

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED:	TITLE: An Ordinance amending the 2019-2020 Biennial Budget	TYPE OF ACTION:
May 6, 2019	ATTACHMENTS:	ORDINANCE NO.
REVIEW:	<ul style="list-style-type: none"> • Ordinance & Exhibits • Memo 	RESOLUTION NO.
March 25, 2019		MOTION
April 15, 2019		OTHER

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

RECOMMENDATION: It is recommended that the City Council adopt this Ordinance amending the City’s 2019-2020 Biennial Budget.

DISCUSSION: The Revised Code of Washington (RCW) Chapter 35A.34 stipulates that a public hearing be held in connection with the modification process. Following the RCW guidelines, the City held a public hearing on the 2019 Carry Forward Budget Adjustment ordinance on April 15, 2019. The proposed budget adjustment makes the following types of modifications to fiscal years 2019 and 2020: revise the beginning balance by adjusting the estimated amount to reflect the final 2018 ending fund balance; incorporate items previously approved by Council; appropriate projects funded by grants and contributions; continuation of capital projects; and new allocations on an exception basis.

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

FISCAL IMPACT: The proposed budget adjustment for all funds:

Year 2019:

- Increases total beginning fund balance for all funds by \$10.62M, resulting in a total revised beginning fund balance estimate of \$27.03M;
- Increases total revenues for all funds by \$11.49M, resulting in a total revised revenue estimate of \$82.65M;
- Increases total expenditures for all funds by \$19.86M resulting in a total revised expenditure estimate of \$89.52M; and
- Increases total ending fund balance for all funds by \$2.24M, resulting in a total revised ending fund balance estimate of \$20.17M.

Year 2020:

- Increases total beginning fund balance for all funds by \$2.24M, resulting in a total revised beginning fund balance estimate of \$20.17M;
- Increases total revenues for all funds by \$174K, resulting in a total revised revenue estimate of \$74.23M;
- Increases total expenditures for all funds by \$328K resulting in a total revised expenditure estimate of \$78.66M; and
- Increases total ending fund balance for all funds by \$2.09M, resulting in a total revised ending fund balance estimate of \$15.74M.

_____ Department Director	_____ City Manager Review
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To: Mayor and City Councilmembers
From: Tho Kraus, Assistant City Manager/Administrative Services
Through: John J. Caulfield, City Manager
Date: May 6, 2019
Subject: 2019 Carry Forward Budget Adjustment

BACKGROUND

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

- Revise the beginning fund balance by adjusting the estimated amount to reflect the final 2018 ending fund balance;
- Adjustments to incorporate items previously approved by the City Council;
- Appropriate projects funded by grants and contributions;
- Continuation of capital projects; and
- New allocations, on an exception basis.

PROPOSED BUDGET AMENDMENTS – SUMMARY

Year 2019:

- Increases total beginning fund balance for all funds by \$10.62M, resulting in a total revised beginning fund balance estimate of \$27.03M;
- Increases total revenues for all funds by \$11.49M, resulting in a total revised revenue estimate of \$82.65M;
- Increases total expenditures for all funds by \$19.86M resulting in a total revised expenditure estimate of \$89.52M; and
- Increases total ending fund balance for all funds by \$2.24M, resulting in a total revised ending fund balance estimate of \$20.17M.

Year 2020:

- Increases total beginning fund balance for all funds by \$2.24M, resulting in a total revised beginning fund balance estimate of \$20.17M;
- Increases total revenues for all funds by \$174K, resulting in a total revised revenue estimate of \$74.23M;
- Increases total expenditures for all funds by \$328K resulting in a total revised expenditure estimate of \$78.66M; and
- Increases total ending fund balance for all funds by \$2.09M, resulting in a total revised ending fund balance estimate of \$15.74M.

The table below provides a breakdown of the proposed 2019 and 2020 carry forward budget adjustment by year and fund group.

Fund Group	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance		
	Current Budget	Proposed Adjustment	Proposed Revised Budget	Current Budget	Proposed Adjustment	Proposed Revised Budget	Current Budget	Proposed Adjustment	Proposed Revised Budget	Current Budget	Proposed Adjustment	Proposed Revised Budget
Total Year 2019	\$16,413,505	\$10,618,011	\$27,031,516	\$71,163,389	\$11,487,720	\$82,651,109	\$69,656,531	\$19,860,763	\$89,517,294	\$17,920,364	\$2,244,967	\$20,165,331
General	5,798,575	3,048,961	8,847,536	39,325,950	409,719	39,735,669	39,868,497	2,550,849	42,419,346	5,256,028	907,831	6,163,859
Special Revenue	1,132,220	1,925,147	3,057,367	7,133,147	3,251,229	10,384,376	7,465,367	4,556,536	12,021,903	800,000	619,840	1,419,840
Debt Service	1,118,292	19,578	1,137,870	1,595,435	176,651	1,772,086	2,295,828	237,369	2,533,197	417,899	(41,140)	376,759
Capital Projects	1,040,629	4,929,027	5,969,656	13,297,960	5,702,253	19,000,213	10,266,390	10,111,293	20,377,683	4,072,199	519,987	4,592,186
Enterprise	2,155,074	1,445,097	3,600,171	3,777,800	330,000	4,107,800	3,853,997	1,336,362	5,190,359	2,078,878	438,734	2,517,612
Internal Service	5,168,715	(749,799)	4,418,916	6,033,097	1,617,868	7,650,965	5,906,452	1,068,354	6,974,806	5,295,360	(200,285)	5,095,075
Total Year 2020	\$17,920,364	\$2,244,968	\$20,165,332	\$74,051,801	\$173,531	\$74,225,332	\$78,326,958	\$328,078	\$78,655,036	\$13,645,207	\$2,090,421	\$15,735,628
General	5,256,028	907,831	6,163,859	39,725,600	137,510	39,863,110	40,114,458	359,206	40,473,664	4,867,170	686,135	5,553,305
Special Revenue	800,000	619,840	1,419,840	7,215,172	-	7,215,172	7,215,172	238,000	7,453,172	800,000	381,840	1,181,840
Debt Service	417,899	(41,140)	376,759	2,242,633	272,021	2,514,654	1,991,710	271,772	2,263,482	668,822	(40,891)	627,931
Capital Projects	4,072,199	519,987	4,592,186	15,878,700	(367,000)	15,511,700	18,303,000	(617,000)	17,686,000	1,647,899	769,987	2,417,886
Enterprise	2,078,878	438,735	2,517,613	3,954,900	-	3,954,900	5,143,366	-	5,143,366	890,412	438,735	1,329,147
Internal Service	5,295,360	(200,285)	5,095,075	5,034,796	131,000	5,165,796	5,559,252	76,100	5,635,352	4,770,904	(145,385)	4,625,519

