

REQUEST FOR COUNCIL ACTION

<p>DATE ACTION IS REQUESTED: May 18, 2020</p> <p>REVIEW: April 27, 2020 May 4, 2020</p>	<p>TITLE: An Ordinance amending the 2019-2020 Biennial Budget</p> <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> • Ordinance & Exhibits • Memo 	<p>TYPE OF ACTION:</p> <p>ORDINANCE NO.</p> <p>RESOLUTION NO.</p> <p>MOTION</p> <p>OTHER</p>
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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 2020 Carry Forward Budget Adjustment ordinance on May 4, 2020. The proposed budget adjustment makes the following types of modifications to fiscal year 2020: revise the beginning balance by adjusting the estimated amount to reflect the final 2019 ending fund balance; incorporate items previously approved by Council; appropriate projects funded by grants and contributions; continuation of capital projects; and new allocations.

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

FISCAL IMPACT: The proposed budget adjustment for all funds:

- Increases beginning fund balance by \$18.0M, resulting in a revised estimate of \$39.6M;
- Increases revenues by \$19.0M, resulting in a revised estimate of \$90.8M;
- Increases expenditures by \$34.3M, resulting in a revised estimate of \$111.2M; and
- Increases ending fund balance by \$3.6M, resulting in a revised estimate of \$19.3M.

<p>_____</p> <p>Department Director</p>	<p>_____</p> <p>City Manager Review</p>
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ORDINANCE NO.

AN ORDINANCE of the City Council of the City of Lakewood, Washington, adopting the 2019/2020 Biennial Budget.

WHEREAS, the tax estimates and budget for the City of Lakewood, Washington, for the 2019/2020 fiscal biennium have been prepared and filed on October 1, 2018 as provided by Titles 35A.34 and 84.55 of the Revised Code of Washington; and

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

WHEREAS, the City Council of the City of Lakewood having held a public hearing on November 5, 2018, and having considered the public testimony presented; and

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 700 on November 19, 2018 implementing the 2019/2020 Biennial Budget; and

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 707 on May 6, 2019 implementing the 2019 Carry Forward Budget Adjustment;

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 721 on November 18, 2019 implementing the 2019/2020 Mid-Biennium Budget Adjustment;

WHEREAS, the City Council of the City of Lakewood finds it necessary to revise the 2019/2020 Biennial Budget to adjust the 2019 beginning fund balance from the estimated amount to actual as fiscal year 2018 activities are concluded; continue existing projects by appropriating projects that were budgeted in the prior year, but not yet completed and will continue during the current year; appropriate projects funded by grants and contributions; and on an exception basis, new allocations; and

WHEREAS, the City Council of the City of Lakewood having held a public hearing on the 2020 Carry Forward Budget Adjustment on May 4, 2020.

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

Section 1. Budget Amendment. The 2019/2020 Biennial Budget, as originally set forth in Ordinance 721, Section 1, is amended to adopt the revised budget for the 2019/2020 biennium in the amounts and for the purposes as shown on Exhibit A Current Revised Budget by Fund – Year 2020 and Exhibit B Proposed Revised Budget by Fund – Year 2020.

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

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

Section 4. Effective Date. This Ordinance shall be in full force and effect for the fiscal years 2019 and 2020 and five (5) days after publication as required by law.

ADOPTED by the City Council this 18th day of May, 2020.

CITY OF LAKEWOOD

Don Anderson, Mayor

Attest:

Briana Schumacher, MMC, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

EXHIBIT A
CURRENT REVISED BUDGET BY FUND - YEAR 2020
Per Ord. 721 Adopted on November 18, 2019

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
General Government Funds:	\$ 6,473,927	\$ 1,486,531	\$ 7,960,458	\$ 49,183,405	\$ 409,531	\$ 49,592,936	\$ 49,321,340	\$ 868,978	\$ 50,190,318	\$ 7,363,076
001 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	5,553,305
101 Street	-	-	-	2,455,935	-	2,455,935	2,455,935	-	2,455,935	-
102 Real Estate Excise Tax	-	426,417	426,417	1,700,000	-	1,700,000	1,700,000	238,000	1,938,000	188,417
103 Transportation Benefit District	-	32,325	32,325	814,000	-	814,000	814,000	-	814,000	32,325
104 Hotel/Motel Lodging Tax Fund	800,000	115,984	915,984	800,000	-	800,000	800,000	-	800,000	915,984
105 Property Abatement/RHSP	-	-	-	328,800	-	328,800	328,800	-	328,800	-
106 Public Art	-	-	-	15,000	-	15,000	15,000	-	15,000	-
180 Narcotics Seizure	-	-	-	70,000	-	70,000	70,000	-	70,000	-
181 Felony Seizure	-	-	-	-	-	-	-	-	-	-
182 Federal Seizure	-	-	-	39,600	-	39,600	39,600	-	39,600	-
190 Grants	-	-	-	560,000	-	560,000	560,000	-	560,000	-
191 NSP	-	-	-	24,700	-	24,700	24,700	-	24,700	-
192 SSMCP	-	45,114	45,114	277,100	-	277,100	277,100	-	277,100	45,114
195 Public Safety Grants	-	-	-	130,037	-	130,037	130,037	-	130,037	-
201 GO Bond Debt Service	-	-	-	1,250,656	300,000	1,550,656	1,250,656	300,000	1,550,656	-
202 LID Debt Service	-	7,008	7,008	203,500	(27,979)	175,521	203,500	(28,228)	175,272	7,257
204 Sewer Project Debt	290,852	(50,788)	240,064	788,477	-	788,477	537,554	-	537,554	490,987
251 LID Guaranty	127,047	2,640	129,687	-	-	-	-	-	-	129,687
Capital Project Funds:	\$ 4,072,199	\$ 519,987	\$ 4,592,186	\$ 15,878,700	\$ (367,000)	\$ 15,511,700	\$ 18,303,000	\$ (617,000)	\$ 17,686,000	\$ 2,417,886
301 Parks CIP	880,000	(203,447)	676,553	2,980,000	-	2,980,000	3,860,000	(250,000)	3,610,000	46,553
302 Transportation CIP	2,493,570	93,629	2,587,199	12,703,700	(367,000)	12,336,700	14,320,000	(367,000)	13,953,000	970,899
311 Sewer Project CIP	698,629	629,805	1,328,434	195,000	-	195,000	123,000	-	123,000	1,400,434
312 Sanitary Sewer Connection	-	-	-	-	-	-	-	-	-	-
Enterprise Fund:	\$ 2,078,878	\$ 438,735	\$ 2,517,613	\$ 3,954,900	\$ -	\$ 3,954,900	\$ 5,143,366	\$ -	\$ 5,143,366	\$ 1,329,147
401 Surface Water Management	2,078,878	438,735	2,517,613	3,954,900	-	3,954,900	5,143,366	-	5,143,366	1,329,147
Internal Service Funds:	\$ 5,295,360	\$ (200,285)	\$ 5,095,075	\$ 5,034,796	\$ 131,000	\$ 5,165,796	\$ 5,559,252	\$ 76,100	\$ 5,635,352	\$ 4,625,519
501 Fleet & Equipment	4,815,080	(229,076)	4,586,004	755,720	-	755,720	1,352,020	(54,900)	1,297,120	4,044,604
502 Property Management	348,436	3,791	352,227	778,684	-	778,684	773,684	-	773,684	357,227
503 Information Technology	131,844	25,000	156,844	1,915,733	126,000	2,041,733	1,848,889	126,000	1,974,889	223,688
504 Risk Management	-	-	-	1,584,659	5,000	1,589,659	1,584,659	5,000	1,589,659	-
Total All Funds	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	\$ 15,735,628

EXHIBIT B
PROPOSED REVISED BUDGET BY FUND - YEAR 2020

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
General Government Funds:	\$ 8,272,900	7,403,990	15,676,890	\$ 50,288,625	\$ 9,651,194	\$59,939,819	\$ 50,579,916	\$13,282,597	\$63,862,513	\$ 11,754,196
001 General	5,421,605	4,452,445	9,874,050	40,559,871	248,515	40,808,386	41,041,795	1,529,562	42,571,357	8,111,079
101 Street	-	4,786	4,786	2,454,032	167,210	2,621,242	2,454,030	171,998	2,626,028	-
102 Real Estate Excise Tax	48,256	752,014	800,270	1,700,000	100,000	1,800,000	1,748,042	552,228	2,300,270	300,000
103 Transportation Benefit District	32,325	20,132	52,457	814,000	(814,000)	-	814,000	(761,543)	52,457	-
104 Hotel/Motel Lodging Tax Fund	1,015,984	544,650	1,560,634	800,000	-	800,000	812,250	311,034	1,123,284	1,237,350
105 Property Abatement/RHSP	-	605,817	605,817	328,800	48,849	377,649	328,800	654,666	983,466	-
106 Public Art	-	142,778	142,778	15,000	-	15,000	15,000	142,778	157,778	-
180 Narcotics Seizure	-	282,319	282,319	70,000	-	70,000	70,000	282,319	352,319	-
181 Felony Seizure	-	8,143	8,143	-	-	-	-	8,143	8,143	-
182 Federal Seizure	-	259,829	259,829	39,600	-	39,600	39,600	259,829	299,429	-
190 Grants	1,339,865	63,360	1,403,225	560,000	2,265,006	2,825,006	560,000	2,265,006	2,825,006	1,403,225
191 NSP	-	142,434.00	142,434.00	24,700.00	49,316.00	74,016.00	24,700.00	191,750	216,450.00	-
192 SSMCP	45,114	8,318	53,432	277,100	7,258,067	7,535,167	277,100	7,311,499	7,588,599	-
195 Public Safety Grants	-	-	-	130,037	310,501	440,538	130,037	310,501	440,538	-
201 GO Bond Debt Service	-	-	-	1,551,487	-	1,551,487	1,551,487	-	1,551,487	-
202 LID Debt Service	-	35,097	35,097	175,521	17,730	193,251	175,521	52,827	228,348	-
204 Sewer Project Debt	240,064	79,261	319,325	788,477	-	788,477	537,554	-	537,554	570,248
251 LID Guaranty	129,687	2,607	132,294	-	-	-	-	-	-	132,294
Capital Project Funds:	\$ 5,708,616	\$ 9,594,354	\$15,302,970	\$ 11,885,418	\$ 6,908,030	\$18,793,448	\$ 15,075,718	\$17,535,258	\$32,610,976	\$ 1,485,442
301 Parks CIP	676,553	2,040,003	2,716,556	2,044,718	3,389,222	5,433,940	2,674,718	5,461,158	8,135,876	14,620
302 Transportation CIP	3,703,629	7,636,965	11,340,594	9,645,700	3,408,808	13,054,508	12,278,000	11,111,866	23,389,866	1,005,236
311 Sewer Project CIP	1,328,434	(82,614)	1,245,820	195,000	110,000	305,000	123,000	962,234	1,085,234	465,586
Enterprise Fund:	\$ 2,518,301	\$ 1,787,988	\$ 4,306,289	\$ 4,103,374	\$ 571,840	\$ 4,675,214	\$ 5,182,512	\$ 2,243,865	\$ 7,426,377	\$ 1,555,126
401 Surface Water Management	2,518,301	1,787,988	4,306,289	4,103,374	571,840	4,675,214	5,182,512	2,243,865	7,426,377	1,555,126
Internal Service Funds:	\$ 5,132,259	\$ (777,075)	\$ 4,355,184	\$ 5,534,996	\$ 1,896,355	\$ 7,431,351	\$ 6,024,752	\$ 1,226,360	\$ 7,251,112	\$ 4,535,423
501 Fleet & Equipment	4,623,188	(842,738)	3,780,450	822,520	1,087,628	1,910,148	1,384,120	365,700	1,749,820	3,940,778
502 Property Management	352,227	83,829	436,056	827,684	17,600	845,284	822,684	69,533	892,217	389,123
503 Information Technology	156,844	(18,166)	138,678	2,128,333	601,657	2,729,990	2,061,489	601,657	2,663,146	205,522
504 Risk Management	-	-	-	1,756,459	189,470	1,945,929	1,756,459	189,470	1,945,929	-
Total All Funds	21,632,076	\$ 18,009,257	\$39,641,333	\$ 71,812,413	\$ 19,027,419	\$90,839,832	\$ 76,862,898	\$ 34,288,080	\$111,150,978	\$ 19,330,187



