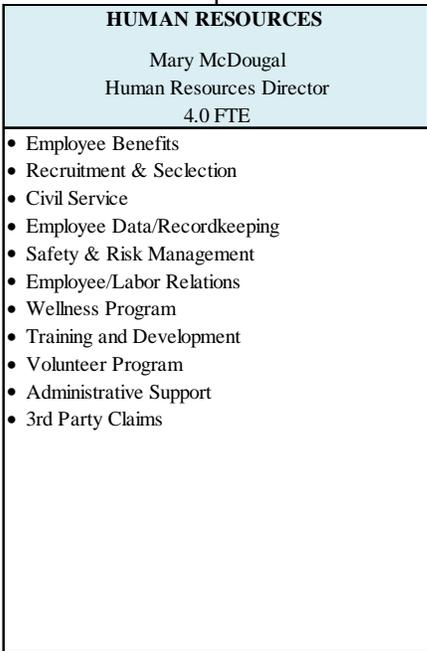
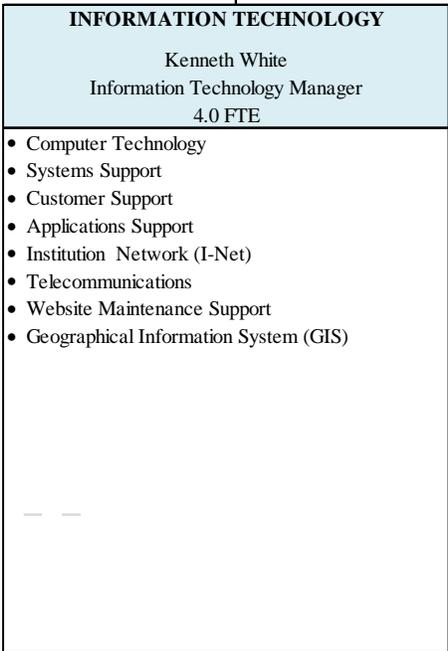
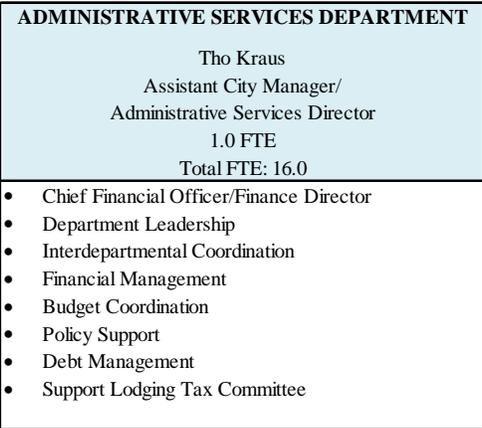
001.0000.03.513.10.41.001	PROFESSIONAL SERVICES	2017	2018
FEDERAL GOVERNMENTAL RELATIONS CONTRACT	\$	56,000	\$ 56,000
STATE GOVERNMENTAL RELATIONS CONTRACT	\$	57,650	\$ 57,650
	Subtotal:	\$ 113,650	\$ 113,650
001.0000.03.513.10.43.001	TRANSPORTATION CHARGES	2017	2018
INTERNATIONAL CITY MANAGEMENT ASSOC. ANNUAL CONFERENCE AIRFARE - 2 ATTENDEES	\$	1,000	\$ 1,000
WASHINGTON DC FEDERAL LEGISLATIVE DELEGATION MEETINGS - 2 TRIPS PER YEAR	\$	1,000	\$ 1,000
	Subtotal:	\$ 2,000	\$ 2,000
001.0000.03.513.10.43.002	LODGING CHARGES	2017	2018
ASSOC. OF WASHINGTON CITIES ANNUAL CONFERENCE	\$	450	\$ 450
FEDERAL LEGISLATIVE DELEGATION MEETINGS - 2 TRIPS PER YEAR	\$	1,500	\$ 1,500
INTERNATIONAL CITY MANAGEMENT ASSOC. ANNUAL CONFERENCE - 2 ATTENDEES	\$	1,100	\$ 1,100
	Subtotal:	\$ 3,050	\$ 3,050
001.0000.03.513.10.43.005	PARKING REIMBURSEMENTS	2017	2018
PARKING REIMBURSEMENTS	\$	50	\$ 50
	Subtotal:	\$ 50	\$ 50
001.0000.03.513.10.49.001	MEMBERSHIPS & DUES	2017	2018
INTERNATIONAL CITY MANAGEMENT ASSOC.	\$	1,575	\$ 1,575
LAKEWOOD ROTARY DUES	\$	175	\$ 175
WASHINGTON CITY MANAGERS ASSOCIATION - 2 MEMBERS	\$	365	\$ 365
	Subtotal:	\$ 2,115	\$ 2,115
001.0000.03.513.10.49.003	REGISTRATION	2017	2018
ASSOC. OF WASHINGTON CITIES ANNUAL CONFERENCE	\$	375	\$ 375
INTERNATIONAL CITY MANAGEMENT ASSOC. ANNUAL CONFERENCE	\$	1,420	\$ 1,420
LAKEWOOD CHAMBER MEMBERSHIP MEETING - 12 MEETINGS PER	\$	240	\$ 240
PIERCE COUNTY CHAMBER ANNUAL MEETING	\$	95	\$ 95
	Subtotal:	\$ 2,130	\$ 2,130
001.0000.03.557.20.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
GENERAL OPERATING SUPPLIES	\$	50	\$ 50
	Subtotal:	\$ 50	\$ 50
001.0000.03.557.20.31.005	MEETING MEALS EXPENSE	2017	2018
MEETING MEALS EXPENSE	\$	250	\$ 250
	Subtotal:	\$ 250	\$ 250
001.0000.03.557.20.49.001	MEMBERSHIPS/DUES	2017	2018
NATIONAL ASSOCIATION OF GOVERNMENT COMMUNICATIONS	\$	200	\$ 200
	Subtotal:	\$ 200	\$ 200
001.0000.03.557.20.49.003	REGISTRATION	2017	2018
3CMA CITY COUNTY COMMUNICATIONS & MARKETING ASSOC. ANNUAL CONFERENCE	\$	450	\$ 450
	Subtotal:	\$ 450	\$ 450
001.0000.03.557.20.49.005	PRINTING & BINDING	2017	2018
CONNECTIONS MAGAZINE COST - 3 ISSUES PER YEAR	\$	51,230	\$ 51,230
LESS ADVERTISING SALES	\$	(36,000)	\$ (36,000)
	Subtotal:	\$ 15,230	\$ 15,230
	Total Budget:	\$ 139,175	\$ 139,175

2017/2018 Budget Detail
CITY MANAGER (1-TIME)

001.0000.03.513.10.41.001	PROFESSIONAL SERVICES		2017		2018
NATIONAL CITIZEN SURVEY		\$	20,000	\$	-
	Subtotal:	\$	20,000	\$	-
	Total Budget:	\$	20,000	\$	20,000



This page left intentionally blank.



ADMINISTRATIVE SERVICES **DEPARTMENT OVERVIEW**

Responsible Manager: *Tho Kraus, Assistant City Manager/Administrative Services Director*

2015/2016 ACCOMPLISHMENTS

Finance

- Received the GFOA Distinguished Budget Presentation Award for the 2015/2016 Biennial Budget Document
- Received the GFOA Excellence in Financial Reporting Award for FY 2014 and FY 2015 CAFR
- Issued RFP for banking services and implemented new banking services contract
- Implement new online payment contract for municipal court payments
- Implemented remote merchant services for special events
- Implemented new fuel cards for City fleet & equipment
- Implemented internal audit of citations 5 day filing rule
- Implemented internal audit of fuel usage
- Evaluated options for electronic funds payment for CDBG home payment program, PWTFL and sewer availability (for implementation in 2017)
- Reviewed and updated threshold for small and attractive assets policy
- Updated the 6-year financial forecast as part of the mid-biennial review
- Enhanced the revenue manual and added expenditure trends as part of the 6-year financial forecast
- Updated financial policies to include cost recovery for development services and parks & recreation
- Developed a Municipal Finances 101 Manual as part of the mid-biennial review
- Developed a comprehensive Debt Manual
- Enhanced the cash handling manual and offered/provided comprehensive training to departments
- Successfully implemented GASB Statement 68 Accounting and Financial Reporting for Pensions
- Continued enhancing quarterly financial reports to provide informative financial information
- Completed Fiscal Year 2014 and Fiscal Year 2015 annual state audit with no findings
- Develop a comprehensive Feet User's Manual, incorporating emergency management, safety and risk management
- Developed an emergency operations manual for the finance section of the City's emergency operations program
- Received investment policy certification by Washington Public Municipal Treasurers Association
- Developed draft comprehensive contracts and purchasing policy/manual to replace current policy
- Hired, oriented and trained new Finance employees & continued cross-training for greater efficiency and effectiveness
- Enhanced/updated the Capital Facilities Plan (6-Year Capital Plan) in coordination with departments
- Updated the 6-Year Property Management and Information Technology Plan in coordination with departments
- Developed/updated funding options for transportation and parks capital projects
- Provide finance related support to the Independent Salary Commission
- Provide finance related to collective bargaining negotiations: LPIG, LMPG, Teamsters
- Refinanced the City's 2009 LTGO Bonds resulting in net present value savings of \$131K or 8.05% of refunded bonds
- Provide support the City's Lodging Tax Advisory Committee beginning in 2016 lodging tax application (transitioned from Economic Development Division)
- Completed service delivery analysis of factoring services
- Provided leadership role in the evaluation/implementation of a city-wide document management & paperless system
- Determine feasibility of electricity and gas utility tax audit
- Provided leadership in coordinating the City's 20th Anniversary celebrations

ADMINISTRATIVE SERVICES **DEPARTMENT OVERVIEW**

Responsible Manager: *Tho Kraus, Assistant City Manager/Administrative Services Director*

2015/2016 ACCOMPLISHMENTS

Information Technology

- Replaced phone system, including evaluation of City Hall paging system
- Provided technical assistance in selection & implementation of records management system
- Continued to provide technical assistance in web site update/redesign
- Developed an Information Technology Disaster Recovery Plan and Business Continuity Plan
- Evaluated and implement an enterprise contact management application system
- Evaluated and install wireless Wi-Fi access points/cameras in the city parks
- Evaluated data storage options/upgrade data storage capacity
- Evaluated/redesigned the City's permit process/web extensions
- Implemented GPS Tracking for Police using MPS system
- Implemented new copier, printer & accounting software solutions
- Evaluated and implement facilities work order system
- Evaluated and implement new asset management solution for Parks & Rec
- Implemented new city-wide 311 mobile application (MyLakewood311)
- Developed and rolled out new rental inspection housing program
- Migrated existing municipal code system to external vendor for online hosting
- Updated and install new aerial photography data to GIS system
- Installed fiber optic cabling and new wi-fi access points at Ft. Steilacoom Park
- Upgraded email server & software for Microsoft Exchange
- Upgraded existing enterprise vault software for Microsoft Exchange
- Streamed enterprise backup systems to ensure accurate complete backups of city-wide technology supported systems
- Established an IT Governance Team comprised of City personnel
- Updated the 6-Year Information Technology Strategic Plan

Human Resources

- Conducted training focused on areas such as leadership, safety & risk management, and customer service
- Created Workforce EEO Utilization Analysis & Diversity Plan to determine under-represented classifications, develop strategies to recruit a diverse work force, and market positions to specific target groups
- Developed an Accident Review Board with a stronger focus on risk assessment and ways to prevent injuries/accidents
- Created a Joint Health Care Ad-Hoc Committee involving representatives from all employee groups to address the rising costs of health care with the motive of cost containment and the Affordable Care Act (ACA)
- Hired, oriented and trained new HR employees and cross-trained HR employees into new functional areas for greater efficiency and effectiveness
- Negotiated and implemented successor collective bargaining agreements with three labor groups: LPIG, LPMG, Teamsters, and initiated negotiations with AFSCME
- Established 13 Civil Service eligibility lists for Police Department hiring
- Implemented continuous recruitment process for Entry-level Police Officer hiring
- Earned Association of Washington Cities Well City Award, saving the City 2% on medical premiums.
- Updated City Text Messaging and Cell Phone Policy and Procedures
- Assisted City departments with recruitment and selection processes resulting in the hiring and onboarding of 45 employees in 2015 and 52 employees in 2016.
- Implemented new I-9 (proof of employment eligibility) completion and recordkeeping processes to ensure compliance and processing efficiency
- Provided staff support to new Salary Commission established to determine elected official salaries
- Enhanced employee recognition program
- Developed an annual city-wide Training Manual Plan

ADMINISTRATIVE SERVICES **DEPARTMENT OVERVIEW**

Responsible Manager: *Tho Kraus, Assistant City Manager/Administrative Services*

2017/2018 ANTICIPATED KEY PROJECTS

Finance

- Produce a Popular Annual Financial Report (PAFR)
- Update the 6-year financial forecast as part of the mid-biennial review
- Update Municipal Finances 101 document as part of the mid-biennial Review
- Submit the 2017/2018 budget document to the GFOA Distinguished Budget Presentation Award Program
- Submit the FY 2016 and FY 2017 CAFR to the GFOA Excellence in Financial Reporting Award Program
- Prepare 2019/2020 Proposed Biennial Budget
- Implement electronic funds payment for CDBG home payment program, PWTFL, and sewer availability
- Continue enhancing in-depth interim financial reports to provide the leadership with informative financials
- Issue and RFP for city-wide fleet maintenance services and implement contract
- Develop a contracts and purchasing policy/manual in coordination with Legal and other departments; include review of travel and training policies, and establishing policy on vehicle/equipment purchase and replacement
- Compare taxes and fees to neighboring cities as it relates to service levels
- Develop comparison of various economic, social, and demographic indicators between the City and surrounding cities and cities of similar size
- Continue leadership role in the evaluation & implementation of a document management & paperless system
- Implement electricity and gas utility tax audit (pending feasibility)

Information Technology

- Update Council Chambers technology
- Provide technical assistance in implementation of records management system
- Continue to provide technical assistance in web site update/redesign
- Develop an Information Technology Disaster Recovery Plan and business continuity plan
- Evaluate and implement an enterprise contact management application system
- Evaluate and install wireless Wi-Fi access points/cameras in the city parks
- Evaluate data storage options/upgrade data storage capacity
- Evaluate/redesign the City's permit process/web extensions
- Update 6-Year Information Technology Strategic Plan
- Develop Cyber Security Policy in coordination with Human Resources

ADMINISTRATIVE SERVICES DEPARTMENT OVERVIEW
Responsible Manager: *Tho Kraus, Assistant City Manager/Administrative Services*

2017/2018 ANTICIPATED KEY PROJECTS (continued)

Human Resources

- Update Workforce EEO Utilization Analysis & Diversity Plan to determine currently under-represented classifications, and develop and implement strategies to increase City workforce diversity
- Enhance the City's Volunteer and Internship Program by determining the scope and need for volunteers and interns, and developing and implementing an online application process
- Develop and implement educational programs and activities to improve employee health and wellness and earn the Association of Washington Cities Well City Award, saving the City 2% on medical premiums
- Implement AFSCME collective bargaining agreement
- Develop and implement competency-based system for classification descriptions, recruitment and selection and performance evaluation processes (new program proposal)
- Identify mandatory employee training and develop annual training plan to meet needs
- Review and update 5 Risk Management policies, procedures or plans annually
- Assist Information Technology with the development of Cyber Security Policy

ADMINISTRATIVE SERVICES **DEPARTMENT OVERVIEW**

Responsible Manager: *Tho Kraus, Assistant City Manager/Administrative Services*

DEPARTMENT FUNCTIONS BY CRITERIA:

Legally Mandated

- Annual State Audit
- Adopted Budget Preparation & Mid-Biennium Budget Adjustment
- Quarterly Financial Report (Basic Requirements)
- Payroll
- Accounts Payable
- Year-End Financial Statements
- Maintain Network Infrastructure and Backup Solutions to Ensure Compliance with WA State Public Records Act
- Provide Functional Technology Solutions to Ensure Emergency Responders & City Employees for Emergency Operations
- Employment Law Compliance
- Records Retention and Destruction
- Public Disclosure Requests

Important

- Account Receivable
- Fleet and Equipment Administration
- 6-Year Financial Forecast
- 6-Year Information Technology Strategic Plan
- CAFR Preparation and Submittal to GFOA for Excellence in Financial Reporting Award
- Budget Document Preparation for Submittal to GFOA for Distinguished Budget Award
- Cash and Investment Management
- General Ledger Management
- Financial Analysis and Monitoring
- Capital and Fixed Assets Accounting
- Grant Accounting
- Employee and Labor Relations
- Classification and Compensation
- Benefits Administration
- Risk Management
- Wellness Program
- Volunteer Program
- Recruitment and Selection
- Training and Development
- Human Resources Information System/Recordkeeping

Discretionary

- Quarterly Financial Report (Level of Reporting Detail)
- Budget Document (Level of Reporting Detail)
- Organizational Development
- Information Technology Governance

ADMINISTRATIVE SERVICES **DEPARTMENT OVERVIEW**

Responsible Manager: *Tho Kraus, Assistant City Manager/Administrative Services*

DEPARTMENT FUNCTIONS BY CITY COUNCIL GOALS & OBJECTIVES:

Fiscal Responsibility

- Comprehensive Annual Financial Report
- Quarterly Financial Report
- Revenue Monitoring
- Budget Preparation – including comprehensive detailed budget document
- 6-Year Financial Forecast
- 6-Year Information Technology Strategic Plan
- Purchasing & Contract Negotiations for technology related systems
- Develop, Document, Review and Maintain Internal Controls
- Customer Service
- Enhance Productivity and Access to Information Technology and Services
- Consolidate and Implement Solutions for Cost Containment, Savings, Productivity and Efficiency
- Employee and Labor Relations
- Volunteer Program
- Classification and Compensation
- Benefits Administration
- Risk Management
- Wellness Program

Public Safety

- Mobile Vehicle Solutions to Include Computer Systems, GPS, Camera and Security
- Wireless Infrastructure Solutions to Include City Managed Cameras and Guest Network Services
- Support and Promote Upkeep of City's Fiber Backbone Providing Data, Voice and Network Services
- Support Handheld and Mobile Radio Communication Devices

Economic Development

- Improve, Maintain and Enhance Public Access to City Services Utilizing Technology
- Implement Enhanced Robust Solutions for Citizens and Businesses and Automate Internal Processes

Dependable Infrastructure

- Provide Dependable Information and Communications Technology Infrastructure to Employees for Performance of Duties to the Community
- Maintain and Expand Virtual Cloud Infrastructure Solutions to Provide Remote Access and Reducing Hardware Replacements
- Ensure department has reliable redundant power solutions and battery backup systems in critical key locations
- Application Systems Management & Citizen Portals (Web, MyLakewood311, Applications) providing real time solutions and access to key data throughout the city

Transparency

- Recruitment and Selection
- Training and Development
- Human Resources Information System/Recordkeeping
- Quarterly Financial Reports
- Maintain & Enhance Department Webpage

ADMINISTRATIVE SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Tho Kraus, Assistant City Manager/Administrative Services*

PROPOSED SERVICE/ PROGRAM CHANGES

Service/ Program	Description & Justification, and Operational Impact	Change		2017		2018	
		FTE	Fleet	1-Time	Ongoing	1-Time	Ongoing
Fleet & Equipment:							
Replacement Vehicles - Police	<p>Replace vehicles that have high mileage and/or have had/anticipated high repairs and maintenance costs. Mileage on the vehicles range from 93,000 to 130,000. Funding source is accumulated replacement reserves.</p> <p>6 vehicles requested to be replaced in 2017: Total Cost Funded by Reserves = \$265,000 2009 Ford Crown Vic (Veh 15-22-098) \$46,000 2010 Ford Crown Vic (Veh 15-22-431) \$46,000 2008 Ford F150 (Veh 15-21-031) \$35,000 2010 Ford Crown Vic (Veh 15-22-428) \$46,000 2010 Ford Crown Vic (Veh 15-30-423) \$46,000 2010 Ford Crown Vic (Veh 15-70-432) \$46,000</p> <p>5 vehicles requested to be replaced in 2018: Total Cost Funded by Reserves = \$208,000 2008 Ford Escape (Veh 15-10-014) \$35,000 2008 Chevy Trailblazer (Veh 15-21-030) \$35,000 2010 Ford Crown Vic (Veh 15-22-429) \$46,000 2008 Ford Crown Vic (Veh 15-70-022) \$46,000 2010 Ford Crown Vic (Veh 15-22-430) \$46,000</p> <p>Estimated proceeds from sale is based on \$2,000 per vehicle is (range of \$1700 - \$2200): 2017 = \$12,000 2018 = \$10,000</p>	-	-	\$ (12,000)	\$ -	\$ (10,000)	\$ -
PRCS - Replace 2006 John Deere Mower #42800	<p>Replace 2006 John Deere 1600 WAM - 3300 hours. This mower is 10 years old and has had high hours and has hydraulic motor issues causing it to be out of service frequently during the busy mowing season. Cost to replace is \$60,000 of which \$53,678 is available in replacement reserves, leaving a balance of \$6,322 to be funded by excess reserves from surplus 2008 Chevy Express 15 Passenger Van #42350.</p>	-	-	\$ 6,322	\$ -	\$ -	\$ -

ADMINISTRATIVE SERVICES DEPARTMENT OVERVIEW
Responsible Manager: Tho Kraus, Assistant City Manager/Administrative Services

PROPOSED SERVICE/ PROGRAM CHANGES (continued)

Service/ Program	Description & Justification, and Operational Impact	Change		2017		2018	
		FTE	Fleet	1-Time	Ongoing	1-Time	Ongoing
Fleet & Equipment:							
PRCS - Replace 2008 Ford F150 #42270	This vehicle is 8 years old, has 110,000 miles and costs approximately \$2,000 in maintenance and repairs each of the last two years and has had the transmission replaced within the past 4 years. This vehicle is driven 7 days a week by several different employees and needs to be a reliable vehicle for the department's needs. Cost to replace is \$28,000 of which \$24,000 is available in replacement reserves, leaving a balance of \$4,000 to be funded by excess reserves from surplusings 2008 Chevy Express 15 Passenger Van #42350.	-	-	\$ 4,000	\$ -	\$ -	\$ -
PRCS - Replace 1991 Pothole Patching Truck V#21-21-603	Unknown mileage as the odometer had to be replaced a couple of years ago. This vehicle is 25 years old and the transmission has gone out on it so it is no longer in service. The department is looking to replace it with a dump truck that has the capabilities of patching as well as use for emergency response and winter operations. Cost to replace is in the range of \$170,000 to \$200,000. There is \$181,322 available in replacement reserves on this asset leaving a remaining balance of \$18,678 to be funded by excess reserves from surplusings 2008 Chevy Express 15 Passenger Van #42350.	-	-	\$ 18,678	\$ -	\$ -	\$ -
PRCS - Replace 2008 Ford Ranger V#21-21-012	This vehicle is over 8 years old and has 92,000 miles. O&M picked it up when the police surplused the truck 3-4 years ago. It is too small to fit the needs of our department and would replace it with a F150. Cost to replace is \$28,000 of which \$22,000 is available in replacement reserves, leaving a balance of \$6,000 to be funded by excess reserves from surplusings 2008 Chevy Express 15 Passenger Van #42350.	-	-	\$ 6,000	\$ -	\$ -	\$ -

ADMINISTRATIVE SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Tho Kraus, Assistant City Manager/Administrative Services*

PROPOSED SERVICE/ PROGRAM CHANGES (continued)

Service/ Program	Description & Justification, and Operational Impact	Change		2017		2018	
		FTE	Fleet	1-Time	Ongoing	1-Time	Ongoing
Fleet & Equipment:							
PRCS - Use of Reserves from Surplus 2008 Chevy Express 15 Passenger Van V#42340	Due to changes in the law, the City is no longer able to transport people in the 15 passenger vans. There is \$35,000 in accumulated replacement reserves that could be used to fund the above shortfalls.	-	-	\$ (30,000)	\$ -	\$ -	\$ -
PRCS - Replace 2007 Ford F150 V#42260	This vehicle is 11 years old and has 77,000 miles. Cost to replace is \$28,000 of which \$24,000 is available in replacement reserves leaving a balance of \$4,000 to be funded from surplus of vehicles.	-	-	\$ 4,000	\$ -	\$ -	\$ -
PRCS - Portable Stage	The stage is very old. It was purchased in 2004 from state surplus and needs to be replaced for the department's growing special events programs that are offered to the community. Cost to replace is \$9,000 and is funded by replacement reserves.	-	-	\$ -	\$ -	\$ -	\$ -
PRCS - Replace 1999 Ford E350 Step Van #42210	This vehicle is 18 years old and has 52,000 miles. There are some electrical problems so the dash does not work. There are no safety lights on the vehicle and the usage has changed to include using it out on streets for irrigation repairs. Cost to replace is \$40,000 and can be fully funded by replacement reserves.	-	-	\$ -	\$ -	\$ -	\$ -
PRCS - Replace 2003 John Deere 1200A Bunker/Ball Field Rake	This equipment is 14 years old and has 2300 hundred hours which is considered high. After that many years of use, the engine, braking, and body components are pretty worn and should be replaced to have a reliable drag to support ballfield rentals. Cost to replace is \$9,000 and can be fully funded by replacement reserves.	-	-	\$ -	\$ -	\$ -	\$ -

ADMINISTRATIVE SERVICES DEPARTMENT OVERVIEW
Responsible Manager: Tho Kraus, Assistant City Manager/Administrative Services

PROPOSED SERVICE/ PROGRAM CHANGES (continued)

Service/ Program	Description & Justification, and Operational Impact	Change		2017		2018	
		FTE	Fleet	1-Time	Ongoing	1-Time	Ongoing
Fleet & Equipment:							
Surplus City Hall Pool Vehicles	<p>Surplus 3 pool vehicles in 2017: V#42110-2011 Prius, Reserves \$18,125 V#42120-2011 Prius, Reserves \$18,125 V#42100-2005 Dodge Van, Reserves \$22,000</p> <p>Replace with the following vehicles transferred from Police pool vehicles, thus reducing the total police pool from 7 to 4 (1 marked, 3 unmarked): V# 40940, V# 40161 and V# 40031.</p> <p>Anticipated proceeds from surplus of vehicles total \$14,000.</p>	-	(3)	\$ (14,500)	\$ (3,625)	\$ -	\$ (3,625)
PRCS - Street Paint Striper	<p>A paint striper is a machine that is operated manually to apply paint to paved surfaces. Its primary use would be to maintain painted lines in parking areas around the City.</p> <p>The City owns and maintains 12 parking lots (parks and facilities). To stripe them costs a significant amount of money and because of that, many of the lots have been deferred for years. Having our own striper would enable us to perform the work in-house and help to lower the cost per lot and maintain more frequently.</p> <p>\$9,000 is the quote received for the cost of the striper and accessories. \$4,500 in ongoing expense to purchase paint.</p>	-	-	\$ 9,000	\$ 4,500	\$ -	\$ 4,500
PRCS - Propane Infrared Burner	<p>This propane infrared burner is used to efficiently apply the torch down crosswalk material.</p> <p>Currently the crew uses a weed burner which is an open flame to torch down the material. Because it is a torch, a narrow field of heat is applied. With the infrared burner it will have a larger working surface that is heated evenly making the application better and last longer.</p>	-	-	\$ 8,500	\$ 700	\$ -	\$ 700

ADMINISTRATIVE SERVICES **DEPARTMENT OVERVIEW**

Responsible Manager: *Tho Kraus, Assistant City Manager/Administrative Services*

PROPOSED SERVICE/ PROGRAM CHANGES (continued)

Service/ Program	Description & Justification, and Operational Impact	Change		2017		2018	
		FTE	Fleet	1-Time	Ongoing	1-Time	Ongoing
Fleet & Equipment:							
PRCS - Crack Sealer	<p>This equipment dispenses liquid tar to seal cracks in the road surface which prolongs the life of the pavement.</p> <p>The City spends approximately \$6,500 each year to rent this equipment for a 6 week period. We have to coordinate our work program around this short rental period. Weather, staffing and other issues which require immediate response impact our ability implement and expand this work program. If the City assesses a useful life of 10 years to this equipment and there was little maintenance on the equipment, it would be cheaper to purchase it then to rent it each year.</p> <p>Annual reserves based on 10 years is \$6,500 and would be funded by equipment rental savings.</p> <p>\$15,000 – the city purchases tar each year from our annual budget to support this operation.</p>	-	-	\$ 63,000	\$ 20,000	\$ -	\$ 20,000
Total - Fleet & Equipment Replacement		-	(3)	\$ 63,000	\$ 21,575	\$ (10,000)	\$ 21,575

ADMINISTRATIVE SERVICES DEPARTMENT OVERVIEW
Responsible Manager: Tho Kraus, Assistant City Manager/Administrative Services

PROPOSED SERVICE/ PROGRAM CHANGES (continued)

Service/Program	Change		2017		2018	
	FTE	Fleet	1-Time	Ongoing	1-Time	Ongoing
Information Technology						
Primary & Secondary Data Center:						
Network - Switches & Routers	-	-	\$ 160,000	\$ -	\$ -	\$ -
Server/Hardware Upgrades	-	-	30,000	-	-	-
Disaster Recovery Co-Location Implementation (Police Station)	-	-	30,000	18,000	-	17,300
Firewall & Intrusion Detection Systems	-	-	-	-	50,000	-
City Council Chambers Technology	-	-	126,000	-	-	15,000
Document Management, Workflow & Paperless System:	-	-	138,750	-	138,750	-
Municipal Court Workflow System	-	-	50,000	-	-	9,700
Legal Workflow System	-	-	50,000	-	-	4,870
Document Management System - Electronic Records	-	-	150,000	-	150,000	-
Website Enhancement	-	-	15,000	-	-	-
Vulnerability & Penetration Testing	-	-	35,000	-	-	18,500
Wireless Access Points (Wi-Fi)	-	-	10,000	-	-	-
	-	-	\$ 794,750	\$ 18,000	\$ 338,750	\$ 65,370

Project details provided in the 6-Year Information Technology Strategic Plan.

ADMINISTRATIVE SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Tho Kraus, Assistant City Manager/Administrative Services*

DEPARTMENT POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Assistant City Manager/Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	72
Human Resources Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	62
Information Technology Manager	-	1.00	1.00	1.00	1.00	1.00	1.00	54
Finance Manager	1.00	-	-	-	-	-	-	56
Finance Supervisor	-	1.00	1.00	1.00	2.00	2.00	2.00	45
Accounting Supervisor	-	1.00	1.00	1.00	-	-	-	45
Information Technology Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	45
Information Technology Senior Engineer	1.00	-	-	-	-	-	-	43
Senior Accountant	1.00	-	-	-	-	-	-	42
Information Technology Engineer	2.00	-	-	-	-	-	-	40
Finance Analyst	3.00	2.00	2.00	2.00	2.00	2.00	2.00	38
Human Resources Analyst	2.00	2.00	2.00	2.00	2.00	2.00	2.00	38
Geographical Information System Specialist II	-	1.00	1.00	1.00	-	-	-	38
Geographical Information System Analyst	-	-	-	-	1.00	1.00	1.00	38
Information Technology Specialist I	0.85	1.00	1.00	1.00	-	-	-	32
Information Technology Specialist	-	-	-	-	1.00	1.00	1.00	32
Accounting Technician III	1.00	1.00	1.00	1.00	1.00	1.00	1.00	25
Administrative Assistant	2.00	1.00	1.00	-	-	-	-	25
Human Resources Technician	-	-	-	1.00	1.00	1.00	1.00	25
Accounting Technician II	2.00	2.00	2.00	2.00	2.00	2.00	2.00	23
Senior Office Assistant	1.00	-	-	-	-	-	-	18
Accounting Technician I	1.00	-	-	-	-	-	-	16
Total Regular Staffing	20.85	16.00	16.00	16.00	16.00	16.00	16.00	
<i>Change from prior year</i>	n/a	(4.85)	-	-	-	-	-	

Position Title	Group	FTE	2017			2018		
			Salary	Benefits	Total 2017	Salary	Benefits	Total 2018
Assistant City Manager/Finance Director	Non-Rep	1.00	\$ 145,629	\$ 47,252	\$ 192,881	\$ 150,005	\$ 49,071	\$ 199,076
Finance Supervisor	Non-Rep	1.00	\$ 70,680	\$ 35,034	105,714	\$ 72,800	\$ 36,845	109,645
Finance Supervisor	Non-Rep	1.00	73,200	20,672	93,872	75,396	21,653	97,049
Finance Analyst	AFSCME	1.00	64,617	19,384	84,001	67,377	20,338	87,715
Finance Analyst	AFSCME	1.00	79,992	30,894	110,886	79,992	31,832	111,824
Accounting Technician III	AFSCME	1.00	61,848	30,494	92,342	61,848	31,689	93,537
Accounting Technician II	AFSCME	1.00	58,480	19,792	78,272	59,424	20,473	79,897
Accounting Technician II	AFSCME	1.00	59,424	27,178	86,602	59,424	28,113	87,537
Total Finance		8.00	\$ 613,870	\$ 230,700	\$ 844,570	\$ 626,266	\$ 240,013	\$ 866,279
Information Technology Manager	Non-Rep	1.00	\$ 101,252	\$ 42,422	\$ 143,674	\$ 104,303	\$ 44,199	\$ 148,502
Information Technology Administrator	AFSCME	1.00	91,872	34,969	126,841	91,872	36,323	128,195
Geographical Information Systems Analyst	AFSCME	1.00	79,992	36,890	116,882	79,992	38,898	118,890
Information Technology Specialist	AFSCME	1.00	69,312	26,880	96,192	70,661	28,020	98,681
Total Information Technology		4.00	\$ 342,428	\$ 141,160	\$ 483,588	\$ 346,828	\$ 147,440	\$ 494,268
Human Resources Director	Non-Rep	1.00	\$ 126,735	\$ 40,199	\$ 166,934	\$ 130,537	\$ 42,280	\$ 172,817
Human Resources Analyst	Non-Rep	1.00	75,384	23,226	98,610	77,640	24,174	101,814
Human Resources Analyst	Non-Rep	1.00	75,000	29,991	104,991	77,256	31,334	108,590
Human Resources Technician	Non-Rep	1.00	52,728	22,835	75,563	54,310	23,893	78,203
Total Human Resources		4.00	\$ 329,847	\$ 116,251	\$ 446,098	\$ 339,743	\$ 121,682	\$ 461,425
Total - Administrative Services		16.00	\$ 1,286,145	\$ 488,111	\$ 1,774,256	\$ 1,312,837	\$ 509,135	\$ 1,821,972

ADMINISTRATIVE SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Tho Kraus, Assistant City Manager/Administrative Services Director*

PURPOSE & DESCRIPTION

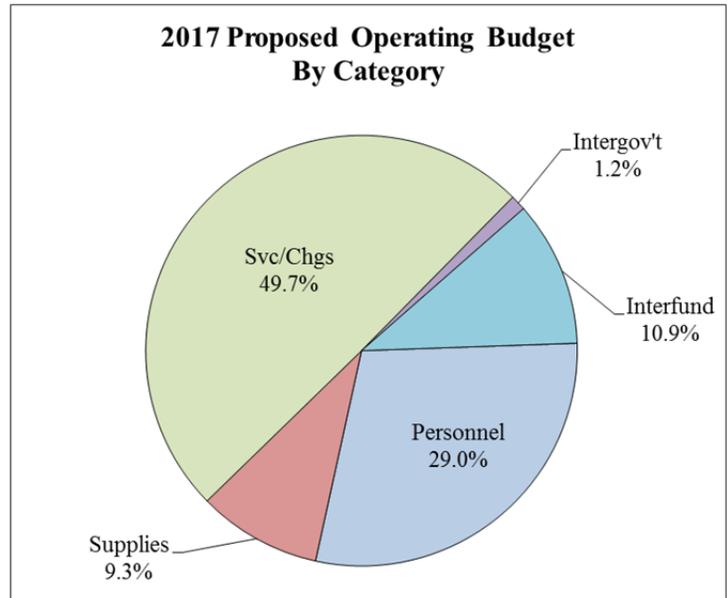
The Administrative Services Department provides city-wide administrative services including financial reporting, budget, audit coordination, accounting, cash management, human resources, risk management, information technology and fleet & equipment administration. The department is comprised of three divisions – Finance, Information Technology and Human Resources.

The department supports the following committee:

- Lodging Tax Advisory Committee

GOALS/OBJECTIVES

- Provide transparent and accountable financial services to the City by exercising sound financial leadership, planning and guidance, recommending, establishing and maintaining sound fiscal policies and practices
- Enhance the efficiency and effectiveness of City operations by providing varied professional expertise and guidance
- Deliver consistent, high quality service and support to internal and external customers
- Create an environment of mutual respect and partnership with City departments



ADMINISTRATIVE SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Tho Kraus, Assistant City Manager/Administrative Services Director*

DEPARTMENT SUMMARY – GENERAL FUND

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
General Fund										
<i>Revenue Summary:</i>										
001	General Government	5,023,255	1,626,862	3,715,380	1,769,233	1,764,079	1,794,397	1,805,098	25,164	1.4%
Total Revenue		\$ 5,023,255	\$ 1,626,862	\$3,715,380	\$ 1,769,233	\$1,764,079	\$1,794,397	\$1,805,098	\$ 25,164	1.4%
<i>Operating Expenditure Summary:</i>										
-										
001	Finance	\$ 2,018,636	\$ 979,952	\$ 1,009,730	\$ 1,120,126	\$ 1,116,309	\$ 1,073,178	\$ 1,096,315	\$ (46,948)	-4.2%
001	Human Resources	1,422,643	510,516	455,720	508,032	506,695	543,223	559,469	35,191	6.9%
001	Non-Departmental	1,116,284	132,402	2,249,930	131,290	131,290	131,720	131,720	430	0.3%
Total Operating Expenditure		\$ 4,557,563	\$ 1,622,870	\$3,715,380	\$ 1,759,448	\$1,754,294	\$1,748,121	\$1,787,504	\$ (11,327)	-0.6%
<i>Capital & 1-Time Expenditure Summary:</i>										
001	Finance	\$ 461,173	\$ 3,992	\$ -	\$ 9,785	\$ 9,785	\$ 25,007	\$ 10,659	\$ 15,222	155.6%
001	Human Resources	4,519	-	-	-	-	21,269	6,935	21,269	n/a
Total Capital & 1-Time Expenditure		\$ 465,692	\$ 3,992	\$ -	\$ 9,785	\$ 9,785	\$ 46,276	\$ 17,594	\$ 36,491	372.9%
Total Expenditure		\$ 5,023,255	\$ 1,626,862	\$3,715,380	\$ 1,769,233	\$1,764,079	\$1,794,397	\$1,805,098	\$ 25,164	1.4%

DEPARTMENT SUMMARY – SPECIAL REVENUE FUND

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
Hotel/Motel Lodging Tax										
<i>Revenue Summary:</i>										
104	Hotel/Motel Lodging Tax	\$ 561,121	\$ 694,717	\$ 500,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	0.0%
Total Revenue		\$ 561,121	\$ 694,717	\$ 500,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	0.0%
<i>Expenditure Summary:</i>										
-										
104	Hotel/Motel Lodging Tax	\$ 467,938	\$ 450,135	\$ 500,000	\$ 903,850	\$ 903,850	\$ 1,100,000	\$ 650,000	\$ 196,150	21.7%
Total Expenditure		\$ 467,938	\$ 450,135	\$ 500,000	\$ 903,850	\$ 903,850	\$1,100,000	\$ 650,000	\$ 196,150	21.7%

ADMINISTRATIVE SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Tho Kraus, Assistant City Manager/Administrative Services Director*

DEPARTMENT SUMMARY – INTERNAL SERVICE FUNDS

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
Fleet & Equipment										
<i>Revenue Summary:</i>										
501	M&O Revenue	\$ -	\$ 629,756	\$ 904,220	\$ 904,220	\$ 650,220	\$ 751,720	\$ 751,720	\$ (152,500)	-16.9%
501	Replacement Reserves	938,150	883,141	1,069,020	1,071,020	959,934	853,089	917,326	\$ (217,931)	-20.3%
501	Interest Earnings	8,573	1,530	-	-	4,000	4,000	4,000	\$ 4,000	n/a
501	Insurance Recovery	88,294	-	-	-	-	-	-	\$ -	n/a
501	Capital Contribution	-	-	-	-	-	80,500	-	\$ 80,500	n/a
501	Proceeds Sale of Assets	64,135	68,698	14,000	46,800	50,000	37,800	16,000	\$ (9,000)	-19.2%
501	Transfer In-General Fund	-	-	-	233,239	233,239	-	-	\$ (233,239)	-100.0%
Total Revenue		\$ 1,099,152	\$ 1,583,125	\$ 1,987,240	\$ 2,255,279	\$ 1,897,393	\$ 1,727,109	\$ 1,689,046	\$ (528,170)	-23.4%
<i>Expenditure Summary:</i>										
501	Operations	-	631,285	904,220	904,220	654,220	755,720	755,720	(148,500)	-16.4%
501	Capital & 1-Time	2,096,923	1,362,871	525,000	547,683	547,683	757,550	310,000	209,867	38.3%
Total Expenditure		\$ 2,096,923	\$ 1,994,156	\$ 1,429,220	\$ 1,451,903	\$ 1,201,903	\$ 1,513,270	\$ 1,065,720	\$ 61,367	4.2%

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
Information Technology										
<i>Revenue Summary:</i>										
503	M&O Revenue	\$ -	\$ 1,007,671	\$ 1,069,950	\$ 1,147,293	\$ 1,147,293	\$ 1,293,748	\$ 1,351,798	\$ 146,455	12.8%
503	Interest/Other	-	1,782	-	-	-	-	-	-	n/a
503	IT Reserves	-	-	-	22,500	22,500	22,500	22,500	652,777	2901.2%
503	Contributed Capital	-	202,102	-	141,973	139,473	794,750	338,750	-	0.0%
503	Proceeds from Capital Lease	-	57,295	-	-	-	-	-	(123,189)	n/a
503	Transfer In - Fleet & Equip	-	110,050	-	123,189	123,189	-	-	676,043	548.8%
Total Revenue		\$ -	\$ 1,378,900	\$ 1,069,950	\$ 1,434,955	\$ 1,432,455	\$ 2,110,998	\$ 1,713,048	\$ 676,043	47.1%
<i>Expenditure Summary:</i>										
503	Operations	\$ -	\$ 1,009,454	\$ 1,069,950	\$ 1,147,293	\$ 1,147,293	\$ 1,293,748	\$ 1,351,798	\$ 146,455	12.8%
503	Capital & 1-Time	-	308,499	-	323,607	323,607	794,750	338,750	471,143	145.6%
Total Expenditure		\$ -	\$ 1,317,953	\$ 1,069,950	\$ 1,470,900	\$ 1,470,900	\$ 2,088,498	\$ 1,690,548	\$ 617,598	42.0%

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
Risk Management										
<i>Revenue Summary:</i>										
504	M&O Revenue	\$ -	\$ 1,250,348	\$ 778,980	\$ 1,096,142	\$ 1,076,142	\$ 1,176,972	\$ 1,176,972	\$ 80,830	7.4%
504	AWC Retro Refund	-	23,878	-	24,000	24,000	24,000	24,000	-	0.0%
504	Insurance Recovery	-	51,778	-	50,000	70,000	50,000	50,000	-	0.0%
Total Revenue		\$ -	\$ 1,326,004	\$ 778,980	\$ 1,170,142	\$ 1,170,142	\$ 1,250,972	\$ 1,250,972	\$ 80,830	6.9%
<i>Expenditure Summary:</i>										
504	Operations	\$ -	\$ 1,034,081	\$ 778,980	\$ 1,170,142	\$ 1,170,142	\$ 1,250,972	\$ 1,250,972	\$ 80,830	6.9%
504	Capital & 1-Time	-	291,920	-	-	-	-	-	-	n/a
Total Expenditure		\$ -	\$ 1,326,001	\$ 778,980	\$ 1,170,142	\$ 1,170,142	\$ 1,250,972	\$ 1,250,972	\$ 80,830	6.9%

ADMINISTRATIVE SERVICES **DEPARTMENT OVERVIEW**

Responsible Manager: *Tho Kraus, Assistant City Manager/Administrative Services Director*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$6.15M in 2017 and \$5.80 in 2018. This is an increase of 4.5% or \$264K from the 2016 adjusted budget. Highlights of the 2017 proposed budget compared to the 2016 adjusted budget are as follows:

- Salaries & Wages - the decrease is due primarily to turnover and new employee compensation starting at the lower end of the pay scale.
- Benefits – the change is due to an anticipated increase in medical costs and medical benefit selection changes
- Other Supplies – the increase is due to the addition of tape media for backup to meet retention policy.
- Printer & Copier Supplies – the decrease is due to reallocating funds to operating rental/lease to cover the cost per page that is accounted for as part of the operating rental/lease.
- Fuel - the decrease is due to basing projections on historical usage and estimated increase cost.
- Small Tools/Minor Equipment – the increase is due primarily to the addition of enterprise web filtering system.
- Professional Services – the decrease is due primarily to: reclassification of information technology line items from professional services to repairs & maintenance; increase in human resources for labor relations and addition of the volunteer recognition program not previously budgeted; and increase in finance for credit card merchant fees.
- Communications – the decrease is due to basing projections on historical usage.
- Travel & Training – the increase is due to allocating funds to Information Technology (previous budgets \$0).
- Operating Rental/Lease – the increase is due primarily due to reallocating funds from printer & copier supplies for cost per page, which includes increases for high volume of public disclosure requests.
- Risk Assessment (WCIA) – increase due to increases in insurance premiums, due primarily to claims from previous years.
- Repairs & Maintenance – the increase is due primarily to computer hardware and software maintenance for ongoing costs related to implementation of various strategic plan items such as systems storage, system monitoring programs, remote access and virtualization, disaster recovery and co-location, law enforcement digital media, video surveillance and in-camera. Also, some reclassification of information technology line items from professional service to repairs and maintenance.
- Other Charges & Services – the increase is due to primarily to addition of ongoing costs for approved strategic plan items such as asset management system annual subscription.
- Interfund Transfers – the increase is due to Hotel/Motel Lodging Tax.

ADMINISTRATIVE SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Tho Kraus, Assistant City Manager/Administrative Services Director*

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
501	Fleet & Equipment	\$ 1,099,152	\$ 1,583,125	\$1,987,240	\$ 2,255,279	\$ 1,897,393	\$ 1,727,109	\$ 1,689,046	\$ (528,170)	-23.4%
503	Information Technology	-	1,378,901	1,069,950	1,434,955	1,432,455	2,110,998	1,713,048	676,043	47.1%
504	Risk Mangement	-	1,326,004	778,980	1,170,142	1,170,142	1,250,972	1,250,972	80,830	6.9%
104	Hotel/Motel Lodging Tax	561,121	694,717	500,000	600,000	600,000	600,000	600,000	-	0.0%
001	General Governmental	5,023,255	1,626,862	3,715,380	1,769,233	1,764,079	1,794,397	1,805,098	25,164	1.4%
Total Revenues:		\$ 6,683,528	\$ 6,609,609	\$ 8,051,550	\$ 7,229,609	\$ 6,864,069	\$ 7,483,476	\$ 7,058,164	\$ 253,867	3.5%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	1,519,435	1,223,912	1,339,710	1,339,708	1,334,708	1,286,145	1,312,837	(53,563)	-4.0%
11.002/4	Overtime	299	2,938	1,000	1,000	1,000	1,000	1,000	-	0.0%
11.011	Temporary Help	1,884	-	6,500	6,500	6,500	6,500	6,500	-	0.0%
21.xxx	Benefits	526,099	456,201	481,220	481,220	481,220	488,112	509,135	6,892	1.4%
31.xxx	Other Operating Supplies	92,443	46,371	39,870	48,370	48,370	63,515	63,515	15,145	31.3%
31.002	Printer & Copier Supplies	28,931	15,050	34,000	34,000	34,000	20,000	20,000	(14,000)	-41.2%
31.003/00	Office Publications/Forms	1,193	721	1,490	1,490	1,490	1,490	1,490	-	0.0%
31.005	Meeting Food & Beverage	1,597	860	1,000	1,000	1,000	1,200	1,200	200	20.0%
32.xxx	Fuel	791	304,709	523,400	523,400	323,400	424,150	424,150	(99,250)	-19.0%
35.xxx	Small Tools/Minor Equip	19,565	75,322	39,850	36,950	36,950	60,500	60,500	23,550	63.7%
41.xxx	Professional Service	547,206	534,009	566,650	584,135	593,311	678,535	678,535	94,400	16.2%
42.xxx	Communication	50,856	256,859	296,470	309,670	309,670	260,620	260,620	(49,050)	-15.8%
43/49.003	Travel & Training	7,521	4,298	10,020	10,020	10,020	16,020	16,020	6,000	59.9%
44.xxx	Advertising	1,194	174	300	300	300	300	300	-	0.0%
45.xxx	Operating Rental/Lease	44,522	55,126	52,500	52,500	52,500	74,730	74,730	22,230	42.3%
46.xxx	Risk Assessment (WCIA)	925,475	835,200	750,000	987,500	994,123	1,072,992	1,072,992	85,492	8.7%
48.xxx	Repairs & Maintenance	122,680	605,742	564,850	763,422	702,623	807,780	855,150	44,358	5.8%
49.001	Membership Dues	103,657	60,509	62,040	62,040	62,040	62,570	62,570	530	0.9%
49.xxx	Other Charges & Services	7,321	2,970	7,250	7,250	7,250	79,810	79,810	72,560	1000.8%
597	Interfund Transfers	-	35,000	-	400,000	400,000	500,000	50,000	100,000	25.0%
5x.xxx	Intergovernmental	102,532	68,140	64,770	68,770	68,770	71,050	71,050	2,280	3.3%
9x.xxx	IS Charges - M&O	-	163,715	2,111,540	159,028	156,485	161,882	164,230	2,854	1.8%
9x.xxx	IS Charges - Reserves	920,300	-	14,100	6,680	4,069	9,660	9,660	2,980	44.6%
Subtotal Operating Exp:		\$ 5,025,501	\$ 4,747,826	\$ 6,968,530	\$ 5,884,953	\$ 5,629,799	\$ 6,148,561	\$ 5,795,994	\$ 263,608	4.5%
<i>Capital & One-time Funding:</i>										
	Finance	461,173	3,992	-	9,785	9,785	25,007	10,659	15,222	155.6%
	Information Technology	-	308,499	-	323,607	323,607	794,750	338,750	471,143	145.6%
	Fleet & Equip Replacement	2,096,923	1,362,871	525,000	547,683	547,683	757,550	310,000	209,867	38.3%
	Human Resources	4,519	-	-	-	-	21,269	6,935	21,269	n/a
	Risk Management	-	291,920	-	-	-	-	-	-	n/a
Subtotal One-time Exp:		\$ 2,562,615	\$ 1,967,282	\$ 525,000	\$ 881,075	\$ 881,075	\$ 1,598,576	\$ 666,344	\$ 717,501	81.4%
Total Expenditures:		\$ 7,588,116	\$ 6,715,108	\$ 7,493,530	\$ 6,766,028	\$ 6,510,874	\$ 7,747,137	\$ 6,462,338	\$ 981,109	14.5%

ADMINISTRATIVE SERVICES **FINANCE**

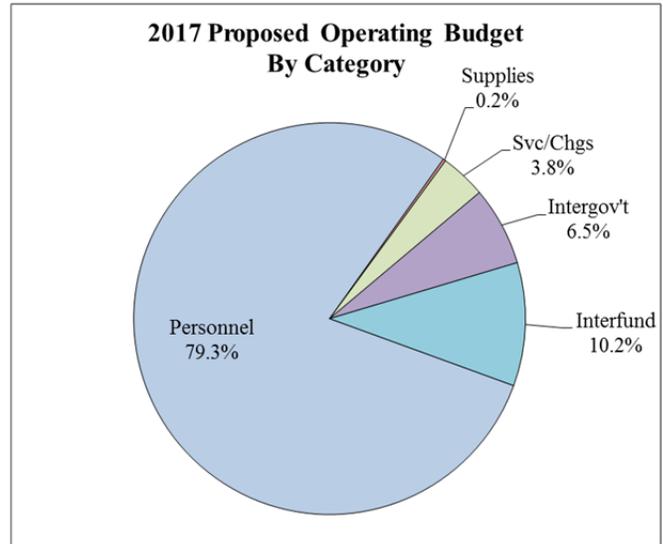
Responsible Manager: *Tho Kraus, Assistant City Manager/Finance Director*

PURPOSE/DESCRIPTION

The purpose of the Finance Division is to provide accurate financial information from which educated judgments can be made on the financial health of the City and decisions can be made by management regarding City operations. The division's responsibilities include: accounts payable; accounts receivable; payroll; cash and investment management; financial forecasting; budget preparation; internal control monitoring; audit coordination; financial reporting which includes quarterly, year-end and Comprehensive Annual Financial Report; non-departmental/centralized services; fleet and equipment administration; and general accounting services including capital projects, capital assets and grants.

GOAL/OBJECTIVE

- Provide timely, accurate, user-friendly and transparent financial information and services
- Ensure compliance with purchasing laws and regulations
- Ensure proper internal control in city operations to safeguard city resources
- Maintain reliability and integrity of City's financial data and processes
- Stay abreast of new developments in accounting and finance



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
# of invoices paid annually	n/a	8139	8139	8130	8130
% of vendors paid within 30 days of invoice date (1)	95%	84%	90%	95%	95%
% of accounts receivable aged balances over 60 days versus annual billing	5%	2%	2%	2%	2%
GFOA Award Received for Current Year CAFR	Yes	Yes	Yes	Yes	Yes
GFOA Award Received for Biennium's Budget Document	Yes	Yes	n/a	Yes	n/a
Clean Audit (for prior Fiscal Year)	Yes	Yes	Yes	Yes	Yes
Bond Rating Per Standard & Poor's (2)	AA	AA-	AA-	AA-	AA-
# of months cash reconciled within 15 days of month-end	12	6	12	12	12
# of months cash reconciled to the penny	12	12	12	12	12
Average working days to compile quarterly financial report	5	4	4	4	4

(1) Requires coordination with departments to ensure Accounts Payable receives invoices timely.

(2) Effective April 2016, the City no longer has LTGO rated debt, therefore, rating is based on last rated bond.

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Assistant City Manager/Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	72
Finance Manager	1.00	-	-	-	-	-	-	56
Finance Supervisor	-	1.00	1.00	1.00	2.00	2.00	2.00	45
Accounting Supervisor	-	1.00	1.00	1.00	-	-	-	45
Senior Accountant	1.00	-	-	-	-	-	-	42
Finance Analyst	3.00	2.00	2.00	2.00	2.00	2.00	2.00	38
Administrative Assistant	1.00	-	-	-	-	-	-	25
Accounting Technician III	1.00	1.00	1.00	1.00	1.00	1.00	1.00	25
Accounting Technician II	2.00	2.00	2.00	2.00	2.00	2.00	2.00	23
Accounting Technician I	1.00	-	-	-	-	-	-	16
Total Regular Staffing	11.00	8.00	8.00	8.00	8.00	8.00	8.00	
<i>Change from prior year</i>	n/a	(3.00)	-	-	-	-	-	

ADMINISTRATIVE SERVICES FINANCE
Responsible Manager: Tho Kraus, Assistant City Manager/Finance Director

HIGHLIGHTS/CHANGES

The proposed operating budget totals \$1.07M in 2017 and \$1.10M in 2018. This is a decrease of \$47K or 4.2% from the 2016 adjusted budget. Highlights of the 2017 proposed budget compared to the 2016 adjusted budget are as follows:

- Salary & Wages – the decrease is due to turnover and new employee compensation starting at the lower end of the pay scale.
- Benefits – the decrease is due primarily to employee medical benefit selection changes.
- Professional Services – the increase is due primarily to banking fees for merchant services.
- Intergovernmental – the increase is due to annual state audit costs.

REVENUE AND EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	General Government	\$ 2,479,809	\$ 983,944	\$1,009,730	\$1,129,911	\$1,126,094	\$1,098,185	\$1,106,974	(31,726)	-2.8%
Total Revenues:		\$ 2,479,809	\$ 983,944	\$1,009,730	\$1,129,911	\$1,126,094	\$1,098,185	\$1,106,974	\$ (31,726)	-2.8%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	1,144,521	559,578	655,720	655,720	650,720	613,870	626,266	(41,850)	-6.4%
11.002/4	Overtime	-	2,938	-	-	-	-	-	-	n/a
11.011	Temporary Help	1,884	-	6,500	6,500	6,500	6,500	6,500	-	0.0%
21.xxx	Benefits	409,065	202,312	246,280	246,280	246,280	230,700	240,013	(15,580)	-6.3%
31.xxx	Other Operating Supplies	58,235	2,424	880	880	880	880	880	-	0.0%
31.002	Printer & Copier Supplies	28,931	-	-	-	-	-	-	-	n/a
31.003/004	Office Publications/Forms	1,149	721	1,490	1,490	1,490	1,490	1,490	-	0.0%
31.005	Meeting Food & Beverage	161	-	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	19,565	-	-	-	-	-	-	-	n/a
41.xxx	Professional Service	66,216	35,673	28,300	28,300	33,300	33,300	33,300	5,000	17.7%
42.xxx	Communication	50,856	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	4,483	1,880	4,970	4,970	4,970	4,970	4,970	-	0.0%
44.xxx	Advertising	-	174	-	-	-	-	-	-	n/a
45.xxx	Operating Rental/Lease	44,522	-	-	-	-	-	-	-	n/a
48.xxx	Repairs & Maintenance	121,627	-	-	-	-	-	-	-	n/a
49.001	Membership Dues	3,059	1,085	1,370	1,370	1,370	1,370	1,370	-	0.0%
49.xxx	Other Charges & Services	524	1,175	-	-	-	900	900	900	n/a
5x.xxx	Intergovernmental	63,838	68,140	63,720	67,720	67,720	70,000	70,000	2,280	3.4%
9x.xxx	IS Charges - M&O	-	103,852	500	102,594	100,921	103,313	104,741	719	0.7%
9x.xxx	IS Charges - Reserves	-	-	-	4,302	2,158	5,885	5,885	1,583	36.8%
Subtotal Operating Exp:		\$ 2,018,636	\$ 979,952	\$1,009,730	\$1,120,126	\$1,116,309	\$1,073,178	\$1,096,315	\$ (46,948)	-4.2%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	461,173	3,992	-	9,785	9,785	25,007	10,659	15,222	155.6%
Subtotal One-time Exp:		\$ 461,173	\$ 3,992	\$ -	\$ 9,785	\$ 9,785	\$ 25,007	\$ 10,659	\$ 15,222	155.6%
Total Expenditures:		\$ 2,479,809	\$ 983,944	\$1,009,730	\$1,129,911	\$1,126,094	\$1,098,185	\$1,106,974	\$ (31,726)	-2.8%

Note: 2014 includes the Information Technology Division which was accounted for in the General Fund. As of 2015, the information function is accounted for as an internal service fund.

ADMINISTRATIVE SERVICES **NON-DEPARTMENTAL**

Responsible Manager: *Tho Kraus, Assistant City Manager/Finance Director*

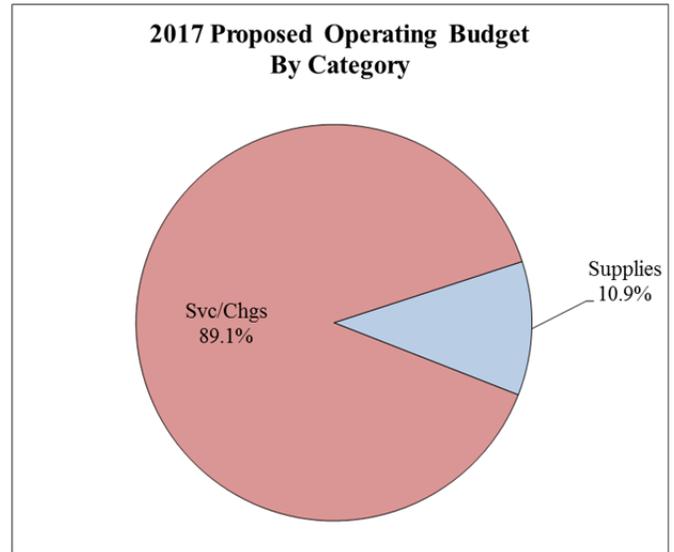
PURPOSE/DESCRIPTION

The purpose of the Non-Department section is to account for expenditures that are not specifically related to one department such as city-wide postage and bulk mail, paper and coffee and water supplies, and membership dues.

HIGHLIGHTS/CHANGES

The proposed operating budget totals \$132K in 2017 and \$132K in 2018. This is an increase of less than \$1K or 0.3% from the 2016 adjusted budget. Highlights of the 2017 proposed budget compared to the 2016 adjusted budget are as follows:

- Membership Dues – the increase is due to increase is due primarily to Association of Washington Cities membership fees.



REVENUE AND EXPENDITURE SUMMARY

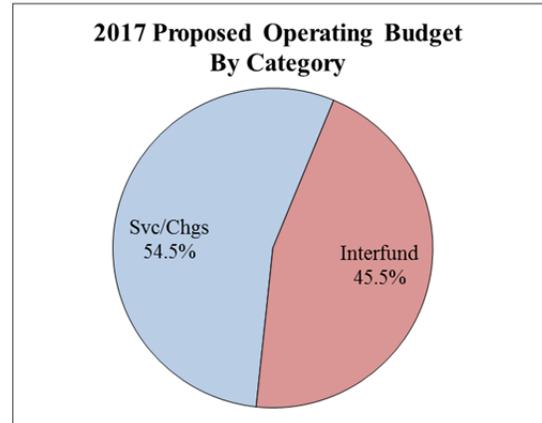
Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	General Government	\$ 1,116,284	\$ 132,402	\$ 2,249,930	\$ 131,290	\$ 131,290	\$ 131,720	\$ 131,720	430	0.3%
Total Revenues:		\$ 1,116,284	\$ 132,402	\$ 2,249,930	\$ 131,290	\$ 131,290	\$ 131,720	\$ 131,720	\$ 430	0.3%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	3,937	-	-	-	-	-	-	-	n/a
21.xxx	Benefits	673	-	-	-	-	-	-	-	n/a
31.xxx	Other Operating Supplies	21,505	14,420	14,400	14,400	14,400	14,400	14,400	-	0.0%
32.xxx	Fuel	791	-	-	-	-	-	-	-	n/a
41.xxx	Professional Service	23,353	-	-	-	-	-	-	-	n/a
42.xxx	Communication	-	56,186	57,020	57,020	57,020	57,020	57,020	-	0.0%
43/49.003	Travel & Training	(198)	-	-	-	-	-	-	-	n/a
45.xxx	Operating Rental/Lease	-	3,037	-	-	-	-	-	-	n/a
48.xxx	Repairs & Maintenance	1,053	-	-	-	-	-	-	-	n/a
49.001	Membership Dues	99,577	58,759	59,870	59,870	59,870	60,300	60,300	430	0.7%
49.xxx	Other Charges & Services	6,797	-	-	-	-	-	-	-	n/a
5x.xxx	Intergovernmental	38,496	-	-	-	-	-	-	-	n/a
9x.xxx	IS Charges - M&O	-	-	2,104,540	-	-	-	-	-	n/a
9x.xxx	IS Charges - Reserves	920,300	-	14,100	-	-	-	-	-	n/a
Subtotal Operating Exp:		\$ 1,116,284	\$ 132,402	\$ 2,249,930	\$ 131,290	\$ 131,290	\$ 131,720	\$ 131,720	\$ 430	0.3%
<i>Capital & One-time Funding:</i>										
Capital & 1-Time		-	-	-	-	-	-	-	-	n/a
Subtotal One-time Exp:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Total Expenditures:		\$ 1,116,284	\$ 132,402	\$ 2,249,930	\$ 131,290	\$ 131,290	\$ 131,720	\$ 131,720	\$ 430	0.3%

ADMINISTRATIVE SERVICES **HOTEL/MOTEL LODGING TAX**

Responsible Manager: *Tho Kraus, Assistant City Manager/Finance Director*

PURPOSE/DESCRIPTION

The lodging tax, also referred to as the hotel-motel tax is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks and similar facilities. The guiding principle for the use of lodging taxes is that they must be used for activities, operations and expenditures designed to increase tourism. Specifically, lodging taxes can be used for: tourism marketing; marketing and operations of special events and tourism-related facilities owned or operated by a municipality or a public facilities district; or operations of tourism-related facilities owned or operated by nonprofit organizations (RCW 67.28.1816). As of July 1, 2013, capital expenditures for tourism-related facilities owned by nonprofit organizations are no longer permitted expenditures of lodging tax funds.



The Lodging Tax Advisory Committee (LTAC) receives all applications for lodging tax revenue and recommends a list of candidates and funding levels to the City Council for final determination. The committee must have at least five members, appointed by the City Council. The committee membership must include at least two representatives of businesses that are required to collect the lodging tax, at least two people who are involved in activities that are authorized to be funded by this tax, and one elected city official who serves as chairperson of the committee. The number of committee members from organizations representing hotels and motels and the number of organizations involved in activities that can be funded must equal. In addition to reviewing applications for the use of lodging tax, the committee reviews and comments on any proposals to impose a new lodging tax, raise the rate of an existing tax, repeal an exemption from the lodging tax, or change the use of the tax proceeds.

All entities receiving lodging tax funds must provide information to their respective local government on the use of the funds. This includes local governments that directly use lodging tax funds for municipal purposes. Local governments are then, in turn, report this information annually to the Joint Legislative Audit and Review Committee (JLARC).

PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
# of lodging contracts managed	16	17	17	16	16

REVENUE AND EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
104	Special Hotel/Motel Lodging Tax	\$ 399,904	\$ 494,141	\$ 357,000	\$ 428,571	\$ 428,571	\$ 428,571	\$ 428,571	\$ -	0.0%
104	Transient Rental Income Tax	159,962	197,656	143,000	171,429	171,429	171,429	171,429	-	0.0%
104	Interest Earnings	1,255	2,920	-	-	-	-	-	-	n/a
Total Revenues:		\$ 561,121	\$ 694,717	\$ 500,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	0.0%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	14,429	2,292	-	-	-	-	-	-	n/a
21.xxx	Benefits	5,162	366	-	-	-	-	-	-	n/a
31.xxx	Other Operating Supplies	1,636	-	-	-	-	-	-	-	n/a
31.005	Meeting Food & Beverage	121	-	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	-	3,730	-	-	-	-	-	-	n/a
41.xxx	Professional Service	446,449	408,747	500,000	503,850	503,850	600,000	600,000	96,150	19.1%
43/49.003	Travel & Training	141	-	-	-	-	-	-	-	n/a
597	Interfund Transfers	-	35,000	-	400,000	400,000	500,000	50,000	100,000	25.0%
Subtotal Operating Exp:		\$ 467,938	\$ 450,135	\$ 500,000	\$ 903,850	\$ 903,850	\$ 1,100,000	\$ 650,000	\$ 196,150	21.7%
Total Expenditures:		\$ 467,938	\$ 450,135	\$ 500,000	\$ 903,850	\$ 903,850	\$ 1,100,000	\$ 650,000	\$ 196,150	21.7%

ADMINISTRATIVE SERVICES **FLEET & EQUIPMENT**

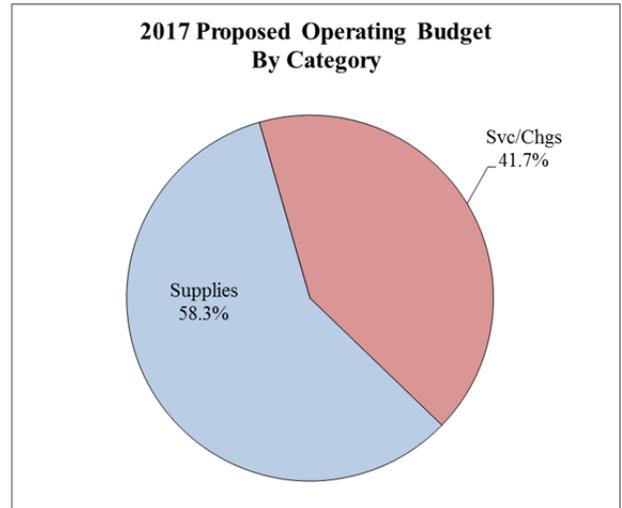
Responsible Manager: *Tho Kraus, Assistant City Manager/Finance Director*

PURPOSE/DESCRIPTION

The purpose of the Fleet & Equipment Fund is to account for all costs associated with operating, maintaining the City’s vehicles and motorized equipment. Fleet and equipment user charges are allocated to the operating funds based on usage.

GOAL/OBJECTIVE

- Ensure safe, available, and reliable vehicles and equipment



CAPITAL/1-TIME:

Dept	Description	Capital Purchase		Transfer to Gen Fund Proceeds from Sale		Transfer to Gen Fund Excess Reserves	
		2017 Proposed	2018 Proposed	2017 Proposed	2018 Proposed	2017 Proposed	2018 Proposed
		Police	Replace 2009 Ford Crown Victoria (Veh 15-22-098)	\$ 46,000	\$ -	\$ 2,000	\$ -
Police	Replace 2010 Ford Crown Victoria (Veh 15-22-431)	46,000	-	2,000	-	-	-
Police	Replace 2008 Ford F150 (Veh 15-21-031)	35,000	-	2,000	-	-	-
Police	Replace 2010 Ford Crown Victoria (Veh 15-22-428)	46,000	-	2,000	-	-	-
Police	Replace 2010 Ford Crown Victoria (Veh 15-30-423)	46,000	-	2,000	-	-	-
Police	Replace 2010 Ford Crown Victoria (Veh 15-70-432)	46,000	-	2,000	-	-	-
Police	Replace 2008 Ford Escape (Veh 15-10-014)	-	35,000	-	2,000	-	-
Police	Replace 2008 Chevy Trailblazer (Veh 15-21-030)	-	35,000	-	2,000	-	-
Police	Replace 2010 Ford Crown Victoria (Veh 15-22-429)	-	46,000	-	2,000	-	-
Police	Replace 2008 Ford Crown Victoria (Veh 15-70-022)	-	46,000	-	2,000	-	-
Police	Replace 2010 Ford Crown Victoria (Veh 15-22-430)	-	46,000	-	2,000	-	-
Parks	Replace 2006 John Deere Mower (Veh 42800)	60,000	-	2,000	-	-	-
Parks	Replace 2008 Ford F150 (Veh 42270)	28,000	-	2,500	-	-	-
Parks	Replace 2008 Ford Ranger (Veh 21-21-012)	28,000	-	2,500	-	-	-
Parks	Replace 1991 Pothole Patching Truck (Veh 21-21-603)	200,000	-	3,000	-	-	-
Parks	Surplus 2008 Chevy Express 15 Passenger Van Veh 42350	-	-	1,000	-	-	-
Parks	Surplus Trailer with Tar Pot	-	-	800	-	-	-
Parks	Replace Portable Stage (Purchased used in 2004	-	9,000	-	200	-	-
Parks	Replace 2007 Ford F150 (Veh 42260)	-	28,000	-	3,000	-	-
Parks	replace 1999 Ford E350 Step Van (Veh 42210)	-	40,000	-	2,000	-	-
Parks	Replace 2003 John Deere 1200A Bunker/Ball Field Rake	-	9,000	-	800	-	-
Parks	Surplus Pool Vehicle 2005 Dodge Caravan Veh 42100	-	-	2,000	-	22,000	-
Parks	Surplus Pool Vehicle 2011 Toyota Prius Veh 42110	-	-	6,000	-	18,125	-
Parks	Surplus Pool Vehicle 2011 Toyota Prius Veh 42120	-	-	6,000	-	18,125	-
City-wide	Transfer From Police to City Hall Pool 2013 Ford Focus Veh 40940	-	-	-	-	-	-
City-wide	Transfer From Police to City Hall Pool 2015 Ford Fusion Veh 40161	-	-	-	-	-	-
City-wide	Transfer From Police to City Hall Pool 2015 Ford Fusion Veh 40031	-	-	-	-	-	-
Parks	Purchase New Street Paint Striper	9,000	-	-	-	-	-
Parks	Purchase New Propane Infrared Burner	8,500	-	-	-	-	-
Parks	Purchase New Crack Sealer	63,000	-	-	-	-	-
Total		\$ 661,500	\$ 294,000	\$ 37,800	\$ 16,000	\$ 58,250	\$ -

ADMINISTRATIVE SERVICES FLEET & EQUIPMENT
Responsible Manager: Tho Kraus, Assistant City Manager/Finance Director

HIGHLIGHTS/CHANGES

The proposed operating budget totals \$756K in 2017 and \$756K in 2018. This is a decrease of 16.4% or \$149K from the 2016 adjusted budget. Highlights of the 2017 proposed budget compared to the 2016 adjusted budget are as follows:

- Fuel – the decrease is due to basing projections on historical usage and estimated increase cost.
- Repairs & Maintenance – the decrease is due to basing projections on historical usage and decreased need for major repairs & maintenance due to replacement of older and inefficient vehicles and equipment.

REVENUE AND EXPENDITURE SUMMARY

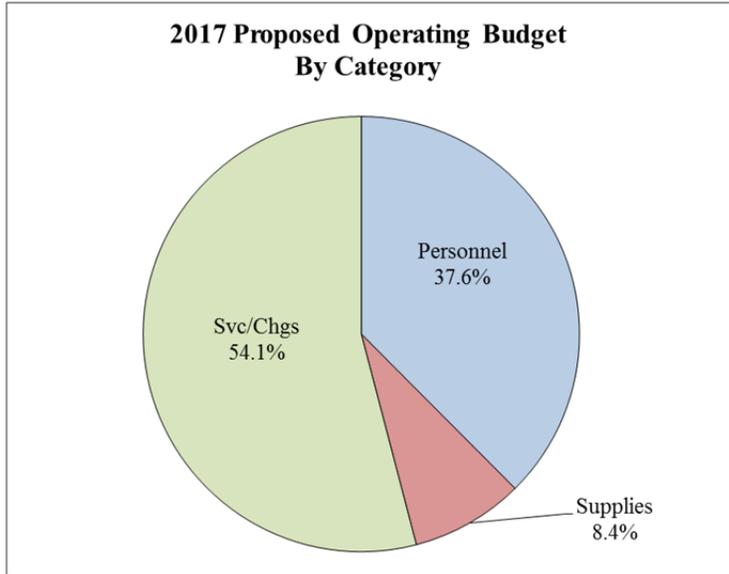
Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
501	M&O Revenue	\$ -	\$ 629,756	\$ 904,220	\$ 904,220	\$ 650,220	\$ 751,720	\$ 751,720	\$ (152,500)	n/a
501	Replacement Reserves	938,150	883,141	1,069,020	1,071,020	959,934	853,089	917,326	(217,931)	n/a
501	Interest Earnings	8,573	1,530	-	-	4,000	4,000	4,000	4,000	n/a
501	Insurance Recovery	88,294	-	-	-	-	-	-	-	n/a
501	Capital Contribution	-	-	-	-	-	80,500	-	80,500	n/a
501	Proceeds Sale of Assets	64,135	68,698	14,000	46,800	50,000	37,800	16,000	(9,000)	-19.2%
501	Transfer In-General Fund	-	-	-	233,239	233,239	-	-	(233,239)	-100.0%
Total Revenues		\$ 1,099,152	\$ 1,583,125	\$ 1,987,240	\$ 2,255,279	\$ 1,897,393	\$ 1,727,109	\$ 1,689,046	\$ (528,170)	-23.4%
<i>Expenditure Summary:</i>										
31.xxx	Other Operating Supplies	-	4,629	3,990	3,990	3,990	3,990	3,990	-	0.0%
32.xxx	Fuel	-	304,709	523,400	523,400	323,400	424,150	424,150	(99,250)	-19.0%
41.xxx	Professional Service	-	8,492	-	-	-	-	-	-	n/a
48.xxx	Repairs & Maintenance	-	313,456	376,830	376,830	326,830	327,580	327,580	(49,250)	-13.1%
Subtotal Operating Expenditures		\$ -	\$ 631,285	\$ 904,220	\$ 904,220	\$ 654,220	\$ 755,720	\$ 755,720	\$ (148,500)	-16.4%
<i>Capital & One-Time</i>										
	Capital - Vehicle & Equip	990,727	1,212,019	525,000	424,494	424,494	661,500	294,000	237,006	55.8%
	Transfer Out-General Fund	1,074,959	40,802	-	-	-	96,050	16,000	96,050	n/a
	Transfer Out-SWM Fund	31,237	-	-	-	-	-	-	-	n/a
	Transfer Out-Info Technology	-	110,050	-	123,189	123,189	-	-	(123,189)	-100.0%
Subtotal Capital & One-Time		\$ 2,096,923	\$ 1,362,871	\$ 525,000	\$ 547,683	\$ 547,683	\$ 757,550	\$ 310,000	\$ 209,867	38.3%
Total Expenditures		\$ 2,096,923	\$ 1,994,156	\$ 1,429,220	\$ 1,451,903	\$ 1,201,903	\$ 1,513,270	\$ 1,065,720	\$ 61,367	4.2%

ADMINISTRATIVE SERVICES **INFORMATION TECHNOLOGY**

Responsible Manager: *Kenneth White, Information Technology Manager*

PURPOSE/DESCRIPTION

The Information Technology Division provides: information systems services; technical services that support and enhance the city’s information systems and covers all data, hardware, and software which includes applications, operating systems, special systems, networks, employee training, equipment acquisition, database administration, programming and all other items related to the City’s computing needs; communications services including technical services, support, maintenance and enhancements for the City’s telephone system, cellular and other mobile devices, and building wire cable, wireless and other communications-related needs; and internet and intranet web services including developing and maintaining the City’s web, FTP (File Transfer Protocol) and VPN (Virtual Private Network) services, providing training for employees, monitoring system security, and developing interfaces. The division also provides geographical information services which include developing and maintaining the city’s spatial database, producing maps, analyzing data, generating reports, providing employee training, and developing user-friendly interfaces for employee and public to the city’s GIS (Geographical Information System).



GOALS/OBJECTIVES

- Support City goals and department objectives through automation
- Provide excellent customer service, employee support, and training
- Understand departments’ business processes and needs
- Streamline City operations through integration and systems automation
- Keep informed of technology trends, enhancements, and capabilities
- Seek new technology and apply where it is cost effective
- Provide stable and reliable information technology infrastructure
- Provide up-to-date hardware and software tools for employees
- Improve access to City services and information through the web and other online systems

PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
# of new systems implemented	n/a	14	7	10	5
# of users served	n/a	223	246	250	250
# of personal computers maintained	n/a	440	434	440	440
# of support calls received annually	n/a	3468	2756	3032	3335
# of applications maintained	n/a	76	135	144	150
# of servers maintained (LAN/WAN)	n/a	67	87	91	99
# of phones operated and maintained	550	544	515	515	515
% of IT system up-time during normal business hours	100%	100%	98%	99%	100%
% of communications up-time during normal business hours	100%	100%	100%	100%	100%

ADMINISTRATIVE SERVICES **INFORMATION TECHNOLOGY**

Responsible Manager: *Kenneth White, Information Technology Manager*

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Information Technology Manager	-	1.00	1.00	1.00	1.00	1.00	1.00	54
Information Technology Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	45
Information Technology Senior Engineer	1.00	-	-	-	-	-	-	43
Information Technology Engineer	2.00	-	-	-	-	-	-	40
Geographical Information System Specialist II	-	1.00	1.00	1.00	-	-	-	38
Geographical Information System Analyst	-	-	-	-	1.00	1.00	1.00	38
Information Technology Specialist I	0.85	1.00	1.00	1.00	-	-	-	32
Information Technology Specialist	-	-	-	-	1.00	1.00	1.00	32
Total Regular Staffing	4.85	4.00	4.00	4.00	4.00	4.00	4.00	
<i>Change from prior year</i>	n/a	(0.85)	-	-	-	-	-	

CAPITAL/1-TIME

Item	2017 Proposed	2018 Proposed
Primary & Secondary Data Center:		
Network - Switches & Routers	\$ 160,000	\$ -
Server/Harward Upgrades	30,000	-
Disaster Recovery/Co-Location Implementation (Police Station)	30,000	-
Firewall & Intrusion Detection Systems	-	50,000
City Council Chambers Technology	126,000	-
Computer Replacement	138,750	138,750
Document Management, Work Flow & Paperless System:		
Municipal Court Workflow System	50,000	-
Legal Workflow System	50,000	-
Document Mangement System - Electronic Records	150,000	150,000
Website Enhancement	15,000	-
Vulnerability & Penetration Testing	35,000	-
Wireless Access Points (Wi-Fi)	10,000	-
Total	\$ 794,750	\$ 338,750

ADMINISTRATIVE SERVICES **INFORMATION TECHNOLOGY**

Responsible Manager: *Kenneth White, Information Technology Manager*

HIGHLIGHTS/CHANGES

The proposed operating budget totals \$1.29M in 2017 and \$1.35M in 2018. This is an increase of 12.8% or \$146K from the 2016 adjusted operating budget. Highlights of the 2017 proposed operating budget compared to the 2016 adjusted operating budget are as follows:

- Salary & Wages – the decrease is due to higher projections in 2016 than actual compensation.
- Benefits – the increase is due to a combination of anticipated medical rate increases employee medical benefit selection changes.
- Other Supplies – the increase is due to the addition of tape media for backup to meet retention policy.
- Printer & Copier Supplies – the decrease is due to reallocating funds to operating rental/lease to cover the cost per page that is accounted for as part of the operating rental/lease.
- Small Tools/Minor Equipment – the increase is due primarily to the addition of enterprise web filtering system.
- Professional Services – the decrease is due to reclassification from professional services to repairs & maintenance.
- Communications – the decrease is based on historical usage.
- Travel & Training – the increase is due to allocating funds for training to keep up with technology changes.
- Operating Rental/Lease – the increase is due primarily due to reallocating funds from printer & copier supplies for cost per page, which includes increases for high volume of public disclosure requests.
- Repairs & Maintenance – the increase is due primarily to computer hardware and software maintenance for ongoing costs related to implementation of various strategic plan items such as systems storage, system monitoring programs, remote access and virtualization, disaster recovery and co-location, law enforcement digital media, video surveillance and in-car camera. Also, reclassification from professional services to repairs and maintenance.
- Other Charges & Services – the increase is due to primarily to addition of ongoing costs for approved strategic plan items, such as asset management system annual subscription.