GENERAL FUND ENDING FUND BALANCE

The 2020 estimated General/Street O&M Funds ending fund balance of \$5.55M equates to roughly 14% of General/Street O&M Funds operating revenues.

In support of the City's financial integrity, the City Council originally adopted on September 15, 2014, a set of financial policies including fund balance reserves totaling 12% of General/Street O&M Funds operating revenues. The goal date for meeting this target is no later than 2016 and continues to be met through 2020 with the proposed carry forward budget adjustment.

- *2% General Fund Contingency Reserves:* The purpose of this reserve is to accommodate unexpected operational changes, legislative impacts, or other economic events affecting the City's operations which could not have been reasonably anticipated at the time the original budget was prepared. A 2% reserve fund based on 2020 General/Street O&M Funds operating revenues equates to roughly \$811K.
- *5% General Fund Ending Fund Balance Reserves:* The purpose of this reserve is to provide financial stability, cash flow for operations and the assurance that the City will be able to respond to revenue shortfalls with fiscal strength. A 5% reserve fund based on 2018 General/Street O&M Funds operating revenues equates to roughly \$2.03M.
- *5% Strategic Reserves:* The purpose of this reserve is to provide some fiscal means for the City to respond to potential adversities such as public emergencies, natural disasters or similarly major, unanticipated events. A 5% reserve fund based on 2018 General/Street O&M Funds operating revenues equates to roughly \$2.03M.

PROPOSED BUDGET AMENDMENTS – DETAILS

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

Fund 001 General

CM – UW Evans School 2019 Student Capstone Project, New / 1-Time

Add \$1,850 in 2019 for payment to UW Evans School of Public Policy and Governance for students to examine the City of Lakewood’s current electoral system and exploring alternative electoral systems following the Washington Voting Rights Act. The students are investigating whether alternative election practices would allow greater political participation by Lakewood residents. Students are conducting a literature review which will include comparable local government election practices in light of the Federal Voting Rights Act of 1965 and Washington Voting Rights Act. Students will produce a report that includes an analysis of Lakewood’s demographic data to make recommendations regarding the City’s electoral system.

CM – Personnel Cost, New / Ongoing

Add \$12,913 in 2019 and 2020 for City Manager personnel costs due to pay increase based on performance.

WCIA Assessment Internal Service Charge, New / Ongoing

Add \$5,000 in 2019 and 2020 for assessment increases.

Information Technology Internal Service Charge, New & Continuation / 1-Time

(See Fund 503 Information Technology for additional information on the specific project)

Add \$500,214 to 2019 for General Fund’s share as follows:

New:

- Cloud Enabled Backup Storage \$39,133
- Multi Drive Tape Solution for Off-site Storage \$13,044
- Security Enhancements \$13,044

Continuation

- Fiber Optic Connection at Fort Steilacoom Park \$15,108
- Broadcast/Streaming Council Meetings \$8,696
- Website Update/Redesign \$12,745
- Disaster Recovery \$17,392.
- Disaster Recover/Co-Locations \$26,088
- Computer Replacement \$16,456
- MC Workflow System \$15,000
- Legal Workflow System \$19,975
- Document Management System \$260,880
- Vulnerability & Penetration Testing \$21,740
- Redundant Voice/Data at Police Station \$10,000
- In-Car Video System Time \$10,913

CED - Oak Tree Mitigation, Continuation / 1-Time

Appropriate the balance of \$75,446 in 2019 for projects that meet certain criteria.

CED - Earmark Technology Fees, Continuation / 1-Time.

Add \$42,482 (\$22,589 from prior year balances and \$19,893 collected in 2018) in 2019. The funds accumulate and are to be used for technology purposes in the future

CED - Washington State Department of Archeology and Historic Preservation, Grant / 1-Time

Appropriate \$12,000 in revenue and expenditures in 2019. This project provides funding for the City to hire a historic preservation consultant to conduct a reconnaissance-level survey of over 100 properties in planned

single-family development, known as Oak Park. This project will also fund public outreach efforts to raise awareness in the city about historic preservation.

CED - Washington State Department of Ecology - Shoreline Master Program, Grant / 1-Time

Add \$10,887 in 2019 funded by Department of Ecology grant. This funding is for the completion of a periodic review of the Shoreline Master Program that is developed and adopted in a manner consistent with requirements of the Shoreline Management Act and its implementing rules.