To: Mayor and City Councilmembers
From: Tho Kraus, Assistant City Manager/Administrative Services
Through: John J. Caulfield, City Manager
Date: May 18, 2020
Subject: 2020 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 2019 ending
- Adjustments to incorporate items previously approved by the City Council;
- Appropriate projects funded by grants and contributions;
- Continuation of capital projects;
- New allocations.

POTENTIAL ITEMS & OTHER CONSIDERATIONS NOT INCLUDED IN PROPOSED ADJUSTMENT

The following potential items and other considerations are not included in the proposed budget adjustment:

- **I-976.** The budget adjustment eliminates Transportation Benefit District \$20 vehicle license fee revenues and replaces this funding source with primarily REET. It is expected there would be reductions in many of the state accounts associated with transportation funding, including the Multimodal Transportation Account, the Motor Vehicle Account, State Patrol Highway Account, and the Transportation Partnership Account. The City receives multimodal funding and motor vehicle excise tax of approximately \$82,000/year and \$1,285,000/year, respectively, which could be impacted if reductions occur at the state level. The impacts of these reductions is yet to be determined.
- **Transportation Mitigation Fees.** Life-to-date through December 2019 traffic mitigation fees received total \$103,505 and is expected to grow to \$200,000 in the near future according to the City's Assistant City Manager for Community and Economic Development Services. Plan for the use of these moneys is to first to construct a new traffic signal at Avondale and Gravelly Lake Drive to include signal coordination along the Gravelly Lake Drive Corridor. The estimated cost for a new traffic signal in 2020 dollars is roughly \$700,000 and is anticipated to be covered 50% by traffic mitigation funds matched by 50% City funds.
- **Abatement Funds.** Demolition of the QFC building that is under an abatement order and has been declared unsafe by the City's hearing examiner that will require additional abatement funds unless the property owner moves forward with securing a demolition permit to abate. The current estimated cost for the demolition including asbestos removal is \$315,000 and would likely be funded with a combination of available abatement funds and a financial contribution from the General Fund. Once completed, a lien would be placed on the property to ensure the owner reimburses the City of the abatement costs.

- **CED – Library Sites, Continuation / 1-Time.** Project balance of \$209,884 returned to the General Fund. The funds are for City’s contribution towards new library for the purpose of assisting the library securing lending and property purchase.
- **PW – Consulting Services for BUILD Grant, Continuation / 1-Time.** \$50,000 for consultant contract to assist the City in developing materials for the BUILD (Better Utilizing Investments to Leverage Development) Transportation Discretionary Grant Program returned to the General Fund and not appropriated given Congress has not yet approved this program for medium sized cities like Lakewood.
- **Economic Conditions as a result of COVID-19**

There is no doubt that these are unprecedented times for our economy, locally, regionally and nationally. Economic activity continues to weaken across the country, the result of the shutdown of the economy caused by COVID-19. Currently, there is not an end in sight for when the nation’s faltering economy will open back up.

The result has been massive layoffs and furloughs, growing level of unemployment not seen since the Great Depression in the 1930s, a huge slowdown in consumer spending, and uncertain financial markets. Cities and counties throughout the country are feeling the impact of the situation. Lakewood is no exception. How this saga will unfold this year and beyond (e.g., 2021, 2022, 2023) is still unclear, however it is already showing to be very harmful to our local economy and the City’s finances.

Even when the economy begins to improve, it will be some time before our country will return to pre-March 2020 levels. The difficulty for cities may just be beginning, since local government finances tend to lag behind changing economic conditions by 18 months to several years. For this reason, the worse effects of the economic downturn upon local governments may be 2021, and perhaps continue into 2022 and even 2023.

As we look into the future, we are beginning to focus on our recovery and what that will look like, specifically as it relates to City finances that in turn will impact service delivery. Two points to begin. First, we are not going to jump to conclusions without having some type of understanding or empirical data to support our assumptions. Until that information is available, we’ll be relying on our experiences post 9-11 and from the housing crisis from ten years ago as well as other economic downturns going back 30 years, though we already know this downturn will be more severe. And second, a key attribute of the City’s financial successes in recent years are the adopted comprehensive financial policies that provide a vital framework for governance and decision-making, especially in regard to issues that substantively impact the City’s finances. While these policies have served the City very well during our region’s recent economic prosperity, they will also serve as the foundation for the City’s recovery to a more sustainable financial future.

The 2019-2020 Biennial Budget adopted by City Council in November 2018 was prepared and finalized before anyone even knew of COVID-19. Despite this, the budget’s conservative assumptions for revenue growth in 2020 will make our forecast even more conservative as we look out to 2021 and 2022. Because of this conservative approach, the City’s 2019 finances ended in a much stronger position that originally projected.

On March 3, 2020, the City Manager issued a directive to pause all general government expenditures to address the projected decrease in General Fund revenues. As we begin to plan the development of the 2021-2022 Proposed Biennial Budget, priorities will focus on life/health/safety, legal mandates, and City Council goals and priorities. In the meantime, the March 3, 2020 directive will remain in place along with the following other action strategies to mitigate the downturn in our revenue collections for 2020 and into 2021 caused by the impact of COVID-19.

- All current and future vacant positions (regular full-time, regular part-time, limited term, temporary, interns, seasonal) will not be filled for the foreseeable future. There may be exceptions given funding sources, legal mandates and/or reporting requirements.

- All discretionary spending (i.e. supplies, travel, training, overtime, equipment, temporary help, etc.) are on hold indefinitely. Only those expenditures related to basic services (e.g., employee compensation; mandated training & certifications; basic services such as street maintenance, park maintenance, public safety, code enforcement, code compliance, ROW maintenance, street sweeping; and community outreach and information).
- Anything not covered above must be approved in advance after review by the ACM/Administrative Services and City Manager.
- Fleet & equipment, information technology, and property management projects and replacement will only include essential items as well as those that will be completed by December 31, 2020. All other projects and purchases will be considered as part of the development of the 2021-2022 Proposed Biennial Budget dependent upon the state of the economy.
- Transportation, parks and sewer improvement projects will continue as planned for 2020 given these projects are funded with very limited general government funds.
- Excess real estate excise taxes (REET) will be set aside to offset any decrease in 2020 REET collections and to ensure payment of debt service in 2020 and 2021.

In addition to the directive and action strategies outlined above, we will also be reviewing the following options:

- Use of financial reserves or contingency accounts to temporarily maintain services
Although the City has funds set aside for unanticipated events (\$4.9 million), it may be prudent to hold off on using these dollars at this time; these reserves may be needed in 2021 if the economy does not improve and/or if Congress does not provide the financial assistance currently under consideration for local governments. More importantly, the current economic conditions is likely to create a structural problem in the General Fund, meaning the use of reserves now does not address the ongoing loss of tax revenues. In the meantime, we do have unanticipated fund balances totaling \$3.1 million that can be used to help with revenue shortfalls in 2020. However, the use of these funds will have an impact on funding one-time projects in 2021 and 2022, specifically in support of parks and transportation improvement projects.
- Reduction or elimination of operating programs
The City will need to consider changes in the delivery of services to include further budget reductions depending on the outcome of the fiscal scenarios as outlined below. Without a federal stimulus bill that provides fiscal assistance to local governments, the City will likely have to reduce and/or eliminate programs.
- Reduction or elimination of capital improvement projects
The city's capital improvement projects for transportation, parks and sewers are funded primarily with revenue specific funding sources coupled with some limited one-time funds that are dedicated specifically for these types of projects and cannot be used for General Fund operating activities. Although a reduction in transportation and park improvement projects could temporarily save some money in the General Fund, doing so creates a higher cost in the long term because this infrastructure deteriorate at a faster rate as they age. In other words, if we delay or cancel these projects, we will have more expensive projects in the future. In addition, most projects for 2020 have been bid out or are the bid process. It will also eliminate our ability to leverage these resources with state and federal funds to continue to revitalize our basic infrastructure system in support of transportation and parks.