ADMINISTRATIVE SERVICES **INFORMATION TECHNOLOGY**

Responsible Manager: *Kenneth White, Information Technology Manager*

REVENUE AND EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
503	M&O Revenue	\$ -	\$1,007,671	\$1,069,950	\$1,147,293	\$1,147,293	\$1,293,748	\$1,351,798	146,455	12.8%
503	Interest/Other	-	1,782	-	-	-	-	-	-	n/a
503	IT Reserves	-	-	-	22,500	22,500	22,500	22,500	-	0.0%
503	Contributed Capital	-	202,102	-	141,973	139,473	794,750	338,750	652,777	459.8%
503	Proceeds from Capital Lease	-	57,295	-	-	-	-	-	-	n/a
503	Transfer In - Fleet & Equip	-	110,050	-	123,189	123,189	-	-	(123,189)	-100.0%
Total Revenues:		\$ -	\$ 1,378,901	\$ 1,069,950	\$ 1,434,955	\$ 1,432,455	\$ 2,110,998	\$ 1,713,048	\$ 676,043	47.1%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	-	328,134	355,940	355,938	355,938	342,428	346,828	(13,510)	-3.8%
21.xxx	Benefits	-	152,785	139,470	139,470	139,470	141,160	147,440	1,690	1.2%
31.xxx	Other Supplies	-	20,098	4,000	12,500	12,500	27,520	27,520	15,020	120.2%
31.002	Printer & Copier Supplies	-	15,050	34,000	34,000	34,000	20,000	20,000	(14,000)	-41.2%
35.xxx	Small Tools/Minor Equip	-	71,592	39,850	36,950	36,950	60,500	60,500	23,550	63.7%
41.xxx	Professional Service	-	29,727	10,000	23,635	23,635	9,410	9,410	(14,225)	-60.2%
42.xxx	Communication	-	200,673	239,450	252,650	252,650	203,600	203,600	(49,050)	-19.4%
43/49.003	Travel & Training	-	-	-	-	-	6,000	6,000	6,000	n/a
45.xxx	Operating Rental/Lease	-	52,089	52,500	52,500	52,500	74,730	74,730	22,230	42.3%
48.xxx	Repairs & Maintenance	-	138,030	187,490	232,400	232,400	329,670	377,040	97,270	41.9%
49.001	Membership Dues	-	-	-	-	-	100	100	100	n/a
49.xxx	Other Charges & Services	-	1,276	7,250	7,250	7,250	78,630	78,630	71,380	984.6%
Subtotal Operating Exp:		\$ -	\$ 1,009,454	\$ 1,069,950	\$ 1,147,293	\$ 1,147,293	\$ 1,293,748	\$ 1,351,798	\$ 146,455	12.8%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	-	308,499	-	323,607	323,607	794,750	338,750	471,143	145.6%
Subtotal One-time Exp:		\$ -	\$ 308,499	\$ -	\$ 323,607	\$ 323,607	\$ 794,750	\$ 338,750	\$ 471,143	145.6%
Total Expenditures:		\$ -	\$ 1,317,953	\$ 1,069,950	\$ 1,470,900	\$ 1,470,900	\$ 2,088,498	\$ 1,690,548	\$ 617,598	42.0%

Note: 2014 includes the Information Technology Division which was accounted for in the General Fund. As of 2015, the information function is accounted for as an internal service fund.

ADMINISTRATIVE SERVICES **HUMAN RESOURCES**

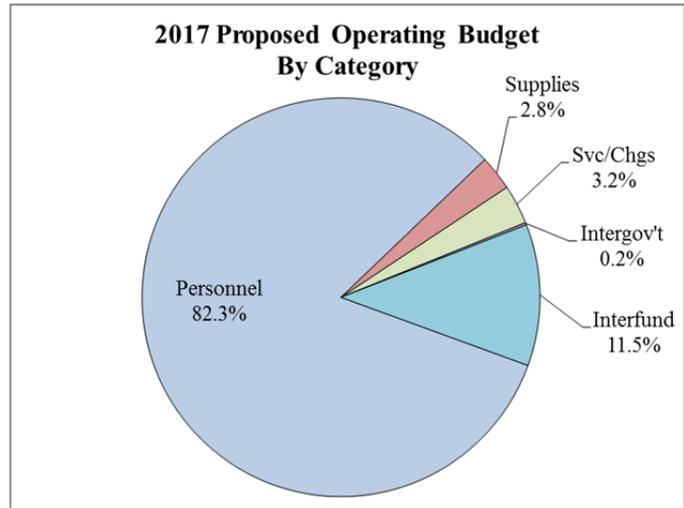
Responsible Manager: *Mary McDougal, Human Resources Director*

PURPOSE/DESCRIPTION

The Human Resources Division provides human resources functional expertise, support, and risk management coordination support to management and employees so City departments can successfully deliver efficient and cost-effective government services to citizens. The purpose is to develop and administer fair and equitable human resources and risk management systems, which are in alignment with City goals, and objectives, balance the needs of employees and the City, and ensure compliance with applicable rules and regulations.

GOALS/OBJECTIVES

- Attract and retain a highly qualified, diverse workforce.
- Foster amicable employee/labor relations.
- Promote employee safety, wellness and high productivity and performance.
- Ensure compliance with laws and regulations.
- Maintain consistency and fairness when implementing and administering policy decisions and direction.



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
Percentage of bargaining units (n=4) with current (unexpired) collective bargaining agreements (averaged over 4 quarters)	100%	100%	94%	94%	100%
Voluntary employee turnover rate	<15%	11%	15%	15%	15%
Number of recruitments per HR Analyst	n/a	17	44	35	35
Average number of applications received per position recruitment	n/a	65	65	75	75
Average number of days to create civil service eligibility list	<60	52	50	60	60
Average number of days to complete external non-civil service recruitment	<45	40	44	45	45
Average percentage of employees hired in same period in prior year	100%	81%	85%	90%	90%
Percentage of City-wide budgeted FTEs filled (for 2017/18 n=??)	100%	97%	98%	98%	98%
Percentage of EEO job and gender/race categories (n =112) where workforce underutilization rate is less than 3% (averaged over 4	100%	83%	85%	90%	90%
Completion percentage of performance evaluations due	100%	n/a	75%	90%	90%

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Human Resources Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	62
Human Resources Analyst	2.00	2.00	2.00	2.00	2.00	2.00	2.00	38
Human Resources Technician	-	-	-	1.00	1.00	1.00	1.00	25
Administrative Assistant	1.00	1.00	1.00	-	-	-	-	25
Senior Office Assistant	1.00	-	-	-	-	-	-	18
Total Regular Staffing	5.00	4.00	4.00	4.00	4.00	4.00	4.00	
<i>Change from prior year</i>	n/a	(1.00)	-	-	-	-	-	

ADMINISTRATIVE SERVICES **HUMAN RESOURCES**

Responsible Manager: *Mary McDougal, Human Resources Director*

HIGHLIGHTS/CHANGES

The proposed operating budget totals \$543K in 2017 and \$559K in 2018. This is an increase of 6.9% or \$35K from the 2016 adjusted operating budget. Highlights of the 2017 proposed budget compared to the 2016 adjusted operating budget are as follows:

- Benefits – the increase is due to a combination of anticipated medical rate increase and employee selection of medical benefits.
- Professional Services – the increase is due primarily to professional services for labor relations and addition of the volunteer recognition program not previously budgeted.

REVENUE AND EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	General Government	\$1,427,162	\$ 510,516	\$455,720	\$ 508,032	\$ 506,695	\$ 564,492	\$566,404	56,460	11.1%
Total Revenues:		\$ 1,427,162	\$ 510,516	\$ 455,720	\$ 508,032	\$ 506,695	\$ 564,492	\$ 566,404	\$ 56,460	11.1%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	356,548	333,908	328,050	328,050	328,050	329,847	339,743	1,797	0.5%
11.002/4	Overtime	299		1,000	1,000	1,000	1,000	1,000	-	0.0%
21.xxx	Benefits	111,199	100,738	95,470	95,470	95,470	116,252	121,682	20,782	21.8%
31.xxx	Other Supplies	11,067	3,823	14,100	14,100	14,100	14,225	14,225	125	0.9%
31.003/00	Forms & Publications	44	-	-	-	-	-	-	-	n/a
31.005	Meeting Food & Beverage	1,315	860	1,000	1,000	1,000	1,200	1,200	200	20.0%
41.xxx	Professional Service	11,188	8,081	2,700	2,700	2,700	11,175	11,175	8,475	313.9%
43/49.003	Travel & Training	3,095	2,418	4,750	4,750	4,750	4,750	4,750	-	0.0%
44.xxx	Advertising	1,194	-	300	300	300	300	300	-	0.0%
46.xxx	Risk Assessment (WCIA)	925,475	-	-	-	-	-	-	-	n/a
49.001	Membership Dues	1,021	665	800	800	800	800	800	-	0.0%
49.xxx	Other Charges & Services	-	160	-	-	-	280	280	280	n/a
5x.xxx	Intergovernmental	198	-	1,050	1,050	1,050	1,050	1,050	-	0.0%
9x.xxx	IS Charges - M&O	-	59,863	6,500	56,434	55,564	58,569	59,489	2,135	3.8%
9x.xxx	IS Charges - Reserves	-	-	-	2,378	1,911	3,775	3,775	1,397	58.7%
Subtotal Operating Exp:		\$ 1,422,643	\$ 510,516	\$ 455,720	\$ 508,032	\$ 506,695	\$ 543,223	\$ 559,469	\$ 35,191	6.9%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	4,519	-	-	-	-	21,269	6,935	21,269	n/a
Subtotal One-time Exp:		\$ 4,519	\$ -	\$ -	\$ -	\$ -	\$ 21,269	\$ 6,935	\$ 21,269	n/a
Total Expenditures:		\$ 1,427,162	\$ 510,516	\$ 455,720	\$ 508,032	\$ 506,695	\$ 564,492	\$ 566,404	\$ 56,460	11.1%

ADMINISTRATIVE SERVICES **RISK MANAGEMENT**

Responsible Manager: *Mary McDougal, Human Resources Director*

PURPOSE/DESCRIPTION

The City of Lakewood is a member of the Washington Cities Insurance Authority (WCIA). WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring and/or jointly contracting for risk management services.

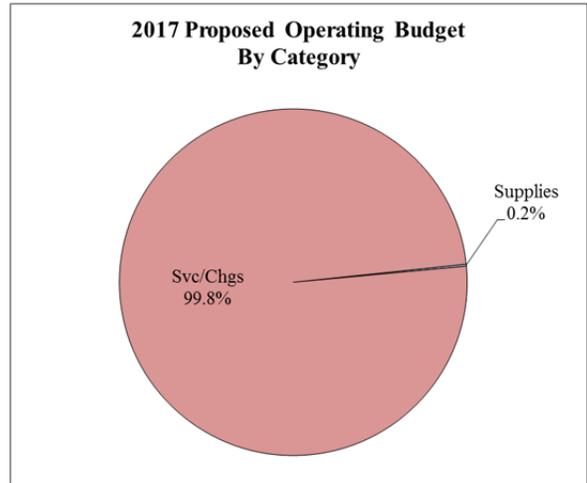
Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, public officials’ errors or omissions, stop gap, and employee benefits liability. Limits are \$4 million per occurrence self-insured layer, and \$16 million per occurrence in the re-insured excess layer. The excess layer is insured by the purchase of reinsurance and insurance and is subject to aggregate limits. Total limits are \$20 million per occurrence subject to aggregate sub-limits in the excess layers. The Board of Directors determines the limits and terms of coverage annually.

Insurance coverage for property, automobile physical damage, fidelity, inland marine, and boiler and machinery are purchased on a group basis. Various deductibles apply by type of coverage. Property insurance and auto physical damage are self-funded from the members’ deductible to \$750,000, for all perils other than flood and earthquake, and insured above that amount by the purchase of insurance.

In-house services include risk management consultation, loss control field services, claims, pre-defense and litigation administration, and loss analyses. WCIA contracts for the claims investigation consultants for personnel issues and land use problems, insurance brokerage, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, and administrative expenses. As outlined in the inter-local agreement, WCIA retains the right to additionally assess the membership for any funding shortfall.

WCIA extends generous services to its members such as risk management education and comprehensive risk field services. These services combined with aggressive claims and litigation, allows the WCIA team to respond effectively to member needs. WCIA intentionally assumes the “working layer of losses: with limited reliance upon reinsurance for catastrophic losses. All of this makes for a complete pre- and post-loss management program.



GOALS/OBJECTIVES

- Provide risk management coordination support to timely identify and address risks through WCIA services.
- Increase employee awareness of risk management best practices, policies, procedures and resources

PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
Number of safety and risk management-related plans, policies & procedures reviewed and updated	5	1	4	5	5
Percentage of City facilities (n=5) inspected for safety (average of 4 quarters)	100%	0%	50%	100%	100%
Number of new workers compensation claims city-wide	n/a	29	25	20	20
Number of new workers compensation claims - fully commissioned officers	n/a	26	20	15	15
Number of new workers compensation claims per 100 FTEs	<12	13.5	11	9	9
Workers compensation experience factor	<.9500	0.8585	1.0046	1.0000	1.0000
Work days missed due to job-related injuries or illness	0	185	156	100	100

ADMINISTRATIVE SERVICES **RISK MANAGEMENT**

Responsible Manager: *Mary McDougal, Human Resources Director*

HIGHLIGHTS/CHANGES

The proposed operating budget totals \$1.25M in 2017 and \$1.25M in 2018. This is an increase of 6.9% or \$81K from the 2016 adjusted operating budget. These expenditures are offset by M&O charges to the individual departments to which the expenditures relate. Highlights of the 2017 proposed operating budget compared to the 2016 adjusted operating budget are as follows:

- Risk Assessment (WCIA) – increase due to increases in insurance premiums, due primarily to claims from previous years.
- Repairs & Maintenance –the decrease is due to third party claims expense.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
	M&O Revenue	\$ -	\$1,250,348	\$ 778,980	\$1,096,142	\$1,076,142	\$ 1,176,972	\$ 1,176,972	80,830	7.4%
	AWC Retro Refund	-	23,878	-	24,000	24,000	24,000	24,000	-	0.0%
	Insurance Recovery	-	51,778	-	50,000	70,000	50,000	50,000	-	0.0%
	Total Revenues:	\$ -	\$ 1,326,004	\$ 778,980	\$ 1,170,142	\$ 1,170,142	\$ 1,250,972	\$ 1,250,972	\$ 80,830	6.9%
<i>Expenditure Summary:</i>										
31.xxx	Other Operating Supplies	-	977	2,500	2,500	2,500	2,500	2,500	-	0.0%
41.xxx	Professional Service	-	43,289	25,650	25,650	29,826	24,650	24,650	(1,000)	-3.9%
43/49.003	Travel & Training	-	-	300	300	300	300	300	-	0.0%
46.xxx	Risk Assessment (WCIA)	-	835,200	750,000	987,500	994,123	1,072,992	1,072,992	85,492	8.7%
48.xxx	Repairs & Maintenance	-	154,256	530	154,192	143,393	150,530	150,530	(3,662)	-2.4%
49.xxx	Other Charges & Services	-	359	-	-	-	-	-	-	n/a
	Subtotal Operating Exp:	\$ -	\$ 1,034,081	\$ 778,980	\$ 1,170,142	\$ 1,170,142	\$ 1,250,972	\$ 1,250,972	\$ 80,830	6.9%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	-	291,920	-	-	-	-	-	-	n/a
	Subtotal One-time Exp:	\$ -	\$ 291,920	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
	Total Expenditures:	\$ -	\$ 1,326,001	\$ 778,980	\$ 1,170,142	\$ 1,170,142	\$ 1,250,972	\$ 1,250,972	\$ 80,830	6.9%



This page left intentionally blank.

2017/2018
Budget Line Item Detail

2017/2018 Budget Detail
ADMINISTRATIVE SERVICES - FINANCE

001.0000.04.514.20.11.011	TEMPORARY WORKER WAGES	2017	2018
CAFR ASSISTANCE	\$	6,500	\$ 6,500
	Subtotal:	\$ 6,500	\$ 6,500
001.0000.04.514.20.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
ACCOUNTS PAYABLE CHECK STOCK	\$	200	\$ 200
ACCOUNTS PAYABLE ENVELOPES	\$	225	\$ 225
ACCOUNTS RECEIVABLE ENVELOPES	\$	75	\$ 75
GENERAL OFFICE SUPPLIES	\$	300	\$ 300
PAYROLL ENVELOPES	\$	80	\$ 80
	Subtotal:	\$ 880	\$ 880
001.0000.04.514.20.31.003	OFFICE FORMS	2017	2018
1099 FORMS	\$	50	\$ 50
PET LICENSE TAGS QTY 5300	\$	800	\$ 800
W2 FORMS	\$	20	\$ 20
	Subtotal:	\$ 870	\$ 870
001.0000.04.514.20.31.004	OFFICE PUBLICATIONS	2017	2018
GOVERNMENTAL ACCOUNTING, AUDITING & FINANCIAL REPORTING BOOKS	\$	315	\$ 315
GOVERNMENTAL ACCOUNTING, AUDITING & FINANCIAL NEWSLETTER	\$	55	\$ 55
FINANCE MANUALS	\$	250	\$ 250
	Subtotal:	\$ 620	\$ 620
001.0000.04.514.20.41.001	PROFESSIONAL SERVICES	2017	2018
MICRO-FLEX TAX AUDIT PROGRAM , OFFSET BY TAX	\$	1,800	\$ 1,800
PUBLIC FINANCE LID ADMINISTRATION	\$	1,000	\$ 1,000
	Subtotal:	\$ 2,800	\$ 2,800
001.0000.04.514.20.41.064	BANKING CHARGES	2017	2018
BANKING SERVICE FEES /NET OF EARNINGS CREDIT	\$	30,000	\$ 30,000
SAFEKEEPING / CUSTODY FEES	\$	500	\$ 500
	Subtotal:	\$ 30,500	\$ 30,500
001.0000.04.514.20.43.001	TRANSPORTATION CHARGES	2017	2018
GOVERNMENT FINANCE OFFICERS ASSOC. ANNUAL CONFERENCE	\$	500	\$ 500
	Subtotal:	\$ 500	\$ 500
001.0000.04.514.20.43.002	LODGING CHARGES	2017	2018
GOVERNMENT FINANCE OFFICERS ASSOC. ANNUAL CONFERENCE	\$	560	\$ 560
WASHINGTON FINANCE OFFICERS ASSOC. ANNUAL CONFERENCE	\$	400	\$ 400
WASHINGTON PUBLIC TREASURERS ASSOC. ANNUAL CONFERENCE	\$	400	\$ 400
	Subtotal:	\$ 1,360	\$ 1,360
001.0000.04.514.20.43.003	MILEAGE REIMBURSEMENTS	2017	2018
WA FINANCE OFFICERS & WA PUBLIC TREASURERS ANNUAL CONFERENCE	\$	400	\$ 400
	Subtotal:	\$ 400	\$ 400
001.0000.04.514.20.43.004	CONFERENCE MEALS	2017	2018
WASHINGTON FINANCE OFFICERS ASSOC. ANNUAL CONFERENCE	\$	150	\$ 150
WASHINGTON PUBLIC TREASURERS ASSOC. ANNUAL CONFERENCE	\$	150	\$ 150
	Subtotal:	\$ 300	\$ 300
001.0000.04.514.20.49.001	MEMBERSHIPS & DUES	2017	2018
GOVERNMENT FINANCE OFFICERS ASSOC.	\$	600	\$ 600
PUGET SOUND FINANCE OFFICERS ASSOC.	\$	100	\$ 100
WASHINGTON CITY/COUNTY MANAGEMENT ASSOC.	\$	170	\$ 170
WASHINGTON FINANCE OFFICERS ASSOC.	\$	400	\$ 400
WASHINGTON PUBLIC TREASURERS ASSOC.	\$	100	\$ 100
	Subtotal:	\$ 1,370	\$ 1,370

2017/2018 Budget Detail
ADMINISTRATIVE SERVICES - FINANCE

001.0000.04.514.20.49.003	REGISTRATION		2017	2018
	GENERALLY ACCEPTED ACCOUNTING PRINCIPLES UPDATE	\$	180	\$ 180
	GOVERNMENT FINANCE OFFICERS ANNUAL CONFERENCE	\$	380	\$ 380
	NON-CONFERENCE TRAINING	\$	900	\$ 900
	PUGET SOUND FINANCE OFFICERS ASSOC. MONTHLY MEETING	\$	300	\$ 300
	WASHINGTON FINANCE OFFICERS ASSOC. ANNUAL CONFERENCE	\$	325	\$ 325
	WASHINGTON PUBLIC TREASURERS ASSOC. ANNUAL CONFERENCE	\$	325	\$ 325
	Subtotal:	\$	2,410	\$ 2,410
001.0000.04.514.20.49.017	MISCELLANEOUS		2017	2018
	GFOA AWARD PROGRAM SUBMITTAL - CAFR	\$	450	\$ 450
	GFOA AWARD PROGRAM - BUDGET SUBMITTAL	\$	450	\$ -
	OTHER POTENTIAL AWARD PROGRAM SUBMITTALS	\$	-	\$ 450
	Subtotal:	\$	900	\$ 900
001.0000.04.514.20.51.048	AUDITING CHARGES		2017	2018
	ANNUAL WASHINGTON STATE AUDITOR'S OFFICE AUDIT	\$	70,000	\$ 70,000
	Subtotal:	\$	70,000	\$ 70,000
	Total Budget:	\$	119,410	\$ 119,410

2017/2018 Budget Detail
ADMINISTRATIVE SERVICES - NON-DEPARTMENTAL

001.0000.99.513.10.49.001	MEMBERSHIPS/DUES	2017	2018
AIR FORCE ASSOCIATION COMMUNITY PARTNER DUES	\$ 180	\$ 180	
ASSOC OF US ARMY DUES	\$ 150	\$ 150	
LAKWOOD CHAMBER OF COMMERCE DUES	\$ 700	\$ 700	
PIERCE COUNTY CITIES & TOWNS ASSOC. DUES	\$ 50	\$ 50	
PIERCE COUNTY REGIONAL COUNCIL DUES	\$ 1,500	\$ 1,500	
SISTER CITIES INTL DUES	\$ 75	\$ 75	
Subtotal:	\$ 2,655	\$ 2,655	
001.0000.99.518.40.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
PAPER/LETTERHEAD	\$ 10,000	\$ 10,000	
WATER/MEETING COFFEE SUPPLIES	\$ 4,400	\$ 4,400	
Subtotal:	\$ 14,400	\$ 14,400	
001.0000.99.518.40.42.002	POSTAGE	2017	2018
POSTAGE	\$ 57,020	\$ 57,020	
Subtotal:	\$ 57,020	\$ 57,020	
001.0000.99.518.40.49.001	MEMBERSHIPS/DUES	2017	2018
ASSOCIATION OF WASHINGTON CITIES	\$ 41,030	\$ 41,030	
COSTCO MEMBERSHIP	\$ 110	\$ 110	
PUGET SOUND REGIONAL COUNCIL	\$ 16,505	\$ 16,505	
Subtotal:	\$ 57,645	\$ 57,645	
Total Budget:	\$ 131,720	\$ 131,720	

2017/2018 Budget Detail

ADMINISTRATIVE SERVICES - FLEET & EQUIPMENT (ONGOING)

501.0000.51.521.10.32.001	FLEET VEHICLE GASOLINE	2017	2018
POLICE FUEL - 117,000 GALLONS @ \$3 PER GALLON		\$ 350,000	\$ 350,000
Subtotal:		\$ 350,000	\$ 350,000
501.0000.51.521.10.48.005	REPAIRS & MAINTENANCE	2017	2018
REPAIRS & MAINTENANCE FOR POLICE VEHICLES & EQUIPMENT		\$ 276,080	\$ 276,080
Subtotal:		\$ 276,080	\$ 276,080
501.0000.51.548.79.31.006	FLEET VEHICLE OPERATING SUPPLIES	2017	2018
OPERATING SUPPLIES FOR CITY HALL FLEET & EQUIPMENT		\$ 3,990	\$ 3,990
Subtotal:		\$ 3,990	\$ 3,990
501.0000.51.548.79.32.001	FLEET VEHICLE GASOLINE	2017	2018
FUEL FOR CITY HALL FLEET & EQUIPMENT		\$ 66,200	\$ 66,200
CRACK SEALER		\$ 750	\$ 750
Subtotal:		\$ 66,950	\$ 66,950
501.0000.51.548.79.32.002	FLEET VEHICLE DIESEL	2017	2018
PARKS FT. STEILACOOM		\$ 3,700	\$ 3,700
PARKS GENERAL		\$ 3,500	\$ 3,500
Subtotal:		\$ 7,200	\$ 7,200
501.0000.51.548.79.48.005	REPAIRS & MAINTENANCE	2017	2018
REPAIRS & MAINTENANCE FOR CITY HALL VEHICLES & EQUIPMENT		\$ 50,750	\$ 50,750
CRACK SEALER		\$ 750	\$ 750
Subtotal:		\$ 51,500	\$ 51,500
Total Budget:		\$ 755,720	\$ 755,720

2017/2018 Budget Detail
ADMINISTRATIVE SERVICES - FLEET & EQUIPMENT (1-TIME)

501.9999.51.594.21.64.005	VEHICLE	2017	2018
	REPLACE 2009 FORD CROWN VICTORIA (VEH 15-22-098)	\$ 46,000	\$ -
	REPLACE 2010 FORD CROWN VICTORIA (VEH 15-22-431)	\$ 46,000	\$ -
	REPLACE 2008 FORD F150 (VEH 15-21-031)	\$ 35,000	\$ -
	REPLACE 2010 FORD CROWN VICTORIA (VEH 15-22-428)	\$ 46,000	\$ -
	REPLACE 2010 FORD CROWN VICTORIA (VEH 15-30-423)	\$ 46,000	\$ -
	REPLACE 2010 FORD CROWN VICTORIA (VEH 15-70-432)	\$ 46,000	\$ -
	REPLACE 2008 FORD ESCAPE (VEH 15-10-014)	-	\$ 35,000
	REPLACE 2008 CHEVY TRAILBLAZER (VEH 15-21-030)	-	\$ 35,000
	REPLACE 2010 FORD CROWN VICTORIA (VEH 15-22-429)	-	\$ 46,000
	REPLACE 2008 FORD CROWN VICTORIA (VEH 15-70-022)	-	\$ 46,000
	REPLACE 2010 FORD CROWN VICTORIA (VEH 15-22-430)	-	\$ 46,000
	Subtotal:	\$ 265,000	\$ 208,000
501.9999.51.594.48.64.005	VEHICLE	2017	2018
	REPLACE 2008 FORD F150 (VEH 42270)	\$ 28,000	\$ -
	REPLACE 2008 FORD RANGER (VEH 21-21-012)	\$ 28,000	\$ -
	REPLACE 1991 POTHOLE PATCHING TRUCK (VEH 21-21-603)	\$ 200,000	\$ -
	REPLACE 2007 FORD F150 (VEH 42260)	\$ -	\$ 28,000
	REPLACE 1999 FORD E350 STEP VAN (VEH 42210)	-	\$ 40,000
	Subtotal:	\$ 256,000	\$ 68,000
501.9999.51.594.48.64.006	HEAVY EQUIPMENT	2017	2018
	REPLACE 2006 JOHN DEERE MOWER (VEH 42800)	\$ 60,000	\$ -
	REPLACE PORTABLE STAGE (PURCHASED USED IN 2004)	\$ -	\$ 9,000
	REPLACE 2003 JOHN DEERE 1200A BUNKER/BALL FIELD RAKE	-	\$ 9,000
	PURCHASE NEW STREET PAINT STRIPER	\$ 9,000	\$ -
	PURCHASE NEW PROPANE INFRARED BURNER	\$ 8,500	\$ -
	PURCHASE NEW CRACK SEALER	\$ 63,000	\$ -
	Subtotal:	\$ 140,500	\$ 18,000
501.9999.51.597.02.00.001	TRANSFER TO GENERAL FUND	2017	2018
	TRANSFER TO GENERAL FUND - EXCESS RESERVES FROM SURPLUS	\$ 58,250	\$ -
	TRANSFER TO GENERAL FUND - PROCEEDS FROM SALE OF ASSETS	\$ 37,800	\$ 16,000
	Subtotal:	\$ 96,050	\$ 16,000
	Total Budget:	\$ 757,550	\$ 310,000

2017/2018 Budget Detail

ADMINISTRATIVE SERVICES - INFORMATION TECHNOLOGY (ONGOING)

503.0000.04.518.80.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
	CW-OFFICE & OPERATING SUPPLIES	\$ 25,000	\$ 25,000
	PD-CELLULAR ACCESSORIES & REPLACEMENT ITEMS	\$ 2,520	\$ 2,520
	Subtotal:	\$ 27,520	\$ 27,520
503.0000.04.518.80.31.002	PRINTER AND COPIER SUPPLIES	2017	2018
	CW-PRINTER TONER - MACHINES NOT UNDER CONTRACT	\$ 20,000	\$ 20,000
	Subtotal:	\$ 20,000	\$ 20,000
503.0000.04.518.80.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
	CW-REPLACEMENT HARDWARE OVER \$500	\$ 11,500	\$ 11,500
	Subtotal:	\$ 11,500	\$ 11,500
503.0000.04.518.80.35.003	COMPUTER SOFTWARE	2017	2018
	CW-DNS SERVERS TO MANAGE NETWORK RESOURCES	\$ 500	\$ 500
	CW-MICROSOFT ENTERPRISE AGREEMENT RENEWAL	\$ 15,000	\$ 15,000
	Subtotal:	\$ 15,500	\$ 15,500
503.0000.04.518.80.35.030	COMPUTER HARDWARE REPLACEMENT	2017	2018
	CW-COMPUTER HARDWARE REPLACEMENT	\$ 25,000	\$ 25,000
	CW-ENTERPRISE WEB FILTERING SYSTEM (IBOSS)	\$ 8,500	\$ 8,500
	Subtotal:	\$ 33,500	\$ 33,500
503.0000.04.518.80.41.001	PROFESSIONAL SERVICE	2017	2018
	CW-GENERAL SERVICES NOT UNDER WARRANTY	\$ 7,500	\$ 7,500
	PD-AMERICAN MESSAGING COURIER SERVICES	\$ 1,910	\$ 1,910
	Subtotal:	\$ 9,410	\$ 9,410
503.0000.04.518.80.42.001	TELECOMMUNICATIONS	2017	2018
	CC-VERIZON DATA CHARGES FOR TABLETS 7 IPADS	\$ 1,500	\$ 1,500
	CED-VERIZON CELLULAR CHARGES 6 PHONES, 2 MIFI	\$ 4,000	\$ 4,000
	CED-VERIZON CELLULAR CHARGES 9 IPADS-COMMISSION	\$ 4,400	\$ 4,400
	CM-VERIZON CELL CHARGES 2 PHONES, 1 IPAD, 1 AIRCARD	\$ 2,300	\$ 2,300
	COMM-VERIZON CELLULAR CHARGES 1 PHONE, 1 AIRCARD	\$ 1,200	\$ 1,200
	CW-PRIMARY INTERNET GATEWAY VIA OPTICFUSION	\$ 20,500	\$ 20,500
	CW-SECONDARY INTERNET GATEWAY & GUEST NETWORK	\$ 11,000	\$ 11,000
	CW-VERIZON CELL CHARGES IT 3 PHONE, 2 IPAD, 6 AIRCARD	\$ 2,500	\$ 2,500
	FI-VERIZON CELLULAR CHARGES 1 PHONE	\$ 700	\$ 700
	LG-VERIZON CELL CHARGES 1 IPAD, 4 PHONES, 1 AIRCARD	\$ 3,300	\$ 3,300
	MC-VERIZON CELLULAR CHARGES 2 PHONES	\$ 1,100	\$ 1,100
	PD-BACK UP SATELLITE PHONE FOR EMERGENCIES	\$ 600	\$ 600
	PD-PHONE-CENTURYLINK COLD CASE/DOMESTIC VIOLENCE	\$ 6,200	\$ 6,200
	PD-PHONE-SPECIAL OPERATIONS 3 SECURE DSL CIRCUITS	\$ 1,600	\$ 1,600
	PD-VERIZON CELLULAR CHARGES 130 PHONES	\$ 95,000	\$ 95,000
	PR-PHONE FOR SECURITY SYSTEMS, ALARMS, ELEVATORS	\$ 7,500	\$ 7,500
	PR-VERIZON CELLULAR CHARGES 20 PHONES	\$ 11,800	\$ 11,800
	PR-VERIZON CELLULAR CHARGES O&M STAFF 27 PHONES	\$ 15,800	\$ 15,800
	PRCS-CENTURYLINK DSL INTERNET SERVICE	\$ 700	\$ 700
	PW-CENTURYLINK PHONE SERVICE (VMS BUILDING)	\$ 1,100	\$ 1,100
	PW-VERIZON CELLULAR CHARGES 17 PHONES	\$ 9,500	\$ 9,500
	SSMCP-VERIZON CELLULAR CHARGES 2 PHONES	\$ 1,300	\$ 1,300
	Subtotal:	\$ 203,600	\$ 203,600
503.0000.04.518.80.43.001	TRANSPORTATION CHARGES	2017	2018
	INTEROP CONFERENCE AIRFARE	\$ 500	\$ 500
	Subtotal:	\$ 500	\$ 500

2017/2018 Budget Detail

ADMINISTRATIVE SERVICES - INFORMATION TECHNOLOGY (ONGOING)

503.0000.04.518.80.45.002	LODGING CHARGES	2017	2018
	INTEROP CONFERENCE	\$ 500	\$ 500
	ASSOCIATION OF COUNTY & CITY SPRING CONFERENCE	\$ 375	\$ 375
	ASSOCIATION OF COUNTY & CITY FALL CONFERENCE	\$ 375	\$ 375
	Subtotal:	\$ 1,250	\$ 1,250
503.0000.04.518.80.45.002	CONFERENCE MEALS	2017	2018
	INTEROP CONFERENCE	\$ 150	\$ 150
	ASSOCIATION OF COUNTY & CITY SPRING CONFERENCE	\$ 75	\$ 75
	ASSOCIATION OF COUNTY & CITY FALL CONFERENCE	\$ 75	\$ 75
	Subtotal:	\$ 300	\$ 300
503.0000.04.518.80.45.002	COPIER RENTALS	2017	2018
	CED-PRINTER ANNUAL LEASE	\$ 550	\$ 550
	CW-COPIER LEASE 1@\$224, 1@\$438, 1@\$240	\$ 10,850	\$ 10,850
	CW-COPIER USE PER PAGE \$.0039 COLOR, \$.0043 B&W	\$ 35,000	\$ 35,000
	CW-PRINTER ANNUAL LEASE	\$ 550	\$ 550
	FI-PRINTER ANNUAL LEASE	\$ 550	\$ 550
	HR-PRINTER ANNUAL LEASE	\$ 680	\$ 680
	LG-PRINTER ANNUAL LEASE	\$ 1,100	\$ 1,100
	MC-COPIER ANNUAL LEASE	\$ 2,700	\$ 2,700
	MC-PRINTER ANNUAL LEASE	\$ 650	\$ 650
	PD-LEASE- 1@\$206, 2@\$224, 1@\$196, 1@\$157, 1@\$179	\$ 14,250	\$ 14,250
	PD-PRINTER LEASE- 5@\$46, 2@\$45, 1 @\$56	\$ 4,500	\$ 4,500
	PRCS-SENIOR CENTER COPIER ANNUAL LEASE	\$ 2,700	\$ 2,700
	PW-PRINTER ANNUAL LEASE	\$ 650	\$ 650
	Subtotal:	\$ 74,730	\$ 74,730
503.0000.04.518.80.48.002	COMPUTER HARDWARE MAINTENANCE	2017	2018
	CW-ARCHIVAL & BACKUP STORAGE DEVICE (TAPE DRIVE)	\$ 3,300	\$ 3,300
	CW-CITY HALL PRIMARY DATA CENTER BATTERY BACKUP	\$ 4,200	\$ 4,200
	CW-FIREWALL ANNUAL MAINTENANCE AGREEMENT (JUNIPER)	\$ 250	\$ 250
	CW-FIREWALL ANNUAL MAINTENANCE AGREEMENTS	\$ 19,000	\$ 19,000
	CW-NETWORK INFRASTRUCTURE HARDWARE (CXTECH)	\$ 1,430	\$ 1,430
	CW-NETWORK SWITCHING & WIRELESS INFRASTRUCTURE	\$ 34,200	\$ 34,200
	CW-PRIMARY STORAGE SYSTEM (SAN) (EMC)	\$ 20,000	\$ 20,000
	CW-SECONDARY STORAGE SYSTEM (SAN) (NETAPP)	\$ 10,650	\$ 10,650
	MC-ONE PART CONTINUOUS FORM PAPER SEPARATOR	\$ 2,500	\$ 2,500
	MC-VIDEO ARRAIGNMENT SYSTEM (LIFESIZE)	\$ 1,500	\$ 1,500
	PW-PRINTER/PLOTTER ANNUAL MAINTENANCE (KIP)	\$ 1,750	\$ 1,750
	Subtotal:	\$ 98,780	\$ 98,780

2017/2018 Budget Detail

ADMINISTRATIVE SERVICES - INFORMATION TECHNOLOGY (ONGOING)

503.0000.04.518.80.48.003	COMPUTER SOFTWARE MAINTENANCE	2017	2018
	CED-ONLINE WEB PERMITTING SOLUTION & HOSTING	\$ 3,750	\$ 3,750
	CITY COUNCIL CHAMBERS TECHNOLOGY M&O	\$ -	\$ 15,000
	COURT PAPERLESS SYSTEM M&O	\$ -	\$ 9,700
	CW-DIGITAL RECORDING SYSTEM (FTR GOLD)	\$ 500	\$ 500
	CW-EDEN FINANCIAL SYSTEMS ANNUAL MAINTENANCE	\$ 59,800	\$ 59,800
	CW-EMAIL ARCHIVAL & RETENTION SOLUTION	\$ 7,200	\$ 7,200
	CW-ENTERPRISE ANTIVIRUS ENDPOINT PROTECTION	\$ 6,930	\$ 6,930
	CW-ENTERPRISE BACKUP & ARCHIVAL SOLUTION (VEEAM)	\$ 4,000	\$ 4,000
	CW-IT MANAGEMENT SOFTWARE FOR MONITORING	\$ 4,500	\$ 4,500
	CW-MICROSOFT LICENSES	\$ 10,000	\$ 10,000
	CW-MOBILE VPN (VIRTUAL PRIVATE NETWORK)	\$ 9,000	\$ 9,000
	CW-PHONE SYSTEM ENHANCED REPORTING SOLUTION	\$ 1,300	\$ 1,300
	CW-REMOTE ACCESS & WORKSTATION VIRTUALIZATION	\$ 4,200	\$ 4,200
	CW-SERVER VIRTUALIZATION INFRASTRUCTURE	\$ 8,000	\$ 8,000
	CW-TECHNOLOGY REMOTE ADMINISTRATION TOOLS	\$ 400	\$ 400
	DISASTER RECOVERY COLOCATION M&O	\$ 18,000	\$ 17,300
	FI-TAX & LICENSE COMPLIANCE SOFTWARE	\$ 1,600	\$ 1,600
	GIS-GEOGRAPHIC INFORMATION SYSTEMS SOFTWARE (ESRI)	\$ 7,800	\$ 7,800
	HR-ONLINE HUMAN RESOURCE SOFTWARE & SOLUTIONS	\$ 7,800	\$ 7,800
	LEGAL PAPERLESS SYSTEM M&O	\$ -	\$ 4,870
	MC-DIGITAL RECORDING SYSTEM (FTR GOLD)	\$ 500	\$ 500
	MC-DIGITAL SIGN COURT DOCKET SYSTEM	\$ 900	\$ 900
	PD-BIOMETRIC IDENTITY VERIFICATION & ENROLLMENT	\$ 1,200	\$ 1,200
	PD-COLLECTING, MANAGING & REPORTING OF RECORDS	\$ 1,000	\$ 1,000
	PD-CRIMEREPORTS COMMUNITY ENGAGEMENT SOFTWARE	\$ 5,000	\$ 5,000
	PD-FLEET & EQUIPMENT MAINTENANCE SOFTWARE	\$ 1,100	\$ 1,100
	PD-INTERNAL AFFAIRS PROFESSIONAL STANDARDS	\$ 2,500	\$ 2,500
	PD-INVESTIGATIVE INTERVIEW RECORDING SYSTEM	\$ 9,900	\$ 9,900
	PD-LAW ENFORCEMENT COMPUTER FORENSIC TOOL KIT	\$ 1,200	\$ 1,200
	PD-LAW ENFORCEMENT EVIDENCE SYSTEM WEB/MOBILE	\$ 6,000	\$ 6,000
	PD-LAW ENFORCEMENT EVIDENCE SYSTEM-DIGITAL MEDIA	\$ 5,000	\$ 5,000
	PD-LAW ENFORCEMENT EVIDENCE TRACKING SYSTEM	\$ 8,850	\$ 8,850
	PD-ONLINE INVESTIGATION SYSTEM (LEADSONLINE)	\$ 7,500	\$ 7,500
	PD-OXYGEN FORENSIC CELL PHONE DATA EXTRACTION	\$ 1,000	\$ 1,000
	PD-PROBATION CASE MANAGEMENT SYSTEM (CASELOAD PRO)	\$ 1,600	\$ 1,600
	PD-PROPERTY & OWNERSHIP SEARCH ENGINE (REALQUEST)	\$ 200	\$ 200
	PD-SOFTWARE FOR BACKGROUND CHECKS	\$ 960	\$ 960
	PD-IN CAR CAMERA ANNUAL SERVICE AGREEMENT	\$ 5,000	\$ 5,000
	PW-PAVEMENT MANAGEMENT SOFTWARE	\$ 3,000	\$ 3,000
	PW-TRAFFIC PLANNING, MANAGEMENT & ANALYSIS SYSTEM	\$ 3,700	\$ 3,700
	VIDEO SURVEILLANCE M&O	\$ 10,000	\$ 10,000
	VULNERABILITY & PENETRATION SYSTEM M&O	\$ -	\$ 18,500
	Subtotal:	\$ 230,890	\$ 278,260
503.0000.04.518.80.49.001	MEMBERSHIPS/DUES	2017	2018
	CW-ASSOCIATION OF COUNTY AND CITY INFO SYSTEMS	\$ 100	\$ 100
	Subtotal:	\$ 100	\$ 100
503.0000.04.518.80.49.003	REGISTRATION	2017	2018
	INTEROP CONFERENCE	\$ 2,200	\$ 2,200
	ASSOCIATION OF COUNTY & CITY INFO SYSTEMS SPRING CONFERENCE	\$ 125	\$ 125
	ASSOCIATION OF COUNTY & CITY INFO FALL CONFERENCE	\$ 125	\$ 125
	MICROSOFT/SECURITY TRAINING CLASS	\$ 1,500	\$ 1,500
	Subtotal:	\$ 3,950	\$ 3,950

2017/2018 Budget Detail

ADMINISTRATIVE SERVICES - INFORMATION TECHNOLOGY (ONGOING)

503.0000.04.518.80.49.004	SUBSCRIPTION	2017	2018
	CED-AVAILABLE COMMERCIAL PROPERTY WEBSITE LISTINGS	\$ 1,200	\$ 1,200
	COMM-DIGITAL IMAGING & EDITING SOFTWARE	\$ 250	\$ 250
	CW-ALL CITY OF LAKEWOOD INTERNET DOMAIN NAMES	\$ 500	\$ 500
	CW-CELL PHONE TEXT MESSAGING ARCHIVAL SOLUTION	\$ 12,000	\$ 12,000
	CW-MICROSOFT ONLINE TECHNICAL LIBRARY (TECHNET)	\$ 2,800	\$ 2,800
	CW-MYLAKWOOD311 MOBILE APPLICATION	\$ 15,000	\$ 15,000
	CW-ONLINE SUPPORT FOR MICROSOFT EXCHANGE	\$ 250	\$ 250
	CW-ONLINE VIDEO STREAMING (VIMEO)	\$ 60	\$ 60
	CW-SECURE WEB CERTIFICATES FOR CITY HOSTED WEBSITES	\$ 1,000	\$ 1,000
	CW-TARGET EMAIL CAMPAIGN MANAGEMENT SOFTWARE	\$ 720	\$ 720
	LEGAL-RESEARCH & CASE LAW (LEXIS NEXIS)	\$ 7,900	\$ 7,900
	PR-ASSET MANAGEMENT SYSTEM ANNUAL SUBSCRIPTION	\$ 35,000	\$ 35,000
	PR-BOAT LAUNCH CREDIT CARD SYSTEM & TOOLS	\$ 700	\$ 700
	PR-VENTEK HOSTING	\$ 1,250	\$ 1,250
	Subtotal:	\$ 78,630	\$ 78,630
	Total Budget:	\$ 810,160	\$ 857,530

2017/2018 Budget Detail

ADMINISTRATIVE SERVICES - INFORMATION TECHNOLOGY (1-TIME)

503.0003.04.594.14.64.002	COMPUTER HARDWARE	2017	2018
WIRELESS ACCESS POINTS (WI-FI)	\$	10,000	\$ -
	\$	10,000	\$ -
503.0005.04.518.80.41.001	PROFESSIONAL SERVICE	2017	2018
WEB SITE ENHANCEMENT	\$	15,000	\$ -
	\$	15,000	\$ -
503.0010.04.518.80.35.030	COMPUTER HARDWARE REPLACEMENT	2017	2018
NETWORK - SWITCHES & ROUTERS	\$	160,000	\$ -
	\$	160,000	\$ -
503.0011.04.518.80.35.030	COMPUTER HARDWARE REPLACEMENT	2017	2018
SERVER/HARDWARE UPGRADES	\$	30,000	\$ -
	\$	30,000	\$ -
503.0012.04.594.14.64.002	COMPUTER HARDWARE	2017	2018
DISASTER RECOVERY/CO-LOCATION IMPLEMENTATION	\$	30,000	\$ -
	\$	30,000	\$ -
503.0013.04.518.80.35.030	COMPUTER HARDWARE REPLACEMENT	2017	2018
FIREWALL & INTRUSION DETECTION SYSTEMS	\$	-	\$ 50,000
	\$	-	\$ 50,000
503.0014.04.518.80.35.030	COMPUTER HARDWARE REPLACEMENT	2017	2018
CITY COUNCIL CHAMBERS TECHNOLOGY	\$	126,000	\$ -
	\$	126,000	\$ -
503.0015.04.518.80.35.030	COMPUTER HARDWARE REPLACEMENT	2017	2018
COMPUTER REPLACEMENT	\$	138,750	\$ 138,750
	\$	138,750	\$ 138,750
503.0016.04.594.14.64.003	COMPUTER SOFTWARE	2017	2018
MUNICIPAL COURT WORKFLOW SYSTEM	\$	50,000	\$ -
	\$	50,000	\$ -
503.0017.04.594.14.64.003	COMPUTER SOFTWARE	2017	2018
LEGAL WORKFLOW SYSTEM	\$	50,000	\$ -
	\$	50,000	\$ -
503.0018.04.594.14.64.003	COMPUTER SOFTWARE	2017	2018
DOCUMENT MANAGEMENT SYSTEM - ELECTRONIC RECORDS	\$	150,000	\$ 150,000
	\$	150,000	\$ 150,000
503.0019.04.594.14.64.003	COMPUTER SOFTWARE	2017	2018
VULNERABILITY & PENETRATION TESTING	\$	35,000	\$ -
	Subtotal: \$	35,000	\$ -
	Total Budget: \$	794,750	\$ 338,750

2017/2018 Budget Detail
ADMINISTRATIVE SERVICES - HUMAN RESOURCES (ONGOING)

001.0000.09.518.10.11.002	OVERTIME	2017	2018
OVERTIME	\$	1,000	\$ 1,000
	Subtotal: \$	1,000	\$ 1,000
001.0000.09.518.10.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
BASIC OPERATING SUPPLIES	\$	1,000	\$ 1,000
VOLUNTEER RECOGNITION EVENT - VOLUNTEER OF THE YEAR PLAQUE	\$	75	\$ 75
VOLUNTEER RECOGNITION EVENT - EVENT SUPPLIES	\$	50	\$ 50
	Subtotal: \$	1,125	\$ 1,125
001.0000.09.518.10.31.005	MEETING MEALS EXPENSE	2017	2018
LUNCHES AND REFRESHMENTS FOR ORAL BOARD PANEL	\$	1,000	\$ 1,000
VOLUNTEER RECOGNITION EVENT - EVENT SUPPLIES	\$	200	\$ 200
	Subtotal: \$	1,200	\$ 1,200
001.0000.09.518.10.31.009	WELLNESS PROGRAM SUPPLIES	2017	2018
PROMOTION OF HEALTHY DIET AND EXERCISE	\$	3,500	\$ 3,500
	Subtotal: \$	3,500	\$ 3,500
001.0000.09.518.10.31.029	WELLNESS STORE	2017	2018
SUPPLIES FOR WELLNESS STORE STOCKED TWICE MONTHLY	\$	9,600	\$ 9,600
	Subtotal: \$	9,600	\$ 9,600
001.0000.09.518.10.41.001	PROFESSIONAL SERVICES	2017	2018
BENEFIT ADMINISTRATION	\$	1,300	\$ 1,300
NAVIA BENEFIT FSA BENEFITS ADMINISTRATION	\$	700	\$ 700
OUTSIDE LEGAL COUNSEL	\$	2,000	\$ 2,000
WELLNESS	\$	500	\$ 500
VOLUNTEER RECOGNITION EVENT - EVENT CATERING	\$	1,675	\$ 1,675
LEADERSHIP ACADEMY	\$	3,000	\$ 3,000
	Subtotal: \$	9,175	\$ 9,175
001.0000.09.518.10.41.010	EMPLOYEE TRAINING	2017	2018
LEADERSHIP AND CUSTOMER SERVICE TRAINING	\$	2,000	\$ 2,000
	Subtotal: \$	2,000	\$ 2,000
001.0000.09.518.10.43.001	TRANSPORTATION CHARGES	2017	2018
WESTERN INTERNATIONAL PUBLIC MANAGEMENT ASSOC. AIRFARE	\$	350	\$ 350
	Subtotal: \$	350	\$ 350
001.0000.09.518.10.43.002	LODGING CHARGES	2017	2018
ASSOC. OF WASHINGTON CITIES LABOR RELATIONS INSTITUTE 2	\$	400	\$ 400
CIVIL SERVCE CONFERENCE FOR 1 EMPLOYEE	\$	300	\$ 300
WESTERN INTERNATIONAL PUBLIC MANAGEMENT ASSOC.	\$	400	\$ 400
WASHINGTON PUBLIC EMPLOYEES LABOR RELATIONS CHELAN 1 EMPLOYEE	\$	300	\$ 300
WELLNESS FOR 2 EMPLOYEES	\$	200	\$ 200
	Subtotal: \$	1,600	\$ 1,600
001.0000.09.518.10.43.003	MILEAGE REIMBURSEMENTS	2017	2018
PERSONAL VEHICLE MILEAGE REIMBURSEMENTS	\$	100	\$ 100
	Subtotal: \$	100	\$ 100
001.0000.09.518.10.43.004	CONFERENCE MEALS	2017	2018
MEALS FOR CONFERENCES NOTED ABOVE	\$	1,000	\$ 1,000
	Subtotal: \$	1,000	\$ 1,000
001.0000.09.518.10.44.001	ADVERTISING	2017	2018
SPECIALTY ADS FOR SPECIFIC JOBS	\$	300	\$ 300
	Subtotal: \$	300	\$ 300

2017/2018 Budget Detail

ADMINISTRATIVE SERVICES - HUMAN RESOURCES (ONGOING)

001.0000.09.518.10.49.001	MEMBERSHIPS & DUES	2017	2018
INTERNATIONAL PUBLIC MANAGEMENT ASSOC. HR LOCAL CHAPTER	\$ 100	\$ 100	
INTERNATIONAL PUBLIC MANAGEMENT ASSOC. HR NATIONAL CHAPTER	\$ 400	\$ 400	
NATIONAL PUBLIC EMPLOYER PUBLIC EMPLOYER RELATIONS ASSOC.	\$ 150	\$ 150	
WASHINGTON PUBLIC EMPLOYEES LABOR RELATIONS ASSOC.	\$ 150	\$ 150	
	Subtotal: \$ 800	\$ 800	
001.0000.09.518.10.49.003	REGISTRATION	2017	2018
ASSOC. OF WASHINGTON CITIES LABOR RELATIONS FOR 2 EMPLOYEES	\$ 400	\$ 400	
CIVIL SERVICE FOR 3 EMPLOYEES	\$ 600	\$ 600	
INTERNATIONAL PUBLIC MANAGEMENT ASSOC. HR	\$ 300	\$ 300	
WASHINGTON PUBLIC EMPLOYEES LABOR RELATIONS FOR 1 EMPLOYEE	\$ 200	\$ 200	
WELLNESS FOR 2 EMPLOYEES	\$ 200	\$ 200	
	Subtotal: \$ 1,700	\$ 1,700	
001.0000.09.518.10.49.004	SUBSCRIPTION	2017	2018
SUMMIT LAW SUBSCRIPTION	\$ 280	\$ 280	
	Subtotal: \$ 280	\$ 280	
001.0000.09.518.10.51.069	BACKGROUND CHECKS	2017	2018
BACKGROUND CHECKS ON ALL NEW HIRES AND VOLUNTEERS	\$ 1,050	\$ 1,050	
	Subtotal: \$ 1,050	\$ 1,050	
	Total Budget: \$ 34,780	\$ 34,780	

2017/2018 Budget Detail

ADMINISTRATIVE SERVICES - HUMAN RESOURCES (1-TIME)

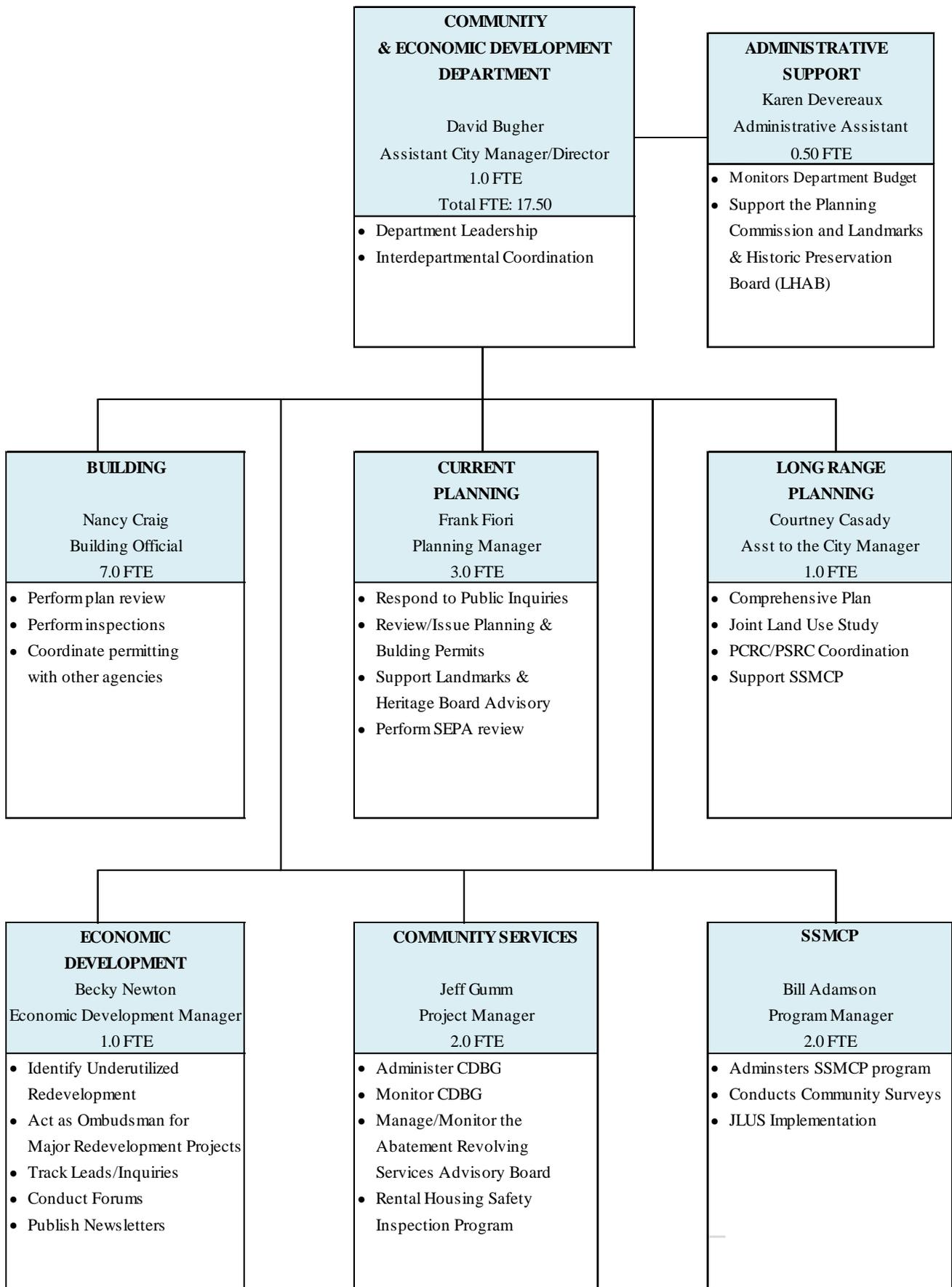
001.9999.09.518.10.41.001	PROFESSIONAL SERVICES	2017		2018	
EMPLOYEE/LABOR RELATIONS SUPPORT		\$	5,000	\$	-
	Subtotal:	\$	5,000	\$	-
	Total Budget:	\$	5,000	\$	-

2017/2018 Budget Detail
ADMINISTRATIVE SERVICES - RISK MANAGEMENT

504.0000.09.518.11.31.010	SAFETY SUPPLIES	2017	2018
SAFETY SUPPLIES TO STOCK SAFETY CABINETS	\$	2,500	\$ 2,500
	Subtotal: \$	2,500	\$ 2,500
504.0000.09.518.11.41.001	PROFESSIONAL SERVICE	2017	2018
AWC DRUG & ALCOHOL TESTING CONSORTIUM	\$	650	\$ 650
BUSINESS & LEGAL RESOURCES (BLR) SUBSCRIPTION	\$	1,200	\$ 1,200
	Subtotal: \$	1,850	\$ 1,850
504.0000.09.518.11.48.001	REPAIR & MAINT.	2017	2018
MAINT. OF AED UNITS TO INCLUDE BATTERIES AND PADS	\$	530	\$ 530
	Subtotal: \$	530	\$ 530
504.0000.09.518.11.49.003	REGISTRATION	2017	2018
SAFETY/RISK MGMT SPECIALIZED WORKSHOP	\$	300	\$ 300
	Subtotal: \$	300	\$ 300
504.0000.09.518.12.41.001	PROFESSIONAL SERVICE	2017	2018
ASSOC. WASHINGTON CITIES WORKERS COMP RETRO PROGRAM	\$	24,000	\$ 24,000
	Subtotal: \$	24,000	\$ 24,000
504.0000.09.518.31.46.001	INSURANCE PREMIUMS	2017	2018
AUTO PHYSICAL DAMAGE	\$	39,610	\$ 39,610
BOILER & MACHINERY	\$	3,460	\$ 3,460
CRIME & FIDELITY	\$	1,600	\$ 1,600
LIABILITY	\$	910,532	\$ 910,532
PROPERTY	\$	115,010	\$ 115,010
STORAGE TANK	\$	1,580	\$ 1,580
	Subtotal: \$	1,071,792	\$ 1,071,792
504.0000.09.518.35.48.001	REPAIR & MAINT.	2017	2018
REPAIR CLAIMS CLAIM POLICE DEPARTMENT	\$	75,000	\$ 75,000
	Subtotal: \$	75,000	\$ 75,000
504.0000.09.518.39.48.001	REPAIR & MAINT.	2017	2018
REPAIR OF CITY VEHICLES - PW	\$	75,000	\$ 75,000
	Subtotal: \$	75,000	\$ 75,000
	Total Budget: \$	1,250,972	\$ 1,250,972



This page left intentionally blank.



COMMUNITY & ECONOMIC DEVELOPMENT **DEPARTMENT OVERVIEW**

Responsible Manager: *Dave Bugher, Assistant City Manager/Community & Economic Development*

2015/2016 ACCOMPLISHMENTS

Dangerous Building Abatements/Business License Closures

- Performed 17 dangerous building abatements in 2015, & 20 dangerous building abatements in 2016.

Business Licensing

- Updated Title 5, business licensing regulations.
- Issued 3,511 and 3600 (estimated) business licenses in 2015 & 2016, respectively.
- Issued 149 and 558 (estimated) temporary business licenses in 2015 & 2016, respectively.
- Initiated one summary business license closure.
- Revoked four business licenses where the proprietors were engaged in illegal activity.

Economic Development

- Business Retention and Expansion:
 - Completed 98 business retention and expansion visits with follow up assistance.
 - Conducted two government contracting forums for 140 businesses and one cyber security forum for 100 businesses.
 - Completed bi-annual outreach to new businesses via email and postal mail.
 - Produced 12 Business Showcase stories.
 - Over 100 living wage jobs created (160 in manufacturing alone).
- Business Recruitment & Attraction
 - 150 new businesses have sited in Lakewood.
 - 26 businesses assisted in site selection and/or permit assistance through to certificate of occupancy, including several national tenants.
 - Completed new economic development website, online property search, editable marketing recruitment online brochure, newsletter, economic indicators, and online projects listing.
 - Completed first two phases on the Pacific Highway redevelopment, fiscal benefits analysis and retail market analysis and presented to City Council.
- Housing
 - Rental housing outreach and assistance with presentations to City Council.
 - One new middle market project with 41 lots with an average new home price of \$410,000.
 - Conducted developers forum with 120 attendees, and outreach to individual real estate groups.

Long Range Planning

- Updated the City's Comprehensive Plan/obtained approval from Department of Commerce & PSRC.
- Adopted revised floodplain regulations.
- Completed the Motor Avenue urban design project.
- Promulgated a new cottage housing ordinance.
- Promulgated planned unit development regulations.
- Updated Title 18A, land use & development regulations, with revised low-impact development regulations.
- Revised Title 17, the City's Subdivision Code
- Initiated work to restructure/reorganize Title 18A.

Current Planning

- Approved one preliminary plat subdivision.
- Approved one final plat subdivision.
- Established a cost recovery system for the current planning division.
- Issued 181 & 92 (May 27) planning permits in 2015 & 2016, respectively.

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT OVERVIEW
Responsible Manager: Dave Bugher, Assistant City Manager/Community & Economic Development

2015/2016 ACCOMPLISHMENTS (continued)

Building Division

- Established a cost recovery system for the building division.
- Issued 1,070 & 1,200 (estimated) building permits in 2015 & 2016, respectively.
- Initiated electronic plan review.
- Initiated online permitting for some plumbing, mechanical, & right-of-way permits.
- Updated the International Building Codes.

Community Development Block Grant (CDBG) and Home Program

- Facilitate the development and implementation of the Five Year (FY 2015–2019) Consolidated Plan and associated Annual Action Plan
- Manage/monitor the City’s HOME multifamily & homeownership opportunities housing affordability fund (Habitat for Humanity and the Tacoma Housing Authority)
- Manage/monitor the City’s Section 108 program (Curbside Loan and the Tacoma Housing Authority)

South Sound Military & Communities Partnership

- Completed the JBLM Joint Land Use Study on time & below budget.
- Promulgated a new OEA grant for JLUS implementation.
- 2015 SSMCP Business & Community Survey.
- 2016 JBLM-Camp Murray Region Survey.
- Developed a business plan for the SSMCP.
- Stood up the education, healthcare, & social services working groups.
- Obtained new SSMCP memberships.
- Increased outreach to Thurston County & its municipalities.
- Designed & established the MyJBLM website.
- Submitted application to the American Defense Communities (ADC) wherein the South Puget Sound was selected as one of the top 10 communities that provide support to service members and military families.
- Promulgated a new OEA grant (\$310,000) for JLUS implementation.

COMMUNITY & ECONOMIC DEVELOPMENT **DEPARTMENT OVERVIEW**

Responsible Manager: *Dave Bugher, Assistant City Manager/ Community & Economic Development*

2017/2018 ANTICIPATED KEY PROJECTS

Rental Housing Safety Program

- Stand-up a rental housing safety program; conduct at a minimum 500 inspections annually.
- Establish an online rental registration system.
- As necessary, perform tenant rental housing relocation.

Current Planning

- Process land use permit applications in a timely fashion.
- Respond to public inquiries regarding development applications & land use regulations relevant to individual sites & areas.
- Ensure new development is consistent with comprehensive plan policies & does not have adverse impacts on the community.
- Work individually with major developments in the City to resolve issues emerging as development progresses.

Economic Development

- Conduct business expansion/retention interviews; perform follow-up assignments as necessary.
- Increase the availability of middle-market housing stock.
- Review & make recommendations on any proposed multifamily tax exemption programs.
- Create marketing, promotion & image plans (include biannual editions of the Lakewood Index newsletter).
- Prepare two developer forums, one in 2017 & another in 2018.
- Monitor current redevelopment activities within identified geographic areas of the City, each of which have specific redevelopment strategies. These geographic areas include: the Central Business District; Springbrook; Pacific Highway; South Tacoma Way; Woodbrook Industrial Business Park; Tillicum; and the McChord North Clear Zone.
- Maintain a redevelopment emphasis on the Central Business District subarea plan, the construction of a new library, the Pacific Highway redevelopment project, and proposed industrial warehouse projects.

Long Range Planning

- Revise Title 18A.
- Proposal to revise sign code.
- Develop a subarea plan for the City's Central Business District.
- Continue efforts to promote complete streets programs in selected parts of the City.
- Review housing and employment targets within Lakewood's designated Regional Center.
- Perform annual maintenance on the City's Comprehensive Plan.
- Review the NC and ARC zoning districts.
- Develop Community Visioning Strategic Action Plan.
- Review Unmanned Aircraft System (UAS) rules and regulations.

Building Safety

- Evaluate new permitting software option. A new system may be required that will meet the goals of providing the public with easier access to information and permitting while improving internal accuracy and efficiency.
- Manage construction permitting and building inspections in an efficient manner which achieves building safety and verifies compliance with all applicable requirements at any level.
- Provide timely construction inspections to ensure compliance with approved plans.
- Ensure that development services and inspections performed by different agencies are coordinated and effective.
- Provide updated training to enable staff to make accurate determinations based on latest code standards.

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT OVERVIEW
Responsible Manager: *Dave Bugher, Assistant City Manager/ Community & Economic Development*

2017/2018 ANTICIPATED KEY PROJECTS (continued)

Community Services (includes the Community Development Block Grant {CDBG} and Home Program)

- Facilitate the development and implementation of the Five Year Consolidated Plan and associated Annual Action Plan.
- Prepare the FY 2015 and 2016 Consolidated Annual Performance Evaluation Reports for CDBG and HOME Programs.
- Monitor the Section 108 loan program.
- Manage/monitor the City's abatement revolving fund program; depending on funding availability, conduct 15 dangerous building abatements in 2017 and 2018.
- Monitor the LASA project loan.
- Perform six to eight housing rehabilitations & major home repair projects in 2017 and 2018.
- Monitor CDBG subrecipient agreements.
- Perform project management for street improvement projects.
- Manage/monitor the City's HOME multifamily & homeownership opportunities housing affordability fund.

South Sound Military & Communities Partnership

- Implement an SSMCP Business Plan.
- Implement a path to resolve McChord Field North Clear Zone (NCZ) encroachment.
- Monitor & support current I-5 Corridor transportation improvement efforts.
- Enhance & expand regional SSMCP coordination & participation.
- Educate stakeholder on military impacts across the South Puget Sound.
- Participate & advocate in state level activities.
- Conduct periodic JBLM community surveys & circulate results.
- Support active duty, veteran & military workforce development, healthcare, & social services

COMMUNITY & ECONOMIC DEVELOPMENT **DEPARTMENT OVERVIEW**

Responsible Manager: *Dave Bugher, Assistant City Manager/ Community & Economic Development*

DEPARTMENT FUNCTIONS BY CRITERIA:

Legally Mandated:

- Comprehensive Plan, and by extension, the following items -
 - Zoning
 - Subarea plan
 - Capital improvement planning
 - Participation in the Growth Management Coordinating Committee
 - Participation in the Pierce County Regional Council
 - Pierce County-Wide Planning Policies
- Shoreline Management
- Critical Areas regulations
- International Building Codes
- Washington State Energy Code
- Public Disclosure Requests

Important:

- Maintaining partnerships with surrounding cities, Pierce County, JBLM, other federal and state agencies, and Tribal Nations
- Maintaining and improving relationships with the business community
- Working with neighborhood associations
- Monitoring marijuana activity
- Improving permit counter client service relationships

Discretionary:

- International property maintenance regulations
- Dangerous building abatement program
- Community Development Block Grant (CDBG) program
- HOME
- Neighborhood Stabilization program
- Section 108 program
- South Sound Military Communities Partnership (SSMCP)
- Business licensing
- Implementation of the Joint Land Use Study
- Automated, web-based permitting systems
- Proposed rental housing safety program
- Job creation/workforce development
- Developer forums
- Business retention/expansion interviews
- Publication of economic newsletters and/or indicator reports
- Creating marketing, promotion and image plans
- Tracking developer leads and inquiries
- Permit facilitation

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT OVERVIEW
Responsible Manager: *Dave Bugher, Assistant City Manager/ Community & Economic Development*

DEPARTMENT FUNCTIONS BY CITY COUNCIL GOALS & OBJECTIVES:

- Fiscal Responsibility
 - Automated permitting system

- Economic Development
 - Job creation/workforce development
 - Developer forums
 - Business retention/expansion interviews
 - Publication of economic newsletters and/or indicator reports
 - Creating marketing, promotion and image plans
 - Tracking developer leads and inquiries
 - Permit facilitation

- Dependable Infrastructure
 - See capital improvement planning under legal mandates

- Transparency
 - See zoning under legal mandates (current comprehensive plan and zoning outlines public participation process)

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT OVERVIEW

Responsible Manager: *Dave Bugher, Assistant City Manager/Community & Economic Development*

DEPARTMENT POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Assistant City Manager/CED Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	72
Economic Development Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	56
Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00	54
Planning Manager	1.00	2.00	2.00	2.00	2.00	1.00	1.00	46
Program Manager	2.00	2.00	2.00	2.00	2.00	2.00	2.00	46
Assistant to the City Manager/Mgmt Analyst	-	-	-	-	-	1.00	1.00	35
Senior Planner	1.00	-	-	-	-	-	-	43
Economic Development Specialist	1.00	-	-	-	-	-	-	43
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	38
Associate Planner*	1.00	1.00	1.00	1.00	1.00	-	-	36
Program Coordinator	2.00	2.00	2.00	2.00	2.00	2.00	2.00	36
Combination Building Inspector	2.00	2.00	2.00	2.00	-	-	-	34
Building Inspector	-	-	-	-	2.00	2.00	2.00	34
Assistant Planner*	1.00	1.00	1.00	1.00	1.00	2.00	2.00	29
Administrative Assistant	2.00	-	-	-	0.50	0.50	0.50	25
Permit Coordinator	-	-	-	-	1.00	1.00	1.00	28
Permit Technician	2.00	2.00	2.00	2.00	2.00	2.00	2.00	16
Grand Total	19.00	16.00	16.00	16.00	17.50	17.50	17.50	

*Filled as Associate 1.0 FTE as Assistant Planner

Position Title	Group	FTE	2017			2018		
			Salary	Benefits	Total 2017	Salary	Benefits	Total 2018
Assistant City Manager/CED Director	Non-Rep	1.00	\$ 141,179	\$ 35,787	\$ 176,966	\$ 145,413	\$ 37,536	\$ 182,949
Economic Development Manager	Non-Rep	1.00	88,536	37,115	125,651	91,200	38,798	129,998
Building Official	Non-Rep	1.00	78,840	38,185	117,025	81,192	39,937	121,129
Planning Manager	Non-Rep	1.00	91,440	32,982	124,422	94,176	34,420	128,596
Plans Examiner	AFSCME	1.00	79,992	25,739	105,731	79,992	26,244	106,236
Assistant to City Manager/Mgmt Analyst	Non-Rep	1.00	61,536	15,512	77,048	61,536	15,555	77,091
Building Inspector	AFSCME	1.00	73,896	24,869	98,765	73,896	25,418	99,314
Building Inspector	AFSCME	1.00	67,350	23,782	91,132	69,891	24,788	94,679
Assistant Planner	AFSCME	1.00	53,400	30,827	84,227	55,704	32,436	88,140
Assistant Planner	AFSCME	1.00	59,088	24,576	83,664	61,392	25,770	87,162
Permit Coordinator	AFSCME	1.00	54,864	33,152	88,016	57,168	34,906	92,074
Administrative Assistant	AFSCME	0.50	30,924	9,674	40,598	30,924	9,934	40,858
Permit Technician	AFSCME	1.00	42,776	21,576	64,352	44,552	22,688	67,240
Permit Technician	AFSCME	1.00	51,224	23,064	74,288	51,744	23,899	75,643
Total - General Fund		13.50	975,045	376,841	1,351,885	998,780	392,330	1,391,109
Program Manager - CDBG	Non-Rep	1.00	93,720	40,000	133,720	96,528	41,719	138,247
Program Coordinator - CDBG	AFSCME	1.00	76,896	23,500	100,396	76,896	24,046	100,942
Total - CDBG Fund		2.00	170,616	63,500	234,116	173,424	65,765	239,189
Program Manager - SSMCP/OEA	AFSCME	1.00	94,440	20,017	114,457	97,176	20,625	117,801
Program Coordinator - SSMCP/OEA	AFSCME	1.00	70,734	21,737	92,471	71,064	22,346	93,410
Total - OEA/SSMCP Fund		2.00	165,174	41,754	206,928	168,240	42,972	211,212
Total - Community & Economic Development		17.50	\$ 1,310,835	\$ 482,094	\$ 1,792,929	\$ 1,340,444	\$ 501,066	\$ 1,841,509

COMMUNITY & ECONOMIC DEVELOPMENT **DEPARTMENT OVERVIEW**

Responsible Manager: *David Bugher, Assistant City Manager/Community & Economic Development*

PURPOSE & DESCRIPTION

The Community and Economic Development Department plays a key role in shaping the future of urban development in Lakewood. The department develops policies in the Comprehensive Plan, and reviews new construction through zoning, shoreline, environmental, and subdivision regulation, building permits, business licensing, and community design guidelines. Under the direction of the community development director/assistant city manager, who is appointed by and is responsible to the City Manager, the Department serves Lakewood residents and businesses directly at the permit counter, and indirectly by guiding the City's urban form from concept to construction. The sections within the department include advanced planning, economic development, current planning, business licensing, building and safety, rental housing safety program, dangerous building abatement, Community Development Block Grant (CDBG)/HOME, the rental housing safety program, and the South Sound Military & Communities Partnership.

GOALS/OBJECTIVES

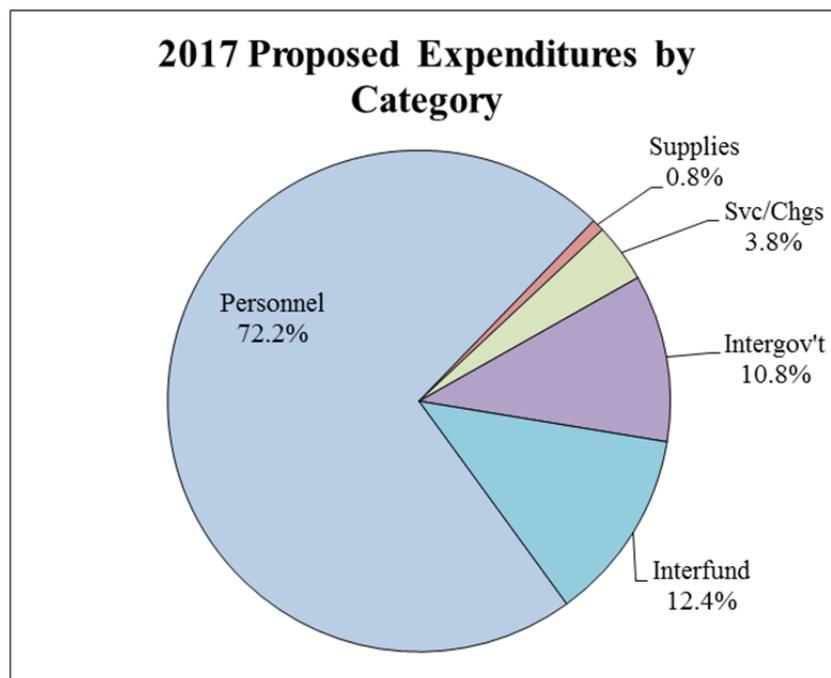
- Strengthen human services and social well-being and economic health of the community by administering and monitoring grants as a CDBG direct-entitlement city.
- Pursue initiatives that grow the economic engine of the City.
- Ensure that planning efforts and regulatory environment provide for a balance between protection of the environment and neighborhoods and accommodating new development to house a growing population and jobs.

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT OVERVIEW

Responsible Manager: *David Bugher, Assistant City Manager/Community & Economic Development*

DEPARTMENT SUMMARY – GENERAL FUND

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	Building Permits	\$ 443,123	\$ 453,669	\$ 430,000	\$ 685,300	\$ 475,000	\$ 494,000	\$ 513,760	\$ (191,300)	-27.9%
001	Other Building Permit Fees	100,147	98,058	106,000	143,600	122,600	126,480	130,511	(17,120)	-11.9%
001	Plan Review/Plan Check Fees	466,631	371,069	375,000	572,000	491,340	596,256	620,097	24,256	4.2%
001	Other Zoning/Development Fees	86,993	80,040	71,970	80,100	101,430	87,478	90,023	7,378	9.2%
001	General Government	1,010,800	933,483	969,390	1,145,949	1,211,063	619,592	594,155	(526,357)	-45.9%
Total Revenues		\$ 2,107,694	\$ 1,936,319	\$ 1,952,360	\$ 2,626,949	\$ 2,401,433	\$ 1,923,806	\$ 1,948,546	\$ (703,143)	-26.8%
<i>General Fund Operating Expenditure Summary:</i>										
	Building	817,591	845,554	895,290	970,768	967,509	932,990	956,592	(37,778)	-3.9%
	Current Planning	676,832	631,707	577,570	619,125	616,683	617,830	641,329	(1,295)	-0.2%
	Long Range Planning	-	233,089	348,890	411,397	192,093	149,133	150,724	(262,264)	-63.7%
	Economic Development	291,756	166,445	130,610	159,494	158,983	171,827	177,726	12,333	7.7%
Subtotal		\$ 1,786,179	\$ 1,876,795	\$ 1,952,360	\$ 2,160,784	\$ 1,935,268	\$ 1,871,780	\$ 1,926,371	\$ (289,004)	-13.4%
<i>General Fund 1-Time Expenditure Summary:</i>										
	Building	200,000	-	-	-	-	22,404	9,550	22,404	n/a
	Current Planning	91,563	39,800	-	75,309	75,309	17,049	7,267	(58,260)	-77.4%
	Long Range Planning	-	-	-	313,400	313,400	8,524	3,633	(304,876)	-97.3%
	Economic Development	29,952	19,724	-	77,456	77,456	4,049	1,725	(73,407)	-94.8%
Subtotal		\$ 321,515	\$ 59,524	\$ -	\$ 466,165	\$ 466,165	\$ 52,026	\$ 22,175	\$ (414,139)	-88.8%
Total Expenditures		\$ 2,107,694	\$ 1,936,319	\$ 1,952,360	\$ 2,626,949	\$ 2,401,433	\$ 1,923,806	\$ 1,948,546	\$ (703,143)	-26.8%



COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT OVERVIEW
Responsible Manager: Dave Bugher, Assistant City Manager/Community & Economic Development

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$1.87M in 2017 and \$1.93M in 2018. This is a decrease of 13.4% or \$289K from the 2016 adjusted budget. Highlights of the 2017 proposed budget compared to the 2016 adjusted budget are as follows:

- Salaries & Wages & Benefits – The decrease is due primarily to SSCMP positions in the special revenue fund, consistent with actual charges.
- Professional Services – the increase is due primarily to an increase in Tacoma Pierce County Economic Development contribution and decrease in hearing examiner.
- Travel & Training – the increase is due to International Economic Development Council Training and related expenses.