CED - WSDOT Relocation / Pacific Highway Redevelopment – Continuation & New / 1-Time

Add \$170,000 in 2019 (carry forward project balance of \$35,426 and add new funds of \$134,574) Pacific Highway conceptual design and critical pathway development.

CED – Library Sites – Continuation / 1-Time

Carry forward project balance of \$550,000. The funds are for City's contribution towards new library for the purpose of assisting the library securing lending and property purchase.

MC – Public Attorney Training, Grant / 1-Time

Add new Office of Public Defense grant amendment of \$2,089 in 2019 for public defense attorney training.

MC – Public Attorney Training Grant, 1-Time

Add grant balance of \$58,164 in 2019. The funds are to be used for social work services to assist public defense attorneys and adding investigator services.

LG – STOP VAWA (Violence Against Women Act) Grant, 1-Time

Add \$30,313 in 2019 for FY 2019 grant award from the US Department of Justice through the Washington State Department of Commerce. These funds are provided for a part-time office assistant position to provide support on STOP activities that will enhance prosecution's response to adult or teen victims of domestic violence.

PD – Humane Society Contract, New / Ongoing

Add \$30,131 in 2019 and \$37,493 in 2020 to implement the new Humane Society Contract resulting in estimated payments of \$137,031 in 2019 and \$144,393 in 2020.

PD – In-Car Cameras – Information Technology Internal Service Charge, New / 1-Time

Add \$120,000 in 2019 and \$126,000 for implementation of in-car cameras (20 in 2019 and 21 in 2021) to fully outfit all vehicles. There are currently 16 in-car cameras in place.

PD - Police- Implement Teamsters Local #117 CBA, New / Ongoing

Add \$11,420 in 2019 and \$17,290 in 2020 to implement the Teamsters Local #117 Collective Bargaining Agreement (CBA) approved by City Council on March 18, 2019. The CBA coverage period is from January 1, 2019 through December 31, 2021. Teamsters represent four City employees working in the Police Department as Community Service Officers.

The major provisions include:

- Term of Agreement: 3years (1/1/19 – 12/31/21)
- Cost of Living Allowance – 3% increase in 2019; 2.5% increase in 2020; 2.5% increase in 2021
- Merit Pay – 1% on anniversary date, paid prospectively, for those not at top of range. (It is not an increase to salary). For those at top of range (All current employees are at top of range):
 - In 2019, 1% one-time lump sum merit paid no later than second payroll following ratification
 - In 2020 and 2021, .5% one-time lump sum merit paid on anniversary date

PD - Criminal Justice Training Commission, Grant / 1-Time

Add \$121,206 in 2019, \$137,510 in 2020, and \$141,635.24 in 2021 for a full-time officer instructor funded by contract revenues in 2019-2021.

PD - Department of Homeland Security Emergency Management, Grant / 1-Time

Add \$14,587 in 2019 for overtime and backfill for officers to attend active shooter training. Funding is through King County Emergency Management to train officers in Complex Coordinated Terrorist Attack.

PD – Community Safety Resource Team, Continuation / 1-Time

Add \$10,000 in 2019 for contracted services to address homelessness garbage issues. Contractor would provide all services, including clean-up, transport and dumping of garbage.

PD - FBI – Pacific Northwest Innocence Lost Task Force (PNILTF), Grant / Ongoing

Eliminate expenditure estimate of \$35,100 and appropriate \$36,868 in revenue and expenditures in 2019. The mission of the PNILTF is to identify and target for prosecution organized crime groups responsible for promotion of prostitution, specifically juvenile prostitution, interstate, or through the use of interstate commerce, drug trafficking, money laundering and alien smuggling. This contract pays for overtime, but not benefits.

PD - FBI – Safe Streets Task Force (SSTF), Grant / Ongoing

Eliminate expenditure estimate of \$17,550 and appropriate \$18,343 in revenue and expenditures in 2019. Add revenue appropriation of \$17,753 for 2019. The mission of the SSTF is to identify and target for prosecution organized crime groups responsible for drug trafficking, money laundering, alien smuggling, crimes of violence (murder), robber (aggravated assault), violent street gangs, as well as an intensified focus on the apprehension of dangerous fugitives. This contract pays for overtime, but not benefits.

PD - Vessel Registration Fees, Continuation / Ongoing

Remove original expenditure budget of \$12,000 for 2019 and replace with \$17,936 for patrol overtime and benefits. Vessel Registration fees are received from the state through the county from marine vessel registrations to use in eligible boating safety/education and law enforcement programs.

PD - City of Federal Way Washington Auto Theft Prevention Authority (WATPA), Grant / Ongoing

Add \$86,366 of revenue in 2019 to account for the grant funding period January through June 30, 2019. This funding through the City of Federal Way provides for the position of an Auto Crimes Enforcement Task Force Investigator who will be assigned to the WATPA program. There is no local match required. The mission of the Washington Auto Theft Prevention Authority is to prevent and reduce motor thefts in the State of Washington.

PD - Pierce County Sex Offender Residency Verification, Grant / Ongoing

Add the 2019 revenue appropriation of \$19,078. The contract runs from 7/1 – 6/30. The purpose of this contract is to aid in the verification of all registered sex offenders' places of residence for level I offenders every twelve months, level II offenders every six months, and level III offenders every three months in Pierce County.

PK/MT - Utilities - Water/Sewer- Neighborhood Parks, New / Ongoing

Add \$23,000 annually in 2019 and 2020 for increased water and sewer costs.