On the federal front, we have been in contact with our federal delegation communicating the projected possible negative economic impact to the City's finances. Recently, the House of Representatives introduced the Coronavirus Community Relief Act (HR 6467), new legislation to provide \$250 billion

in stabilization funds for mid-sized local communities, cities, and towns under 500,000 population across the United States that are struggling amidst the COVID-19 pandemic. Local jurisdictions could use the funds for costs due to COVID-19 during March 1, 2020 to December 30, 2020. “Costs” are defined as “lost revenue, reimbursement for expenses already incurred, and increases in costs reasonably believed to be the direct or indirect result of, or direct or indirect responses to circumstances caused by, the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19).”

Currently, we are developing three financial scenarios specific to impacts to the City’s General Fund:

- 1) Significant economic downturn in 2020 followed by a recovery beginning in early 2021;
- 2) Significant economic downturn in 2020 that continues into 2021 with a recovery beginning in early 2022; and
- 3) Significant economic downturn in 2020 that continues into 2021 and 2022 with a recovery beginning in early 2023.

One challenge cities face is that good strong empirical data on sales tax revenue collections will not be available until later this summer, given the lag in collecting, reporting and distribution by the State.

However, we expect to have these financial scenarios ready in the early to mid-part of May, 2020. We will also want to share with our federal and state delegations. The latter is important because as we have heard from Association of Washington Cities (AWC), we will be asking the Washington State Legislature to not redirect local government monies to balance the State budget as has occurred in the (post 9-11 and housing crisis).

We must remember that this significant and devastating economic downturn was not caused by economic problems; it is the result of a global public health pandemic. The fact is that the economic fundamentals of our national, regional and local economy was quite strong and could recover more quickly than anyone could imagine or it could totally falter, thus our approach to evaluate three options. Also, the \$2.2 trillion CARES Act coupled with another \$500 billion stimulus package (Phase 3.5) represents at least 10% of the total economic output of the annual US economy, which is a huge influx, with more likely to occur.

PROPOSED BUDGET AMENDMENTS – SUMMARY

- Increases beginning fund balance by \$18.0M, resulting in a revised estimate of \$39.6M;
- Increases revenues by \$19.0M, resulting in a revised estimate of \$90.8M;
- Increases expenditures by \$34.3M, resulting in a revised estimate of \$111.2M; and
- Increases ending fund balance by \$3.6M, resulting in a revised estimate of \$19.3M.

The table below provides a breakdown of the proposed budget adjustment:

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	\$ 21,632,076	\$ 18,009,257	\$ 39,641,333	\$ 71,812,413	\$ 19,027,419	\$ 90,839,832	\$ 76,862,898	\$ 34,288,080	\$ 111,150,978	\$ 15,735,628	\$ 3,594,559	\$ 19,330,187
General	5,421,605	4,452,445	9,874,050	40,559,871	248,515	40,808,386	41,041,795	1,529,562	42,571,357	5,553,305	2,557,774	8,111,079
Special Revenue	2,481,544	2,834,580	5,316,124	7,213,269	9,384,949	16,598,218	7,273,559	11,700,208	18,973,767	1,181,840	1,758,735	2,940,575
Debt Service	369,751	116,965	486,716	2,515,485	17,730	2,533,215	2,264,562	52,827	2,317,389	627,931	74,611	702,542
Capital Projects	5,708,616	9,594,354	15,302,970	11,885,418	6,908,030	18,793,448	15,075,718	17,535,258	32,610,976	2,417,886	(932,444)	1,485,442
Enterprise	2,518,301	1,787,988	4,306,289	4,103,374	571,840	4,675,214	5,182,512	2,243,865	7,426,377	1,329,147	225,979	1,555,126
Internal Service	5,132,259	(777,075)	4,355,184	5,534,996	1,896,355	7,431,351	6,024,752	1,226,360	7,251,112	4,625,519	(90,096)	4,535,423

GENERAL FUND ENDING FUND BALANCE

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. With the proposed budget adjustment, the 2020 estimated General/Street O&M Funds ending fund balance of \$8.1M equates to 20% of General/Street O&M Funds operating revenues and is in alignment with the City’s financial policies below.

- *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 \$821K.
- *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 2020 General/Street O&M Funds operating revenues equates to \$2.05M.
- *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 2020 General/Street O&M Funds operating revenues equates to \$2.05M.

The composition of the \$8.1M consists of \$4.9M or 12% allocated to General Fund Contingency (2%), General Fund Ending Fund Balance Reserves (5%) and \$3.2M or 8% unreserved set aside for one-time purposes in the upcoming 2021 and 2021 biennium and/or available to assist with the impact of COVID-19.

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

LG – STOP Grant, Grant / 1-Time

Add \$30,313 in 2020 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.

MC – Office of Public Defense Grant, Grant / 1-Time

Add \$18,164 grant extension received from the Washington State Office of Public Defense (OPD) for public defense improvements. The funds are to be used social work services for public defense attorneys, adding investigator services and public defense attorney training.

MC - Office of Public Defense Grant, Grant / 1-Time

Add \$74,000 grant received from the Washington State Office of Public Defense (OPD) for public defense improvements and new expenses in calendar years 2020 and 2021. The amount awarded will be \$74,000 and distributed in two equal sums: one-half for use in 2020 and one-half for use in 2021. The funds are to be used for the following purposes: social work services for the public defense team; interpreter services for attorney-client communications; public defense training; investigation services; and expert witness.

MC – 2019 Court Cost True Up, Revenue / Ongoing

Adjust municipal court contract revenues based on 2019 court costs true up using the new 2020 basic fair share model. The current budgeted revenues of \$430,102 is reduced by \$71,213 for a total contract revenue of \$358,889. The 2020 revenues for each jurisdiction is as follows: \$35,565 from City of DuPont; \$72,137 from the Town of Steilacoom; and \$251,187 from City of University Place.

CED – South Sound Housing Affordability Partners (SSHAP) – New / 1-Time

Add \$5,000 for contribution in support of South Sound Housing Affordability Partners (SSHAP). SSHAP is a consortium of elected leaders to include Lakewood Mayor Anderson from across Pierce County to address housing affordability.

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

Carry forward balance of \$57,108 for Pacific Highway conceptual design and critical pathway development.

CED – Western State Hospital Impacts Analysis, Continuation / 1-Time

Carry forward balance of \$14,960 for consultant analysis of the impacts of different potential futures for Western State Hospital.

CED - Oak Tree Mitigation, Continuation / 1-Time

Appropriate the balance of \$55,446 for projects that meet certain criteria.

CED – Business License, Revenue / Ongoing

Reduce revenue estimate by \$37,475 due to account for the elimination of temporary licenses and reduction in specialty licenses resulting from closure of the Star Light swap meet and Déjà Vu adult entertainment.

CED – Washington State Department of Commerce Grant, Grant / 1-Time

Add \$100,000 for Washington State Department of Commerce interagency agreement with the City of Lakewood through Growth Management Services for E2SHB 1923 Grant Program selected actions to increase residential building capacity. Funds will be used to develop the Lakeview Transit Area Subarea Plan. The scope of work includes the following selected actions to increase residential building capacity under RCW 36.70A.600(1): adopting a form-based code in one or more zoning districts that permit residential uses; adopting a subarea plan pursuant to RCW 43.21C.420; and adopting a planned action pursuant to RCW 43.21C.440(1)(b)(22), except that an environmental impact statement pursuant to 43.21C.030 is not required for such an action.

PK – Night Market, New / Ongoing

Add \$50,000 for program expenditures (temporary help, professional services, advertising, and operating supplies) to support the new night market at the Colonial Plaza site. It is anticipated that donations and contributions of \$25,000 will offset one-half of the cost.

PK – Youth Summit, Continuation & New / 1-Time

Add \$6,660 for Youth Summit. \$5,000 of this request is 2019 human services allocation to Lakewood’s Promise for the 2019 youth summit that was not spent and is requested for 2020. The additional \$1,660 is new funding request also for the 2020 youth summit that has tentatively been postponed for later in 2020. \$1,460 is proposed for the What’s Up newsletter and other Lakewood’s Promise marketing and \$200 is proposed for training related to housing, mental health and preventing homelessness.

PK – Fiscal Agent for Lakewood’s CHOICE, Continuation / 1-Time

Add \$59,513 representing the balance of the first year’s grant. The City of Lakewood was approached by the Washington State Health Care Authority (HCA) to become the fiscal agent for Lakewood’s CHOICE (CHOICE), a substance abuse prevention coalition that has been successfully operating in the City for four years. CHOICE’s work aligns with the Legacy Plan mission of creating a healthy and vibrant community as well as the goals and strategies of the Human Services division. As a fiscal agent the City would submit monthly reports prepared by CHOICE staff, pay bills and submit grant reimbursement requests. One of the reasons that the City was considered is our sound accounting and financial practices. The contract is for \$110,000 each year for two years. The City would receive an 8% contract administration fee (approximately \$8,906/year) for service. The grant funding period is July 1, 2019 through June 30, 2021.

PK – Legacy Plan, Continuation / 1-Time

Add \$5,000 for SEPA requirements, final presentation materials, permits, graphics, maps and real printing of plans for distribution.

PK – Census Grant, Grant / 1-Time

Add \$40,000 for 2020 census funded by the State of Washington Office of Financial Management. The purpose of the grant is to educate Washington residents about the 2020 census, mobilize “trusted messengers” within communities to build confidence and support broad participation in the census, support maximum self-response to the 2020 Census, and support cooperation in the Non-Response Follow-Up (NRFU) effort.

PK – Water Utility Charges, New / Ongoing

Add \$5,000 for water utility charges to support increased irrigation at new gateways.

PK – Cemetery Sign Replacement, Grant / 1-Time

Add \$3,000 for cemetery sign replacement at Fort Steilacoom Park, funded by a state grant from the Department of Archaeology and Historic Preservation. The purpose of the grant is to provide support for the preservation of the historic cemetery in Lakewood and Pierce County.