REVENUE & EXPENDITURE SUMMARY – GENERAL FUND

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	Permit & Development Fees	\$ 1,096,894	\$1,002,836	\$ 982,970	\$1,481,000	\$1,190,370	\$1,304,214	\$1,354,391	\$ (176,786)	-11.9%
001	General Government	1,010,800	933,484	969,390	1,145,949	1,211,063	619,592	594,155	(526,357)	-45.9%
Total Revenues:		\$ 2,107,694	\$ 1,936,320	\$ 1,952,360	\$ 2,626,949	\$ 2,401,433	\$ 1,923,806	\$ 1,948,546	\$ (703,143)	-26.8%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	1,061,283	989,521	1,126,400	1,193,103	1,034,603	975,045	998,780	(218,058)	-18.3%
11.002/4	Overtime	23,018	1,845	-	-	-	-	-	-	n/a
11.011	Temporary Help	-	25,001	-	-	-	-	-	-	n/a
21.xxx	Benefits	372,654	336,040	439,320	457,453	397,453	376,841	392,330	(80,612)	-17.6%
31.xxx	Other Operating Supplies	10,235	5,754	11,400	11,400	11,400	11,400	11,400	-	0.0%
31.003/004	Forms & Publications	-	62	400	400	400	400	400	-	0.0%
31.005	Meeting Food & Beverage	464	2,113	450	450	450	600	600	150	33.3%
31.008	Clothing/Uniform	387	338	600	600	600	600	600	-	0.0%
31.030	Maintenance Supplies	67	-	-	-	-	-	-	-	n/a
32.xxx	Fuel	3,382	-	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	1,130	-	1,800	1,800	1,800	1,800	1,800	-	0.0%
41.xxx	Professional Service	85,210	28,346	45,600	50,600	50,600	45,600	45,600	(5,000)	-9.9%
42.xxx	Communication	3,845	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	6,937	5,124	8,790	8,790	8,790	12,330	12,330	3,540	40.3%
44.xxx	Advertising	9,290	7,512	5,300	5,300	5,300	5,300	5,300	-	0.0%
48.xxx	Repairs & Maintenance	1,097	-	-	-	-	-	-	-	n/a
49.001	Membership Dues	3,297	4,707	3,160	3,160	3,160	4,420	3,560	1,260	39.9%
49.xxx	Other Charges & Services	1,483	1,433	3,320	3,320	3,320	3,320	3,320	-	0.0%
5x.xxx	Intergovernmental	202,400	205,638	255,000	202,000	202,000	202,000	202,000	-	0.0%
9x.xxx	IS Charges - M&O	-	251,416	21,940	217,117	211,168	220,444	223,401	3,327	1.5%
9x.xxx	IS Charges - Reserves	-	11,946	28,880	5,291	4,224	11,680	24,950	6,389	120.8%
Subtotal Operating Exp:		\$ 1,786,179	\$ 1,876,796	\$ 1,952,360	\$ 2,160,784	\$ 1,935,268	\$ 1,871,780	\$ 1,926,371	\$ (289,004)	-13.4%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	321,515	59,524	-	466,165	466,165	52,026	22,175	(414,139)	-88.8%
Subtotal One-time Exp:		\$ 321,515	\$ 59,524	\$ -	\$ 466,165	\$ 466,165	\$ 52,026	\$ 22,175	\$ (414,139)	-88.8%
Total Expenditures:		\$ 2,107,694	\$ 1,936,320	\$ 1,952,360	\$ 2,626,949	\$ 2,401,433	\$ 1,923,806	\$ 1,948,546	\$ (703,143)	-26.8%

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT OVERVIEW

Responsible Manager: *Dave Bugher, Assistant City Manager/Community & Economic Development*

DEPARTMENT SUMMARY – SPECIAL REVENUE FUNDS

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
105	Property Abatement/Rental Housing Safety Program	67,674	37,559	-	43,869	58,356	125,000	125,000	81,131	184.9%
190	Community Development Block Grant (CDBG)	1,087,815	834,266	535,000	2,168,934	2,168,934	445,000	423,000	(1,723,934)	-79.5%
191	Neighborhood Stabilization Program (NSP)	250,075	-	-	38,885	39,561	-	94,716	(38,885)	-100.0%
192	Office of Economic Adj/South Sound Military Partnership	464,716	357,097	179,500	228,250	640,332	226,805	226,805	(1,445)	-0.6%
Total Revenues		\$ 1,870,280	\$ 1,228,922	\$ 714,500	\$ 2,479,938	\$ 2,907,183	\$ 796,805	\$ 869,521	\$ (1,683,133)	-67.9%
105	Property Abatement/Rental Housing Safety Program	44,074	150,000	100,000	193,200	193,200	125,000	125,000	(68,200)	-35.3%
190	Community Development Block Grant (CDBG)	1,906,701	789,380	535,000	2,236,201	2,236,201	445,000	423,000	(1,791,201)	-80.1%
191	Neighborhood Stabilization Program (NSP)	250,143	18,403	-	191,760	191,760	-	-	(191,760)	-100.0%
192	Office of Economic Adj/South Sound Military Partnership	408,649	394,313	179,500	225,600	607,968	306,672	226,805	81,072	35.9%
Total Expenditures		\$ 2,609,567	\$ 1,352,096	\$ 814,500	\$ 2,846,761	\$ 3,229,129	\$ 876,672	\$ 774,805	\$ (1,970,089)	-69.2%

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT OVERVIEW
 Responsible Manager: *Dave Bugher, Assistant City Manager/Community & Economic Development*

REVENUE & EXPENDITURE SUMMARY – SPECIAL REVENUE FUNDS

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
105	Abatement Charges	\$ 47,549	\$ 2,525	\$ -	\$ 8,869	\$ 23,356	\$ -	\$ -	\$ (8,869)	-100.0%
105	Interest Earnings	123	34	-	-	-	-	-	-	n/a
105	Judgements & Settlements	20,002	-	-	-	-	-	-	-	n/a
105	Transfer In - General Fund	-	35,000	-	35,000	35,000	125,000	125,000	90,000	257.1%
190	Grants	1,074,353	817,012	500,000	2,168,055	2,168,055	445,000	423,000	(1,723,055)	-79.5%
190	Interest Earnings	1,404	1,004	-	879	879	-	-	(879)	-100.0%
190	Misc/Contributions	12,058	16,250	-	-	-	-	-	-	n/a
190	Transfer-In General Fund	-	-	35,000	-	-	-	-	-	n/a
191	Grants	250,075	-	-	-	-	-	-	-	n/a
191	Abatement Charges	-	-	-	38,885	39,561	-	94,716	(38,885)	-100.0%
192	Grants	281,466	153,468	-	-	408,777	-	-	-	n/a
192	Partner Participation	133,250	153,629	129,500	173,500	176,805	176,805	176,805	3,305	1.9%
192	Transfer In-General Fund	50,000	50,000	50,000	54,750	54,750	50,000	50,000	(4,750)	-8.7%
Total Revenues:		\$ 1,870,280	\$ 1,228,922	\$ 714,500	\$ 2,479,938	\$ 2,907,183	\$ 796,805	\$ 869,521	\$ (1,683,133)	-67.9%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	305,630	279,773	171,000	311,070	370,899	251,974	251,960	(59,096)	-19.0%
11.002/4	Overtime	198	-	-	-	-	-	-	-	n/a
21.xxx	Benefits	102,138	90,528	63,180	115,230	132,219	78,954	78,852	(36,276)	-31.5%
31.xxx	Other Operating Supplies	2,973	2,514	-	10,000	10,250	-	-	(10,000)	-100.0%
31.005	Meeting Food & Beverage	2,234	3,735	-	2,500	2,500	-	-	(2,500)	-100.0%
31.030	Maintenance Supplies	-	111	-	-	-	-	-	-	n/a
32.xxx	Fuel	172	-	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	6,802	387	-	-	-	-	-	-	n/a
41.xxx	Professional Service	745,865	517,218	280,320	826,072	1,129,572	495,744	143,993	(330,328)	-40.0%
42.xxx	Communication	1,557	-	-	500	500	-	-	(500)	-100.0%
43/49.003	Travel & Training	14,063	16,635	-	22,100	23,600	-	-	(22,100)	-100.0%
44.xxx	Advertising	2,032	1,704	-	500	500	-	-	(500)	-100.0%
48.xxx	Repairs & Maintenance	80,449	38,505	-	253,092	253,092	-	-	(253,092)	-100.0%
49.001	Membership Dues	-	1,365	-	15,434	15,434	-	-	(15,434)	-100.0%
49.xxx	Other Charges & Services	503,347	236,507	-	490,065	490,365	-	-	(490,065)	-100.0%
597	Interfund Transfers	840,046	163,114	300,000	800,198	800,198	-	250,000	(800,198)	-100.0%
5x.xxx	Intergovernmental	2,061	-	-	-	-	-	-	-	n/a
7/8x.xxx	Debt Service	-	-	-	-	-	50,000	50,000	50,000	n/a
Subtotal Operating Exp:		\$ 2,609,567	\$ 1,352,096	\$ 814,500	\$ 2,846,761	\$ 3,229,129	\$ 876,672	\$ 774,805	\$ (1,970,089)	-69.2%
Total Expenditures:		\$ 2,609,567	\$ 1,352,096	\$ 814,500	\$ 2,846,761	\$ 3,229,129	\$ 876,672	\$ 774,805	\$ (1,970,089)	-69.2%

COMMUNITY & ECONOMIC DEVELOPMENT **BUILDING**

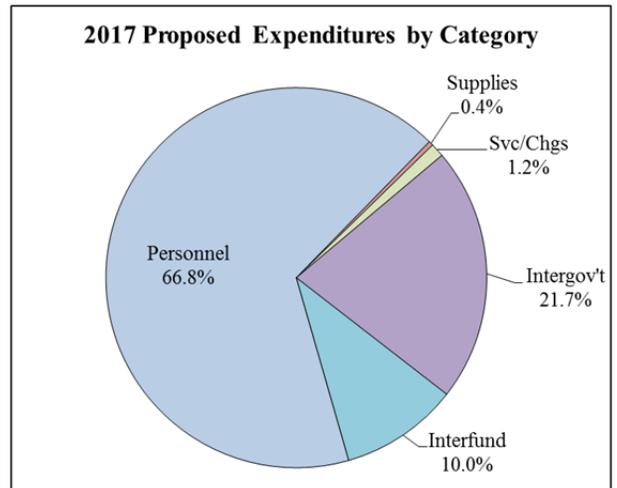
Responsible Manager: *Nancy Craig, Building Official*

PURPOSE/DESCRIPTION

The Building Division manages construction permitting and building inspections in an efficient manner which achieves building safety and verifies compliance with all applicable requirements at any level; provides timely construction inspections to ensure compliance with approved plans; ensure that development services and inspections performed by different agencies are coordinated and effective; and provides updated training to enable staff to make accurate determinations based on latest code standards.

GOAL/OBJECTIVES

- Manage construction permitting and building inspections in an efficient manner which achieves building safety and verifies compliance with all applicable requirements at any level.
- Provide timely construction inspections to ensure compliance with approved plans.
- Ensure that development services and inspections performed by different agencies are coordinated and effective.
- Provide updated training to enable staff to make accurate determinations based on latest code standards.
- Conduct administrative dangerous building abatement hearings as required.
- Coordinate dangerous building abatements and other enforcement actions with CSRT..
- Establish internal administrative construction permitting policies.
- Manage the Division to link cost recovery to the cost of providing service while ensuring continuity of services
- Maintain Permitting software



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
# of permits issued		1,330	1,383	1,438	1,496
# of plan reviews performed		705	733	763	793
# of inspections performed		4,675	4,862	5,056	5,259
Permit fees		976,431	1,015,488	1,056,108	1,098,352
Valuation		56,515,427	58,776,044	61,127,086	63,572,169

2015 Actual Permit Activity			
Permit Type	Target # of Days	# of Permits	% w/in Target
New Single Family Residential	30	26	100%
Residential Additions	30	22	100%
New Multi-Family	30	n/a	n/a
New Commercial Buildings	30	22	100%
Commercial Tenant Improvements - Major (Change of Use)	30	17	n/a
Commercial Tentant Improvements - Minor	30	115	100%

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00	54
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	38
Combination Building Inspector	2.00	2.00	2.00	2.00	-	-	-	34
Building Inspector	-	-	-	-	2.00	2.00	2.00	34
Permit Coordinator	-	-	-	-	1.00	1.00	1.00	28
Permit Technician	2.00	2.00	2.00	2.00	2.00	2.00	2.00	16
Total Regular Staffing	6.00	6.00	6.00	6.00	7.00	7.00	7.00	
<i>Change from prior year</i>	n/a	-	-	-	1.00	-	-	

COMMUNITY & ECONOMIC DEVELOPMENT **BUILDING**

Responsible Manager: *Nancy Craig, Building Official*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$933K in 2017 and \$957K in 2018. This is a decrease of 3.9% or \$38K from the 2016 adjusted budget. Highlights of the 2017 proposed budget compared to the 2016 adjusted budget are as follows:

- Salaries & Wages/Benefits – the decrease is due primarily to employee turnover and new employees starting at the lower end of the pay scale.
- Travel & Training – the increase is due primarily to addition of individual training class.
- Membership Dues – the increase is due primarily to an increase in ICC Certification.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	Permit & Development Fees	\$ 543,270	\$551,727	\$ 536,000	\$828,900	\$597,600	\$620,480	\$644,271	\$ (208,420)	-25.1%
001	General Government	474,321	293,827	359,290	141,868	369,909	334,914	321,871	193,046	136.1%
Total Revenues:		\$ 1,017,591	\$ 845,554	\$ 895,290	\$ 970,768	\$ 967,509	\$ 955,394	\$ 966,142	\$ (15,374)	-1.6%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	417,022	401,883	448,260	479,956	479,956	439,769	448,610	(40,187)	-8.4%
11.002/4	Overtime	21,664	516	-	-	-	-	-	-	n/a
21.xxx	Benefits	148,783	132,346	179,340	186,503	186,503	183,034	190,092	(3,469)	-1.9%
31.xxx	Other Operating Supplies	584	673	2,000	2,000	2,000	2,000	2,000	-	0.0%
31.003/004	Forms & Publications	-	62	-	-	-	-	-	-	n/a
31.008	Clothing/Uniform	387	338	600	600	600	600	600	-	0.0%
31.030	Maintenance Supplies	67	-	-	-	-	-	-	-	n/a
32.xxc	Fuel	3,382	-	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	479	-	1,000	1,000	1,000	1,000	1,000	-	0.0%
41.xxx	Professional Service	16,810	5,471	5,000	5,000	5,000	5,000	5,000	-	0.0%
42.xxx	Communication	2,090	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	1,445	1,435	2,670	2,670	2,670	3,660	3,660	990	37.1%
48.xxx	Repairs & Maintenance	1,097	-	-	-	-	-	-	-	n/a
49.001	Membership Dues	485	602	520	520	520	1,300	440	780	150.0%
49.xxx	Other Charges & Services	896	59	900	900	900	900	900	-	0.0%
5x.xxx	Intergovernmental	202,400	205,638	255,000	202,000	202,000	202,000	202,000	-	0.0%
9x.xxx	IS Charges - M&O	-	88,210	-	86,969	84,213	88,789	90,055	1,820	2.1%
9x.xxx	IS Charges - Reserves	-	8,321	-	2,650	2,147	4,938	12,235	2,288	86.3%
Subtotal Operating Exp:		\$ 817,591	\$ 845,554	\$ 895,290	\$ 970,768	\$ 967,509	\$ 932,990	\$ 956,592	\$ (37,778)	-3.9%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	200,000	-	-	-	-	22,404	9,550	22,404	n/a
Subtotal One-time Exp:		\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 22,404	\$ 9,550	\$ 22,404	n/a
Total Expenditures:		\$ 1,017,591	\$ 845,554	\$ 895,290	\$ 970,768	\$ 967,509	\$ 955,394	\$ 966,142	\$ (15,374)	-1.6%

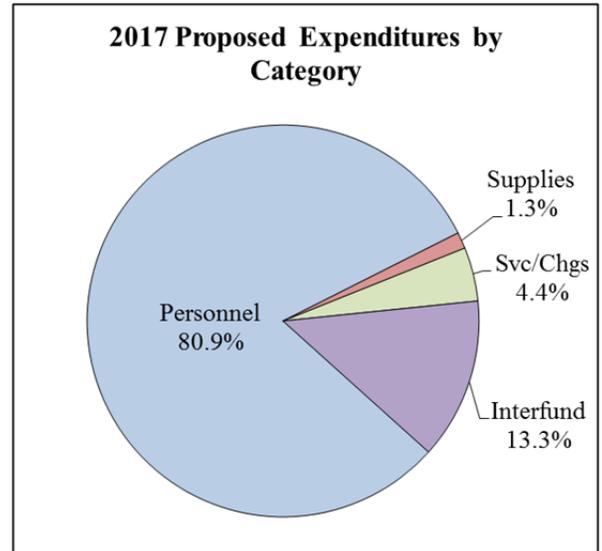
COMMUNITY & ECONOMIC DEVELOPMENT **CURRENT PLANNING**

Responsible Manager: *Frank Fiori, Planning Manager*

PURPOSE/DESCRIPTION

The Current Planning Division assists applicants in the development process while safeguarding the public's interest in maintaining Lakewood's quality of life. Current Planning services include:

- Processing zoning certifications, sign permits, shoreline permits, rezones, administrative & conditional use permits, business licenses, & variances.
- Responding to inquiries about how property within the city is zoned, what uses are allowed in those zones, and how property can be developed within the zones.
- Reviewing permits for new fences, garages, and adjustments to property lines.
- Reviewing all new commercial and industrial development within the city.
- Subdivisions, including short and long plats (both preliminary and final), and binding site plans.
- Reviewing building permits for compliance with the City's zoning standards.
- Supporting the Planning Commission, Hearing Examiner and Landmarks & Heritage Advisory Board.



GOAL/OBJECTIVES

- Process land use permit applications in a timely fashion.
- Administer the City's business licensing program.
- Respond to public inquiries regarding development applications & land use regulation.
- Ensure new development is consistent with Comprehensive Plan & does not have adverse impacts on the community.
- Work individually with major developments in the City to resolve issues emerging as development progresses.
- Manage the Division to link cost recovery to the cost of providing service while ensuring continuity of services.
- Maintain permitting software

PERFORMANCE MEASURES

Permit Type	Target # of Days	2015 Actual		2016 Est		2017 Est		2018 Est	
		# of Permits	% w/in Target						
Zoning Certification	30	41	100%	50	100%	50	100%	50	100%
Conditional Use	120	2	90%	3	90%	3	90%	3	90%
Administrative Use	120	5	90%	8	90%	8	90%	8	90%
Preliminary Plat	120	3	60%	1	60%	1	60%	1	60%
Preliminary Short Plat	90	15	100%	10	100%	10	100%	10	100%
Sign Permit	20	87	100%	90	100%	90	100%	90	100%
Site Development Permit	90	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Building Permit	20	600	90%	625	90%	650	90%	650	90%
Shoreline Permit	180	10	90%	8	80%	8	80%	8	80%

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Assistant City Manager/CED Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	72
Planning Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	46
Program Manager	1.00	-	-	-	-	-	-	46
Senior Planner	1.00	-	-	-	-	-	-	43
Associate Planner*	1.00	1.00	1.00	1.00	1.00	-	-	36
Program Coordinator	1.00	-	-	-	-	-	-	36
Assistant Planner*	1.00	1.00	1.00	1.00	1.00	2.00	2.00	29
Administrative Assistant	1.00	-	-	-	0.50	0.50	0.50	25
Total Regular Staffing	8.00	4.00	4.00	4.00	4.50	4.50	4.50	
<i>Change from prior year</i>	n/a	(4.00)	-	-	0.50	-	-	

*Filled as Associate 1.0 FTE as Assistant Planner

COMMUNITY & ECONOMIC DEVELOPMENT **CURRENT PLANNING**

Responsible Manager: *Frank Fiori, Planning Manager*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$618K in 2017 and \$641K in 2018. This is a decrease of 0.2% or \$1K from the 2016 adjusted budget. Highlights of the 2017 proposed budget compared to the 2016 adjusted budget are as follows:

- Professional Services – the decrease is due to a reduction in hearing examiner .

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	Permit & Development Fees	553,624	451,109	446,970	652,100	592,770	683,734	710,120	31,634	4.9%
001	General Government	214,771	220,398	130,600	42,334	99,222	(48,855)	(61,524)	(91,189)	-215.4%
Total Revenues:		\$ 768,395	\$ 671,507	\$ 577,570	\$ 694,434	\$ 691,992	\$ 634,879	\$ 648,596	\$ (59,555)	-8.6%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	450,791	359,353	347,310	363,532	363,532	365,894	377,974	2,362	0.6%
11.002/4	Overtime	1,354	605	-	-	-	-	-	-	n/a
11.011	Temporary Help	-	25,001	-	-	-	-	-	-	n/a
21.xxx	Benefits	152,331	125,504	126,530	131,970	131,970	134,018	140,485	2,048	1.6%
31.xxx	Other Operating Supplies	5,859	3,510	7,500	7,500	7,500	7,500	7,500	-	0.0%
31.003/004	Forms & Publications	-	-	200	200	200	200	200	-	0.0%
31.005	Meeting Food & Beverage	126	39	100	100	100	100	100	-	0.0%
35.xxx	Small Tools/Minor Equip	651	-	500	500	500	500	500	-	0.0%
41.xxx	Professional Service	52,337	7,560	37,500	27,500	27,500	17,500	17,500	(10,000)	-36.4%
42.xxx	Communication	730	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	1,455	156	1,670	1,670	1,670	2,290	2,290	620	37.1%
44.xxx	Advertising	8,790	6,124	4,000	4,000	4,000	4,000	4,000	-	0.0%
49.001	Membership Dues	1,886	2,965	1,040	1,040	1,040	1,670	1,670	630	60.6%
49.xxx	Other Charges & Services	522	930	2,000	2,000	2,000	2,000	2,000	-	0.0%
9x.xxx	IS Charges - M&O	-	99,960	20,340	77,414	75,363	78,058	79,030	644	0.8%
9x.xxx	IS Charges - Reserves	-	-	28,880	1,699	1,308	4,100	8,080	2,401	141.3%
Subtotal Operating Exp:		\$ 676,832	\$ 631,707	\$ 577,570	\$ 619,125	\$ 616,683	\$ 617,830	\$ 641,329	\$ (1,295)	-0.2%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	91,563	39,800	-	75,309	75,309	17,049	7,267	(58,260)	-77.4%
Subtotal One-time Exp:		\$ 91,563	\$ 39,800	\$ -	\$ 75,309	\$ 75,309	\$ 17,049	\$ 7,267	\$ (58,260)	-77.4%
Total Expenditures:		\$ 768,395	\$ 671,507	\$ 577,570	\$ 694,434	\$ 691,992	\$ 634,879	\$ 648,596	\$ (59,555)	-8.6%

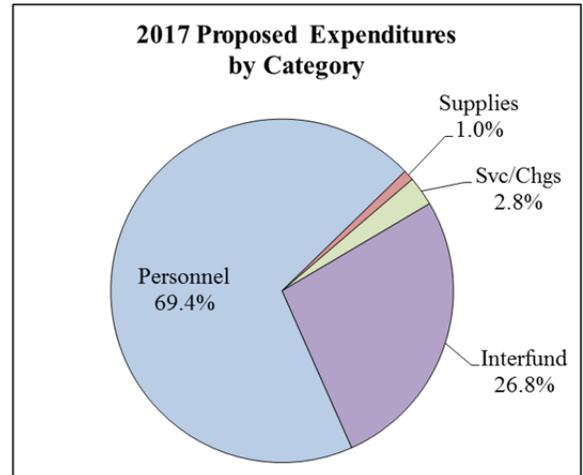
COMMUNITY & ECONOMIC DEVELOPMENT **LONG RANGE PLANNING**

Responsible Manager: *Courtney Casady, Assistant to the City Manager/Mgmt. Analyst*

Purpose/Description

The Long Range Planning Division administers long-range planning within Lakewood, including the comprehensive plan and subarea plans throughout the city. Long-range planning services include:

- Creating and maintaining long-range plans and regulations to carry out those plans for both the entire city and smaller portions such as individual neighborhoods.
- Revising the current land use and development regulations.
- Conducting policy studies and research.
- Tracking and analysis of relevant pending legislation and case law.
- Coordinating with other agencies such as the South Sound Military Communities Partnership, Puget Sound Regional Council, the Pierce County Growth Management Coordination Committee, Sound Transit, Pierce Transit, the Clover Park School District, local community and technical colleges, Pierce County, Joint Base Lewis McChord, state agencies, etc.
- Tracking census/demographic/population information.
- Providing public information and outreach.
- Coordinating annexations.



GOAL/OBJECTIVES

- Annually/review update the City’s Comprehensive Plan as necessary.
- Update and/or study revised development regulations through Council actions, suggestions by staff, or in response to new laws, or case law (Planned unit development, low-impact development regulations, telecommunications, and amending the structure and organization of Title 18A).
- Update the 6-year capital facilities plan
- Track new housing construction, housing demolitions, and mobile home park closures.
- Prepare annual multi-family tax credit report.
- Develop a subarea plan for the City’s Central Business District

PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
Complete comprehensive plan update	12/31/2015	12/31/2015	N/A	N/A	N/A
# of privately initiated amendments processed	2015/2016	3	1	1	2
Code Development:	Ongoing				
Business Licensing	-	5/4/2015	N/A	N/A	N/A
Cottage Housing	-	N/A	3/21/2016	N/A	N/A
Zoning Map Changes	Annual	12/7/2015	11/7/2016	11/20/2017	11/19/2016
Rental Housing Inspection Program	Annual	N/A	7/6/2016	Ongoing	-
Critical Areas & Flood Plain	-	12/7/2015	-	-	-
CBD subarea plan	-	-	-	-	10/1/2018
Title 18A update	-	-	-	10/1/2017	-
Low Impact Development Regulations	6/19/2017	N/A	11/07/2016 (Zoning)	06/19/2017 (Site Development)	-
Complete visioning process	12/31/2015	12/31/2015	-	-	-
Complete Annual Assignments:	Annual				
Capital Facilities Plan Update		12/31/2015	12/31/2016	12/31/2017	12/31/2018
Tracking Housing Date		12/31/2015	12/31/2016	12/31/2017	12/31/2018
Prepare Multi-Family Tax Credit Report		21/31/2016	12/31/2016	12/31/2017	12/31/2018

COMMUNITY & ECONOMIC DEVELOPMENT **LONG RANGE PLANNING**

Responsible Manager: *Courtney Casady, Assistant to the City Manager/Management Analyst*

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Planning Manager	-	1.00	1.00	1.00	1.00	-	-	46
Assistant to the City Manager/Management Analyst	-	-	-	-	-	1.00	1.00	35
Total Regular Staffing	-	1.00	1.00	1.00	1.00	1.00	1.00	
<i>Change from prior year</i>	-	1.00	-	-	-	-	-	

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$149K in 2017 and \$151K in 2018. This is a decrease of 63.7% or \$263K from the 2016 adjusted budget. Highlights of the 2017 proposed budget compared to the 2016 adjusted budget are as follows:

- Salaries & Wages/Benefits – the decrease is due primarily to accounting for the SSMCP Program Manager and Program Coordinator positions in the SSMCP Fund. Additionally, employee turnover has resulted in savings due to filling the Planning Manager with an Assistant to the City Manager/Management Analyst position.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	General Government	\$ -	\$ 233,089	\$ 348,890	\$ 724,797	\$ 505,493	\$ 157,657	\$ 154,357	(567,140)	-78.2%
Total Revenues:		\$ -	\$ 233,089	\$ 348,890	\$ 724,797	\$ 505,493	\$ 157,657	\$ 154,357	\$ (567,140)	-78.2%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	-	144,144	246,360	265,145	106,645	80,842	80,996	(184,303)	-69.5%
11.002/4	Overtime	-	724	-	-	-	-	-	-	n/a
21.xxx	Benefits	-	44,035	96,750	102,280	42,280	22,679	22,963	(79,601)	-77.8%
31.xxx	Other Operating Supplies	-	-	1,000	1,000	1,000	1,000	1,000	-	0.0%
31.003/004	Forms & Publications	-	-	200	200	200	200	200	-	0.0%
31.005	Meeting Food & Beverage	-	356	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	-	-	300	300	300	300	300	-	0.0%
41.xxx	Professional Service	-	-	1,500	1,500	1,500	1,500	1,500	-	0.0%
43/49.003	Travel & Training	-	-	1,580	1,580	1,580	1,580	1,580	-	0.0%
44.xxx	Advertising	-	-	500	500	500	500	500	-	0.0%
49.001	Membership Dues	-	625	400	400	400	250	250	(150)	-37.5%
49.xxx	Other Charges & Services	-	-	300	300	300	300	300	-	0.0%
9x.xxx	IS Charges - M&O	-	43,205	-	37,723	37,009	38,205	38,692	482	1.3%
9x.xxx	IS Charges - Reserves	-	-	-	469	379	1,777	2,443	1,308	278.9%
Subtotal Operating Exp:		\$ -	\$ 233,089	\$ 348,890	\$ 411,397	\$ 192,093	\$ 149,133	\$ 150,724	\$ (262,264)	-63.7%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	-	-	-	313,400	313,400	8,524	3,633	(304,876)	-97.3%
Subtotal One-time Exp:		\$ -	\$ -	\$ -	\$ 313,400	\$ 313,400	\$ 8,524	\$ 3,633	\$ (304,876)	-97.3%
Total Expenditures:		\$ -	\$ 233,089	\$ 348,890	\$ 724,797	\$ 505,493	\$ 157,657	\$ 154,357	\$ (567,140)	-78.2%

COMMUNITY & ECONOMIC DEVELOPMENT **ECONOMIC DEVELOPMENT**

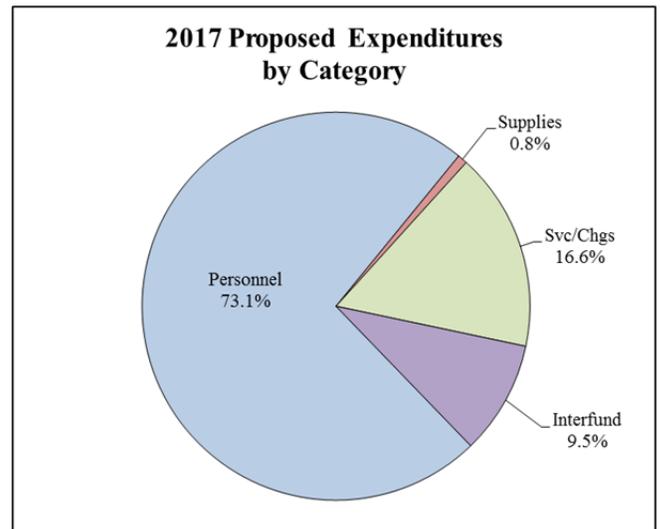
Responsible Manager: *Becky Newton, Economic Development Manager*

PURPOSE/DESCRIPTION

The Economic Development Division improves the economic well-being of Lakewood through efforts that increase job creation, job retention, tax base enhancements and quality of life.

GOAL/OBJECTIVES

- Identify underutilized & underdeveloped properties-create specific, directed plans for targeted investment areas & corridors.
- Conduct business expansion/retention interviews, and perform follow-up assignments as necessary.
- Implement capital and transit improvements to support the local economy.
- Increase the number of jobs that go to Lakewood citizens by coordinating economic development efforts with employment placement.
- Increase the availability of middle-market housing stock; Seek investors & developers to build more market-rate housing.
- Promote policies, programs, and services that support a diverse local economy providing a range of goods and services, that support existing local businesses and that encourage new, independent business ventures.
- Create marketing, promotion and image plans (primary lead: joint assignment between the City’s Communications Manager and Economic Development)
- Conduct developer forums and/or focus group discussions.
- Track developer leads and inquiries.
- Act as ombudsman/permit facilitator to new and relocating projects.
- Publish at least three economic newsletters and/or indicator reports per year.



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
\$ investment created through economic development efforts	\$80M	\$104M	\$100M	\$120M	\$140M
# of business retention/expansion of interviews conducted	80	77	75	75	75
# of new market rate, owner-occupied housing units constructed annually	40	40	40	40	40
# of projects where permit assistance was provided	40	50	20	20	20
# of special projects completed	50	100	50	50	50
# of economic development inquiries received	200	219	200	200	200
# of lodging contracts managed	16	64	-	-	-
# of participants attending forums, focus groups, or special events	500	573	400	400	400
# of new companies located in Lakewood	20	59	20	20	20
# of new development projects assisted	30	33	30	30	30
Percentage increase in retail sales revenue	4.0%	5.30%	3.0%	4.0%	4.0%

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Economic Development Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	56
Economic Development Specialist	1.00	-	-	-	-	-	-	43
Administrative Assistant	1.00	-	-	-	-	-	-	25
Total Regular Staffing	3.00	1.00	1.00	1.00	1.00	1.00	1.00	
<i>Change from prior year</i>	n/a	(2.00)	-	-	-	-	-	

COMMUNITY & ECONOMIC DEVELOPMENT **ECONOMIC DEVELOPMENT**

Responsible Manager: *Becky Newton, Economic Development Manager*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$172K in 2017 and \$178K in 2018. This is an increase of 7.7% or \$12K from the 2016 adjusted budget. Highlights of the 2017 proposed budget compared to the 2016 adjusted budget are as follows:

- Salaries & Wages & Benefits – the increase is due to step increase based on performance evaluation.
- Meeting Food & Beverage – the increase is due to budgeting based on to historical needs.
- Travel & Training – the increase is due to International Economic Development Council Training and related expenses.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	General Government	\$ 321,708	\$186,169	\$130,610	\$236,950	\$236,439	\$175,876	\$179,451	(61,074)	-25.8%
Total Revenues:		\$ 321,708	\$ 186,169	\$ 130,610	\$ 236,950	\$ 236,439	\$ 175,876	\$ 179,451	\$ (61,074)	-25.8%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	193,470	84,141	84,470	84,470	84,470	88,540	91,200	4,070	4.8%
21.xxx	Benefits	71,540	34,155	36,700	36,700	36,700	37,110	38,790	410	1.1%
31.xxx	Other Operating Supplies	3,792	1,571	900	900	900	900	900	-	0.0%
31.005	Meeting Food & Beverage	338	1,718	350	350	350	500	500	150	42.9%
41.xxx	Professional Service	16,063	15,315	1,600	16,600	16,600	21,600	21,600	5,000	30.1%
42.xxx	Communication	1,025							-	n/a
43/49.003	Travel & Training	4,037	3,533	2,870	2,870	2,870	4,800	4,800	1,930	67.2%
44.xxx	Advertising	500	1,388	800	800	800	800	800	-	0.0%
49.001	Membership Dues	926	515	1,200	1,200	1,200	1,200	1,200	-	0.0%
49.xxx	Other Charges & Services	65	444	120	120	120	120	120	-	0.0%
9x.xxx	IS Charges - M&O		20,041	1,600	15,011	14,583	15,392	15,624	381	2.5%
9x.xxx	IS Charges - Reserves	-	3,625	-	473	390	865	2,192	392	82.9%
Subtotal Operating Exp:		\$ 291,756	\$ 166,445	\$ 130,610	\$ 159,494	\$ 158,983	\$ 171,827	\$ 177,726	\$ 12,333	7.7%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	29,952	19,724	-	77,456	77,456	4,049	1,725	(73,407)	-94.8%
Subtotal One-time Exp:		\$ 29,952	\$ 19,724	\$ -	\$ 77,456	\$ 77,456	\$ 4,049	\$ 1,725	\$ (73,407)	-94.8%
Total Expenditures:		\$ 321,708	\$ 186,169	\$ 130,610	\$ 236,950	\$ 236,439	\$ 175,876	\$ 179,451	\$ (61,074)	-25.8%

COMMUNITY & ECONOMIC DEVELOPMENT **COMMUNITY SERVICES**

Responsible Manager: *Jeff Gumm, CDBG Program Manager*

PURPOSE/DESCRIPTION

The Community Development Block Grant (CDBG) fund is used to account for the Federal grants received under the CDBG provision authorized by Title I of the Housing and Community Development Act of 1974. Included in this entitlement are the CDBG, HOME Investment Partnerships Program (HOME), National Stabilization Program (NSP), and the Section 108 Loan Fund. Based on the City’s Consolidated Plan submitted to the U.S. Department of Housing and Urban Development (HUD), annual direct grants can be used by Lakewood to revitalize neighborhoods, expand affordable housing and economic opportunities, and/or improve community facilities and services, principally to benefit low-and moderate-income persons.

GOAL/OBJECTIVES

- Administer the projects and programs listed in the City’s FY 2014 Consolidated Annual Action Plan dated May 2014
- Facilitate the development and implementation of two Section 108 loans, one in 2015 and another in 2016 concentrating on the use of said funds for public infrastructure
- Manage/monitor the City’s abatement and housing revolving fund programs
- Work with Habitat for Humanity to develop a homeownership program in the Lake City Neighborhood
- In cooperation with the City of Tacoma, prepare a new five-year Consolidated Plan and corresponding Annual Action Plans
- Target infrastructure improvements in low income neighborhoods where roadway, sidewalk, and lighting improvements are deficient.
- Monitor construction progress of LASA/THA Prairie Oaks client services center and homeless housing project

PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
# of persons with new or improved access to public facility or infrastructure	4693	4694	14,775	5,000	5,000
# of persons with new or improved access to public service	142	205	0	0	50
# of affordable rental units rehabilitated	38	38	0	0	35
# of owner-occupied units rehabilitated	16	5	6	5	5
# of new affordable housing units constructed	21	19	8	4	2
# persons with access to affordable housing through fair housing activities	75	22	25	25	25
# units assisted that are occupied by the elderly	tbd	8	6	6	6
# of homebuyers receiving direct financial assistance through down payment assistance/closing costs	3	1	1	2	2
# of jobs created*	20	0	20	0	0
\$ program income received (CDBG & NSP)	tbd	\$95,617	\$53,000	\$58,000	\$60,000

Note - Performance measures are required by HUD through the Integrated Disbursement & Information System (IDIS).

The above is a partial listing. Year 2013 data is for Program Year 2013 (7/1/2013 - 6/30/2014).

Year 2014 data was not available at time of publication of this report.

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
CDBG Program Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	46
CDBG Program Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	36
Total Regular Staffing	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
<i>Change from prior year</i>	n/a	-	-	-	-	-	-	

COMMUNITY & ECONOMIC DEVELOPMENT **COMMUNITY SERVICES**

Responsible Manager: *Jeff Gumm, CDBG Program Manager*

RENTAL HOUSING FEE STRUCTURE TO INCLUDE COST RECOVERY

The following table provides the estimate cost and recovery for the rental housing safety program. The revenues and expenditures, which are currently not included in the proposed 2017/2018 biennial budget, will be incorporated once approved by the City Council.

Proposed Rental Housing Safety (RHSP) Budget				
	FTE	2016	2017	2018
Personnel				
Program Manager	0.35	\$ -	\$ 29,971	\$ 29,971
Assistant to City Manager	0.50	These are positions that are currently involved in the implementation, or the future operations of the rental housing safety program, and whose personnel costs are either a part of the existing or proposed 2017/2018 Biennial Budget. These positions and their representative salaries are imbedded costs within the RHSP program. The City can either choose to subsidize these costs or seek full or partial cost recovery.		
Economic Development Manager	0.05			
Information Technology Manager	0.10			
GIS/IT Specialist	0.10			
Permit Technician	0.10			
Contract Office Assistant (1st 6 months, full time; 2nd 6 months half-time; base rate \$22/hour)	-	-	34,320	22,880
Contract Rental Housing Safety Inspector	-	-	50,000	50,000
Technology/Work Station:				
Automated Registration System - Capital	-	50,000	-	-
Automated Registration System - Reserves and M&O	-	5,000	13,300	13,300
Tablet	-	1,600	-	-
Smart Phone - Initial Purchase and M&O	-	770	720	720
Automated Kiosk:				
Base Price (\$5,000)/Setup, Training & Customization (\$1,500)	-	6,500	-	-
Maintenance and Warranty (\$150/Month)	-	1,800	1,800	1,800
Postage, Printing, Forms, Office Supplies	-	10,000	10,000	10,000
	1.20	\$ 75,670	\$ 140,111	\$ 128,671

The registration process for the RHSP would begin January 2017. As of this writing, the CED Department has been refining the number of rental housing units in Lakewood. Lakewood has 15,371 rental units; this number includes all single family and duplex rental properties. The number is subject to fluctuation as single-family houses transition between owner occupied and rentals. The RHSP will generate about 5,000 registrations, and based on data obtained from Bellingham, 40 percent will register online (2,000), and the remainder (3,000), will register by coming to City Hall or mailing in the registration applications.

In an effort to control costs, a kiosk has been proposed. Kiosks prices vary widely depending on design and purpose. The numbers listed above are estimates. The base price for a kiosk could be as high as \$12,000 per unit. The use of kiosks is becoming more popular both in private and public settings. On the public side, where revenues are growing at one to two percent at best, automated and contract services, are becoming standard norms of operation.

With the establishment of the RHSP, it is assumed that existing city personnel will have additional assignments in the first year of operation. Thereafter, the work levels would change and it would be expected to decrease by some extent. Contract services are also introduced under this program. A contract office assistant and contract inspector have been included. The \$50,000 for the inspector was based on data obtained from the City of Bellingham; however, the fee could range between \$50,000 and \$60,000 annually.

It is proposed to charge fees to rental property owners. The fee at this time is based on 100 percent cost recovery minus relocation expenses. Several fee options have been examined by the City Council although a specific approach has not been authorized as of this writing. City could use a base uniform fee for the first rental unit, and an additional, lesser fee for each unit thereafter, or differential fee system based on the size of an apartment complex. Whichever scenario is used, it is anticipated that the fee proposal would generate sufficient funds to offset program costs. All fees by landlords/property owners would be due payable the first quarter of the calendar year.

Housing relocation specific to the RSHP has not been included in the proposed budget. At this point, it is an unknown factor, and rather than speculate on the abstract, a better approach for now would be to focus on outreach and registration. Once inspections have been initiated in 2017 and 2018, and there is more information available, then it would prudent to develop a relocation budget, above and beyond the resources currently allocated which totals \$30,000 annually, if it is found necessary.

COMMUNITY & ECONOMIC DEVELOPMENT **COMMUNITY SERVICES**

Responsible Manager: *Jeff Gumm, CDBG Program Manager*

REVENUE & EXPENDITURE SUMMARY BY FUND

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
105	Property Abatement/Rental Housing Safety Program	\$ 67,674	\$ 37,559	\$ -	\$ 43,869	\$ 58,356	\$ 125,000	\$ 125,000	\$ 81,131	184.9%
190	Community Development Block Grant (CDBG)	1,087,815	834,266	535,000	2,168,934	2,168,934	445,000	423,000	(1,723,934)	-79.5%
191	Neighborhood Stabilization Program (NSP)	250,075	-	-	38,885	39,561	-	94,716		
Total Revenues:		\$ 1,405,564	\$ 871,825	\$ 535,000	\$ 2,251,688	\$ 2,266,851	\$ 570,000	\$ 642,716	\$(1,681,688)	-74.7%
<i>Expenditure Summary:</i>										
105	Property Abatement/Rental Housing Safety Program	44,074	150,000	100,000	193,200	193,200	125,000	125,000	(68,200)	-35.3%
190	Community Development Block Grant (CDBG)	1,906,701	789,380	535,000	2,236,201	2,236,201	445,000	423,000	(1,791,201)	-80.1%
191	Neighborhood Stabilization Program (NSP)	250,143	18,403	-	191,760	191,760	-	-	(191,760)	-100.0%
Subtotal Operating Exp:		\$ 2,200,918	\$ 957,783	\$ 635,000	\$ 2,621,161	\$ 2,621,161	\$ 570,000	\$ 548,000	\$(2,051,161)	-78.3%
Total Expenditures:		\$ 2,200,918	\$ 957,783	\$ 635,000	\$ 2,621,161	\$ 2,621,161	\$ 570,000	\$ 548,000	\$(2,051,161)	-78.3%

COMMUNITY & ECONOMIC DEVELOPMENT **COMMUNITY SERVICES**

Responsible Manager: *Jeff Gumm, CDBG Program Manager*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$570K in 2017 and \$548K in 2018. This is a decrease of 78.3% or \$2.05MK from the 2016 adjusted budget. The 2016 adjusted budget includes carry forward funds whereas the 2017 proposed budget does not.

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
105	Abatement Charges	\$ 47,549	\$ 2,525	\$ -	\$ 8,869	\$ 23,356	\$ -	\$ -	\$ (8,869)	-100.0%
105	Interest Earnings	123	34	-	-	-	-	-	-	n/a
105	Judgements & Settlements	20,002	-	-	-	-	-	-	-	n/a
105	Transfer In - General Fund	-	35,000	-	35,000	35,000	125,000	125,000	90,000	257.1%
190	Grants	1,074,353	817,012	500,000	2,168,055	2,168,055	445,000	423,000	(1,723,055)	-79.5%
190	Interest Earnings	1,404	1,004	-	879	879	-	-	(879)	-100.0%
190	Misc/Contributions	12,058	16,250	-	-	-	-	-	-	n/a
190	Transfer-In General Fund	-	-	35,000	-	-	-	-	-	n/a
191	Grants	250,075	-	-	-	-	-	-	-	n/a
191	Abatement Charges	-	-	-	38,885	39,561	-	94,716	(38,885)	-100.0%
Total Revenues:		\$ 1,405,564	\$ 871,825	\$ 535,000	\$ 2,251,688	\$ 2,266,851	\$ 570,000	\$ 642,716	\$ (1,681,688)	-74.7%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	177,576	155,921	171,000	176,070	176,070	86,800	83,720	(89,270)	-50.7%
21.xxx	Benefits	61,443	58,339	63,180	78,230	78,230	37,200	35,880	(41,030)	-52.4%
31.xxx	Other Operating Supplies	2,376	502	-	9,000	9,000	-	-	(9,000)	-100.0%
31.005	Meeting Food & Beverage	28	65	-	-	-	-	-	-	n/a
31.030	Maintenance Supplies	-	111	-	-	-	-	-	-	n/a
32.xxc	Fuel	172	-	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	3,574	387	-	-	-	-	-	-	n/a
41.xxx	Professional Service	524,742	303,858	100,820	806,072	806,072	396,000	128,400	(410,072)	-50.9%
42.xxx	Communication	1,415	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	1,786	20	-	-	-	-	-	-	n/a
44.xxx	Advertising	1,903	1,467	-	-	-	-	-	-	n/a
48.xxx	Repairs & Maintenance	80,449	38,505	-	253,092	253,092	-	-	(253,092)	-100.0%
49.001	Membership Dues	-	-	-	13,434	13,434	-	-	(13,434)	-100.0%
49.xxx	Other Charges & Services	503,347	235,494	-	485,065	485,065	-	-	(485,065)	-100.0%
597	Interfund Transfers	840,046	163,114	300,000	800,198	800,198	-	250,000	(800,198)	-100.0%
5x.xxx	Intergovernmental	2,061	-	-	-	-	-	-	-	n/a
7/8x.xxx	Debt Service	-	-	-	-	-	50,000	50,000	50,000	n/a
Subtotal Operating Exp:		\$ 2,200,918	\$ 957,783	\$ 635,000	\$ 2,621,161	\$ 2,621,161	\$ 570,000	\$ 548,000	\$ (2,051,161)	-78.3%
Total Expenditures:		\$ 2,200,918	\$ 957,783	\$ 635,000	\$ 2,621,161	\$ 2,621,161	\$ 570,000	\$ 548,000	\$ (2,051,161)	-78.3%

COMMUNITY & ECONOMIC DEVELOPMENT

SOUTH SOUND COMMUNITIES MILITARY PARTNERSHIP (SSMCP)

Responsible Manager: *Bill Adamson, Program Manager*

PURPOSE/DESCRIPTION

SSMCP works to address issues that affect military and civilian communities around JOINT BASE LEWIS-MCCHORD (JBLM) and to foster outcomes that are mutually beneficial for the South Sound region. One of the SSMCP's primary assignments in 2016/17 is studying how to increase safety in the area known as the "McChord Field North Clear Zone" near JBLM. SSMCP has identified five main objectives for the North Clear Zone Project: 1) Ensure public and air safety; 2) Bring use of the North Clear Zone into Federal Aviation Administration & Department of Defense regulatory compliance; 3) Preserve JBLM "Mission Assurance"; 4) Maintain full operational capacity and capability; and 5) Implement the 2015 JBLM Joint Land Use Study (JLUS).

GOAL/OBJECTIVES

- Implement 2015 JBLM Joint Land Use Study
- Develop a path to resolve McChord Airfield North Clear Zone (NCZ) Encroachment
- Monitor & support transportation improvement efforts in the JBLM Corridor
- Conduct periodic JBLM Needs & Preferences Survey, circulate results
- Engage with subject matter experts and community partners to update and address SSMCP priorities
- Develop an SSMCP business plan
- Educate leaders and advocate at state and federal levels
- Enhance and expand regional SSMCP membership, participation and collaboration
- Seek additional mid and long term funding for SSMCP's staffing and operationally/review update the City's Comprehensive Plan as necessary.
- Support active duty, veteran & military family workforce development, healthcare, & social services

PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
Implement 2015 JBLM Joint Land Use Study (JLUS) - JLUS adopted Oct 2015	Ongoing	-	-	-	-
Develop a path to resolve McChord Airfield North Clear Zone (NCZ) Encroachment	Minimum, 5 yrs	-	-	-	-
Monitor & support transportation improvement efforts in the JBLM Corridor	Ongoing	-	-	-	-
Conduct periodic JBLM Needs & Preferences Survey, circulate results	1 annual survey	1 annual survey	1 annual survey	1 annual survey	1 annual survey
Engage with subject matter experts and community partners to update and address SSMCP priorities	Ongoing	60 annual meetings	60 annual meetings	60 annual meetings	60 annual meetings
Develop an SSMCP business plan	-	-	Completed	Revise as necessary	Revise as necessary
Educate leaders and advocate at state and federal levels	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
Enhance & expand regional SSMCP membership, participation collaboration	60	n/a	42	48	53
Seek additional mid and long term funding for SSMCP's staffing and operationally/review update the City's Comprehensive Plan as necessary.	Funding ongoing; CPA amendment	Funding ongoing; 1 CPA amendment	Funding ongoing; 1 CPA amendment	Funding ongoing; 1 CPA amendment	Funding ongoing
Support active duty, veteran & military family workforce development, healthcare, & social services	Ongoing	-	-	-	-

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Program Manager - SSMCP/OEA	-	1.00	1.00	1.00	1.00	1.00	1.00	46
Program Coordinator - SSMCP/OEA	-	1.00	1.00	1.00	1.00	1.00	1.00	36
Total Regular Staffing	-	2.00	2.00	2.00	2.00	2.00	2.00	
<i>Change from prior year</i>	-	2.00	-	-	-	-	-	

COMMUNITY & ECONOMIC DEVELOPMENT SOUTH SOUND COMMUNITIES MILITARY PARTNERSHIP (SSMCP)

Responsible Manager: *Bill Adamson, Program Manager*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$307K in 2017 and \$227K in 2018. This is an increase of 35.9% or \$81K from the 2016 adjusted budget. The budgets are based on availability of funds. The 2017 proposed budget includes carry forward of grants and contributions from 2016.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
192	Grants	\$ 281,466	\$ 153,468	\$ -	\$ -	\$ 408,777	\$ -	\$ -	-	n/a
192	Partner Participation	133,250	153,629	129,500	173,500	176,805	176,805	176,805	3,305	1.9%
192	Transfer In-General Fund	50,000	50,000	50,000	54,750	54,750	50,000	50,000	(4,750)	-8.7%
Total Revenues:		\$ 464,716	\$ 357,097	\$ 179,500	\$ 228,250	\$ 640,332	\$ 226,805	\$ 226,805	\$ (1,445)	-0.6%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	128,054	123,852	-	135,000	194,829	165,174	168,240	30,174	22.4%
11.002/4	Overtime	198	-	-	-	-	-	-	-	n/a
21.xxx	Benefits	40,695	32,189	-	37,000	53,989	41,754	42,972	4,754	12.8%
31.xxx	Other Operating Supplies	597	2,012	-	1,000	1,250	-	-	(1,000)	-100.0%
31.005	Meeting Food & Beverage	2,206	3,670	-	2,500	2,500	-	-	(2,500)	-100.0%
31.030	Maintenance Supplies	-	-	-	-	-	-	-	-	n/a
32.xxc	Fuel	-	-	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	3,228	-	-	-	-	-	-	-	n/a
41.xxx	Professional Service	221,123	213,360	179,500	20,000	323,500	99,744	15,593	79,744	398.7%
42.xxx	Communication	142	-	-	500	500	-	-	(500)	-100.0%
43/49.003	Travel & Training	12,277	16,615	-	22,100	23,600	-	-	(22,100)	-100.0%
44.xxx	Advertising	129	237	-	500	500	-	-	(500)	-100.0%
48.xxx	Repairs & Maintenance	-	-	-	-	-	-	-	-	n/a
49.001	Membership Dues	-	1,365	-	2,000	2,000	-	-	(2,000)	-100.0%
49.xxx	Other Charges & Services	-	1,013	-	5,000	5,300	-	-	(5,000)	-100.0%
597	Interfund Transfers	-	-	-	-	-	-	-	-	n/a
5x.xxx	Intergovernmental	-	-	-	-	-	-	-	-	n/a
Subtotal Operating Exp:		\$ 408,649	\$ 394,313	\$ 179,500	\$ 225,600	\$ 607,968	\$ 306,672	\$ 226,805	\$ 81,072	35.9%
Total Expenditures:		\$ 408,649	\$ 394,313	\$ 179,500	\$ 225,600	\$ 607,968	\$ 306,672	\$ 226,805	\$ 81,072	35.9%



This page left intentionally blank.

2017/2018
Budget Line Item Detail

2017/2018 Budget Detail
COMMUNITY & ECONOMIC DEVELOPMENT - BUILDING

001.0000.07.558.50.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
GENERAL OFFICE & OPERATING SUPPLIES		\$ 2,000	\$ 2,000
Subtotal:		\$ 2,000	\$ 2,000
001.0000.07.558.50.31.008	UNIFORMS	2017	2018
BUILDING OFFICAL UNIFORMS		\$ 600	\$ 600
Subtotal:		\$ 600	\$ 600
001.0000.07.558.50.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
SMALL TOOLS & MINOR EQUIPMENT		\$ 500	\$ 500
Subtotal:		\$ 500	\$ 500
001.0000.07.558.50.35.004	FURNITURE EQUIPMENT	2017	2018
FURNITURE EQUIPMENT		\$ 500	\$ 500
Subtotal:		\$ 500	\$ 500
001.0000.07.558.50.41.001	PROFESSIONAL SERVICES	2017	2018
SPECIAL INSPECTIONS		\$ 5,000	\$ 5,000
Subtotal:		\$ 5,000	\$ 5,000
001.0000.07.558.50.43.002	LODGING CHARGES	2017	2018
TRAINING		\$ 400	\$ 400
Subtotal:		\$ 400	\$ 400
001.0000.07.558.50.43.003	MILEAGE REIMBURSEMENTS	2017	2018
TRAINING AND MEETING		\$ 230	\$ 230
Subtotal:		\$ 230	\$ 230
001.0000.07.558.50.43.004	CONFERENCE MEALS	2017	2018
TRAINING		\$ 130	\$ 130
Subtotal:		\$ 130	\$ 130
001.0000.07.558.50.43.005	PARKING REIMBURSEMENTS	2017	2018
TRAINING AND MEETING REIMBURSEMENTS		\$ 40	\$ 40
Subtotal:		\$ 40	\$ 40
001.0000.07.558.50.49.001	MEMBERSHIPS & DUES	2017	2018
INTERNATIONAL CODE COUNCIL CERTIFICATION		\$ 865	\$ -
INTERNATIONAL CODE COUNCIL MEMBERSHIP		\$ 240	\$ 240
WASHINGTON ASSOC. OF BUILDING OFFICIALS		\$ 195	\$ 200
Subtotal:		\$ 1,300	\$ 440
001.0000.07.558.50.49.003	REGISTRATION	2017	2018
FIRST AID/CPR		\$ 100	\$ 100
INDIVIDUAL TRAINING CLASSES		\$ 960	\$ 960
WASHINGTON ASSOC. OF BUILDING OFFICIALS ANNUAL MEETING		\$ 100	\$ 100
WASHINGTON ASSOC. OF BUILDING OFFICIALS EDUCATIONAL INSTITUTE		\$ 1,600	\$ 1,600
WASHINGTON ASSOC. OF BUILDING OFFICIALS SPRING/WINTER		\$ 100	\$ 100
Subtotal:		\$ 2,860	\$ 2,860
001.0000.07.558.50.49.005	PRINTING & BINDING	2017	2018
PRINTING & BINDING		\$ 900	\$ 900
Subtotal:		\$ 900	\$ 900
001.0000.07.558.50.51.001	INTERGOVERNMENTAL SERVICE	2017	2018
FIRE MARSHAL CONTRACT		\$ 202,000	\$ 202,000
Subtotal:		\$ 202,000	\$ 202,000
Total Budget:		\$ 216,460	\$ 215,600

2017/2018 Budget Detail
COMMUNITY & ECONOMIC DEVELOPMENT - CURRENT PLANNING

001.0000.07.558.60.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
GENERAL OFFICE & OPERATING SUPPLIES		\$ 7,500	\$ 7,500
	Subtotal:	\$ 7,500	\$ 7,500
001.0000.07.558.60.31.003	OFFICE FORMS	2017	2018
OFFICE FORMS		\$ 200	\$ 200
	Subtotal:	\$ 200	\$ 200
001.0000.07.558.60.31.005	MEETING MEALS EXPENSE	2017	2018
MEALS FOR OFFICE MEETINGS		\$ 100	\$ 100
	Subtotal:	\$ 100	\$ 100
001.0000.07.558.60.35.004	FURNITURE EQUIPMENT	2017	2018
FURNITURE EQUIPMENT		\$ 500	\$ 500
	Subtotal:	\$ 500	\$ 500
001.0000.07.558.60.41.001	PROFESSIONAL SERVICES	2017	2018
CONTRACT SERVICES AS NEEDED FOR SPECIAL PROJECTS		\$ 5,000	\$ 5,000
HISTORIC PRESERVATION CONSULTANT		\$ 2,500	\$ 2,500
	Subtotal:	\$ 7,500	\$ 7,500
001.0000.07.558.60.41.007	HEARING EXAMINER	2017	2018
HEARING EXAMINER SERVICES		\$ 20,000	\$ 20,000
REDUCE HEARING EXAMINER SERVICES		\$ (10,000)	\$ (10,000)
	Subtotal:	\$ 10,000	\$ 10,000
001.0000.07.558.60.43.002	LODGING CHARGES	2017	2018
PLANNING ASSOC. OF WASHINGTON DIRECTOR'S CONFERENCE		\$ 400	\$ 400
PLANNING ASSOC. OF WASHINGTON ANNUAL CONFERENCE		\$ 400	\$ 400
	Subtotal:	\$ 800	\$ 800
001.0000.07.558.60.43.003	MILEAGE REIMBURSEMENTS	2017	2018
TRAINING AND MEETING		\$ 230	\$ 230
	Subtotal:	\$ 230	\$ 230
001.0000.07.558.60.43.004	CONFERENCE MEALS	2017	2018
PLANNING ASSOC. OF WASHINGTON DIRECTOR'S CONFERENCE		\$ 195	\$ 195
PLANNING ASSOC. OF WASHINGTON CONFERENCE		\$ 195	\$ 195
	Subtotal:	\$ 390	\$ 390
001.0000.07.558.60.43.005	PARKING REIMBURSEMENTS	2017	2018
TRAINING AND MEETING		\$ 40	\$ 40
	Subtotal:	\$ 40	\$ 40
001.0000.07.558.60.44.001	ADVERTISING	2017	2018
ADVERTISING / PUBLIC NOTICES		\$ 4,000	\$ 4,000
	Subtotal:	\$ 4,000	\$ 4,000
001.0000.07.558.60.49.001	MEMBERSHIPS & DUES	2017	2018
AMERICAN DEFENSE COMMUNITIES		\$ 240	\$ 240
AMERICAN PLANNING ASSOCIATION		\$ 980	\$ 980
PLANNING ASSOC. OF WASHINGTON		\$ 450	\$ 450
	Subtotal:	\$ 1,670	\$ 1,670
001.0000.07.558.60.49.003	REGISTRATION	2017	2018
PLANNING ASSOC. OF WASHINGTON DIRECTOR'S CONFERENCE		\$ 330	\$ 330
WASHINGTON STATE ASSOC. OF PERMIT TECHNICIANS SPRING CONFERENCE		\$ 250	\$ 250
WASHINGTON STATE PLANNING DIRECTORS ASSOC. CONFERENCE		\$ 250	\$ 250
	Subtotal:	\$ 830	\$ 830

2017/2018 Budget Detail

COMMUNITY & ECONOMIC DEVELOPMENT - CURRENT PLANNING

001.0000.07.558.60.49.005	PRINTING & BINDING	2017		2018	
PRINTING & BINDING		\$	2,000	\$	2,000
	Subtotal:	\$	2,000	\$	2,000
	Total Budget:	\$	35,760	\$	35,760

2017/2018 Budget Detail

COMMUNITY & ECONOMIC DEVELOPMENT - LONG RANGE PLANNING

001.0000.07.558.65.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
GENERAL OFFICE & OPERATING SUPPLIES		\$ 1,000	\$ 1,000
Subtotal:		\$ 1,000	\$ 1,000
001.0000.07.558.65.31.003	OFFICE FORMS	2017	2018
OFFICE FORMS		\$ 200	\$ 200
Subtotal:		\$ 200	\$ 200
001.0000.07.558.65.35.004	FURNITURE EQUIPMENT	2017	2018
FURNITURE EQUIPMENT		\$ 300	\$ 300
Subtotal:		\$ 300	\$ 300
001.0000.07.558.65.41.001	PROFESSIONAL SERVICE	2017	2018
PROFESSIONAL SERVICES		\$ 1,500	\$ 1,500
Subtotal:		\$ 1,500	\$ 1,500
001.0000.07.558.65.43.001	TRANSPORTATION CHARGES	2017	2018
TRAINING TRANSPORTATION		\$ 400	\$ 400
Subtotal:		\$ 400	\$ 400
001.0000.07.558.65.43.002	LODGING CHARGES	2017	2018
TRAINING LODGING		\$ 450	\$ 450
Subtotal:		\$ 450	\$ 450
001.0000.07.558.65.43.003	MILEAGE REIMBURSEMENTS	2017	2018
TRAINING AND MEETING		\$ 150	\$ 150
Subtotal:		\$ 150	\$ 150
001.0000.07.558.65.43.004	CONFERENCE MEALS	2017	2018
TRAINING MEALS		\$ 150	\$ 150
Subtotal:		\$ 150	\$ 150
001.0000.07.558.65.43.005	PARKING REIMBURSEMENTS	2017	2018
TRAINING AND MEETING PARKING REIMBURSEMENTS		\$ 30	\$ 30
Subtotal:		\$ 30	\$ 30
001.0000.07.558.65.44.001	ADVERTISING	2017	2018
ADVERTISING / PUBLIC NOTICES		\$ 500	\$ 500
Subtotal:		\$ 500	\$ 500
001.0000.07.558.65.49.001	MEMBERSHIPS/DUES	2017	2018
MEMBERSHIPS / DUES		\$ 250	\$ 250
Subtotal:		\$ 250	\$ 250
001.0000.07.558.65.49.003	REGISTRATION	2017	2018
TRAINING		\$ 400	\$ 400
Subtotal:		\$ 400	\$ 400
001.0000.07.558.65.49.005	PRINTING & BINDING	2017	2018
PRINTING & BINDING		\$ 300	\$ 300
Subtotal:		\$ 300	\$ 300
Total Budget:		\$ 5,630	\$ 5,630

2017/2018 Budget Detail

COMMUNITY & ECONOMIC DEVELOPMENT - ECONOMIC DEVELOPMENT

001.0000.13.558.70.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
BUSINESS SHOWCASE FRAMES - 12 EA \$19.99	\$	262	\$ 262
GENERAL	\$	638	\$ 638
	Subtotal: \$	900	\$ 900
001.0000.13.558.70.31.005	MEETING MEALS EXPENSE	2017	2018
MEETING MEALS WITH DEVELOPERS AND NEW BUSINESS	\$	500	\$ 500
	Subtotal: \$	500	\$ 500
001.0000.13.558.70.41.001	PROFESSIONAL SERVICES	2017	2018
MEDIA, RE-IMAGING, EDITORIALS, TRADE PUBLICATION	\$	1,600	\$ 1,600
	Subtotal: \$	1,600	\$ 1,600
001.0000.13.558.70.41.078	ECONOMIC DEVELOPMENT BOARD OF PIERCE	2017	2018
TACOMA/PIERCE ECONOMIC DEVELOPMENT	\$	15,000	\$ 15,000
INCREASE CONTRIBUTION LEVEL	\$	5,000	\$ 5,000
	Subtotal: \$	20,000	\$ 20,000
001.0000.13.558.70.43.001	TRANSPORTATION CHARGES	2017	2018
INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL AIRFARE	\$	500	\$ 500
	Subtotal: \$	500	\$ 500
001.0000.13.558.70.43.002	LODGING CHARGES	2017	2018
INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL	\$	510	\$ 510
	Subtotal: \$	510	\$ 510
001.0000.13.558.70.43.003	MILEAGE REIMBURSEMENTS	2017	2018
OTHER MEETINGS AND WORKSHOPS	\$	800	\$ 800
TACOMA REGIONAL CONVENTION & VISITOR BUREAU	\$	200	\$ 200
	Subtotal: \$	1,000	\$ 1,000
001.0000.13.558.70.43.004	CONFERENCE MEALS	2017	2018
INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL	\$	200	\$ 200
	Subtotal: \$	200	\$ 200
001.0000.13.558.70.43.005	PARKING REIMBURSEMENTS	2017	2018
OTHER MEETINGS AND WORKSHOPS	\$	50	\$ 50
TACOMA REGIONAL CONVENTION & VISITOR BUREAU	\$	150	\$ 150
	Subtotal: \$	200	\$ 200
001.0000.13.558.70.44.001	ADVERTISING	2017	2018
LOCAL PUBLICATIONS	\$	800	\$ 800
	Subtotal: \$	800	\$ 800
001.0000.13.558.70.49.001	MEMBERSHIPS/DUES	2017	2018
INTERNATIONAL COUNCIL OF SHOPPING CENTERS	\$	150	\$ 150
INTERNATIONAL COUNCIL OF SHOPPING CENTERS MANAGER & SPECIALIST	\$	450	\$ 450
TOASTMASTERS	\$	100	\$ 100
WASHINGTON ECONOMIC DEVELOPMENT ASSOC.	\$	500	\$ 500
	Subtotal: \$	1,200	\$ 1,200

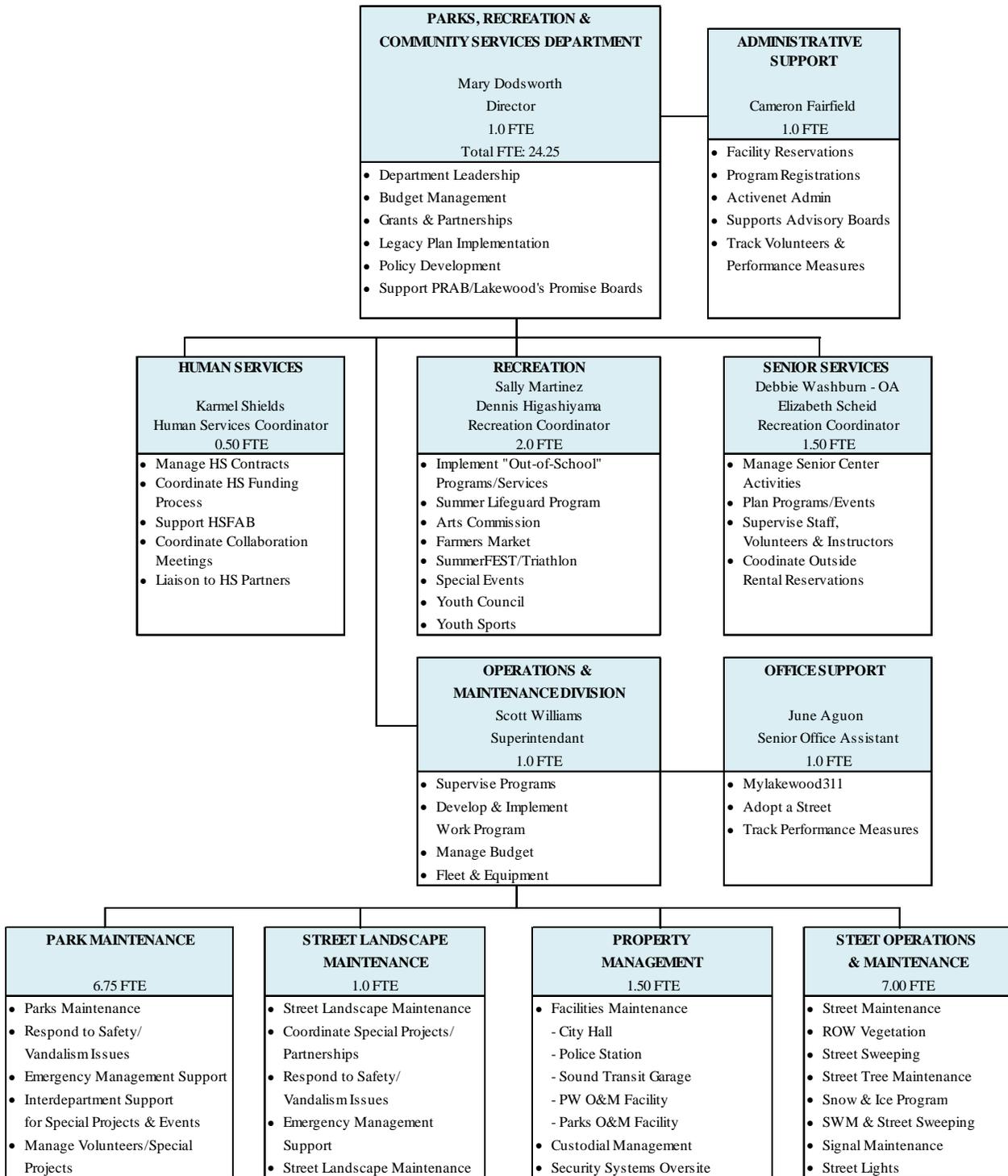
2017/2018 Budget Detail

COMMUNITY & ECONOMIC DEVELOPMENT - ECONOMIC DEVELOPMENT

001.0000.13.558.70.49.003	REGISTRATION	2017	2018
ECONOMIC DEVELOPMENT BOARD - ANNUAL MEETING - TWO ATTENDEES	\$	170	\$ 170
INTERNATIONAL ECONOMIC DEVELOPMENT ANNUAL CONFERENCE	\$	720	\$ 720
LAKWOOD CHAMBER OF COMMERCE MONTHLY MEETINGS	\$	300	\$ 300
SUMMITS, WORKSHOPS, ANNUAL MEETINGS	\$	350	\$ 350
TACOMA REGIONAL CONVENTION & VISTORS BUREAU RETREAT	\$	200	\$ 200
WEBINAR TRAININGS	\$	150	\$ 150
WA ECONOMIC DEVELOPMENT ASSOC. SPR/SMR CONFERENCE - MANAGER	\$	500	\$ 500
Subtotal:	\$	2,390	\$ 2,390
001.0000.13.558.70.49.004	SUBSCRIPTION	2017	2018
BUSINESS EXAMINER - ON-LINE	\$	25	\$ 25
BUSINESS JOURNAL	\$	95	\$ 95
Subtotal:	\$	120	\$ 120
Total Budget:	\$	29,920	\$ 29,920



This page left intentionally blank.



PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Mary Dodsworth, Director*

2015/2016 ACCOMPLISHMENTS

- Springbrook Park Expansion projects
- Waughop Lake Trail Improvement Project
- US Open parking management at Fort Steilacoom Park
- Gateway Improvements at north and south ends of Bridgeport and Nyanza and Gravelly Lake Dr.
- Legacy Plan Implementation
- Farmers Market Expansion – 5 years of operations. New partners, programs and funding. Increased vendor sales and participation each year.
- Chambers Creek Trail partnership with University Place, Pierce County and Steilacoom
- Senior Center relocation assessment and lease extension – 10 years of operations
- Public Art site location selection, Request for Proposal and artist selection
- 2015 Human Services Annual Report
- 2015/16 New Human Services Strategic Funding areas established and funding for 30 programs
- Community Services Advisory Board, newly formed and all positions filled
- Partnership with Pierce County Community Connections: Leadership in Action Program and Point in Time Count
- City of Lakewood Homelessness Report
- MyLakewood311 implementation, tracking and reporting
- Implemented a new Adopt a Street program with new volunteer groups
- Updated Discovery Trail sign program at Fort Steilacoom Park
- Increased funding and partnerships at SummerFEST including Triathlon participation
- Over 31 new partners providing \$16,000 in in-kind donations and services for special events
- Awarded over \$2.3 million in grants to offset park development
- Parks, Recreation and Community Services Cost Recovery Report
- Gathering Space Community Outreach Process and Business Plan
- Updated policy regarding unmanned aircraft in parks (drones)
- Completed a comprehensive city sign inventory and developed a replacement program
- Eagle Scout Projects – Community Garden Gate, Dog Park Agility Area, Dog Park Information Kiosk, and Springbrook community garden boxes.
- Sponsorship and naming policy update

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Mary Dodsworth, Director*

2017/2018 ANTICIPATED KEY PROJECTS

- Human Services Collective Impact Reports
- Build structure and implement Gathering Space business plan
- Legacy Plan Report Card
- Increase # of park special user permits and electronically survey each permit user for satisfaction of processes and experience at the site.
- Work with partners to recruit and support local, national and international events at Fort Steilacoom Park to create economic impact
- Improve efficiency and communication with citizens by encourage paperless systems, updating all department forms and processes with web based form fillable options.
- Expand Adopt a Street project sites and volunteers
- Implement an Adopt a Park/ Spot program to enhance stewardship of park sites and public spaces
- Comprehensive Marketing Plan for all program areas
- Update shelter plan to better coordinate with City Emergency Management Program
- Expand street maintenance, management and pavement programs to include vegetation management, crack sealing, striping and pothole response.
- Implement the First Impressions Matter campaign / program to improve City image
- Cross train maintenance and operations staff to provide more efficient support for maintaining city resources
- Develop RFP's for various City services to assess needs and costs and ensure best use of public resources
- City Hall and Police Station Energy Audit

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Mary Dodsworth, Director*

DEPARTMENT FUNCTIONS BY CRITERIA:

Legally Mandated:

- Maintain City Infrastructure (streets, signs, signals, parks, open spaces and public buildings). This extends the life of City resources and investments

Important:

- Fund various agencies and leverage community resources to provide services and a safety net for our most vulnerable citizens.
- Maintain City Infrastructure (streets, signs, signals, parks, open spaces and public buildings) so they are clean, safe and functional for citizens, visitors and staff.
- Preserve and enhance our natural resources and develop stewardship programs to sustain our community investments.
- Generate revenue in various ways to offset program costs and expand ability to provide opportunities to our citizens and visitors.

Discretionary:

- Various recreation programs, services and special events

PARKS, RECREATION & COMMUNITY SERVICES **DEPARTMENT OVERVIEW**

Responsible Manager: *Mary Dodsworth, Director*

DEPARTMENT FUNCTIONS BY CITY COUNCIL GOALS & OBJECTIVES:

Fiscal Responsibility

- Rigorous review process and contract management to ensure best use of available funding for Human Service programs and services which support our most vulnerable citizens.
- Secure grants, donations, partnerships, sponsorships and in-kind resources to offset operations and/or new opportunities for citizens and guests.
- Meet a 45% cost recovery target for parks and recreation services

Public Safety

- Vegetation management to create safe roadways for pedestrians and drivers.
- Prevention programs and positive alternatives for youth and older adults which reduce calls for police services.
- Seasonal lifeguard services in swim areas at waterfront parks

Economic Development

- Special events, tournaments and festivals on public land generate economic activity and impact (hotel stays and sales of fuel, goods and services).
- First Impressions Matter campaign to create a positive community image and encourage business community to make aesthetic improvements along major arterials and in central business district.
- Enhanced marketing campaigns to promote Lakewood beyond our borders
- Enhanced beautification program for parks, street landscaped areas and City gateways.

Dependable Infrastructure

- Effective maintenance program and capital improvement plan to ensure safe, clean and well maintained spaces for our citizens and guests
- Preventive maintenance programs are developed and implemented for street lights, signals and signs, vehicles, public buildings and spaces and park infrastructure and systems to reduce costly impact of deferred maintenance

Transparency

- Community outreach and presentations to provide updates on City services, new or revised policies and/or changes to neighborhood areas.
- Updated webpages and use of social media to provide current information and timely updates
- Support various community advisory boards

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Mary Dodsworth, Director*

PROPOSED SERVICE/PROGRAM CHANGES

Service/ Program	Description & Justification, and Operational Impact	Change		2017		2018	
		FTE	Fleet	1-Time	Ongoing	1-Time	Ongoing
Recreation - Youth Services/ Lakewood's Promise Newsletter	<p>City Council encouraged Clover Park School District to allow City to distribute a hard copy newsletter to elementary schools in Lakewood.</p> <p>New CPSD policy eliminated ability to distribute flyers in schools which provided information regarding youth related programs and services. Youth agencies city-wide experienced a large drop in awareness and participation. Due to economic issues, not all students had access to information in an electronic format. Lakewood's Promise is allowed to coordinate with all non-profit youth related agencies to create and distribute a monthly newsletter.</p> <p>Cost of \$10,000 annually for 10 editions. Donations from various businesses and organizations are requested. Anticipate \$1,000 in donations to offset cost.</p> <p>Template is created and updated by Lakewood Library staff, content is provided by various partners, newsletter is created by LP coordinator and printed by local business. Donations from various businesses and organizations are requested.</p>	-	-	\$ -	\$ 9,000	\$ -	\$ 9,000
		-	-	\$ -	\$ 9,000	\$ -	\$ 9,000

PROPOSED CAPITAL PROJECTS

Parks CIP		2017	2018
1	Chambers Creek Trail	\$ -	\$ 100,000
2	Edgewater Dock	-	100,000
3	Fort Steilacoom Park Pavilion (Rotary Club of Lakewood)	800,000	-
4	Fort Steilacoom Roadway & Utility Improvements (State Capital Budget)	-	100,000
5	Fort Steilacoom Park/Angle Lane Parking & Elwood Fencing	-	130,000
9	Gateway - Lakewood Drive & 74th (Transportation CIP)	-	100,000
9	Gateway - Farwest Drive & Steilacoom Blvd (Transportation CIP)	100,000	-
10	Harry Todd Park Phase I (ADA, Dock Access, Bulkhead, Shoreline, Open Space)	-	1,150,000
12	Main Street Banners & Brackets	10,000	-
13	Park Equipment Replacement	-	20,000
13	Park Equipment Replacement	20,000	-
14	Park Playground Resurfacing - Various Parks	-	10,000
14	Park Playground Resurfacing - Various Parks	20,000	-
15	Project Support	-	50,000
15	Project Support	50,000	-
16	Springbrook Park Acquisition Phase III (Pierce County Conservation Futures)	500,000	-
17	Wards Lake Improvements	-	100,000
Total		\$ 1,500,000	\$ 1,860,000

PARKS, RECREATION & COMMUNITY SERVICES **DEPARTMENT OVERVIEW**

Responsible Manager: *Mary Dodsworth, Director*

PROPOSED PROPERTY MANAGEMENT CAPITAL & CAPITAL MAINTENANCE

Ref #	Service/Program	Change		2017		2018	
		FTE	Fleet	1-Time	Ongoing	1-Time	Ongoing
Property Management							
4	City Hall - Boiler Repair and Replacement	-	-	\$ 18,000	\$ -	\$ -	\$ -
7	City Hall - Exterior Beam Painting	-	-	-	-	75,000	-
9	Police Station - Wall In Fuel Island	-	-	20,000	-	-	-
11	Police Station - Server Room Sprinkler	-	-	39,000	-	-	-
12	Parks O&M Facility - HVAC Replacement	-	-	12,000	-	-	-
13	Parks O&M Facility - LED Lighting	-	-	10,000	-	-	-
14	Parks O&M Facility Fuel - Storage Shed	-	-	10,000	-	-	-
		-	-	\$ 109,000	\$ -	\$ 75,000	\$ -

Project details provided in the 6-Year Property Management Capital & Capital Maintenance Plan.