PK/HS - Beechers Foundation Pure Food Kids Workshop, Continuation / 1-Time

Add \$12,250 in 2019. This program is committed to change the way Puget Sound residents eat by shifting consumer demand to more local food suppliers, as well as reducing diet-related diseases by encouraging better nutritional choices.

PK/HS - Lakewood Multi-Cultural Coalition, New / 1-Time

Add \$2,000 in support of the Lakewood Multi-Cultural Coalition (LMCC), funded by the General Fund. LMCC is organized and operates exclusively to support cultural diversity in the City of Lakewood and the South Sound region through expanding and improving community resources, engaging with existing community organizations, supporting cultural events and cultivating diverse talent and inclusive leadership. This funding will support quarterly forums, electronic newsletters, and an annual update to the City Council.

PK – Studio Fitness Donation – Continuation / 1-Time

Add \$7,833 to 2019 to support you and recreation programs funded by donation received in 2018. Possible expenditures include outdoor movie screens, registration/marketing banner and youth sports equipment.

PK - Public Art Fund for Major Art Project, New / 1-Time

Add \$100,000 transfer to Public Art Fund in 2019 to support a major art project.

PK – Transfer to Parks CIP, New / 1-Time

Add \$25,000 transfer to Parks CIP in 2019 for service club signs (\$20,000 for sign and \$5,000 for survey work.

PW – Transfer to Transportation CIP, Continuation / 1-Time

Replace General Fund contribution of \$47,000 for Streets: 123rd St SW – Bridgeport Way to 47th Ave SW as approved in the 2019/2020 adopted biennial budget with SWM contribution of \$47,000 for its portion of storm drainage related costs.

PW – Transfer to Transportation CIP, New / 1-Time

Add \$517,000 transfer to Transportation CIP in 2019 for Colonial Center Plaza project.

General/Street Fund Subsidy, Continuation & New / 1-Time

Add \$123,752 in 2019 for General Fund subsidy to Street Fund. New \$80,000 for Snow & Ice supplies and personnel costs, new \$5,825 for IT internal service charges and continuation \$37,926 for IT internal service charges.

Fund 101 Street Operations & Maintenance

Parks – Snow and Ice Removal, New / 1-Time

Add \$80,000 in 2019 to support cold weather activities and supplies.

IT Internal Service Charge, Continuation & New / 1-Time

(See Fund 503 Information Technology for additional information on the specific project)

Add \$37,210 to 2019 as follows:

New:

- Cloud Enabled Backup Storage \$3,495
- Multi Drive Tape Solution for Off-site Storage \$1,165
- Security Enhancements \$1,165

Continuation:

- Broadcast/Streaming Council Meetings \$777
- Disaster Recovery \$1,554
- Disaster Recover/Co-Locations \$2,331
- Computer Replacement \$1,470
- Document Management System \$23,310
- Vulnerability & Penetration Testing \$1,943

Earmark Technology Fees, 1-Time

Add \$6,541 (\$3,921 from prior year balances and \$2,620 collected in 2018) in 2019. The funds accumulate and are to be used for technology purposes in the future

Fund 102 Real Estate Excise Tax

Transfers to Fund 302 Transportation CIP Projects, New / 1-Time

Add transfers of \$200,000 in 2019 and \$300,000 in 2020 for 2019 LTGO Debt Services and reduce transfer to 302.0053 Streets: 123rd St SW – Bridgeport Way to 47th Ave SW.

Fund 103 Transportation Benefit District

Transfer to Fund 302 Transportation CIP, New / 1-Time

Add transfer of \$109,000 in 2019 transportation CIP project 302.0066 Overlay: Custer – Steilacoom to John Dower Road.

Fund 105 Property Abatement/Rental Housing Safety Program

Property Abatement, Continuation / 1-Time

Allocate anticipated additional revenue from Abatement charges and interest sources in the amount of \$40,000 and allocate fund balance of \$504,311 in program expenditures.

Rental Housing Safety Program, Continuation / 1-Time

Allocate fund balance of \$4,568 in program expenditures.

Fund 106 Public Art

Public Art, New / 1-Time

Add \$24,886 in 2019 for major art project, funded by ending fund balance.

Fund 180 Narcotic Seizures

Narcotics Seizure, Continuation / 1-Time

Add \$316,360 in 2019 for narcotics seizure related activity funded by ending fund balance.

Drug Enforcement Agency Tacoma Regional Task Force, Grant / 1-Time

Add \$18,343 of revenues and expenditures in 2019 for officer task force overtime. This cooperative agreement is between the U.S. Department of Justice – DEA, the Tacoma Regional Task Force, and the City of Lakewood.

US Marshals Service – Joint Law Enforcement Operations Task Force, Grant / 1-Time

Allocate \$9,000 for revenue and expenditures for officer overtime. This agreement is between the US Department of Justice and the City of Lakewood the purpose of this task force is to search and arrest criminals with outstanding warrants for their arrest.

Fund 181 Felony Seizures

Felony Seizure, Continuation / 1-Time

Appropriate remaining 2018 ending fund balance of \$15044 for felony seizure related activity.

Fund 190 CDBG

Eliminate Original Budget Estimate and Replace with Updated Estimates, Grant / 1-Time

Remove the original CDBG grant budget amounts of \$565,000 in revenue and \$565,000 in expenditures.