PK – Lakewood Multicultural Coalition, New / 1-Time

Add \$3,000 in support of the Lakewood Multicultural Coalition. The LMCC purpose includes: 1) Convene quarterly forums to provide the opportunity for the diverse elements of the community to collaborate and provide feedback on the direction; 2) provide and electronic newsletter and enhance visibility through social media, Facebook and Instagram; and 3) support you activities and other cultural events. 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 festivals in the region and cultivating diverse talent and inclusive leadership for said purposes, with assistance coming from grants, Gifts, scholarships and other funds raised from businesses and individuals, and for other charitable, scientific or educational purposes with the means of the 501 (c) (3) of the Internal Revenue Code, as amended (the “Code”) including, but only to the extent consistent with such purpose, the making of distribution to organizations organized and operated exclusively for charitable, scientific or educational purposes and qualifying for example under 501 (C) (3) of the code.

PD – LMPG Collective Bargaining Implementation, New / Ongoing

Add \$108,620 to implement the Lakewood Police Management Guild (LPMG) collective bargaining agreement in 2020 for four lieutenant positions. The major provisions of the new agreement are as follows:

- Term of Agreement: Three Years (January 1, 2020 through December 31, 2022).
- A market adjustment the first year and incremental salary increases in the second and third years.
- Annual contribution of up to 100 hours of Paid Time Off (PTO) into a VEBA account.
- Contribution of 65% of PTO balance into VEBA upon retirement.
- Payout of 100% of PTO balance in the event of a duty-related death.
- Contribution of 64 hours pay into VEBA in lieu of management leave.

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

Add \$7,213 from 2019 grant available for drawdown. The contract runs from 7/1/2019 – 6/30/2020. 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.

Internal Service Charges – Fleet & Equipment, Continuation & New / I-Time

(See Fund 501 Fleet and Equipment for additional information)

New:

- \$6,424 Convert Police Vehicle #41411 2016 Dodge Ram to Specialty Vehicle
- \$25,000 Replace Police Vehicle #41040 2008 Trail Blazer
- \$2,500 Replace Equipment #43120 2017 John Deere Mower Z915B Commercial Ztrak
- \$1,000 Replace Portable Stage
- \$7,500 Replace Broom with Collection Bin #43260

Internal Service Charges – Property Management, New / Ongoing

(See Fund 502 Property Management for additional information)

- \$5,030 Street Sweeping and Stormwater Facility Maintenance at City Hall (accounting change)

Internal Service Charges - Information Technology, Continuation & New / I-Time

(See Fund 503 Information Technology for additional information)

New:

- \$17,220 Conversion of Information Technology Manager to Chief Information Officer
- \$26,513 Wide Format Printers and Scanner

Continuation

- \$14,027 Fiber Optic Connection at Fort Steilacoom Park
- \$8,019 Website Redesign/Update
- \$17,392 Disaster Recovery
- \$2,713 Disaster Recovery/Co-Location at Police Station
- \$17,505 Computer Replacement
- \$260,880 Document Management System
- \$8,696 Redundant Voice/Data at Police Station
- \$9,000 Fiber Optic Repair at Front Street O&M Shop
- \$6,185 Cloud Enabled Backup Storage
- \$13,043 Multi-Tape Solution for Off-Site Storage
- \$11,418 Security Enhancements
- \$105,000 PALS Permit System
- \$6,749 Network Cybersecurity
- \$9,168 In-Car Cameras

Internal Service Charges - WCIA Assessment Internal Service Charge, Continuation / Ongoing
(See Fund 504 Risk Management for additional information)

- \$23,584 for assessment increases.

Transfers to CIP – See Capital Projects Funds for Additional Information

Parks Capital:

- \$10,000 to 301.0024 Fort Steilacoom Park Barn Restoration Feasibility Study with Partners for Parks, New / 1-Time
- \$85,000 to 301.0020 Wards Lake Improvements, New / 1-Time

Sewer Capital:

- \$27,000 to 311.0005 Maple Street Sewer for Roads Improvement Portion of Project, New / 1-Time

Fund 101 Street

PW – Temporary Help, Continuation / 1-Time

Add \$5,000 for temporary worker wages for database maintenance. PWE utilizes temporary workers to conduct pavement management ratings every two years (even numbered years) and database maintenance occurs in odd numbered years. The database maintenance that did not occur in 2019 will occur in 2020.

PW – Non-Motorized Plan, Continuation / 1-Time

Add \$48,246 to update the current non-motorized plan that was last updated in 2009 and is out of date. The updates needed include relevant policy updates and capital improvement plan.

Internal Service Charges – Fleet & Equipment, Continuation & New / 1-Time

(See Fund 501 Fleet and Equipment for additional information)

New:

- \$32,000 Replace PK Vehicle #42440 2009 Ford F250
- \$17,400 Speed Radars

Internal Service Charges – Property Management, Continuation & New / Ongoing

(See Fund 502 Property Management for additional information)

- \$1,652 Street Sweeping and Stormwater Facility Maintenance
- \$10,000 Salt Bin Cover

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

(See Fund 503 Information Technology for additional information)

New:

- \$1,538 Conversion of Information Technology Manager to Chief Information Officer
- \$8,266 Wide Format Printers and Scanner

Continuation

- \$1,554 Disaster Recovery
- \$243 Disaster Recovery/Co-Location at Police Station
- \$1,564 Computer Replacement
- \$23,310 Document Management System
- \$777 Redundant Voice/Data at Police Station
- \$553 Cloud Enabled Backup Storage
- \$1,166 Multi-Tape Solution for Off-Site Storage
- \$1,120 Security Enhancements
- \$603 Network Cybersecurity

Internal Service Charges - WCIA Assessment Internal Service Charge, New / Ongoing & I-Time
(See Fund 504 Risk Management for additional information)

New

- \$15,000 Deductible for 3 Claims for Damaged Guardrails

Continuation

- \$2,106 Assessment Increase

Fund 102 Real Estate Excise Tax

Use of REET to partially replace \$20 Vehicle License Fee for Transportation CIP Projects, New / I-Time

Transfer a total of \$552,228 to Fund 302 Transportation CIP:

- \$307,543 to 302.0005 Chip Seal – Local Access Roads
- \$244,685 to 302.0080 Overlay: 108th Street – Bridgeport Way to Pacific Highway

Additionally, Parks CIP Fund will return \$100,000 in REET funds that was allocated in 2019 for Fort Steilacoom Park Barn Restoration design.

Fund 103 Transportation Benefit District

\$20 Vehicle License Fee, Revenue / Ongoing

Eliminate the Lakewood Transportation Benefit District and associated \$20 vehicle license fee that was estimated to provide \$814,000 to eligible transportation projects in 2020 and replaces with other sources as follows: \$52,457 from transportation benefit district 2019 ending fund balance; \$552,228 from real estate excise tax 2019 ending fund balance; and \$209,315 from unallocated transportation CIP (from various project savings, interest earnings, miscellaneous revenue). The two projects that were originally budgeted to received TBD funding are: 302.0005 Chip Seal – Local Access Roads in the amount of \$360,000 and 302.0080 Overlay: 108th Street – Bridgeport Way to Pacific Highway in the amount of \$454,000.

Fund 104 Hotel/Motel Lodging Tax

Prior Year Capital Grant Balances, Continuation / I-Time

Add \$311,034 for prior year lodging tax grant awards for capital purposes as follows:

- Parks CIP 301.0003 Harry Todd Park Phase I
- Parks CIP 301.0014 Fort Steilacoom Park South Angle Lane Parking and Trail Improvements

Fund 105 Property Abatement/Rental Housing Safety Program

Property Abatement, Continuation / I-Time

Add \$570,784 to property abatement funded by 2019 ending fund balance. The property abatement portion of this fund accounts for projects that the City has identified and processed through the abatement program. All revenue and the rightful recovery of those projects, along with all revenues from fees, fines, interest, and other rightful recoveries from those projects are deposited into the program for the purpose of funding additional projects.

Rental Housing Safety Program – Continuation / 1-Time

Add \$35,033 funded by 2019 ending fund balance. Funds will be used to carry out rental housing safety program as needed which may include some modifications to the rental housing safety program software. As a result of COVID-19, the RHSP team has initiated digital inspections for RHSP sooner than expected.

Draft protocols and procedures have been drafted for digital building inspections, including website content, but these have yet to be implemented. On the information technology side, the city will need to invest in an electronic calendaring system, and a possible business licensing agreement with SKYPE. The implementation dates were contemplated for late second quarter/early third quarter, however this may be pushed back. The costs to implement this program are minimal, and, therefore, not included in this budget adjustment. The rental housing safety program portion of this fund is designed to ensure that all rental housing units comply with the specific life and safety standards and are providing a safe place for tenants to live.

1406 Sales Tax Credit for Affordable Housing Program, New / Ongoing

Add \$48,849 for affordable housing program funded by 1406 sales tax credit. On March 2, 2020 the City Council approved Ordinance 731 relating to local sales and use tax, authorizing the maximum capacity of the tax authorized under the provisions of Substitute House Bill 1406 for affordable and supporting housing. The revenue to the City is a credit from the state’s sales tax. With adoption of this ordinance the City is able to impose the rate of 0.0073%. According to the Department of Revenue, the maximum amount the City may receive is \$97,697 per state fiscal year. The City notified DOR on March 13, 2020. DOR will begin imposing the tax effective May 1, 2020 and the City will receive its first full distribution amount in July 2020 though we may see some funds trickle through in May and June due to early returns begin filed. The affordable housing portion of this fund accounts for the sales tax credit and related affordable housing program costs.

Fund 106 Public Art

Colonial Plaza Art, Continuation / 1-Time

Add \$100,000 for Colonial Plaza Art.

Support of Arts Commission, Continuation / 1-Time

The Public Art Fund budget includes \$2,000 per year in 2019 and 2020 in support of arts commission programs. 2019 funds were not spent. The purpose of the carry forward is to combine the 2019 allocation with the 2020 allocation for a total of \$4,000 to be used in 2020 for the new film festival.

Major Public Art Project, New / 1-Time

Earmark \$40,778 of funds available for major public art, as determined by the City Council.

Fund 180 Narcotics Seizure

Narcotics Seizure, Continuation / 1-Time

Add \$282,319 funded by 2019 ending fund for balance eligible narcotics seizure related activity. The purpose of this fund is for tracking 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.