DEPARTMENT POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Public Works Director	0.20	-	-	-	-	-	-	66
Parks, Recreation, & Community Services Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	62
Operations Superintendent						1.00	1.00	45
Parks Maintenance Manager	1.00	1.00	1.00	1.00	1.00	-	-	45
Facilities Maintenance Supervisor	1.00	-	-	-	-	-	-	45
Traffic Technician II	1.00	-	-	-	-	-	-	39
Traffic Signal Technician	2.00	2.00	2.00	2.00	2.00	2.00	2.00	39
Human Services Coordinator	0.50	0.50	0.50	0.50	0.50	0.50	0.50	33
Facilities Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30
Recreational Coordinator	3.00	3.00	3.00	3.00	3.00	3.00	3.00	28
Maintenance Worker III	2.00	2.00	2.00	2.00	2.00	2.00	2.00	28
Administrative Assistant	1.00	0.50	0.50	0.50	0.50	-	-	25
Maintenance Worker II	4.00	4.00	4.00	4.00	4.00	6.00	6.00	24
Maintenance Worker I	2.00	1.00	1.00	1.00	1.50	4.50	4.50	15
Lead Custodial Worker	1.00	0.50	0.50	0.50	-	-	-	15
Senior Office Assistant	-	-	-	-	-	1.00	1.00	18
Office Assistant	1.25	1.00	1.00	1.00	1.00	1.50	1.50	12
Maintenance Assistant	0.75	0.75	0.75	0.75	0.75	0.75	0.75	1
Total Regular Staffing	22.70	18.25	18.25	18.25	18.25	24.25	24.25	
<i>Change from prior year</i>	n/a	(4.45)	-	-	-	6.00	-	

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Mary Dodsworth, Director*

DEPARTMENT POSITION INVENTORY (continued)

Position Title	Group	Range	FTE	2017			2018		
				Salary	Benefits	Total 2017	Salary	Benefits	Total 2018
Parks, Rec, & Comm Svcs Director	Non-Rep	62	1.00	\$ 132,740	\$ 46,920	\$ 179,660	\$ 136,730	\$ 49,450	\$ 186,180
Operations Superintendent	Non-Rep	45	1.00	91,056	42,318	133,374	93,792	44,799	138,591
Human Services Coordinator	AFSCME	33	0.50	33,480	9,890	43,370	33,480	10,160	43,640
Recreation Coordinator	AFSCME	28	1.00	65,616	28,304	93,920	65,616	29,240	94,856
Recreation Coordinator	AFSCME	28	1.00	60,648	35,249	95,897	62,892	37,038	99,930
Recreation Coordinator	AFSCME	28	1.00	65,616	29,975	95,591	65,616	30,988	96,604
Maintenance Worker III	AFSCME	28	1.00	65,616	30,253	95,869	65,616	31,195	96,811
Maintenance Worker II	AFSCME	24	1.00	60,624	26,180	86,804	60,624	26,931	87,555
Maintenance Worker II	AFSCME	24	1.00	50,460	30,741	81,201	52,548	32,256	84,804
Maintenance Worker II	AFSCME	24	1.00	60,624	23,186	83,810	60,624	23,760	84,384
Maintenance Worker II	AFSCME	24	1.00	58,190	22,124	80,314	59,136	22,839	81,975
Maintenance Worker I	AFSCME	15	1.00	50,476	21,252	71,728	50,736	21,866	72,602
Maintenance Worker I	AFSCME	15	1.00	41,496	17,558	59,054	43,234	18,331	61,565
Office Assistant	AFSCME	12	0.50	21,567	12,991	34,558	21,672	13,681	35,353
Office Assistant	AFSCME	12	1.00	39,988	17,951	57,939	41,620	18,684	60,304
Maintenance Assistant	AFSCME	1	0.75	27,623	8,879	36,502	27,634	8,932	36,566
Total - General Fund			14.75	925,820	403,770	1,329,590	941,570	420,150	1,361,720
Traffic Signal Technician	AFSCME	39	1.00	81,576	38,496	120,072	81,581	39,916	121,497
Traffic Signal Technician	AFSCME	39	1.00	62,760	35,754	98,514	62,760	37,145	99,905
Maintenance Worker III	AFSCME	28	1.00	65,616	38,154	103,770	65,616	39,547	105,163
Maintenance Worker II	AFSCME	24	1.00	60,624	22,559	83,183	60,624	23,105	83,729
Senior Office Assistant	AFSCME	18	0.50	26,256	11,210	37,466	26,531	11,623	38,154
Maintenance Worker I	AFSCME	15	1.00	49,488	31,027	80,515	49,488	32,764	82,252
CTR/Standby/On Call Pay	-		-	53,500	-	53,500	53,500	-	53,500
Total - Street Fund (O&M)			5.50	399,820	177,200	577,020	400,100	184,100	584,200
Maintenance Worker II	AFSCME	24	1.00	50,808	33,942	84,750	50,808	35,330	86,138
Senior Office Assistant	AFSCME	18	0.50	26,256	11,212	37,468	26,531	11,624	38,155
Maintenance Worker I	AFSCME	15	1.00	42,504	32,631	75,135	42,504	34,018	76,522
			On Call/Standby	5,000	-	5,000	5,000	-	5,000
Total - SWM Fund (O&M)			2.50	124,568	77,785	197,353	124,843	80,972	200,815
Facilities Maintenance Technician	AFSCME	30	1.00	67,224	19,550	86,774	68,280	19,815	88,095
Maintenance Worker I	AFSCME	15	0.50	20,376	8,280	28,656	20,380	8,285	28,665
Total - Property Management Fund			1.50	87,600	27,830	115,430	88,660	28,100	116,760
Total - Parks, Recreation & Community Services		PK	24.25	\$ 1,537,808	\$ 686,585	\$ 2,221,893	\$ 1,555,173	\$ 713,322	\$ 2,265,994

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Mary Dodsworth, Director*

PURPOSE & DESCRIPTION

Parks, Recreation and Community Services works to create a safe, vibrant and healthy community in Lakewood where people have access to a variety of resources and are inspired to be engaged, independent, and provide service to others. We preserve and maintain park lands, public buildings, streets, landscaped areas and open spaces to enhance the beauty and positive image of Lakewood as well as create safe places for people to visit. We establish partnerships to ensure that a comprehensive system of programs, facilities, and services are available to meet the recreation and human service needs of the Lakewood community. Parks, Recreation, and Community Services contributes to the vitality of Lakewood, encourages economic development, creates neighborhood identity and reduces crime and negative health issues with maintenance, operations and prevention programs that improve the quality of life for our citizens.

The department supports the following citizen advisory boards and committees:

- Arts Commission
- Community Services Advisory Board
- Lakewood's Promise Advisory Board
- Parks and Recreation Advisory Board
- Youth Council

GOALS/OBJECTIVES

- Manage and maintain public facilities and infrastructure so they are safe and accessible neighborhood assets
- Implement a Capital Improvement Plan to improve and maintain community assets
- Preserve, maintain, and acquire sufficient park land and open space areas to provide for our growing community needs
- Provide a continuum of recreation programs, facilities, and services that are affordable and promote healthy lifestyles and positive alternatives for all ages and abilities.
- Utilize partnerships to provide and expand programs and services for people of all ages and abilities.
- Ensure continued support of human services through funding and partnerships so all residents of Lakewood have access to resources to meet their basic human needs.

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Mary Dodsworth, Director*

DEPARTMENT SUMMARY (excluding CIP)

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	General Fund	\$ 3,018,520	\$ 2,466,722	\$ 2,508,650	\$2,742,983	\$2,750,264	\$2,680,204	\$2,663,180	\$ (62,779)	-2.3%
101	Street O&M	1,746,598	1,754,286	1,576,249	1,687,475	1,711,292	1,610,815	1,500,558	(76,660)	-4.5%
106	Public Art	13,510	9,409	10,000	10,000	10,000	10,000	10,000	-	0.0%
402	SWM O&M	-	-	-	-	-	904,893	918,055	904,893	n/a
502	Property Management	703	728,981	749,800	962,279	962,279	690,060	691,390	(272,219)	-28.3%
Total Revenues		\$ 4,779,331	\$ 4,959,398	\$ 4,844,699	\$ 5,402,737	\$ 5,433,835	\$ 5,895,972	\$ 5,783,183	\$ 493,235	9.1%
<i>Expenditure Summary - Ongoing</i>										
001	General Fund	2,981,410	2,465,429	2,508,650	2,670,401	2,677,682	2,630,206	2,641,869	(40,195)	-1.5%
101	Street O&M	1,829,567	1,723,478	1,561,249	1,639,994	1,663,811	1,504,533	1,480,962	(135,461)	-8.3%
106	Public Art	123	723	2,000	2,000	2,000	2,000	2,000	-	0.0%
402	SWM O&M	-	-	-	-	-	904,893	918,055	904,893	n/a
502	Property Management	-	661,549	749,800	749,800	749,800	590,060	591,390	(159,740)	-21.3%
Subtotal Ongoing		\$ 4,811,101	\$ 4,851,178	\$ 4,821,699	\$ 5,062,195	\$ 5,093,293	\$ 5,631,692	\$ 5,634,276	\$ 569,497	11.3%
<i>Expenditure Summary - 1-Time</i>										
001	General Fund	37,110	1,294	-	72,582	72,582	49,998	21,311	(22,584)	-31.1%
101	Street O&M	-	30,808	15,000	47,481	47,481	106,282	19,596	58,801	123.8%
106	Public Art	-	-	31,000	31,000	31,000	-	-	(31,000)	-100.0%
502	Property Management	34,774	67,432	-	212,479	212,479	109,000	75,000	(103,479)	-48.7%
Subtotal 1-Time		\$ 71,884	\$ 99,534	\$ 46,000	\$ 363,542	\$ 363,542	\$ 265,280	\$ 115,907	\$ (98,262)	-27.0%
Total Expenditures		\$ 4,882,985	\$ 4,950,712	\$ 4,867,699	\$ 5,425,737	\$ 5,456,835	\$ 5,896,972	\$ 5,750,183	\$ 471,235	8.7%

PARKS, RECREATION & COMMUNITY SERVICES **DEPARTMENT OVERVIEW**

Responsible Manager: *Mary Dodsworth, Director*

DEPARTMENT SUMMARY (excluding CIP)

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	Parks Sales/Tax	\$ 481,691	\$ 515,201	\$ 481,000	\$ 499,900	\$ 515,000	\$ 525,300	\$ 541,100	\$ 25,400	5.1%
001	Program Revenue	326,215	297,694	317,150	317,150	337,900	340,900	342,900	23,750	7.5%
001	General Government	2,195,614	1,638,827	1,695,500	1,910,933	1,882,364	1,799,004	1,764,180	(111,929)	-5.9%
001	Transfer In From SWM	15,000	15,000	15,000	15,000	15,000	15,000	15,000	-	0.0%
101	Street O&M	1,746,598	1,754,286	1,576,249	1,687,475	1,711,292	1,610,815	1,500,558	(76,660)	-4.5%
106	Public Art	13,510	9,409	10,000	10,000	10,000	10,000	10,000	-	0.0%
401	SWM O&M	-	-	-	-	-	904,893	918,055	904,893	n/a
502	Prop. Mngmt	703	728,981	749,800	962,279	962,279	690,060	691,390	(272,219)	-28.3%
Total Revenues:		\$ 4,779,331	\$ 4,959,398	\$ 4,844,699	\$ 5,402,737	\$ 5,433,835	\$ 5,895,972	\$ 5,783,183	\$ 493,235	9.1%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	1,703,150	1,361,249	1,504,450	1,504,450	1,504,450	1,537,808	1,555,173	33,358	2.2%
11.002/4	Overtime	12,806	16,133	12,000	12,000	12,000	18,700	18,700	6,700	55.8%
11.011	Temporary Help	131,438	158,171	190,150	190,150	190,150	217,020	217,020	26,870	14.1%
21.xxx	Benefits	650,820	586,135	625,470	625,470	625,470	686,585	713,322	61,115	9.8%
31.xxx	Other Supplies	175,075	224,400	217,050	258,450	258,450	277,810	277,810	19,360	7.5%
31.005	Meeting Food & Beverage	2,503	1,532	150	150	150	150	150	-	0.0%
31.008	Clothing/Uniform	6,991	9,875	9,420	10,420	10,420	9,760	9,760	(660)	-6.3%
32.xxx	Fuel	54,461	123	4,200	4,200	4,200	4,200	4,200	-	0.0%
35.xxx	Small Tools/Minor Equip	3,986	29,694	15,200	20,200	20,200	19,200	19,200	(1,000)	-5.0%
41.xxx	Professional Service	519,161	584,594	583,460	528,460	528,460	543,820	543,820	15,360	2.9%
42.xxx	Communication	34,992	783	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	3,515	5,264	8,070	8,170	8,170	5,020	5,020	(3,150)	-38.6%
44.xxx	Advertising	97	800	5,450	5,450	5,450	14,450	14,450	9,000	165.1%
45.xxx	Operating Rental/Lease	20,774	6,807	7,100	12,100	12,100	7,500	7,500	(4,600)	-38.0%
47.xxx	Utilities	840,273	848,475	771,770	678,026	678,026	507,430	507,430	(170,596)	-25.2%
48.xxx	Repairs & Maintenance	173,652	38,635	124,500	73,500	73,500	729,940	739,640	656,440	893.1%
49.001	Membership Dues	3,935	465	3,350	3,350	3,350	2,200	2,200	(1,150)	-34.3%
49.xxx	Other Charges & Services	5,214	132,387	167,850	167,750	167,750	48,550	48,550	(119,200)	-71.1%
5x.xxx	Intergovernmental	358,284	112,454	114,660	119,660	119,660	134,311	136,781	14,651	12.2%
6x.xxx	Capital	-	880	-	-	-	-	-	-	n/a
9x.xxx	IS Charges - M&O	-	464,923	108,839	500,786	468,009	463,280	466,966	(37,506)	-7.5%
9x.xxx	IS Charges - Reserves	75	236,818	265,660	261,553	325,428	288,958	231,584	27,405	10.5%
Subtotal Operating Exp:		\$ 4,811,101	\$ 4,851,178	\$ 4,821,699	\$ 5,062,195	\$ 5,093,293	\$ 5,631,692	\$ 5,634,276	\$ 569,497	11.3%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	44,499	99,534	46,000	363,542	363,542	265,280	115,907	(98,262)	-27.0%
Subtotal One-time Exp:		\$ 44,499	\$ 99,534	\$ 46,000	\$ 363,542	\$ 363,542	\$ 265,280	\$ 115,907	\$ (98,262)	-27.0%
Total Expenditures:		\$ 4,855,600	\$ 4,950,712	\$ 4,867,699	\$ 5,425,737	\$ 5,456,835	\$ 5,896,972	\$ 5,750,183	\$ 471,235	8.7%

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Mary Dodsworth, Director*

DEPARTMENT SUMMARY – GENERAL FUND

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	Parks Sales/Tax	\$ 481,691	\$ 515,201	\$ 481,000	\$ 499,900	\$ 515,000	\$ 525,300	\$ 541,100	\$ 25,400	5.1%
001	Program Revenue	326,215	297,694	317,150	317,150	337,900	340,900	342,900	23,750	7.5%
001	General Government	2,195,614	1,638,827	1,695,500	1,910,933	1,882,364	1,799,004	1,764,180	(111,929)	-5.9%
001	Transfer In From SWM	15,000	15,000	15,000	15,000	15,000	15,000	15,000	-	0.0%
001	General Govt (Prop Mgmt)	853,109	-	-	-	-	-	-	-	n/a
Total Revenues		\$ 3,871,629	\$ 2,466,722	\$ 2,508,650	\$ 2,742,983	\$ 2,750,264	\$ 2,680,204	\$ 2,663,180	\$ (62,779)	-2.3%
<i>General Fund Operating Expenditures:</i>										
001	Administration	201,177	279,425	229,150	294,231	293,656	276,215	282,374	(18,016)	-6.1%
001	Human Services	366,513	380,249	389,350	402,570	402,570	420,020	420,290	17,450	4.3%
001	Recreation	301,181	378,728	400,970	400,970	400,970	431,820	439,170	30,850	7.7%
001	Senior Services	207,557	205,027	212,760	212,760	212,760	219,571	223,851	6,811	3.2%
001	Park Facilities	481,251	601,638	590,180	474,075	471,910	463,507	466,955	(10,568)	-2.2%
001	Fort Steilacoom Park	443,644	476,101	470,760	637,108	646,143	610,237	596,657	(26,871)	-4.2%
001	Street Landscape Maintenance	154,363	144,260	215,480	248,687	249,673	208,836	212,572	(39,851)	-16.0%
001	Property Management	825,724	-	-	-	-	-	-	-	n/a
Subtotal Ongoing		\$ 2,981,410	\$ 2,465,428	\$ 2,508,650	\$ 2,670,401	\$ 2,677,682	\$ 2,630,206	\$ 2,641,869	\$ (40,195)	-1.5%
<i>General Fund 1-Time Expenditure Summary:</i>										
001	Administration	-	-	-	-	-	17,049	7,267	17,049	n/a
001	Senior Services	1,769	-	-	-	-	-	-	-	n/a
001	Park Facilities	7,956	1,294	-	72,582	72,582	15,900	6,777	(56,682)	-78.1%
001	Fort Steilacoom Park	-	-	-	-	-	11,366	4,844	11,366	n/a
001	Street Landscape Maintenance	-	-	-	-	-	5,683	2,423	5,683	n/a
001	Property Management	27,385	-	-	-	-	-	-	-	n/a
Subtotal 1-Time		\$ 37,110	\$ 1,294	\$ -	\$ 72,582	\$ 72,582	\$ 49,998	\$ 21,311	\$ (22,584)	-31.1%
Total Expenditures		\$ 3,018,520	\$ 2,466,722	\$ 2,508,650	\$ 2,742,983	\$ 2,750,264	\$ 2,680,204	\$ 2,663,180	\$ (62,779)	-2.3%

PARKS, RECREATION & COMMUNITY SERVICES **DEPARTMENT OVERVIEW**

Responsible Manager: *Mary Dodsworth, Director*

DEPARTMENT DETAIL – GENERAL FUND

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	Parks Sales/Tax	\$ 481,691	\$ 515,201	\$ 481,000	\$ 499,900	\$ 515,000	\$ 525,300	\$ 541,100	\$ 25,400	5.1%
001	Program Revenue	326,215	297,694	317,150	317,150	337,900	340,900	342,900	23,750	7.5%
001	General Government	2,195,614	1,638,827	1,695,500	1,910,933	1,882,364	1,799,004	1,764,180	(111,929)	-5.9%
001	Transfer In-SWM	15,000	15,000	15,000	15,000	15,000	15,000	15,000	-	0.0%
Total Revenues:		\$ 3,018,520	\$ 2,466,722	\$ 2,508,650	\$ 2,742,983	\$ 2,750,264	\$ 2,680,204	\$ 2,663,180	\$ (62,779)	-2.3%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	1,105,749	850,583	961,160	961,160	961,160	925,820	941,570	(35,340)	-3.7%
11.002/4	Overtime	2,652	10,380	500	500	500	4,000	4,000	3,500	700.0%
11.011	Temporary Help	131,438	158,171	175,150	175,150	175,150	180,620	180,620	5,470	3.1%
21.xxx	Benefits	464,026	386,923	420,390	420,390	420,390	403,770	420,150	(16,620)	-4.0%
31.xxx	Other Supplies	159,444	96,321	113,060	113,060	113,060	119,000	119,000	5,940	5.3%
31.005	Meeting Food & Beverage	2,180	1,398	150	150	150	150	150	-	0.0%
31.008	Clothing/Uniform	6,991	5,919	5,420	5,420	5,420	4,260	4,260	(1,160)	-21.4%
32.xxx	Fuel	28,901	-	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	2,708	7,736	5,000	5,000	5,000	5,000	5,000	-	0.0%
41.xxx	Professional Service	486,610	419,072	415,180	415,180	415,180	431,080	431,080	15,900	3.8%
42.xxx	Communication	25,245	131	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	2,355	3,051	3,220	3,220	3,220	2,720	2,720	(500)	-15.5%
44.xxx	Advertising	97	800	5,450	5,450	5,450	14,450	14,450	9,000	165.1%
45.xxx	Operating Rental/Lease	1,230	2,968	-	-	-	-	-	-	n/a
47.xxx	Utilities	331,284	115,625	91,350	91,350	91,350	68,700	68,700	(22,650)	-24.8%
48.xxx	Repairs & Maintenance	49,487	1,652	20,000	20,000	20,000	15,000	15,000	(5,000)	-25.0%
49.001	Membership Dues	1,519	280	1,750	1,750	1,750	1,800	1,800	50	2.9%
49.xxx	Other Charges & Services	3,201	1,663	3,750	3,750	3,750	750	750	(3,000)	-80.0%
5x.xxx	Intergovernmental	176,294	80,788	95,600	95,600	95,600	102,451	104,921	6,851	7.2%
9x.xxx	IS Charges - M&O	-	198,701	43,220	216,432	196,739	219,628	222,414	3,196	1.5%
9x.xxx	IS Charges - Reserves	-	123,266	148,300	136,839	163,813	131,007	105,284	(5,832)	-4.3%
Subtotal Operating Exp:		\$ 2,981,410	\$ 2,465,429	\$ 2,508,650	\$ 2,670,401	\$ 2,677,682	\$ 2,630,206	\$ 2,641,869	\$ (40,195)	-1.5%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	37,110	1,294	-	72,582	72,582	49,998	21,311	(22,584)	-31.1%
Subtotal One-time Exp:		\$ 37,110	\$ 1,294	\$ -	\$ 72,582	\$ 72,582	\$ 49,998	\$ 21,311	\$ (22,584)	-31.1%
Total Expenditures:		\$ 3,018,520	\$ 2,466,723	\$ 2,508,650	\$ 2,742,983	\$ 2,750,264	\$ 2,680,204	\$ 2,663,180	\$ (62,779)	-2.3%

PARKS, RECREATION & COMMUNITY SERVICES ADMINISTRATION

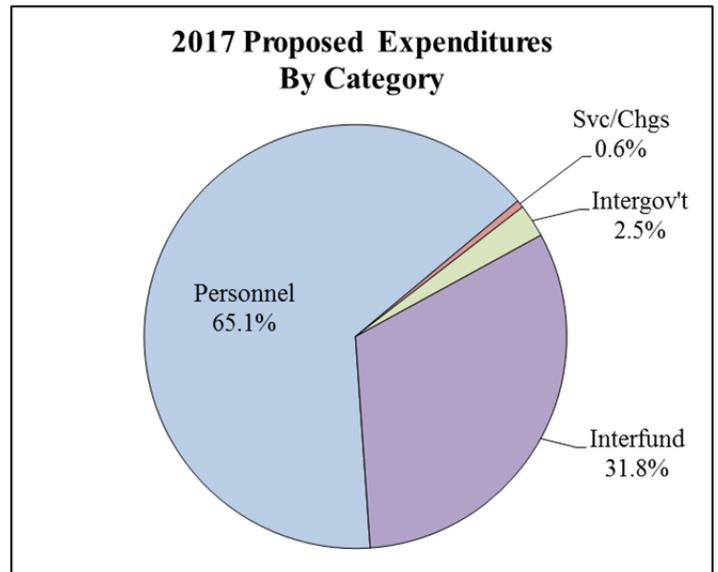
Responsible Manager: *Mary Dodsworth, Director*

PURPOSE/DESCRIPTION

The PRCS Administration manages five City advisory boards, supervises department personnel, actively seeks and manages grants and sponsorships, develops CIP and long-term planning documents and develops diverse partnerships to offset cost of park and recreation programs, services, events, projects, and structures.

GOALS/OBJECTIVES

- Develop phased gateway improvement program
 - Install signs at strategic locations and improve additional gateways with beautification projects
 - Create First Impressions Matter campaign to encourage private investment into beautification projects
- Utilize technology to improve access to parks, facilities and programs
 - Update Activenet to support registrations and reservations
 - Look for alternate ways to improve citizen access to programs and services and communication with the City such as developing form fillable and web-based options for easier access to programs, services and information.



- Create opportunities for the community to partner with the City to provide programs, services and capital improvements
 - Seek grants and donations to offset capital improvements
 - Utilize partners and volunteers to expand current operations

PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
Cost Recovery % Target - 45% for parks and recreation services	45	40	42	45	45

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Parks, Recreation, & Community Services Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	62
Administrative Assistant	0.50	0.50	0.50	0.50	0.50	-	-	25
Total Regular Staffing	1.50	1.50	1.50	1.50	1.50	1.00	1.00	
<i>Change from prior year</i>	n/a	-	-	-	-	(0.50)	-	

PARKS, RECREATION & COMMUNITY SERVICES **ADMINISTRATION**

Responsible Manager: *Mary Dodsworth, Director*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$276K in 2017 and \$282K in 2018. The 2017 proposed budget is a 6.1% or \$18K decrease from the 2016 adjusted budget. Highlights of the 2017 adopted budget compared to the 2016 adjusted budget are as follows:

- Salaries & Wages/Benefits – the decrease is due primarily to filling the Administrative Assistant as an Office Assistant and shifting the position to the Recreation Division.
- Membership dues increased due to increased cost to WRPA membership

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	Parks Sales/Tax	\$ 59,276	\$ 74,171	\$ 57,895	\$ 75,624	\$ 77,709	\$ 75,050	\$ 78,704	\$ (574)	-0.8%
001	General Government	141,901	205,254	171,255	218,607	215,947	218,214	210,937	(393)	-0.2%
Total Revenues:		\$ 201,177	\$ 279,425	\$ 229,150	\$ 294,231	\$ 293,656	\$ 293,264	\$ 289,641	\$ (967)	-0.3%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	147,490	132,397	152,920	152,920	152,920	132,740	136,730	(20,180)	-13.2%
21.xxx	Benefits	51,209	45,557	54,360	54,360	54,360	46,920	49,450	(7,440)	-13.7%
31.xxx	Other Operating Supplies	465	358	300	300	300	50	50	(250)	-83.3%
41.xxx	Professional Service	911	-	-	-	-	-	-	-	n/a
42.xxx	Communication	60	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	(118)	454	350	350	350	350	350	-	0.0%
49.001	Membership Dues	1,161	-	1,000	1,000	1,000	1,250	1,250	250	25.0%
5x.xxx	Intergovernmental	-	13,437	20,220	7,000	7,000	7,000	7,000	-	0.0%
9x.xxx	IS Charges - M&O	-	87,221	-	71,165	69,123	78,493	79,475	7,328	10.3%
9x.xxx	IS Charges - Reserves	-	-	-	7,136	8,603	9,412	8,069	2,276	31.9%
Subtotal Operating Exp:		\$ 201,177	\$ 279,425	\$ 229,150	\$ 294,231	\$ 293,656	\$ 276,215	\$ 282,374	\$ (18,016)	-6.1%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	-	-	-	-	-	17,049	7,267	17,049	n/a
Subtotal One-time Exp:		\$ -	\$ 17,049	\$ 7,267	\$ 17,049	n/a				
Total Expenditures:		\$ 201,177	\$ 279,425	\$ 229,150	\$ 294,231	\$ 293,656	\$ 293,264	\$ 289,641	\$ (967)	-0.3%

PARKS, RECREATION & COMMUNITY SERVICES **HUMAN SERVICES**

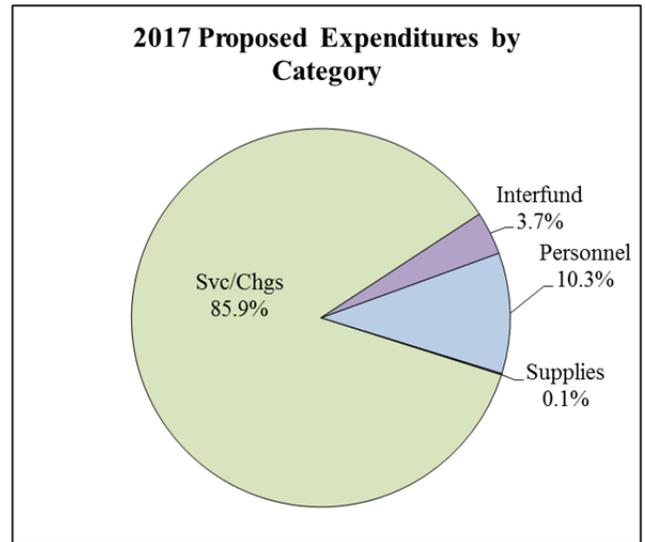
Responsible Manager: *Mary Dodsworth, Director*

PURPOSE/DESCRIPTION

The Human Services Division facilitates the planning and distribution of the City’s general funds for human services in order to create conditions that enable people in need to access resources, find stabilization services, emotional supports and access to health services which foster healthy and functional individuals and families where children thrive and achieve their full potential.

GOALS/OBJECTIVES

- Ensure the City’s Human Services Funds are effectively and efficiently managed
 - Assess community needs and administer an allocations process to address identified needs
 - Develop contract performance measures and monitor contracting agencies’ performance.
 - Provide annual reports to show progress and collective community impact.
- Support a city-wide human services delivery system that is collaborative and responsive to the needs of low-income Lakewood residents
 - Organize regular Community Collaboration meetings on relevant topics to increase awareness and knowledge of emerging issues and create opportunities to collectively respond to community needs.
 - Actively participate in countywide health and human services system planning efforts and community coalitions so the City of Lakewood has a voice in regional issues.



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
Monthly (average) Attendance at Lakewood Collaboration Meetings	40	45	40	40	40
# of Human Services Contracts Managed (allocations, site visits, reimbursements, annual performance reviews)	25	27	27	25	25

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Human Services Coordinator	0.50	0.50	0.50	0.50	0.50	0.50	0.50	033
Total Regular Staffing	0.50	0.50	0.50	0.50	0.50	0.50	0.50	
<i>Change from prior year</i>	n/a	-	-	-	-	-	-	

PARKS, RECREATION & COMMUNITY SERVICES **HUMAN SERVICES**

Responsible Manager: *Mary Dodsworth, Director*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$420K in 2017 and \$420K in 2018. The 2017 proposed budget is a 4.3% or \$17K increase from the 2016 adjusted budget. Highlights of the 2017 adopted budget compared to the 2016 adjusted budget are as follows:

- Professional Services – the increase is due to an increase in human services allocation.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500	n/a
001	General Government	366,513	380,249	389,350	402,570	402,570	419,520	419,790	16,950	4.2%
Total Revenues:		\$ 366,513	\$ 380,249	\$ 389,350	\$ 402,570	\$ 402,570	\$ 420,020	\$ 420,290	\$ 17,450	4.3%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	32,743	32,903	29,660	29,660	29,660	33,480	33,480	3,820	12.9%
21.xxx	Benefits	8,497	8,470	8,470	8,470	8,470	9,890	10,160	1,420	16.8%
31.xxx	Other Operating Supplies	117	-	300	300	300	300	300	-	0.0%
31.005	Meeting Food & Beverage	253	-	150	150	150	150	150	-	0.0%
41.xxx	Professional Service	324,691	338,666	350,000	350,000	350,000	360,000	360,000	10,000	2.9%
43.xxx/49.001	Travel & Training	12	10	570	570	570	570	570	-	0.0%
49.001	Membership Dues	200	200	200	200	200	200	200	-	0.0%
5x.xxx	Intergovernmental	-	-	-	13,220	13,220	15,430	15,430	2,210	16.7%
Subtotal Operating Exp:		\$ 366,513	\$ 380,249	\$ 389,350	\$ 402,570	\$ 402,570	\$ 420,020	\$ 420,290	\$ 17,450	4.3%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	-	-	-	-	-	-	-	-	n/a
Subtotal One-time Exp:		\$ -	n/a							
Total Expenditures:		\$ 366,513	\$ 380,249	\$ 389,350	\$ 402,570	\$ 402,570	\$ 420,020	\$ 420,290	\$ 17,450	4.3%

PARKS, RECREATION & COMMUNITY SERVICES **RECREATION**

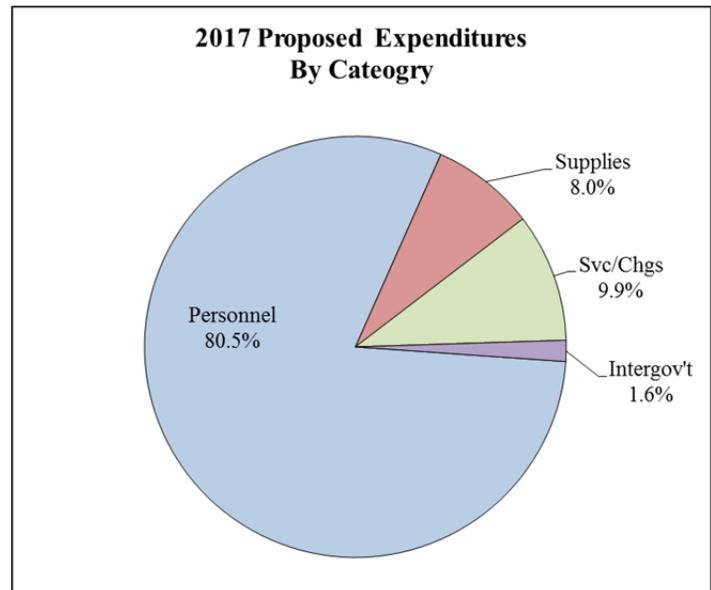
Responsible Manager: *Mary Dodsworth, Director*

PURPOSE/DESCRIPTION

The Recreation Division utilizes partnerships and creative marketing efforts to provide safe, healthy, accessible and inclusive programs and services for all ages, abilities, cultures and socio economic backgrounds. We focus on creating school-based programs during non-school hours to provide positive alternatives for youth. We also provide low cost and specialty recreation programs for the community, guard swim beaches at two water front parks and provide year round large and small seasonal special events, activities and opportunities to bring the community together.

GOAL/OBJECTIVES

- Provide 12 week low cost summer camp for youth. Utilize partnerships and other in-kind support to offset costs.
- Provide lifeguard program at Harry Todd and American Lake Parks from July 4th – Labor Day.
- Manage a 16 week Farmers Market to bring visitors to the Central Business District and generate economic activity.
- Develop new partnerships to expand opportunities for the community to meet, gather, learn and play at minimal cost to the general fund.
- Retain sponsors for major City events to support cost recovery efforts.



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
\$ vendor sales generated from Farmers Market	\$140,000	\$125,000	\$150,000	\$160,000	\$160,000
# of partners at SummerFEST	40	20	37	40	45
\$ sponsorship, grants and in-kind service	\$70,000	\$40,000	\$65,000	\$75,000	\$75,000
Math Relay Schools / participants	8/240	4/120	5/140	8/240	10/300
# of unduplicated youth late-night program participants served	80	127	85	100	125
# of registered participants at SummerFEST Triathlon	200	207	270	300	300

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Recreational Coordinator	2.00	2.00	2.00	2.00	2.00	2.00	2.00	028
Office Assistant	0.50	0.50	0.50	0.50	0.50	1.00	1.00	12
Total Regular Staffing	2.50	2.50	2.50	2.50	2.50	3.00	3.00	
<i>Change from prior year</i>	n/a	-	-	-	-	0.50	-	

PARKS, RECREATION & COMMUNITY SERVICES **RECREATION**

Responsible Manager: *Mary Dodsworth, Director*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$434K in 2017 and \$442K in 2018. The 2017 proposed budget is a 7.7% or \$31K increase from the 2016 adjusted budget. Highlights of the 2017 adopted budget compared to the 2016 adjusted budget are as follows:

- Salaries & Wages/Benefits – the increase is due primarily to increasing the Office Assistant position to 1.0 FTE.
- Overtime – the increase is due to additional needs for events.
- Temporary Help – the increase is due to additional needs for setup and takedown of the Farmer’s Market.
- Other Operating Supplies – the decrease is due to Farmer’s Market decrease for one-time expenses that will not need to be replaced for next year.
- Professional Services – the decrease is due to anticipated grants to support events.
- Advertising – the increase is due to additional materials needed for special events.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	Parks Sales/Tax	\$ 88,742	\$ 100,530	\$ 101,305	\$ 98,626	\$ 100,865	\$ 112,307	\$ 117,576	\$ 13,681	13.9%
001	Program Revenue	74,366	85,336	102,900	102,900	104,500	107,000	109,000	4,100	4.0%
001	General Government	138,073	192,862	196,765	199,444	195,605	212,513	212,594	13,069	6.6%
106	Public Art	13,510	9,409	10,000	10,000	10,000	10,000	10,000	-	0.0%
Total Revenues:		\$ 314,691	\$ 388,137	\$ 410,970	\$ 410,970	\$ 410,970	\$ 441,820	\$ 449,170	\$ 30,850	7.5%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	116,033	141,193	150,770	150,770	150,770	166,250	170,130	15,480	10.3%
11.002/4	Overtime	311	6,718	500	500	500	1,000	1,000	500	100.0%
11.011	Temporary Help	73,779	85,751	99,010	99,010	99,010	100,610	100,610	1,600	1.6%
21.xxx	Benefits	57,835	73,950	66,130	66,130	66,130	81,500	84,970	15,370	23.2%
31.xxx	Other Operating Supplies	20,800	29,576	39,630	39,630	39,630	33,730	33,730	(5,900)	-14.9%
31.005	Meeting Food & Beverage	1,927	1,381	-	-	-	-	-	-	n/a
31.008	Clothing/Uniform	842	766	800	800	800	800	800	-	0.0%
35.xxx	Small Tools/Minor Equip	-	4,005	-	-	-	-	-	-	n/a
41.xxx	Professional Service	27,157	31,285	31,180	31,180	31,180	26,280	26,280	(4,900)	-15.7%
42.xxx	Communication	11	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	10	302	1,400	1,400	1,400	1,100	1,100	(300)	-21.4%
44.xxx	Advertising	12	800	5,450	5,450	5,450	14,450	14,450	9,000	165.1%
45.xxx	Operating Rental/Lease	20	438	-	-	-	-	-	-	n/a
49.001	Membership Dues	37	-	350	350	350	350	350	-	0.0%
49.xxx	Other Charges & Services	961	1,445	750	750	750	750	750	-	0.0%
5x.xxx	Intergovernmental	1,569	1,841	7,000	7,000	7,000	7,000	7,000	-	0.0%
Subtotal Operating Exp:		\$ 301,304	\$ 379,451	\$ 402,970	\$ 402,970	\$ 402,970	\$ 433,820	\$ 441,170	\$ 30,850	7.7%
<i>Capital & One-time Funding:</i>										
	Public Art	-	-	31,000	31,000	31,000	-	-	(31,000)	-100.0%
Subtotal One-time Exp:		\$ -	\$ -	\$ 31,000	\$ 31,000	\$ 31,000	\$ -	\$ -	\$ (31,000)	-100.0%
Total Expenditures:		\$ 301,304	\$ 379,451	\$ 433,970	\$ 433,970	\$ 433,970	\$ 433,820	\$ 441,170	\$ (150)	0.0%

PARKS, RECREATION & COMMUNITY SERVICES **SENIOR SERVICES**

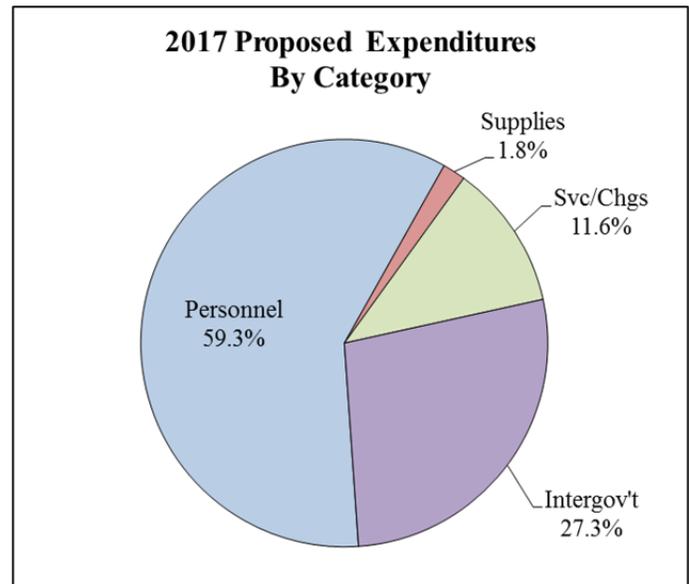
Responsible Manager: *Mary Dodsworth, Director*

PURPOSE/DESCRIPTION

The Senior Services Division manages daily operations at the Lakewood Senior Activity Center. Our goal is to offer health & fitness programs, art & computer classes, special events, and lifelong learning opportunities to encourage older adults to maintain or increase their independence and to promote good health, build strong minds and social connections which helps avoid loneliness and isolation. We provide opportunities for older adults to give back to the community through volunteerism.

GOAL/OBJECTIVES

- Provide five days a week comprehensive senior services/programs at the Lakewood Senior Activity Center
- Increase number of unduplicated participants by 5%
- Implement a marketing program to encourage new participants, partners and sponsors.



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
# of unduplicated seniors served	1,400	1,500	1,550	1,600	1,650
\$ revenue generated from grants, fees, donations & in-kind support	\$80,000	\$77,869	\$80,000	\$81,000	\$82,000
# of volunteer hours	1,300	1,363	1,400	1,450	1,500

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Recreational Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	028
Office Assistant	0.75	0.50	0.50	0.50	0.50	0.50	0.50	012
Total Regular Staffing	1.75	1.50	1.50	1.50	1.50	1.50	1.50	
<i>Change from prior year</i>	n/a	(0.25)	-	-	-	-	-	

PARKS, RECREATION & COMMUNITY SERVICES **SENIOR SERVICES**

Responsible Manager: *Mary Dodsworth, Director*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$220K in 2017 and \$224K in 2018. The 2017 proposed budget is a 3.2% or \$7K increase from the 2016 adjusted budget. Highlights of the 2017 adopted budget compared to the 2016 adjusted budget are as follows:

- Professional Services - the increase is due to historical needs for various class instructors.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	Parks Sales/Tax	\$ 61,156	\$ 54,423	\$ 53,754	\$ 52,333	\$ 53,521	\$ 57,100	\$ 59,263	\$ 4,767	9.1%
001	Program Revenue	65,525	71,901	75,600	75,600	80,250	80,250	80,250	4,650	6.2%
001	General Government	82,645	78,703	83,406	84,827	78,989	82,221	84,338	(2,606)	-3.1%
Total Revenues:		\$ 209,326	\$ 205,027	\$ 212,760	\$ 212,760	\$ 212,760	\$ 219,571	\$ 223,851	\$ 6,811	3.2%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	87,968	80,945	90,350	90,350	90,350	87,180	87,290	(3,170)	-3.5%
11.002/4	Overtime	152	574	-	-	-	-	-	-	n/a
21.xxx	Benefits	34,318	40,605	37,010	37,010	37,010	42,970	44,670	5,960	16.1%
31.xxx	Other Operating Supplies	2,743	3,077	4,000	4,000	4,000	4,000	4,000	-	0.0%
31.005	Meeting Food & Beverage	-	17	-	-	-	-	-	-	n/a
41.xxx	Professional Service	23,963	24,773	21,000	21,000	21,000	25,000	25,000	4,000	19.0%
42.xxx	Communication	-	131	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	295	485	400	400	400	400	400	-	0.0%
45.xxx	Operating Rental/Lease	28	-	-	-	-	-	-	-	n/a
49.001	Membership Dues	-	80	-	-	-	-	-	-	n/a
5x.xxx	Intergovernmental	58,090	54,340	60,000	60,000	60,000	60,021	62,491	21	0.0%
Subtotal Operating Exp:		\$ 207,557	\$ 205,027	\$ 212,760	\$ 212,760	\$ 212,760	\$ 219,571	\$ 223,851	\$ 6,811	3.2%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	1,769	-	-	-	-	-	-	-	n/a
Subtotal One-time Exp:		\$ 1,769	\$ -	n/a						
Total Expenditures:		\$ 209,326	\$ 205,027	\$ 212,760	\$ 212,760	\$ 212,760	\$ 219,571	\$ 223,851	\$ 6,811	3.2%

PARKS, RECREATION & COMMUNITY SERVICES **PARKS FACILITIES**

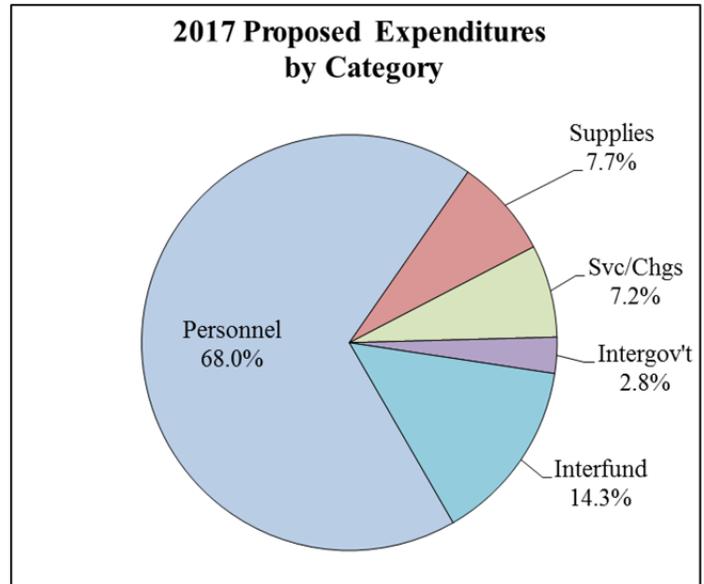
Responsible Manager: *Scott Williams, Operations Superintendent*

PURPOSE/DESCRIPTION

Parks Division provides maintenance services to all City park sites. The level of service for each site varies based on size and use of each property. Our motto is Safe, Clean, and Green. This is accomplished by well trained and dedicated personnel whose goal is to provide the citizens of Lakewood with neighborhood and community parks that are well-maintained community assets. Everyone is welcome in park! Parks contribute to the vitality of Lakewood, create neighborhood identity and improve the quality of life for our citizens.

GOAL/OBJECTIVES

- Manage and maintain public facilities and infrastructure so they are safe and accessible neighborhood assets
 - Provide daily, seasonal, and annual maintenance at City-managed park sites.
 - Utilize standard operating procedures and best practices to ensure a safe and healthy environment.
 - Remove graffiti and repair damage/vandalism within 24 hours of identifying/reporting
 - Develop a beautification program to enhance the first impression visitors have of our community.
 - Utilize a variety of in house and contracted services and skills to maximize use of City resources.



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
# of special use permits generated at park sites (not FSP)	160	146	150	155	160
# of returning customers	20	na	na	20	25
Boat Launch Revenue	\$50,000	\$56,227	\$60,000	\$60,000	\$61,000

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Parks Maintenance Manager	0.50	0.50	0.50	0.50	0.50	-	-	045
Operations Superintendent	-	-	-	-	-	0.50	0.50	045
Maintenance Worker III	0.25	0.25	0.25	0.25	0.25	0.25	0.25	028
Maintenance Worker II	2.00	2.00	2.00	2.00	2.00	2.00	2.00	024
Total Regular Staffing	2.75	2.75	2.75	2.75	2.75	2.75	2.75	
<i>Change from prior year</i>	n/a	-	-	-	-	-	-	

PARKS, RECREATION & COMMUNITY SERVICES **PARKS FACILITIES**

Responsible Manager: *Scott Williams, Operations Superintendent*

HIGHLIGHTS / CHANGES:

The proposed operating budget totals \$464K in 2017 and \$467K in 2018. The 2017 proposed budget is a 2.2% or \$11K decrease from the 2016 adjusted budget. Highlights of the 2017 adopted budget compared to the 2016 adjusted budget are as follows:

- Temporary Help – the increase is due to increase in hour rate for temporary workers.
- Other Operating Supplies – the increase is due to general janitorial and lawn maintenance supplies for city parks.
- Professional Services – the increase is due to the addition of janitorial services for parks facilities.
- Utilities – the decrease is due to removal of garbage utility per the new Waste Connections Franchise Agreement.
- Intergovernmental - increased due to increase of SWM fees based on historical needs.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	Parks Sales/Tax	\$ 141,799	\$159,700	\$149,109	\$116,608	\$117,217	\$120,641	\$124,594	\$ 4,033	3.5%
001	Program Revenue	64,883	70,761	66,000	66,000	76,000	76,000	76,000	10,000	15.2%
001	General Government	282,525	372,471	375,071	364,049	351,275	282,766	273,138	(81,283)	-22.3%
Total Revenues:		\$ 489,207	\$ 602,932	\$ 590,180	\$ 546,657	\$ 544,492	\$ 479,407	\$ 473,732	\$ (67,250)	-12.3%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	197,865	195,525	210,620	210,620	210,620	205,940	208,000	(4,680)	-2.2%
11.002/4	Overtime	583	1,808	-	-	-	2,000	2,000	2,000	n/a
11.011	Temporary Help	57,659	54,817	17,140	17,140	17,140	18,610	18,610	1,470	8.6%
21.xxx	Benefits	97,815	94,651	96,660	96,660	96,660	88,670	92,090	(7,990)	-8.3%
31.xxx	Other Operating Supplies	26,622	20,280	28,050	28,050	28,050	31,310	31,310	3,260	11.6%
31.008	Clothing/Uniform	2,330	3,705	1,860	1,860	1,860	1,860	1,860	-	0.0%
32.xxx	Fuel	15,079	-	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	-	1,657	-	2,500	2,500	2,500	2,500	-	0.0%
41.xxx	Professional Service	15,584	16,875	-	-	-	6,800	6,800	6,800	n/a
42.xxx	Communication	4,748	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	1,392	1,570	-	-	-	-	-	-	n/a
45.xxx	Operating Rental/Lease	1,182	2,530	-	-	-	-	-	-	n/a
47.xxx	Utilities	36,325	44,666	30,950	30,950	30,950	21,600	21,600	(9,350)	-30.2%
48.xxx	Repairs & Maintenance	9,817	503	5,000	5,000	5,000	5,000	5,000	-	0.0%
49.xxx	Other Charges & Services	2,240	-	-	-	-	-	-	-	n/a
5x.xxx	Intergovernmental	12,010	11,170	8,380	8,380	8,380	13,000	13,000	4,620	55.1%
9x.xxx	IS Charges - M&O	-	28,614	43,220	49,003	45,941	46,077	46,947	(2,926)	-6.0%
9x.xxx	IS Charges - Reserves	-	123,266	148,300	23,912	24,809	20,140	17,238	(3,772)	-15.8%
Subtotal Operating Exp:		\$ 481,251	\$ 601,638	\$ 590,180	\$ 474,075	\$ 471,910	\$ 463,507	\$ 466,955	\$ (10,568)	-2.2%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	7,956	1,294	-	72,582	72,582	15,900	6,777	(56,682)	-78.1%
Subtotal One-time Exp:		\$ 7,956	\$ 1,294	\$ -	\$ 72,582	\$ 72,582	\$ 15,900	\$ 6,777	\$ (56,682)	-78.1%
Total Expenditures:		\$ 489,207	\$ 602,932	\$ 590,180	\$ 546,657	\$ 544,492	\$ 479,407	\$ 473,732	\$ (67,250)	-12.3%

PARKS, RECREATION & COMMUNITY SERVICES **FORT STEILACOOM PARK**

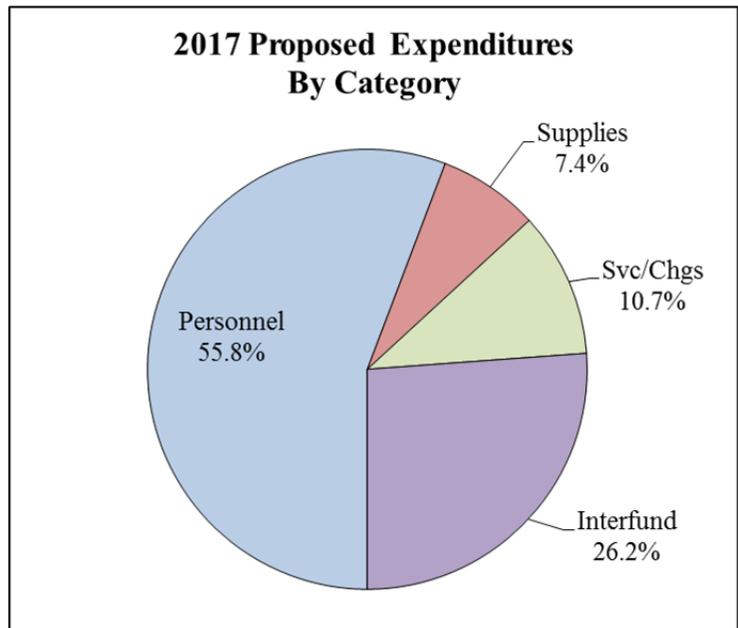
Responsible Manager: *Scott Williams, Operations Superintendent*

PURPOSE/DESCRIPTION

The Fort Steilacoom Park Division provides maintenance and operations at Fort Steilacoom Park, the City’s largest park site. Approximately one million people visit this park each year to utilize the passive and active areas, discover historic sites, host special events, play in the off-leash area and walk or run along the many paved and nature trails. Fort Steilacoom Park contributes to the vitality of Lakewood, generating economic impact and improving the quality of life for our citizens.

GOALS/OBJECTIVES

- Manage and maintain the park and infrastructure so they are safe and accessible to park visitors year round
- Provide daily, seasonal, and annual maintenance at all City-managed park sites
- Remove graffiti and repair damage/vandalism within 24 hours of identifying/reporting
- Utilize the special use permit process to protect the park and park experience during special events and tournaments.
- Partner with various groups to support park operations. Supervise and support volunteer groups who provide one-time and year-round support
- Utilize a variety of in house and contracted services and skills to maximize use of City resources when maintaining city streets, signs and signals.



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
# of acres of open space to maintain	500	500	500	500	500
# of special use permits for park use	230	225	225	230	235
# of returning customers	25	NA	NA	25	30

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Parks Maintenance Manager	0.50	0.50	0.50	0.50	0.50	-	-	045
Operations Superintendent	-	-	-	-	-	0.50	0.50	045
Maintenance Worker III	0.75	0.75	0.75	0.75	0.75	0.25	0.25	028
Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	024
Maintenance Worker I	1.00	1.00	1.00	1.00	1.00	2.00	2.00	015
Maintenance Assistant	0.75	0.75	0.75	0.75	0.75	0.75	0.75	001
Administrative Assistant	0.50	-	-	-	-	-	-	025
Total Regular Staffing	4.50	4.00	4.00	4.00	4.00	4.50	4.50	
<i>Change from prior year</i>	n/a	(0.50)	-	-	-	0.50	-	

PARKS, RECREATION & COMMUNITY SERVICES **FORT STEILACOOM PARK**

Responsible Manager: *Scott Williams, Operations Superintendent*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$610K in 2017 and \$597K in 2018. The 2017 proposed budget is a 4.2% or \$27K decrease from the 2016 adjusted budget. Highlights of the 2017 adopted budget compared to the 2016 adjusted budget are as follows:

- Overtime – the increase is based on historical needs.
- Temporary Help – the increase is due to the increase in hourly rates for temporary workers.
- Other Operating Supplies – the increase is due to general janitorial and lawn maintenance supplies.
- Clothing/Uniform – the increase is due to increase in boot allowance for five seasonal employees.
- Utilities – the decrease is due to the removal of garbage utility per the new Waste Connections Franchise Agreement

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	Parks Sales/Tax	\$ 130,718	\$126,377	\$118,937	\$156,709	\$165,688	\$160,202	\$ 160,963	\$ 3,493	2.2%
001	Program Revenue	121,441	69,696	72,650	72,650	77,150	77,150	77,150	4,500	6.2%
001	General Government	191,485	280,028	279,173	407,749	403,305	384,251	363,388	(23,498)	-5.8%
Total Revenues:		\$ 443,644	\$476,101	\$470,760	\$637,108	\$646,143	\$621,603	\$ 601,501	\$ (15,505)	-2.4%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	210,697	194,612	216,460	216,460	216,460	208,270	210,160	(8,190)	-3.8%
11.002/4	Overtime	240	823	-	-	-	1,000	1,000	1,000	n/a
11.011	Temporary Help	-	13,574	43,140	43,140	43,140	45,540	45,540	2,400	5.6%
21.xxx	Benefits	97,755	86,687	99,060	99,060	99,060	85,510	88,210	(13,550)	-13.7%
31.xxx	Other Operating Supplies	40,805	39,475	32,640	32,640	32,640	43,610	43,610	10,970	33.6%
31.008	Clothing/Uniform	2,834	1,251	1,060	1,060	1,060	1,600	1,600	540	50.9%
41.xxx	Professional Service	4,404	7,390	13,000	13,000	13,000	13,000	13,000	-	0.0%
42.xxx	Communication	12,978	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	381	140	-	-	-	-	-	-	n/a
44.xxx	Advertising	85	-	-	-	-	-	-	-	n/a
47.xxx	Utilities	54,278	70,959	60,400	60,400	60,400	47,100	47,100	(13,300)	-22.0%
48.xxx	Repairs & Maintenance	6,513	537	5,000	5,000	5,000	5,000	5,000	-	0.0%
9x.xxx	IS Charges - M&O	-	60,655	-	73,897	61,383	71,515	72,138	(2,382)	-3.2%
9x.xxx	IS Charges - Reserves	-	-	-	92,451	114,000	88,092	69,299	(4,359)	-4.7%
Subtotal Operating Exp:		\$ 443,644	\$476,101	\$470,760	\$637,108	\$646,143	\$610,237	\$ 596,657	\$ (26,871)	-4.2%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	-	-	-	-	-	11,366	4,844	11,366	n/a
Subtotal One-time Exp:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,366	\$ 4,844	\$ 11,366	n/a
Total Expenditures:		\$ 443,644	\$476,101	\$470,760	\$637,108	\$646,143	\$621,603	\$ 601,501	\$ (15,505)	-2.4%

PARKS, RECREATION & COMMUNITY SERVICES STREET LANDSCAPE MAINTENANCE

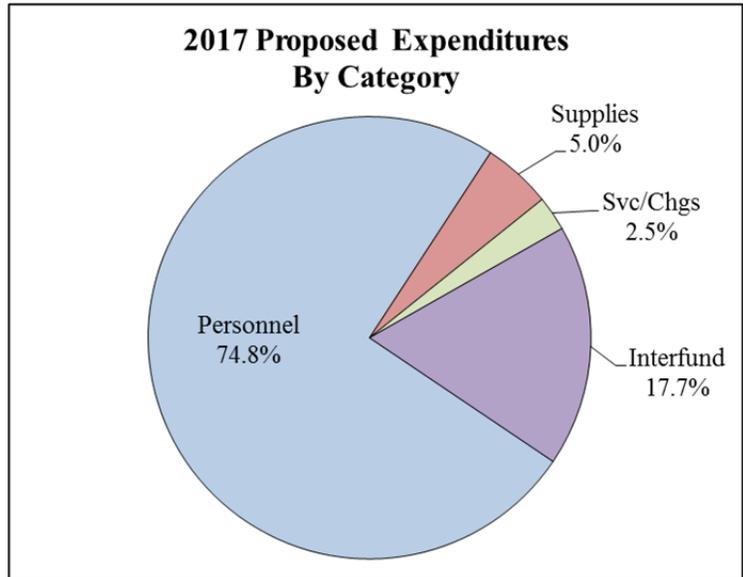
Responsible Manager: *Scott Williams, Operations Superintendent*

PURPOSE/DESCRIPTION

The Street Landscape Division provides landscape maintenance at City buildings, various City properties and along city right of ways. First impressions matter and our gateways, entrances, and high traffic roadways create an impression of Lakewood to citizens, potential new business owners, and guests.

GOALS/OBJECTIVES

- Manage and maintain the city landscape areas so they create a positive visual impact
 - Provide daily, seasonal, and annual maintenance at City-managed sites and along certain right of way areas
 - Reduce water needed at sites by effectively managing irrigation systems
 - Repair damage within 48 hours of reporting issues
 - Develop a beautification program to enhance the first impression visitors have of our community



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
# of sites maintained	38	38	38	38	38
# of special projects completed outside regular maintenance schedule	10	NA	NA	10	12

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Maintenance Worker III	-	-	-	-	-	0.25	0.25	028
Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	024
Maintenance Worker I	-	-	-	-	-	-	-	
Total Regular Staffing	1.00	1.00	1.00	1.00	1.00	1.25	1.25	
<i>Change from prior year</i>	n/a	-	-	-	-	0.25	-	

PARKS, RECREATION & COMMUNITY SERVICES **STREET LANDSCAPE MAINTENANCE**

Responsible Manager: *Scott Williams, Operations Superintendent*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$208K in 2017 and \$213K in 2018. The 2017 proposed budget is a 16.0% or \$40K decrease from the 2016 adjusted budget. Highlights of the 2017 adopted budget compared to the 2016 adjusted budget are as follows:

- Other Operating Supplies – the decrease is due to reduction in need for fertilizer, soil, seed and irrigation parts.
- Clothing/Uniform – the decrease is due to reduction based on historical needs.
- Repairs & Maintenance – the decrease is due to reductions based on historical needs.
- Memberships – the decrease is due to reductions based on historical needs.
- Other Service Charges – the decrease is due to reductions based on historical needs.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	General Government	\$ 139,363	\$129,260	\$ 200,480	\$ 233,687	\$ 234,673	\$ 199,519	\$ 199,995	\$ (34,168)	-14.6%
001	Transfer In From SWM	15,000	15,000	15,000	15,000	15,000	15,000	15,000	-	0.0%
Total Revenues:		\$ 154,363	\$ 144,260	\$ 215,480	\$ 248,687	\$ 249,673	\$ 214,519	\$ 214,995	\$ (34,168)	-13.7%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	93,887	73,008	110,380	110,380	110,380	91,960	95,780	(18,420)	-16.7%
11.002/4	Overtime	1,278	457	-	-	-	-	-	-	n/a
11.011	Temporary Help	-	4,029	15,860	15,860	15,860	15,860	15,860	-	0.0%
21.xxx	Benefits	46,151	37,003	58,700	58,700	58,700	48,310	50,600	(10,390)	-17.7%
31.xxx	Other Operating Supplies	9,313	3,953	10,140	10,140	10,140	8,000	8,000	(2,140)	-21.1%
31.008	Clothing/Uniform	-	197	1,700	1,700	1,700	-	-	(1,700)	-100.0%
35.xxx	Small Tools/Minor Equip	2,256	2,074	5,000	2,500	2,500	2,500	2,500	-	0.0%
41.xxx	Professional Service	-	408	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	383	90	500	500	500	300	300	(200)	-40.0%
48.xxx	Repairs & Maintenance	990	612	10,000	10,000	10,000	5,000	5,000	(5,000)	-50.0%
49.001	Membership Dues	105	-	200	200	200	-	-	(200)	-100.0%
49.xxx	Other Charges & Services	-	218	3,000	3,000	3,000	-	-	(3,000)	-100.0%
9x.xxx	IS Charges - M&O	-	22,211	-	22,367	20,292	23,543	23,854	1,176	5.3%
9x.xxx	IS Charges - Reserves	-	-	-	13,340	16,401	13,363	10,678	23	0.2%
Subtotal Operating Exp:		\$ 154,363	\$ 144,260	\$ 215,480	\$ 248,687	\$ 249,673	\$ 208,836	\$ 212,572	\$ (39,851)	-16.0%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	-	-	-	-	-	5,683	2,423	5,683	n/a
Subtotal One-time Exp:		\$ -	\$ 5,683	\$ 2,423	\$ 5,683	n/a				
Total Expenditures:		\$ 154,363	\$ 144,260	\$ 215,480	\$ 248,687	\$ 249,673	\$ 214,519	\$ 214,995	\$ (34,168)	-13.7%

PARKS, RECREATION & COMMUNITY SERVICES STREET OPERATIONS & MAINTENANCE

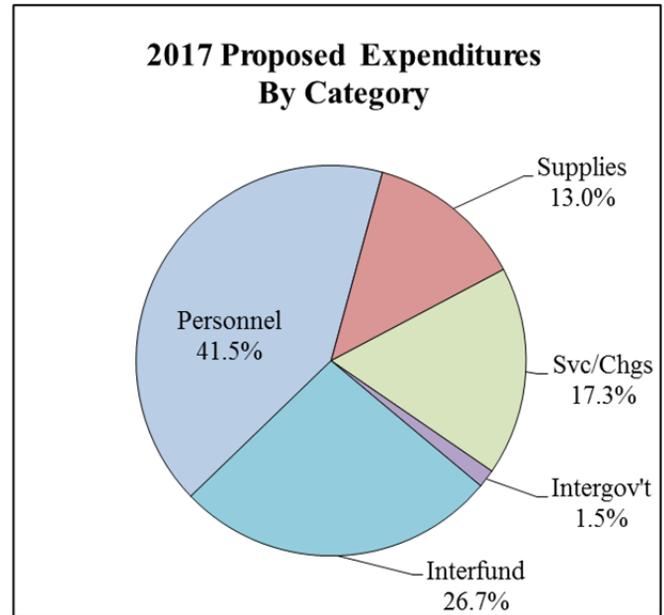
Responsible Manager: *Scott Williams, Operations Superintendent*

PURPOSE/DESCRIPTION

The Street Operations & Maintenance division provides routine maintenance on streets, sidewalks, signs, and signals. This division also conducts adverse weather operations on city streets and properties. Annual work programs include pothole repair and patching; clean-up of items left in the ROW, pavement markings; signal repairs, street light cleaning and a street sign program.

GOALS/OBJECTIVES

- Manage and maintenance site distance issues and support safe driving on Lakewood streets.
- Work with Public Works engineers to maintain overall pavement rating to a minimum level of 70 via conducting appropriate level of pavement maintenance and preservation as outlined in the pavement management system
- Update inventory and develop standard operating procedures for sign maintenance program.
- Implement a signal maintenance program based on available city resources.
- Update public works standards and street operations and maintenance work program based on available city resources
- Utilize a variety of in house and contracted services and skills to maximize use of City resources when maintaining city streets, signs and signals.
- Track responses to citizen requests through the myLakewood311 application



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
# of mylakewood311 service requests regarding street maintenance	NA	NA	1,200	1,500	1,800
% of completed MyLakewood311 requests	1	NA	97	98	99
# of potholes responded to	<275	NA	250	250	250
# of reported downed signs	<400	375	350	350	350
# of traffic signal major equipment failures (ot traffic accidents)	<2	2	1	1	1
# of after hour call outs	<250	299	220	210	200

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Public Works Director	0.10	-	-	-	-	-	-	66
Traffic Signal Technician II	1.00	-	-	-	-	-	-	39
Traffic Signal Technician	2.00	2.00	2.00	2.00	2.00	2.00	2.00	28
Maintenance Worker III	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30
Maintenance Worker II	-	-	-	-	-	1.00	1.00	24
Maintenance Worker I	1.00	0.50	-	-	-	1.00	1.00	15
Senior Office Assistant	-	-	-	-	0.50	0.50	0.50	18
Total Regular Staffing	5.10	3.50	3.00	3.00	3.50	5.50	5.50	
<i>Change from prior year</i>	n/a	(1.60)	(0.50)	-	0.50	2.00	-	

PARKS, RECREATION & COMMUNITY SERVICES **STREET OPERATIONS & MAINTENANCE**

Responsible Manager: *Scott Williams, Operations Superintendent*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$1.50M in 2017 and \$1.48M in 2018. The 2017 proposed budget is a 8.3% or \$135K decrease from the 2016 adjusted budget. Highlights of the 2017 adopted budget compared to the 2016 adjusted budget are as follows:

- Temporary Help – the increase is due to the addition of two 6 month seasonal works.
- Other Operating Supplies – the increase is due to additional supplies based on anticipated needs.
- Maintenance Supplies – the increase is due to additional raw material needs.
- Professional Services – the increase is due to the addition of janitorial services for PW O&M building and general increases to in line with historical needs
- Training & Traveling – the decrease is due to reduction in travel related transportation charges.
- Utilities – the decrease is due primarily to reduced electricity due to LED streetlight conversion.
- Repairs & Maintenance – the decrease is due to budget removal of sidewalk maintenance offset by an increase to traffic equipment needs.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
	Motor Vehicle Fuel Tax	\$ 712,988	\$ 646,292	\$ 628,050	\$ 630,525	\$ 651,989	\$ 652,521	\$ 652,500	\$ 21,996	3.5%
	Judgments/Settlements	16,205	2,143	-	-	-	-	-	-	n/a
	Transfer-In General Fund	1,017,405	1,105,851	948,199	1,056,950	1,059,303	958,294	848,058	(98,656)	-9.3%
Total Revenues:		\$ 1,746,598	\$ 1,754,286	\$ 1,576,249	\$ 1,687,475	\$ 1,711,292	\$ 1,610,815	\$ 1,500,558	\$ (76,660)	-4.5%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	597,278	428,889	443,980	443,980	443,980	399,820	400,100	(44,160)	-9.9%
11.002/4	Overtime	10,154	5,753	11,000	11,000	11,000	10,500	10,500	(500)	-4.5%
11.011	Temporary Help	-	-	15,000	15,000	15,000	36,400	36,400	21,400	142.7%
21.xxx	Benefits	186,794	176,712	173,720	173,720	173,720	177,200	184,100	3,480	2.0%
31.xxx	Other Operating Supplies	15,631	80,446	31,850	74,250	74,250	91,950	91,950	17,700	23.8%
31.003/00	Forms & Publications	361	-	400	400	400	-	-	(400)	-100.0%
31.005	Meeting Food & Beverage	323	134	-	-	-	-	-	-	n/a
31.008	Clothing/Uniform	-	3,250	4,000	4,000	4,000	4,000	4,000	-	0.0%
31.030	Maintenance Supplies	109,538	30,581	77,500	77,500	77,500	90,000	90,000	12,500	16.1%
32.xxx	Fuel	25,560	123	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	1,278	21,958	7,250	12,250	12,250	9,750	9,750	(2,500)	-20.4%
41.xxx	Professional Service	32,551	18,273	71,390	16,390	16,390	22,100	22,100	5,710	34.8%
42.xxx	Communication	9,747	652	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	1,160	2,177	4,750	4,850	4,850	2,300	2,300	(2,550)	-52.6%
45.xxx	Operating Rental/Lease	19,544	3,839	6,100	11,100	11,100	5,000	5,000	(6,100)	-55.0%
46.xxx	Risk Assessments (WCIA)	-	-	5,000	-	-	-	-	-	n/a
47.xxx	Utilities	508,989	517,770	447,330	353,586	353,586	215,210	215,210	(138,376)	-39.1%
48.xxx	Repairs & Maintenance	124,165	20,406	56,350	5,350	5,350	15,250	15,250	9,900	185.0%
49.001	Membership Dues	2,416	185	1,300	1,300	1,300	400	400	(900)	-69.2%
49.xxx	Other Charges & Services	2,013	1,912	3,600	3,500	3,500	300	300	(3,200)	-91.4%
5x.xxx	Intergovernmental	181,990	30,644	17,750	22,750	22,750	22,750	22,750	-	0.0%
9x.xxx	IS Charges - M&O	-	266,222	65,619	284,354	271,270	243,652	244,552	(40,702)	-14.3%
9x.xxx	IS Charges - Reserves	75	113,552	117,360	124,714	161,615	157,951	126,300	33,237	26.7%
Subtotal Operating Exp:		\$ 1,829,567	\$ 1,723,478	\$ 1,561,249	\$ 1,639,994	\$ 1,663,811	\$ 1,504,533	\$ 1,480,962	\$ (135,461)	-8.3%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	-	30,808	15,000	47,481	47,481	106,282	19,596	58,801	123.8%
Subtotal One-time Exp:		\$ -	\$ 30,808	\$ 15,000	\$ 47,481	\$ 47,481	\$ 106,282	\$ 19,596	\$ 58,801	123.8%
Total Expenditures:		\$ 1,829,567	\$ 1,754,286	\$ 1,576,249	\$ 1,687,475	\$ 1,711,292	\$ 1,610,815	\$ 1,500,558	\$ (76,660)	-4.5%

PARKS, RECREATION & COMMUNITY SERVICES SWM OPERATIONS & MAINTENANCE

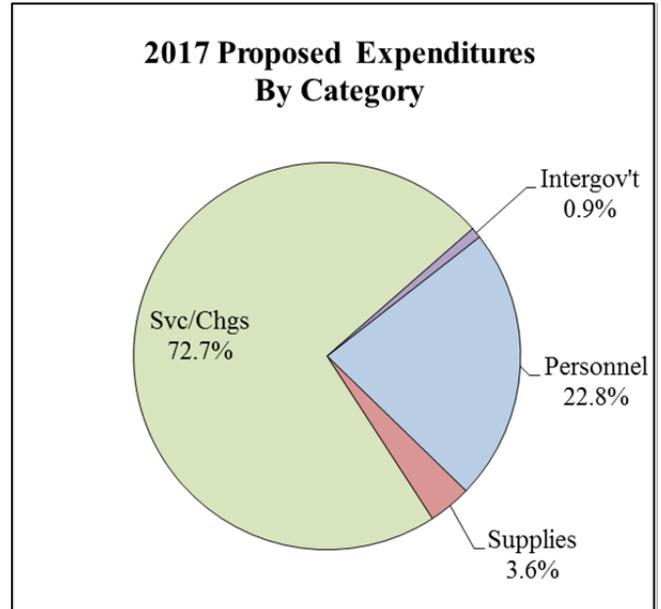
Responsible Manager: *Scott Williams, Operations Superintendent*

PURPOSE/DESCRIPTION

The Stormwater Operations & Maintenance division provides routine maintenance on storm drainage infrastructure to preserve and maintain City assets and to support requirements of the City’s NPDES Phase II Permit. This division also supports flooding and adverse weather clean up on city streets and properties. Annual work programs include ditch and pond cleaning, street sweeping, storm drainage repairs; vault inspections, vault filter replacement and cleaning and vactoring of storm catch basins.

GOALS/OBJECTIVES

- Manage and maintain stormwater systems so they function properly.
- Assure contractors and staff are meeting NPDES Phase II Permit requirements
- Update Stormwater operations and maintenance work program based on available City resources.
- Utilize a variety of in-house staff and contracted services and skills to maximize use of City resources to maintain stormwater systems.
- Track responses to citizen requests for services regarding stormwater systems through the City’s Lakewood311 application.



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
# of City street curb miles swept	3,600	3,463	3,500	3,600	3,600
# of catch basins cleaned or inspected*	3,400	3,568	3,400	3,400	3,400
# of hours of storm drain pipe video inspections recorded*	900	941	900	925	950
# of linear feet of storm drain pipe cleaned*	30,000	29,689	30,000	30,000	30,000
# of tons of sweeping and vactr waste disposed of*	2,000	2,069	2,000	2,000	2,000
# of gallons of vactor liquid waste disposed of*	100,000	117,150	100,000	100,000	100,000

* Required for NPDES reporting by SWM Engineering Services.

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Maintenance Worker II	-	-	-	-	-	1.00	1.00	24
Maintenance Worker I	-	-	-	-	-	1.00	1.00	15
Senior Office Assistant	-	-	-	-	-	0.50	0.50	18
Total Regular Staffing	-	-	-	-	-	2.50	2.50	
<i>Change from prior year</i>	n/a	-	-	-	-	2.50	-	

PARKS, RECREATION & COMMUNITY SERVICES **SWM OPERATIONS & MAINTENANCE**

Responsible Manager: *Scott Williams, Operations Superintendent*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$905KM in 2017 and \$918K in 2018. Beginning in 2017, the budget for SWM operations and maintenance is accounted for under the Parks, Recreation & Community Services Department. Prior to 2017, the functions were not distinguished by separate account numbers, therefore no historical information is provided.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
	Charges for Services & Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 904,893	\$ 918,055	\$ 904,893	n/a
Total Revenues:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 904,893	\$ 918,055	\$ 904,893	n/a
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	-	-	-	-	-	124,568	124,843	124,568	n/a
11.002/4	Overtime	-	-	-	-	-	4,000	4,000	4,000	n/a
21.xxx	Benefits	-	-	-	-	-	77,785	80,972	77,785	n/a
31.xxx	Other Operating Supplies	-	-	-	-	-	5,500	5,500	5,500	n/a
31.008	Clothing/Uniform	-	-	-	-	-	500	500	500	n/a
31.030	Maintenance Supplies	-	-	-	-	-	25,000	25,000	25,000	n/a
35.xxx	Small Tools/Minor Equip	-	-	-	-	-	1,500	1,500	1,500	n/a
45.xxx	Operating Rental/Lease	-	-	-	-	-	2,500	2,500	2,500	n/a
47.xxx	Utilities	-	-	-	-	-	4,000	4,000	4,000	n/a
48.xxx	Repairs & Maintenance	-	-	-	-	-	651,540	661,240	651,540	n/a
5x.xxx	Intergovernmental	-	-	-	-	-	8,000	8,000	8,000	n/a
Subtotal Operating Exp:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 904,893	\$ 918,055	\$ 904,893	n/a
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	-	-	-	-	-	-	-	-	n/a
Subtotal One-time Exp:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Total Expenditures:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 904,893	\$ 918,055	\$ 904,893	n/a

PARKS, RECREATION & COMMUNITY SERVICES **PROPERTY MANAGEMENT**

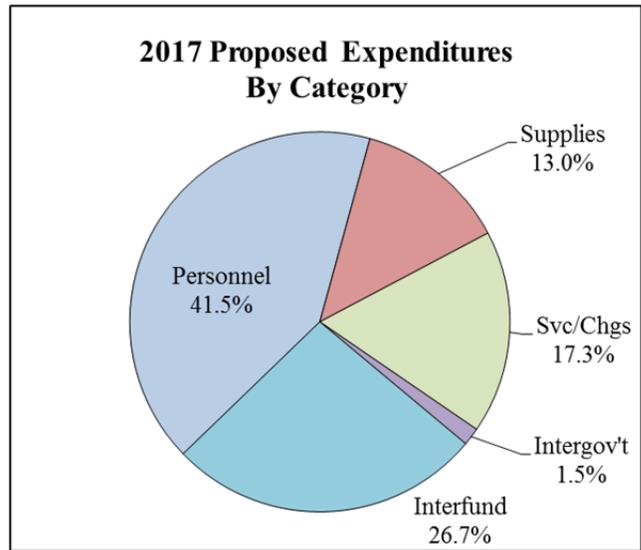
Responsible Manager: *Scott Williams, Operations Superintendent*

PURPOSE/DESCRIPTION

The Property Management Division maintains and operates City Hall, the Police Station, the Sounder Station and city work sites so that they are safe, clean, efficient, and effective community resources.

GOALS/OBJECTIVES

- Maintain City facilities so that they perform in the most efficient and effective manner practical.
- Utilize a variety of in house and contracted services and skills to maximize use of City resources.
- Implement recycling and energy efficient programs and other best practices to reduce waste and operational costs.
- Develop a daily, seasonal and annual maintenance program to reduce reactive response to building needs.
- Track requests for service to manage staff time, identify trends and other issues associated with building use and maintenance.



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
# of square feet of coverage per building maintenance employee	158,615	158,615	212,818	212,818	212,818
# of unscheduled system failures	0	5	3	2	1
# of Service requests outside regular maintenance needs	400	na	400	450	475

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Public Works Director	0.10	-	-	-	-	-	-	66
Facilities Maintenance Supervisor	1.00	-	-	-	-	-	-	45
Facilities Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	30
Maintenance Worker III	-	-	-	-	-	0.25	0.25	28
Lead Custodial Worker	1.00	0.50	0.50	0.50	-	-	-	15
Maintenance Worker I	-	-	-	-	0.50	0.50	0.50	15
Total Regular Staffing	3.10	1.50	1.50	1.50	1.50	1.75	1.75	
<i>Change from prior year</i>	n/a	(1.60)	-	-	-	0.25	-	

PARKS, RECREATION & COMMUNITY SERVICES **PROPERTY MANAGEMENT**

Responsible Manager: *Scott Williams, Operations Superintendent*

HIGHLIGHTS / CHANGES

The adopted operating budget totals \$590K in 2017 and \$591K in 2018. The 2017 proposed budget is a 21.3% or \$160K decrease from the 2016 adjusted budget. Highlights of the 2017 adopted budget compared to the 2016 adjusted budget are as follows:

- Salaries & Wages/Benefits – the decrease is due primarily to employee turnover and new employees starting at the lower end of the pay scale.
- Other Supplies – the decrease is due to reductions based on historical needs.
- Professional Services – the decrease is due to the removal of janitorial services at the Parks and Public Works O&M buildings.
- Travel & Training - decreased due to reduction based on historical needs
- Operating Rental/Lease - decreased due to reduction based on historical needs
- Utilities – the decrease is due primarily to removal of garbage utility fees per the new Waste Connections Franchise agreement.
- Other Charges & Services – the decrease is due to the removal of contracted security services from Pierce Transit.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
502	M&O	\$ -	\$ 727,434	\$ 749,800	\$ 962,279	\$ 962,279	\$ 590,060	\$ 591,390	(372,219)	-38.7%
502	Replacement Reserves	-	-	-	-	-	100,000	100,000	100,000	n/a
502	Interest Earnings	703	1,547	-	-	-	-	-	-	n/a
001	General Government	853,109	-	-	-	-	-	-	-	n/a
Total Revenues:		\$ 853,812	\$ 728,981	\$ 749,800	\$ 962,279	\$ 962,279	\$ 690,060	\$ 691,390	\$ (272,219)	-28.3%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	219,189	81,777	99,310	99,310	99,310	87,600	88,660	(11,710)	-11.8%
11.002/4	Overtime	88	-	500	500	500	200	200	(300)	-60.0%
21.xxx	Benefits	70,446	22,500	31,360	31,360	31,360	27,830	28,100	(3,530)	-11.3%
31.xxx	Other Operating Supplies	58,579	47,235	70,140	69,140	69,140	59,360	59,360	(9,780)	-14.1%
31.008	Clothing/Uniform	985	706	-	1,000	1,000	1,000	1,000	-	0.0%
32.xxx	Fuel	1,148	-	4,200	4,200	4,200	4,200	4,200	-	0.0%
35.xxx	Small Tools/Minor Equip	452	-	2,950	2,950	2,950	2,950	2,950	-	0.0%
41.xxx	Professional Service	89,900	146,924	96,890	96,890	96,890	90,640	90,640	(6,250)	-6.5%
42.xxx	Communication	7,448	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	-	36	100	100	100	-	-	(100)	-100.0%
44.xxx	Advertising	-	-	-	-	-	-	-	-	n/a
45.xxx	Operating Rental/Lease	-	-	1,000	1,000	1,000	-	-	(1,000)	-100.0%
47.xxx	Utilities	240,681	215,080	233,090	233,090	233,090	219,520	219,520	(13,570)	-5.8%
48.xxx	Repairs & Maintenance	32,167	16,577	48,150	48,150	48,150	48,150	48,150	-	0.0%
49.001	Membership Dues	16	-	300	300	300	-	-	(300)	-100.0%
49.xxx	Other Charges & Services	-	128,812	160,500	160,500	160,500	47,500	47,500	(113,000)	-70.4%
5x.xxx	Intergovernmental	104,625	1,022	1,310	1,310	1,310	1,110	1,110	(200)	-15.3%
6x.xxx	Capital	-	880	-	-	-	-	-	-	n/a
Subtotal Operating Exp:		\$ 825,724	\$ 661,549	\$ 749,800	\$ 749,800	\$ 749,800	\$ 590,060	\$ 591,390	\$ (159,740)	-21.3%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	34,774	67,432	-	212,479	212,479	109,000	75,000	(103,479)	-48.7%
Subtotal One-time Exp:		\$ 34,774	\$ 67,432	\$ -	\$ 212,479	\$ 212,479	\$ 109,000	\$ 75,000	\$ (103,479)	-48.7%
Total Expenditures:		\$ 860,498	\$ 728,981	\$ 749,800	\$ 962,279	\$ 962,279	\$ 699,060	\$ 666,390	\$ (263,219)	-27.4%



This page left intentionally blank.