- *CDBG Entitlement Programs* – The CDBG entitlement year runs from 7/1 through 6/30. The funding allocation priorities are approved through the City of Lakewood Annual Action Plan process. The City of Lakewood receives an entitlement from the Department of Housing and Urban Development.
- *CDBG 2015 Entitlement Programs* – Carry forward grant program revenue allocation of \$7,983 to provide for housing programs.
- *CDBG 2017 Entitlement Program* – Carry forward grant program revenue allocation of \$233,801 to provide \$44,340 for housing programs; \$189,461 for physical improvements
- *CDBG 2018 Entitlement Program* – Carry forward grant program revenue allocation of \$553,619 to provide: \$96,217 for administration; \$350,387 for physical improvements; and \$106,565 in housing programs.
- *CDBG 2019 Entitlement Program* – Appropriate grant program revenue and expenditure allocation of \$516,324; to provide: \$95,000 administration; \$186,000 physical improvements; \$190,324 in housing programs; and \$45,000 in public services.
- *CDBG Revolving Loans Major/DPA Program Income* - Add \$21,096 Major Housing and \$960 in Down Payment Assistance plus \$ 7,920 administrative program income in 2019 to existing Major/DPA/Admin Program Income revolving funds totaling \$56,088. These funds will provide for related program expenditures.

HOME, Grant / 1-Time

Carry forward \$866,214 in grant revenue and \$857,673 in expenditure allocations. Appropriate \$180,000 in revenue and expenditures to provide a total of: \$260,170 for housing rehabilitation programs; and \$777,503 in affordable housing and down payment assistance.

Nisqually Grant for Minor Home Repairs, Grant / 1-Time

Appropriate revenue and expenditure allocation of \$396 for minor loan repayment. Add to carry forward revenue allocation of \$6,368 received in 2015 to pay minor home repair loan program expenditures of \$6,765. Nisqually funds are used for residents who do not qualify for CDBG funding do to ineligible housing or income.

Fund 191 Neighborhood Stabilization Program

NSPI, 1-Time

Eliminate estimates of \$8,500 in revenue and expenditures. Add \$75,000 in abatement revenue in 2019. Add \$163,632 in program expenditure allocations for 2019. The program provides funding to remove and redevelop blighted structures from abandoned, vacant, or foreclosed properties. Revolving funds are used to pay for program costs.

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

South Sound Military Communities Partnership – Continuation / 1-Time

Remove Original Budget Estimate of \$227,100 revenue and \$277,100 in expenditures. Allocate revenue of \$180,100: 2019 partnership participation revenue of: Executive Leadership Team \$100,000; Steering Committee Membership \$53,000; Working Chair Group Memberships of \$15,500; General Membership \$10,500, and Non-Profit and Individual Memberships at \$1,100. Allocate 2019 expenditures in the amount of \$258,688. The partnership will promote mutually beneficial investments and maximize opportunities for joint community and military cooperation. SSMCP provides local match for the OEA grant program. The grant match amount is \$50,010.

Office of Economic Adjustment Joint Land Use Implementation 2018, Continuation / 1-Time

Carry forward grant revenue and expenditures of \$184,465. These are Department of Defense funds for carrying out recommendations of the JBLM Joint Land Use Study.

Washington State Department of Commerce – North Clear Zone Property Purchase, Continuation / 1-Time

Carry forward grant revenue and expenditures of \$768,133. This grants provides funding for the purchase of land in the North Clear Zone Adjacent to Joint Base Lewis McChord.

Fund 195 Public Safety Grants

Washington Traffic Safety Commission – Impaired Driving Emphasis, Grant / 1-Time

Add a total of \$2,000 in revenues and expenditures in 2019. No local match is required. The grant provides funding for overtime wages and related benefits for law enforcement personnel to participate in scheduled local and multi-jurisdictional DUI patrols.

Washington Traffic Safety Commission – Target Zero, Grant /1-Time

Add a total of \$600 in revenues and expenditures in 2019. No local match is required. The grant provides funding for overtime wages and related benefits for law enforcement personnel to participate in scheduled local and multi-jurisdictional DUI patrols.

Washington Traffic Safety Commission – Distracted Driving, Grant / 1-Time

Add a total of \$3,000 in revenues and expenditures in 2019. No local match is required. The grant provides funding for overtime wages and related benefits for law enforcement personnel to participate in scheduled local and multi-jurisdictional distracted driving patrols.

Washington Traffic Safety Commission – Motorcycle, Grant / 1-Time

Add a total of \$3,000 in revenues and expenditures in 2019. No local match is required. The grant provides funding for overtime wages and related benefits for law enforcement personnel to participate in scheduled local motorcycle patrols.

Washington Traffic Safety Commission – Seatbelts, Grant / 1-Time

Add a total of \$1,600 in revenues and expenditures in 2019. No local match is required. The grant provides funding for overtime wages and related benefits for law enforcement personnel to participate in scheduled multi-jurisdictional seatbelt focused patrols.

Washington Traffic Safety Commission – Phlebotomy, Grant / 1-Time

Add a total of \$34,232 in revenues and expenditures in 2019. This grant is to fund the Lakewood Police Department to operate the Law Enforcement Phlebotomist Pilot Program. This program is aimed at training law enforcement officers within the department to draw blood from suspected impaired drivers for the purposes of forensic alcohol and drug testing and submission as evidence to the Lakewood Municipal Court. The grant period is from 9/28/18- 6/30/19. The City provides match for this funding with Driving Under the Influence Court fees used for DUIC patrols, and in-kind match of Police Traffic Sergeant wages and benefits.

Pierce County – STOP VAWA (Violence Against Women Act) – Grant / 1-Time

Add a total of \$2,175 in revenue and expenditures in 2019. The purpose of this funding is for costs related to training for officers to respond more effectively, identify, and respond to violent crimes that include crimes of sexual assault, domestic violence, stalking and dating violence.