Fund 181 Felony Seizure

Felony Seizure, Continuation / 1-Time

Add \$8,143 funded by 2019 ending fund for balance eligible felony seizure related activity. The purpose of this fund is for tracking assets seized under RCW 10.105.101 and the related expenditures. The state statute authorizes the seizure of assets that have been or was actually employed as an instrumentality in the commission or in the 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 a compensation for the commission of, any felony, or which was acquired in whole or in part with the proceeds traceable to the commission of a felony. Funds shall be used exclusively by the City in the expansion and improvement of law enforcement activity; however may not be used to supplant existing funding sources.

Fund 182 Federal Seizure

Federal Seizure, Continuation / 1-Time

Add \$259,829 funded by 2019 ending fund for balance eligible federal seizure related activity. The purpose of this fund is to track the revenues associated with assets seized as a result the Police Department working in conjunction with federal law enforcement.

The Federal Equity Sharing Guidelines lists the following (funds shall be used to increase or supplement and not be used to replace or supplant):

Permissible Uses: law enforcement investigations; law enforcement training, law enforcement and detention facilities; law enforcement equipment; law enforcement travel and transportation; law enforcement awards and memorials; drug and gang education awareness programs; matching fund for grants; pro rata funding of the law enforcement agency's percentage of costs associated with supporting multi-agency items or facilities; asset accounting and tracking of expenditures of federally shared funds; language assistance services in connection with law enforcement activity; transfers of cash to other law enforcement agencies; support of community-based programs (cash transfers to community-based programs are not permitted); and windfall situations to provide additional support to community –based programs.

Impermissible Uses: Salaries and benefits of permanent law enforcement personnel, except in limited circumstances (i.e. express statutory authorization, overtime of officers and investigators, new positions and temporary or not-to-exceed one year appointments and salary of an officer hired to replace an officer assigned to a task force, specialized programs that generally to not involve traditional law enforcement functions); use of forfeited property by non-law enforcement personnel; payment of education-related costs; uses contrary to the laws of the state or local jurisdiction; non-official government use of shared assets; purchase of food and beverage (except for conference and meals during local operations); extravagant expenditures

Fund 190 CDBG

CDBG, Grant / 1-Time

Add \$1,914,395 for CDBG grant funds as follows: The adjustment eliminates the original budget estimate of \$560,000 and adds the following:

- \$927,633 for 2020 CDBG Allocation – breakdown:
 - \$596,006 for 2020 CDBG Entitlement Funds
 - \$331,627 for 2020 CDBG HOME Funds
- \$1,546,762 from prior year balances – breakdown:
 - \$81,893 from Administration 2019 Balance
 - \$45,000 from Public Service 2019 Balance
 - \$3,016 from Physical Improvements 2017 Balance
 - \$354 from Physical Improvements 2018 Balance
 - \$215,258 from Physical Improvements 2019 Balance
 - \$7,575 from Housing Programs 2015 Balance
 - \$34,975 from Housing Programs 2017 Balance
 - \$25,000 from Housing Programs 2019 Balance
 - \$201,208 from Major Home & Sewer Repair 2019 Balance
 - \$361,378 from HOME Affordable Housing 2018 Balance
 - \$225,000 from HOME Affordable Housing 2019 Balance
 - \$346,105 from HOME Housing Rehabilitation 2019 Balance

CDBG CARES (Coronavirus Aid, Relief, and Economic Security Act), Grant / 1-Time

Add \$350,611 for CDBG CARES Act funding for the purpose of providing emergency economic development assistance for small businesses.

Fund 191 Neighborhood Stabilization Program

NSPI, Continuation / 1-Time

Add \$191,750 in program expenditures funded by 2019 ending fund balance and an increase of \$49,316 in abatement program income and interest. The program provides funding to purchase and redevelop low income, foreclosed and abandoned residential properties and/or structures. Revolving funds are used to pay for program costs. In January 2020, CED met with the Washington State Department of Commerce to close out NSPI funds. Upon formal written notification of the close-out, if the City has any remaining NSPI funds after five years of close out date, the City reprogram unspent funds with no restrictions, meaning the City may use the funds for example, for abatements, set up a housing loan program similar to CDBG/HOME but without all of the federal requirements or even put it back to the General Fund.

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

SSMCP Operations, Continuation / Ongoing

Reduce revenue estimate by \$46,250 and reduce expenditures by \$1,918. The operations budget includes personnel costs for the SSMCP/OEA Program Manager and Program Coordinator positions.

Office of Economic Adjustment Compatible Land Use 3, Grant / 1-Time

Add \$436,619 to continue carrying out recommendations of the JBLM Joint Land Use Study funded by the Department of Defense.

North Clear Zone Property Purchase, Grant / 1-Time

Add \$6,867,698 for the purchase of the Tactical Tailor property in the North Clear Zone adjacent to JBLM (Joint Base Lewis McChord), funded by the following grants:

- \$3,566,565 United States Air Force
- \$953,000 REPI Funds
- \$768,133 WA State Department of Commerce
- \$580,000 Pierce County 2020 Budget Funds
- \$500,000 REPI Anticipated Funds
- \$500,000 WA State Capital Budget Funds

Fund 195 Public Safety Grants

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

Add a total of \$9,000 for WTSC Impaired Driving Emphasis grant. 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 – Motorcycle, Grant / 1-Time

Add \$1,800 for remaining grant balance for 2020. 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.

Emergency Management Planning Grant / 1-Time

Add \$16,443 for remaining grant balance for period of January 1, 2020 through August 31, 2020. 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 match which is already budgeted in the General Fund Emergency Management budget in addition to in-kind Assistant Police Chief personnel cost and balance of coordinator's salary.

Bulletproof Vest Partnership, Grant /1-Time

Add \$16,404 for remaining grant balance for January 1, 2020 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 \$9,644 for grant period March 1, 2020 –September 30, 2020. This grant provides funding for officer overtime for emphasis patrol, vessel safety inspections, and educational boater safety related activities. This grant has in-kind (such as personnel, maintenance of boats, fuel, trailers, boat house) matching requirements of \$7,040.

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

Add a total of \$3,836 for grant. 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.

Washington Association of Sheriffs and Police Chiefs (WASPC), Grant /1-Time

Add \$21,800 for WASPC grant. This traffic safety grant provides funding for the purchase of four lidar and six radar units. These federal funds support statewide/national safety traffic initiatives, projects and programs.

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

Add \$9,937 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.

Washington State Patrol- Mobile Impaired Driving Unit (MIDU), Contract / 1-Time

Add \$14,728 for mobile impaired driving unit grant. These funds are for providing a certified Medical Assistant Phlebotomist to work in conjunction with the WSP various locations around the State of Washington.

US DOJ Justice Assistance Grant – Rifle Noise Suppressors, Grant / 1-Time

Add \$41,723 grant for period 10/1/18-9/30/2022. This grant is for the purpose of purchasing rifle noise suppressors for patrol rifles.

Washington Auto Theft Prevention Authority (WAPTA), Grant /1-Time

Add \$127,800 for WATPA grant. This funding through the City of Federal Way provides for the position of an Auto Crimes Enforcement Task Force Investigators who are assigned to the WAPTA program. There is no local match required. The mission of the WAPTA is to prevent and reduce motor thefts in the State

Office of Justice Programs Veterans Court, Grant /1-Time

Add \$37,386 remaining grant balance from 2019 (year 1). This is an enhancement grant for the Veterans Treatment Court and serves Type A non-violent offenders. The total grant amount is \$500,000 and runs through December 31, 2022. In addition to personnel costs, the grant includes travel and training, supplies, and subaward for prosecution, consultant evaluator/information manager, and public defense.

Fund 202 LID Local Improvement District Debt Service

LID Debt Service, Continuation / 1-Time

Earmark estimated funds totaling \$35,097 for early redemption of bonds and fiscal agent fees for LID 1101 and \$17, 730 for LID 1109 administration costs.

Fund 301 Parks Capital

301.0003 Harry Todd Park Phase II Waterfront, Continuation / 1-Time

Add \$1,586,337 in project expenditures funded by: RCO/WWRC Water Access of \$539,571 (replaces ALEA grant anticipated of \$500,000); RCO grant of \$416,964; ALEA (Aquatic Lands Enhancement Account) grant of \$500,000; and lodging tax grant of \$181,885.

This budget adjustments results in a life-to-date through 2020 project cost estimate of \$2,999,288 funded by:

- \$539,571 RCO/WWRC Water Access Grant
- \$580,000 RCO Grant
- \$500,000 ALEA Grant
- \$404,474 Sale of Lakeland Property
- \$107,129 General Fund
- \$618,114 REET
- \$200,000 Lodging Tax Grant
- \$50,000 SWM
- \$2,999,288 Total Sources**

301.0005 Chambers Creek Trail, Continuation / 1-Time

Add \$200,000 in project expenditures funded by 2019 ending project balance of \$150,000 and SWM of \$50,000 for share of storm drainage related elements.

This budget adjustment results in a life-to-date through 2020 project cost estimate of \$325,000 funded by:

- \$79,591 General Fund
- \$100,000 REET
- \$20,409 Paths & Trails MVET
- \$125,000 SWM
- \$325,000 Total Sources**

301.0006 Gateways, Continuation / 1-Time

Add \$150,000 in project expenditures funded by lodging tax grant of \$150,000. The two gateways are along the I-5 Corridor near JBLM. The gateways would be built in conjunction with major improvements along the freeway and at the following Lakewood exits: Berkley Exchange and Murray Road.

This budget adjustment results in an annual budget of \$599,000 funded by:

\$150,000 Lodging Tax Grant
\$50,000 Unallocated Parks CIP (various project savings, interest earnings, etc.)
\$200,000 Total Sources

301.0014 Fort Steilacoom Park/South Angle Lane Parking and Trail, Continuation / 1-Time

Add \$1,417,763 in project expenditures funded by FSP Utility and North Angle Lane Improvement project savings of \$51,064; POP (Protect our Pets) commitment of \$5,000; WWRP grant \$448,676; Town of Steilacoom contribution of \$25,000; and lodging tax grant of \$129,149.