2017/2018
Budget Line Item Detail

2017/2018 Budget Detail

PARKS, RECREATION & COMMUNITY SERVICES - ADMINISTRATION

001.0000.11.571.10.31.001	OFFICE & OPERATING SUPPLIES		2017		2018
GENERAL OFFICE SUPPLIES		\$	50	\$	50
	Subtotal:	\$	50	\$	50
001.0000.11.571.10.49.001	MEMBERSHIP DUES		2017		2018
WASHINGTON RECREATION & PARK ASSOCIATION		\$	1,250	\$	1,250
	Subtotal:	\$	1,250	\$	1,250
001.0000.11.571.10.49.003	REGISTRATION		2017		2018
WASHINGTON RECREATION & PARK ASSOCIATION ANNUAL CONFERENCE		\$	350	\$	350
	Subtotal:	\$	350	\$	350
001.0000.11.571.10.53.003	B&O TAXES TO THE STATE		2017		2018
TRAINING FOR HUMAN SERVICES COORDINATOR		\$	7,000	\$	7,000
	Subtotal:	\$	7,000	\$	7,000
	Total Budget:	\$	8,650	\$	8,650

2017/2018 Budget Detail
PARKS, RECREATION & COMMUNITY SERVICES - HUMAN SERVICES

001.0000.11.565.10.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
SUPPLIES TO SUPPORT THE LAKEWOOD COMMUNITY		\$ 300	\$ 300
Subtotal:		\$ 300	\$ 300
001.0000.11.565.10.31.005	MEETING MEALS EXPENSE	2017	2018
HS FUNDING ADVISORY BOARD & COMMUNITY COLLABORATION		\$ 150	\$ 150
Subtotal:		\$ 150	\$ 150
001.0000.11.565.10.41.020	HUMAN SERVICES	2017	2018
GEN FUND ALLOTMENT OF HUMAN SERVICES PROGRAMS (1%)		\$ 360,000	\$ 360,000
Subtotal:		\$ 360,000	\$ 360,000
001.0000.11.565.10.43.001	TRANSPORTATION CHARGES	2017	2018
TRAINING FOR HUMAN SERVICES COORDINATOR		\$ 200	\$ 200
Subtotal:		\$ 200	\$ 200
001.0000.11.565.10.43.003	MILEAGE REIMBURSEMENTS	2017	2018
SITE VISITS		\$ 120	\$ 120
Subtotal:		\$ 120	\$ 120
001.0000.11.565.10.43.005	PARKING REIMBURSEMENTS	2017	2018
SITE VISITS AND MEETINGS		\$ 50	\$ 50
Subtotal:		\$ 50	\$ 50
001.0000.11.565.10.49.001	MEMBERSHIPS/DUES	2017	2018
PIERCE COUNTY HUMAN SERVICES COALITION		\$ 200	\$ 200
Subtotal:		\$ 200	\$ 200
001.0000.11.565.10.49.003	REGISTRATION	2017	2018
REGISTRATION FOR LOCAL/REGIONAL CONFERENCE		\$ 200	\$ 200
Subtotal:		\$ 200	\$ 200
001.0000.11.565.10.53.001	PIERCE COUNTY LIQUOR EXCISE	2017	2018
2% REQUIREMENT LIQUOR EXCISE TAX		\$ 15,430	\$ 15,430
Subtotal:		\$ 15,430	\$ 15,430
Total Budget:		\$ 376,650	\$ 376,650

2017/2018 Budget Detail
PARKS, RECREATION & COMMUNITY SERVICES - RECREATION

001.0000.11.571.20.11.002	OVERTIME	2017	2018
OVERTIME FOR EVENTS	\$	1,000	\$ 1,000
	Subtotal:	\$ 1,000	\$ 1,000
001.0000.11.571.20.11.011	TEMPORARY WORKER WAGES	2017	2018
SPECIAL EVENTS, PROGRAMS AND YOUTH ATHLETICS	\$	96,130	\$ 96,130
	Subtotal:	\$ 96,130	\$ 96,130
001.0000.11.571.20.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
SUMMER AND SCHOOL-BASED PROGRAMS	\$	11,230	\$ 11,230
	Subtotal:	\$ 11,230	\$ 11,230
001.0000.11.571.20.31.008	UNIFORMS	2017	2018
LIFEGUARD UNIFORM REPLACEMENT	\$	800	\$ 800
	Subtotal:	\$ 800	\$ 800
001.0000.11.571.20.31.050	SPECIAL EVENT SUPPLIES	2017	2018
BANNERS, DECORATIONS, ARTS & CRAFTS, LOGISTICS	\$	10,700	\$ 10,700
RAY EVANS MEMORIAL FISHING EVENT FOR KIDS	\$	9,200	\$ 9,200
	Subtotal:	\$ 19,900	\$ 19,900
001.0000.11.571.20.41.001	PROFESSIONAL SERVICES	2017	2018
INSTRUCTORS, SPECIAL SERVICES FOR PROGRAMS	\$	2,500	\$ 2,500
	Subtotal:	\$ 2,500	\$ 2,500
001.0000.11.571.20.41.082	SPECIAL EVENT PROF SERVICES	2017	2018
ENTERTAIN, SANITATION, STAGING, OFFICIALS, SAFETY	\$	5,780	\$ 5,780
	Subtotal:	\$ 5,780	\$ 5,780
001.0000.11.571.20.49.003	REGISTRATION	2017	2018
STAFF TRAINING OPPORTUNITIES	\$	800	\$ 800
	Subtotal:	\$ 800	\$ 800
001.0000.11.571.20.49.005	PRINTING & BINDING	2017	2018
MARKETING/ADVERTISING	\$	750	\$ 750
	Subtotal:	\$ 750	\$ 750
001.0000.11.571.20.51.001	INTER-GOVERNMENTAL SERVICES	2017	2018
AFTER-SCHOOL PROGRAM TRANSPORTATION	\$	7,000	\$ 7,000
	Subtotal:	\$ 7,000	\$ 7,000
	Total Budget:	\$ 145,890	\$ 145,890

2017/2018 Budget Detail

PARKS, RECREATION & COMMUNITY SERVICES - RECREATION/FARMERS MARKET

001.0000.11.571.22.11.011	TEMPORARY WORKER WAGES	2017	2018
REC ASSISTANT FOR SETUP AND TAKEDOWN	\$	3,580	\$ 3,580
	Subtotal:	\$ 3,580	\$ 3,580
001.0000.11.571.22.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
GARBAGE BAGS, PAPER, MARKETS, ETC	\$	100	\$ 100
	Subtotal:	\$ 100	\$ 100
001.0000.11.571.22.41.001	PROFESSIONAL SERVICE	2017	2018
LIVE ENTERTAINMENT	\$	3,000	\$ 3,000
	Subtotal:	\$ 3,000	\$ 3,000
001.0000.11.571.22.44.001	ADVERTISING	2017	2018
MARKETING, ADVERTISING	\$	5,400	\$ 5,400
	Subtotal:	\$ 5,400	\$ 5,400
001.0000.11.571.22.49.001	MEMBERSHIPS/DUES	2017	2018
WA FARMERS MARKET ASSOC. MEMBERSHIP	\$	350	\$ 350
	Subtotal:	\$ 350	\$ 350
001.0000.11.571.22.49.003	REGISTRATION	2017	2018
WA FARMERS MARKET ASSOC. CONFERENCE & LODGING	\$	300	\$ 300
	Subtotal:	\$ 300	\$ 300
	Total Budget:	\$ 12,730	\$ 12,730

2017/2018 Budget Detail

PARKS, RECREATION & COMMUNITY SERVICES - RECREATION/SUMMERFEST

001.0000.11.571.21.11.011	TEMPORARY WORKER WAGES	2017	2018
2 REC LEADERS & 5 REC ASSTS FOR SETUP & TAKEDOWN		\$ 900.00	\$ 900.00
	Subtotal:	\$ 900.00	\$ 900.00
001.0000.11.571.21.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
OFFICE & OPERATING SUPPLIES		\$ 500.00	\$ 500.00
	Subtotal:	\$ 500.00	\$ 500.00
001.0000.11.571.21.41.001	PROFESSIONAL SERVICE	2017	2018
SCREEN, STAGE SOUND, PAC RIM ATM, KIDZ ZONE		\$ 15,000.00	\$ 15,000.00
	Subtotal:	\$ 15,000.00	\$ 15,000.00
001.0000.11.571.21.44.001	ADVERTISING	2017	2018
POSTER, FLYER & BUS ADVERTISEMENTS		\$ 9,050.00	\$ 9,050.00
	Subtotal:	\$ 9,050.00	\$ 9,050.00
	Total Budget:	\$ 25,450.00	\$ 25,450.00

2017/2018 Budget Detail

PARKS, RECREATION & COMMUNITY SERVICES - RECREATION/ARTS COMMISSION

106.0000.11.573.20.31.001	OFFICE & OPERATING SUPPLIES	2017		2018	
ARTS COMMISSION		\$	2,000	\$	2,000
	Subtotal:	\$	2,000	\$	2,000
	Total Budget:	\$	2,000	\$	2,000

2017/2018 Budget Detail

PARKS, RECREATION & COMMUNITY SERVICES - SENIOR CENTER

001.0000.11.569.50.31.001	OFFICE & OPERATING SUPPLIES		2017		2018
FITNESS EQUIP, FURNITURE, PROGRAMS & EVENTS		\$	4,000	\$	4,000
	Subtotal:	\$	4,000	\$	4,000
001.0000.11.569.50.41.001	PROFESSIONAL SERVICES		2017		2018
INSTRUCTORS FOR ART, EXERCISE, COMPUTER CLASSES		\$	25,000	\$	25,000
	Subtotal:	\$	25,000	\$	25,000
001.0000.11.569.50.49.003	REGISTRATION		2017		2018
WA ASSOC. OF SENIOR CENTERS CONFERENCE		\$	400	\$	400
	Subtotal:	\$	400	\$	400
001.0000.11.569.50.51.001	INTER-GOVERNMENTAL SERVICES		2017		2018
RENT AND PHONE FEES TO PIERCE COUNTY FOR SR CENTER		\$	60,021	\$	62,491
	Subtotal:	\$	60,021	\$	62,491
	Total Budget:	\$	89,421	\$	91,891

2017/2018 Budget Detail
PARKS, RECREATION & COMMUNITY SERVICES - PARK FACILITIES

001.0000.11.576.80.11.002	OVERTIME	2017	2018
SPECIAL EVENTS AND STORMS	\$	2,000	\$ 2,000
	Subtotal:	\$ 2,000	\$ 2,000
001.0000.11.576.80.11.011	TEMPORARY WORKER WAGES	2017	2018
1 SEASONAL WORKER- 520 HRS @ \$15.50/HR	\$	8,060	\$ 8,060
BENEFITS AT 13%	\$	1,050	\$ 1,050
POSITION CONTROL	\$	9,500	\$ 9,500
	Subtotal:	\$ 18,610	\$ 18,610
001.0000.11.576.80.31.001	OFFICE & OPERATIONAL SUPPLIES	2017	2018
IRRIGATION, JANITORIAL, TURF, AND GEN SUPPLIES	\$	31,310	\$ 31,310
	Subtotal:	\$ 31,310	\$ 31,310
001.0000.11.576.80.31.008	CLOTHING	2017	2018
RAINGEAR FOR 3 EMPLOYEES	\$	300	\$ 300
SEASONAL WORKER BOOTS AND UNIFORMS	\$	60	\$ 60
UNIFORMS FOR FULL-TIME EMPLOYEES	\$	1,500	\$ 1,500
	Subtotal:	\$ 1,860	\$ 1,860
001.0000.11.576.80.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
REPLACEMENT OF MINOR EQUIPMENT	\$	2,500	\$ 2,500
	Subtotal:	\$ 2,500	\$ 2,500
001.0000.11.576.80.41.001	PROFESSIONAL SERVICES	2017	2018
JANITORIAL SERVICES FOR PARKS FACILITIES	\$	6,800	\$ 6,800
	Subtotal:	\$ 6,800	\$ 6,800
001.0000.11.576.80.47.001	WATER CHARGES	2017	2018
ALL PARKS EXCEPT FORT STEILACOOM	\$	10,000	\$ 10,000
	Subtotal:	\$ 10,000	\$ 10,000
001.0000.11.576.80.47.004	SEWER CHARGES	2017	2018
AMERICAN LAKE, WARDS LAKE, AND KIAWANIS PARK	\$	1,100	\$ 1,100
	Subtotal:	\$ 1,100	\$ 1,100
001.0000.11.576.80.47.005	ELECTRICITY CHARGES	2017	2018
RESTROOMS, SHELTERS, LIGHTING, AND IRRIGATION	\$	10,500	\$ 10,500
	Subtotal:	\$ 10,500	\$ 10,500
001.0000.11.576.80.48.001	REPAIR & MAINTENANCE	2017	2018
MAINTENANCE EQUIPMENT FOR THE PARKS	\$	5,000	\$ 5,000
	Subtotal:	\$ 5,000	\$ 5,000
001.0000.11.576.80.51.068	SWM CHARGES	2017	2018
SURFACE WATER MANAGEMENT CHARGES	\$	13,000	\$ 13,000
	Subtotal:	\$ 13,000	\$ 13,000
	Total Budget:	\$ 102,680	\$ 102,680

2017/2018 Budget Detail

PARKS, RECREATION & COMMUNITY SERVICES - FORT STEILACOOM PARK

001.0000.11.576.81.11.002	OVERTIME		2017	2018
SPECIAL EVENTS		\$	1,000	\$ 1,000
	Subtotal:	\$	1,000	\$ 1,000
001.0000.11.576.81.11.011	TEMPORARY WORKER WAGES		2017	2018
5 SEASONAL WORKERS 520 HOURS X \$15.50 + 13%		\$	45,540	\$ 45,540
	Subtotal:	\$	45,540	\$ 45,540
001.0000.11.576.81.31.001	OFFICE & OPERATING SUPPLIES		2017	2018
JANITORIAL, IRRIGATION, SANICANS & GENERAL MAINTENANCE		\$	43,610	\$ 43,610
	Subtotal:	\$	43,610	\$ 43,610
001.0000.11.576.81.31.008	CLOTHING		2017	2018
BOOTS & UNIFORMS FOR FIVE SEASONAL WORKERS		\$	300	\$ 300
UNIFORMS FOR FULL-TIME FIELD EMPLOYEES AT FSP		\$	1,300	\$ 1,300
	Subtotal:	\$	1,600	\$ 1,600
001.0000.11.576.81.41.001	PROFESSIONAL SERVICES		2017	2018
RELATED TO SANICANS		\$	13,000	\$ 13,000
	Subtotal:	\$	13,000	\$ 13,000
001.0000.11.576.81.47.001	WATER CHARGES		2017	2018
IRRIGATION AND RESTROOM WATER CHARGES AT FSP		\$	36,000	\$ 36,000
	Subtotal:	\$	36,000	\$ 36,000
001.0000.11.576.81.47.004	SEWER CHARGES		2017	2018
SEWER CHARGES FOR RESTROOMS AT FSP		\$	1,500	\$ 1,500
	Subtotal:	\$	1,500	\$ 1,500
001.0000.11.576.81.47.005	ELECTRICITY CHARGES		2017	2018
ELECTRICITY CHARGES AT FSP		\$	9,600	\$ 9,600
	Subtotal:	\$	9,600	\$ 9,600
001.0000.11.576.81.48.001	REPAIR & MAINTENANCE		2017	2018
REPAIRS FOR EQUIPMENT TO MAINTAIN FSP		\$	5,000	\$ 5,000
	Subtotal:	\$	5,000	\$ 5,000
	Total Budget:	\$	156,850	\$ 156,850

2017/2018 Budget Detail

PARKS, RECREATION & COMMUNITY SERVICES - STREET LANDSCAPE MAINTENANCE

001.0000.11.542.70.11.011	TEMPORARY WORKER WAGES	2017	2018
6 MONTH SEASONAL POSITION 1039HRS X \$15.50 +13%		\$ 15,860	\$ 15,860
	Subtotal:	\$ 15,860	\$ 15,860
001.0000.11.542.70.31.030	RAW MATERIALS	2017	2018
FERTILIZER, SOIL, SEED, IRRIGATION PARTS		\$ 8,000	\$ 8,000
	Subtotal:	\$ 8,000	\$ 8,000
001.0000.11.542.70.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
REPLACE MINOR EQUIPMENT AS NEEDED		\$ 2,500	\$ 2,500
	Subtotal:	\$ 2,500	\$ 2,500
001.0000.11.542.70.48.001	REPAIR & MAINT.	2017	2018
REPAIRS AND MAINTENANCE		\$ 5,000	\$ 5,000
	Subtotal:	\$ 5,000	\$ 5,000
001.0000.11.542.70.49.003	REGISTRATION	2017	2018
PESTICIDE CEU'S		\$ 300	\$ 300
	Subtotal:	\$ 300	\$ 300
	Total Budget:	\$ 31,660	\$ 31,660

2017/2018 Budget Detail
PARKS - STREETS OPERATIONS & MAINTENANCE

101.0000.11.542.30.11.002	OVERTIME	2017	2018
OVERTIME		\$ 5,000	\$ 5,000
	Subtotal:	\$ 5,000	\$ 5,000
101.0000.11.542.30.11.005	ON CALL PAY	2017	2018
STANDBY PAY		\$ 18,000	\$ 18,000
	Subtotal:	\$ 18,000	\$ 18,000
101.0000.11.542.30.11.011	TEMPORARY WORKER WAGES	2017	2018
2 SIX MONTH SEASONAL WORKERS: 1039 X \$15.50 + 13%		\$ 36,400	\$ 36,400
	Subtotal:	\$ 36,400	\$ 36,400
101.0000.11.542.30.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
GENERAL SUPPLIES		\$ 5,000	\$ 5,000
PROPANE INFRARED BURNER SUPPLIES		\$ 700	\$ 700
	Subtotal:	\$ 5,700	\$ 5,700
101.0000.11.542.30.31.030	RAW MATERIALS	2017	2018
RAW MATERIALS		\$ 20,000	\$ 20,000
CRACK SEALER SUPPLIES		\$ 7,500	\$ 7,500
	Subtotal:	\$ 27,500	\$ 27,500
101.0000.11.542.30.31.090	TOOL/EQUIPMENT SUPPLIES	2017	2018
EQUIPMENT		\$ 1,000	\$ 1,000
	Subtotal:	\$ 1,000	\$ 1,000
101.0000.11.542.30.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
SMALL TOOLS & MINOR EQUIPMENT		\$ 1,000	\$ 1,000
	Subtotal:	\$ 1,000	\$ 1,000
101.0000.11.542.30.41.001	PROFESSIONAL SERVICE	2017	2018
JANITORIAL SERVICES FOR PUBLIC WORKS OPERATIONS & MAINTENANCE		\$ 2,400	\$ 2,400
	Subtotal:	\$ 2,400	\$ 2,400
101.0000.11.542.30.41.079	ROAD CONTRACT	2017	2018
ROAD CONTRACT		\$ 5,000	\$ 5,000
	Subtotal:	\$ 5,000	\$ 5,000
101.0000.11.542.30.43.001	TRANSPORTATION CHARGES	2017	2018
TRANSPORTATION CHARGES		\$ 400	\$ 400
	Subtotal:	\$ 400	\$ 400
101.0000.11.542.30.45.004	RENTALS	2017	2018
RENTALS		\$ 2,500	\$ 2,500
	Subtotal:	\$ 2,500	\$ 2,500
101.0000.11.542.30.48.001	REPAIR & MAINT.	2017	2018
REPAIR & MAINTENANCE		\$ 1,250	\$ 1,250
	Subtotal:	\$ 1,250	\$ 1,250
101.0000.11.542.30.49.001	MEMBERSHIPS/DUES	2017	2018
MEMBERSHIPS		\$ 100	\$ 100
	Subtotal:	\$ 100	\$ 100
101.0000.11.542.30.49.003	REGISTRATION	2017	2018
REGISTRATION		\$ 300	\$ 300
	Subtotal:	\$ 300	\$ 300

2017/2018 Budget Detail
PARKS - STREETS OPERATIONS & MAINTENANCE

101.0000.11.542.63.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
GENERAL SUPPLIES		\$ 1,000	\$ 1,000
	Subtotal:	\$ 1,000	\$ 1,000
101.0000.11.542.63.31.030	RAW MATERIALS	2017	2018
RAW MATERIALS		\$ 10,000	\$ 10,000
	Subtotal:	\$ 10,000	\$ 10,000
101.0000.11.542.63.31.090	TOOL/EQUIPMENT SUPPLIES	2017	2018
TOOL/EQUIPMENT SUPPLIES		\$ 500	\$ 500
	Subtotal:	\$ 500	\$ 500
101.0000.11.542.63.35.016	STREET EQUIPMENT	2017	2018
STREET EQUIPMENT		\$ 250	\$ 250
	Subtotal:	\$ 250	\$ 250
101.0000.11.542.63.41.079	ROAD CONTRACT	2017	2018
ROAD CONTRACT		\$ 1,500	\$ 1,500
	Subtotal:	\$ 1,500	\$ 1,500
101.0000.11.542.63.47.006	STREET LIGHTING CHARGES	2017	2018
STREET LIGHTING CHARGES		\$ 375,000	\$ 375,000
LED RETROFIT SAVINGS - PUGET SOUND ENERGY		\$ (115,920)	\$ (115,920)
LED RETROFIT SAVINGS - LAKEVIEW LIGHT & POWER		\$ (98,010)	\$ (98,010)
LED RETROFIT SAVINGS - TACOMA PUBLIC UTILITIES		\$ (19,560)	\$ (19,560)
	Subtotal:	\$ 141,510	\$ 141,510
101.0000.11.542.63.48.001	REPAIRS & MAINTENANCE	2017	2018
REPAIRS & MAINTENANCE - STREET LIGHTS		\$ 10,000	\$ 10,000
	Subtotal:	\$ 10,000	\$ 10,000
101.0000.11.542.64.11.002	OVERTIME	2017	2018
OVERTIME		\$ 5,000	\$ 5,000
	Subtotal:	\$ 5,000	\$ 5,000
101.0000.11.542.64.11.005	ON CALL PAY	2017	2018
ON CALL PAY		\$ 33,000	\$ 33,000
	Subtotal:	\$ 33,000	\$ 33,000
101.0000.11.542.64.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
SIGN MAINTENANCE PROGRAM		\$ 50,000	\$ 50,000
GENERAL SUPPLIES		\$ 14,000	\$ 14,000
	Subtotal:	\$ 64,000	\$ 64,000
101.0000.11.542.64.31.030	RAW MATERIALS	2017	2018
RAW MATERIALS		\$ 25,000	\$ 25,000
	Subtotal:	\$ 25,000	\$ 25,000
101.0000.11.542.64.31.090	TOOL/EQUIPMENT SUPPLIES	2017	2018
TOOL/EQUIPMENT SUPPLIES		\$ 5,000	\$ 5,000
	Subtotal:	\$ 5,000	\$ 5,000
101.0000.11.542.64.35.014	TRAFFIC EQUIPMENT	2017	2018
TRAFFIC EQUIPMENT		\$ 5,500	\$ 5,500
	Subtotal:	\$ 5,500	\$ 5,500
101.0000.11.542.64.41.001	PROFESSIONAL SERVICE	2017	2018
PROFESSIONAL SERVICES		\$ 1,000	\$ 1,000
	Subtotal:	\$ 1,000	\$ 1,000

2017/2018 Budget Detail
PARKS - STREETS OPERATIONS & MAINTENANCE

101.0000.11.542.64.43.001	TRANSPORTATION CHARGES		2017	2018
TRANSPORTATION CHARGES		\$	500	\$ 500
	Subtotal:	\$	500	\$ 500
101.0000.11.542.64.47.005	ELECTRICITY CHARGES		2017	2018
ELECTRICITY CHARGES		\$	50,000	\$ 50,000
	Subtotal:	\$	50,000	\$ 50,000
101.0000.11.542.64.48.001	REPAIR & MAINT.		2017	2018
TRAFFIC EQUIPMENT REPAIR		\$	2,500	\$ 2,500
	Subtotal:	\$	2,500	\$ 2,500
101.0000.11.542.64.49.003	REGISTRATION		2017	2018
REGISTRATIONS		\$	1,000	\$ 1,000
	Subtotal:	\$	1,000	\$ 1,000
101.0000.11.542.64.49.005	PRINTING & BINDING		2017	2018
PRINTING & BINDING		\$	300	\$ 300
	Subtotal:	\$	300	\$ 300
101.0000.11.542.64.51.001	INTER-GOVERNMENTAL SERVICES		2017	2018
WASHINGTON STATE DEPT. OF TRANSPORTATION SIGNAL		\$	3,000	\$ 3,000
	Subtotal:	\$	3,000	\$ 3,000
101.0000.11.542.66.31.030	RAW MATERIALS		2017	2018
RAW MATERIALS		\$	15,000	\$ 15,000
	Subtotal:	\$	15,000	\$ 15,000
101.0000.11.542.66.31.090	TOOL/EQUIPMENT SUPPLIES		2017	2018
TOOLS/EQUIPMENT SUPPLIES		\$	500	\$ 500
	Subtotal:	\$	500	\$ 500
101.0000.11.542.70.11.002	OVERTIME		2017	2018
OVERTIME		\$	500	\$ 500
	Subtotal:	\$	500	\$ 500
101.0000.11.542.70.11.005	ON CALL PAY		2017	2018
STANDBY PAY		\$	2,500	\$ 2,500
	Subtotal:	\$	2,500	\$ 2,500
101.0000.11.542.70.31.001	OFFICE & OPERATING SUPPLIES		2017	2018
GENERAL SUPPLIES		\$	4,500	\$ 4,500
STREET STRIPER SUPPLIES		\$	4,500	\$ 4,500
	Subtotal:	\$	9,000	\$ 9,000
101.0000.11.542.70.31.011	ADOPT A STREET SUPPLIES		2017	2018
ADOPT A STREET SUPPLIES		\$	250	\$ 250
	Subtotal:	\$	250	\$ 250
101.0000.11.542.70.31.030	RAW MATERIALS		2017	2018
RAW MATERIALS		\$	12,500	\$ 12,500
	Subtotal:	\$	12,500	\$ 12,500
101.0000.11.542.70.31.090	TOOL/EQUIPMENT SUPPLIES		2017	2018
TOOL/EQUIPMENT SUPPLIES		\$	500	\$ 500
	Subtotal:	\$	500	\$ 500
101.0000.11.542.70.35.001	SMALL TOOLS & MINOR EQUIPMENT		2017	2018
SMALL TOOLS & MINOR EQUIPMENT		\$	3,000	\$ 3,000
	Subtotal:	\$	3,000	\$ 3,000

2017/2018 Budget Detail
PARKS - STREETS OPERATIONS & MAINTENANCE

101.0000.11.542.70.41.079	ROAD CONTRACT		2017		2018
ROAD CONTRACT		\$	6,000	\$	6,000
	Subtotal:	\$	6,000	\$	6,000
101.0000.11.542.70.45.004	RENTALS		2017		2018
RENTALS		\$	1,000	\$	1,000
	Subtotal:	\$	1,000	\$	1,000
101.0000.11.542.70.47.001	WATER CHARGES		2017		2018
WATER CHARGES		\$	17,000	\$	17,000
	Subtotal:	\$	17,000	\$	17,000
101.0000.11.543.50.41.001	PROFESSIONAL SERVICE		2017		2018
PROFESSIONAL SERVICES		\$	2,200	\$	2,200
	Subtotal:	\$	2,200	\$	2,200
101.0000.11.543.50.45.004	RENTALS		2017		2018
RENTALS		\$	1,500	\$	1,500
	Subtotal:	\$	1,500	\$	1,500
101.0000.11.543.50.47.001	WATER CHARGES		2017		2018
WATER CHARGES		\$	500	\$	500
	Subtotal:	\$	500	\$	500
101.0000.11.543.50.47.004	SEWER CHARGES		2017		2018
SEWER CHARGES		\$	1,200	\$	1,200
	Subtotal:	\$	1,200	\$	1,200
101.0000.11.543.50.47.005	ELECTRICITY CHARGES		2017		2018
ELECTRICITY CHARGES		\$	5,000	\$	5,000
	Subtotal:	\$	5,000	\$	5,000
101.0000.11.544.90.31.001	OFFICE & OPERATING SUPPLIES		2017		2018
GENERAL SUPPLIES		\$	2,250	\$	2,250
	Subtotal:	\$	2,250	\$	2,250
101.0000.11.544.90.31.008	CLOTHING		2017		2018
CLOTHING		\$	4,000	\$	4,000
	Subtotal:	\$	4,000	\$	4,000
101.0000.11.544.90.31.010	SAFETY SUPPLIES		2017		2018
SAFETY SUPPLIES		\$	750	\$	750
	Subtotal:	\$	750	\$	750
101.0000.11.544.90.31.048	REPAIR PARTS		2017		2018
REPAIR PARTS		\$	1,500	\$	1,500
	Subtotal:	\$	1,500	\$	1,500
101.0000.11.544.90.41.001	PROFESSIONAL SERVICE		2017		2018
PROFESSIONAL SERVICE		\$	4,000	\$	4,000
	Subtotal:	\$	4,000	\$	4,000
101.0000.11.544.90.43.001	TRANSPORTATION CHARGES		2017		2018
TRANSPORTATION CHARGES		\$	100	\$	100
	Subtotal:	\$	100	\$	100
101.0000.11.544.90.48.001	REPAIR & MAINT.		2017		2018
REPAIR & MAINTENANCE		\$	1,500	\$	1,500
	Subtotal:	\$	1,500	\$	1,500

2017/2018 Budget Detail
PARKS - STREETS OPERATIONS & MAINTENANCE

101.0000.11.544.90.49.001	MEMBERSHIPS/DUES		2017		2018
MEMBERSHIP/DUES		\$	300	\$	300
	Subtotal:	\$	300	\$	300
101.0000.11.544.90.51.001	INTER-GOVERNMENTAL SERVICES		2017		2018
INTER-GOVERNMENTAL SERVICES		\$	19,750	\$	19,750
	Subtotal:	\$	19,750	\$	19,750
101.0000.11.595.63.48.001	REPAIR & MAINT.		2017		2018
STREET LIGHT REPAIR		\$	5,000	\$	5,000
	Subtotal:	\$	5,000	\$	5,000
101.0000.11.595.64.48.001	REPAIR & MAINT.		2017		2018
TRAFFIC EQUIPMENT REPAIR		\$	10,000	\$	10,000
	Subtotal:	\$	10,000	\$	10,000
	Total Budget:	\$	594,410	\$	594,410

2017/2018 Budget Detail

PARKS - SURFACE WATER MANAGEMENT - OPERATIONS & MAINTENANCE

401.0000.11.531.10.11.002	OVERTIME	2017	2018
OVERTIME AFTER HOURS FLOOD RESPONSE AND WEEKENDS		\$ 4,000	\$ 4,000
Subtotal:		\$ 4,000	\$ 4,000
401.0000.11.531.10.11.005	ON CALL PAY	2017	2018
ON-CALL MAINTENANCE STAFF SURFACE WATER MANAGEMENT RELATED WORK		\$ 1,000	\$ 1,000
Subtotal:		\$ 1,000	\$ 1,000
401.0000.11.531.10.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
OPERATIONAL SUPPLIES		\$ 1,000	\$ 1,000
PESTICIDES FOR STORM POND SPRAYING		\$ 2,000	\$ 2,000
SPILL RESPONSE SUPPLIES: BOOMS, SOCKS, AND CATCH		\$ 2,000	\$ 2,000
Subtotal:		\$ 5,000	\$ 5,000
401.0000.11.531.10.31.008	WORK GEAR	2017	2018
WORK GEAR FOR 2 EMPLOYEES		\$ 500	\$ 500
Subtotal:		\$ 500	\$ 500
401.0000.11.531.10.31.030	RAW MATERIALS	2017	2018
STORM DRAIN FRAMES, GRATES, CATCH BASIN		\$ 25,000	\$ 25,000
Subtotal:		\$ 25,000	\$ 25,000
401.0000.11.531.10.31.090	TOOL/EQUIPMENT SUPPLIES	2017	2018
TOOL/EQUIPMENT SUPPLIES		\$ 500	\$ 500
Subtotal:		\$ 500	\$ 500
401.0000.11.531.10.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
TOOLS/EQUIPMENT FOR PROJECTS, INSPECTIONS AND MAINTENANCE		\$ 1,500	\$ 1,500
Subtotal:		\$ 1,500	\$ 1,500
401.0000.11.531.10.45.004	RENTALS	2017	2018
PUMPS, HOSES, GENERATORS, OTHER		\$ 2,500	\$ 2,500
Subtotal:		\$ 2,500	\$ 2,500
401.0000.11.531.10.48.001	REPAIR & MAINT.	2017	2018
BEST PARKING LOT STREET SWEEPING CONTRACT		\$ 135,000	\$ 137,700
OTHER MAINTENANCE AND REPAIRS		\$ 2,500	\$ 2,500
PACIFIC HIGHWAY STORMWATER PUMP-STATION PREVENTATIVE MAINTENANCE		\$ 2,040	\$ 2,040
PREVENTATIVE MAINTENANCE ON 25 STORM FILTER / PERK FILTER VAULTS		\$ 45,000	\$ 45,000
PRO-VAC STORMWATER INFRASTRUCTURE CLEANING		\$ 340,000	\$ 347,000
PRO-VAC STORMWATER PIPE VIDEO INSPECTION CONTRACT		\$ 127,000	\$ 127,000
Subtotal:		\$ 651,540	\$ 661,240
401.0000.11.531.10.49.018	DUMPING FEES	2017	2018
STORM DRAINAGE DEBRIS REMOVAL		\$ 4,000	\$ 4,000
Subtotal:		\$ 4,000	\$ 4,000
401.0000.11.531.10.51.001	INTER-GOVERNMENTAL SERVICES	2017	2018
OPERATIONAL RADIO FEE PAID TO CITY OF TACOMA		\$ 3,500	\$ 3,500
PROP. SHARE OF WSDOT AFTER HOURS MAINT. CALL PHONE SVC. OLYMPIC RADIO		\$ 4,500	\$ 4,500
Subtotal:		\$ 8,000	\$ 8,000
Total Budget:		\$ 703,540	\$ 713,240

2017/2018 Budget Detail

PARKS, RECREATION & COMMUNITY SERVICES - PROPERTY MANAGEMENT

502.0000.17.518.30.11.002	OVERTIME	2017	2018
OVERTIME	\$	200	\$ 200
	Subtotal:	\$ 200	\$ 200
502.0000.17.518.30.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
GENERAL SUPPLIES	\$	20,000	\$ 20,000
	Subtotal:	\$ 20,000	\$ 20,000
502.0000.17.518.30.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
SMALL TOOLS/MINOR EQUIPMENT	\$	500	\$ 500
	Subtotal:	\$ 500	\$ 500
502.0000.17.518.30.41.001	PROFESSIONAL SERVICE	2017	2018
CARPET CLEANING AT CITY HALL	\$	5,500	\$ 5,500
OTHER GENERAL PROFESSIONAL SERVICES	\$	19,760	\$ 19,760
	Subtotal:	\$ 25,260	\$ 25,260
502.0000.17.518.35.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
GENERAL SUPPLIES	\$	12,360	\$ 12,360
	Subtotal:	\$ 12,360	\$ 12,360
502.0000.17.518.35.31.008	CLOTHING	2017	2018
CLOTHING	\$	1,000	\$ 1,000
	Subtotal:	\$ 1,000	\$ 1,000
502.0000.17.518.35.32.004	FACILITY FUEL	2017	2018
EMERGENCY GENERATOR SYSTEM AT CITY HALL	\$	700	\$ 700
	Subtotal:	\$ 700	\$ 700
502.0000.17.518.35.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
CITY HALL AND POLICE DEPARTMENT	\$	1,250	\$ 1,250
	Subtotal:	\$ 1,250	\$ 1,250
502.0000.17.518.35.35.004	FURNITURE EQUIPMENT	2017	2018
FURNITURE EQUIPMENT	\$	500	\$ 500
	Subtotal:	\$ 500	\$ 500
502.0000.17.518.35.35.018	CITY HALL TOOLS & EQUIPMENT	2017	2018
CITY HALL TOOLS & EQUIPMENT	\$	500	\$ 500
	Subtotal:	\$ 500	\$ 500
502.0000.17.518.35.41.001	PROFESSIONAL SERVICE	2017	2018
CITY HALL ELEVATOR	\$	6,000	\$ 6,000
CITY HALL POND MAINTENANCE	\$	500	\$ 500
FIRE SUPPRESSION & FIRE EXTINGUISHING SYSTEMS	\$	1,500	\$ 1,500
GLASS REPAIR, LOCKS, OTHER	\$	2,380	\$ 2,380
MAINTENANCE CONTRACT OF CITY HALL SECURITY SYSTEM	\$	2,500	\$ 2,500
MAINTENANCE OF CITY HALL STORM DRAINAGE	\$	3,000	\$ 3,000
SWEEPING CITY HALL PARKING LOT	\$	1,300	\$ 1,300
TESTING AND CERTIFYING BACK FLOW PROTECTION	\$	100	\$ 100
	Subtotal:	\$ 17,280	\$ 17,280
502.0000.17.518.35.41.124	PROFESSIONAL CERTIFICATIONS	2017	2018
BOILER CERTIFICATION	\$	200	\$ 200
	Subtotal:	\$ 200	\$ 200

2017/2018 Budget Detail

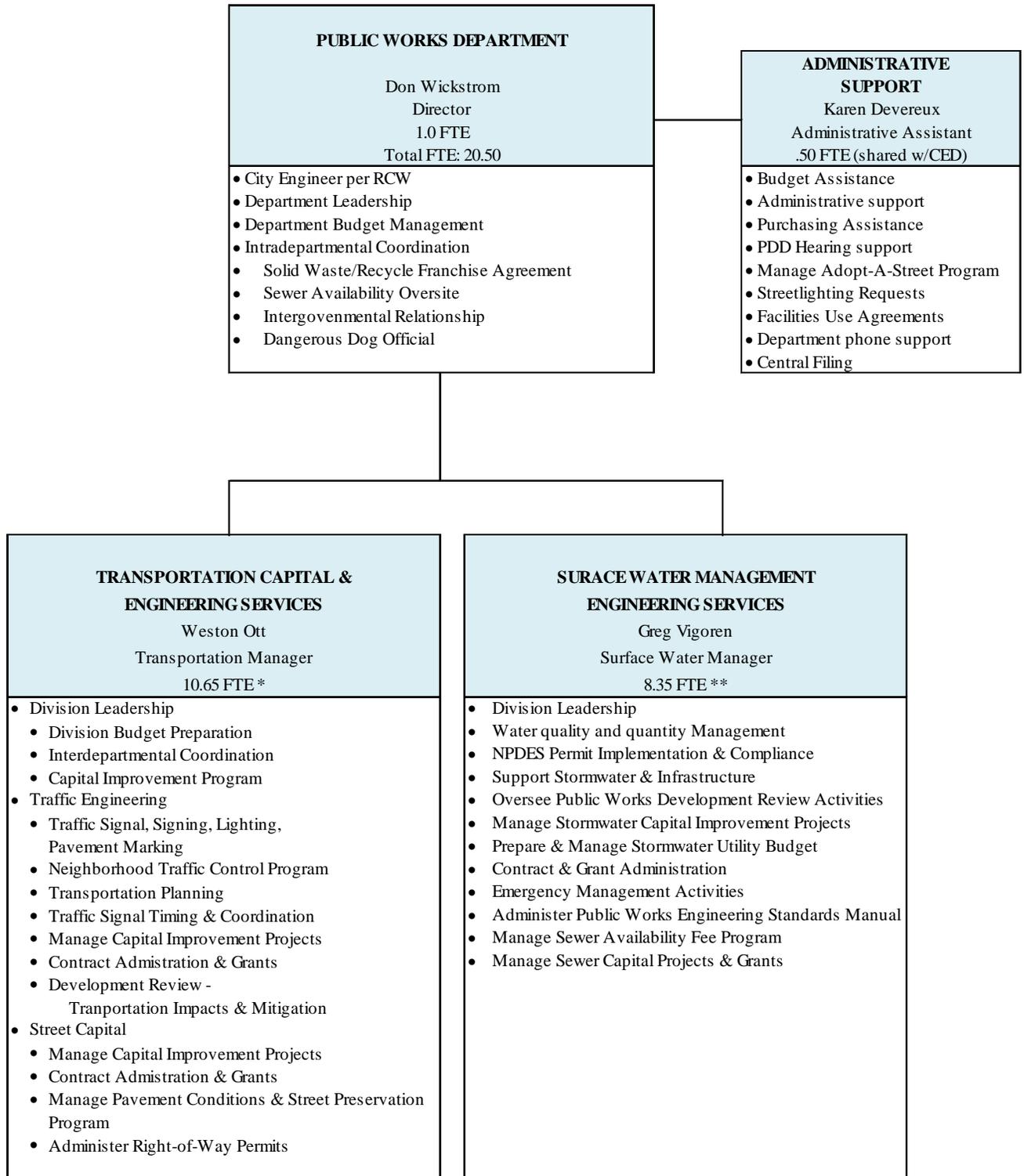
PARKS, RECREATION & COMMUNITY SERVICES - PROPERTY MANAGEMENT

502.0000.17.518.35.47.001	WATER CHARGES		2017	2018
WATER CHARGES		\$	6,000	\$ 6,000
	Subtotal:	\$	6,000	\$ 6,000
502.0000.17.518.35.47.004	SEWER CHARGES		2017	2018
SEWER CHARGES		\$	2,200	\$ 2,200
	Subtotal:	\$	2,200	\$ 2,200
502.0000.17.518.35.47.005	ELECTRICITY CHARGES		2017	2018
ELECTRICITY CHARGES		\$	96,820	\$ 96,820
	Subtotal:	\$	96,820	\$ 96,820
502.0000.17.518.35.47.011	NATURAL GAS CHARGES		2017	2018
NATURAL GAS CHARGES		\$	26,270	\$ 26,270
	Subtotal:	\$	26,270	\$ 26,270
502.0000.17.518.35.48.001	REPAIR & MAINT.		2017	2018
ALARM REPAIR PUBLIC WORKS O&M		\$	500	\$ 500
CITY HALL OPERATING SYSTEMS		\$	25,000	\$ 25,000
	Subtotal:	\$	25,500	\$ 25,500
502.0000.17.518.35.51.054	INTERGOVERNMENTAL SWM CHARGES		2017	2018
SWM CHARGES ASSOCIATED WITH THE CITY HALL SITE		\$	620	\$ 620
	Subtotal:	\$	620	\$ 620
502.0000.17.521.50.31.001	OFFICE & OPERATING SUPPLIES		2017	2018
POLICE FACILITY CUSTODIAL SUPPLIES		\$	7,000	\$ 7,000
GUN RANGE FILTERS, OTHER		\$	15,000	\$ 15,000
	Subtotal:	\$	22,000	\$ 22,000
502.0000.17.521.50.32.004	FACILITY FUEL		2017	2018
POLICE FACILITY EMERGENCY POWER SYSTEM		\$	3,500	\$ 3,500
	Subtotal:	\$	3,500	\$ 3,500
502.0000.17.521.50.35.001	SMALL TOOLS & MINOR EQUIPMENT		2017	2018
SMALL TOOLS AND MINOR EQUIPMENT		\$	200	\$ 200
	Subtotal:	\$	200	\$ 200
502.0000.17.521.50.41.001	PROFESSIONAL SERVICE		2017	2018
CARPET & WINDOW CLEANING		\$	2,500	\$ 2,500
CONTRACT MAINTENANCE OF ON SITE STORM SYSTEM		\$	3,000	\$ 3,000
CUSTODIAL SERVICES AT POLICE FACILITY		\$	37,250	\$ 37,250
ELEVATOR REPAIR AND CERTIFICATION		\$	2,500	\$ 2,500
FIRE SUPPRESSION & FIRE EXTINGUISHER SYSTEMS		\$	2,000	\$ 2,000
GLASS REPAIR, DOOR LOCKS, OTHER		\$	500	\$ 500
TESTING BACK FLOW DEVICES AT THE POLICE FACILITY		\$	150	\$ 150
	Subtotal:	\$	47,900	\$ 47,900
502.0000.17.521.50.47.001	WATER CHARGES		2017	2018
WATER CHARGES		\$	1,040	\$ 1,040
	Subtotal:	\$	1,040	\$ 1,040
502.0000.17.521.50.47.004	SEWER CHARGES		2017	2018
SEWER CHARGES		\$	1,000	\$ 1,000
	Subtotal:	\$	1,000	\$ 1,000
502.0000.17.521.50.47.005	ELECTRICITY CHARGES		2017	2018
ELECTRICITY CHARGES		\$	77,950	\$ 77,950
	Subtotal:	\$	77,950	\$ 77,950

2017/2018 Budget Detail

PARKS, RECREATION & COMMUNITY SERVICES - PROPERTY MANAGEMENT

502.0000.17.521.50.47.011	NATURAL GAS CHARGES	2017	2018
NATURAL GAS CHARGES	\$	8,240	\$ 8,240
	Subtotal:	\$ 8,240	\$ 8,240
502.0000.17.521.50.48.001	REPAIR & MAINT.	2017	2018
POLICE FACILITY REPAIR AND MAINTENANCE	\$	5,500	\$ 5,500
	Subtotal:	\$ 5,500	\$ 5,500
502.0000.17.521.50.48.009	MTN & REPAIR, LANDSCAPE MTN	2017	2018
POLICE FACILITY PORP. OF THE LIP M&O COSTS	\$	12,500	\$ 12,500
	Subtotal:	\$ 12,500	\$ 12,500
502.0000.17.521.50.51.054	INTERGOVERNMENTAL SWM CHARGES	2017	2018
SWM CHARGES ASSOCIATED WITH THE POLICE FACILITY	\$	490	\$ 490
	Subtotal:	\$ 490	\$ 490
502.0000.17.542.65.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
GENERAL SUPPLIES SOUNDER STATION	\$	5,000	\$ 5,000
	Subtotal:	\$ 5,000	\$ 5,000
502.0000.17.542.65.48.011	CONTRACT & ROUTINE MAINTENANCE	2017	2018
ANNUAL TESTING AND CERTIFICATION OF THE BACK FLOW	\$	150	\$ 150
CLEANING AND MAINTENANCE OF THE ONSITE STORM	\$	1,500	\$ 1,500
MAINTAINING FIRE SUPPRESION AND FIRE EXTINGUISHER	\$	3,000	\$ 3,000
	Subtotal:	\$ 4,650	\$ 4,650
502.0000.17.542.65.49.010	CONTRACTUAL SERVICES	2017	2018
CUSTODIAL SERVICES	\$	26,000	\$ 26,000
ELEVATOR MAINTENANCE	\$	4,500	\$ 4,500
PRESSURE WASH, CLEAN PARKING AREA AND GARAGE	\$	4,500	\$ 4,500
SWEEPING SOUNDER STATION	\$	12,500	\$ 12,500
	Subtotal:	\$ 47,500	\$ 47,500
	Total Budget:	\$ 474,630	\$ 474,630



* Associate Civil Engineer 1.0 FTE is a limited term positions with end date of 12/31/2018.
Associate Engineering Technician 2.0 FTEs are limited term positions with end date of 12/31/2018.

** Construction Inspector 1.0 FTE is a limited term position with end date of 8/15/2017 (one year from start date).

PUBLIC WORKS DEPARTMENT OVERVIEW

Responsible Manager: *Don Wickstrom, Public Works Director*

2015/2016 ACCOMPLISHMENTS

Overlay Projects:

- Completed the Bridgeport Way Overlay (Railroad Tracks to 112th St) project.
- Completed the Steilacoom Blvd Overlay (Lakewood Drive to just west of S Tacoma Way) project
- Completed the Main St Overlay project (Gravelly Lake Dr. to 108th St.)
- Completed the 59th Ave Overlay project (100th St. to Bridgeport Way).
- Completed the Lakewood Dr. Overlay project (100th St. to Steilacoom Blvd.)
- Completed the 108th St Overlay project (Main St. to Bridgeport Way)

Chip Seal:

- Completed the 1st and 2nd year of the street chip seal program within the Oakbrook neighborhood

Sidewalk Improvements:

- Completed the San Francisco (Bridgeport Way to Addisson) Sidewalk Improvement project.
- Awarded the construction contract for the Gravelly Lake Drive (100th St to Bridgeport Way) Sidewalk Improvements
- Completed the right of way acquisition for the Steilacoom Blvd Sidewalk & Intersection (88th St to Custer Rd)
- Secured a \$2,000,000 grant for the Lake City Business District (American Lake Park-Alameda) Sidewalk Improvements
- Secured a \$400,000 grant from TIB for Gravelly Lake Drive (59th Ave to Steilacoom Blvd.) Sidewalk Improvements

Intersection Improvements:

- Awarded the S Tacoma way (Steilacoom Blvd to 88th St) Street & Intersection improvement project.

Street Improvements:

- Secured a \$950,000 grant for the design of the Steilacoom Blvd (Phillips RD. to Puyallup St) Street Improvements
- Completed the design of the 111th/112th Street Improvement project from Bridgeport Way to Kendrick St
- Completed the Bridgeport Way (83rd St to 75th St) Street & Watermain Improvement project.
- Completed the Bridgeport Way (I-5 to McChord gate) Street & Watermain Improvement project.
- Completed the S Tacoma Way (SR 512 to 96th St) Street and Watermain Improvement project
- Completed the Woodbrook Sanitary Sewer Extension-Phase II project
- Completed the Madigan Access Phase I & II Improvement projects

Safe Routes to Schools:

- Secured a \$650,000 grant for the Phillips (Steilacoom Blvd to Hudtloff) SR to School project
- Secured a \$700,000 grant for the John Dower (Custer to Steilacoom Blvd) SR to School project
- Secured a \$600,000 grant for the Steilacoom Blvd (Weller to Phillips) SR to School project.

Streetlights:

- Completed the conversion of 1,982 streetlights to LED in the Lakeview Light & Power and TPU service areas
- Completed the conversion of 1,000 streetlights within the PSE service area

Traffic Systems:

- Completed the Intelligent Transportation System Phase IV & V Improvement Projects

Non-Motorized Trail:

- Secured a \$2,640,000 grant for the Gravelly Lake Dr. Non-Motorized Trail (112th St to Washington Blvd) project.

Stormwater:

- Completed the Waughop Lake Water Quality Management Plan
- Continue to be in compliance with the requirements of the City's NPDES permit
- Completed the Clover Creek Fish Passage project
- Secured as \$268,000 DOE for Storm Water Source Control Study.
- Completed the Steilacoom Blvd & Bridgeport Way Storm Pipe Repair project.;

Other:

- Completed the construction of the Public Works shop building
- Continue to pursue and secure grants for the improvement of the City's transportation system and storm water system

PUBLIC WORKS DEPARTMENT OVERVIEW

Responsible Manager: *Don Wickstrom, Public Works Director*

2017/2018 ANTICIPATED KEY PROJECTS

Overlay Projects:

- Complete the 59th Ave (Main St. to 100th St.) Overlay project
- Complete the 108th St (Bridgeport Way to Pacific Hwy.) Overlay project
- Complete the Steilacoom Blvd/88th St. (Phillips Rd to Custer) Overlay project

Chip Seal:

- Complete the 3rd and 4th year of the street chip seal program within the Oakbrook neighborhood

Sidewalk Improvements:

- Complete the Gravelly Lake Dr. (100th St to Bridgeport Way) Sidewalk Improvement project
- Secure grant funding (SR to School or TIB) for the Gravelly Lake Dr. (Bridgeport way to 59th St.) sidewalk Improvement project
- Complete the 111th St/Lakeview Dr. (Kendrick to CPTC campus) Sidewalk & Bike lane improvement project

Intersection Improvements:

- Complete the Traffic Signal Reconstruction/Upgrade and Intersection Improvement (Military Rd & 112th St) project
- Complete the S Tacoma way (Steilacoom Blvd to 88th St) Street & Intersection improvement project

Street Improvements:

- Secure TIB grant funding for the Lakewood Dr. (Steilacoom Blvd. to 75th St) Street Improvement project
- Complete the 40th Ave/96th St Street Improvement project
- Secure grant funding to complete the street improvements on Steilacoom Blvd (88th St to Weller) with curb & gutter, concrete sidewalks, bike sharrow lanes, drainage improvements, traffic signal upgrades at Weller, Phillips and at 88th St and street lighting
- Complete the Design of the Steilacoom Blvd (Phillips to Puyallup St.) Street Improvement project
- Secure grant funding for the Washington Blvd. (Gravelly Lake Dr. to Edgewood Dr.) Street Improvement project
- Secure grant funding for the Edgewood Dr./N Gate Rd (Nottingham to Washington Blvd.) Street Improvement project

Safe Routes to Schools:

- Complete the Steilacoom Blvd. (Weller to Phillips Rd) SR to School project
- Complete the John Dower Rd (Custer to Steilacoom Blvd.) SR to School project
- Complete the Phillips Rd. (Steilacoom Blvd. to Hudtloff) SR to School project

Traffic Systems:

- Complete the reconstruction/upgrade of the traffic signal on Steilacoom Blvd. at Western State Hospital main driveway entrance
- Complete the reconstruction/upgrade of the traffic signal on Steilacoom Blvd. at Lakeview Drive

Non-Motorized Trail:

- Complete the Gravelly Lake Non-Motorized Trail (112th St to Washington Blvd.) Improvement project

Stormwater:

- Condition assessment of SWM infrastructure

PUBLIC WORKS DEPARTMENT OVERVIEW

Responsible Manager: *Don Wickstrom, Public Works Director*

DEPARTMENT FUNCTIONS BY CRITERIA:

Legally Mandated

- Public Works Director serves as City Engineer per RCW.
- Comply with the City's storm water NPDES permit requirements.
- Update annually the City's 6 Yr. Transportation Improvement Plan.
- On a biannually basis perform safety inspections of all of the City's bridges.
- Every 5 years perform a safety inspection on the City's Lake Steilacoom Dam.
- Every even year perform a pavement condition evaluation on all of the City's streets & roads.
- Spend SWM revenue only on SWM related activities and/or infrastructure.
- Spend Motor Vehicle Fuel tax revenue only on transportation related activities and/or infrastructure
- Maintain Mandatory solid waste collection service and restrict the service provide to the city's contracted hauler.
- Offer residential curb side recycling service

Important

- Certified agency to administer DOT and FHWA programs
- Right-of-way acquisition
- Emergency Management

Discretionary

- Much of what the Department does relates to providing and maintaining basis services in terms of transportation (vehicular, bicyclist and pedestrian), surface water management and solid waste/recycling to the citizens and businesses of the City. Within same there are very few edicts which dictate the minimum level of service the City is to provide. Thus in that sense much can be considered discretionary subject to the desired outcome of the City Council & the Citizens.

PUBLIC WORKS DEPARTMENT OVERVIEW

Responsible Manager: *Don Wickstrom, Public Works Director*

DEPARTMENT FUNCTIONS BY CITY COUNCIL GOALS & OBJECTIVES:

Fiscal Responsibility

- Much of the City's 6 Yr. Transportation Capital Facilities is grant financed.
- Most of the Public Works capital improvement projects are in house designed and construction managed which reduces costs and provides for a better product.
- The LED city street light conversion project saves both in energy consumed and annual dollars spent.
- The City's ITS project has saved in M & O costs while giving the staff more capability to do more with no additional staffing. In addition thru better signal timing, coordination and synchronization our citizen spend less time stopped in traffic at signals.

Public Safety

- Many of the Public Works capital improvement projects from installing street lights to traffic signals to street improvements with sidewalks and/or bike lanes and/or just an asphalt overlay, all improve the safety condition for the travelling public.
- Some of the Public Works capital improvement projects were specifically awarded grants based on improved safety conditions that they would provide.
- The everyday maintenance of the street and storm drainage infrastructure provides safety enhancement on and on-going bases.

Economic Development

- Good infrastructure attracts development and supports development.
- The Public Work department has a heavy funded capital improvement program over the next couple of years which should induce some new developments. Prime examples include: 1) S Tacoma Way (SR512-96th St) Street improvement project; 2) Bridgeport Way (I-5 to McChord gate) Street improvement project; 3) Woodbrook Sanitary sewer extension phase II; and 4) I-5 Berkeley Interchange Madigan Access improvement project.

Dependable Infrastructure

- It's the bulk of what we do via the Transportation Capital facility plan, SWM Capital facility plan and Sanitary Sewer Capital facility plan.

PUBLIC WORKS DEPARTMENT OVERVIEW

Responsible Manager: *Don Wickstrom, Public Works Director*

PROPOSED SERVICE/PROGRAM CHANGES

Service/ Program	Description & Justification, and Operational Impact	Change		2017		2018	
		FTE	Fleet	1-Time	Ongoing	1-Time	Ongoing
Utility Rate Analysis	This work would consist of hiring a consultant to perform a rate analysis/capital improvement plan for the stormwater utility. A subtask would be to review the sanitary sewer system availability charge for the Tillicum/Woodbrook neighborhoods, sewer capital projects and related work. The last stormwater rate study was completed in 1998. An update is needed to look at the current rate structure along with capital needs. Estimated cost is \$50,000 to be paid from SWM Fund for stormwater portion and Sanitary Sewer Connection CIP Fund for sanitary sewer portion (amounts to be determined).	-	-	\$ 50,000	\$ -	\$ -	\$ -
Total - Public Works		-	-	\$ 50,000	\$ -	\$ -	\$ -

PROPOSED CAPITAL PROJECTS

Transportation CIP		2017	2018
1	Chip Seal Program - Local Access Roads Overlay	330,000	330,000
4	Overlay: 59th - Main Street to 100th	-	496,000
5	Overlay: 88th -Steilacoom Blvd to Custer	60,000	215,000
7	Overlay: Lakewood Drive - Steilacoom Blvd Creek to North City Limits	1,210,000	-
8	Overlay: Steilacoom Blvd/88th Street (Weller to Custer)	11,500	1,010,500
11	Street: 123rd St - Bridgeport to 47th Ave	-	333,000
12	Street: Oakbrook - Onyx Dr. (87th -89th)	-	407,000
13	Street: Roadway Safety Improvements on 40th & 96th	777,500	
14	Street: Steilacoom Blvd - Farwest to Phillips	88,000	78,000
18	Street: Lakewood Drive - Steilacoom Blvd to North City Limits	376,000	3,794,100
19	Street: Northgate Road/Edgewood Ave - From JBLM to Washington Blvd	200,000	1,932,000
20	Street: Steilacoom Blvd (Phillips Dr to Farwest Dr) ROW Phase I (Weller to Phillips) & Phase II (Weller to Farwest)	702,000	
21	Street: Steilacoom Blvd (Weller to 88th St)	-	304,000
23	Street: Washington Blvd Sidewalks (Edgewood Ave to Vernon Ave)	150,000	1,155,000
24	Street: Washington Blvd Sidewalks (Vernon Ave to Gravelly Lake Drive)	650,000	4,200,000
27	Sidewalk: Gravelly Lake Drive Phase I (59th St to Steilacoom Blvd) and Phase II (Bridgeport Way to 59th St)	70,000	630,000
28	Traffic Signal: Durango Street & Steilacoom Blvd (LID Option)	-	220,000
29	Traffic Signal: Safety Improvements at Military & 112th	675,000	-
30	Traffic Signal: Signal Projects	-	60,000
33	New LED Streetlight	160,000	165,000
34	Minor Capital	-	50,000
35	Street Striping/Pavement Patching/Marking	200,000	200,000
36	Safety: Neighborhood Traffic Safety/Traffic Calming	25,000	25,000
37	Safety: Safe Routes to School - John Dower Road Sidewalks	700,000	
38	Safety: Safe Routes to School - Steilacoom Blvd - Weller to Phillips	-	652,000
39	Safety: Phillips Rd Sidewalk & Bike Lanes Phase I-II (Steilacoom to Onyx)	650,000	120,000
40	Safety: Safety Projects - 2 Projects	450,000	
41	Non-Motorized Trail: GLD Phase I - Washington Blvd to 112th (Nyanza North)	150,000	2,840,000
42	Motor Avenue Complete Streets	-	250,000
43	Personnel, Engineering and Professional Services	478,000	492,000
Total		\$ 8,113,000	\$19,958,600

Sewer CIP		2017	2018
1	Side Sewer Capital	50,000	50,000
2	150th Street Sewer Extension	240,000	-
3	North Thome Lane Sewer Extension	-	35,000
Total		\$ 290,000	\$ 85,000

PUBLIC WORKS DEPARTMENT OVERVIEW
Responsible Manager: Don Wickstrom, Public Works Director

DEPARTMENT POSITION INVENTORY

Positions	2014	2015	2016			2017	2018	Grade
	Actual	Actual	Adopted	Adjusted	Year-end	Proposed	Proposed	
Public Works Director	0.90	1.00	1.00	1.00	1.00	1.00	1.00	66
Transportation Division Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	54
Surface Water Division Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	54
Associate Civil Engineer II	3.00	3.00	3.00	3.00	-	-	-	49
Civil Engineer	-	-	-	-	3.00	3.00	3.00	
PW Operations Manager	1.00	-	-	-	-	-	-	45
Associate Civil Engineer I	2.50	2.50	2.50	2.50	-	-	-	43
Associate Civil Engineer*	1.50	1.50	0.50	0.50	2.50	3.00	3.00	43
Assistant Civil Engineer	1.00	1.00	1.00	1.00	2.50	3.00	3.00	39
GIS Specialist II	1.00	-	-	-	-	-	-	38
Construction Inspector*	2.00	2.00	2.00	2.00	3.00	3.00	2.00	33
Compliance Inspector	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Engineering Technician II	2.00	2.00	2.00	2.00	-	-	-	31
Engineering Technician	-	-	-	-	2.00	1.00	1.00	31
Maintenance Worker III	1.00	1.00	1.00	1.00	1.00	-	-	28
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.50	0.50	25
Engineering Technician I*	2.00	2.00	1.00	1.00	-	-	-	25
Associate Engineering Technician*	-	-	-	-	2.00	3.00	3.00	25
Maintenance Worker II	2.00	2.00	2.00	2.00	2.00	-	-	24
Senior Office Assistant	1.00	1.00	1.00	1.00	1.00	-	-	18
Maintenance Worker I	2.00	2.00	2.00	2.00	2.00	-	-	15
Office Assistant	1.00	1.00	1.00	1.00	1.00	-	-	12
Total Regular Staffing	27.90	26.00	24.00	24.00	27.00	20.50	19.50	
Change from prior year	n/a	(1.90)	(2.00)	-	3.00	(6.50)	(1.00)	

* Associate Civil Engineer 1.0 FTE is a limited term positions with end date of 12/31/2018.

Associate Engineering Technician 2.0 FTEs are limited term positions with end date of 12/31/2018.

Construction Inspector 1.0 FTE is a limited term position with end date of 8/15/2017 (one year from start date).

PUBLIC WORKS DEPARTMENT OVERVIEW

Responsible Manager: *Don Wickstrom, Public Works Director*

DEPARTMENT POSITION INVENTORY (Continued)

Position Title	Group	Range	FTE	2017			2018		
				Salary	Benefits	Total 2017	Salary	Benefits	Total 2018
Transportation Division Manager	Non-Rep	54	0.20	\$ 21,316	\$ 9,011	\$ 30,327	\$ 21,955	\$ 9,372	\$ 31,327
Civil Engineer	AFSCME	49	0.25	24,864	11,165	36,029	24,864	11,669	36,533
Civil Engineer	AFSCME	49	0.25	19,122	9,459	28,581	19,122	9,808	28,930
Associate Civil Engineer	AFSCME	43	0.50	43,080	13,151	56,231	44,148	13,609	57,757
Associate Civil Engineer	AFSCME	43	0.50	37,776	11,550	49,326	37,776	11,900	49,676
Assistant Civil Engineer	AFSCME	39	0.50	33,778	9,279	43,057	35,191	9,561	44,752
Engineering Technician	AFSCME	31	0.20	13,925	5,810	19,735	13,925	5,989	19,914
Commute Trip Reduction	-	-	-	5,300	-	5,000	5,300	-	5,000
CTR/Standby/On Call Pay	-	-	-	100	-	100	100	-	100
Total - Street (Engineering Services)			2.40	199,261	69,425	268,386	202,380	71,908	273,988
Public Works Director	Non-rep	68	0.60	\$ 80,726	\$ 26,299	\$ 107,025	\$ 83,146	\$ 27,653	\$ 110,798
Transportation Division Manager	AFSCME	49	0.65	69,248	29,288	98,537	71,323	30,465	101,788
Civil Engineer	AFSCME	49	0.60	59,674	26,794	86,468	59,674	28,005	87,679
Civil Engineer	AFSCME	49	0.60	45,892	22,703	68,595	45,893	23,539	69,432
Associate Civil Engineer	AFSCME	43	0.50	39,365	17,489	56,854	40,925	18,327	59,252
Associate Civil Engineer	AFSCME	43	0.50	43,080	13,150	56,230	44,148	13,608	57,756
Associate Civil Engineer (Limited Term 12/31/2018)	AFSCME	43	1.00	69,582	23,719	93,301	72,619	24,771	97,390
Construction Inspector	AFSCME	33	0.50	36,228	15,938	52,166	36,228	16,625	52,853
Construction Inspector	AFSCME	33	0.50	31,504	19,093	50,597	32,752	20,322	53,074
Construction Inspector (Limited Term 8/15/2017)	AFSCME	33	1.00	44,778	19,016	63,794	-	-	-
Engineering Technician	AFSCME	31	0.40	27,850	11,625	39,475	27,850	12,004	39,853
Associate Engineering Technician	AFSCME	25	1.00	63,096	34,435	97,531	63,096	35,631	98,727
Associate Engineering Technician (Limited Term 12/31/2018)	AFSCME	25	1.00	59,790	37,054	96,844	60,312	38,540	98,852
Associate Engineering Technician (Limited Term 12/31/2018)	AFSCME	25	1.00	50,772	33,903	84,675	52,896	35,613	88,509
Administrative Assistant	AFSCME	25	0.25	15,462	4,837	20,299	15,462	4,967	20,429
Total - Transportation CIP Fund			10.10	737,047	335,344	1,072,391	706,322	330,068	1,036,391
Public Works Director	Non-rep	68	0.40	\$ 53,814	\$ 17,526	71,340	55,427	18,433	73,861
Surface Water Division Manager	Non-rep	54	1.00	106,080	40,362	146,442	109,248	42,682	151,930
Transportation Division Manager	Non-rep	54	0.15	15,980	6,759	22,740	16,459	7,031	23,490
Civil Engineer	AFSCME	49	0.15	11,473	5,676	17,149	11,473	5,885	17,358
Civil Engineer	AFSCME	49	0.15	14,918	6,698	21,617	14,918	7,001	21,920
Civil Engineer	AFSCME	49	1.00	98,951	44,590	143,541	99,456	46,674	146,130
Associate Civil Engineer	AFSCME	43	1.00	88,296	40,861	129,157	88,296	42,259	130,555
Associate Civil Engineer	AFSCME	43	0.50	39,365	17,490	56,855	40,925	18,326	59,251
Associate Civil Engineer	AFSCME	43	0.50	37,776	11,551	49,327	37,776	11,899	49,675
Assistant Civil Engineer	AFSCME	39	0.50	33,779	9,279	43,057	35,191	9,560	44,751
Construction Inspector	AFSCME	33	0.50	36,228	15,940	52,168	36,228	16,627	52,855
Construction Inspector	AFSCME	33	0.50	31,504	19,094	50,598	32,752	20,323	53,075
Compliance Inspector	AFSCME	33	1.00	72,456	28,947	101,403	72,456	29,737	102,193
Engineering Technician	AFSCME	31	0.40	27,850	11,625	39,475	27,850	12,003	39,853
Administrative Assistant	AFSCME	25	0.25	15,462	4,837	20,299	15,462	4,967	20,429
CTR/Standby/On Call Pay	-	-	-	1,000	-	1,000	1,000	-	1,000
Total - Surface Water Management Engineering Services			8.00	684,932	281,235	966,167	694,917	293,408	988,325
Total - Public Works			20.50	\$ 1,621,240	\$ 686,004	\$ 2,306,944	\$ 1,603,620	\$ 695,384	\$ 2,298,704

PUBLIC WORKS DEPARTMENT OVERVIEW

Responsible Manager: *Don Wickstrom, Public Works Director*

PURPOSE & DESCRIPTION

The Public Works Department is responsible for the City's street and drainage infrastructure as well as providing oversight of the City's solid waste & recycling service provider. This includes providing safe and efficient movement of vehicles, pedestrians, and bicyclists through effective asset management and implementation of capital improvements; and supporting public health, safety, and welfare as it relates to sanitary sewer service & surface water management through effective planning, construction, and asset management. Programs include the following: street, traffic and storm engineering services; neighborhood traffic control program; development review and right-of-way permitting and inspection; National Pollutant Discharge Elimination System (NPDES) Permit Compliance; street, stormwater and sewer capital improvement programs; and sewer connections and sewer availability.

GOALS/OBJECTIVES

- Maintain overall pavement rating to a minimum level of 70 via conducting appropriate level of pavement maintenance and preservation as outlined in the pavement management system and improve pavement management rating (PCI = 75) through effective pavement preservation.
- Evaluate the cost effectiveness of outside maintenance contracts versus City employees of the Street operations and maintenance division performing the work
- Update City standard plans and public works standards for the consistent development of City infrastructure
- Identify future transportation upgrades from the Travel Demand Model (TDM) and update the Comprehensive Plan when necessary and annually update the 6-Year TIP
- Implement the annual elements of the Transportation Capital Improvement Plan including pursuing grant funding for projects.
- Analyze and upgrade traffic signal timing and coordination in response to development, growth, JBLM population changes to provide efficient travel through the City's major corridors
- Evaluate City's top 20 accident locations & implement safety improvements and/or include project(s) in 6-Year TIP
- Implement recommendations from the Non-Motorized Plan including completing high priority pedestrian bikeway improvements
- Implement the City's Intelligent Transportation System (ITS) including: expanding the existing closed circuit television (CCTV) capability thereof along with its web-based traffic information system for providing real-time traffic information. Continue to replace the copper wire interconnection system with photo optic wire.
- Implement the annual capital elements of the current Surface Water Management Program and Capital Facility Improvements and pursue any available grant funding for same.
- Continue to implement a stormwater management program that meets the requirements of the NPDES Phase II permit
- Develop long-term management plans for American, Steilacoom and Waughop lakes
- Meet or exceed all state and federal stormwater requirements
- Pursue cost effective options for maintaining and operating the storm water infrastructure system.
- Review SWM's service rate structure to assure it is appropriate to meet the needs of the utility.
- Implement the capital elements of the Sewer Availability fund.
- Oversee the connecting to the sanitary sewer system and the collecting of the sanitary sewer availability fee.

PUBLIC WORKS DEPARTMENT OVERVIEW

Responsible Manager: *Don Wickstrom, Public Works Director*

DEPARTMENT SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
Street Engineering Services										
<i>Revenue Summary:</i>										
101	Permits	\$ 84,653	\$ 62,002	\$ 28,000	\$ 28,000	\$ 98,500	\$ 98,500	\$ 98,500	\$ 70,500	251.8%
101	Engineering Review Fees	1,303	1,050	300	300	1,000	1,000	1,000	700	233.3%
101	Motor Vehicle Fuel Tax	139,772	215,431	209,350	210,175	217,330	217,507	217,500	7,332	3.5%
101	Misc/Interest	2	-	-	-	-	-	-	-	n/a
101	Donations/Contributions	4,146	9,780	-	-	10,000	-	-	-	n/a
101	Proceeds from Sale of Assets	(2,096)	2,288	-	-	-	-	-	-	n/a
101	Judgments/Settlements	-	-	-	-	-	-	-	-	n/a
101	Transfer-In General Fund	21,270	160,470	134,351	269,724	182,163	227,790	206,153	(41,934)	-15.5%
Total Revenues		\$ 249,050	\$ 451,021	\$ 372,001	\$ 508,199	\$ 508,993	\$ 544,797	\$ 523,153	\$ 36,598	7.2%
<i>Expenditure Summary:</i>										
101	Operating	236,770	445,961	372,001	508,199	508,993	492,156	500,716	(16,043)	-3.2%
101	Capital & 1-Time	12,280	5,060	-	-	-	52,641	22,437	52,641	n/a
Total Expenditures		\$ 249,050	\$ 451,021	\$ 372,001	\$ 508,199	\$ 508,993	\$ 544,797	\$ 523,153	\$ 36,598	7.2%

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
SWM Engineering Services										
<i>Revenue Summary:</i>										
401	Charges for Services & Fees	\$ 2,723,885	\$ 2,740,257	\$ 2,702,500	\$ 2,702,500	\$ 2,756,000	\$ 1,851,107	\$ 1,837,945	\$ (851,393)	-31.5%
401	Grants/Contributions	276,528	210,814	-	276,949	276,949	-	-	(276,949)	-100.0%
401	Interest/Miscellaneous	11,807	14,782	-	-	17,000	4,000	2,000	4,000	n/a
401	Judgments/Settlements	9,437	500	-	-	-	-	-	-	n/a
401	Transfer-Street/Trans CIP	487,975	268,989	-	-	-	-	-	-	n/a
401	Transfer-In CDBG	31,237	-	-	-	-	-	-	-	n/a
401	Transfer-Fleet & Equip	-	-	-	-	-	-	-	-	n/a
Total Revenues		\$ 3,540,869	\$ 3,235,342	\$ 2,702,500	\$ 2,979,449	\$ 3,049,949	\$ 1,855,107	\$ 1,839,945	\$ (1,124,342)	-37.7%
<i>Expenditure Summary:</i>										
401	Operating	2,224,430	2,213,440	2,616,060	2,751,648	2,731,532	1,859,944	1,893,672	(891,704)	-32.4%
401	Capital & 1-Time	608,276	1,064,633	523,000	1,139,040	1,139,040	87,102	15,811	(1,051,938)	-92.4%
401	Transfer Out to CIP	44,890	1,024,061	400,000	1,567,653	1,948,641	543,650	1,572,000	(1,024,003)	-65.3%
Total Expenditures		\$ 2,877,596	\$ 4,302,134	\$ 3,539,060	\$ 5,458,341	\$ 5,819,213	\$ 2,490,696	\$ 3,481,483	\$ (2,967,645)	-54.4%

Note - SWM Engineering Services (Public Works) and SWM Operations & Maintenance (Parks) combined prior to 2017.

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
Capital & Debt										
<i>Revenue Summary:</i>										
302	Transportation CIP	\$ -	\$12,998,504	\$ 7,541,500	\$23,643,494	\$26,189,680	\$ 8,228,836	\$20,022,901	\$ (15,414,658)	-65.2%
204	Sewer Project Debt Service	601,040	689,899	600,000	600,000	683,520	684,729	684,729	\$ 84,729	14.1%
311	Sewer Capital Projects	304	1,032,814	-	532,190	1,132,190	290,000	85,000	(242,190)	-45.5%
312	Sanitary Sewer Connection CIP	196,310	-	-	-	-	-	-	-	n/a
Total Revenues		\$ 797,654	\$ 14,721,217	\$ 8,141,500	\$ 24,775,684	\$ 28,005,390	\$ 9,203,565	\$ 20,792,630	\$ (15,572,119)	-62.9%
<i>Expenditure Summary:</i>										
302	Transportation CIP	-	11,393,977	7,276,500	24,754,183	27,522,257	8,113,000	19,958,600	(16,641,183)	-67.2%
204	Sewer Project Debt Service	458,435	723,819	497,860	497,857	458,775	744,406	537,491	246,549	49.5%
311	Sewer Capital Projects	20,443	784,081	-	802,820	1,402,820	290,000	85,000	(512,820)	-63.9%
312	Sanitary Sewer Connection CIP	32,218	20,036	-	35,000	635,000	-	35,000	(35,000)	-100.0%
Total Expenditures		\$ 511,096	\$ 12,921,913	\$ 7,774,360	\$ 26,089,860	\$ 30,018,852	\$ 9,147,406	\$ 20,616,091	\$ (16,942,454)	-64.9%

PUBLIC WORKS DEPARTMENT OVERVIEW
 Responsible Manager: *Don Wickstrom, Public Works Director*

REVENUE & EXPENDITURE SUMMARY - STREET & SURFACE WATER MANAGEMENT ENGINEERING SERVICES

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
101	Permits	\$ 84,653	\$ 62,002	\$ 28,000	\$ 28,000	\$ 98,500	\$ 98,500	\$ 98,500	\$ 70,500	251.8%
101	Engineering Review Fees	1,303	1,050	300	300	1,000	1,000	1,000	700	233.3%
101	Motor Vehicle Fuel Tax	139,772	215,431	209,350	210,175	217,330	217,507	217,500	7,332	3.5%
101	Misc/Interest	2	-	-	-	-	-	-	-	n/a
101	Donations/Contributions	4,146	9,780	-	-	10,000	-	-	-	n/a
101	Proceeds from Sale of Assets	(2,096)	2,288	-	-	-	-	-	-	n/a
101	Transfer-In General Fund	21,270	160,470	134,351	269,724	182,163	227,790	206,153	(41,934)	-15.5%
401	Charges for Services & Fees	2,723,885	2,740,257	2,702,500	2,702,500	2,756,000	1,851,107	1,837,945	(851,393)	-31.5%
401	Grants/Contributions	276,528	210,814	-	276,949	276,949	-	-	(276,949)	-100.0%
401	Interest/Miscellaneous	11,807	14,782	-	-	17,000	4,000	2,000	4,000	n/a
401	Judgments/Settlements	9,437	500	-	-	-	-	-	-	n/a
401	Transfer-Street/Trans CIP	487,975	268,989	-	-	-	-	-	-	n/a
401	Transfer-In CDBG	31,237	-	-	-	-	-	-	-	n/a
Total Revenues:		\$ 3,789,919	\$ 3,686,363	\$ 3,074,501	\$ 3,487,648	\$ 3,558,942	\$ 2,399,904	\$ 2,363,098	\$ (1,087,744)	-31.2%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	722,695	644,063	1,096,950	1,071,344	1,071,344	884,193	897,297	(187,151)	-17.5%
11.002/4	Overtime	5,742	6,771	6,000	6,000	6,000	2,000	2,000	(4,000)	-66.7%
11.011	Temporary Help	-	-	15,000	15,000	15,000	15,000	15,000	-	0.0%
21.xxx	Benefits	321,254	235,512	443,220	441,435	441,435	350,660	365,316	(90,775)	-20.6%
31.xxx	Office Supplies	8,809	9,497	38,600	12,050	12,050	6,550	6,550	(5,500)	-45.6%
31.003/00	Forms & Publications	-	-	200	300	300	300	300	-	0.0%
31.005	Meeting Food & Beverage	107	16	1,000	1,200	1,200	1,200	1,200	-	0.0%
31.008	Clothing/Uniform	7,399	1,234	2,000	3,250	3,250	2,750	2,750	(500)	-15.4%
31.030	Maintenance Supplies	31,136	35,181	-	25,000	25,000	-	-	(25,000)	-100.0%
32.xxx	Fuel	17,590	-	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	10,587	2,330	12,100	12,950	12,950	11,450	11,450	(1,500)	-11.6%
41.xxx	Professional Service	138,587	23,667	26,200	26,200	26,200	26,200	26,200	-	0.0%
42.xxx	Communication	8,451	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	9,274	1,711	8,650	8,650	8,650	14,150	14,150	5,500	63.6%
44.xxx	Advertising	4,792	238	3,000	3,000	3,000	3,000	3,000	-	0.0%
45.xxx	Operating Rental/Lease	6,263	3,856	2,500	2,500	2,500	2,500	2,500	-	0.0%
47.xxx	Utilities	9,022	2,138	3,500	3,500	3,500	-	-	(3,500)	-100.0%
48.xxx	Repairs & Maintenance	483,527	718,372	628,640	628,640	628,640	-	-	(628,640)	-100.0%
49.001	Membership Dues	3,874	3,158	3,900	3,900	3,900	2,400	2,400	(1,500)	-38.5%
49.xxx	Other Charges & Services	3,732	7,727	6,500	6,500	6,500	4,100	4,100	(2,400)	-36.9%
597	Interfund Transfers	477,028	449,000	452,700	452,700	452,700	452,700	452,700	-	0.0%
5x.xxx	Intergovernmental	173,556	138,852	165,000	165,000	165,000	192,770	194,370	27,770	16.8%
9x.xxx	IS Charges - M&O	-	349,785	33,781	329,358	323,113	341,168	346,237	11,810	3.6%
9x.xxx	IS Charges - Reserves	17,775	26,292	38,620	41,370	28,293	39,008	46,868	(2,362)	-5.7%
Subtotal Operating Exp:		\$ 2,461,200	\$ 2,659,400	\$ 2,988,061	\$ 3,259,847	\$ 3,240,525	\$ 2,352,099	\$ 2,394,388	\$ (907,748)	-27.8%
<i>Capital & One-time Funding:</i>										
	Street Engineering Services	12,280	5,060	-	-	-	52,641	22,437	52,641	n/a
	SWM Engineering Services	608,276	1,064,633	523,000	1,139,040	1,139,040	87,102	15,811	(1,051,938)	-92.4%
	SWM Transfers to CIP	44,890	1,024,061	400,000	1,567,653	1,948,641	543,650	1,572,000	(1,024,003)	-65.3%
Subtotal One-time Exp:		\$ 665,446	\$ 2,093,754	\$ 923,000	\$ 2,706,693	\$ 3,087,681	\$ 683,393	\$ 1,610,248	\$ (2,023,300)	-74.8%
Total Expenditures:		\$ 3,126,646	\$ 4,753,154	\$ 3,911,061	\$ 5,966,540	\$ 6,328,206	\$ 3,035,492	\$ 4,004,636	\$ (2,931,048)	-49.1%

PUBLIC WORKS STREET ENGINEERING SERVICES

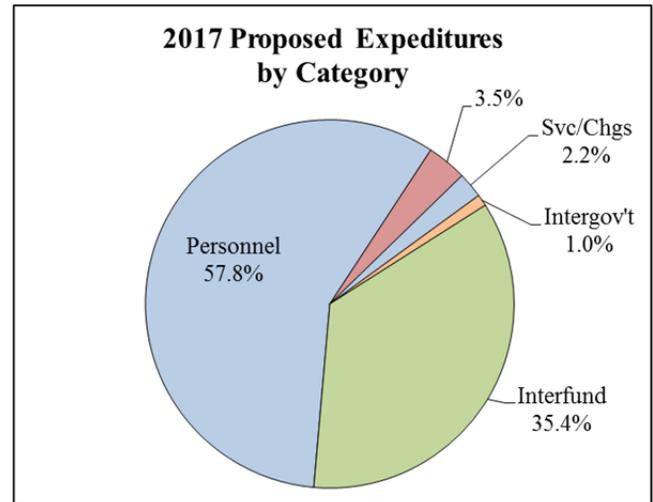
Responsible Manager: Weston Ott, Transportation Division Manager

PURPOSE/DESCRIPTION

The Street Engineering Services conducts various technical duties and provides professional engineering support for the Maintenance and Operations division. This includes the pavement management system, school zone lights, traffic signal timing and coordination, minor capital repairs, and roadway markings. The Public Works Department Transportation Division provided pavement condition field rating which is conducted every even year in addition overseeing the required safety inspections of all the City's 13 bridges. The City's 70 traffic signals are timed, coordinated, and synchronized by the Transportation Division Staff. The department also develops and maintains the City's standard plans.