Emergency Management Planning Grant / 1-Time

Add a total of \$21,200 balance of grant revenues and expenditures in 2019 to account for the grant funding period of July 1, 2018 through August 31, 2019. The grant is for the purpose of paying the salary and benefits of an emergency management coordinator in cooperation with West Pierce Fire and Rescue. This grant requires a 50% match which is already budgeted in the General Fund Emergency Management budget in addition to in-kind Assistant Police Chief personnel cost.

Bulletproof Vest Partnership, Grant /1-Time

Add a total of \$21,200 in revenue and expenditures for the grant period of April 1, 2018 through August 31, 2020. This funding is for armored vests that meet the National Institute of Justice applicable ballistic and stab resistant standards for officers. There is a 50% local match required. This match is already budgeted in the General Fund.

Washington State Parks Recreational Boating Safety, Grant / 1-Time

Add \$16,150 in revenues and expenditures for grant period March 1, 2019 –September 30, 2019. This grant provides funding for officer overtime and benefits for emphasis patrol, vessel safety inspections, and educational boater safety related activities. This grant has in-kind matching requirements of \$6,500.

US DOJ Justice Assistance Grant – Training Resilience & Adaptive Leaders (TRAIL), Grant /1-Time

Add \$22,577 in revenue and expenditures for grant period 10/1/16- 9/30/2020. This grant is to provide in-house training to develop and promote officer wellness, safety and resilience.

US DOJ Justice Assistance Grant – Video Cameras, Grant / 1-Time

Add \$42,306 in revenue and expenditures for grant period 10/1/17-9/30/2021. This will allow for the deployment of additional police patrol car in-car video systems to improve evidence collection, community trust, and police transparency.

Fund 201 GO Bond Debt Service

2019 LTGO Bonds – New / 1-Time

Add \$200,000 in 2019 and \$300,000 in 2020 for potential increase in debt service payments for Transportation CIP bond issue depending on debt structure and number of bond issues. Funding source is REET. The 2019/2020 biennial budget includes debt service payments of \$184,000 in 2019 and \$810,000 in 2020.

Fund 202 LID Debt Service

LID Debt Service – New / 1-Time

Add revenue decreases of \$23,349 in 2019 and \$27,979 in 2020 to reflect anticipated assessments revenue and increase expenditures by \$37,369 in 2019 and decrease expenditures by \$28,228 in 2020. The 2019 expenditure adjustment includes an increase of \$45,000 for early redemption of bonds funded by assessments.

Fund 301 Parks Capital

Continuation of projects in 2019:

- \$447,917 for 302.0003 Harry Todd Park Phase 1 & 2
- \$95,814 for 301.0004 Fort Steilacoom Park Pavilion
- \$100,000 for 301.0005 Chambers Creek Trail
- \$71,702 for 301.0006 Gateways
- \$597,814 for 301.0012 Springbrook Park Acquisition Phase 3
- \$942,031 for 301.0013 Fort Steilacoom Park Utility & North Angle Lane Improvements
- \$153,744 for 301.0014 Fort Steilacoom Park Angle Lane Parking & Trail Improvement
- \$18,291 for 301.0016 Park Equipment Replacement
- \$63,809 for 301.0018 Project Support
- \$50,000 for 301.0019 Edgewater Dock
- \$100,000 for 301.0020 Wards Lake Improvements
- \$10,749 for 301.0022 Banners & Brackets Phase 2
- \$250,000 for 301.0027 American Lake Improvements (moved from 2020)

Projects receiving new funding in 2019:

- \$25,000 for 301.0036 Gateways Service Club Sign – *New* – Funded by transfer in from General Fund

Fund 302 Transportation Capital

Continuation of projects in 2019:

- \$260,383 for 302.0002 New LED Streetlights
- \$26,797 for 302.0003 Neighborhood Traffic Safety/Traffic Calming
- \$244,448 for 302.0004 Minor Capital
- \$66,944 for 302.0005 Chip Seal Program
- \$164,553 for 302.0012 Sidewalks & Traffic Signal: Steilacoom Blvd – Custer to 88th St
- \$11,643 for 302.0015 112th/111th - Bridgeport Way to Kendrick
- \$811,791 for 302.0024 Steilacoom Blvd – Farwest to Phillips
- \$51,795 for 302.0025 Sidewalks & Traffic Signal: Safety Improvements @ Military Road/112th
- \$5,087 for 302.0028 MVET Paths & Trails (close out balance to Parks CIP)
- \$261,900 for 302.0039 Non-Motorized Trail: Gravelly Lake Dr Phase I (112th – WA)
- \$44,065 for 302.0043 Safety: Safe Routes to School - Phillips Rd Sidewalks & Bike Lanes
- \$232,000 for 302.0044 Safety: Safe Routes to School-Steilacoom Blvd-Weller to Phillips (Construct)
- \$13,944 for 302.0051 Overlay: Lakewood Dr – Flett Creek to 74th
- \$851,968 for 302.0053 123rd Street – Bridgeport Way to 47th Ave Street Improvements
- \$70,951 for 302.0060 Traffic Signal Replacement: 100th & Lakewood Drive
- \$880,204 for 302.0064 Streets: 146th, 150th, & Spring St Local Improvement District (LID)
- \$65,428 for 302.0134 Sidewalks: Veterans Drive - Gravelly Lake Drive
- \$43,068 for 302.0135 Streets: Washington Blvd & Edgewood Dr (N Fort to GLD)
- \$1,363,801 for 302.0137 Streets: Steilacoom Blvd/88th
- \$287,842 for 302.0138 Sidewalks: Onyx Dr. SW – 89th to 97th