This budget adjustment results in a life-to-date through 2020 project cost estimate of \$1,551,064 funded by:

\$5,000 POP (Protect our Pets) Commitment
\$500,000 WWRP Grant
\$25,000 Town of Steilacoom Contribution
\$20,000 Oaktree Mitigation Funds
\$350,000 General Fund
\$390,130 REET
\$209,870 Lodging Tax Grant
\$51,064 FSP Utility and North Angle Lane Improvement Project Savings
\$1,551,064 Total Sources

301.0016 Park Equipment Replacement, Continuation / 1-Time

Add \$27,483 in project expenditures funded by 2019 ending project balance of 27,483.

This budget adjustment results in a life-to-date through 2020 project cost estimate of \$80,000 funded by:

\$40,000 General Fund
\$40,000 REET
\$80,000 Total Sources

301.0017 Playground Resurfacing, Continuation / 1-Time

Add \$2,989 in project expenditures funded by 2019 ending project balance of \$2,989.

This budget adjustment results in a life-to-date through 2020 project cost estimate of \$55,931 funded by:

\$25,931 General Fund
\$30,000 REET
\$55,931 Total Sources

301.0018 Project Support, Continuation / 1-Time

Add \$86,247 in expenditures funded by 2019 ending project balance of \$86,247.

This budget adjustment results in an annual budget of \$136,247 funded by:

\$100,000 General Fund
\$36,247 REET
\$136,247 Total Sources

301.0019 Edgewater Dock, Continuation / 1-Time

Add \$45,083 in project expenditures funded by 2019 ending project balance of \$45,083. This budget adjustment results in a life-to-date through 2020 cost estimate of \$50,000 funded REET.

301.0020 Wards Lake Improvements, Continuation & New / 1-Time

Add \$213,277 in expenditures funded by new Conservation Futures Grant of \$102,000, new transfer in from General Fund of \$85,000; and SWM \$56,277 for storm drainage related elements.

This budget adjustment results in a life-to-date through 2020 cost estimate of \$317,000 funded by:

\$102,000 Conservation Futures Grant - New
\$85,000 General Fund
\$30,000 REET
\$100,000 SWM

\$317,000 Total Sources

301.0022 Banners & Brackets Phase II, Continuation / 1-Time

Add \$8,789 in expenditures funded by 2019 ending project balance of \$8,789. This budget adjustment results in a life-to-date through 2020 cost estimate of \$50,000 funded by General Fund.

301.0024 Fort Steilacoom Park Barn Restoration Feasibility Study with Partners for Parks, New / 1-Time

Add \$20,000 in project expenditures funded by unallocated CIP funds (from various project savings, interest earnings, miscellaneous revenue) of \$10,000 and new General Fund of \$10,000. Partners for Parks has committed \$25,000 forwards this study and because of the public benefit of this project, they are requesting \$20,000 from the City to initiate and support this public/private partnership research project.

Additionally, the project also received \$100,000 from REET in 2019 which is being returned to the REET Fund in 2020.

301.0027 American Lake Improvements (ADA, Playground, Sanican Enclosure), Continuation / 1-Time

Add \$35,789 in project expenditures funded by new Pierce County Grant of \$35,000 for picnic shelter.

This budget adjustment results in a life-to-date through 2020 cost estimate of \$285,000 funded by:

\$35,000 Pierce County Grant - New
\$250,000 REET

\$285,000 Total Sources

301.0031 Fort Steilacoom Park/Artificial Turf Infields, Continuation / 1-Time

Add \$1,010,000 in project expenditures funded 2019 ending project balance of \$15,300 and Department of Commerce Grant of \$994,700.

This budget adjustment results in a life-to-date through 2020 cost estimate of \$1,260,000 funded by:

\$994,000 Department of Commerce Grant
\$15,300 General Fund
\$250,000 REET

\$1,260,000 Total Sources

301.0032 Springbrook Park Expansion, Continuation & New/ 1-Time

Add \$131,616 in project expenditures funded Springbrook Park Acquisition Phase III project savings of \$121,616 and new TPCHD (Tacoma Pierce County Health Department) Grant of \$10,000. The TPCHD grant is for the purpose of purchasing fitness equipment.

This budget adjustment results in a life-to-date through 2020 cost estimate of \$919,616 funded by:

\$788,000 Funds Anticipated – State Legislative Ask
\$10,000 TPCHD Grant
\$121,616 Springbrook Park Acquisition Phase III Project Savings

\$919,616 Total Sources

301.0035 Fort Steilacoom Park Pavilion Restroom Improvements

Add \$157,022 in project expenditures funded 2019 ending project balance of \$61,208 and Fort Steilacoom Park Pavilion Phase I project savings of \$95,814.

This budget adjustment results in a life-to-date through 2020 cost estimate of \$165,814 funded by:

\$70,000 REET
\$95,814 Fort Steilacoom Park Pavilion Phase I Project Savings
\$165,814 Total Sources

301.0036 Gateways – Service Club Signs

Add \$22,510 in project expenditures funded 2019 ending project balance of \$22,510.

This budget adjustment results in a life-to-date through 2020 cost estimate of \$25,000 funded by:

\$25,000 General Fund
\$25,000 Total Sources

301.0037 Seeley Lake Resource Conservancy Park Improvements, New / 1-Time

Add \$150,000 in project expenditures funded by new Pierce County grant of \$100,000 and new transfer in from SWM for storm related elements. The City and County will cooperatively design and construct improvements to the property for the purpose of improving public access and safety, habitat and water quality on the property.

This budget adjustment results in a life-to-date through 2020 cost estimate of \$100,000 funded by:

\$100,000 Pierce County Grant
\$50,000 SWM
\$150,000 Total Sources

Fund 302 Transportation Capital

302.0001 Personnel, Engineering & Professional Services, New / 1-Time

Add \$40,000 in expenditures funded by unallocated CIP funds (from various project savings, interest earnings, miscellaneous revenue). The purpose of this budget increase is to better reflect the actual cost of Public Works Engineering performing work under this category. Personnel costs associated with a specific project are included in the specific capital project; however, when not spent, contribute to the overall savings that provide the funding source for this request.

This budget adjustment results in an annual budget of \$599,000 funded by:

\$47,300 Increased Gas Tax
\$12,400 Multi-Modal Transportation
\$499,300 General Fund
\$599,000 Total Sources

302.0002 New LED Street Light, Continuation / 1-Time

Add \$164,257 in project expenditures funded by CDBG grant (\$155,257 project cost + \$9,000 CDBG admin cost).

This budget adjustment results in a life-to-date through 2020 cost estimate of \$1,239,394,000 funded by:

\$330,000 Motor Vehicle Excise Tax
\$10,000 Multi-Modal Transportation
\$360,000 General Fund
\$325,000 REET
\$186,195 CDBG Grant
\$28,199 Unallocated CIP (from various project savings, interest earnings, miscellaneous revenue)
\$1,239,394 Total Sources

302.0004 Minor Capital & Major Maintenance, Continuation / 1-Time

Add \$119,942 in project expenditures funded by project fund balance, pavement degradation fees, and unallocated Transportation CIP funds (from various project savings, interest earnings and miscellaneous revenue).

This budget adjustment results in an annual budget of \$369,942 funded by:

\$45,219 Prior Year Project Savings
\$52,741 Pavement Degradation Fees
\$190,000 Motor Vehicle Excise Tax
\$60,000 Multi-Modal Transportation
\$21,982 Unallocated Transportation CIP (from various project savings, interest earnings, miscellaneous revenue)
\$369,942 Total Sources

302.0005 Chip Seal Program – Local Access Roads, Continuation / 1-Time

Add \$84,581 in project expenditures funded by project fund balance.

This budget adjustment results in an annual budget of \$444,581 funded by:

\$84,581 Prior Year Project Savings
\$307,543 REET
\$52,457 Transportation Benefit District (from 2019 \$20 VLF balance)
\$444,581 Total Sources

302.0015 Streets: 112th/111th Bridgeport Way to Kendrick, Continuation & New / 1-Time

Add \$1,341,312 in project expenditures funded by project fund balance \$31,312, new Sound Transit grant \$1,040,000 and transfer in from SWM fund \$270,000 for storm related elements.

This budget adjustment results in a life-to-date through 2020 cost estimate of \$1,418,678 funded by:

\$13,414 Port of Tacoma Grant
\$1,040,000 Sound Transit Grant - New
\$19,779 Donations & Contributions
\$3,440 General Fund
\$12,000 REET
\$270,000 SWM - New
\$60,045 Unallocated CIP (from various project savings, interest earnings, miscellaneous revenue)
\$1,418,678 Total Sources

302.0024 Streets: Steilacoom Blvd – Farwest to Phillips Road (Design Only), Continuation / 1-Time

Add \$610,514 in project expenditures funded by project fund balance \$165,679 and Federal WSDOT \$444,835

This budget adjustment results in a life-to-date through 2020 cost estimate of \$1,533,115 funded by:

\$1,102,809 Federal WSDOT Grant
\$134,052 Other/Town of Steilacoom
\$163,190 General Fund
\$20,100 REET
\$15,964 SWM
\$97,000 Unallocated CIP (from various project savings, interest earnings, miscellaneous revenue)
\$1,533,115 Total Sources

302.0039 Non-Motorized Trail: Gravelly Lake Drive Phase I (112th – WA Blvd), Continuation / 1-Time

Return \$241,840 to SWM Fund. Federal WSDOT grant paid for portion of storm drainage related costs which reduced SWM's contribution. The project is complete as of 2019.

302.0060 Traffic Signal Replacement: 100th & Lakewood Drive, Continuation / 1-Time

Add \$955,735 in project expenditures funded by project balance \$319,783, unallocated Transportation CIP funds \$551,000 (from various project savings, interest earnings and miscellaneous revenue) and transfer in from SWM for storm related elements \$84,952.

This budget adjustment results in a life-to-date through 2020 cost estimate of \$1,030,860 funded by:

\$1,544 Developer Contributions
\$317,465 REET
\$94,000 SWM
\$617,851 Unallocated CIP (from various project savings, interest earnings, miscellaneous revenue)
\$1,030,860 Total Sources

302.0064 Streets: 146th, 150th, & Spring Street Local Improvement District, Continuation / 1-Time

Add \$919,641 in expenditures funded by GO Bond proceeds to reimbursement the Fleet & Equipment Fund for interim financing \$880,204 and related debt issuance and administration costs \$39,437.