GOALS/OBJECTIVES

- Maintain an overall pavement condition rating level of 70. Analyze and recommend pavement maintenance and preservation projects based upon the pavement management system.
- Evaluate the signal timing of the City's signals and make recommendations on maintenance and timing changes.
- Staff and operate the City's traffic management center located at City Hall.
- Develop engineering documents to bid for construction services for minor capital projects related to transportation preservation.
- Liaison to Clover Park school district related to school hours of operations and programing the 33 school zone lights within the City.



POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Public Works Director	0.30	-	-	-	-	-	-	66
Transportation Division Manager	0.20	0.20	0.20	0.20	0.20	0.20	0.20	54
Associate Civil Engineer II	0.50	0.50	0.50	0.50	-	-	-	49
Civil Engineer	-	-	-	-	0.50	0.50	0.50	49
PW Operations Manager	0.50	-	-	-	-	-	-	45
Associate Civil Engineer I	1.00	1.00	1.00	1.00	-	-	-	43
Associate Civil Engineer	-	-	-	-	1.00	1.00	1.00	43
Assistant Civil Engineer	0.50	0.50	0.50	0.50	0.50	0.50	0.50	39
Engineering Technician II	0.20	0.20	0.20	0.20	-	-	-	31
Engineering Technician	-	-	-	-	0.20	0.20	0.20	31
Maintenance Worker III	1.00	1.00	1.00	1.00	1.00	-	-	28
Administrative Assistant	0.33	0.33	0.33	0.33	0.33	-	-	25
Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	-	-	24
Senior Office Assistant	0.50	0.50	0.50	0.50	0.50	-	-	18
Maintenance Worker I	1.00	1.00	1.00	1.00	1.00	-	-	15
Office Assistant	0.34	0.34	0.34	0.34	0.34	-	-	12
Total Regular Staffing	7.37	6.57	6.57	6.57	6.57	2.40	2.40	
<i>Change from prior year</i>	n/a	(0.80)	-	-	-	(4.17)	-	

PUBLIC WORKS **STREET ENGINEERING SERVICES**

Responsible Manager: Weston Ott, Transportation Manager

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$492K in 2017 and \$501K in 2018. The 2017 proposed budget is a 3.2% or \$16K decrease from the 2016 adjusted budget. Highlights of the 2017 proposed budget compared to the 2016 adjusted budget are as follows:

- Salaries & Wages/Benefits - the decrease is due primarily to employee turnover and new employees starting at the lower end of the pay scale.
- Travel & Training increased due to training needs for newer and existing employees

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
	Permits	\$ 84,653	\$ 62,002	\$ 28,000	\$ 28,000	\$ 98,500	\$ 98,500	\$ 98,500	\$ 70,500	251.8%
	Engineering Review Fees	1,303	1,050	300	300	1,000	1,000	1,000	700	233.3%
	Motor Vehicle Fuel Tax	139,772	215,431	209,350	210,175	217,330	217,507	217,500	7,332	3.5%
	Misc/Interest	2	-	-	-	-	-	-	-	n/a
	Donations/Contributions	4,146	9,780	-	-	10,000	-	-	-	n/a
	Proceeds from Sale of Assets	(2,096)	2,288	-	-	-	-	-	-	n/a
	Transfer-In General Fund	21,270	160,470	134,351	269,724	182,163	227,790	206,153	(41,934)	-15.5%
Total Revenues:		\$ 249,050	\$ 451,021	\$ 372,001	\$ 508,199	\$ 508,993	\$ 544,797	\$ 523,153	\$ 36,598	7.2%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	82,740	165,674	231,130	220,652	220,652	199,261	202,380	(21,391)	-9.7%
11.002/4	Overtime	692	171	1,000	1,000	1,000	1,000	1,000	-	0.0%
11.011	Temporary Help	-	-	15,000	15,000	15,000	15,000	15,000	-	0.0%
21.xxx	Benefits	70,817	60,332	80,190	82,122	82,122	69,425	71,908	(12,697)	-15.5%
31.xxx	Other Operating Supplies	6,016	3,787	3,750	3,750	3,750	3,750	3,750	-	0.0%
31.003/00	Forms & Publications	-	-	200	200	200	200	200	-	0.0%
31.005	Meeting Food & Beverage	107	16	1,000	1,000	1,000	1,000	1,000	-	0.0%
31.008	Clothing/Uniform	6,560	467	2,000	2,000	2,000	2,000	2,000	-	0.0%
32.xxx	Fuel	8,520	-	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	633	2,330	9,400	10,250	10,250	10,250	10,250	-	0.0%
41.xxx	Professional Service	7,159	2,639	1,200	1,200	1,200	1,200	1,200	-	0.0%
42.xxx	Communication	2,856	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	5,243	481	3,350	3,350	3,350	7,350	7,350	4,000	119.4%
45.xxx	Operating Rental/Lease	5,930	912	-	-	-	-	-	-	n/a
47.xxx	Utilities	-	892	-	-	-	-	-	-	n/a
48.xxx	Repairs & Maintenance	3,861	2,778	-	-	-	-	-	-	n/a
49.001	Membership Dues	2,749	1,650	2,400	2,400	2,400	2,400	2,400	-	0.0%
49.xxx	Other Charges & Services	7	129	100	100	100	100	100	-	0.0%
597	Interfund Transfers	28,360	-	-	-	-	-	-	-	n/a
5x.xxx	Intergovernmental	4,495	6,617	5,000	5,000	5,000	5,000	5,000	-	0.0%
9x.xxx	IS Charges - M&O	-	193,460	16,281	158,479	158,252	166,062	169,021	7,583	4.8%
9x.xxx	IS Charges - Reserves	25	3,625	-	1,696	2,717	8,157	8,157	6,461	381.0%
Subtotal Operating Exp:		\$ 236,770	\$ 445,961	\$ 372,001	\$ 508,199	\$ 508,993	\$ 492,156	\$ 500,716	\$ (16,043)	-3.2%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	12,280	5,060	-	-	-	52,641	22,437	52,641	n/a
Subtotal One-time Exp:		\$ 12,280	\$ 5,060	\$ -	\$ -	\$ -	\$ 52,641	\$ 22,437	\$ 52,641	n/a
Total Expenditures:		\$ 249,050	\$ 451,021	\$ 372,001	\$ 508,199	\$ 508,993	\$ 544,797	\$ 523,153	\$ 36,598	7.2%

PUBLIC WORKS SURFACE WATER MANAGEMENT ENGINEERING SERVICES

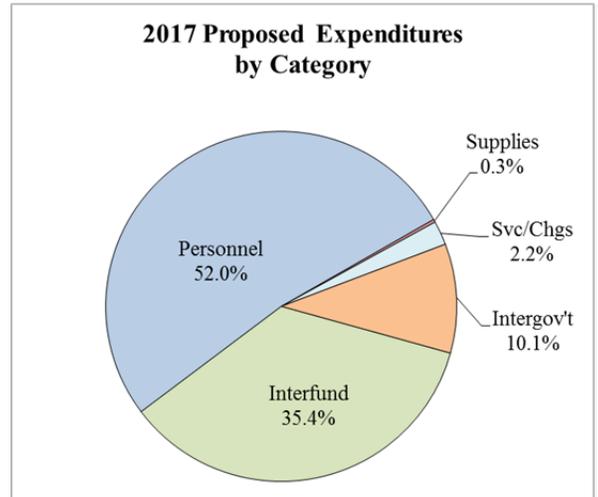
Responsible Manager: *Greg Vigoren, Surface Water Manager*

PURPOSE/DESCRIPTION

The Surface Water Management Division supports public health, safety, and welfare as it relates to surface water management and sanitary sewer through effective planning, construction, and support of maintenance.

GOALS/OBJECTIVES

- Implement the annual Capital Improvement Programs for Surface Water Management and Sanitary Sewer
- Continue to implement a stormwater management program that meets the requirements of the NPDES Phase II stormwater permit
- Develop long-term management plans for American and Steilacoom Lakes
- Meet or exceed all state and federal stormwater requirements
- Provide support for properties in the Woodbrook and Tillicum neighborhoods that connect to sanitary sewer



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2017 Est
# of businesses/properties inspected for SWM compliance	200	425	400	400	400
# of charity car wash permits issued	60	27	25	25	25
# of volunteer hours for water quality sampling	100	111	100	100	100
% maintain compliance with NPDES Municipal Stormwater permit	100%	100%	100%	100%	100%

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Public Works Director	0.30	0.50	0.50	0.50	0.50	0.40	0.40	66
Transportation Division Manager	0.25	0.25	0.25	0.25	0.25	0.15	0.15	54
Surface Water Division Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	54
Associate Civil Engineer II	1.50	1.50	1.50	1.50	-	-	-	49
Civil Engineer	-	-	-	-	1.50	1.30	1.30	49
PW Operations Manager	0.50	-	-	-	-	-	-	45
Associate Civil Engineer I	1.50	1.50	1.50	1.50	-	-	-	43
Associate Civil Engineer	-	-	-	-	1.50	2.00	2.00	43
Assistant Civil Engineer	0.50	0.50	0.50	0.50	0.50	0.50	0.50	39
GIS Specialist II	1.00	-	-	-	-	-	-	38
Construction Inspector*	1.00	1.00	1.00	1.00	1.00	1.00	-	33
Compliance Inspector	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Engineering Technician II	0.90	0.90	0.90	0.90	-	-	-	31
Engineering Technician	-	-	-	-	0.90	0.40	0.40	31
Administrative Assistant	0.34	0.34	0.34	0.34	0.34	0.25	0.25	25
Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	-	-	24
Senior Office Assistant	0.50	0.50	0.50	0.50	0.50	-	-	18
Maintenance Worker I	1.00	1.00	1.00	1.00	1.00	-	-	15
Office Assistant	0.33	0.33	0.33	0.33	0.33	-	-	12
Total Regular Staffing	12.62	11.32	11.32	11.32	11.32	8.00	7.00	
<i>Change from prior year</i>	n/a	(1.30)	-	-	-	(3.32)	(1.00)	

* Construction Inspector 1.0 FTE is a limited term position with end date of 8/15/2017 (one year from start date).

PUBLIC WORKS SURFACE WATER MANAGEMENT ENGINEERING SERVICES
Responsible Manager: Greg Vigoren, Surface Water Manager

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$1.86M in 2017 and \$1.89 in 2018. The 2017 proposed budget is a 32.4% or \$892K decrease from the 2016 adjusted budget. The decrease is due primarily to moving the operations and maintenance budget to Parks, Recreation and Community Services Department.

REVENUE & EXPENDITURE SUMMARY – SWM ENGINEERING SERVICES

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
	Charges for Services & Fees	\$ 2,723,885	\$2,740,257	\$2,702,500	\$ 2,702,500	\$ 2,756,000	\$1,851,107	\$1,837,945	\$ (851,393)	-31.5%
	Grants/Contributions	276,528	210,814	-	276,949	276,949	-	-	(276,949)	-100.0%
	Interest/Miscellaneous	11,807	14,782	-	-	17,000	4,000	2,000	4,000	n/a
	Judgments/Settlements	9,437	500	-	-	-	-	-	-	n/a
	Transfer-Street/Trans CIP	487,975	268,989	-	-	-	-	-	-	n/a
	Transfer-In CDBG	31,237	-	-	-	-	-	-	-	n/a
	Total Revenues:	\$ 3,540,869	\$3,235,342	\$ 2,702,500	\$ 2,979,449	\$ 3,049,949	\$ 1,855,107	\$ 1,839,945	\$ (1,124,342)	-37.7%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	639,955	478,389	865,820	850,692	850,692	684,932	694,917	(165,760)	-19.5%
11.002/4	Overtime	5,050	6,600	5,000	5,000	5,000	1,000	1,000	(4,000)	-80.0%
21.xxx	Benefits	250,437	175,180	363,030	359,313	359,313	281,235	293,408	(78,078)	-21.7%
31.xxx	Other Operating Supplies	2,793	5,710	34,850	8,300	8,300	2,800	2,800	(5,500)	-66.3%
31.003/00	Forms & Publications	-	-	-	100	100	100	100	-	0.0%
31.005	Meeting Food & Beverage	-	-	-	200	200	200	200	-	0.0%
31.008	Clothing/Uniform	839	767	-	1,250	1,250	750	750	(500)	-40.0%
31.030	Maintenance Supplies	31,136	35,181	-	25,000	25,000	-	-	(25,000)	-100.0%
32.xxc	Fuel	9,070	-	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	9,954	-	2,700	2,700	2,700	1,200	1,200	(1,500)	-55.6%
41.xxx	Professional Service	131,428	21,028	25,000	25,000	25,000	25,000	25,000	-	0.0%
42.xxx	Communication	5,595	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	4,031	1,230	5,300	5,300	5,300	6,800	6,800	1,500	28.3%
44.xxx	Advertising	4,792	238	3,000	3,000	3,000	3,000	3,000	-	0.0%
45.xxx	Operating Rental/Lease	333	2,944	2,500	2,500	2,500	2,500	2,500	-	0.0%
47.xxx	Utilities	9,022	1,246	3,500	3,500	3,500	-	-	(3,500)	-100.0%
48.xxx	Repairs & Maintenance	479,666	715,594	628,640	628,640	628,640	-	-	(628,640)	-100.0%
49.001	Membership Dues	1,125	1,508	1,500	1,500	1,500	-	-	(1,500)	-100.0%
49.xxx	Other Charges & Services	3,725	7,598	6,400	6,400	6,400	4,000	4,000	(2,400)	-37.5%
597	Interfund Transfers	448,668	449,000	452,700	452,700	452,700	452,700	452,700	-	0.0%
5x.xxx	Intergovernmental	169,061	132,235	160,000	160,000	160,000	187,770	189,370	27,770	17.4%
9x.xxx	IS Charges - M&O	-	156,325	17,500	170,879	164,861	175,106	177,216	4,227	2.5%
9x.xxx	IS Charges - Reserves	17,750	22,667	38,620	39,674	25,576	30,851	38,711	(8,823)	-22.2%
	Subtotal Operating Exp:	\$ 2,224,430	\$ 2,213,440	\$ 2,616,060	\$ 2,751,648	\$ 2,731,532	\$ 1,859,944	\$ 1,893,672	\$ (891,704)	-32.4%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	608,276	1,064,633	523,000	1,139,040	1,139,040	87,102	15,811	(1,051,938)	-92.4%
	Transfers Out to CIP	44,890	1,024,061	400,000	1,567,653	1,948,641	543,650	1,572,000	(1,024,003)	-65.3%
	Subtotal One-time Exp:	\$ 653,166	\$ 2,088,694	\$ 923,000	\$ 2,706,693	\$ 3,087,681	\$ 630,752	\$ 1,587,811	\$ (2,075,941)	-76.7%
	Total Expenditures:	\$ 2,877,596	\$ 4,302,134	\$ 3,539,060	\$ 5,458,341	\$ 5,819,213	\$ 2,490,696	\$ 3,481,483	\$ (2,967,645)	-54.4%

PUBLIC WORKS **SURFACE WATER MANAGEMENT ENGINEERING SERVICES**

Responsible Manager: Greg Vigoren, Surface Water Manager

REVENUE & EXPENDITURE SUMMARY – SEWER CAPITAL DEBT SERVICE

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
Sewer Project Debt Service										
<i>Revenue Summary:</i>										
204	Sewer Charge (4.75% Surcharge)	\$ 586,192	\$ 659,515	\$ 600,000	\$ 600,000	\$ 660,000	\$ 660,000	\$ 660,000	\$ 60,000	10.0%
204	Interest Earnings	4,620	4,138	-	-	4,500	4,500	4,500	4,500	n/a
204	Sanitary Side Sewer Connection Home Loan Repayment	10,228	26,246	-	-	19,020	20,229	20,229	20,229	n/a
Total Revenues		\$ 601,040	\$ 689,899	\$ 600,000	\$ 600,000	\$ 683,520	\$ 684,729	\$ 684,729	\$ 84,729	14.1%
<i>Expenditure Summary:</i>										
204	PWTFL Debt Service	458,435	453,819	497,860	497,857	458,775	454,406	487,491	(43,451)	-8.7%
204	Transfer to Sewer Capital	-	270,000	-	-	-	290,000	50,000	290,000	n/a
Total Expenditures		\$ 458,435	\$ 723,819	\$ 497,860	\$ 497,857	\$ 458,775	\$ 744,406	\$ 537,491	\$ 246,549	49.5%

PUBLIC WORKS SURFACE WATER MANAGEMENT ENGINEERING SERVICES

Responsible Manager: *Greg Vigoren, Surface Water Manager*

REVENUE & EXPENDITURE SUMMARY – SEWER CAPITAL

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
Sewer Capital Projects										
<i>Revenue Summary:</i>										
311	Grants	\$ -	\$ 583,515	\$ -	\$ 211,485	\$ 211,485	\$ -	\$ -	\$ (211,485)	-100.0%
311	Interest Earnings	304	4	-	-	-	-	-	-	n/a
311	Public Works Trust Fund Loan	-	179,295	-	320,705	320,705	-	-	(320,705)	-100.0%
311	Transfer In-Sewer Project Debt	-	270,000	-	-	600,000	290,000	50,000	290,000	n/a
311	Transfer In-Sanitary Sewer	-	-	-	-	-	-	35,000	-	n/a
Total Revenues		\$ 304	\$ 1,032,814	\$ -	\$ 532,190	\$ 1,132,190	\$ 290,000	\$ 85,000	\$ (242,190)	-45.5%
<i>Expenditure Summary:</i>										
311	Capital Projects	20,443	784,081	-	802,820	1,402,820	290,000	85,000	(512,820)	-63.9%
Total Expenditures		\$ 20,443	\$ 784,081	\$ -	\$ 802,820	\$ 1,402,820	\$ 290,000	\$ 85,000	\$ (512,820)	-63.9%

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
Sanitary Sewer Connection Capital										
<i>Revenue Summary:</i>										
312	Sewer Availability Charge	\$ 194,839	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
312	Interest Earnings	725	-	-	-	-	-	-	-	n/a
312	Proceeds from Lien	746	-	-	-	-	-	-	-	n/a
Total Revenues		\$ 196,310	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
<i>Expenditure Summary:</i>										
312	Capital Projects	32,218	20,036	-	35,000	35,000	-	35,000	(35,000)	-100.0%
312	Transfer to Sewer Capital	-	-	-	-	600,000	-	-	-	-
Total Expenditures		\$ 32,218	\$ 20,036	\$ -	\$ 35,000	\$ 635,000	\$ -	\$ 35,000	\$ (35,000)	-100.0%

PUBLIC WORKS **TRANSPORTATION CAPITAL**

Responsible Manager: *Weston Ott, Transportation Manager*

PURPOSE/DESCRIPTION

The Transportation Division works to provide safe and efficient movement of vehicles, pedestrians, and bicyclists through the City's street network via implementation of a comprehensive capital improvement program.

GOALS/OBJECTIVES

- Maintain/improve current pavement management rating (PCI = 75) through effective pavement preservation
- Identify future transportation upgrades from the Travel Demand Model (TDM) and update the Comprehensive Plan when necessary and annually update the 6-Year TIP
- Implement the annual elements of the Transportation Capital Improvement Plan including pursuing grant funding for projects.
- Analyze and upgrade traffic signal timing and coordination in response to development, growth, JBLM population changes to provide efficient travel through the City's major corridors
- Evaluate City's top 20 accident locations and implement safety improvements and/or include project(s) in 6-Year TIP update
- Implement recommendations from the Non-Motorized Plan including completing high priority pedestrian bikeway improvements
- Implement the City's Intelligent Transportation System (ITS) including: expanding the existing closed circuit television (CCTV) capability thereof along with its web-based traffic information system for providing real-time traffic information. Continue to replace the copper wire interconnection system with photo optic wire.

PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
# of traffic signals operated and maintained	77	77	77	77	77
# of City maintained street lights	1,982	1,982	1,982	1,982	1,982
Annual transportation capital funds administered	\$11.8M	\$10.5M	\$7.5M	\$7M	\$12M
Amount of transportation grant funds awarded	\$2M	\$1.7M	\$3.5M	\$4M	\$2M

POSITION INVENTORY:

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Public Works Director	0.30	0.50	0.50	0.50	0.50	0.60	0.60	66
Transportation Division Manager	0.55	0.55	0.55	0.55	0.55	0.65	0.65	54
Associate Civil Engineer II	1.00	1.00	1.00	1.00	-	-	-	49
Civil Engineer	-	-	-	-	1.00	1.20	1.20	49
Associate Civil Engineer I *	1.50	1.50	0.50	0.50	-	-	-	43
Associate Civil Engineer *	-	-	-	-	1.50	2.00	2.00	43
Construction Inspector **	1.00	1.00	1.00	1.00	2.00	2.00	2.00	33
Engineering Technician II	0.90	0.90	0.90	0.90	-	-	-	31
Engineering Technician	-	-	-	-	0.90	0.40	0.40	31
Administrative Assistant	0.33	0.33	0.33	0.33	0.33	0.25	0.25	25
Engineering Technician I *	2.00	2.00	1.00	1.00	-	-	-	25
Associate Engineering Technician	-	-	-	-	2.00	3.00	3.00	25
Office Assistant	0.33	0.33	0.33	0.33	0.33	-	-	12
Total Regular Staffing	7.91	8.11	6.11	6.11	9.11	10.10	10.10	
<i>Change from prior year</i>	n/a	0.20	(2.00)	-	3.00	0.99	-	

* Associate Civil Engineer 1.0 FTE is a limited term positions with end date of 12/31/2018.

Associate Engineering Technician 2.0 FTEs are limited term positions with end date of 12/31/2018.

Construction Inspector 1.0 FTE is a limited term position with end date of 8/15/2017 (one year from start date).

PUBLIC WORKS **TRANSPORTATION CAPITAL**

Responsible Manager: *Weston Ott, Transportation Manager*

REVENUE AND EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
Transportation Capital Projects										
<i>Revenue Summary:</i>										
302	Motor Vehicle Fuel Tax	\$ -	\$ 375,289	\$ 300,000	\$ 340,000	\$ 340,000	\$ 350,000	\$ 350,000	\$ 10,000	2.9%
302	Multi-Modal Distribution	-	-	-	-	70,000	61,740	61,740	61,740	n/a
302	Increased Gas Tax	-	-	-	-	-	54,096	54,096	54,096	n/a
302	Grants	-	6,375,782	4,534,000	17,193,716	19,173,716	4,975,850	15,259,100	(12,217,866)	-71.1%
302	Developer Contributions	-	328,485	25,000	1,108,605	1,108,605	20,000	20,000	(1,088,605)	-98.2%
302	Financing - LOCAL	-	1,667,849	-	209,773	209,773	-	-	(209,773)	-100.0%
302	Financing - LID	-	-	-	-	-	-	220,000	-	n/a
302	Proceeds from Sale of Assets	-	154,225	-	-	-	-	-	-	n/a
302	Transfer In-General Fund	-	689,500	500,000	310,500	310,500	500,000	500,000	189,500	61.0%
302	Transfer In-REET	-	1,773,634	800,000	1,606,071	1,606,071	1,091,000	1,253,465	(515,071)	-32.1%
302	Transfer In-TBD	-	481,565	682,500	678,500	678,500	682,500	682,500	4,000	0.6%
302	Transfer In-CDBG	-	163,114	300,000	685,000	800,198	-	250,000	(685,000)	-100.0%
302	Transfer In-SWM	-	989,061	400,000	1,511,329	1,892,317	493,650	1,372,000	(1,017,679)	-67.3%
Total Revenues		\$ -	\$ 12,998,504	\$ 7,541,500	\$ 23,643,494	\$ 26,189,680	\$ 8,228,836	\$ 20,022,901	\$ (15,414,658)	-65.2%
<i>Expenditure Summary:</i>										
302	Capital Projects	-	11,381,128	7,276,500	24,754,183	27,522,257	8,113,000	19,958,600	(16,641,183)	-67.2%
302	Debt Issue Cost	-	12,849	-	-	-	-	-	-	n/a
Total Expenditures		\$ -	\$ 11,393,977	\$ 7,276,500	\$ 24,754,183	\$ 27,522,257	\$ 8,113,000	\$ 19,958,600	\$ (16,641,183)	-67.2%



This page left intentionally blank.

2017/2018
Budget Line Item Detail

2017/2018 Budget Detail
PUBLIC WORKS -STREETS - ENGINEERING SERVICES

101.0000.21.542.30.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
OPERATIONS & MAINTENANCE SUPPLIES	\$	1,000	\$ 1,000
	Subtotal:	\$ 1,000	\$ 1,000
101.0000.21.542.30.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
PURCHASE OF AN ADDITIONAL TRAFFIC COUNTER	\$	1,200	\$ 1,200
	Subtotal:	\$ 1,200	\$ 1,200
101.0000.21.542.30.43.001	TRANSPORTATION CHARGES	2017	2018
OPERATIONS & MAINTENANCE TRANSPORTATION	\$	250	\$ 250
	Subtotal:	\$ 250	\$ 250
101.0000.21.542.50.51.025	ROAD CONTRACT	2017	2018
FOR BRIDGE REPAIR/INSPECTIONS	\$	5,000	\$ 5,000
	Subtotal:	\$ 5,000	\$ 5,000
101.0000.21.542.64.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
OPERATIONS & MAINTENANCE EQUIPMENT	\$	8,250	\$ 8,250
	Subtotal:	\$ 8,250	\$ 8,250
101.0000.21.543.10.31.004	OFFICE PUBLICATIONS	2017	2018
PERTAINING TO MAINTENANCE WITHIN O&M DIVISION	\$	50	\$ 50
	Subtotal:	\$ 50	\$ 50
101.0000.21.543.10.31.005	MEETING MEALS EXPENSE	2017	2018
INCLUDING THE PIERCE CO. UTILITY COORDINATION	\$	250	\$ 250
	Subtotal:	\$ 250	\$ 250
101.0000.21.543.10.43.001	TRANSPORTATION CHARGES	2017	2018
TRAINING AND SEMINARS.	\$	500	\$ 500
	Subtotal:	\$ 500	\$ 500
101.0000.21.543.10.49.001	MEMBERSHIPS/DUES	2017	2018
CDL RELICENSING, MEDICAL EXAMS, AND OTHER COSTS	\$	100	\$ 100
	Subtotal:	\$ 100	\$ 100
101.0000.21.543.10.49.003	REGISTRATION	2017	2018
REGISTRATION & MATERIALS FOR TRAINING EVENTS	\$	500	\$ 500
	Subtotal:	\$ 500	\$ 500
101.0000.21.543.30.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
OFFICE & OPERATING SUPPLIES	\$	2,250	\$ 2,250
	Subtotal:	\$ 2,250	\$ 2,250
101.0000.21.543.30.31.004	OFFICE PUBLICATIONS	2017	2018
PUBLICATIONS NEEDED	\$	50	\$ 50
	Subtotal:	\$ 50	\$ 50

2017/2018 Budget Detail
PUBLIC WORKS -STREETS - ENGINEERING SERVICES

101.0000.21.543.30.31.005	MEETING MEALS EXPENSE	2017	2018
TRANSP. COMMITTEE & PIERCE CO. UTILITY COORD.		\$ 750	\$ 750
	Subtotal:	\$ 750	\$ 750
101.0000.21.543.30.31.090	TOOL/EQUIPMENT SUPPLIES	2017	2018
OFFICE TOOLS		\$ 100	\$ 100
	Subtotal:	\$ 100	\$ 100
101.0000.21.543.30.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
EQUIPMENT NEEDED FOR PROJECTS		\$ 200	\$ 200
	Subtotal:	\$ 200	\$ 200
101.0000.21.543.30.35.004	FURNITURE EQUIPMENT	2017	2018
DRAFTING TABLE, CHAIRS, FILE CABINETS, ETC.		\$ 500	\$ 500
	Subtotal:	\$ 500	\$ 500
101.0000.21.543.30.41.001	PROFESSIONAL SERVICES	2017	2018
CONSULTANTS, PRIVATE VENDOR, PRINT OR COPY PLANS,		\$ 100	\$ 100
	Subtotal:	\$ 100	\$ 100
101.0000.21.543.30.43.001	TRANSPORTATION CHARGES	2017	2018
TRAINING AND SEMINARS.		\$ 100	\$ 100
	Subtotal:	\$ 100	\$ 100
101.0000.21.543.30.49.001	MEMBERSHIPS/DUES	2017	2018
GENERAL ADMINISTRATIVE PERSONNEL		\$ 300	\$ 300
	Subtotal:	\$ 300	\$ 300
101.0000.21.543.30.49.003	REGISTRATION	2017	2018
REGISTRATION & MATERIALS FOR TRAINING EVENTS		\$ 100	\$ 100
	Subtotal:	\$ 100	\$ 100
101.0000.21.543.30.49.005	PRINTING & BINDING	2017	2018
FORMS AND COPIES		\$ 100	\$ 100
	Subtotal:	\$ 100	\$ 100
101.0000.21.544.20.11.002	OVERTIME	2017	2018
OVERTIME FOR ENGINEERING FUNCTIONS		\$ 1,000	\$ 1,000
	Subtotal:	\$ 1,000	\$ 1,000
101.0000.21.544.20.11.005	STANDBY PAY	2017	2018
STANDBY PAY FOR ENGINEERING PERSONNEL		\$ 100	\$ 100
	Subtotal:	\$ 100	\$ 100
101.0000.21.544.20.11.011	TEMPORARY WORKER WAGES	2017	2018
TEMP EMPLOYEES TO CONDUCT PAVEMENT MGMT RATINGS		\$ 15,000	\$ 15,000
	Subtotal:	\$ 15,000	\$ 15,000
101.0000.21.544.20.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
ENGINEERING OPERATIONAL SUPPLIES.		\$ 500	\$ 500
	Subtotal:	\$ 500	\$ 500

2017/2018 Budget Detail
PUBLIC WORKS -STREETS - ENGINEERING SERVICES

101.0000.21.544.20.31.004	PUBLICATIONS		2017		2018
	ENGINEERING PUBLICATIONS.	\$	100	\$	100
	Subtotal:	\$	100	\$	100
101.0000.21.544.20.31.008	WORK GEAR		2017		2018
	WORK & SAFETY GEAR FOR ENGINEERING DIVISION	\$	2,000	\$	2,000
	Subtotal:	\$	2,000	\$	2,000
101.0000.21.544.20.41.001	PROFESSIONAL SERVICES		2017		2018
	CONSULTANTS, PRIVATE VENDOR, PRINT OR COPY PLANS,	\$	1,100	\$	1,100
	Subtotal:	\$	1,100	\$	1,100
101.0000.21.544.20.43.001	TRANSPORTATION CHARGES		2017		2018
	TRAINING & SEMINARS.	\$	300	\$	300
	Subtotal:	\$	300	\$	300
101.0000.21.544.20.49.001	MEMBERSHIPS/DUES		2017		2018
	OTHER AGENCIES AND GROUPS	\$	200	\$	200
	PROF. ENGINEERING LICENSING, AMERICAN PUBLIC	\$	300	\$	300
	PROF. SVCS FOR PAVEMENT MGMT PROGRAM - MDC/STREET	\$	1,500	\$	1,500
	Subtotal:	\$	2,000	\$	2,000
101.0000.21.544.20.49.003	REGISTRATION		2017		2018
	REGISTRATION FOR TRAINING	\$	5,600	\$	5,600
	Subtotal:	\$	5,600	\$	5,600
	Total Budget:	\$	49,350	\$	49,350

2017/2018 Budget Detail

PUBLIC WORKS - SURFACE WATER MANAGEMENT - ENGINEERING SERVICES

401.0000.41.531.10.11.002	OVERTIME	2017	2018
AFTER HOURS FLOOD RESPONSE AND WEEKEND WORK		\$ 1,000	\$ 1,000
	Subtotal:	\$ 1,000	\$ 1,000
401.0000.41.531.10.11.005	ON CALL PAY	2017	2018
ON-CALL FOR MAINTENANCE STAFF SWM-RELATED WORK		\$ 1,000	\$ 1,000
	Subtotal:	\$ 1,000	\$ 1,000
401.0000.41.531.10.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
OPERATIONAL SUPPLIES		\$ 1,000	\$ 1,000
	Subtotal:	\$ 1,000	\$ 1,000
401.0000.41.531.10.31.004	OFFICE PUBLICATIONS	2017	2018
OFFICE PUBLICATIONS		\$ 100	\$ 100
	Subtotal:	\$ 100	\$ 100
401.0000.41.531.10.31.005	MEETING MEALS EXPENSE	2017	2018
MEETING MEALS EXPENSE		\$ 200	\$ 200
	Subtotal:	\$ 200	\$ 200
401.0000.41.531.10.31.007	MAPS	2017	2018
MAPS		\$ 100	\$ 100
	Subtotal:	\$ 100	\$ 100
401.0000.41.531.10.31.008	WORK GEAR	2017	2018
WORK GEAR FOR 3 EMPLOYEES		\$ 750	\$ 750
	Subtotal:	\$ 750	\$ 750
401.0000.41.531.10.31.048	REPAIR PARTS	2017	2018
REPAIR PARTS		\$ 1,200	\$ 1,200
	Subtotal:	\$ 1,200	\$ 1,200
401.0000.41.531.10.31.090	TOOL/EQUIPMENT SUPPLIES	2017	2018
TOOL/EQUIPMENT SUPPLIES		\$ 500	\$ 500
	Subtotal:	\$ 500	\$ 500
401.0000.41.531.10.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
TOOLS/EQUIPMENT FOR PROJECTS, INSPECTIONS AND		\$ 500	\$ 500
	Subtotal:	\$ 500	\$ 500
401.0000.41.531.10.35.004	FURNITURE EQUIPMENT	2017	2018
FURNITURE EQUIPMENT		\$ 500	\$ 500
	Subtotal:	\$ 500	\$ 500
401.0000.41.531.10.35.090	SMALL TOOLS MINOR EQUIPMENT NON TAGGED	2017	2018
EQUIPMENT		\$ 200	\$ 200
	Subtotal:	\$ 200	\$ 200
401.0000.41.531.10.41.001	PROFESSIONAL SERVICE	2017	2018
GENERAL SERVICES		\$ 10,000	\$ 10,000
LAB TESTING OF WATER AND SOIL SAMPLES		\$ 15,000	\$ 15,000
	Subtotal:	\$ 25,000	\$ 25,000

2017/2018 Budget Detail

PUBLIC WORKS - SURFACE WATER MANAGEMENT - ENGINEERING SERVICES

401.0000.41.531.10.43.001	TRANSPORTATION CHARGES	2017	2018
LODGING COSTS FOR SPRING AND FALL APWA STATE	\$	600	\$ 600
MEAL COSTS FOR EMPLOYEE TRAINING (10 STAFF)	\$	200	\$ 200
Subtotal:	\$	800	\$ 800
401.0000.41.531.10.44.001	ADVERTISING	2017	2018
ADVERTISING	\$	3,000	\$ 3,000
Subtotal:	\$	3,000	\$ 3,000
401.0000.41.531.10.47.005	ELECTRICITY CHARGES	2017	2018
ELECTRICITY CHARGES	\$	2,500	\$ 2,500
Subtotal:	\$	2,500	\$ 2,500
401.0000.41.531.10.49.001	MEMBERSHIPS/DUES	2017	2018
ENGINEERING LICENSE RENEWALS (2FTEs); APWA	\$	1,500	\$ 1,500
Subtotal:	\$	1,500	\$ 1,500
401.0000.41.531.10.49.003	REGISTRATION	2017	2018
REGISTRATION FOR APWA CONFERENCES & OTHER	\$	4,500	\$ 4,500
Subtotal:	\$	4,500	\$ 4,500
401.0000.41.531.10.49.005	PRINTING & BINDING	2017	2018
PRINTING AND BINDING	\$	2,000	\$ 2,000
Subtotal:	\$	2,000	\$ 2,000
401.0000.41.531.10.49.011	SPECIAL EVENTS	2017	2018
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYS	\$	2,000	\$ 2,000
Subtotal:	\$	2,000	\$ 2,000
401.0000.41.531.10.51.001	INTER-GOVERNMENTAL SERVICES	2017	2018
CLOVER CREEK GAUGING STATION OPERATING COSTS-US	\$	9,000	\$ 9,000
NPDES PERMIT FEE- WA STATE DEPT OF ECOLOGY	\$	18,000	\$ 18,000
PIERCE CO. SWM BILLING SERVICES	\$	53,270	\$ 54,870
PIERCE COUNTY CHAMBERS-CLOVER WATERSHED SMALL	\$	10,000	\$ 10,000
REGIONAL STORMWATER MONITORING PROGRAM - WA STATE	\$	40,000	\$ 40,000
SOUND TRANSIT RR CROSSING PERMITS FOR 4 STORM	\$	4,000	\$ 4,000
Subtotal:	\$	134,270	\$ 135,870
401.0000.41.531.10.51.054	INTERGOVERNMENTAL SWM CHARGES	2017	2018
SWM CHARGES ON SWM-OWNED PROPERTIES; LAKE	\$	10,000	\$ 10,000
Subtotal:	\$	10,000	\$ 10,000
401.0000.41.531.10.52.052	INTERFUND UTILITY TAX	2017	2018
UTILITY TAX ON SWM FEES (6%)	\$	168,000	\$ 168,000
Subtotal:	\$	168,000	\$ 168,000
401.0000.41.531.10.53.003	B & O TAXES TO THE STATE	2017	2018
B&O TAXES ON SWM REVENUE	\$	43,500	\$ 43,500
Subtotal:	\$	43,500	\$ 43,500
Total Budget:	\$	404,120	\$ 405,720

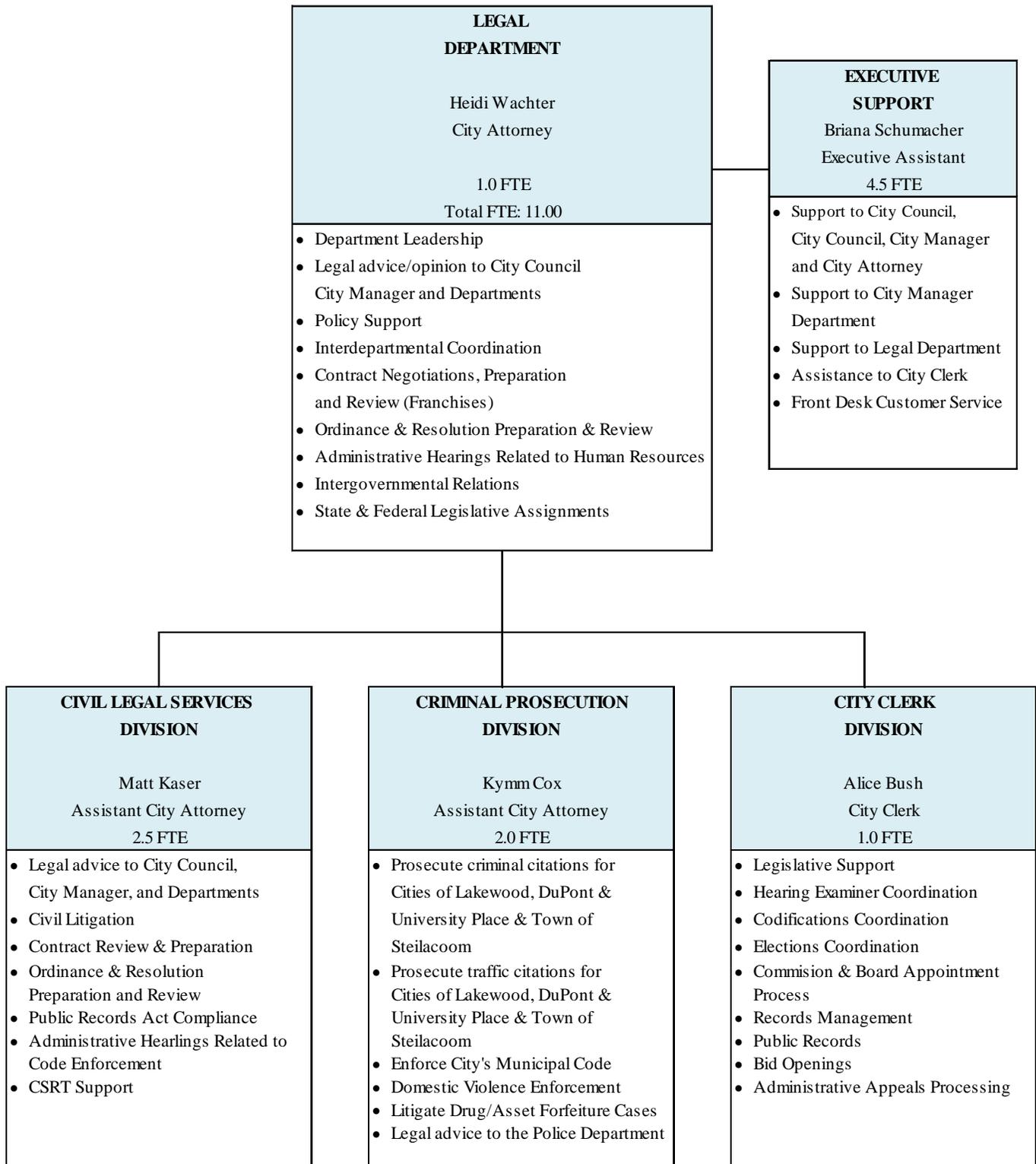
2017/2018 Budget Detail

PUBLIC WORKS - SURFACE WATER MANAGEMENT - ENGINEERING SERVICES (1-TIME)

401.9999.41.531.10.41.001	PROFESSIONAL SERVICE		2017		2018
UTILITY RATE STUDY		\$	50,000	\$	-
Subtotal:		\$	50,000	\$	-
Total Budget:		\$	50,000	\$	-



This page left intentionally blank.



LEGAL SERVICES **DEPARTMENT OVERVIEW**

Responsible Manager: *Heidi Wachter, City Attorney*

2015/2016 ACCOMPLISHMENTS

Civil

- Rental Housing Safety Program – Produced proposed legislation, conducted public meetings and provided regular updates to Council.
- Eminent Domain Analysis – Provided analysis regarding eminent domain to Council
- Franchise Agreements with Comcast, Waste Connection, Puget Sound Energy and Astound
- Adopted effective social media and cell phone messaging archiving program
- Provided support of CSRT/Code Enforcement Program

Criminal

- Added the City of DuPont as contract prosecution city
- Implementation of Veterans Court
- Assisted Municipal Court as needed with implementation of Video Arraignments
- Partnership with YWCA – STOP Grant
- Evaluated options for implementation of paperless system
- Provided support of the Public Safety Advisory Committee

City Clerk

- Updated the City Council Rules
- Assist Finance with upgrades to City's purchasing system (such as contract process)
- Implemented new contract routing form
- Began review of transferring low-risk personal services contracts to purchase orders

Customer Service

- Improved customer service through consolidation of services at the first floor front desk

LEGAL SERVICES **DEPARTMENT OVERVIEW**

Responsible Manager: *Heidi Wachter, City Attorney*

2017/2018 ANTICIPATED KEY PROJECTS

- State Legislative Agenda
- Federal Legislative Priorities
- Establish Lakewood Community Foundation partnership
- Support Municipal Code Updates to include LMC 18A
- Property Acquisition and Surplus Springbrook Park, Lakeland Property, and Pacific Highway South
- Implement Citywide document management system to include paperless prosecution and automated City Council agenda preparation
- Expand consolidated customer service/ clerical support team
- Continue Rule 9/ Intern program
- Continue support of Economic Development, Public Safety Advisory Committee, and CSRT
- Review Aggressive Begging ordinance

LEGAL SERVICES **DEPARTMENT OVERVIEW**

Responsible Manager: *Heidi Wachter, City Attorney*

DEPARTMENT FUNCTIONS BY CRITERIA

Legally Mandated

Criminal Prosecution: Fairly and effectively prosecute all violations of criminal and traffic laws, including building and zoning code violations in the City of Lakewood as well as cities who contract with the City for prosecution services.

- Provide competent and cost-effective prosecution services to Lakewood and its clients.
- Provide timely discovery to opposing counsel
- Domestic Violence community partnership
- Provide timely responsive pleadings to motions and appeals.

If we do not prosecute misdemeanors within our jurisdictions and they are processed through the County, we will be billed for those services pursuant to State law.

Important

Document Management: Capture, index, manage, retrieve and preserve the City's public records (paper and electronic) in accordance with records retention and preservation laws.

- Contracts and Agreements
- Public Records retention, retrieval, archiving and disposition
- Disclosure of public records
- Legal notice
- Bid process
- Essential Records – Agendas, minutes, ordinances, resolutions and motions

Legislative: Prepare ordinances, resolutions and related documents needed to carry out City policies and City Council decisions

Discretionary

Legal Advice: Provide legal advice to the City Council, the City Manager and other City departments as well as various boards and commissions to ensure legally sound decisions in developing and carrying out City policies.

- Informal Consulting
- Formal Legal Opinions
- Labor Negotiations
- Risk Management
- Drafting contracts and agreements

While this function is discretionary it is a best practice which reduces the City's potential liability. The City is required by law to have a City Attorney which can be accomplished in any number of ways.

City Clerk: Designated Public Records Officer and provides legislative and administrative support to the City Council.

- Municipal Code Codification
- Agenda Preparation: Strategically and timely prepare an agenda for the City Council each week which includes legislation and other City Council action required of the City and which moves the City toward achievement of City Council priorities.

While this function is discretionary it is a best practice which reduces the City's potential liability. The City is required by law to have a City Attorney which can be accomplished in any number of ways.

Civil Litigation: Initiate or defend lawsuits and succeed with any litigation which cannot otherwise be avoided.

- In-house litigation
- Insurance Defense coordination
- Administrative appeals and hearings, forfeiture hearings and unemployment hearings

LEGAL SERVICES **DEPARTMENT OVERVIEW**

Responsible Manager: *Heidi Wachter, City Attorney*

Discretionary (continued)

While this function is discretionary it is a best practice which reduces the City's potential liability. The City is required by law to have a City Clerk and Public Records Officer which can be accomplished in any number of ways.

Customer Service: Provide a variety of customer service, clerical and office support duties in support of the City.

DEPARTMENT FUNCTIONS BY CITY COUNCIL GOALS & OBJECTIVES:

Fiscal Responsibility

- Civil Ligation
- Document Management

Public Safety

- Criminal Prosecution
- Legal Advice

Transparency

- Customer Service
- Legislative
- City Clerk

LEGAL SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Heidi Wachter, City Attorney*

PROPOSED SERVICE/ PROGRAM CHANGES

Service/ Program	Description	Change		2017		2018	
		FTE	Fleet	1-Time	Ongoing	1-Time	Ongoing
Legal							
Senior Office Assistant	Eliminate vacant Senior Office Assistant	(0.50)	-	\$ -	\$ (49,647)	\$ -	\$ (51,292)
Paralegal	Eliminate vacant Paralegal	(1.00)	-	\$ -	\$ (87,213)	\$ -	\$ (88,595)
Total		(1.50)	-	\$ -	\$ (136,860)	\$ -	\$(139,887)

LEGAL SERVICES **DEPARTMENT OVERVIEW**

Responsible Manager: *Heidi Wachter, City Attorney*

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00	72
Assistant City Attorney	2.00	2.00	2.00	2.00	2.00	2.00	2.00	54
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	49
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	32
Paralegal	2.75	2.50	2.50	2.50	2.50	1.50	1.50	32
Senior Office Assistant	2.50	1.50	1.50	1.50	1.50	1.00	1.00	18
Office Assistant	1.73	3.50	3.50	3.50	3.50	3.50	3.50	12
Total Regular Staffing	11.98	12.50	12.50	12.50	12.50	11.00	11.00	
<i>Change from prior year</i>	n/a	0.52	-	-	-	(1.50)	-	

Position Title		Group	FTE	2017			2018		
				Salary	Benefits	Total 2017	Salary	Benefits	Total 2018
City Attorney	001	Non-Rep	1.00	\$ 146,947	\$ 44,330	\$ 191,277	\$ 151,331	\$ 46,783	\$ 198,114
Assistant City Attorney	001	Non-Rep	1.00	103,320	28,555	131,875	106,440	29,613	136,053
Assistant City Attorney	001	Non-Rep	1.00	89,928	37,356	127,284	92,616	39,042	131,658
Executive Assistant	001	Non-Rep	1.00	\$ 59,664	\$ 28,899	88,563	61,464	30,238	91,702
City Clerk	001	Non-Rep	1.00	97,032	33,974	131,006	99,936	35,309	135,245
Office Assistant	001	AFSCME	1.00	47,808	18,893	66,701	47,808	19,452	67,260
Office Assistant	001	AFSCME	1.00	47,808	18,876	66,684	47,808	19,434	67,242
Office Assistant	001	AFSCME	1.00	47,808	25,028	72,836	47,808	25,959	73,767
Paralegal	001	AFSCME	0.75	45,552	15,094	60,646	45,552	15,609	61,161
Paralegal	001	AFSCME	0.75	54,240	10,546	64,786	54,240	10,628	64,868
Senior Office Assistant	001	AFSCME	1.00	53,840	30,366	84,206	53,832	31,559	85,391
Office Assistant	001	AFSCME	0.50	23,184	3,822	27,006	23,184	3,829	27,013
Total Legal			11.00	\$ 817,131	\$ 295,739	\$ 1,112,870	\$ 832,019	\$ 307,454	\$ 1,139,473

LEGAL SERVICES DEPARTMENT OVERVIEW

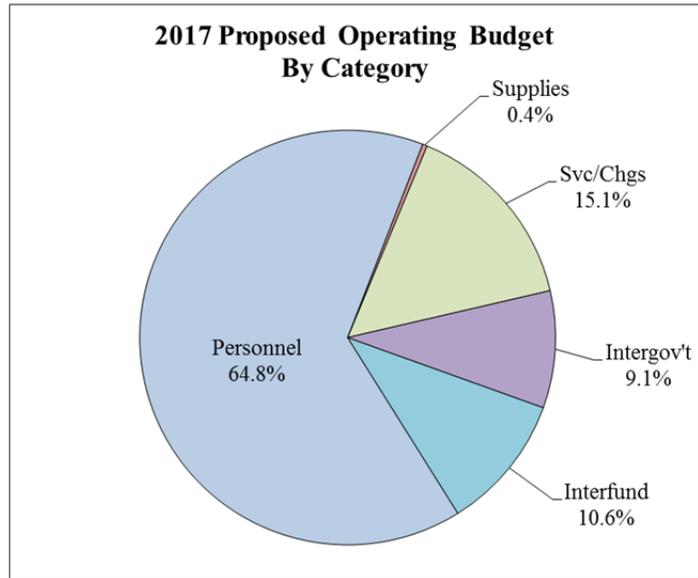
Responsible Manager: *Heidi Wachter, City Attorney*

PURPOSE & DESCRIPTION

The Legal Services Department is divided into four divisions: Civil Legal Services, Criminal Prosecution Services, City Clerk and Customer Service Support.

GOALS/OBJECTIVES

- Provide services consistent with the highest professional and ethical standards to the City, with the goal of protecting and advancing the City’s interest in protecting and serving the citizens of Lakewood.



DEPARTMENT SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	General Government	\$1,293,267	\$1,944,321	\$1,641,360	\$1,799,702	\$1,738,443	\$1,762,581	\$1,707,656	\$ (37,121)	-2.1%
Total Revenue		\$ 1,293,267	\$ 1,944,321	\$ 1,641,360	\$ 1,799,702	\$ 1,738,443	\$ 1,762,581	\$ 1,707,656	\$ (37,121)	-2.1%
<i>General Fund Operating Expenditure Summary:</i>										
	Civil Legal Services	1,057,236	823,942	764,280	891,614	889,109	854,100	875,894	(37,514)	-4.2%
	Criminal Prosecution	-	397,917	477,620	477,620	420,020	377,429	382,786	(100,191)	-21.0%
	City Clerk	214,822	412,887	389,460	383,015	381,861	486,671	430,059	103,656	27.1%
Subtotal Operating Exp		\$ 1,272,058	\$ 1,634,746	\$ 1,631,360	\$ 1,752,249	\$ 1,690,990	\$ 1,718,200	\$ 1,688,739	\$ (34,049)	-1.9%
<i>General Fund 1-Time Expenditure Summary:</i>										
	Civil Legal Services	-	281,178	-	7,182	7,182	37,277	15,889	30,095	419.0%
	Criminal Prosecution	-	28,397	-	30,271	30,271	-	-	(30,271)	-100.0%
	City Clerk	21,209	-	10,000	10,000	10,000	7,104	3,028	(2,896)	-29.0%
Subtotal 1-Time Exp		\$ 21,209	\$ 309,575	\$ 10,000	\$ 47,453	\$ 47,453	\$ 44,381	\$ 18,917	\$ (3,072)	-6.5%
Total Expenditures		\$ 1,293,267	\$ 1,944,321	\$ 1,641,360	\$ 1,799,702	\$ 1,738,443	\$ 1,762,581	\$ 1,707,656	\$ (37,121)	-2.1%

LEGAL SERVICES DEPARTMENT OVERVIEW

Responsible Manager: *Heidi Wachter, City Attorney*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$1.72M in 2017 and \$1.69 in 2018. The 2017 proposed operating budget is a 1.9% or \$34K decrease from the 2016 adjusted budget. Highlights of the 2017 proposed operating budget compared to the 2016 adjusted budget are as follows:

- Salaries & Wages / Benefits – the decrease is due primarily to the elimination of a vacant Paralegal (1.0 FTE) and a vacant Senior Office Assistant (0.50 FTE).
- Professional Services – the increase is due to the addition of contracted services for municipal code update offset by a decrease in outside legal representation.
- Intergovernmental – the increase is due to the cost of primary elections in the odd numbered year.

REVENUE & EXPENDITURE SUMMARY

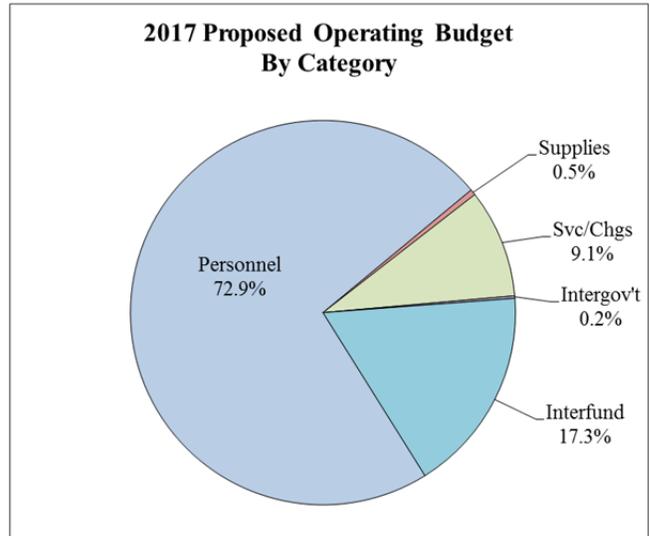
Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	General Government	\$ 1,293,267	\$1,944,320	\$1,641,360	\$1,799,702	\$1,738,443	\$1,762,581	\$1,707,656	(37,121)	-2.1%
Total Revenues:		\$ 1,293,267	\$ 1,944,320	\$ 1,641,360	\$ 1,799,702	\$ 1,738,443	\$ 1,762,581	\$ 1,707,656	\$ (37,121)	-2.1%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	715,729	836,406	893,300	893,300	847,200	813,316	828,232	(79,984)	-9.0%
21.xxx	Benefits	262,815	305,648	337,680	337,680	326,180	299,557	311,242	(38,123)	-11.3%
31.xxx	Other Operating Supplies	3,862	2,109	5,000	5,000	5,000	4,250	4,250	(750)	-15.0%
31.005	Meeting Food & Beverage	222	97	260	260	260	400	400	140	53.8%
35.xxx	Small Tools/Minor Equip	4,935	-	1,500	1,500	1,500	1,500	1,500	-	0.0%
41.xxx	Professional Service	161,420	159,691	224,000	224,000	224,000	234,000	234,000	10,000	4.5%
42.xxx	Communication	3,940	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	8,766	6,319	15,760	15,760	15,760	14,850	16,400	(910)	-5.8%
44.xxx	Advertising	13,908	8,348	5,500	5,500	5,500	6,250	6,250	750	13.6%
49.001	Membership Dues	4,724	2,315	4,110	4,110	4,110	4,280	4,280	170	4.1%
49.xxx	Other Charges & Services	7,988	1,011	500	500	500	500	500	-	0.0%
5x.xxx	Intergovernmental	82,830	131,596	132,000	92,000	92,000	157,000	92,000	65,000	70.7%
9x.xxx	IS Charges - M&O	-	181,205	11,750	167,467	164,824	172,312	179,700	4,845	2.9%
9x.xxx	IS Charges - Reserves	-	-	-	5,172	4,156	9,985	9,985	4,813	93.1%
Subtotal Operating Exp:		\$ 1,272,058	\$ 1,634,745	\$ 1,631,360	\$ 1,752,249	\$ 1,690,990	\$ 1,718,200	\$ 1,688,739	\$ (34,049)	-1.9%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	21,209	309,575	10,000	47,453	47,453	44,381	18,917	(3,072)	-6.5%
Subtotal One-time Exp:		\$ 21,209	\$ 309,575	\$ 10,000	\$ 47,453	\$ 47,453	\$ 44,381	\$ 18,917	\$ (3,072)	-6.5%
Total Expenditures:		\$ 1,293,267	\$ 1,944,320	\$ 1,641,360	\$ 1,799,702	\$ 1,738,443	\$ 1,762,581	\$ 1,707,656	\$ (37,121)	-2.1%

LEGAL SERVICES **CIVIL LEGAL SERVICES**

Responsible Manager: *Matt Kaser, Assistant City Attorney*

PURPOSE/DESCRIPTION

The Civil Legal Services Division provides legal advice to the City Council, the City Manager and other City Departments as well as various Boards and Commissions to ensure legally sound decisions in developing and carrying out City policies; prepares ordinances, resolutions and related documents needed to carry out City policies; reviews and updates franchise agreements; and initiates or defends lawsuits directly or by coordinating with insurance defense counsel through Washington Cities Insurance Authority (WCIA). WCIA provides predefense services and legal training at no cost. The Civil Legal Services division represents the City in all administrative proceedings such as code enforcement, drug forfeiture, nuisance and abatement cases. These matters originate from the Community Safety Resource Team, Community and Economic Development, and Police Departments.



GOAL/OBJECTIVES

- Provide timely and useful legal advice for routine departmental functions
- Assist with high profile projects such as labor negotiations, major code revision, and application for new legal requirements
- Process routine documents such as contracts, resolutions, and ordinances

PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
# of days on average for PRA response	30	25	25	25	25

5 days for police reports (~90% of all requests) , 25 or so for others (~10% of all requests)

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00	72
Assistant City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00	54
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	32
Paralegal	1.75	1.50	1.50	1.50	1.50	1.50	1.50	32
Office Assistant	-	2.00	2.00	2.00	2.00	2.00	2.00	12
Total Regular Staffing	4.75	6.50	6.50	6.50	6.50	6.50	6.50	
<i>Change from prior year</i>	n/a	1.75	-	-	-	-	-	

LEGAL SERVICES **CIVIL LEGAL SERVICES**

Responsible Manager: *Matt Kaser, Assistant City Attorney*

HIGHLIGHTS / CHANGES

In 2014 and years prior, Civil Legal Services and Criminal Prosecution Services was accounted for under the general Legal Department Budget. Beginning with the 2015/2016 Biennial Budget, the two divisions – Civil Legal Services and Criminal Prosecution Services – are being accounted for as separate divisions. The Civil Legal Services table below includes Criminal Prosecution Services for year 2014.

The proposed operating budget totals \$854K in 2017 and \$879K in 2018. The 2017 proposed operating budget is a \$38K or a 4.2% increase from the 2016 adjusted budget. Highlights of the 2017 proposed operating budget compared to the 2016 adjusted budget are as follows:

- Salaries & Wage / Benefits – the decrease is due primarily to the elimination of a vacant Senior Office Assistant (0.50 FTE).
- Professional Services – the decrease is due to the elimination of outside legal representation.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	General Government	\$1,057,236	\$1,105,118	\$ 764,280	\$ 898,796	\$ 896,291	\$891,377	\$891,783	\$ (7,419)	-0.8%
Total Revenues:		\$ 1,057,236	\$ 1,105,118	\$ 764,280	\$ 898,796	\$ 896,291	\$ 891,377	\$ 891,783	\$ (7,419)	-0.8%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	627,364	458,664	469,410	469,410	469,410	467,324	475,990	(2,086)	-0.4%
21.xxx	Benefits	231,552	170,197	189,170	189,170	189,170	155,080	161,228	(34,090)	-18.0%
31.xxx	Other Operating Supplies	3,862	891	2,500	2,500	2,500	2,500	2,500	-	0.0%
31.003/00	Office Forms/Publications	919	-	-	-	-	-	-	-	n/a
31.005	Meeting Food & Beverage	222	36	120	120	120	120	120	-	0.0%
35.xxx	Small Tools/Minor Equip	4,935	-	1,500	1,500	1,500	1,500	1,500	-	0.0%
41.xxx	Professional Service	161,420	39,811	74,000	74,000	74,000	64,000	64,000	(10,000)	-13.5%
42.xxx	Communication	3,940	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	8,766	4,531	11,330	11,330	11,330	11,330	11,330	-	0.0%
49.001	Membership Dues	4,724	1,395	2,200	2,200	2,200	2,200	2,200	-	0.0%
49.xxx	Other Charges & Services	7,988	1,011	500	500	500	500	500	-	0.0%
5x.xxx	Intergovernmental	1,544	2,142	1,800	1,800	1,800	1,800	1,800	-	0.0%
9x.xxx	IS Charges - M & O		145,262	11,750	136,149	134,074	140,576	147,556	4,427	3.3%
9x.xxx	IS Charges - Reserves				2,935	2,505	7,170	7,170	4,235	144.3%
Subtotal Operating Exp:		\$ 1,057,236	\$ 823,940	\$ 764,280	\$ 891,614	\$ 889,109	\$ 854,100	\$ 875,894	\$ (37,514)	-4.2%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	-	281,178	-	7,182	7,182	37,277	15,889	30,095	419.0%
Subtotal One-time Exp:		\$ -	\$ 281,178	\$ -	\$ 7,182	\$ 7,182	\$ 37,277	\$ 15,889	\$ 30,095	419.0%
Total Expenditures:		\$ 1,057,236	\$ 1,105,118	\$ 764,280	\$ 898,796	\$ 896,291	\$ 891,377	\$ 891,783	\$ (7,419)	-0.8%

LEGAL SERVICES **CRIMINAL PROSECUTION SERVICES**

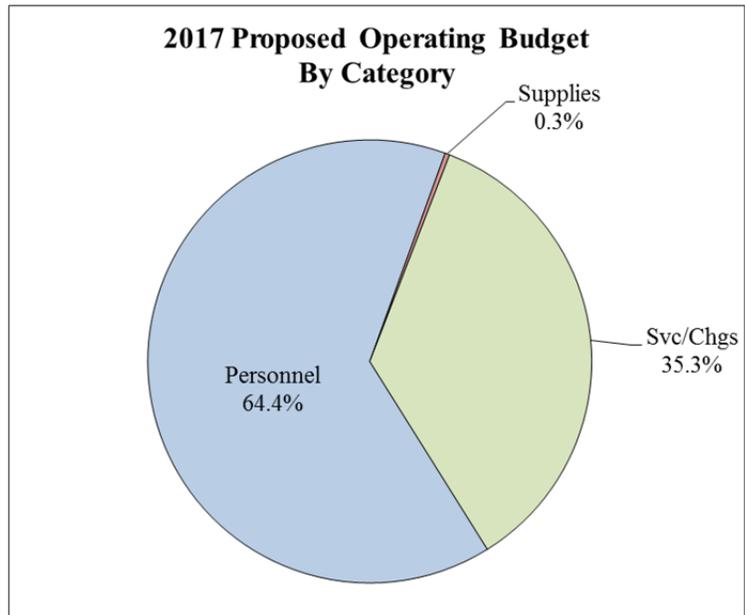
Responsible Manager: *Kim Cox, Assistant City Attorney*

PURPOSE/DESCRIPTION

The Criminal Prosecution Services Division prosecutes all violations of City criminal and traffic ordinances, including building and zoning code violations for the Cities of Lakewood, DuPont and University Place and the Town of Steilacoom. Prosecution services are provided by an in-house prosecuting attorney who oversees prosecution services contracts.

GOAL/OBJECTIVES

- Provide competent and cost-effective prosecution services to Lakewood and its clients
- Make appropriate case load management recommendations
- Provide timely discovery to opposing counsel and appropriate levels of support to contract or in-house counsel
- Continue providing legal updates and any appropriate training to law enforcement officers
- Continue to work with community partners to respond to the needs of domestic violence victims living within our community
- Provide timely responsive pleadings in response to motions and appeals



LEGAL SERVICES **CRIMINAL PROSECUTION SERVICES**

Responsible Manager: *Kim Cox, Assistant City Attorney*

PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
Increase scope and extent of paperless discovery and electronic exchange of information with defense counsel, with goal being to reduce use of paper and related expenditures by 50%	50%	50%+	50%	50%	50%
Increase scope and extent of paperless overall w/reduction in use of paper and related expenditures by 50%	50%	-	50%	50%	50%
Manage contract prosecution agreements/contracts to maintain maximum coverage of regular weekly calendars (16/week), as well as trials within the allocated budget	100%	100%	100%	100%	100%
Provide discovery within 14 calendar days of a request in cases in which discovery is authorized/requested/required	90%	90%+	90%	90%	90%
Respond to requests for legal advice/review as well as training (criminal law/criminal procedure generally) from Lakewood Police Department within 5 business days of request, with the goal being to remain in regular contact to triage issues and maximize delivery of law enforcement services with the most current training on criminal law/criminal procedure	90%	90%+	90%	90%	90%
Review all Lakewood Police Department contracts within 5 business days of receipt, unless an expedited response is requested or necessary	90%	90%+	90%	90%	90%
Make In Custody charging decisions within 8 hours of receipt of the report(s)	90%	100%	90%	90%	90%
Review all felony In Custody NCF cases from Pierce County within 8 hours of receipt of the report(s)	95%	95%	95%	95%	95%
Renew and maintain on regular basis community liaisons with: (1) community partners responding to the needs of domestic violence and domestic violence victims; (2) community action groups involved with education and advocacy relating to DUI/Physical Control; and (C) Child Protective Services and Adult Protective Services to ensure continuity of information in those cases involving the most vulnerable members of our community	100%	100%	100%	100%	100%
Review for charging decision within 30 days of receipt of report	30 Days	30 Days	30 Days	30 Days	30 Days
Comply with the court rules regarding timeliness of all responsive pleadings (motions and appeals primarily)	95%	95%+	95%	95%	95%

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Assistant City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00	54
Paralegal	1.00	1.00	1.00	1.00	1.00	-	-	32
Senior Office Assistant	2.00	1.00	1.00	1.00	1.00	1.00	1.00	18
Office Assistant	0.73	0.50	0.50	0.50	0.50	0.50	0.50	12
Total Regular Staffing	4.73	3.50	3.50	3.50	3.50	2.50	2.50	
<i>Change from prior year</i>	n/a	(1.23)	-	-	-	(1.00)	-	

LEGAL SERVICES CRIMINAL PROSECUTION SERVICES

Responsible Manager: *Kim Cox, Assistant City Attorney*

HIGHLIGHTS / CHANGES

Prior to this newly created division, Criminal Prosecution Services was accounted for under the general Legal Department Budget. Beginning with the 2015/2016 Biennial Budget, the two divisions – Civil Legal Services and Criminal Prosecution Services – are being accounted for as separate divisions.

The proposed operating budget totals \$377K in 2017 and \$383K in 2018. The 2017 proposed operating budget is a 21.0% or \$100K decrease from the 2016 adjusted budget. Highlights of the 2017 proposed operating budget compared to the 2016 adjusted budget are as follows:

- Salaries & Wage / Benefits – the decrease is due primarily to the elimination of a vacant Senior Office Assistant (0.50 FTE).

LEGAL SERVICES **CRIMINAL PROSECUTION SERVICES**

Responsible Manager: *Kim Cox, Assistant City Attorney*

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	General Government	\$ -	\$ 426,314	\$477,620	\$507,891	\$450,291	\$377,429	\$382,786	\$ (130,462)	-25.7%
Total Revenues:		\$ -	\$ 426,314	\$ 477,620	\$ 507,891	\$ 450,291	\$ 377,429	\$ 382,786	\$ (130,462)	-25.7%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	-	215,889	254,020	254,020	207,920	178,822	181,942	(75,198)	-29.6%
21.xxx	Benefits	-	79,518	89,270	89,270	77,770	64,277	66,514	(24,993)	-28.0%
31.xxx	Other Operating Supplies	-	346	1,250	1,250	1,250	1,250	1,250	-	0.0%
41.xxx	Professional Service	-	101,120	130,000	130,000	130,000	130,000	130,000	-	0.0%
43/49.003	Travel & Training	-	900	1,780	1,780	1,780	1,780	1,780	-	0.0%
49.001	Membership Dues	-	145	1,300	1,300	1,300	1,300	1,300	-	0.0%
Subtotal Operating Exp:		\$ -	\$ 397,917	\$ 477,620	\$ 477,620	\$ 420,020	\$ 377,429	\$ 382,786	\$ (100,191)	-21.0%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	-	28,397	-	30,271	30,271	-	-	(30,271)	-100.0%
Subtotal One-time Exp:		\$ -	\$ 28,397	\$ -	\$ 30,271	\$ 30,271	\$ -	\$ -	\$ (30,271)	-100.0%
Total Expenditures:		\$ -	\$ 426,314	\$ 477,620	\$ 507,891	\$ 450,291	\$ 377,429	\$ 382,786	\$ (130,462)	-25.7%

LEGAL SERVICES CITY CLERK

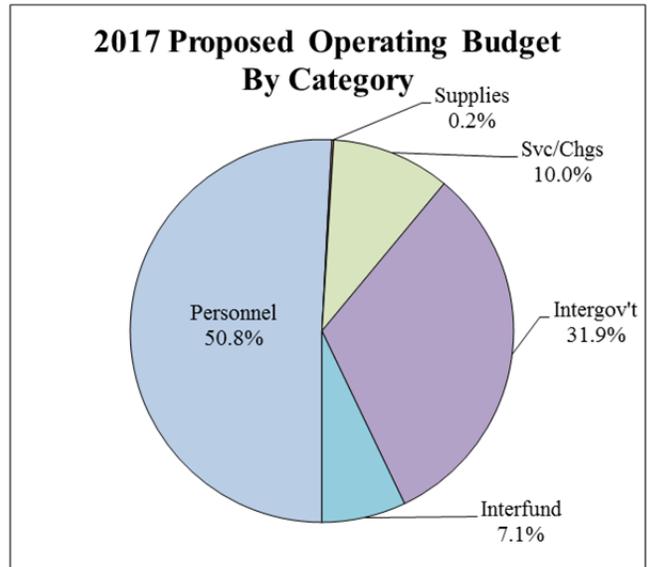
Responsible Manager: *Alice Bush, City Clerk*

PURPOSE/DESCRIPTION

The City Clerk Division is designated as the Public Records Officer and provides legislative and administrative support to the City Council; is responsible for all aspects of information management to include contracts, public records, retention, disclosure of public records and disposition; and all aspects of administrative procedure, including public notice, bidding, administrative appeals, and administrative hearings, generally.

GOAL/OBJECTIVES

- Implement automated City Council agenda work flow and document management system
- Ensure smooth proceedings of the City Council public meeting
- Ensure broad and fair citizen advisory commission/committee recruitment process
- Improve access to public records through good records management and use of technology
- Effectively coordinate hearing examiner process and ensure timely issuance of opinion



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
# of days on average for contract review	3	3.9	2.5	2.5	2.5

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	49
Senior Office Assistant	0.50	0.50	0.50	0.50	0.50	-	-	18
Office Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12
Total Regular Staffing	2.50	2.50	2.50	2.50	2.50	2.00	2.00	
<i>Change from prior year</i>	n/a	-	-	-	-	(0.50)	-	

LEGAL SERVICES CITY CLERK
Responsible Manager: *Alice Bush, City Clerk*

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$486K in 2017 and \$430K in 2018. The 2017 proposed operating budget is a 27.1% or \$104K increase from the 2016 adjusted budget. Highlights of the 2017 proposed operating budget compared to the 2016 adjusted budget are as follows:

- Benefits – the increase is due to a combination of anticipated medical rate increase and employee selection of medical benefits.
- Professional Services – the increase is due to the addition of contracted services for municipal code update.
- Intergovernmental – the increase is due to primary and general election costs.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	General Government	\$ 236,031	\$412,887	\$399,460	\$393,015	\$391,861	\$ 493,775	\$ 433,087	\$ 100,760	25.6%
Total Revenues:		\$ 236,031	\$ 412,887	\$ 399,460	\$ 393,015	\$ 391,861	\$ 493,775	\$ 433,087	\$ 100,760	25.6%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	88,365	161,853	169,870	169,870	169,870	167,170	170,300	(2,700)	-1.6%
21.xxx	Benefits	31,263	55,933	59,240	59,240	59,240	80,200	83,500	20,960	35.4%
31.xxx	Other Operating Supplies	-	872	1,250	1,250	1,250	500	500	(750)	-60.0%
31.005	Meeting Food & Beverage	-	61	140	140	140	280	280	140	100.0%
41.xxx	Professional Service	-	18,760	20,000	20,000	20,000	40,000	40,000	20,000	100.0%
43/49.003	Travel & Training	-	888	2,650	2,650	2,650	1,740	3,290	(910)	-34.3%
44.xxx	Advertising	13,908	8,348	5,500	5,500	5,500	6,250	6,250	750	13.6%
49.001	Membership Dues	-	775	610	610	610	780	780	170	27.9%
5x.xxx	Intergovernmental	81,286	129,454	130,200	90,200	90,200	155,200	90,200	65,000	72.1%
9x.xxx	IS Charges - M&O	-	35,943	-	31,318	30,750	31,736	32,144	418	1.3%
9x.xxx	IS Charges - Reserves	-	-	-	2,237	1,651	2,815	2,815	578	25.8%
Subtotal Operating Exp:		\$ 214,822	\$ 412,887	\$ 389,460	\$ 383,015	\$ 381,861	\$ 486,671	\$ 430,059	\$ 103,656	27.1%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	21,209	-	10,000	10,000	10,000	7,104	3,028	(2,896)	-29.0%
Subtotal One-time Exp:		\$ 21,209	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 7,104	\$ 3,028	\$ (2,896)	-29.0%
Total Expenditures:		\$ 236,031	\$ 412,887	\$ 399,460	\$ 393,015	\$ 391,861	\$ 493,775	\$ 433,087	\$ 100,760	25.6%



This page left intentionally blank.