Projects receiving new funding in 2019:

- \$701,838 for 302.0063 Colonial Center Plaza – Includes \$517,000 New Funding from General Fund
- \$417,165 for 302.0065 SRTS: GLD (BPW To Steilacoom) – Includes \$152,500 from Ending Balance
- \$115,437 for 302.0066 Overlay: Custer - Steilacoom to John Dower – New Funding of \$109,000 from Transportation Benefit District and \$8,000 from SWM

Fund 311 Sewer Project CIP

Continuation of projects in 2019:

- \$92,742 for 311.0002 Side Sewer CIPs
- (\$4,196) for 311.0004 North Thorne Lane Sewer Extension – Reduction for amounts spent in 2018

Additionally, the following projects received sewer program funds from Pierce County (which frees up City sewer funds):

- \$450,000 for 311.0004 North Thorne Lane Sewer Extension
- \$75,000 for 311.0013 Fort Steilacoom Park Sewer Extension

Fund 312 Sanitary Sewer Connection CIP

Transfer excess ending fund balance of \$103,094 to Fund 311 Sewer Project CIP. This transfer closes out Fund 312 Sanitary Sewer Connection CIP (as approved in the 2019/2020 Adopted Biennial Budget).

Fund 401 Surface Water Management

Continuation of projects in 2019:

- \$49,714 Transfer to Parks CIP for 301.0012 Springbrook Park Acquisition
- \$38,000 Transfer to Parks CIP for 301.0013 FSP Utility & North Angle Lane Improvements
- \$100,000 Transfer to Parks CIP for 301.0020 Wards Lake Improvements
- \$51,000 Transfer to Transportation CIP for 302.0044 SRTS Steilacoom Blvd Weller
- \$279,711 Transfer to Transportation CIP for 302.0053 123rd St SW-BPW to 47th
- \$47,000 Transfer to Transportation CIP for 302.0053 123rd St SW-BPW to 47th
(Replaces General Fund contribution)
- \$6,199 Transfer to Transportation CIP for 302.0065 SRTS: GLD (BPW To Steilacoom)

New:

- \$8,000 Transfer to Transportation CIP for 302.0066 Custer – Steilacoom to John Dower Road
- \$300,000 for 401.0008 Outfall Retrofit
- \$1,398 for 401.0017 American Lake Integrated Aquatic Vegetation
- \$430,000 for 401.0018 Waughop Lake Treatment

Information Technology Internal Service Charges, 1-Time

(See Fund 503 Information Technology for additional information on the specific project)

New:

- Cloud Enabled Backup Storage \$2,372
- Multi Drive Tape Solution for Off-site Storage \$791
- Security Enhancements \$791

Continuation:

- Broadcast/Streaming Council Meetings \$527
- Disaster Recovery \$1,054
- Disaster Recover/Co-Locations \$1,581
- Computer Replacement \$997
- Document Management System \$15,810
- Vulnerability & Penetration Testing \$1,317

Fund 501 Fleet & Equipment

PD CIU Vehicle #41590, New / 1-Time

This vehicle was involved in a collision and has been declared a total loss by WCIA. This vehicle was scheduled for replacement in the future but will be moved forward to 2019. The budget request is to add expenditures of \$40,000 in 2019, funded by replacement reserves of \$15,000 and insurance proceeds of \$25,000.

PD K9 Vehicle #40740, New / 1-Time

This vehicle is one of the most heavily and hardest used vehicles in the PD fleet and was discovered it needs to be replaced in 2019 rather than the budgeted year of 2020. Cost to replace is \$54,900 funded by replacement reserves.

PD Command Vehicle #40961, Continuation / 1-Time

Add \$14,879 to complete build of police vehicle #40961, funded by replacement reserves. This vehicle was purchased in 2018 and setup build was not completed in 2018.

PK Vehicle #42210, Continuation / 1-Time

Add \$55,000 in 2019 for the replacement of vehicle #42210. This vehicle was previously approved in 2018 but was not purchased in 2018.

PK Portable Stage #42870, Continuation / 1-Time

Add \$9,000 in 2019 for the replacement of portable stage #42870. This was previously approved in 2018 but was not purchased in 2018.

PK Field Rake #43120, Continuation / 1-Time

Add \$9,000 in 2019 for the replacement of a John Deere Field Rake #43120. This was previously approved in 2018 but was not purchased in 2018.

Fund 502 Property Management

Police Station Security System, Continuation / 1-Time

Add project balance of \$7,536 to 2019, funded by reserves.

City Hall, HVAC for Server Room, Continuation / 1-Time

Add project balance of \$6,804 to 2019, funded by reserves.

Fire Sprinklers ATMS, Continuation / 1-Time

Add project balance of \$30,000 to 2019, funded by reserves.

Police Station Sprinkler System in Server Room, Continuation / 1-Time

Add project balance of \$25,671 to 2019, funded by reserves.

Police Station Wall In Fuel Island, Continuation / 1-Time

Add project balance of \$20,000 to 2019, funded by reserves.

Parks FSP Facility HVAC Replacement, Continuation / 1-Time

Add project balance of \$12,000 to 2019, funded by reserves.

Parks FSP Facility LED Lighting, Continuation / 1-Time

Add project balance of \$10,000 to 2019, funded by reserves.

Parks FSP Facility Fuel Storage Shed, Continuation / Continuation / 1-Time

Add project balance of \$10,000 to 2019, funded by reserves.