302.0119 Sidewalks: Lakewood Drive – Steilacoom Blvd to Flett Creek, New / 1-Time

Add \$1,038,328 in project expenditures funded by unallocated Transportation CIP funds \$229,500 (from various project savings, interest earnings and miscellaneous revenue), state TIB grant \$539,132 (\$804 spent in 2019) and transfer in from SWM for storm related elements \$270,500.

This budget adjustment results in a life-to-date through 2020 cost estimate of \$1,040,000 funded by:

\$540,000 State TIB Grant
\$270,500 SWM
\$229,500 Unallocated CIP (from various project savings, interest earnings, miscellaneous revenue)
\$1,040,000 Total Sources

302.0134 Sidewalks: Veterans Drive – Gravelly Lake Drive to American Lake Park, Continuation / 1-Time

Add \$2,018,554 in project expenditures funded by project balance \$2,130,085 offset by reduction in general obligation bonds \$1,804,730 due to timing of issuance (2019 instead of 2020) and federal WSDOT Connecting Washington Grant \$1,730,000.

This budget adjustment results in a life-to-date through 2020 cost estimate of \$7,615,305 funded by:

\$2,000,000 Federal WSDOT Grant
\$4,361,300 General Obligation Bonds
\$154,639 Developer Contributions/Donations
\$12,700 General Fund
\$1,086,666 SWM
\$7,615,305 Total Sources

302.0135 Streets: WA Blvd & Edgewood Drive (North Fort to Gravelly Lake Drive, Continuation / 1-Time

Add \$1,149,338 in project expenditures funded by project balance of \$383,232, general obligation bonds \$426,300 and transfer in from SWM for storm related elements \$322,000.

The budget adjustment results in a life-to-date through 2020 cost estimate of \$1,149,338 funded by:

\$784,270 General Obligation Bonds
\$322,000 SWM
\$43,068 REET
\$1,149,338 Total Sources

302.0137 Streets: Steilacoom Boulevard/88th (Weller to Custer Road), Continuation / 1-Time

Add \$2,787,668 in project expenditures funded by project balance of \$721,058, federal WSDOT grant \$747,000, general obligation bonds \$1,082,430 and transfer in from SWM for storm related elements \$79,674.

The budget adjustment results in a life-to-date through 2020 cost estimate of \$2,787,668 funded by:

- \$747,000 Federal WSDOT Grant
- \$1,082,430 General Obligation Bonds
- \$156,000 SWM
- \$71,238 General Fund
- \$269,494 REET
- \$461,506 Transportation Benefit District
- \$2,787,688 Total Sources**

302.0138 Sidewalks: Onyx Drive SW – 89th to 97th and Garnet to Phillips, Continuation / 1-Time

Add \$533,622 in project expenditures funded by project balance of \$3,517,662 and reduction in general obligation bonds \$2,984,000 (issued in 2019).

The budget adjustment results in a life-to-date through 2020 cost estimate of \$5,528,991 funded by:

- \$4,492,000 General Obligation Bonds
- \$749,149 SWM
- \$287,842 REET
- \$5,528,991 Total Sources**

Fund 311 Sewer Capital Projects

311.0002 Side Sewer Capital Improvement Projects, Continuation / 1-Time

Add \$145,519 in project expenditures funded by project balance of \$145,519.

The budget adjustment results in a life-to-date through 2020 cost estimate of \$5,528,991 funded by:

- \$208,000 Sewer 4.75% Surcharges
- \$208,000 Total Sources**

311.0003 North Thorne Lane Sewer Extension, Continuation / 1-Time

Add \$15,910 in project expenditures funded by project balance of \$15,910.

The budget adjustment results in a life-to-date through 2020 cost estimate of \$1,419,000 funded by:

- \$450,000 Pierce County Interlocal Grant
- \$934,000 Sewer 4.75% Surcharge
- \$35,000 Sewer Availability Charge
- \$1,419,000 Total Sources**

311.0005 Maple Street Sewer, New / 1-Time

Add \$573,905 in project expenditures funded by sewer funds of \$538,905, general fund of \$27,000 for road improvements and SWM of \$8,000 for storm related element of this project.

The budget adjustment results in a life-to-date through 2020 cost estimate of \$606,905 funded by:

- \$571,905 Sewer – New Portion \$538,905
- \$27,000 General Fund - New
- \$8,000 SWM - New
- \$606,905 Total Sources**

The contributions from the General and SWM Funds provide for design and survey of road improvements and storm related elements of the project. An estimated additional \$505,000 (\$418,000 for road improvements and \$87,000 for storm drainage) will be needed to complete construction with funding source to be determined at a later date.

311.0013 Fort Steilacoom Park Sewer Extension, Continuation / 1-Time

Add \$227,000 in project expenditures funded by project balance of \$77,000 and Pierce County Sewer Program Grant of \$75,000.

The budget adjustment results in a life-to-date through 2020 cost estimate of \$227,000 funded by:

- \$75,000 Pierce County Sewer Program Grant
- \$152,000 Sewer Availability Charge
- \$227,000 Total Sources**

Fund 401 Surface Water Management

Transfers to Parks CIP, Continuation & New / 1-Time

- \$50,000 to 301.0005 Chambers Creek Trail, Continuation / 1-Time
- \$50,000 to 301.0037 Seeley Lake Improvements, New / 1-Time

Transfers to Transportation CIP, Continuation & New / 1-Time

- \$270,000 to 302.0015 111th/112th (Bridgeport to Kendrick), New / 1-Time
- \$270,500 to 302.0119 Sidewalks: Lakewood Dr - GLD to American Lake Park, New / 1-Time
- \$322,000 to 302.0135 Streets: WA Blvd and Edgewood Drive (North Fort to GLD), New / 1-Time
- \$79,674 to 302.0137 Streets: Steilacoom Blvd/88th (Weller to Custer Rd), Continuation / 1-Time
- \$84,952 to 302.0060 Traffic Signal at 100th, Continuation / 1-Time
- (\$55,000) Eliminate 302.0053 123rd St SW – Bridgeport Way to 47th Ave SW, Continuation / 1-Time

Transfers to Sewer CIP, New / 1-Time

- \$8,000 to 311.0005 Maple Street Sewer, New / 1-Time

401.0008 Outfall Retrofit CIP, Continuation & New / 1-Time

Add \$547,787 in project expenditures funded by project balance of \$227,787 and new SWM funds of \$320,000. The budget adjustment results in a life-to-date through 2020 cost estimate of \$620,000 funded SWM.

This project was created as part of the 2015/2016 budget to install water quality vaults hear the ends of pipes that discharge stormwater to Lake Louise, Carp Lake, and Flett Creek. At that time, an estimated cost to design and construction was \$300,000. Public Works Engineering (PWE) recently completed the design efforts and determined there was a significant shortfall in funding. Based on site investigations, the water quality vaults envisioned were not feasible at all locations and/or did nothing to improve water quality discharges per the needs of the water body. Using more advanced analysis and design options, PWE proposes installing different water quality devises to address the needs of the water bodies. Coupled with increased construction costs (updating 2016 costs to 2020), the shortfall is \$320,000.

401.0012 Outfall Retrofit Feasibility CIP, Continuation / 1-Time

Add \$60,000 in project expenditures funded by project balance. The budget adjustment results in a life-to-date through 2020 cost estimate of \$60,000 funded by SWM.

401.0015 Oakbrook Outfall Retrofits CIP, Continuation / 1-Time

Add \$24,196 in project expenditures funded by project balance. The budget adjustment results in a life-to-date through 2020 cost estimate of \$250,000 funded by SWM.

401.0017 American Lake Integrated Aquatic Vegetation CIP, Continuation / 1-Time

Add \$510 in project expenditures funded by project balance. The budget adjustment results in a life-to-date through 2020 cost estimate of \$27,658 funded by SWM of \$10,000 and Department of Ecology Grant of \$17,658. The contractor has stated he will do a second treatment where needed at no additional cost. The \$510 is for personnel cost associated with managing this project.

401.0018 Waughop Lake Treatment CIP, Continuation / 1-Time

Add \$410,463 in project expenditures funded by project balance of \$80,463, Department of Ecology Grant of \$50,000 and Pierce County Flood Control Zone Opportunity Fund of \$280,000.

The budget adjustment results in a life-to-date through 2020 cost estimate of \$430,000 funded by:

\$100,000 SWM
\$50,000 Department of Ecology Grant
\$280,000 Pierce County Flood Control Zone Opportunity Fund
\$430,000 Total Sources

Supplies/Maintenance Support – New / Ongoing

Add \$4,600 for additional supplies and materials to support five additional SWM projects in beginning in 2020. The materials will include up to four basins and a lot of rock. The following are locations of the five additional SWM projects:

- 8409 Tuckaway Drive SW
- 10202 105th Street Ct SW
- 5915 99th Street SW
- 3315-3341 92nd Street South
- 6434 & 6439 Wildaire Road SW

Street Sweeping and Storm System Maintenance – New / Ongoing

Add \$86,300 for street sweeping services based on the latest bid award which includes some new services for Sounder Station parking garage, three parks (Fort Steilacoom Park, Harry Todd, and American Lake Park) and Colonial Plaza as well as overall as overall coverage and cost increases.