2017/2018
Budget Line Item Detail

2017/2018 Budget Detail
LEGAL - CIVIL LEGAL SERVICES

001.0000.06.515.30.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
FILE FOLDERS, LABELS, PENS, ETC.	\$	2,500	\$ 2,500
	Subtotal:	\$ 2,500	\$ 2,500
001.0000.06.515.30.31.005	MEETING MEALS EXPENSE	2017	2018
MONTHLY BUSINESS MEETING	\$	100	\$ 100
PIERCE COUNTY BAR ASSOCIATION LAW DAY	\$	20	\$ 20
	Subtotal:	\$ 120	\$ 120
001.0000.06.515.30.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
SMALL TOOLS & MINOR EQUIPMENT	\$	1,500	\$ 1,500
	Subtotal:	\$ 1,500	\$ 1,500
001.0000.06.515.30.41.001	PROFESSIONAL SERVICES	2017	2018
ABC LEGAL MESSENGER SERVICES	\$	5,000	\$ 5,000
COURT REPORTER SERVICES	\$	5,000	\$ 5,000
INDEPENDENT CIVIL LEGAL COUNSEL	\$	50,000	\$ 50,000
LABOR ATTORNEY FEES	\$	4,000	\$ 4,000
	Subtotal:	\$ 64,000	\$ 64,000
001.0000.06.515.30.43.001	TRANSPORTATION CHARGES	2017	2018
INTERNATIONAL CITY MANAGEMENT ASSOC. AIRFARE	\$	500	\$ 500
TACOMA-PIERCE COUNTY BAR ASSOC. ANNUAL CONFERENCE	\$	300	\$ 300
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS FALL CONF	\$	350	\$ 350
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS SPRING CONF	\$	350	\$ 350
	Subtotal:	\$ 1,500	\$ 1,500
001.0000.06.515.30.43.002	LODGING CHARGES	2017	2018
INTERNATIONAL CITY MANAGEMENT ASSOC. CONFERENCE	\$	700	\$ 700
LODGING CHARGES	\$	600	\$ 600
TACOMA-PIERCE COUNTY BAR ASSOC. ANNUAL CONFERENCE	\$	250	\$ 250
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS FALL CONFERENCE	\$	275	\$ 275
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS SPRING	\$	275	\$ 275
	Subtotal:	\$ 2,100	\$ 2,100
001.0000.06.515.30.43.003	MILEAGE REIMBURSEMENTS	2017	2018
MILEAGE	\$	500	\$ 500
	Subtotal:	\$ 500	\$ 500
001.0000.06.515.30.43.004	CONFERENCE MEALS	2017	2018
INTERNATIONAL CITY MANAGEMENT ASSOC. ANNUAL CONFERENCE	\$	200	\$ 200
TACOMA-PIERCE COUNTY BAR ASSOC. ANNUAL CONFERENCE	\$	50	\$ 50
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS FALL CONFERENCE	\$	75	\$ 75
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS SPRING	\$	75	\$ 75
	Subtotal:	\$ 400	\$ 400
001.0000.06.515.30.43.005	PARKING REIMBURSEMENTS	2017	2018
PARKING REIMBURSEMENTS	\$	200	\$ 200
	Subtotal:	\$ 200	\$ 200

2017/2018 Budget Detail
LEGAL - CIVIL LEGAL SERVICES

001.0000.06.515.30.49.001	MEMBERSHIPS & DUES	2017	2018
INTERNATIONAL CITY MANAGEMENT ASSOC.	\$	500	\$ 500
PIERCE COUNTY LEGAL INFORMATION NETWORK EXCHANGE	\$	20	\$ 20
PUBLIC NOTARY	\$	160	\$ 160
TACOMA-PIERCE COUNTY BAR ASSOC.	\$	300	\$ 300
TACOMA-PIERCE COUNTY BAR ASSOC. LEGAL ASSISTANT	\$	30	\$ 30
WASHINGTON ASSOC. OF PUBLIC RECORDS OFFICERS	\$	50	\$ 50
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS	\$	20	\$ 20
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS	\$	20	\$ 20
WASHINGTON STATE BOARD ASSOC.	\$	550	\$ 550
WASHINGTON STATE BOARD ASSOC. DUES	\$	550	\$ 550
Subtotal:	\$	2,200	\$ 2,200
001.0000.06.515.30.49.003	REGISTRATION	2017	2018
CONTINUING EDUCATION CREDITS	\$	2,430	\$ 2,430
INTERNATIONAL MUNICIPAL LAWYERS ASSOC.	\$	600	\$ 600
TACOMA-PIERCE COUNTY BAR ASSOC. ANNUAL CONFERENCE	\$	275	\$ 275
TACOMA-PIERCE COUNTY BAR ASSOC. ANNUAL CONFERENCE	\$	825	\$ 825
WASHINGTON ASSOC. OF PUBLIC RECORDS SPRING CONFERENCE	\$	250	\$ 250
WASHINGTON ASSOC. OF PUBLIC RECORDS FALL CONFERENCE	\$	250	\$ 250
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS FALL	\$	250	\$ 250
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS SPRING	\$	250	\$ 250
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS FALL	\$	750	\$ 750
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS SPRING	\$	750	\$ 750
Subtotal:	\$	6,630	\$ 6,630
001.0000.06.515.30.49.005	PRINTING & BINDING	2017	2018
PDR REQUESTS, BUSINESS CARDS, NAME PLATES, NOTARY	\$	500	\$ 500
Subtotal:	\$	500	\$ 500
001.0000.06.515.30.51.001	INTER-GOVERNMENTAL SERVICES	2017	2018
COURT FILING FEES- COUNTY	\$	1,000	\$ 1,000
COURT FILING FEES- SUPREME	\$	300	\$ 300
DISTRICT COURT COPIES - PACER	\$	500	\$ 500
Subtotal:	\$	1,800	\$ 1,800
Total Budget:	\$	83,950	\$ 83,950

2017/2018 Budget Detail
LEGAL - CRIMINAL PROSECUTION SERVICES

001.0000.06.515.31.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
FILE FOLDERS, LABELS, PENS, ETC.	\$	1,250	\$ 1,250
	Subtotal:	\$ 1,250	\$ 1,250
001.0000.06.515.31.41.001	PROFESSIONAL SERVICE	2017	2018
PROSECUTION CONTRACTS	\$	130,000	\$ 130,000
	Subtotal:	\$ 130,000	\$ 130,000
001.0000.06.515.31.43.001	TRANSPORTATION CHARGES	2017	2018
TACOMA-PIERCE COUNTY BAR ASSOC. ANNUAL CONFERENCE	\$	300	\$ 300
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS FALL CONFERENCE	\$	350	\$ 350
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS SPRING	\$	350	\$ 350
	Subtotal:	\$ 1,000	\$ 1,000
001.0000.06.515.31.49.001	MEMBERSHIPS/DUES	2017	2018
INTERNATIONAL ASSOC. OF ADMINISTRATIVE PROFESSIONALS	\$	350	\$ 350
PIERCE COUNTY LEGAL INFORMATION NETWORK EXCHANGE	\$	40	\$ 40
TACOMA-PIERCE COUNTY BAR ASSOC.	\$	150	\$ 150
TACOMA-PIERCE COUNTY BAR ASSOC. LEGAL ASSISTANT	\$	100	\$ 100
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS	\$	20	\$ 20
WASHINGTON STATE BAR ASSOC.	\$	550	\$ 550
WASHINGTON STATE PARALEGAL ASSOC.	\$	90	\$ 90
	Subtotal:	\$ 1,300	\$ 1,300
001.0000.06.515.31.49.003	REGISTRATION	2017	2018
TACOMA-PIERCE COUNTY BAR ASSOC. ANNUAL CONFERENCE	\$	280	\$ 280
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS FALL CONFERENCE	\$	250	\$ 250
WASHINGTON STATE ASSOC. OF MUNICIPAL ATTORNEYS SPRING	\$	250	\$ 250
	Subtotal:	\$ 780	\$ 780
	Total Budget:	\$ 134,330	\$ 134,330

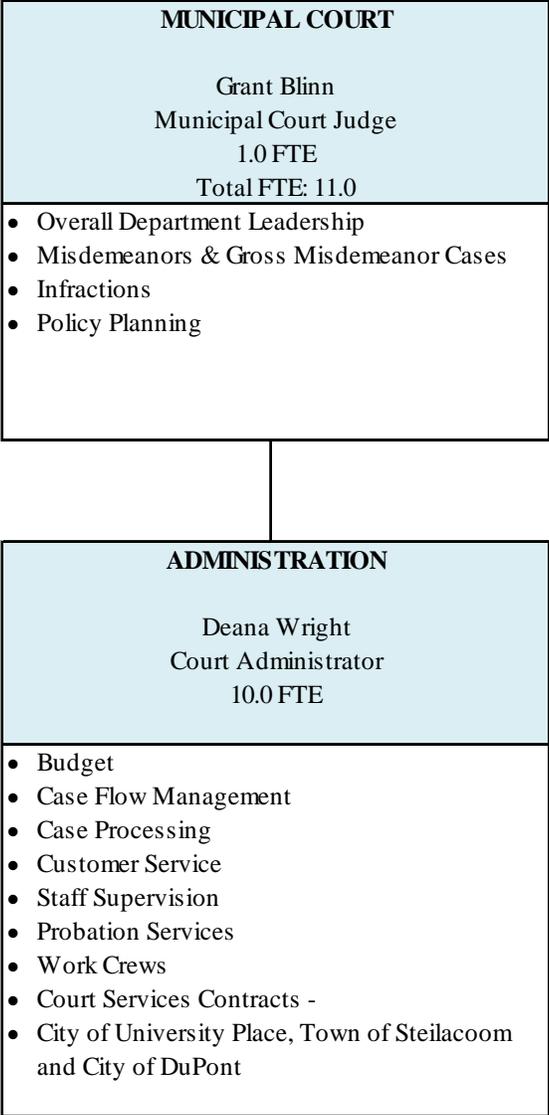
2017/2018 Budget Detail

LEGAL - CITY CLERK

001.0000.06.514.30.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
FOLDERS, PENS, LABELS, ETC.		\$ 500	\$ 500
Subtotal:		\$ 500	\$ 500
001.0000.06.514.30.31.005	MEETING MEALS EXPENSE	2017	2018
PIERCE COUNTY CLERKS AND FINANCE OFFICERS ASSOC. MONTHLY MEETING		\$ 180	\$ 180
PUGET SOUND ASSOC. OF RECORDS MANAGEMENT & ADMINISTRATORS MEETING		\$ 100	\$ 100
Subtotal:		\$ 280	\$ 280
001.0000.06.514.30.41.001	PROFESSIONAL SERVICES	2017	2018
ACCESS RECORDS MANAGEMENT		\$ 20,000	\$ 20,000
CODIFICATION		\$ 20,000	\$ 20,000
Subtotal:		\$ 40,000	\$ 40,000
001.0000.06.514.30.43.001	TRANSPORTATION CHARGES	2017	2018
ASSOC. OF RECORDS MGMT & ADMIN (ARMA) ANNUAL CONFERENCE AIRFARE		\$ -	\$ 500
Subtotal:		\$ -	\$ 500
001.0000.06.514.30.43.002	LODGING CHARGES	2017	2018
ASSOC. OF RECORDS MGMT & ADMIN. REGIONAL CONFERENCE		\$ -	\$ 250
WASHINGTON MUNICIPAL CLERKS ASSOC. REGIONAL CONFERENCE		\$ 380	\$ 380
Subtotal:		\$ 380	\$ 630
001.0000.06.514.30.43.004	CONFERENCE MEALS	2017	2018
ASSOC. OF RECORDS MANAGEMENT & ADMIN. ANNUAL CONFERENCE		\$ -	\$ 200
WASHINGTON MUNICIPAL CLERKS ASSOC. ANNUAL CONFERENCE		\$ 200	\$ 200
Subtotal:		\$ 200	\$ 400
001.0000.06.514.30.43.005	PARKING REIMBURSEMENTS	2017	2018
BUSINESS MEETINGS		\$ 100	\$ 100
Subtotal:		\$ 100	\$ 100
001.0000.06.514.30.44.001	ADVERTISING	2017	2018
DAILY JOURNAL OF COMMERCE		\$ 1,000	\$ 1,000
TACOMA NEWS TRIBUNE		\$ 5,250	\$ 5,250
Subtotal:		\$ 6,250	\$ 6,250
001.0000.06.514.30.49.001	MEMBERSHIPS/DUES	2017	2018
ASSOC. OF RECORDS MANAGEMENT & ADMINISTRATORS		\$ 205	\$ 205
INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS		\$ 210	\$ 210
NATIONAL ASSOC. OF PARLIAMENTARIANS		\$ 100	\$ 100
PIERCE COUNTY CLERKS AND FINANCE OFFICERS ASSOC.		\$ 80	\$ 80
PUBLIC NOTARY		\$ 80	\$ 80
WASHINGTON ASSOC. OF PUBLIC RECORDS OFFICERS		\$ 30	\$ 30
WASHINGTON MUNICIPAL CLERKS ASSOC.		\$ 75	\$ 75
Subtotal:		\$ 780	\$ 780
001.0000.06.514.30.49.003	REGISTRATION	2017	2018
ASSOC. OF RECORDS MANAGEMENT & ADMINISTRATORS REGIONAL		\$ -	\$ 600
PIERCE COUNTY CLERKS AND FINANCE OFFICERS ASSOC. TRAINING		\$ 375	\$ 375
WASHINGTON ASSOC. OF PUBLIC RECORDS OFFICERS FALL CONFERENCE		\$ 210	\$ 210
WASHINGTON ASSOC. OF PUBLIC RECORDS OFFICERS SPRING CONFERENCE		\$ 125	\$ 125
WASHINGTON MUNICIPAL CLERKS ASSOC. ANNUAL CONFERENCE		\$ 350	\$ 350
Subtotal:		\$ 1,060	\$ 1,660
001.0000.06.514.30.51.027	RECORDING FEES	2017	2018
PIERCE COUNTY RECORDING FEES		\$ 200	\$ 200
Subtotal:		\$ 200	\$ 200
Total Budget:		\$ 49,750	\$ 51,300

2017/2018 Budget Detail
LEGAL - CITY CLERK - ELECTIONS

001.0000.06.514.40.51.011	ELECTION COST			2017			2018
GENERAL ELECTION		\$	28,000	\$			-
PRIMARY ELECTION		\$	42,000	\$			-
	Subtotal:	\$	70,000	\$			-
001.0000.06.514.40.51.019	VOTER MAINTENANCE COST			2017			2018
VOTER MAINTENANCE		\$	85,000	\$			90,000
	Subtotal:	\$	85,000	\$			90,000
	Total Budget:	\$	155,000	\$			90,000



MUNICIPAL COURT

Responsible Manager: *Grant Blinn, Municipal Court Judge*

2015/2016 ACCOMPLISHMENTS

- Video Court
- Enter into contract for court services with DuPont
- Renew contracts for Court Services with Town of Steilacoom and City of University Place
- Evaluate and implement paperless system (in coordination with Police, Legal, and Information Technology)
- Start of Veterans' Court
- Staffing needs analysis for court clerk positions

2017/2018 ANTICIPATED KEY PROJECTS

- Paperless court system
- Veterans' court
- Ongoing evaluation of video hearings with Pierce County Jail
- Reevaluate indigent screening program

MUNICIPAL COURT
Responsible Manager: *Grant Blinn, Municipal Court Judge*

DEPARTMENT FUNCTIONS BY CRITERIA

Legally Mandated

- Adjudication of misdemeanor and gross misdemeanor offenses committed by adults. RCW 39.24.180

Important

- Veteran's Court
- Paperless System
- Video hearings for inmates, thus avoiding transport costs
- Alternative sentencing for non-violent offenders
- Collections amnesty program
- Streamlining of interpreters
- Regular evaluation of staffing needs
- Issuance on no-contact orders
- Issuance of arrest warrants
- Jail sentences in appropriate cases
- Bail in appropriate cases
- Suspension of driver's licenses
- Requirement of treatment when appropriate
- Requirement of ignition interlock devices on motor vehicles when appropriate

DEPARTMENT FUNCTIONS BY GOALS & OBJECTIVES

Fiscal Responsibility

- Video hearings for inmates, thus avoiding transport costs
- Alternative sentencing for non-violent offenders
- Collections amnesty program
- Streamlining of interpreters
- Regular evaluation of staffing needs

Public Safety

- Issuance on no-contact orders
- Issuance of arrest warrants
- Jail sentences in appropriate cases
- Bail in appropriate cases
- Suspension of driver's licenses
- Requirement of treatment when appropriate
- Requirement of ignition interlock devices on motor vehicles when appropriate

Dependable Infrastructure

- Work crew sentences to improve public facilities and hold offenders accountable

Transparency

- Implementation of GR 31.1 (Court's version of PRA)

MUNICIPAL COURT

Responsible Manager: *Grant Blinn, Municipal Court Judge*

PROPOSED SERVICE/PROGRAM CHANGES

Service/ Program	Description	Change		2017		2018	
		FTE	Fleet	1-Time	Ongoing	1-Time	Ongoing
Court Specialist II	Eliminate vacant position.	(0.50)	-	\$ -	\$ (42,252)	\$ -	\$ (43,960)
Court Specialist I	Eliminate position.	(1.00)	-	\$ -	\$ (58,983)	\$ -	\$ (61,733)
	Total	(1.50)	-	\$ -	\$(101,235)	\$ -	\$(105,693)

MUNICIPAL COURT
Responsible Manager: Grant Blinn, Municipal Court Judge

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Municipal Court Judge	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1
Court Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	52
Work Crews Supervisor	1.00	1.00	1.00	-	-	-	-	30
Court Compliance Officer	2.00	2.00	2.00	3.00	3.00	3.00	3.00	30
Probation Counselor	1.00	-	-	-	-	-	-	30
Senior Court Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	28
Court Specialist II	2.00	2.00	2.00	2.00	1.50	1.00	1.00	18
Court Specialist I	5.00	4.50	4.50	4.50	5.00	4.00	4.00	14
Office Assistant	2.00	-	-	-	-	-	-	12
Total Regular Staffing	16.00	12.50	12.50	12.50	12.50	11.00	11.00	
<i>Change from prior year</i>	n/a	(3.50)	-	-	-	(1.50)	-	

Position Title	Group	FTE	2017			2018		
			Salary	Benefits	Total 2017	Salary	Benefits	Total 2018
Municipal Court Judge	Non-Rep	1.00	150,046	35,439	185,485	154,564	36,690	191,254
Court Administrator	Non-Rep	1.00	\$ 94,392	\$ 41,882	\$ 136,274	\$ 97,224	\$ 44,404	\$ 141,628
Senior Court Specialist	AFSCME	1.00	65,616	35,375	100,991	65,616	36,759	102,375
Court Compliance Officer	AFSCME	1.00	66,600	38,281	104,881	67,230	39,789	107,019
Court Compliance Officer	AFSCME	1.00	64,383	37,893	102,276	66,083	39,582	105,665
Court Compliance Officer	AFSCME	1.00	55,359	34,594	89,953	57,725	36,343	94,068
Court Specialist II	AFSCME	1.00	53,832	23,629	77,461	53,832	24,408	78,240
Court Specialist I	AFSCME	1.00	49,032	23,729	72,761	49,032	24,329	73,361
Court Specialist I	AFSCME	1.00	52,728	10,988	63,716	52,728	11,094	63,822
Court Specialist I	AFSCME	1.00	50,712	25,771	76,483	50,712	26,780	77,492
Court Specialist I	AFSCME	1.00	48,528	33,075	81,603	48,578	34,467	83,045
Total - Municipal Court		11.00	\$ 751,228	\$ 340,656	\$ 1,091,884	\$ 763,324	\$ 354,645	\$ 1,117,969

MUNICIPAL COURT

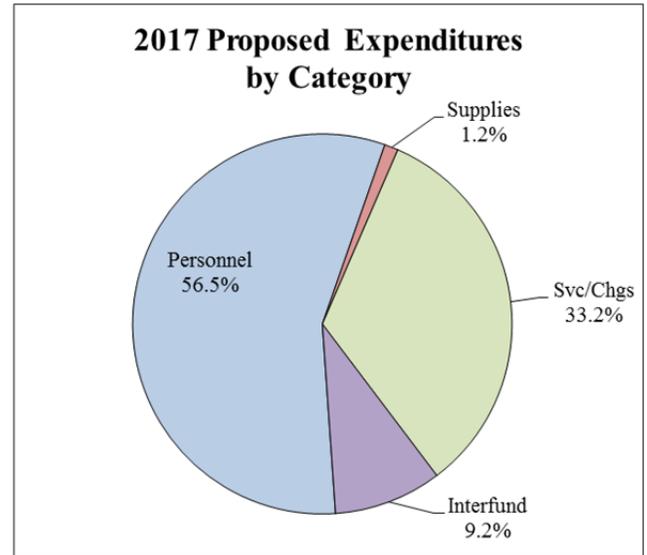
Responsible Manager: *Grant Blinn, Municipal Court Judge*

PURPOSE & DESCRIPTION

The Municipal Court is a court of limited jurisdiction that handles infractions, misdemeanors and gross misdemeanor offenses that occur in the City of Lakewood. The Municipal Court provides court services on a contract basis to the City of University Place, Town of Steilacoom and the City of DuPont. Programs of the Municipal Court include: Municipal Court road tour; transportation of defendants to court for pending hearings; electronic home monitoring (EHM); community service work crew program; veterans' court; probation; and video arraignment at Nisqually Corrections.

GOALS/OBJECTIVES

- Dispense fair, equitable justice to deter crime and to safeguard the community
- Ensure compliance with laws set forth by the City, State and Constitution
- Effectively monitor defendants to confirm compliance with court ordered conditions
- Fiscal responsibility



PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
# of community group road tours per year	8	9	8	8	8
# of incidents with offenders involving risk management	0	0	0	n/a	n/a
# of work crews hours performed annually in lieu of jail		4216	4,000	4,000	4,000
Cost saved by using alternative sentencing		\$123,068	\$90,000	n/a	n/a
Cost saved from reduced number of court transports	\$35,000	\$20,644*	\$35,000	\$35,000	\$35,000

NOTE lower cost savings in 2015 due to delay in hiring Court Compliance Officer, resulting in more overtime

MUNICIPAL COURT
Responsible Manager: Grant Blinn, Municipal Court Judge

HIGHLIGHTS / CHANGES

The proposed operating budget totals \$2.00M in 2017 and \$2.05M in 2018. The 2017 proposed budget is a 2.4% or decrease from the 2016 adjusted budget. Highlights of the 2017 proposed budget compared to the 2016 adjusted budget are as follows:

- Salaries & Wages / Benefits - the decrease is due primarily to the elimination of a Court Specialist I (0.50 FTE) and Court Specialist II (1.0 FTE).
- Temporary Help – the increase is due to pro-tem judge.
- Professional Services – the increase is due to public defender services.
- Other Charges & Services – the decrease is due to primarily to reductions in jury and interpreter fees.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	Fines & Forfeitures	\$ 1,384,894	\$ 1,282,219	\$1,444,100	\$1,444,100	\$1,285,218	\$1,285,218	\$1,285,218	\$ (158,882)	-11.0%
001	Court Transport-Univ Place	11,220	-	-	-	-	-	-	-	n/a
001	Court Transport-Steilacoom	2,805	-	-	-	-	-	-	-	n/a
001	Contract Rev-Univ Place	225,000	170,585	171,002	124,711	124,711	128,500	132,400	3,789	3.0%
001	Contract Rev-Steilacoom	10,000	99,276	99,349	92,352	92,352	95,100	98,000	2,748	3.0%
001	Contract Rev-DuPont	-	89,042	85,121	131,062	131,062	135,000	139,100	3,938	3.0%
001	General Government	\$ 311,466	\$ 200,559	\$ 8,358	\$ 272,044	\$ 513,496	\$ 393,669	\$ 416,097	121,625	44.7%
Total Revenues:		\$ 1,945,385	\$ 1,841,681	\$ 1,807,930	\$ 2,064,269	\$ 2,146,839	\$ 2,037,487	\$ 2,070,815	\$ (26,782)	-1.3%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	886,158	730,954	866,530	866,530	866,530	751,228	763,324	(115,302)	-13.3%
11.002/4	Overtime	48,766	20,153	15,330	15,330	15,330	15,330	15,330	-	0.0%
11.011/12	Temporary Help	13,364	15,020	5,000	5,000	5,000	20,000	20,000	15,000	300.0%
21.xxx	Benefits	413,482	316,638	384,650	384,650	384,650	340,656	354,645	(43,994)	-11.4%
31.xxx	Office Supplies	9,106	10,153	11,750	11,750	11,750	11,750	11,750	-	0.0%
31.003	Office Forms & Publications	4,807	7,728	10,000	10,000	10,000	10,000	10,000	-	0.0%
31.008	Clothing/Uniform	2,538	1,374	800	800	800	800	800	-	0.0%
35.xxx	Small Tools/Minor Equip	219	-	750	750	750	750	750	-	0.0%
41.xxx	Professional Service	463,501	457,636	395,000	501,200	590,000	598,800	608,800	97,600	19.5%
43/49.003	Travel & Training	5,875	3,259	3,000	3,000	3,000	4,100	4,100	1,100	36.7%
47.xxx	Utilities	1,867	1,998	1,900	1,900	1,900	1,900	1,900	-	0.0%
49.001	Membership Dues	925	925	930	930	930	930	930	-	0.0%
49.xxx	Other Charges & Services	43,318	49,322	67,600	67,600	67,600	56,500	56,500	(11,100)	-16.4%
9x.xxx	IS Charges - M&O	-	170,796	24,050	169,561	165,007	172,364	184,396	2,803	1.7%
9x.xxx	IS Charges - Reserves	-	4,375	20,640	7,212	5,536	11,355	20,105	4,143	57.4%
Subtotal Operating Exp:		\$ 1,893,926	\$ 1,790,331	\$ 1,807,930	\$ 2,046,213	\$ 2,128,783	\$ 1,996,463	\$ 2,053,330	\$ (49,750)	-2.4%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	51,459	51,350	-	18,056	18,056	41,024	17,485	22,968	127.2%
Subtotal One-time Exp:		\$ 51,459	\$ 51,350	\$ -	\$ 18,056	\$ 18,056	\$ 41,024	\$ 17,485	\$ 22,968	127.2%
Total Expenditures:		\$ 1,945,385	\$ 1,841,681	\$ 1,807,930	\$ 2,064,269	\$ 2,146,839	\$ 2,037,487	\$ 2,070,815	\$ (26,782)	-1.3%



This page left intentionally blank.

2017/2018
Budget Line Item Detail

2017/2018 Budget Detail
MUNICIPAL COURT

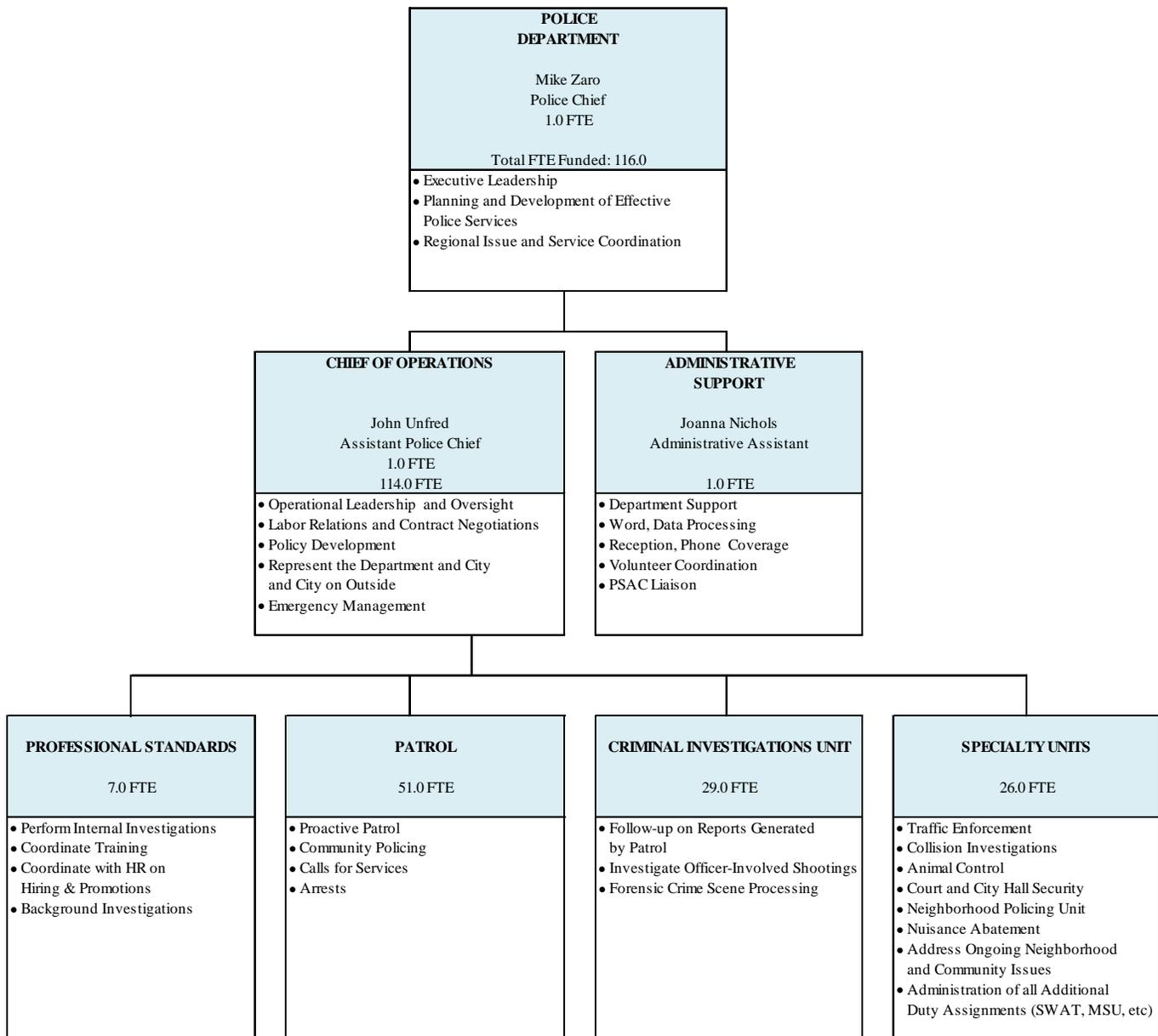
001.0000.02.512.50.11.004	COURT OVERTIME		2017		2018
COURT TRANSPORT COSTS		\$	15,330	\$	15,330
		Subtotal:	\$ 15,330	\$	15,330
001.0000.02.512.50.31.001	OFFICE & OPERATING SUPPLIES		2017		2018
JUDGE AND COURT OFFICE SUPPLIES		\$	10,000	\$	10,000
		Subtotal:	\$ 10,000	\$	10,000
001.0000.02.512.50.31.003	OFFICE FORMS		2017		2018
FORMS USED DURING COURT BUSINESS		\$	10,000	\$	10,000
		Subtotal:	\$ 10,000	\$	10,000
001.0000.02.512.50.43.002	LODGING CHARGES		2017		2018
ADMINISTRATIVE OFFICE OF COURTS		\$	250	\$	250
DISTRICT MUNICIPAL COURT JUDGES ASSOC.		\$	300	\$	300
JUDICIAL CONFERENCE		\$	450	\$	450
		Subtotal:	\$ 1,000	\$	1,000
001.0000.02.512.50.49.001	MEMBERSHIPS & DUES		2017		2018
DISTRICT MUNICIPAL COURT JUDGES ASSOC.		\$	750	\$	750
DISTRICT MUNICIPAL COURT MANAGERS ASSOC.		\$	150	\$	150
		Subtotal:	\$ 900	\$	900
001.0000.02.512.50.49.003	REGISTRATION		2017		2018
STAFF TRAINING FOR MANDATED LAW CHANGES		\$	600	\$	600
		Subtotal:	\$ 600	\$	600
001.0000.02.512.50.49.005	PRINTING & BINDING		2017		2018
PRINTING & BINDING		\$	100	\$	100
		Subtotal:	\$ 100	\$	100
001.0000.02.512.51.11.012	JUDGE PROTEM WAGES		2017		2018
PRO-TEM JUDGE		\$	20,000	\$	20,000
		Subtotal:	\$ 20,000	\$	20,000
001.0000.02.512.51.41.004	PRIMARY PUBLIC DEFENDER		2017		2018
PUBLIC DEFENDER		\$	421,200	\$	421,200
ADD ANTICIPATED INCREASE		\$	98,800	\$	108,800
		Subtotal:	\$ 520,000	\$	530,000
001.0000.02.512.51.41.035	BACKUP PUBLIC DEFENDER		2017		2018
BACKUP PUBLIC DEFENDER		\$	30,000	\$	30,000
		Subtotal:	\$ 30,000	\$	30,000
001.0000.02.512.51.49.007	WITNESS FEES		2017		2018
WITNESS FEES		\$	2,500	\$	2,500
		Subtotal:	\$ 2,500	\$	2,500
001.0000.02.512.51.49.008	JURY FEES		2017		2018
FEES PAID TO JURORS		\$	5,000	\$	5,000
		Subtotal:	\$ 5,000	\$	5,000
001.0000.02.512.51.49.009	INTERPRETER FEES		2017		2018
PAYMENTS TO INTERPRETERS REQUIRED FOR COURT		\$	48,900	\$	48,900
		Subtotal:	\$ 48,900	\$	48,900

2017/2018 Budget Detail
MUNICIPAL COURT

001.0000.02.523.30.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
	PROBATION/WORK CREW/COURT COMPLIANCE OFFICERS	\$ 1,750	\$ 1,750
	Subtotal:	\$ 1,750	\$ 1,750
001.0000.02.523.30.31.008	UNIFORMS	2017	2018
	UNIFORMS FOR COURT COMPLIANCE OFFICERS	\$ 800	\$ 800
	Subtotal:	\$ 800	\$ 800
001.0000.02.523.30.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
	ALTERNATIVE SENTENCING EQUIPMENT	\$ 750	\$ 750
	Subtotal:	\$ 750	\$ 750
001.0000.02.523.30.41.001	PROFESSIONAL SERVICES	2017	2018
	ELECTRONIC HOME MONITORING EQUIPMENT PARTIALLY	\$ 31,500	\$ 31,500
	PROBATION & ALTERNATIVE SENTENCE - URINE ANALYSIS	\$ 17,300	\$ 17,300
	Subtotal:	\$ 48,800	\$ 48,800
001.0000.02.523.30.43.002	LODGING CHARGES	2017	2018
	LODGING FOR CONFERENCE	\$ 1,000	\$ 1,000
	Subtotal:	\$ 1,000	\$ 1,000
001.0000.02.523.30.47.004	SEWER CHARGES	2017	2018
	PORT-O-LET SERVICES	\$ 1,900	\$ 1,900
	Subtotal:	\$ 1,900	\$ 1,900
001.0000.02.523.30.49.001	MEMBERSHIPS & DUES	2017	2018
	MISDEMENANT CORRECTIONS ASSOCIATION DUES	\$ 30	\$ 30
	Subtotal:	\$ 30	\$ 30
001.0000.02.523.30.49.003	REGISTRATION	2017	2018
	ALTERNATIVE SENTENCING AND PROBATION TRAINING	\$ 1,500	\$ 1,500
	Subtotal:	\$ 1,500	\$ 1,500
	Total Budget:	\$ 720,860	\$ 730,860



This page left intentionally blank.



POLICE DEPARTMENT OVERVIEW

Responsible Manager: *Mike Zaro, Police Chief*

2015/2016 ACCOMPLISHMENTS

- Provided exceptional public safety services to the citizens of Lakewood.
- Expand and refine the Construction Watch Program
 - Expand the program beyond commercial construction projects
 - Provide a more defined process that will help achieve the goal of reducing theft from businesses under construction
 - Communicate and promote the program to the community and how to participate in it.
- Develop Imbedded MHP program
 - Address the growing nationwide issue of dealing appropriately with the mentally ill and homelessness
 - Partner with Greater Lakes Mental Health through a grant (application completed in 2014) and imbed a Mental Health Professional with the Neighborhood Policing Program
 - Respond to and follow up on incidents involving the mentally ill
 - provide more appropriate resources for the mentally ill and to reduce the draw on emergency services (Patrol)
- Conduct public safety cost/benefit analysis
- Practice proactive and regular public safety reporting
- Continue CSRT Program
 - Survey to identify code enforcement violations
 - Initiate a “gateway” enforcement program
 - Initiate a Lakeview/100th Street Enhancement Program
- Continue development of Emergency Preparedness and Disaster Recovery to include: Emergency Management Training, Incident Command System (ICS), Comprehensive Emergency Management Response Team (CERT) training, PC Alert, and Emergency Coordination Center (ECC) location(s)
- Completed leadership transition of after retirement of former Chief.
- Maintained stability and control during several high profile incidents.
- Re-engaged community through Command Staff participation in service clubs and neighborhood associations.
- Multiple campsites and dumpsites cleaned up by CSRT

POLICE DEPARTMENT OVERVIEW

Responsible Manager: *Mike Zaro, Police Chief*

2017/2018 ANTICIPATED KEY PROJECTS

- Continue to meet core mission of the department.
- Expand in car camera program.
- Continue the use of PredPol and evaluate its effectiveness on property crime reduction.
- Aggressive recruitment and hiring to keep up with anticipated attrition, due primarily to retirements.
- Work to mitigate the impacts of homelessness on residents and businesses.
- Develop leadership training curriculum for members of the department interested in future leadership roles
- Establish the State's first Officers certified as phlebotomists Training, Incident Command System (ICS), Comprehensive Emergency Management Response Team (CERT) training, PC Alert, and Emergency Coordination Center (ECC) location(s)
- Continue imbedded Mental Health Professional (MHP) program.

POLICE **DEPARTMENT OVERVIEW**

Responsible Manager: *Mike Zaro, Police Chief*

DEPARTMENT FUNCTIONS BY CRITERIA

Legally Mandated

- Respond to 911 Calls for Service
- Respond to Vehicle Collisions

Important

- Behavioral Health Contact Team
- Special Assaults Investigations
- Community Safety Resources Team
 - Code Enforcement
 - Cleanup Blighted Property and Dump sites
 - Nuisance Abatement

Discretionary

- Property Crimes Investigations
- Traffic Enforcement
- Neighborhood Policing
- Animal Control
- Code Enforcement
- Front Counter Services
- Narcotics and Vice Enforcement
- Investigation of Non-Domestic Violence Misdemeanor Assaults

POLICE DEPARTMENT OVERVIEW

Responsible Manager: *Mike Zaro, Police Chief*

DEPARTMENT FUNCTIONS BY CITY COUNCIL GOALS & OBJECTIVES

Fiscal Responsibility

- Seek grant opportunities to offset expenditures
- Look for efficiencies in staffing and jobs that allow for consolidation of duties

Public Safety

- Everything we do is related to public safety.
- Core mission
 - Protect Life and Property
 - Reduce Crime Build Better Communities
 - Respect and Protect Individual Rights
 - Enforce the Laws of Lakewood and the State of Washington

Economic Development

- Improve blighted properties through code enforcement and working with owners
- Improved properties are more attractive for development and businesses interested in moving to Lakewood
- Crime reduction efforts improve statistics that have historically dissuaded businesses from moving to Lakewood
- Work directly with businesses to address crime concerns
 - We have a Lieutenant that is a member of the Chamber of Commerce specifically to be a conduit for business to the police department

Dependable Infrastructure

- With officers being out in the field, they can be the first to note flaws in roads and other infrastructure and report them for repair.

Transparency

- Direct interaction with the media and the public through traditional media outlets and active social media

POLICE DEPARTMENT OVERVIEW

Responsible Manager: *Mike Zaro, Police Chief*

PROPOSED SERVICE/PROGRAM CHANGES

Service/ Program	Description & Justification, and Operational Impact	Change		2017		2018	
		FTE	Fleet	1-Time	Ongoing	1-Time	Ongoing
Police:							
In Car Camera Expansion	<p>Purchase new in-car camera systems to replace existing cameras and expand current program. The current cameras are failing and are out of warranty. The in car camera system provides transparency to the public through documentation of interactions between officers and the public. They also provide invaluable evidence of criminal incidents.</p> <p>IT may be involved in the set-up of the systems but that will depend on which company is selected.</p> <p>\$50,000 for approximately 10 systems with 10 systems added per year until all marked vehicles are equipped. The proposed funding source is Federal Seizure Funds for the in car cameras and General Fund for the ongoing annual service agreement. The department will also seek grant opportunities to cover as much of the cost as possible.</p> <p>The program will not generate revenue, but could potentially decrease civil claims against the city by providing evidence disproving false claims.</p>	-	-	\$ 50,000	\$ 5,000	\$ 50,000	\$ 5,000

POLICE DEPARTMENT OVERVIEW

Responsible Manager: *Mike Zaro, Police Chief*

PROPOSED SERVICE/PROGRAM CHANGES (continued)

Service/ Program	Description & Justification, and Operational Impact	Change		2017		2018	
		FTE	Fleet	1-Time	Ongoing	1-Time	Ongoing
Enhanced Training	<p>There are occasions where code enforcement officers find themselves in buildings and structures that may be unsafe and/or dangerous. However, they do not possess the training to post the structures unsafe. In such instances, the code officers contact the building division. The Building Official and/or inspectors are then requested to make an inspection. Usually, such requests are received under exigent circumstances which are often disruptive to core building inspection functions. The proposal would provide the code enforcement officers with sufficient training so that they could declare structures unsafe and/or dangerous. Such actions if taken would be reported to the Building Official for confirmation and further follow-up as needed. Proposal substantially increases efficiencies and reduces the workload of the Building Official and building inspectors.</p> <p>Training, \$500 each; Property maintenance & housing inspector certification exam fee, \$200 each; purchase of softcover books, \$200 – total cost, \$1,600. Certification renewal is needed every three years. There are no grant/contributions available for this proposal. This proposal seeks to enhance service levels with nominal expenditure increase. Service delivery options include having a third party inspector available on call to perform dangerous building inspections. However, given that inspections often occur under emergency circumstances, this is not considered to be cost effective.</p>	-	-	\$ 1,600	\$ -	\$ -	\$ -
Total - Police		-	-	\$ 51,600	\$ 5,000	\$ 50,000	\$ 5,000

POLICE DEPARTMENT OVERVIEW

Responsible Manager: *Mike Zaro, Police Chief*

DEPARTMENT POSITION INVENTORY

Positions	2014	2015	2016			2017	2018	Grade
	Actual	Actual	Adopted	Adjusted	Year-end	Proposed	Proposed	
Commissioned	101.00	100.00	100.00	100.00	100.00	100.00	100.00	
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	72
Assistant Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	67
Lieutenant	5.00	4.00	4.00	4.00	4.00	4.00	4.00	lt
Sergeant	14.00	14.00	14.00	14.00	14.00	14.00	14.00	sgt
Detective	11.00	11.00	11.00	11.00	11.00	11.00	11.00	det
Police Officer	69.00	69.00	69.00	69.00	69.00	69.00	69.00	po1
Limited Commission	7.00	6.00	6.00	6.00	6.00	6.00	6.00	
Community Service Officer	5.00	4.00	4.00	4.00	4.00	4.00	4.00	cso
Senior Animal Control Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	25
Animal Control Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	23
Non-Commissioned	13.00	10.00	10.00	10.00	10.00	10.00	10.00	
Fiscal and Grants Specialist	1.00	-	-	-	-	-	-	40
Evidence Supervisor	-	-	-	1.00	1.00	1.00	1.00	35
Property Room Supervisor	1.00	1.00	1.00	-	-	-	-	35
Crime Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Code Enforcement Officer	3.00	2.00	2.00	2.00	2.00	2.00	2.00	33
Evidence Technician	-	-	-	1.00	1.00	1.00	1.00	26
Administrative Assistant	2.00	2.00	2.00	2.00	2.00	2.00	2.00	25
Evidence Custodian	2.00	2.00	2.00	1.00	1.00	1.00	1.00	18
Senior Office Assistant	2.00	2.00	2.00	2.00	2.00	2.00	2.00	18
Office Assistant	1.00	-	-	-	-	-	-	12
Total Regular Staffing	121.00	116.00	116.00	116.00	116.00	116.00	116.00	
<i>Change from prior year</i>	n/a	(5.00)	-	-	-	-	-	

POLICE DEPARTMENT OVERVIEW

Responsible Manager: *Mike Zaro, Police Chief*

DEPARTMENT POSITION INVENTORY (continued)

Position Title	Group	FTE Authorized	FTE Funded	2017			2018		
				Salary	Benefits	Total 2017	Salary	Benefits	Total 2018
Total Police		116.00	116.00	\$ 10,838,198	\$ 4,446,020	\$ 15,284,218	\$ 11,434,648	\$ 4,685,732	\$ 16,120,380
Commissioned		100.00	100.00	\$ 9,529,456	\$ 4,039,989	\$ 13,569,445	\$ 10,113,261	\$ 4,264,375	\$ 14,377,636
Police Chief	Non-rep	1.00	1.00	\$ 139,060	\$ 45,397	\$ 184,457	\$ 143,235	\$ 47,751	\$ 190,986
Assistant Police Chief	Non-rep	1.00	1.00	126,768	43,821	170,589	130,584	46,127	176,711
Lieutenant	LPMG	1.00	1.00	132,432	37,990	170,422	139,152	39,291	178,443
Lieutenant	LPMG	1.00	1.00	129,276	49,033	178,309	139,152	51,734	190,886
Lieutenant	LPMG	1.00	1.00	132,432	48,469	180,901	139,152	50,650	189,802
Lieutenant	LPMG	1.00	1.00	132,432	45,840	178,272	139,152	47,553	186,705
Detective	LPIG	1.00	1.00	96,984	44,997	141,981	102,864	47,838	150,702
Detective	LPIG	1.00	1.00	94,224	46,616	140,840	99,960	48,815	148,775
Detective	LPIG	1.00	1.00	97,896	43,178	141,074	103,848	45,022	148,870
Detective	LPIG	1.00	1.00	96,984	38,868	135,852	102,864	40,809	143,673
Detective	LPIG	1.00	1.00	94,224	45,927	140,151	99,960	48,084	148,044
Detective	LPIG	1.00	1.00	96,072	44,845	140,917	101,904	47,758	149,662
Detective	LPIG	1.00	1.00	96,072	29,849	125,921	101,904	31,237	133,141
Detective	LPIG	1.00	1.00	96,984	46,259	143,243	102,864	48,294	151,158
Detective	LPIG	1.00	1.00	95,136	38,337	133,473	100,920	40,616	141,536
Detective	LPIG	1.00	1.00	97,896	46,343	144,239	103,848	48,375	152,223
Detective	LPIG	1.00	1.00	103,368	44,169	147,537	109,656	46,040	155,696
Sergeant	LPIG	1.00	1.00	113,928	46,731	160,659	120,888	49,670	170,558
Sergeant	LPIG	1.00	1.00	110,808	48,706	159,514	117,600	51,176	168,776
Sergeant	LPIG	1.00	1.00	109,800	48,624	158,424	116,472	50,857	167,329
Sergeant	LPIG	1.00	1.00	113,928	31,687	145,615	120,888	33,265	154,153
Sergeant	LPIG	1.00	1.00	110,808	40,665	151,473	117,600	42,674	160,274
Sergeant	LPIG	1.00	1.00	110,808	40,331	151,139	117,600	42,617	160,217
Sergeant	LPIG	1.00	1.00	111,592	46,500	158,092	118,680	49,083	167,763
Sergeant	LPIG	1.00	1.00	111,864	48,782	160,646	118,680	50,980	169,660
Sergeant	LPIG	1.00	1.00	113,652	48,908	162,560	120,888	51,427	172,315
Sergeant	LPIG	1.00	1.00	110,808	45,542	156,350	117,600	47,822	165,422
Sergeant	LPIG	1.00	1.00	110,808	46,760	157,568	117,600	49,345	166,945
Sergeant	LPIG	1.00	1.00	113,928	42,568	156,496	120,888	45,141	166,029
Sergeant	LPIG	1.00	1.00	113,928	48,943	162,871	120,888	51,428	172,316
Sergeant	LPIG	1.00	1.00	111,864	38,818	150,682	118,680	41,123	159,803
Police Officer	LPIG	1.00	1.00	101,064	47,099	148,163	107,232	49,458	156,690
Police Officer	LPIG	1.00	1.00	91,488	28,934	120,422	97,056	30,428	127,484
Police Officer	LPIG	1.00	1.00	98,400	44,733	143,133	104,400	47,579	151,979
Police Officer	LPIG	1.00	1.00	90,624	30,726	121,350	96,144	32,815	128,959
Police Officer	LPIG	1.00	1.00	93,216	46,173	139,389	98,880	48,685	147,565
Police Officer	LPIG	1.00	1.00	90,624	37,840	128,464	96,144	39,941	136,085
Police Officer	LPIG	1.00	1.00	91,488	33,247	124,735	97,056	35,321	132,377
Police Officer	LPIG	1.00	1.00	91,488	37,958	129,446	97,056	40,070	137,126

POLICE DEPARTMENT OVERVIEW

Responsible Manager: *Mike Zaro, Police Chief*

DEPARTMENT POSITION INVENTORY (continued)

Position Title	Group	FTE Authorized	FTE Funded	2017			2018		
				Salary	Benefits	Total 2017	Salary	Benefits	Total 2018
Commissioned (continued)									
Police Officer	LPIG	1.00	1.00	85,080	32,990	118,070	90,264	34,798	125,062
Police Officer	LPIG	1.00	1.00	86,304	33,593	119,897	91,560	35,436	126,996
Police Officer	LPIG	1.00	1.00	90,624	45,877	136,501	96,144	48,439	144,583
Police Officer	LPIG	1.00	1.00	96,744	42,370	139,114	102,672	45,066	147,738
Police Officer	LPIG	1.00	1.00	88,896	43,712	132,608	94,296	46,727	141,023
Police Officer	LPIG	1.00	1.00	95,808	44,458	140,266	101,664	47,307	148,971
Police Officer	LPIG	1.00	1.00	88,896	45,615	134,511	94,296	48,162	142,458
Police Officer	LPIG	1.00	1.00	101,064	32,484	133,548	107,256	34,140	141,396
Police Officer	LPIG	1.00	1.00	91,488	45,867	137,355	97,056	48,437	145,493
Police Officer	LPIG	1.00	1.00	97,536	44,737	142,273	103,488	47,551	151,039
Police Officer	LPIG	1.00	1.00	91,488	37,943	129,431	97,080	40,053	137,133
Police Officer	LPIG	1.00	1.00	89,760	45,763	135,523	95,232	48,322	143,554
Police Officer	LPIG	1.00	1.00	90,624	39,242	129,866	96,144	41,409	137,553
Police Officer	LPIG	1.00	1.00	95,808	46,408	142,216	101,640	48,879	150,519
Police Officer	LPIG	1.00	1.00	79,824	22,961	102,785	84,696	24,172	108,868
Police Officer	LPIG	1.00	1.00	64,944	37,644	102,588	68,880	39,689	108,569
Police Officer	LPIG	1.00	1.00	94,944	41,638	136,582	100,728	43,571	144,299
Police Officer	LPIG	1.00	1.00	88,032	42,749	130,781	93,384	44,974	138,358
Police Officer	LPIG	1.00	1.00	90,624	45,349	135,973	96,144	47,596	143,740
Police Officer	LPIG	1.00	1.00	94,080	44,329	138,409	99,816	47,274	147,090
Police Officer	LPIG	1.00	1.00	96,672	44,637	141,309	102,576	47,485	150,061
Police Officer	LPIG	1.00	1.00	74,181	26,124	100,305	81,471	28,170	109,641
Police Officer	LPIG	1.00	1.00	64,944	37,631	102,575	68,880	39,677	108,557
Police Officer	LPIG	1.00	1.00	91,488	43,919	135,407	97,056	46,958	144,014
Police Officer	LPIG	1.00	1.00	70,544	32,524	103,068	72,643	34,310	106,953
Police Officer	LPIG	1.00	1.00	91,488	45,980	137,468	97,080	48,551	145,631
Police Officer	LPIG	1.00	1.00	88,896	45,659	134,555	94,320	48,208	142,528
Police Officer	LPIG	1.00	1.00	98,400	41,999	140,399	104,400	44,495	148,895
Police Officer	LPIG	1.00	1.00	94,944	38,295	133,239	100,728	40,310	141,038
Police Officer	LPIG	1.00	1.00	94,944	38,348	133,292	100,728	40,334	141,062
Police Officer	LPIG	1.00	1.00	95,808	21,717	117,525	101,664	22,657	124,321
Police Officer	LPIG	1.00	1.00	74,496	38,807	113,303	79,056	40,937	119,993
Police Officer	LPIG	1.00	1.00	88,896	42,507	131,403	94,320	44,866	139,186
Police Officer	LPIG	1.00	1.00	88,032	45,556	133,588	93,384	48,096	141,480
Police Officer	LPIG	1.00	1.00	93,216	46,152	139,368	98,904	48,693	147,597
Police Officer	LPIG	1.00	1.00	95,808	30,060	125,868	101,664	31,514	133,178
Police Officer	LPIG	1.00	1.00	74,181	28,735	102,916	81,471	31,020	112,491
Police Officer	LPIG	1.00	1.00	93,216	45,377	138,593	98,904	47,779	146,683
Police Officer	LPIG	1.00	1.00	92,352	37,675	130,027	97,968	40,056	138,024
Police Officer	LPIG	1.00	1.00	96,672	46,185	142,857	102,576	48,253	150,829
Police Officer	LPIG	1.00	1.00	93,216	41,844	135,060	98,880	44,680	143,560

POLICE DEPARTMENT OVERVIEW

Responsible Manager: *Mike Zaro, Police Chief*

DEPARTMENT POSITION INVENTORY (continued)

Position Title	Group	FTE Authorized	FTE Funded	2017			2018		
				Salary	Benefits	Total 2017	Salary	Benefits	Total 2018
Commissioned (continued)									
Police Officer	LPIG	1.00	1.00	94,944	44,391	139,335	100,728	47,340	148,068
Police Officer	LPIG	1.00	1.00	77,136	35,090	112,226	81,816	37,426	119,242
Police Officer	LPIG	1.00	1.00	84,918	37,074	121,992	91,560	39,392	130,952
Police Officer	LPIG	1.00	1.00	95,808	46,485	142,293	101,664	48,888	150,552
Police Officer	LPIG	1.00	1.00	86,304	32,143	118,447	91,560	33,896	125,456
Police Officer	LPIG	1.00	1.00	93,216	43,021	136,237	98,904	45,346	144,250
Police Officer	LPIG	1.00	1.00	66,166	16,916	83,082	72,643	18,196	90,839
Police Officer	LPIG	1.00	1.00	86,304	33,382	119,686	91,560	35,211	126,771
Police Officer	LPIG	1.00	1.00	97,536	38,885	136,421	103,464	40,789	144,253
Police Officer	LPIG	1.00	1.00	91,488	43,042	134,530	97,080	45,765	142,845
Police Officer	LPIG	1.00	1.00	91,488	42,803	134,291	97,080	45,184	142,264
Police Officer	LPIG	1.00	1.00	90,624	37,276	127,900	96,144	39,320	135,464
Police Officer	LPIG	1.00	1.00	93,216	46,129	139,345	98,904	48,677	147,581
Police Officer	LPIG	1.00	1.00	90,624	40,686	131,310	96,144	42,933	139,077
Police Officer	LPIG	1.00	1.00	70,544	36,907	107,451	72,643	39,204	111,847
Police Officer	LPIG	1.00	1.00	91,488	45,950	137,438	97,080	48,521	145,601
Police Officer	LPIG	1.00	1.00	66,166	36,527	102,693	72,643	39,465	112,108
Police Officer	LPIG	1.00	1.00	66,827	22,783	89,610	73,376	24,503	97,879
Police Officer	LPIG	1.00	1.00	94,080	29,251	123,331	99,840	30,885	130,725
Police Officer	LPIG	1.00	1.00	70,461	25,571	96,032	77,376	27,483	104,859
Limited Commission		6.00	6.00	\$ 346,251	\$ 142,461	\$ 488,712	\$ 351,816	\$ 147,718	\$ 499,534
Community Service Officer	Teamsters	1.00	1.00	59,352	29,014	88,366	60,552	30,170	90,722
Community Service Officer	Teamsters	1.00	1.00	59,352	28,751	88,103	60,552	29,980	90,532
Community Service Officer	Teamsters	1.00	1.00	59,352	26,026	85,378	60,552	27,066	87,618
Community Service Officer	Teamsters	1.00	1.00	59,352	20,451	79,803	60,552	21,170	81,722
Senior Animal Control Officer	AFSCME	1.00	1.00	61,848	20,686	82,534	61,848	21,187	83,035
Animal Control Officer	AFSCME	1.00	1.00	46,995	17,533	64,528	47,760	18,145	65,905
Non-Commissioned		10.00	10.00	\$ 596,781	\$ 263,569	\$ 860,350	\$ 603,861	\$ 273,638	\$ 877,499
Code Enforcement Officer	AFSCME	1.00	1.00	65,608	20,306	85,914	65,712	20,443	86,155
Code Enforcement Officer	AFSCME	1.00	1.00	70,704	24,385	95,089	70,704	24,934	95,638
Evidence Supervisor	AFSCME	1.00	1.00	60,600	19,354	79,954	62,400	19,786	82,186
Crime Analyst	AFSCME	1.00	1.00	72,456	34,212	106,668	72,456	35,411	107,867
Evidence Technician	AFSCME	1.00	1.00	56,781	21,869	78,650	58,917	22,801	81,718
Evidence Custodian	AFSCME	1.00	1.00	41,424	32,460	73,884	41,424	33,846	75,270
Administrative Assistant	Non-rep	1.00	1.00	60,912	24,510	85,422	62,736	25,860	88,596
Administrative Assistant	AFSCME	1.00	1.00	60,632	35,749	96,381	61,848	37,967	99,815
Senior Office Assistant	AFSCME	1.00	1.00	53,832	26,171	80,003	53,832	27,104	80,936
Senior Office Assistant	AFSCME	1.00	1.00	53,832	24,553	78,385	53,832	25,485	79,317
Other Pay				\$ 365,710	\$ -	\$ 365,710	\$ 365,710	\$ -	\$ 365,710
On Call/Stand By Pay				67,100	-	67,100	67,100	-	67,100
Holiday Pay				171,930	-	171,930	171,930	-	171,930
Holiday Premium Pay				171,030	-	171,030	171,030	-	171,030
Comp Time Cash Out				35,650	-	35,650	35,650	-	35,650
DUI Emergency				20,000	-	20,000	20,000	-	20,000
Position Vacancy Savings				(100,000)	-	(100,000)	(100,000)	-	(100,000)

POLICE DEPARTMENT OVERVIEW

Responsible Manager: *Mike Zaro, Police Chief*

PURPOSE & DESCRIPTION

The mission of the Police Department is to protect life and property, reduce crime, build better communities, respect and protect individual rights, and enforce the laws of the City of Lakewood and the State of Washington.

The department's core values include:

- *Integrity*: honor in word and deed
- *Dedication*: serving citizens and improving communities
- *Teamwork*: building strong partnerships internally and with others
- *Competence*: highly skilled tactically, technically, and as leaders
- *Courage*: going in harm's way, championing what's right
- *Respect*: for all people at all times

The Police Department is comprised of five separate sections:

- *Command*: public awareness, document control, crime analysis for predictive policing, purchasing, grant writing, contract administration, liaison with public safety advisory committee— oversees all of the other public safety units below:
- *Professional Standards*: training, background checks, hiring, internal affairs, public disclosure requests, transcription
- *Patrol*: respond to calls for service, perform proactive policing activities (e.g. traffic stops)
- *Investigations*: Major Crimes , Property ProAc, Special Assault Unit, Special Operations (drug and vice), Forensic Services
- *Specialty Units*: Court security, Traffic, Marine Services Unit, SWAT, K-9, Bicycle team, Property Room, front desk, Animal Control, Peer Support, Volunteers and Community Safety Resource Team (CSRT)

POLICE DEPARTMENT OVERVIEW

Responsible Manager: *Mike Zaro, Police Chief*

PURPOSE & DESCRIPTION (continued)

The department has community and regional partnerships with:

- *Cooperative Cities*: Crime Response Unit, SWAT, Metro Collision Response Team, Civil Disturbance Unit
- *FBI*: Violent Crime Task Force, Innocent Lost Task Force
- *Drug Enforcement Agency (DEA)*
- *Department of Corrections*: DOC Officer working out of the Police Station
- *Criminal Justice Training Commission*: Detective currently assigned as an instructor and Tac Officer
- *Joint Base Lewis McChord*
- *Western State Hospital*: Ongoing funding from the State of Washington to provide investigative, training, and community liaison services
- *Greater Lakes Mental Health*: Position on Board of Directors, partnership in Department of Justice grant for an imbedded MHP at the Police Department
- *West Pierce Fire & Rescue*: Partners in Emergency Management, work together on active shooter training
- *South Sound 911*: Position on Board of Directors, position on the Finance Committee
- *Washington Auto Theft Prevention Authority*

GOALS/OBJECTIVES

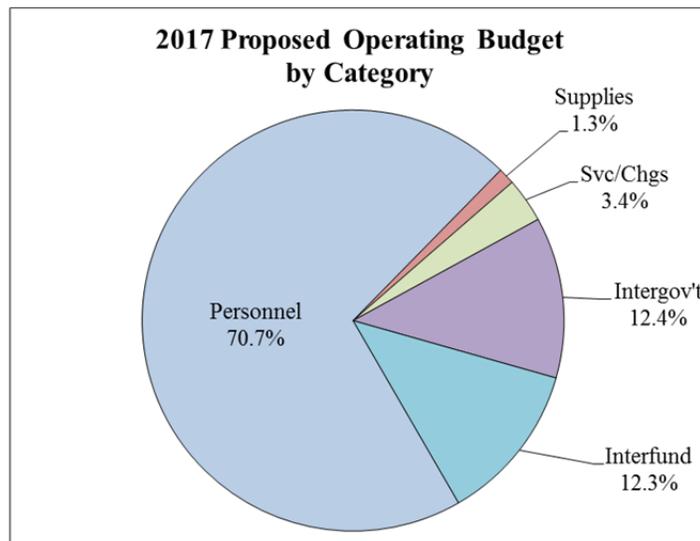
- Reduce crime, protect life and property, and ensure the City is safe
- Ensure residents and visitors will experience a sense of safety in all neighborhoods and in all activities in the City
- Work to make the City will be one of the safest cities based on approved metrics and report benchmark metrics back to the City Council for approval and tracking
- Ensure adequate resources are available to maintain and ensure the health, welfare, and safety of community
- Enhance community safety through expanded public awareness and educational programs
- Build better communities
- Respect and protect individual rights and enforce the laws of the City and the State of Washington

POLICE DEPARTMENT OVERVIEW

Responsible Manager: *Mike Zaro, Police Chief*

DEPARTMENT SUMMARY – GENERAL FUND

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	Criminal Justice Sales Tax	\$ 863,463	\$ 926,884	\$ 846,000	\$ 898,300	\$ 945,000	\$ 963,900	\$ 992,800	\$ 65,600	7.3%
001	Criminal Justice	147,169	134,679	136,900	150,200	150,200	150,200	150,200	-	0.0%
001	Criminal Justice High Crime	332,925	224,154	298,100	236,700	236,700	236,700	236,700	-	0.0%
001	Liquor Excise Tax	99,953	191,738	80,800	258,500	267,500	274,596	274,600	16,096	6.2%
001	Liquor Board Profits	518,105	511,368	509,500	502,500	494,300	496,860	496,900	(5,640)	-1.1%
001	Alarm Permits & Fees	135,883	164,363	159,000	136,000	136,000	136,000	136,000	-	0.0%
001	FBI & Other Intergov't'l	41,302	33,134	12,900	12,900	17,900	17,900	17,900	5,000	38.8%
001	Animal License	41,118	39,540	35,800	42,000	42,000	42,000	42,000	-	0.0%
001	Animal Services-Steilacoom	10,586	12,173	13,000	13,000	13,000	13,400	13,800	400	3.1%
001	Animal Services-Dupont	20,554	27,954	27,000	27,000	27,000	27,800	28,600	800	3.0%
001	Photo Infraction	704,211	699,028	750,000	750,000	750,000	700,000	700,000	(50,000)	-6.7%
001	Towing Impound Fees	49,300	37,000	40,000	40,000	40,000	40,000	40,000	-	0.0%
001	Extra Duty Contracts	398,599	363,353	400,000	400,000	400,000	400,000	400,000	-	0.0%
001	Dispatch Svcs-Western SH	288,027	287,537	231,000	276,000	276,000	276,000	276,000	-	0.0%
001	General Government	16,284,682	18,055,836	17,801,706	18,912,265	19,238,484	19,855,558	20,511,344	943,293	5.0%
Total Revenues - General Fund		\$ 19,935,877	\$ 21,708,741	\$ 21,341,706	\$ 22,655,365	\$ 23,034,084	\$23,630,914	\$24,316,844	\$ 975,549	4.3%
<i>General Fund Operating Expenditure Summary:</i>										
	Command	5,033,508	7,132,839	6,305,020	7,520,524	7,109,943	7,538,976	7,717,774	18,452	0.2%
	Professional Standards	217,496	113,660	95,570	107,425	107,425	160,060	159,400	52,635	49.0%
	Patrol	7,163,954	7,362,553	7,400,236	7,395,550	7,395,550	7,784,440	8,199,890	388,890	5.3%
	Criminal Investigations	2,491,608	3,436,838	3,620,550	3,609,200	4,397,600	4,122,600	4,363,200	513,400	14.2%
	Speciality Units	4,976,448	3,549,616	3,920,330	3,914,127	3,915,027	3,567,198	3,682,200	(346,929)	-8.9%
Subtotal Ongoing		\$ 19,883,014	\$ 21,595,506	\$ 21,341,706	\$ 22,546,826	\$ 22,925,545	\$23,173,274	\$24,122,464	\$ 626,448	2.8%
<i>General Fund 1-Time Expenditure Summary:</i>										
	Command	35,412	113,235	-	108,539	108,539	456,040	194,380	347,501	320.2%
	Speciality Units	17,451	-	-	-	-	1,600	-	1,600	n/a
Subtotal 1-Time		\$ 52,863	\$ 113,235	\$ -	\$ 108,539	\$ 108,539	\$ 457,640	\$ 194,380	\$ 349,101	321.6%
Total Expenditures - General Fund		\$ 19,935,877	\$ 21,708,741	\$ 21,341,706	\$ 22,655,365	\$ 23,034,084	\$23,630,914	\$24,316,844	\$ 975,549	4.3%



POLICE DEPARTMENT OVERVIEW

Responsible Manager: *Mike Zaro, Police Chief*

HIGHLIGHTS/CHANGES:

The proposed operating budget totals \$23.17M in 2017 and \$24.12M in 2018. The 2017 proposed operating budget is a 2.8% or \$626K increase from the 2016 adjusted operating budget. The increase compared to the 2016 adjusted budget is due primarily to the implementation of the Lakewood Police Independent Guild (LPIG) collective bargaining agreement effective January 1, 2016 through December 31, 2020 and the Lakewood Police Management Guild (LPMG) effective January 1, 2016 through December 31, 2019. The decrease in replacement reserves is to align to anticipated collections.

REVENUE & EXPENDITURE SUMMARY – GENERAL FUND

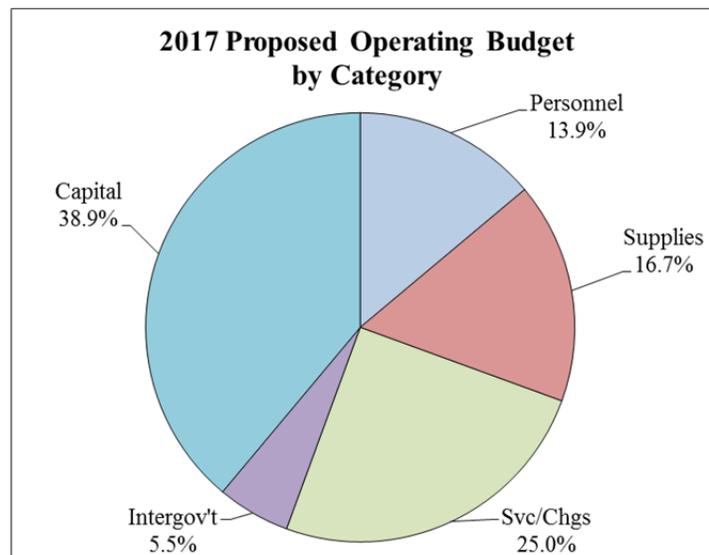
Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
001	Criminal Justice Sales Tax	\$ 863,463	\$ 926,884	\$ 846,000	\$ 898,300	\$ 945,000	\$ 963,900	\$ 992,800	\$ 65,600	7.3%
001	Criminal Justice	147,169	134,679	136,900	150,200	150,200	150,200	150,200	-	0.0%
001	Criminal Justice High Crime	332,925	224,154	298,100	236,700	236,700	236,700	236,700	-	0.0%
001	Liquor Excise Tax	99,953	191,738	80,800	258,500	267,500	274,596	274,600	16,096	6.2%
001	Liquor Board Profits	518,105	511,368	509,500	502,500	494,300	496,860	496,900	(5,640)	-1.1%
001	Alarm Permits & Fees	135,883	164,363	159,000	136,000	136,000	136,000	136,000	-	0.0%
001	FBI, Other Intergov't	41,302	33,134	12,900	12,900	17,900	17,900	17,900	5,000	38.8%
001	Animal License	41,118	39,540	35,800	42,000	42,000	42,000	42,000	-	0.0%
001	Animal Services-Steilacoom	10,586	12,173	13,000	13,000	13,000	13,400	13,800	400	3.1%
001	Animal Services-Dupont	20,554	27,954	27,000	27,000	27,000	27,800	28,600	800	3.0%
001	Photo Infraction	704,211	699,028	750,000	750,000	750,000	700,000	700,000	(50,000)	-6.7%
001	Towing Impound Fees	49,300	37,000	40,000	40,000	40,000	40,000	40,000	-	0.0%
001	Extra Duty Contracts	398,599	363,353	400,000	400,000	400,000	400,000	400,000	-	0.0%
001	Dispatch Svcs-Western SH	288,027	287,537	231,000	276,000	276,000	276,000	276,000	-	0.0%
001	General Government	16,284,682	18,055,836	17,801,706	18,912,265	19,238,484	19,855,558	20,511,344	943,293	5.0%
Total Revenues:		\$ 19,935,877	\$ 21,708,741	\$ 21,341,706	\$ 22,655,365	\$ 23,034,084	\$ 23,630,914	\$ 24,316,844	\$ 975,549	4.3%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	9,943,926	9,872,056	10,038,856	10,036,670	10,825,970	10,838,198	11,434,648	801,528	8.0%
11.0024	Overtime	914,356	916,567	699,610	690,582	690,582	690,590	690,590	8	0.0%
11.008	Extra Duty Pay	326,628	328,481	400,000	400,000	400,000	400,000	400,000	-	0.0%
21.xxx	Benefits	4,245,559	4,215,261	4,457,340	4,483,610	4,483,610	4,446,020	4,685,732	(37,590)	-0.8%
31.xxx	Other Operating Supplies	116,738	136,645	179,890	177,065	177,065	129,430	129,430	(47,635)	-26.9%
31.003/00	Forms & Publications	169	-	2,810	2,810	2,810	2,810	2,810	-	0.0%
31.005	Meeting Food & Beverage	2,689	1,762	2,840	2,840	2,840	2,840	2,840	-	0.0%
31.008	Clothing/Uniform	48,504	53,829	57,840	51,810	51,810	43,920	43,640	(7,890)	-15.2%
32.xxx	Fuel	374,536	-	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	58,110	51,497	110,110	101,110	101,110	113,830	100,710	12,720	12.6%
41.xxx	Professional Service	668,400	640,421	664,030	647,344	647,344	652,380	662,380	5,036	0.8%
42.xxx	Communication	99,483	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	76,932	76,900	82,410	94,265	94,265	125,890	124,030	31,625	33.5%
44.xxx	Advertising	687	864	1,150	1,150	1,150	1,150	1,150	-	0.0%
45.xxx	Operating Rental/Lease	4,974	-	-	-	-	-	-	-	n/a
48.xxx	Repairs & Maintenance	255,670	394	5,950	5,950	5,950	5,950	5,950	-	0.0%
49.001	Membership Dues	2,992	3,080	4,520	4,520	4,520	3,220	4,420	(1,300)	-28.8%
49.xxx	Other Charges & Services	8,218	5,672	4,400	4,400	4,400	4,900	4,900	500	11.4%
5x.xxx	Intergovernmental	2,734,443	2,846,857	2,779,050	2,835,616	2,835,616	2,868,860	2,868,860	33,244	1.2%
9x.xxx	IS Charges - M&O	-	1,841,510	1,149,780	2,245,626	1,987,492	2,241,463	2,266,820	(4,163)	-0.2%
9x.xxx	IS Charges - Reserves	-	603,710	701,120	761,458	609,011	601,823	693,554	(159,635)	-21.0%
Subtotal Operating Exp:		\$ 19,883,014	\$ 21,595,506	\$ 21,341,706	\$ 22,546,826	\$ 22,925,545	\$ 23,173,274	\$ 24,122,464	\$ 626,448	2.8%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	52,863	113,235	-	108,539	108,539	457,640	194,380	349,101	321.6%
Subtotal One-time Exp:		\$ 52,863	\$ 113,235	\$ -	\$ 108,539	\$ 108,539	\$ 457,640	\$ 194,380	\$ 349,101	321.6%
Total Expenditures:		\$ 19,935,877	\$ 21,708,741	\$ 21,341,706	\$ 22,655,365	\$ 23,034,084	\$ 23,630,914	\$ 24,316,844	\$ 975,549	4.3%

POLICE DEPARTMENT OVERVIEW

Responsible Manager: *Mike Zaro, Police Chief*

DEPARTMENT SUMMARY – SPECIAL REVENUE FUNDS

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
180	Narcotics Seizure	97,417	191,067	110,000	116,828	117,360	75,000	75,000	(41,828)	-35.8%
181	Felony Seizure	289	-	-	-	-	-	-	-	n/a
182	Federal Seizure	68,529	218,900	-	-	75,000	75,000	75,000	75,000	n/a
195	Public Safety Grants	186,767	192,779	-	163,135	163,135	-	-	(163,135)	-100.0%
Total Rev - Special Revenue Funds		\$ 353,002	\$ 602,746	\$ 110,000	\$ 279,963	\$ 355,495	\$ 150,000	\$ 150,000	\$ (129,963)	-46.4%
<i>Non-General Fund Operating Expenditure Summary:</i>										
180	Narcotics Seizure	392,320	192,754	13,431	598,413	598,413	75,000	75,000	(523,413)	-87.5%
181	Felony Seizure	96,907	5,044	3,913	-	-	-	-	-	n/a
182	Federal Seizure	37,432	83,840	-	206,847	101,847	104,900	104,900	(101,947)	-49.3%
195	Public Safety Grants	186,552	192,995	-	163,135	163,135	-	-	(163,135)	-100.0%
Total Exp - Special Revenue Funds		\$ 713,211	\$ 474,633	\$ 17,344	\$ 968,395	\$ 863,395	\$ 179,900	\$ 179,900	\$ (788,495)	-81.4%



POLICE DEPARTMENT OVERVIEW

Responsible Manager: *Mike Zaro, Police Chief*

REVENUE & EXPENDITURE SUMMARY – SPECIAL REVENUE FUNDS

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
180	Narcotics Seizure	\$ 97,417	\$ 191,067	\$ 110,000	\$ 116,828	\$ 117,360	\$ 75,000	\$ 75,000	\$ (41,828)	-35.8%
181	Felony Seizure	289	-	-	-	-	-	-	-	n/a
182	Federal Seizure	68,529	218,900	-	-	75,000	75,000	75,000	75,000	n/a
195	Public Safety Grants	186,767	192,779	-	163,135	163,135	-	-	(163,135)	-100.0%
Total Revenues:		\$ 353,002	\$ 602,746	\$ 110,000	\$ 279,963	\$ 355,495	\$ 150,000	\$ 150,000	\$ (129,963)	-46.4%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	6,712	-	-	-	-	-	-	-	n/a
11.002/4	Overtime	78,324	55,467	2,841	145,604	145,604	25,000	25,000	(120,604)	-82.8%
21.xxx	Benefits	28,908	13,979	1,425	47,455	47,455	-	-	(47,455)	-100.0%
31.xxx	Other Operating Supplies	84,265	62,416	12,422	65,139	65,139	-	-	(65,139)	-100.0%
31.008	Clothing/Uniform	4,366	614	-	7,000	7,000	-	-	(7,000)	-100.0%
35.xxx	Small Tools/Minor Equip	61,995	42,993	-	242,813	137,813	30,000	30,000	(212,813)	-87.6%
41.xxx	Professional Service	124,196	152,039	-	103,760	103,760	-	-	(103,760)	-100.0%
42.xxx	Communication	2,720	21,454	656	-	-	-	-	-	n/a
43/49.003	Travel & Training	53,175	36,868	-	39,264	39,264	45,000	45,000	5,736	14.6%
45.xxx	Operating Rental/Lease	6,464	-	-	-	-	-	-	-	n/a
48.xxx	Repairs & Maintenance	17,162	27,836	-	18,000	18,000	-	-	(18,000)	-100.0%
49.xxx	Other Charges & Services	3,225	-	-	299,360	299,360	-	-	(299,360)	-100.0%
597	Interfund Transfers	100,000	-	-	-	-	-	-	-	n/a
5x.xxx	Intergovernmental	-	-	-	-	-	9,900	9,900	9,900	n/a
6x.xxx	Capital	141,699	60,967	-	-	-	70,000	70,000	70,000	n/a
Subtotal Operating Exp:		\$ 713,211	\$ 474,633	\$ 17,344	\$ 968,395	\$ 863,395	\$ 179,900	\$ 179,900	\$ (788,495)	-81.4%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	-	-	-	-	-	-	-	-	n/a
Subtotal One-time Exp:		\$ -	n/a							
Total Expenditures:		\$ 713,211	\$ 474,633	\$ 17,344	\$ 968,395	\$ 863,395	\$ 179,900	\$ 179,900	\$ (788,495)	-81.4%

POLICE COMMAND

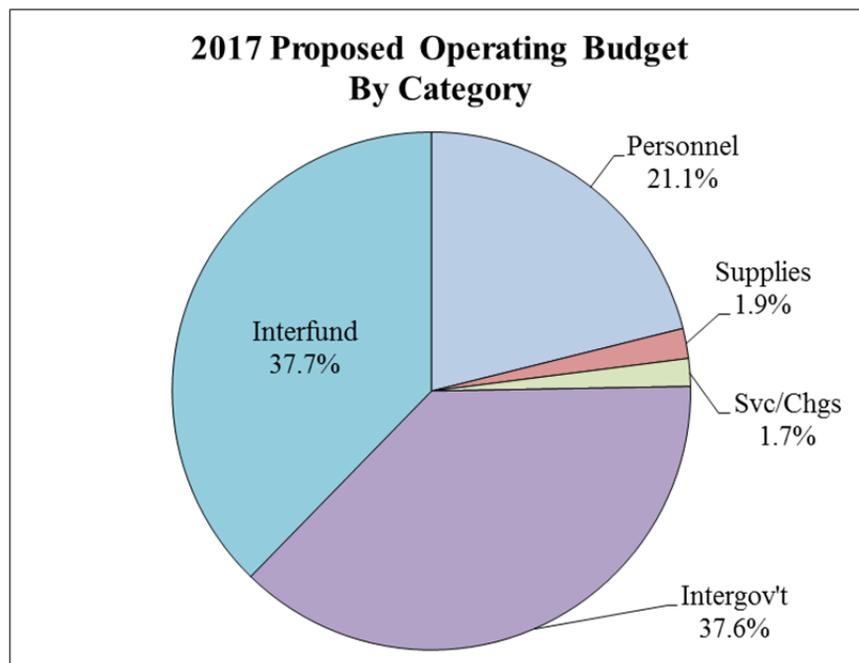
Responsible Manager: *Mike Zaro, Police Chief*

PURPOSE/DESCRIPTION

The Command Section is responsible for overall department leadership, public awareness, document control, crime analysis, purchasing, grant writing, contract administration and Public Safety Advisory Committee.

POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	72
Assistant Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	67
Crime Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	33
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	25
Total Regular Staffing	4.00	4.00	4.00	4.00	4.00	4.00	4.00	
<i>Change from prior year</i>	n/a	-	-	-	-	-	-	



POLICE COMMAND
Responsible Manager: *Mike Zaro, Police Chief*

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
	Criminal Justice Sales Tax	\$ 863,463	\$ 926,884	\$ 846,000	\$ 898,300	\$ 945,000	\$ 963,900	\$ 992,800	\$ 65,600	7.3%
	Criminal Justice	147,169	134,679	136,900	150,200	150,200	150,200	150,200	-	0.0%
	Criminal Justice High Crime	332,925	224,154	298,100	236,700	236,700	236,700	236,700	-	0.0%
	Liquor Excise Tax	99,953	191,738	80,800	258,500	267,500	274,596	274,600	16,096	6.2%
	Liquor Board Profits	518,105	511,368	509,500	502,500	494,300	496,860	496,900	(5,640)	-1.1%
	Alarm Permits & Fees	135,883	164,363	159,000	136,000	136,000	136,000	136,000	-	0.0%
	FBI, Intergovt, Contracts	41,302	33,134	12,900	12,900	17,900	17,900	17,900	5,000	38.8%
	General Government	2,930,120	5,059,754	4,261,820	5,433,963	4,970,882	5,718,860	5,607,054	284,897	5.2%
	Total Revenues:	\$ 5,068,920	\$ 7,246,074	\$ 6,305,020	\$ 7,629,063	\$ 7,218,482	\$ 7,995,016	\$ 7,912,154	\$ 365,953	4.8%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	1,127,605	1,046,289	901,740	901,740	901,740	1,071,590	1,109,430	169,850	18.8%
11.002/4	Overtime	74,632	92,321	90,950	81,922	81,922	81,930	81,930	8	0.0%
21.xxx	Benefits	475,552	462,910	380,600	406,870	406,870	438,050	459,320	31,180	7.7%
31.xxx	Other Operating Supplies	96,852	102,134	143,240	140,415	140,415	93,430	93,430	(46,985)	-33.5%
31.003/00	Forms & Publications	-	-	1,500	1,500	1,500	1,500	1,500	-	0.0%
31.005	Meeting Food & Beverage	2,075	899	2,000	2,000	2,000	2,000	2,000	-	0.0%
31.008	Clothing/Uniform	11,813	9,425	15,000	13,970	13,970	12,470	12,470	(1,500)	-10.7%
32.xxx	Fuel	374,536	-	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	2,742	19,663	24,450	24,450	24,450	31,900	34,500	7,450	30.5%
41.xxx	Professional Service	105,921	125,205	139,540	134,264	134,264	128,700	128,700	(5,564)	-4.1%
42.xxx	Communication	9,600	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	4,880	8,580	2,200	2,200	2,200	810	810	(1,390)	-63.2%
44.xxx	Advertising	314	864	550	550	550	550	550	-	0.0%
45.xxx	Operating Rental/Lease	4,974	-	-	-	-	-	-	-	n/a
48.xxx	Repairs & Maintenance	1,524	394	300	300	300	300	300	-	0.0%
49.001	Membership Dues	345	690	-	-	-	-	-	-	n/a
49.xxx	Other Charges & Services	5,700	3,745	-	-	-	-	-	-	n/a
5x.xxx	Intergovernmental	2,734,443	2,814,500	2,752,050	2,803,259	2,803,259	2,832,460	2,832,460	29,201	1.0%
9x.xxx	IS Charges - M&O	-	1,841,510	1,149,780	2,245,626	1,987,492	2,241,463	2,266,820	(4,163)	-0.2%
9x.xxx	IS Charges - Reserves	-	603,710	701,120	761,458	609,011	601,823	693,554	(159,635)	-21.0%
	Subtotal Operating Exp:	\$ 5,033,508	\$ 7,132,839	\$ 6,305,020	\$ 7,520,524	\$ 7,109,943	\$ 7,538,976	\$ 7,717,774	\$ 18,452	0.2%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	\$ 35,412	\$ 113,235	\$ -	\$ 108,539	\$ 108,539	\$ 456,040	\$ 194,380	\$ 347,501	320.2%
	Subtotal One-time Exp:	\$ 35,412	\$ 113,235	\$ -	\$ 108,539	\$ 108,539	\$ 456,040	\$ 194,380	\$ 347,501	320.2%
	Total Expenditures:	\$ 5,068,920	\$ 7,246,074	\$ 6,305,020	\$ 7,629,063	\$ 7,218,482	\$ 7,995,016	\$ 7,912,154	\$ 365,953	4.8%

INTERGOVERNMENTAL DETAIL

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
	Jail Services	693,896	700,814	624,240	624,240	624,240	624,240	624,240	-	0.0%
	Dispatch Services/Radio Fees	2,027,605	2,112,715	2,111,410	2,156,869	2,156,869	2,195,070	2,195,070	38,201	1.8%
	Boathouse/Reimb/Other	12,942	971	16,400	22,150	22,150	13,150	13,150	(9,000)	-40.6%
	Total - Intergovernmental	\$ 2,734,443	\$ 2,814,500	\$ 2,752,050	\$ 2,803,259	\$ 2,803,259	\$ 2,832,460	\$ 2,832,460	\$ 29,201	1.0%

POLICE PROFESSIONAL STANDARDS

Responsible Manager: *John Unfred, Assistant Police Chief*

PURPOSE/DESCRIPTION

The Professional Standards Section coordinates with Human Resources for hiring personnel and conducting background investigations. Professional Standards is responsible for internal investigations, training, interview transcription, accreditation, and public disclosure requests. Professional Standards also encompasses the office administrative functions for the department.

PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
% of officers meeting state requirements for annual training hours	100	100	100	100	100
Training hours provided	8,080	8,397	8,080	8,080	8,080
Successful WASPC accreditation	Yes	Yes	Yes	Yes	Yes
Internal investigations conducted	8	10	8	8	8
Uses of force as percent of arrests	3.0%	3.3%	3.3%	3.3%	3.3%
Uses of force as percent of calls for service	0.10%	0.15%	0.15%	0.15%	0.15%
Pursuits	35	42	37	35	33
Pursuit terminations	15%	14%	15%	155	15%
Promotional processes completed	2	5	2	2	2
Hiring processes completed	4	6	4	4	4

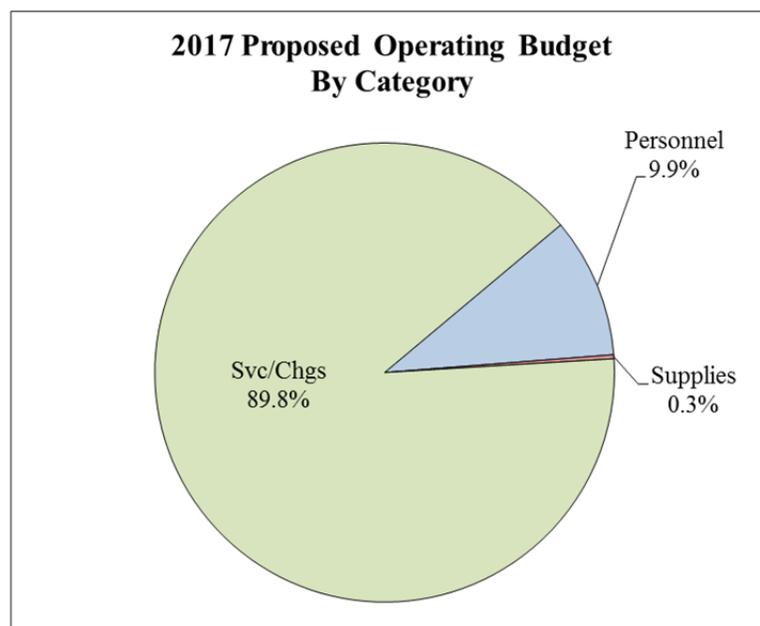
POSITION INVENTORY

Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	lt
Sergeant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	sgt
Detective	1.00	1.00	1.00	1.00	1.00	1.00	1.00	det
Police Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	po1
Fiscal and Grants Specialist	1.00	-	-	-	-	-	-	40
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	25
Senior Office Assistant	2.00	2.00	2.00	2.00	2.00	2.00	2.00	18
Office Assistant	1.00	-	-	-	-	-	-	12
Total Regular Staffing	9.00	7.00	7.00	7.00	7.00	7.00	7.00	
<i>Change from prior year</i>	n/a	(2.00)	-	-	-	-	-	

POLICE PROFESSIONAL STANDARDS
Responsible Manager: *John Unfred, Assistant Police Chief*

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
	General Government	217,496	113,660	95,570	107,425	107,425	160,060	159,400	52,635	49.0%
Total Revenues:		\$ 217,496	\$ 113,660	\$ 95,570	\$ 107,425	\$ 107,425	\$ 160,060	\$ 159,400	\$ 52,635	49.0%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	80,120	-	1,800	1,800	1,800	1,800	1,800	-	0.0%
11.002/4	Overtime	22,172	18,870	14,000	14,000	14,000	14,000	14,000	-	0.0%
21.xxx	Benefits	43,080	8,098	-	-	-	-	-	-	n/a
31.xxx	Office Supplies	1,252	786	-	-	-	-	-	-	n/a
31.005	Meeting Food & Beverage	547	469	160	160	160	160	160	-	0.0%
31.008	Clothing/Uniform	-	-	300	300	300	300	300	-	0.0%
35.xxx	Small Tools/Minor Equip	2,690	820	-	-	-	-	-	-	n/a
41.xxx	Professional Service	5,808	15,567	2,000	2,000	2,000	14,500	14,500	12,500	625.0%
42.xxx	Communication	161	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	59,044	66,980	72,310	84,165	84,165	125,080	123,220	40,915	48.6%
49.001	Membership Dues	2,622	2,050	4,000	4,000	4,000	3,220	4,420	(780)	-19.5%
49.xxx	Other Charges & Services	-	20	1,000	1,000	1,000	1,000	1,000	-	0.0%
Subtotal Operating Exp:		\$ 217,496	\$ 113,660	\$ 95,570	\$ 107,425	\$ 107,425	\$ 160,060	\$ 159,400	\$ 52,635	49.0%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	-	-	-	-	-	-	-	-	n/a
Subtotal One-time Exp:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Total Expenditures:		\$ 217,496	\$ 113,660	\$ 95,570	\$ 107,425	\$ 107,425	\$ 160,060	\$ 159,400	\$ 52,635	49.0%



POLICE PATROL

Responsible Manager: *John Unfred, Assistant Police Chief*

PURPOSE/DESCRIPTION

The Patrol Section's primary responsibilities include: locating and apprehending criminals, deterring criminal activity, and responding to citizen complaints and calls for service. The Patrol Section incorporates the functions of community-oriented policing and long-term problem solving into their daily assignments. Proactive enforcement is done through routine patrols, traffic stops, citizen contacts, and maintaining a visible presence.

PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
Arrests	2,500	2,648	2,622	2,584	2,547
Self-initiated calls for service	22,000	17,539	22,143	20,224	20,623
Minutes to respond to call for service	12	12.73	13.54	13.54	13.54
Top Priority calls: Average time from receipt to dispatch (in minutes)	3	3.16	3.06	3.35	3.59
Top Priority calls: Average time from dispatch to arrival on scene (in minutes)	3.5	3.64	3.8	4.13	4.46
Total calls for service	55,000	63,060	57,464	58,309	56,920

POSITION INVENTORY

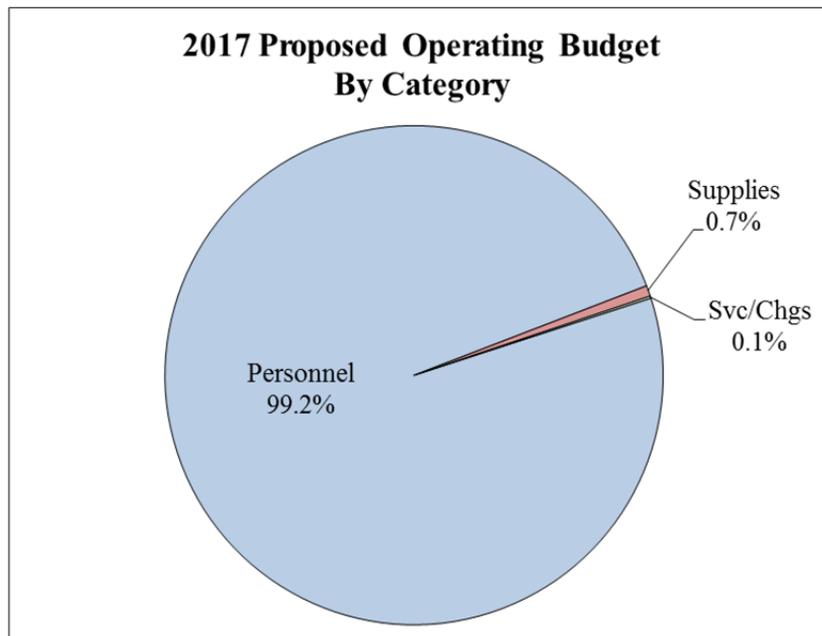
Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	lt
Sergeant	6.00	6.00	6.00	6.00	6.00	6.00	6.00	sgt
Police Officer	44.00	44.00	44.00	44.00	44.00	44.00	44.00	po1
Total Regular Staffing	51.00	51.00	51.00	51.00	51.00	51.00	51.00	
<i>Change from prior year</i>	n/a	-	-	-	-	-	-	

POLICE PATROL

Responsible Manager: *John Unfred, Assistant Police Chief*

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
	Towing Impound Fees	\$ 49,300	\$ 37,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	-	0.0%
	Extra Duty Contracts	398,599	363,353	400,000	400,000	400,000	400,000	400,000	-	0.0%
	WSH Community Policing	288,027	287,537	231,000	276,000	276,000	276,000	276,000	-	0.0%
	General Government	6,428,028	6,674,663	6,729,236	6,679,550	6,679,550	7,068,440	7,483,890	388,890	5.8%
Total Revenues:		\$ 7,163,954	\$ 7,362,553	\$ 7,400,236	\$ 7,395,550	\$ 7,395,550	\$ 7,784,440	\$ 8,199,890	\$ 388,890	5.3%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	4,278,813	4,544,133	4,571,416	4,569,230	4,569,230	4,948,370	5,247,550	379,140	8.3%
11.002/4	Overtime	428,296	431,232	313,000	313,000	313,000	313,000	313,000	-	0.0%
11.008	Extra Duty (Revenue Offset)	326,628	328,481	400,000	400,000	400,000	400,000	400,000	-	0.0%
21.xxx	Benefits	1,874,985	1,999,070	2,021,270	2,021,270	2,021,270	2,058,110	2,175,880	36,840	1.8%
31.xxx	Other Supplies	1,037	6,777	-	-	-	-	-	-	n/a
31.008	Clothing/Uniform	26,774	32,556	25,610	23,110	23,110	17,620	17,620	(5,490)	-23.8%
35.xxx	Small Tools/Minor Equip	2,182	13,541	55,760	55,760	55,760	36,160	34,660	(19,600)	-35.2%
41.xxx	Professional Service	5,597	5,305	6,680	6,680	6,680	4,680	4,680	(2,000)	-29.9%
42.xxx	Communication	39,008	-	-	-	-	-	-	-	n/a
48.xxx	Repairs & Maintenance	178,237	-	5,000	5,000	5,000	5,000	5,000	-	0.0%
49.xxx	Other Charges & Services	2,397	1,458	1,500	1,500	1,500	1,500	1,500	-	0.0%
Subtotal Operating Exp:		\$ 7,163,954	\$ 7,362,553	\$ 7,400,236	\$ 7,395,550	\$ 7,395,550	\$ 7,784,440	\$ 8,199,890	\$ 388,890	5.3%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	-	-	-	-	-	-	-	-	n/a
Subtotal One-time Exp:		\$ -	n/a							
Total Expenditures:		\$ 7,163,954	\$ 7,362,553	\$ 7,400,236	\$ 7,395,550	\$ 7,395,550	\$ 7,784,440	\$ 8,199,890	\$ 388,890	5.3%



POLICE CRIMINAL INVESTIGATIONS UNIT

Responsible Manager: *John Unfred, Assistant Police Chief*

PURPOSE/DESCRIPTION

The Criminal Investigations Unit (CIU) is responsible for the investigation of alleged crimes through the follow-up of reports generated by the Patrol Section. CIU is divided into the following units:

- *Major Crimes*: investigating homicides, assaults, suicides, deaths, arson, WSH Investigations, missing persons
- *Special Assault*: investigating domestic violence, violence against children and the elderly, sexual assault and runaways
- *Property ProAC*: investigating property crimes, fraud, identity theft and robberies
- *Special Operations*: working undercover operations to interrupt and prevent drug manufacture, sale and delivery and vice (This unit has the ability to seize property associated with the drug operations and use a percentage of it to further drug enforcement efforts.)
- *Forensic Services*: conducts crime scene investigation, processes evidence, coordinates with various crime labs, and prepares for trial

PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
Cases assigned for follow-up	1,000	1,026	1,050	1,100	1,150
Cases cleared by investigators	700	749	800	850	900
Amount of narcotics seized (lbs)	30	37	30	30	30
Number of findings during Special Operations quarterly Audits	0	2	0	0	0

POSITION INVENTORY

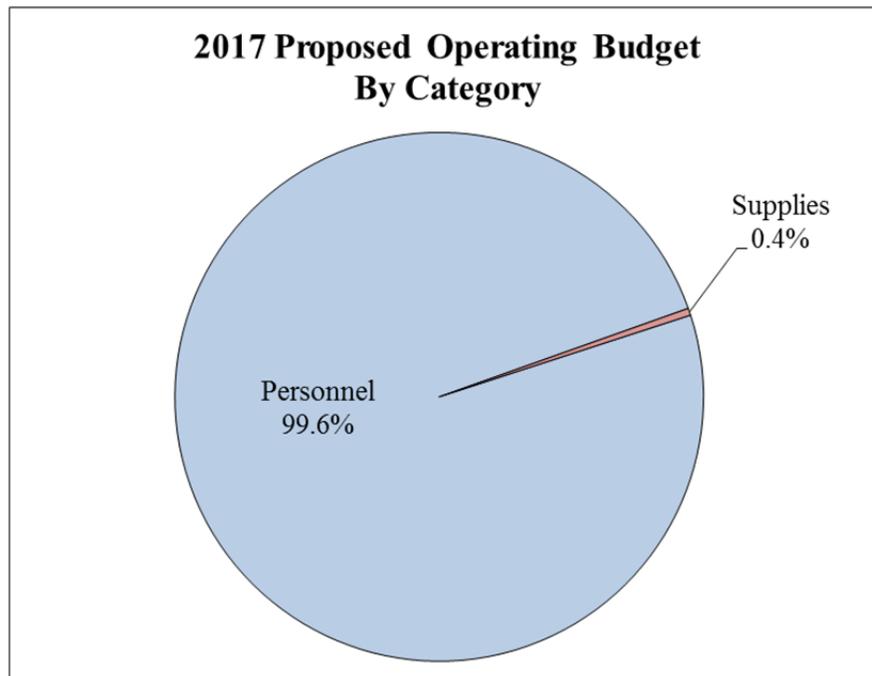
Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Lieutenant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	lt
Sergeant	4.00	4.00	4.00	4.00	4.00	4.00	4.00	sgt
Detective	10.00	10.00	10.00	10.00	10.00	10.00	10.00	det
Police Officer	13.00	13.00	13.00	13.00	13.00	13.00	13.00	po1
Total Regular Staffing	28.00	28.00	28.00	28.00	28.00	28.00	28.00	
<i>Change from prior year</i>	n/a	-	-	-	-	-	-	

POLICE CRIMINAL INVESTIGATIONS UNIT

Responsible Manager: *John Unfred, Assistant Police Chief*

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
	General Government	2,491,608	3,436,838	3,620,550	3,609,200	4,397,600	4,122,600	4,363,200	513,400	14.2%
Total Revenues:		\$ 2,491,608	\$ 3,436,838	\$ 3,620,550	\$ 3,609,200	\$ 4,397,600	\$ 4,122,600	\$ 4,363,200	\$ 513,400	14.2%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	1,653,758	2,337,280	2,392,360	2,392,360	3,180,760	2,816,430	2,989,560	424,070	17.7%
11.002/4	Overtime	94,175	136,612	93,830	93,830	93,830	93,830	93,830	-	0.0%
21.xxx	Benefits	680,732	952,366	1,116,800	1,116,800	1,116,800	1,194,500	1,259,590	77,700	7.0%
31.xxx	Other Supplies	-	59	-	-	-	-	-	-	n/a
31.005	Meeting Food & Beverage	27	274	220	220	220	220	220	-	0.0%
31.008	Clothing/Uniform	1,197	1,362	3,080	3,080	3,080	900	900	(2,180)	-70.8%
35.xxx	Small Tools/Minor Equip	1,327	3,268	8,910	2,910	2,910	16,720	9,100	13,810	474.6%
41.xxx	Professional Service	15,916	5,228	5,350	-	-	-	10,000	-	n/a
42.xxx	Communication	21,177	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	3,855	214	-	-	-	-	-	-	n/a
48.xxx	Repairs & Maintenance	19,419	-	-	-	-	-	-	-	n/a
49.001	Membership Dues	25	175	-	-	-	-	-	-	n/a
Subtotal Operating Exp:		\$ 2,491,608	\$ 3,436,838	\$ 3,620,550	\$ 3,609,200	\$ 4,397,600	\$ 4,122,600	\$ 4,363,200	\$ 513,400	14.2%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	-	-	-	-	-	-	-	-	n/a
Subtotal One-time Exp:		\$ -	n/a							
Total Expenditures:		\$ 2,491,608	\$ 3,436,838	\$ 3,620,550	\$ 3,609,200	\$ 4,397,600	\$ 4,122,600	\$ 4,363,200	\$ 513,400	14.2%



POLICE SPECIALTY UNITS

Responsible Manager: *John Unfred, Assistant Police Chief*

PURPOSE/DESCRIPTION

The responsibilities of the Specialty Unit are varied and encompass the following units:

- *Court Security:* protect public and court staff
- *Traffic:* enforcement of traffic laws and collision investigation
- *MSU:* enforcement of boating laws and emergency response on lakes within Lakewood
- *SWAT:* hostage rescue, high risk warrant service, special event security
- *K-9:* track fleeing suspects, evidence searches, non-marijuana narcotics detection, community relations
- *Dive:* recovery operations in bodies of water
- *Bicycle:* provide a visible presence and patrol in areas that are not easily accessible by vehicle
- *Property Room:* evidence processing, storage, and disposal
- *Front Desk:* point of contact for the public, write reports for minor property offenses
- *Animal Control:* enforce ordinances as they relate to domestic and wild animals
- *Peer Support:* officer-to-officer counseling
- *Community Safety Resource Team:* comprised of members of the Police, Community & Economic Development and Legal Departments to address quality of life issues that require enforcement, education, abatement, coordination, and often legal resolution. CSRT assists citizens in neighborhood blight removal, understanding what remedies are available for them when faced with uncomfortable neighbor relations, and pairing people with agency assistance. For consistency the Neighborhood Policing Unit falls under the responsibilities of the CSRT Lieutenant.

POLICE **SPECIALTY UNITS**

Responsible Manager: *John Unfred, Assistant Police Chief*

PERFORMANCE MEASURES

Measure	Target	2015 Actual	2016 Est	2017 Est	2018 Est
Traffic stops	9,000	7,305	7,200	7,500	8,000
Property room audits	1	1	1	1	1
Animal complaints	2,800	2,805	2,850	2,900	2,950
K9 captures	25	26	25	25	25
Marine Services hours	90	78	80	85	90
SWAT missions	24	39	24	25	26
SWAT training days	31	31	31	31	31
Civil Disturbance Team missions	0	2	0	1	1
Civil Disturbance Team training days	13	10	13	13	13
Vehicle collisions (fatality)	0	3	3	3	3
Vehicle collisions (Injury)	250	269	359	364	407
Vehicle Collisions (Non-injury)	2,100	2,143	2,126	2,249	2,342
Narcotics detections	40	42	40	45	50
<i>Community Safety Resource Team:</i>					
Total number of code enforcement complaints received	600	566	650	650	650
Average calendar days: Code complaint to first investigation	7	23	10	8	7
Total code enforcement cases initiated during the reporting period	500	558	550	500	500
Cases resolved through voluntary compliance	300	306	320	340	360
Cases resolved through forced compliance	0	3	3	3	3
Average calendar days, Inspection to Forced Compliance	60	71	75	70	65
Average calendar days, Inspection to Voluntary Compliance	14	17	16	15	14
Community meetings attended	120	120	120	120	120

POSITION INVENTORY

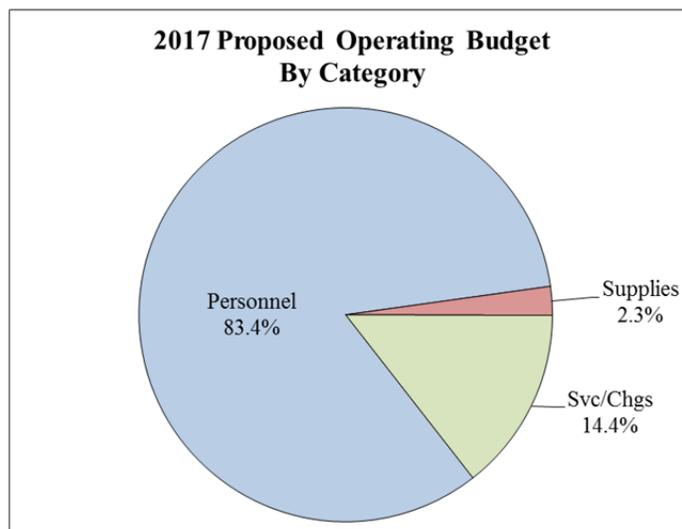
Positions	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	Grade
			Adopted	Adjusted	Year-end			
Lieutenant	2.00	1.00	1.00	1.00	1.00	1.00	1.00	lt
Sergeant	3.00	3.00	3.00	3.00	3.00	3.00	3.00	sgt
Police Officer	11.00	11.00	11.00	11.00	11.00	11.00	11.00	po1
Community Service Officer	5.00	4.00	4.00	4.00	4.00	4.00	4.00	cso
Evidence Supervisor	-	-	-	1.00	1.00	1.00	1.00	35
Property Room Supervisor	1.00	1.00	1.00	-	-	-	-	35
Code Enforcement Officer	3.00	2.00	2.00	2.00	2.00	2.00	2.00	33
Evidence Technician	-	-	-	1.00	1.00	1.00	1.00	26
Senior Animal Control Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	25
Animal Control Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	23
Evidence Custodian	2.00	2.00	2.00	1.00	1.00	1.00	1.00	18
Total Regular Staffing	29.00	26.00	26.00	26.00	26.00	26.00	26.00	
<i>Change from prior year</i>	n/a	(3.00)	-	-	-	-	-	

POLICE SPECIALTY UNITS

Responsible Manager: *John Unfred, Assistant Police Chief*

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
	Animal License	\$ 41,118	\$ 39,540	\$ 35,800	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ -	0.0%
	Animal Svcs-Steilacoom	10,586	12,173	13,000	13,000	13,000	13,400	13,800	400	3.1%
	Animal Svcs-Dupont	20,554	27,954	27,000	27,000	27,000	27,800	28,600	800	3.0%
	Photo Infraction	704,211	699,028	750,000	750,000	750,000	700,000	700,000	(50,000)	-6.7%
	General Government	4,217,430	2,770,921	3,094,530	3,082,127	3,083,027	2,785,598	2,897,800	(296,529)	-9.6%
	Total Revenues:	\$ 4,993,899	\$ 3,549,616	\$ 3,920,330	\$ 3,914,127	\$ 3,915,027	\$ 3,568,798	\$ 3,682,200	\$(345,329)	-8.8%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	2,803,630	1,944,354	2,171,540	2,171,540	2,172,440	2,000,008	2,086,308	(171,532)	-7.9%
11.002/4	Overtime	295,081	237,532	187,830	187,830	187,830	187,830	187,830	-	0.0%
21.xxx	Benefits	1,171,210	792,817	938,670	938,670	938,670	755,360	790,942	(183,310)	-19.5%
31.xxx	Office Supplies	17,597	26,889	36,650	36,650	36,650	36,000	36,000	(650)	-1.8%
31.003/00	Forms & Publications	169	-	1,310	1,310	1,310	1,310	1,310	-	0.0%
31.005	Meeting Food & Beverage	40	120	460	460	460	460	460	-	0.0%
31.008	Clothing/Uniform	8,720	10,486	13,850	11,350	11,350	12,630	12,350	1,280	11.3%
35.xxx	Small Tools/Minor Equip	49,169	14,205	20,990	17,990	17,990	29,050	22,450	11,060	61.5%
41.xxx	Professional Service	535,158	489,116	510,460	504,400	504,400	504,500	504,500	100	0.0%
42.xxx	Communication	29,537	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	9,153	1,126	7,900	7,900	7,900	-	-	(7,900)	-100.0%
44.xxx	Advertising	373	-	600	600	600	600	600	-	0.0%
48.xxx	Repairs & Maintenance	56,490	-	650	650	650	650	650	-	0.0%
49.001	Membership Dues	-	165	520	520	520	-	-	(520)	-100.0%
49.xxx	Other Charges & Services	121	449	1,900	1,900	1,900	2,400	2,400	500	26.3%
5x.xxx	Intergovernmental	-	32,357	27,000	32,357	32,357	36,400	36,400	4,043	12.5%
	Subtotal Operating Exp:	\$ 4,976,448	\$ 3,549,616	\$ 3,920,330	\$ 3,914,127	\$ 3,915,027	\$ 3,567,198	\$ 3,682,200	\$(346,929)	-8.9%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	17,451	-	-	-	-	1,600	-	1,600	n/a
	Subtotal One-time Exp:	\$ 17,451	\$ -	\$ -	\$ -	\$ -	\$ 1,600	\$ -	\$ 1,600	n/a
	Total Expenditures:	\$ 4,993,899	\$ 3,549,616	\$ 3,920,330	\$ 3,914,127	\$ 3,915,027	\$ 3,568,798	\$ 3,682,200	\$(345,329)	-8.8%



POLICE **NARCOTICS SEIZURE**

Responsible Manager: *John Unfred, Assistant Police Chief*

PURPOSE/DESCRIPTION

The purpose of the Narcotics Seizure Fund is to account for the revenues from assets seized as a result of involvement with the illegal sale, possession, or distribution of drugs or controlled substances, and for the purchase of controlled substances or drugs by law enforcement officers or agents, as well as for such other expenses the City determines to be reasonably connected with public safety activity.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
	Forfeitures	\$ 67,563	\$166,343	\$110,000	\$110,000	\$110,000	\$ 75,000	\$ 75,000	\$ (35,000)	-31.8%
	Grants	29,168	-	-	-	-	-	-	-	n/a
	Law Enforcement Contracts	-	23,281	-	6,828	6,828	-	-	(6,828)	-100.0%
	Interest	686	1,443	-	-	532	-	-	-	n/a
Total Revenues		\$ 97,417	\$ 191,067	\$ 110,000	\$ 116,828	\$ 117,360	\$ 75,000	\$ 75,000	\$ (41,828)	-35.8%
<i>Expenditure Summary:</i>										
11.002/4	Overtime	57,065	37,876	2,841	99,828	99,828	-	-	(99,828)	-100.0%
21.xxx	Benefits	19,446	10,413	1,425	30,625	30,625	-	-	(30,625)	-100.0%
31.xxx	Office Supplies	49,622	47,037	8,509	63,500	63,500	-	-	(63,500)	-100.0%
31.008	Clothing/Uniform	4,366	614	-	7,000	7,000	-	-	(7,000)	-100.0%
35.xxx	Small Tools/Minor Equip	50,133	11,976	-	20,000	20,000	10,000	10,000	(10,000)	-50.0%
41.xxx	Professional Service	45,238	2,930	-	27,000	27,000	-	-	(27,000)	-100.0%
42.xxx	Communication	202	21,454	656	-	-	-	-	-	n/a
43/49.003	Travel & Training	36,955	32,618	-	33,100	33,100	45,000	45,000	11,900	36.0%
48.xxx	Repairs & Maintenance	17,162	27,836	-	18,000	18,000	-	-	(18,000)	-100.0%
49.xxx	Other Charges & Services	3,225	-	-	299,360	299,360	-	-	(299,360)	-100.0%
597	Interfund Transfers	14,061	-	-	-	-	-	-	-	n/a
6x.xxx	Capital	94,845	-	-	-	-	20,000	20,000	20,000	n/a
Subtotal Operating Exp:		\$ 392,320	\$ 192,754	\$ 13,431	\$ 598,413	\$ 598,413	\$ 75,000	\$ 75,000	\$ (523,413)	-87.5%
Total Expenditures		\$ 392,320	\$ 192,754	\$ 13,431	\$ 598,413	\$ 598,413	\$ 75,000	\$ 75,000	\$ (523,413)	-87.5%

POLICE **FELONY SEIZURE**

Responsible Manager: *John Unfred, Assistant Police Chief*

PURPOSE/DESCRIPTION

The purpose of the Felony Seizure Fund is to account for assets seized by the Police Department under RCW 10.105.101 and the related expenditures. The statute authorizes the seizure of assets that have been or was actually employed as an instrumentality in the commission of, or in aiding or abetting in the commission of any felony, or which was furnished or was intended to be furnished by any person in the commission of, as a result of, or as compensation for the commission of, any felony, or which was acquired in whole or in part with proceeds traceable to the commission of a felony. Funds are used exclusively by the City for the expansion and improvement of law enforcement activity; however, may not be used to supplant existing funding sources.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
	Interest	289	-	-	-	-	-	-	-	n/a
Total Revenues:		\$ 289	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
<i>Expenditure Summary:</i>										
31.xxx	Office Supplies	10,968	5,044	3,913	-	-	-	-	-	n/a
597	Interfund Transfers	85,939	-	-	-	-	-	-	-	n/a
Subtotal Expenditures:		\$ 96,907	\$ 5,044	\$ 3,913	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Total Expenditures:		\$ 96,907	\$ 5,044	\$ 3,913	\$ -	\$ -	\$ -	\$ -	\$ -	n/a

POLICE FEDERAL SEIZURE
Responsible Manager: John Unfred, Assistant Police Chief

PURPOSE/DESCRIPTION

The purpose of the Federal Seizure Fund is to track the revenues associated with assets seized as a result of the Police Department working in conjunction with federal law enforcement and the related public safety expenditures funded by those revenues.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
	Forfeitures	68,495	218,838	-	-	75,000	75,000	75,000	-	n/a
	Interest	34	62	-	-	-	-	-	-	n/a
Total Revenues		\$ 68,529	\$ 218,900	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	n/a
<i>Expenditure Summary:</i>										
11.002/4	Overtime	-	-	-	-	-	25,000	25,000	-	n/a
31.xxx	Office Supplies	1,316	8,755	-	-	-	-	-	-	n/a
35.xxx	Small Tools/Minor Equip	394	16,670	-	206,847	101,847	20,000	20,000	-	0.0%
41.xxx	Professional Service	4,157	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	10,190	3,550	-	-	-	-	-	-	n/a
5x.xxx	Intergovernmental	-	-	-	-	-	9,900	9,900	-	n/a
6x.xxx	Capital	21,375	54,865	-	-	-	50,000	50,000	-	n/a
Subtotal Operating Exp:		\$ 37,432	\$ 83,840	\$ -	\$ 206,847	\$ 101,847	\$ 104,900	\$ 104,900	\$ (101,947)	-49.3%
Total Expenditures		\$ 37,432	\$ 83,840	\$ -	\$ 206,847	\$ 101,847	\$ 104,900	\$ 104,900	\$ (101,947)	-49.3%

POLICE PUBLIC SAFETY GRANTS

Responsible Manager: *John Unfred, Assistant Police Chief*

PURPOSE/DESCRIPTION

The purpose of the Public Safety Grants Fund is to account for the revenues and expenditures related to grants and local revenue received by the Police Department.

REVENUE & EXPENDITURE SUMMARY

Code	Item	2014 Actual	2015 Actual	2016			2017 Proposed	2018 Proposed	17 Proposed - 16 Adj	
				Adopted	Adjusted	Year-end			\$ Chg	% Chg
<i>Revenue Summary:</i>										
	Grants	\$ 175,919	\$ 192,779	\$ -	\$ 163,135	\$ 163,135	\$ -	\$ -	\$ (163,135)	-100.0%
	Transfer-In General Fund	10,848	-	-	-	-	-	-	-	n/a
Total Revenues:		\$ 186,767	\$ 192,779	\$ -	\$ 163,135	\$ 163,135	\$ -	\$ -	\$ (163,135)	-100.0%
<i>Expenditure Summary:</i>										
11.xxx	Salaries & Wages	6,712	-	-	-	-	-	-	-	n/a
11.002/4	Overtime	21,259	17,591	-	45,776	45,776	-	-	(45,776)	-100.0%
21.xxx	Benefits	9,462	3,566	-	16,830	16,830	-	-	(16,830)	-100.0%
31.xxx	Office Supplies	22,359	1,580	-	1,639	1,639	-	-	(1,639)	-100.0%
35.xxx	Small Tools/Minor Equip	11,468	14,347	-	15,966	15,966	-	-	(15,966)	-100.0%
41.xxx	Professional Service	74,801	149,109	-	76,760	76,760	-	-	(76,760)	-100.0%
42.xxx	Communication	2,518	-	-	-	-	-	-	-	n/a
43/49.003	Travel & Training	6,030	700	-	6,164	6,164	-	-	(6,164)	-100.0%
45.xxx	Operating Rental/Lease	6,464	-	-	-	-	-	-	-	n/a
6x.xxx	Capital	25,479	6,102	-	-	-	-	-	-	n/a
Subtotal Operating Exp:		\$ 186,552	\$ 192,995	\$ -	\$ 163,135	\$ 163,135	\$ -	\$ -	\$ (163,135)	-100.0%
<i>Capital & One-time Funding:</i>										
	Capital & One-Time	-	-	-	-	-	-	-	-	n/a
Subtotal One-time Exp:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Total Expenditures:		\$ 186,552	\$ 192,995	\$ -	\$ 163,135	\$ 163,135	\$ -	\$ -	\$ (163,135)	-100.0%

2017/2018
Budget Line Item Detail

2017/2018 Budget Detail
POLICE - COMMAND/COMMAND

001.0000.15.521.10.11.002	OVERTIME	2017	2018
ADMINISTRATIVE OVERTIME	\$	8,000	\$ 8,000
	Subtotal:	\$ 8,000	\$ 8,000
001.0000.15.521.10.11.005	ON CALL PAY	2017	2018
ON-CALL PAY FOR COMMAND DUTY OFFICER PAY	\$	16,100	\$ 16,100
	Subtotal:	\$ 16,100	\$ 16,100
001.0000.15.521.10.11.007	HOLIDAY PAY	2017	2018
HOLIDAY PAY	\$	5,830	\$ 5,830
	Subtotal:	\$ 5,830	\$ 5,830
001.0000.15.521.10.31.001	OFFICE & OPERATING SUPPLIES	2017	2018
BATTERIES	\$	1,000	\$ 1,000
BATTERIES FOR DIVE COMPUTERS DIVE TEAM OFFICER	\$	80	\$ 80
DIVATOR MKII ANNUAL SERVICE PARTS KIT #300	\$	100	\$ 100
DIVE SUPPLIES - LANYARDS, O-RINGS, D-RINGS, ETC	\$	100	\$ 100
EYE PROTECTION FOR BIKE TEAM OAKLEY	\$	200	\$ 200
FLASHLIGHT REPLACEMENTS	\$	800	\$ 800
FOOD AND VITAMINS FOR K9 DOGS	\$	2,000	\$ 2,000
FORENSIC KITS	\$	800	\$ 800
HELMETS FOR BIKE TEAM	\$	175	\$ 175
K9 FOOD	\$	1,200	\$ 1,200
LED GLOW STICKS FOR DIVE TEAM	\$	60	\$ 60
PATCHES AND PINS FOR OFFICERS	\$	250	\$ 250
PEPPER SPRAY	\$	450	\$ 450
RANGE SUPPLIES	\$	6,500	\$ 6,500
ROAD FLARES	\$	1,000	\$ 1,000
STOCK FOR FIRST AID KITS IN STATION VEHICLES	\$	1,800	\$ 1,800
SUNSCREEN FOR MARINE SERVICE OFFICERS	\$	35	\$ 35
SUPPLIES PER PERSON - PAPER, PENS, BINDERS, CLIPS	\$	2,000	\$ 2,000
TASER BATTERY REPLACEMENTS	\$	2,000	\$ 2,000
TASER CARTRIDGE REPLACEMENTS	\$	3,000	\$ 3,000
TIRE CHAINS FOR VEHICLES	\$	600	\$ 600
TIRES FOR BIKE TEAM	\$	500	\$ 500
WIPER BLADES	\$	500	\$ 500
	Subtotal:	\$ 25,150	\$ 25,150
001.0000.15.521.10.31.003	OFFICE FORMS	2017	2018
OFFICE FORMS	\$	1,500	\$ 1,500
	Subtotal:	\$ 1,500	\$ 1,500
001.0000.15.521.10.31.005	MEETING MEALS EXPENSE	2017	2018
MEETING MEALS	\$	2,000	\$ 2,000
	Subtotal:	\$ 2,000	\$ 2,000
001.0000.15.521.10.31.008	CLOTHING	2017	2018
BADGES AND EMBLEMS FOR REPLACEMENT JUMPSUITS	\$	1,500	\$ 1,500
CLOTHING FOR CHAPLAINS	\$	970	\$ 970
DRESS BLUES FOR LIEUTENANTS	\$	1,500	\$ 1,500
FULL GEAR FOR NEW HIRE	\$	2,500	\$ 2,500
REPLACEMENT BAGS, DUTY BELTS, STRAPS	\$	6,000	\$ 6,000
	Subtotal:	\$ 12,470	\$ 12,470
001.0000.15.521.10.31.020	AMMUNITION	2017	2018
AMMUNITION	\$	65,280	\$ 65,280
	Subtotal:	\$ 65,280	\$ 65,280

2017/2018 Budget Detail
POLICE - COMMAND/COMMAND

001.0000.15.521.10.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
REPAIR OF ADMIN EQUIPMENT	\$	1,000	\$ 1,000
	Subtotal:	\$ 1,000	\$ 1,000
001.0000.15.521.10.35.004	FURNITURE EQUIPMENT	2017	2018
ERGONOMIC RETROFIT	\$	800	\$ 800
	Subtotal:	\$ 800	\$ 800
001.0000.15.521.10.35.010	PUBLIC SAFETY EQUIPMENT	2017	2018
K9 TRAINING AND TRACKING EQUIPMENT	\$	800	\$ 800
MATCH FOR BULLET PROOF VESTS	\$	4,000	\$ 4,000
OPTICS	\$	5,000	\$ 5,000
PISTOLS	\$	4,500	\$ 4,500
RIFLE UPPERS	\$	7,500	\$ 7,500
RIFLES	\$	3,600	\$ 3,600
TASER HOLSTERS	\$	600	\$ 600
TASERS - LEASE	\$	2,600	\$ 5,200
	Subtotal:	\$ 28,600	\$ 31,200
001.0000.15.521.10.41.001	PROFESSIONAL SERVICES	2017	2018
ABC LEGAL	\$	1,500	\$ 1,500
ACCUPRINT	\$	3,000	\$ 3,000
FRANCISCAN OCCUPATIONAL	\$	8,000	\$ 8,000
GOOD 2 GO	\$	1,000	\$ 1,000
K9 VETERINARY EXAMS	\$	1,000	\$ 1,000
LEADS ONLINE	\$	8,160	\$ 8,160
LEMAY SHREDDING	\$	1,500	\$ 1,500
GENERAL	\$	5,000	\$ 5,000
MULTICARE PHYSICALS	\$	4,000	\$ 4,000
PC FINGERPRINTING	\$	8,000	\$ 8,000
STERICYCLE	\$	3,000	\$ 3,000
	Subtotal:	\$ 44,160	\$ 44,160
001.0000.15.521.10.41.015	ALARM PERMIT PROCESSING FEES	2017	2018
ATB - ALARM PROGRAM	\$	45,000	\$ 45,000
	Subtotal:	\$ 45,000	\$ 45,000
001.0000.15.521.10.41.070	TOWING SERVICES	2017	2018
TOWING	\$	8,000	\$ 8,000
	Subtotal:	\$ 8,000	\$ 8,000
001.0000.15.521.10.43.003	MILEAGE REIMBURSEMENTS	2017	2018
REIMBURSEMENT FOR TRAVEL BETWEEN LPD AND CITY HALL	\$	610	\$ 610
	Subtotal:	\$ 610	\$ 610
001.0000.15.521.10.43.005	PARKING REIMBURSEMENTS	2017	2018
PARKING REIMBURSEMENTS	\$	200	\$ 200
	Subtotal:	\$ 200	\$ 200
001.0000.15.521.10.44.001	ADVERTISING	2017	2018
LEGAL NOTICES	\$	550	\$ 550
	Subtotal:	\$ 550	\$ 550
001.0000.15.521.10.48.007	RADIO REPAIR & MAINTENANCE	2017	2018
RADIO REPAIR	\$	300	\$ 300
	Subtotal:	\$ 300	\$ 300

2017/2018 Budget Detail
POLICE - COMMAND/COMMAND

001.0000.15.521.10.51.001	INTER-GOVERNMENTAL SERVICES	2017	2018
BOATHOUSE LEASE AND MAINTENANCE	\$	6,380	\$ 6,380
GENERAL	\$	1,000	\$ 1,000
	Subtotal:	\$ 7,380	\$ 7,380
001.0000.15.521.10.51.006	POLICE CONTRACT - JAIL SERVIC	2017	2018
JAIL SERVICES	\$	624,240	\$ 624,240
	Subtotal:	\$ 624,240	\$ 624,240
001.0000.15.521.10.51.058	SS911 - RECORDS	2017	2018
PD RECORD MANAGEMENT - PUBLIC SERVICES	\$	15,960	\$ 15,960
PD RECORDS MANAGEMENT - WARRANT SERVICES	\$	81,340	\$ 81,340
	Subtotal:	\$ 97,300	\$ 97,300
001.0000.15.521.10.51.059	SS911 - DISPATCH SERVICES	2017	2018
PD SS911 COMMUNICATION SERVICES	\$	1,539,360	\$ 1,539,360
	Subtotal:	\$ 1,539,360	\$ 1,539,360
001.0000.15.521.10.51.063	SS911 - TECHNOLOGY	2017	2018
PD RECORDS MANAGEMENT - CORE TECHNOLOGY	\$	297,600	\$ 297,600
PD RECORDS MANAGEMENT - CORE OPERATIONS	\$	150,510	\$ 150,510
	Subtotal:	\$ 448,110	\$ 448,110
001.0000.15.521.10.51.064	RADIO USER FEES CITY OF TACOMA	2017	2018
PD RADIO USER FEES	\$	110,300	\$ 110,300
	Subtotal:	\$ 110,300	\$ 110,300
001.0000.15.521.10.51.068	SWM CHARGES	2017	2018
SURFACE WATER MANAGEMENT	\$	20	\$ 20
	Subtotal:	\$ 20	\$ 20
	Total Budget:	\$ 3,092,260	\$ 3,094,860

2017/2018 Budget Detail
POLICE - COMMAND/REIMBURSEMENTS

001.0000.15.521.91.11.002	OVERTIME		2017		2018
	OVERTIME FUNDED BY VESSEL REGISTRATION FEES	\$	19,280	\$	19,280
	Subtotal:	\$	19,280	\$	19,280
001.0000.15.521.91.51.001	INTER-GOVERNMENTAL SERVICES		2017		2018
	BOATHOUSE LEASE	\$	5,750	\$	5,750
	Subtotal:	\$	5,750	\$	5,750
	Total Budget:	\$	25,030	\$	25,030

2017/2018 Budget Detail
POLICE - COMMAND/REIMBURSEMENTS

001.0000.15.521.94.11.002	OVERTIME		2017		2018
OVERTIME FBI-PACIFIC NW INNOCENCE LOST TASK FORCE		\$	35,100	\$	35,100
		Subtotal:	\$ 35,100	\$	35,100
		Total Budget:	\$ 35,100	\$	35,100

2017/2018 Budget Detail
POLICE - COMMAND/REIMBURSEMENTS

001.0000.15.521.95.11.002	OVERTIME		2017		2018
OVERTIME FBI-SAFE STREETS TASK FORCE		\$	17,550	\$	17,550
	Subtotal:	\$	17,550	\$	17,550
	Total Budget:	\$	17,550	\$	17,550

2017/2018 Budget Detail
POLICE - COMMAND/EMERGENCY MANAGEMENT

001.0000.15.525.60.11.002	OVERTIME		2017		2018
OVERTIME FOR EMERGENCY SERVICES		\$	2,000	\$	2,000
	Subtotal:	\$	2,000	\$	2,000
001.0000.15.525.60.31.001	OFFICE & OPERATING SUPPLIES		2017		2018
SUPPLIES FOR EMERGENCY MGMT TRAINING AND PLANNING		\$	3,000	\$	3,000
	Subtotal:	\$	3,000	\$	3,000
001.0000.15.525.60.35.001	SMALL TOOLS & MINOR EQUIPMENT		2017		2018
EMERGENCY EQUIPMENT		\$	1,500	\$	1,500
	Subtotal:	\$	1,500	\$	1,500
001.0000.15.525.60.41.001	PROFESSIONAL SERVICE		2017		2018
CITY PORTION OF EOC COORDINATOR NOT PAID BY GRANT		\$	31,540	\$	31,540
	Subtotal:	\$	31,540	\$	31,540
	Total Budget:	\$	38,040	\$	38,040

2017/2018 Budget Detail
POLICE - PROFESSIONAL STANDARDS/TRAINING

001.0000.15.521.40.11.002	OVERTIME		2017	2018
324 HRS OF OVERTIME FOR TRAINING INSTRUCTORS AND OFFICERS		\$	14,000	\$ 14,000
	Subtotal:	\$	14,000	\$ 14,000
001.0000.15.521.40.11.007	HOLIDAY PAY		2017	2018
HOLIDAY CASHOUT PER CBA		\$	1,800	\$ 1,800
	Subtotal:	\$	1,800	\$ 1,800
001.0000.15.521.40.31.005	MEETING MEALS EXPENSE		2017	2018
MEETING MEALS FOR HOSTING OUTSIDE TRAININGS		\$	160	\$ 160
	Subtotal:	\$	160	\$ 160
001.0000.15.521.40.31.008	CLOTHING		2017	2018
SHIRTS AND CAPS FOR INSTRUCTORS		\$	300	\$ 300
	Subtotal:	\$	300	\$ 300
001.0000.15.521.40.41.001	PROFESSIONAL SERVICES		2017	2018
FILTER AND LEAD REMOVAL IN THE RANGE		\$	7,500	\$ 7,500
PSYCHOLOGICAL NEEDS ASSESSMENTS		\$	3,000	\$ 3,000
SERVICES FOR HIRING AND BACKGROUNDS		\$	4,000	\$ 4,000
	Subtotal:	\$	14,500	\$ 14,500
001.0000.15.521.40.43.001	TRANSPORTATION CHARGES		2017	2018
ADMINISTRATIVE AND CLERICAL TRAINING		\$	1,000	\$ 1,000
ASSOC. OF LAW ENFORCEMENT EMERGENCY RESPONSE TRAINERS		\$	900	\$ 900
ARSON INVESTIGATION		\$	600	\$ 600
BACKGROUND INVESTIGATIONS		\$	1,000	\$ 1,000
CRIMES AGAINST CHILDREN CONFERENCE		\$	550	\$ 550
CRIMES AGAINST WOMEN CONFERENCE		\$	550	\$ 550
FORCE SCIENCE USE OF FORCE INVESTIGATIONS		\$	-	\$ 1,000
FORENSICS CONFERENCE		\$	900	\$ 900
HITS K9 CONFERENCE		\$	960	\$ 960
INTERNATIONAL ASSOC. OF POLICE CHIEFS		\$	900	\$ 900
INTERNATIONAL ASSOC. FOR PROPERTY & EVIDENCE		\$	800	\$ 800
IAPRO PROFESSIONAL STANDARDS CONFERENCE		\$	800	\$ 800
INTERNAL INVESTIGATIONS		\$	600	\$ 600
LEADS ONLINE INVESTIGATION CONFERENCE		\$	1,200	\$ 1,200
OFFICER INVOLVED SHOOTING INVESTIGATIONS		\$	1,200	\$ 1,200
POLICE EXECUTIVE RESEARCH FORUM SENIOR MANAGEMENT INSTITUTE		\$	600	\$ 600
PROBLEM ORIENTED POLICING		\$	800	\$ 800
RAD TACTICAL AND SURVIVAL TRAINING		\$	800	\$ 800
ROLLING SURVEILLANCE		\$	260	\$ 260
STREET CRIMES SEMINAR		\$	1,200	\$ 1,200
SUPERVISION OF HOMICIDE INVESTIGATIONS		\$	400	\$ -
TRAVEL FOR BACKGROUND AND RECRUITING		\$	1,000	\$ 1,000
TRAVEL FOR INVESTIGATIONS		\$	1,000	\$ 1,000
WESTERN STATES AUTO THEFT CONFERENCE		\$	350	\$ 350
	Subtotal:	\$	18,370	\$ 18,970

2017/2018 Budget Detail

POLICE - PROFESSIONAL STANDARDS/TRAINING

001.0000.15.521.40.43.002	LODGING CHARGES	2017	2018
	ADMINISTRATIVE AND CLERICAL TRAINING	\$ 300	\$ 300
	ASSOC. OF LAW ENFORCEMENT EMERGENCY RESPONSE TRAINERS	\$ 600	\$ 600
	ANIMAL CONTROL ANNUAL CONFERENCE	\$ 600	\$ 600
	ARSON INVESTIGATION	\$ 600	\$ 600
	BACKGROUND INVESTIGATIONS	\$ 1,200	\$ 1,200
	CHILDREN'S JUSTICE CONFERENCE	\$ 1,200	\$ 1,200
	CRIME PREVENTION ASSOCIATION CONFERENCE	\$ 600	\$ 600
	CRIMES AGAINST CHILDREN CONFERENCE	\$ 430	\$ 500
	CRIMES AGAINST WOMEN CONFERENCE	\$ 430	\$ 350
	ELDER ABUSE AND FRAUD INVESTIGATIONS	\$ 500	\$ 500
	EVOC INSTRUCTOR UPDATE	\$ 600	\$ 600
	FIREARMS INSTRUCTOR COURSES (RIFLE AND PISTOL)	\$ 500	\$ 500
	FORCE SCIENCE USE OF FORCE INVESTIGATIONS	\$ -	\$ 800
	FORENSIC COMPUTER ANALYSIS	\$ 350	\$ 350
	FORENSICS CONFERENCE	\$ 750	\$ 750
	GLOCK ARMORER	\$ 500	\$ 500
	HITS K9 CONFERENCE	\$ 1,500	\$ 1,500
	INTERNATIONAL ASSOC. OF POLICE CHIEFS	\$ 1,800	\$ 1,800
	INTERNATIONAL ASSOC. FOR PROPERTY & EVIDENCE CONFERENCE	\$ 1,200	\$ 1,200
	IAPRO CONFERENCE	\$ 650	\$ 650
	INTERNAL INVESTIGATIONS	\$ 600	\$ 600
	INTERNET CRIMES AGAINST CHILDREN	\$ 900	\$ 450
	LEADS ONLINE CONFERENCE	\$ 1,050	\$ 1,050
	LODGING FOR BACKGROUNDS AND RECRUITING	\$ 800	\$ 800
	LODGING FOR INVESTIGATIVE TRAVEL	\$ 800	\$ 800
	METRO CIVIL DISTURBANCE TEAM	\$ 300	\$ 300
	NW CONFERENCE ON BEHAVIORAL HEALTH	\$ 600	\$ 600
	OFFICER INVOLVED SHOOTING INVESTIGATIONS	\$ 700	\$ -
	PRACTICAL HOMICIDE	\$ -	\$ 400
	PROBLEM ORIENTED POLICING	\$ 800	\$ 800
	RAD TACTICAL AND SURVIVAL TRAINING	\$ 600	\$ 600
	REID INTERVIEW AND INTERROGATION	\$ 1,000	\$ 1,000
	ROLLING SURVEILLANCE	\$ 600	\$ 600
	STREET CRIMES SEMINAR	\$ 1,200	\$ 1,200
	SUPERVISION OF HOMICIDE INVESTIGATIONS	\$ 450	\$ -
	WASHINGTON ASSOCIATION OF CODE ENFORCEMENT	\$ 700	\$ 700
	WASHINGTON BEHAVIORAL HEALTH	\$ 600	\$ 600
	WASHINGTON HOMICIDE INVESTIGATORS CONFERENCE	\$ 600	\$ 600
	WASHINGTON STATE CRISIS INTERVENTION	\$ 500	\$ 500
	WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS	\$ 1,300	\$ 1,300
	WESTERN STATES AUTO THEFT CONFERENCE	\$ 800	\$ 800
	WA STATE LAW ENFORCE. FIREARMS INSTRUCTORS ASSOC.	\$ 800	\$ 800
	WASHINGTON STATE POLICE CANINE ASSOC. CONFERENCE	\$ 1,600	\$ 1,600
	Subtotal:	\$ 31,610	\$ 31,200

2017/2018 Budget Detail
POLICE - PROFESSIONAL STANDARDS/TRAINING

001.0000.15.521.40.49.001	MEMBERSHIPS/DUES		2017	2018
	ANIMAL CONTROL	\$	100	\$ 100
	BUILDING INSPECTOR CERTIFICATION	\$	200	\$ 200
	CRIME PREVENTION - WA ST CRIME-FREE ASSOCIATION	\$	200	\$ 200
	COMMERCIAL VEHICLE SAFETY ALLIANCE OPERATOR CERT	\$	400	\$ 1,600
	FBI LAW ENFORCEMENT EXECUTIVE DEVELOPMENT ASSOC.	\$	100	\$ 100
	FBI NATIONAL ACADEMY ASSOCIATES	\$	90	\$ 90
	INTERNATIONAL ASSOC. OF POLICE CHIEFS	\$	300	\$ 300
	INTERNATIONAL ASSOC. FOR PROPERTY & EVIDENCE	\$	150	\$ 150
	INTERNATIONAL ASSOC. FOR IDENTIFICATION	\$	80	\$ 80
	NATIONAL & WA STATE TACTICAL OFFICERS ASSOC.	\$	500	\$ 500
	PIERCE COUNTY POLICE CHIEFS ASSOC.	\$	25	\$ 25
	POLICE EXECUTIVE RESEARCH FORUM	\$	100	\$ 100
	SERVICE CLUBS	\$	600	\$ 600
	WASHINGTON ANIMAL CONTROL ASSOC.	\$	200	\$ 200
	WASHINGTON HOMICIDE INVESTIGATORS ASSOC.	\$	125	\$ 125
	WASHINGTON STATE POLICE CANINE ASSOC.	\$	50	\$ 50
	Subtotal:	\$	3,220	\$ 4,420

2017/2018 Budget Detail
POLICE - PROFESSIONAL STANDARDS/TRAINING

001.0000.15.521.40.49.003	REGISTRATION	2017	2018
ADMINISTRATIVE AND CLERICAL TRAINING		\$ 595	\$ 595
ASSOC. OF LAW ENFORCEMENT EMERGENCY RESPONSE TRAINERS		\$ 500	\$ 500
ANIMAL CONTROL ANNUAL CONFERENCE		\$ 400	\$ 400
ARSON INVESTIGATION		\$ 600	\$ -
BACKGROUND INVESTIGATIONS		\$ 700	\$ 700
BUILDING INSPECTOR CERTIFICATION CLASS		\$ 1,000	\$ -
CHILD SEXUAL ABUSE INVESTIGATIONS		\$ 300	\$ 300
CHILDRENS' JUSTICE CONFERENCE		\$ 1,200	\$ 1,200
CJTC INTERVIEW TECHNIQUES		\$ 2,800	\$ 2,800
CRIME PREVENTION ASSOCIATION CONFERENCE		\$ 200	\$ 200
CRIMES AGAINST CHILDREN CONFERENCE		\$ 500	\$ 500
CRIMES AGAINST WOMEN CONFERENCE		\$ 350	\$ 350
DEFENSIVE TACTICS INSTRUCTOR COURSES		\$ 3,200	\$ 3,200
ELDER ABUSE AND FRAUD INVESTIGATIONS		\$ 600	\$ 600
ENCOUNTERS WITH VETS IN CRISIS		\$ 120	\$ 120
EVOC IN SERVICE TRAINING (TRACK RENTAL)		\$ 300	\$ 300
EVOC INSTRUCTOR UPDATE		\$ 1,000	\$ 1,000
FIREARMS INSTRUCTOR COURSES (RIFLE AND PISTOL)		\$ 6,000	\$ 6,000
FORCE SCIENCE USE OF FORCE INVESTIGATIONS		\$ -	\$ 1,000
FORENSIC COMPUTER ANALYSIS		\$ 745	\$ 745
FORENSICS CONFERENCE		\$ 800	\$ 800
GLOCK ARMORER		\$ 1,000	\$ 1,000
HITS K9 CONFERENCE		\$ 960	\$ 960
INTERNATIONAL ASSOC. OF POLICE CHIEFS		\$ 900	\$ 900
INTERNATIONAL ASSOC. FOR PROPERTY & EVIDENCE CONFERENCE		\$ 800	\$ 800
IAPRO CONFERENCE		\$ 100	\$ 100
IDENTIFYING ILLNESS OR INJURY BY ABUSE		\$ 300	\$ 300
INTERNAL INVESTIGATIONS		\$ 450	\$ 450
INTERNET CRIMES AGAINST CHILDREN		\$ 450	\$ 450
INVESTIGATIONS OF SHAKEN BABIES AND HEAD TRAUMA		\$ 900	\$ 900
INVESTIGATIONS OF SUDDEN INFANT DEATH SYNDROME		\$ 250	\$ 250
LEADS ONLINE CONFERENCE		\$ 1,200	\$ 1,200
METRO CIVIL DISTURBANCE TEAM		\$ 2,100	\$ 2,100
NW CONFERENCE ON BEHAVIORAL HEALTH		\$ 465	\$ 465
OFFICER INVOLVED SHOOTING INVESTIGATIONS		\$ 2,000	\$ -
POLICE EXECUTIVE RESEARCH FORUM SENIOR MANAGEMENT INSTITUTE		\$ 8,500	\$ 8,500
PRACTICAL HOMICIDE		\$ -	\$ 1,100
PROBLEM ORIENTED POLICING		\$ 500	\$ 500
RAD TACTICAL AND SURVIVAL TRAINING		\$ 500	\$ 500
REID INTERVIEW AND INTERROGATION		\$ 2,000	\$ 2,000
ROLLING SURVEILLANCE		\$ 600	\$ 600
STREET CRIMES SEMINAR		\$ 2,800	\$ 2,800
SUPERVISION OF HOMICIDE INVESTIGATIONS		\$ 550	\$ -
UNDERCOVER INVESTIGATIONS		\$ 585	\$ 585
WA ASSOC. OF CEO SPRING ONE DAY		\$ 50	\$ 50
WASHINGTON ASSOCIATION OF CODE ENFORCEMENT		\$ 500	\$ 500
WASHINGTON BEHAVIORAL HEALTH		\$ 300	\$ 300
WASHINGTON HOMICIDE INVESTIGATORS CONFERENCE		\$ 1,100	\$ 1,100
WASHINGTON SAFETY SUMMIT		\$ 200	\$ 200
WASHINGTON STATE CRISIS INTERVENTION		\$ 130	\$ 130
WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS		\$ 750	\$ 750
WESTERN STATES AUTO THEFT CONFERENCE		\$ 500	\$ 500
WA STATE LAW ENFORCE. FIREARMS INSTRUCTORS ASSOC.		\$ 2,550	\$ 2,550
WASHINGTON STATE POLICE CANINE ASSOC. CONFERENCE		\$ 1,200	\$ 1,200
Subtotal:		\$ 57,100	\$ 55,050

2017/2018 Budget Detail
POLICE - PROFESSIONAL STANDARDS/TRAINING

001.0000.15.521.40.49.005	PRINTING & BINDING			2017			2018
PRINTING AND BINDING		\$	1,000	\$		1,000	
	Subtotal:	\$	1,000	\$		1,000	
001.0000.15.521.40.49.006	TUITION & RELATED FEES			2017			2018
CRIMINAL JUSTICE TRAINING CENTER BASIC LAW ENFORCE. ACADEMY		\$	18,000	\$		18,000	
	Subtotal:	\$	18,000	\$		18,000	
	Total Budget:	\$	160,060	\$		159,400	

2017/2018 Budget Detail
POLICE - CRIMINAL INVESTIGATIONS/INVESTIGATIONS

001.0000.15.521.21.11.002	OVERTIME	2017	2018
1,689 HOURS @ \$60.25 PER HOUR	\$	93,830	\$ 93,830
	Subtotal: \$	93,830	\$ 93,830
001.0000.15.521.21.11.003	COMP TIME/CASH OUT	2017	2018
COMP TIME CASH OUT FOR CIU	\$	6,010	\$ 6,010
	Subtotal: \$	6,010	\$ 6,010
001.0000.15.521.21.11.005	ON CALL PAY	2017	2018
ON-CALL PAY PER CBA	\$	20,000	\$ 20,000
	Subtotal: \$	20,000	\$ 20,000
001.0000.15.521.21.11.006	HOLIDAY PREMIUM PAY	2017	2018
HOLIDAY PREMIUM PAY PER CBA	\$	2,530	\$ 2,530
	Subtotal: \$	2,530	\$ 2,530
001.0000.15.521.21.11.007	HOLIDAY PAY	2017	2018
HOLIDAY PAY PER CBA	\$	22,000	\$ 22,000
	Subtotal: \$	22,000	\$ 22,000
001.0000.15.521.21.31.005	MEETING MEALS EXPENSE	2017	2018
MEETING MEAL EXPENSE FOR PUBLIC MEETINGS	\$	220	\$ 220
	Subtotal: \$	220	\$ 220
001.0000.15.521.21.31.008	CLOTHING	2017	2018
LPD HATS FOR INCLEMENT WEATHER	\$	100	\$ 100
LPD JACKETS FOR PLAIN CLOTHED ASSIGNMENTS	\$	800	\$ 800
	Subtotal: \$	900	\$ 900
001.0000.15.521.21.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
SMALL TOOLS, MINOR EQUIPMENT, FORENSIC CHEMICALS	\$	6,700	\$ 6,700
	Subtotal: \$	6,700	\$ 6,700
001.0000.15.521.21.35.010	PUBLIC SAFETY EQUIPMENT	2017	2018
CASECRACKER UPGRADE	\$	-	\$ 2,100
CVSA COMPUTER REPLACEMENT	\$	4,495	\$ -
EXTENDED TRUCK BED RACK FOR FORENSIC SERVICES	\$	3,525	\$ -
EXTERNAL VEST CARRIER	\$	900	\$ 300
FLASHLIGHT RELACEMENT	\$	300	\$ -
SPEECH RECOGNITION SOFTWARE	\$	800	\$ -
	Subtotal: \$	10,020	\$ 2,400
001.0000.15.521.21.41.001	PROFESSIONAL SERVICES	2017	2018
FORENSIC QUALITY SERVICES ACCREDITATION	\$	-	\$ 10,000
	Subtotal: \$	-	\$ 10,000
	Total Budget: \$	162,210	\$ 164,590

2017/2018 Budget Detail
POLICE - SPECIALTY UNITS/SPECIALTY UNITS

001.0000.15.521.23.11.002	OVERTIME	2017	2018
OVERTIME	\$	84,630	\$ 84,630
	Subtotal:	\$ 84,630	\$ 84,630
001.0000.15.521.23.11.003	COMP TIME/CASH OUT	2017	2018
COMP TIME CASH OUT PER CBA	\$	5,000	\$ 5,000
	Subtotal:	\$ 5,000	\$ 5,000
001.0000.15.521.23.11.005	ON CALL PAY	2017	2018
ON CALL PAY PER CBA	\$	3,000	\$ 3,000
	Subtotal:	\$ 3,000	\$ 3,000
001.0000.15.521.23.11.006	HOLIDAY PREMIUM PAY	2017	2018
HOLIDAY PREMIUM PAY PER CBA	\$	510	\$ 510
	Subtotal:	\$ 510	\$ 510
001.0000.15.521.23.11.007	HOLIDAY PAY	2017	2018
HOLIDAY CASH OUT PER CBA	\$	17,010	\$ 17,010
	Subtotal:	\$ 17,010	\$ 17,010
001.0000.15.521.23.41.001	PROFESSIONAL SERVICES	2017	2018
SPECIALIZED PHONE SERVICES	\$	700	\$ 700
	Subtotal:	\$ 700	\$ 700
	Total Budget:	\$ 110,850	\$ 110,850

2017/2018 Budget Detail
POLICE - SPECIALTY UNITS/SWAT

001.0000.15.521.26.11.002	OVERTIME		2017	2018
OVERTIME FOR SWAT TRAINING AND CALL OUTS		\$	30,000	\$ 30,000
		Subtotal:	\$ 30,000	\$ 30,000
001.0000.15.521.26.31.008	CLOTHING		2017	2018
FIRE RESISTANT UNIFORMS		\$	1,500	\$ 1,500
REPLACEMENT CLOTHING FOR KEVLAR GLOVES		\$	120	\$ 120
		Subtotal:	\$ 1,620	\$ 1,620
001.0000.15.521.26.31.020	AMMUNITION		2017	2018
.233 PRACTICE AMMO FED AMERICAN EAGLE .55 GR		\$	6,525	\$ 6,525
.308 BARRIER AMMO BLACK HILLS GOLD 108 GR		\$	2,005	\$ 2,005
.308 GENERAL USE AMMO HORNADY 168 GR TAP		\$	6,005	\$ 6,005
.40 PRACTICE AMMO AMERICAN EAGLE AE40N1 180 GR		\$	4,710	\$ 4,710
.45 PRACTICE AMMO AMERICAN EAGLE AE45N1 230 GR		\$	2,375	\$ 2,375
9MM SIMUNITION FX5307070		\$	1,180	\$ 1,180
		Subtotal:	\$ 22,800	\$ 22,800
001.0000.15.521.26.35.010	PUBLIC SAFETY EQUIPMENT		2017	2018
BATTERIES MINOR EQUIPMENT REPAIR OR REPLACEMENT		\$	800	\$ 800
BREACHER'S TAPE		\$	500	\$ 500
CHEMICAL AGENT STORAGE AND REPLACEMENT		\$	3,500	\$ 3,500
ENTRY TRAINING FRAMES		\$	800	\$ 800
HAND HELD GPS		\$	1,000	\$ -
HEARING PROTECTION		\$	330	\$ 330
HELMET STROBE LIGHTS		\$	1,300	\$ -
HELMETS WITH ATTACHMENTS		\$	1,600	\$ 800
NFDD BOXES		\$	1,000	\$ -
RADIO HEADSET REPLACEMENT		\$	3,500	\$ 3,500
TACTICAL ARMOR TO REPLACE EXPIRED		\$	7,000	\$ 7,000
THERMAL IMAGING DEVICE		\$	1,500	\$ -
		Subtotal:	\$ 22,830	\$ 17,230
001.0000.15.521.26.41.001	PROFESSIONAL SERVICES		2017	2018
RADIO EQUIPMENT REPAIRS		\$	1,500	\$ 1,500
		Subtotal:	\$ 1,500	\$ 1,500
		Total Budget:	\$ 78,750	\$ 73,150

2017/2018 Budget Detail
POLICE - SPECIALITY UNITS/CSRT-CRIME PREVENTION

001.0000.15.521.30.11.002	OVERTIME	2017	2018
OVERTIME		\$ 19,000	\$ 19,000
	Subtotal:	\$ 19,000	\$ 19,000
001.0000.15.521.30.11.003	COMP TIME/CASH OUT	2017	2018
COMP TIME CASH OUT PER CBA		\$ 2,730	\$ 2,730
	Subtotal:	\$ 2,730	\$ 2,730
001.0000.15.521.30.11.006	HOLIDAY PREMIUM PAY	2017	2018
HOLIDAY PREMIUM PAY PER CBA		\$ 1,260	\$ 1,260
	Subtotal:	\$ 1,260	\$ 1,260
001.0000.15.521.30.11.007	HOLIDAY PAY	2017	2018
HOLIDAY CASH OUT PER CBA		\$ 30,000	\$ 30,000
	Subtotal:	\$ 30,000	\$ 30,000
001.0000.15.521.30.31.005	MEETING MEALS EXPENSE	2017	2018
MEALS FOR CRIME FREE HOUSING PROGRAMS		\$ 160	\$ 160
	Subtotal:	\$ 160	\$ 160
001.0000.15.521.30.35.010	PUBLIC SAFETY EQUIPMENT	2017	2018
MOTION SENSOR CAMERAS		\$ 1,000	\$ -
	Subtotal:	\$ 1,000	\$ -
001.0000.15.521.30.48.007	RADIO REPAIR & MAINTENANCE	2017	2018
REPAIR OF 800 MHZ RADIOS		\$ 270	\$ 270
	Subtotal:	\$ 270	\$ 270
001.0000.15.521.30.49.005	PRINTING & BINDING	2017	2018
CRIME PREVENTION AND COMMUNITY ENHANCEMENT		\$ 2,000	\$ 2,000
	Subtotal:	\$ 2,000	\$ 2,000
	Total Budget:	\$ 56,420	\$ 55,420

2017/2018 Budget Detail

POLICE - SPECIALITY UNITS/CSRT-CODE ENFORCEMENT (ONGOING)

001.0000.15.521.32.11.002	OVERTIME		2017		2018
OVERTIME		\$	3,200	\$	3,200
		Subtotal:	\$ 3,200	\$	3,200
001.0000.15.521.32.31.001	OFFICE & OPERATING SUPPLIES		2017		2018
GRAFITTI REMOVAL SUPPLIES		\$	500	\$	500
NNO SUPPLIES		\$	1,000	\$	1,000
OFFICE SUPPLIES FOR CODE ENFORCEMENT		\$	1,200	\$	1,200
		Subtotal:	\$ 2,700	\$	2,700
001.0000.15.521.32.31.003	OFFICE FORMS		2017		2018
FORMS FOR CODE ENFORCEMENT		\$	150	\$	150
		Subtotal:	\$ 150	\$	150
001.0000.15.521.32.31.005	MEETING MEALS EXPENSE		2017		2018
MEALS FOR PUBLIC MEETINGS		\$	210	\$	210
		Subtotal:	\$ 210	\$	210
001.0000.15.521.32.31.008	CLOTHING		2017		2018
BOOT REPLACEMENT		\$	200	\$	200
CEO JACKET		\$	280	\$	-
CSO CLOTHING REPLACEMENT		\$	150	\$	150
JUMPSUIT REPLACEMENT		\$	1,800	\$	1,800
		Subtotal:	\$ 2,430	\$	2,150
001.0000.15.521.32.35.017	CAMERA		2017		2018
CAMERA FOR CODE ENFORCEMENT		\$	200	\$	200
		Subtotal:	\$ 200	\$	200
001.0000.15.521.32.41.001	PROFESSIONAL SERVICES		2017		2018
CSRT LEGAL NOTICES		\$	200	\$	200
		Subtotal:	\$ 200	\$	200
001.0000.15.521.32.48.007	RADIO REPAIR & MAINTENANCE		2017		2018
REPAIR OF 800 MHZ PORTABLE RADIO		\$	180	\$	180
		Subtotal:	\$ 180	\$	180
001.0000.15.521.32.49.005	PRINTING & BINDING		2017		2018
PRINTING OF NOTICES / FORMS		\$	400	\$	400
		Subtotal:	\$ 400	\$	400
001.0000.15.521.32.51.017	PUGET SOUND AIR POLLUTION		2017		2018
CLEAN AIR ASSESSMENT FOR CODE ENFORCEMENT		\$	36,400	\$	36,400
		Subtotal:	\$ 36,400	\$	36,400
		Total Budget:	\$ 46,070	\$	45,790

2017/2018 Budget Detail

POLICE - SPECIALITY UNITS/CSRT-CODE ENFORCEMENT (1-TIME)

001.9999.15.521.32.49.003	REGISTRATION	2017		2018	
CSRT TRAINING		\$	1,600	\$	-
	Subtotal:	\$	1,600	\$	-
	Total Budget:	\$	1,600	\$	-

2017/2018 Budget Detail
POLICE - SPECIALTY UNITS/TRAFFIC POLICING

001.0000.15.521.70.11.002	OVERTIME	2017	2018
OVERTIME	\$	40,000	\$ 40,000
	Subtotal: \$	40,000	\$ 40,000
001.0000.15.521.70.11.003	COMP TIME/CASH OUT	2017	2018
COMP TIME CASHOUT PER CBA	\$	3,060	\$ 3,060
	Subtotal: \$	3,060	\$ 3,060
001.0000.15.521.70.11.006	HOLIDAY PREMIUM PAY	2017	2018
HOLIDAY PREMIUM PAY PER CBA	\$	6,730	\$ 6,730
	Subtotal: \$	6,730	\$ 6,730
001.0000.15.521.70.11.007	HOLIDAY PAY	2017	2018
HOLIDAY CASHOUT PER CBA	\$	15,290	\$ 15,290
	Subtotal: \$	15,290	\$ 15,290
001.0000.15.521.70.11.070	DUI EMERGENCY RESPONSE	2017	2018
DUI RECOVERY, OFFSET BY REVENUE	\$	20,000	\$ 20,000
	Subtotal: \$	20,000	\$ 20,000
001.0000.15.521.70.31.005	MEETING MEALS EXPENSE	2017	2018
MEAL EXPENSE FOR HOSTING PUBLIC MEETINGS	\$	90	\$ 90
	Subtotal: \$	90	\$ 90
001.0000.15.521.70.31.008	CLOTHING	2017	2018
INCLEMENT WEATHER CLOTHING (PER CBA)	\$	3,500	\$ 3,500
JUMPSUIT REPLACEMENT	\$	1,200	\$ 1,200
REPLACEMENT MOTORCYCLE CLOTHING	\$	1,300	\$ 1,300
	Subtotal: \$	6,000	\$ 6,000
001.0000.15.521.70.35.010	PUBLIC SAFETY EQUIPMENT	2017	2018
REPLACEMENT EQUIPMENT FOR COLLISION INVESTIGATION	\$	1,000	\$ 1,000
	Subtotal: \$	1,000	\$ 1,000
001.0000.15.521.70.41.001	PROFESSIONAL SERVICES	2017	2018
ANNUAL RADAR CALIBRATION	\$	4,000	\$ 4,000
	Subtotal: \$	4,000	\$ 4,000
001.0000.15.521.70.48.007	RADIO REPAIR & MAINTENANCE	2017	2018
REPAIR AND MAINTENANCE OF 800 MHZ RADIOS	\$	200	\$ 200
	Subtotal: \$	200	\$ 200
	Total Budget: \$	96,370	\$ 96,370

2017/2018 Budget Detail

POLICE - SPECIALTY UNITS/CAMERA ENFORCEMENT

001.0000.15.521.71.41.080	PHOTO INFRACTIONS		2017		2018
VENDOR FEE FOR PHOTO INFRACTIONS		\$	390,000	\$	390,000
		Subtotal: \$	390,000	\$	390,000
		Total Budget: \$	390,000	\$	390,000

2017/2018 Budget Detail
POLICE - SPECIALTY UNITS/PROPERTY ROOM

001.0000.15.521.80.11.002	OVERTIME		2017		2018
OVERTIME		\$	5,000	\$	5,000
		Subtotal:	\$ 5,000	\$	5,000
001.0000.15.521.80.31.001	OFFICE & OPERATING SUPPLIES		2017		2018
EVIDENCE PACKING AND PROCESSING SUPPLIES		\$	8,500	\$	8,500
UPGRADE/REPLACE SHELVING AND STORAGE		\$	2,000	\$	2,000
		Subtotal:	\$ 10,500	\$	10,500
001.0000.15.521.80.31.003	OFFICE FORMS		2017		2018
FORMS FOR EVIDENCE PACKING AND PROCESSING		\$	1,000	\$	1,000
		Subtotal:	\$ 1,000	\$	1,000
001.0000.15.521.80.31.008	CLOTHING		2017		2018
REPLACE JACKETS, PANTS, SHIRTS		\$	1,500	\$	1,500
		Subtotal:	\$ 1,500	\$	1,500
001.0000.15.521.80.35.001	SMALL TOOLS & MINOR EQUIPMENT		2017		2018
SMALL TOOLS & MINOR EQUIPMENT		\$	1,900	\$	1,900
		Subtotal:	\$ 1,900	\$	1,900
001.0000.15.521.80.44.001	ADVERTISING		2017		2018
ADVERTISING		\$	600	\$	600
		Subtotal:	\$ 600	\$	600
		Total Budget:	\$ 20,500	\$	20,500

2017/2018 Budget Detail
POLICE - SPECIALTY UNITS/ANIMAL CONTROL

001.0000.15.554.30.11.002	OVERTIME	2017	2018
OVERTIME FOR ANIMAL CONTROL	\$	6,000	\$ 6,000
	Subtotal: \$	6,000	\$ 6,000
001.0000.15.554.30.11.005	ON CALL/STANDBY PAY	2017	2018
ON CALL/STANDBY PAY FOR ANIMAL CONTROL	\$	17,000	\$ 17,000
	Subtotal: \$	17,000	\$ 17,000
001.0000.15.554.30.31.003	OFFICE FORMS	2017	2018
PRINTING OF DANGEROUS DOG NOTICES	\$	160	\$ 160
	Subtotal: \$	160	\$ 160
001.0000.15.554.30.31.008	CLOTHING	2017	2018
CLOTHING	\$	380	\$ 380
PERSONAL PROTECTIVE EQUIPMENT	\$	200	\$ 200
REPLACEMENT JUMPSUIT	\$	500	\$ 500
	Subtotal: \$	1,080	\$ 1,080
001.0000.15.554.30.35.001	SMALL TOOLS & MINOR EQUIPMENT	2017	2018
ANIMAL CONTROL CADAVER BAGS AND LEASHES	\$	500	\$ 500
ANIMAL CONTROL EUTHENASIA DRUGS	\$	120	\$ 120
ANIMAL CONTROL PET FOOD	\$	200	\$ 200
SMALL TOOLS & MINOR EQUIPMENT	\$	1,300	\$ 1,300
	Subtotal: \$	2,120	\$ 2,120
001.0000.15.554.30.41.001	PROFESSIONAL SERVICES	2017	2018
ANIMAL EXAMS	\$	600	\$ 600
VET VISITS	\$	600	\$ 600
	Subtotal: \$	1,200	\$ 1,200
001.0000.15.554.30.41.008	THE HUMANE SOCIETY	2017	2018
HUMANE SOCIETY	\$	106,900	\$ 106,900
	Subtotal: \$	106,900	\$ 106,900
	Total Budget: \$	134,460	\$ 134,460

2017/2018 Budget Detail
NARCOTICS SEIZURE FUND

180.0000.15.521.21.35.010	PUBLIC SAFETY EQUIPMENT	2017	2018
SPECIAL OPERATIONS SURVEILLANCE EQUIPMENT		10,000.00	10,000.00
Subtotal:		10,000.00	10,000.00
180.0000.15.521.21.49.003	REGISTRATION	2017	2018
BASIC AND ADVANCED EXPLOSIVE BREACHING COURSE		5,000.00	5,000.00
CALIFORNIA NARCOTICS INVESTIGATORS TRAINING AND		5,000.00	5,000.00
NARCOTICS INVESTIGATIONS PROFICIENCY TRAINING		10,000.00	10,000.00
NARCOTICS K9 CONFERENCE		2,000.00	2,000.00
NATIONAL ASSOCIATION OF TECHNICAL INVESTIGATORS		3,000.00	3,000.00
PROFESSIONAL SEMINARS ON LESSONS LEARNED FROM		4,000.00	4,000.00
TRAINING ON ADVANCED CELL PHONE INVESTIGATIONS		5,000.00	5,000.00
UNDERCOVER INVESTIGATIONS AND INFORMANT MANAGEMENT		5,000.00	5,000.00
WEEKLONG TEAM TRAINING IN YAKIMA (MEETS NTOA		3,000.00	3,000.00
WSTOA CONFERENCE		3,000.00	3,000.00
Subtotal:		45,000.00	45,000.00
180.0000.15.521.21.64.010	PUBLIC SAFETY EQUIPMENT	2017	2018
REPLACE SWAT ROBOT FOR SEARCH WARRANTS		20,000.00	20,000.00
Subtotal:		20,000.00	20,000.00
Total Budget:		75,000.00	75,000.00

2017/2018 Budget Detail
FEDERAL SEIZURE FUND

182.0000.15.521.30.35.010	PUBLIC SAFETY EQUIPMENT	2017	2018
PUBLIC SAFETY EQUIPMENT	\$	20,000	\$ 20,000
	Subtotal: \$	20,000	\$ 20,000
182.0001.15.521.30.11.002	OVERTIME	2017	2018
OVERTIME FOR PREDPOL ENFORCEMENT	\$	25,000	\$ 25,000
	Subtotal: \$	25,000	\$ 25,000
182.0001.15.521.30.51.001	INTER-GOVERNMENTAL SERVICES	2017	2018
PREDPOL PAYMENT TO SS911	\$	9,900	\$ 9,900
	Subtotal: \$	9,900	\$ 9,900
182.0001.15.521.30.51.001	INTER-GOVERNMENTAL SERVICES	2017	2018
IN CAR CAMERA EXPANSION - QTY 10 CAMERAS	\$	50,000	\$ 50,000
	Subtotal: \$	50,000	\$ 50,000
	Total Budget: \$	104,900	\$ 104,900



This page left intentionally blank.