FSP Utility & North Angle Improvements, Continuation / 1-Time

Add \$50,000 transfer to Fund 301 Parks CIP in 2019 for utility improvements, funded by reserves.

Fund 503 Information Technology

Cloud Enabled Backup Storage, New / 1-Time (Reallocate Task Management Project Funds)

Add \$45,000 to 2019. This project is provide the City of Lakewood with a robust scalable, reliable & cloud enabled backup appliance. This solution will drastically reduce the amount of time daily, weekly and monthly backups need to complete. The appliance reduces the amount of disk storage needed to retain and protect data by ratios of 10-55x and greater. Scale up to 150 PB of storage capacity managed by a single system. With throughput up to 68 TB/Hour, the system makes it possible to complete more backups in less time and provide faster, more reliable restores in the event of a disaster or recovery process is needed.

Multi Drive Tape Solution for Off-site Storage, New / 1-Time (Reallocate Task Management Project Funds)

Add \$15,000 to 2019. This project will work in conjunction with the Storage Solution providing a reliable means to ensure data is written to tape and stored offsite to meet retention policies.

Security Enhancements, New / 1-Time (Reallocate Task Management Project Funds)

Add \$15,000 to 2019. This project will provide additional security solutions to ensure ingress and egress points are protected from both internal and external threats.

In-Car Cameras, New / 1-Time

Add \$120,000 in 2019 and \$126,000 for implementation of in-car cameras (20 in 2019 and 21 in 2021) to fully outfit all vehicles. There are currently 16 in-car cameras in place.

Fiber Optic Connection at Fort Steilacoom Park, Continuation / 1-Time

Add \$15,108 to 2019. Additional Networking connections are required for the building/shop. Balance/savings of funds will also be used to purchase additional Wi-Fi networking components. Upon completion, T-1 service will be cancelled.

Broadcast/Streaming Council Meetings, Continuation / 1-Time

Add \$10,000 to 2019. This is pending completion of Council Chamber Technology project, which is currently underway. The funds will be used to cover third party services for streaming of video to the web.

Website Update/Redesign, Continuation / 1-Time

Add \$12,745 to 2019. These funds are used as needed to update and maintain the City's website.

Disaster Recovery, Continuation / 1-Time

Add \$20,000 to 2019. This project is dependent on co-location completion as the plan will incorporate both the primary and secondary data centers. Project is currently underway.

Disaster Recover/Co-Location Police, Continuation / 1-Time

Add \$30,000 to 2019. This project is dependent on co-location completion as the plan will incorporate both the primary and secondary data centers. Project is currently underway.

Computer Replacement, Continuation / 1-Time

Add \$18,923 to 2019. These funds are part of the 4 year computer refresh program and will be used as needed to update the City's computers.

MC Workflow System, Continuation / 1-Time

Add \$15,000 to 2019. The number of cases continues to increase within the Court. These funds are to be used to cover the overage costs above and beyond what was originally estimated during the installation of the electronic court solution.

Legal Workflow System, Continuation / 1-Time

Add \$19,975 to 2019. This project was postponed due to workload and other priorities. Project is currently underway.

Document Management System, Continuation / 1-Time

Add \$300,000 to 2019. This project was postponed due to workload and other priorities. Project is currently underway.

Vulnerability & Penetration Testing, Continuation / 1-Time

Add \$25,000 to 2019. This project was originally scheduled to occur in 2018 although due to delays in service delivery from Century Link the project was postponed. Additional data circuits are being installed at the EOC which are needed in order to perform vulnerability and penetration tests at both the primary and secondary data centers. Upon completion of the circuit installation, which is expected to occur late April 2019, vulnerability tests will resume to ensure ingress points are secure and protected.

Redundant Voice/Data at Police Station, Continuation / 1-Time

Carry forward project balance of \$10,000 to 2019. This project is dependent on co-location as the plan will incorporate both the primary and secondary data centers. Switches need to be installed at the police station which will allow the IT Division to look at third party solutions for redundant voice/data circuits. Project is currently underway.

In- Car Video System, Continuation / 1-Time

Carry forward project balance of \$10,913 to 2019. This project was extended as it is in the process of installing the 16 in-car systems.

Fund 504 Risk Management

AWC Assessment Increase – New / Ongoing

Add \$5,000 in 2019 and 2020 due to anticipated increases in liability assessments.

Transfer to Fleet & Equipment Fund, Continuation / 1-Time

Add \$25,000 in 2019 for transfer of insurance proceeds from police vehicle #41590, funded by insurance proceeds.

**2019 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/ 1-Time	Year 2019		Year 2020	
			Revenue	Expenditure	Revenue	Expenditure
MC Workflow System - M&O	Continuation	1-Time	15,000	15,000	-	-
Legal Workflow System - M&O	Continuation	1-Time	19,975	19,975	-	-
Document Management System	Continuation	1-Time	300,000	300,000	-	-
Vulnerability & Penetration Testing - M&O	Continuation	1-Time	25,000	25,000	-	-
Redundant Voice/Data at Police Station - M&O	Continuation	1-Time	10,000	10,000	-	-
In-Car Video System	Continuation	1-Time	10,913	10,913	-	-
Total - Fund 504 Risk Management			\$ 30,000	\$ 30,000	\$ 5,000	\$ 5,000
WCIA Assessment Increase - Funded by Internal Service Charges	New	Ongoing	5,000	5,000	5,000	5,000
Transfer to Fleet & Equip Fund For Partial Funding of Replacement Totaled Vehicle 41590 Source is Insurance Proceeds	Continuation	1-Time	25,000	25,000	-	-