Internal Service Charges – Property Management, New / Ongoing

(See Fund 502 Property Management for additional information)

- \$918 Facilities Street Sweeping and System Maintenance, New (accounting change) / Ongoing

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

(See Fund 503 Information Technology for additional information)

New

- \$1,042 Conversion of Information Technology Manager to Chief Information Officer
- \$5,609 Wide Format Printers and Scanner

Continuation / 1-Time

- \$1,054 for Disaster Recovery
- \$164 for Disaster Recovery/Co-Location at Police Station
- \$1,061 for Computer Replacement
- \$15,810 for Document Management System
- \$527 for Redundant Voice/Data at Police Station
- \$375 for Cloud Enabled Backup Storage
- \$791 for Multi-Drive Tape Solution for Off-site Storage
- \$692 for Security Enhancements
- \$409 for Network Cybersecurity

Internal Service Charges – Risk Management, Continuation / Ongoing

(See Fund 504 Risk Management for additional information)

- \$1,430 for WCIA Annual Assessment Increase

Fund 501 Fleet & Equipment

PW Speed Radar Trailers, New / 1-Time

Replace two existing radar speed trailers #42990 and #40180 at a cost of \$14,200 funded replacement reserves. Purchase three new radar speed trailers at a total cost of \$17,400. Ongoing annual impact is \$2,500 for m&o and \$4,514 for replacement reserves. PW Department submitted a \$17,500 risk mitigation grant request to WCIA for portable speed readers and has not heard back on the status of the grant as of this report date. For budgeting purposes, the request is to fund the entire purchase through accumulated replacement reserves and general fund. If awarded, the grant will reduce the City's cost. Risk mitigation: Using portable speed radar signs that only weigh approximately 30 pounds reduces the risk of back injury compared to moving around a heavy trailer mounted radar speed sign unit. Additionally, the installation of portable units at suitable locations not constrained by site conditions such as the trailer mounted unit reduces exposure of city staff to potential injury by passing cars. A common program is vehicle impacts to city street lights and other infrastructure. Having the ability to move these speed radar signs around the city quickly and efficiently will enable the City to address speeding issues rapidly and reduce the risk of collision. Cleanup of collisions often puts city staff at risk as they are now working in the right-of-way, often with vehicles passing in close proximity. Reduce collisions with City assets further reduces our claims.

PW/O&M Vehicle #42440, Continuation / 1-Time

Add \$70,000 for the replacement of this 2009 Ford F250, funded by replacement reserves and capital contribution. This was previously approved in 2019 but was not purchased in 2019.

PK Replace Portable Stage #42870, Continuation / 1-Time

Add \$9,000 in 2020 for the replacement of portable stage #42870. This was previously approved in 2018.

PK Broom with Collection Bin #43260, Continuation / 1-Time

Add \$7,500 for a broom with collection skid to support operation and maintenance services. This was previously approved in 2019 but was not purchased in 2019.

PK Field Rake #43120, Continuation / 1-Time

Add \$9,000 in 2020 for the replacement of a John Deere Field Rake #43120. This was previously approved in 2019 but was not purchased in 2019.

PD Replace Vehicle #40610 Continuation / 1-Time

Add \$30,000 for the replacement of the current 2009 Ford F150 assigned to CIU. This was previously approved in 2019 but was not purchased in 2019.

PD Convert to Specialty Vehicle #41441, New / 1-Time

Add \$25,000 to convert a 2016 Dodge Ram to a specialty unit for CIU, funded by replacement reserves.

PD Replace Vehicle #41041, Continuation / 1-Time

Add \$39,000 for the replacement of this 2008 Trail Blazer. This was previously approved in 2019 but not purchased in 2019.

PD Totaled Vehicle #40371, Continuation / 1-Time

This vehicle was involved in a collision and has been declared a total loss by WCIA in 2019. The budget request of \$57,000 was previously approved in 2019 but not purchased in 2019.

PD Totaled Vehicle #40241, New / 1-Time

Add \$58,600 to replace this vehicle that was involved in a collision in 2019 and has been declared a total loss by WCIA. The funding source is WCIA insurance proceeds.

PD PIT Equipment for Training Vehicle, New / 1-Time

Add \$5,000 for the purchase and installation PIT (Pursuit Immobilization Technique) equipment, funded by General Fund. The current sedan training vehicle will be replaced with a newer one that was scheduled to be surplus. Vehicles that are scheduled for surplus may be used to replace older vehicles (with the older vehicle then being the vehicle that gets surplus).

PD Replace Vehicle #40430, New / 1-Time

Add \$24,000 for the replacement of this 2008 Ford ½ ton truck, funded by replacement reserves.

Fund 502 Property Management

502.0010 FSP O&M HVAC Replacement, Continuation / 1-Time

Add project balance of \$11,859 funded by reserves.

502.0011 FSP LED Lighting Conversion / 1-Time

Add project balance of \$30,074 funded by reserves.

502.0028 Police Station Generator Plug In, Continuation / 1-Time

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

502.0029 Salt Bin Cover, Continuation / 1-Time

Add project balance of \$10,000.

City Hall Street Sweeping and Storm System Maintenance, New (accounting change) / Ongoing

Add \$7,600 for street sweeping and storm maintenance at City Hall. As City Hall is a stand-alone facility and not part of the MS4 (Municipal Separate Storm Sewer System) system, these charges should be accounted for as property management expenditures.

Fund 503 Information Technology

Conversion of IT Manager to CIO, New / Ongoing

Add \$19,800 for conversion of the Information Technology Manager position to Chief Information Officer. This conversion occurred January 2020. The CIO position reflects the actual responsibilities of this position which includes being in charge of the information technology strategy and overall computer systems and processes required to support the City Council's goals and objectives as well as directly responsible for all IT personnel.

503.0002 PK – Fiber Optic Connection at FSP O&M, Continuation / 1-Time

Add \$14,027 to continue adding network connections at Fort Steilacoom Park.

503.0005 Website Update/Redesign, Continuation / 1-Time

Add \$8,019 to continue updating and maintaining the City's website.

503.0006 Disaster Recovery & Business Continuity Plan, Continuation / 1-Time

Add \$20,000 for creation of comprehensive documentation, policies and procedures in regards to disaster recovery processes related to information technology.

503.0012 Disaster Recovery/Co-Location Police, Continuation / 1-Time

Add \$3,120 to continue incorporating both the primary and secondary data centers.

503.0015 Computer Replacement, Continuation / 1-Time

Add \$20,131 to continue the 4-year computer refresh program and will be used as needed to update the City's computers.

503.0018 Document Management System, Continuation / 1-Time

Add \$300,000 to implement project. In January of 2019, the Information Technology Division received numerous responses to the document management RFP posted on the city's website. Staff have reviewed submissions to determine which proposals meet the needs of the city and were ready to schedule demos and presentations by the vendors. Due to the critical nature of the PALS permitting system project, this was placed on hold until the 2nd quarter of 2020 to allow staff to focus on one major project at a time to ensure smooth implementation with little to no errors.

503.0025 Redundant Voice/Data at Police Station, Continuation / 1-Time

Add \$10,000 to continue implementation. 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.

503.0028 CED – PALS Permit System, Continuation / 1-Time

Add \$105,000 for new PALS Permit System. 1-time costs are roughly estimated at \$80,000 and is partially funded by accumulated technology fees of \$68,050. The other \$25,000 is from the 2019 adopted budget allocation for a consultant to evaluate permit system needs. A consultant was not used and the request is to add the consultant funds to the potential 1-time cost.

503.0030 PK – O&M at Front Street Fiber Repair, Continuation / 1-Time

Add \$9,000 for fiber repair. Fiber connectivity offers significant reliability advantages over copper internet connections due to the fact that fiber is much stronger than copper. It is also not susceptible to inclement weather conditions, which can damage or stall data transmissions over copper cabling. Fiber is many times faster than copper internet connections. This project will install new and repairs fiber connections to the O&M Facility at Front Street directly connecting the facility to both the primary and secondary data centers. This will provide a direct high-speed connection while also eliminating the Comcast business circuit currently installed at O&M along with legacy networking hardware.

503.0033 Cloud Enabled Backup Storage, Continuation / 1-Time

Add \$7,113 to continue implementing a cloud storage that will 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.

503.0034 Multi Drive Tape Solution for Off-site Storage, Continuation / 1-Time

Add \$15,000 to implement the project which 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.

503.0035 Security Enhancements, Continuation / 1-Time

Add \$13,130 to continue providing additional security solutions to ensure ingress and egress points are protected from both internal and external threats.

503.0037 Network Cybersecurity, Continuation / 1-Time

Add \$7,761 to continue implementing additional software and hardware solutions that protect the city's infrastructure from increased potential cyber-attacks both internal and external.

503.0040 Replace Wide Format Printer & Scanner, New / 1-Time

Add \$40,388 for the replacement of two wide-format printers which are and one KIP unit that is used to scan large wide-format prints. The City Council approved this request in January 2020.

503.0027 In-Car Cameras, Continuation / 1-Time

Add \$9,168 for hardware and installation costs associated with mounting of Cradlepoint devices on 20 police replacement vehicles that will need to be retrofitted.

Fund 504 Risk Management

WCIA Assessment – New / Ongoing

Add \$27,120 for WCIA assessment increase for a total annual assessment of \$1,438,795 in 2020. According to WCIA, the increase in property insurance is due to many factors including the members' loss experience, global insurance market, and a carrier's individual financial capacity to absorb losses. The insurance industry pricing is cyclical and WCIA has benefitted from zero to moderate rate increases in recent years. Unfortunately, the zero to single digit rate increase cycle has ended. WCIA experienced an overall 10% rate increase from 2014 to 2018 with rates increasing an average 2% annually. In 2019, WCIA's property insurance rate increased by 13% and in 2020 WCIA's rate more than tripled with a 43% increase.

Claims – New / 1-Time

Add \$46,750 for the replacement of three street light poles damaged as a result of motor vehicle collisions. The cost is partially funded by insurance recoveries of \$31,750. The City is responsible for the \$15,000 deductible (\$5,000 per claim).

Transfers Insurance Proceeds, Continuation / 1-Time

Add \$57,000 for transfer of insurance proceeds to replace police vehicle #40371.

Transfers Insurance Proceeds, Continuation / 1-Time

Add \$58,600 for transfer of insurance proceeds to replace police vehicle #40241.

**2020 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/ 1-Time	Year 2020	
			Revenue	Expenditure
Grand Total - All Funds			\$19,027,419	\$ 34,288,078
Total - Fund 001 General			\$ 248,515	\$ 1,529,560
LG - STOP VAWA (Violence Against Women Act) Grant	Grant	1-Time	30,313	30,313
MC - 2019 OPD (Office of Public Defense) Grant	Grant	1-Time	18,164	18,164
MC - 2020 OPD (Office of Public Defense) Grant	Grant	1-Time	74,000	74,000
MC - 2019 Court Cost True Up - City of DuPont	New	Ongoing	(85,940)	-
MC - 2019 Court Cost True Up - Town of Steilacoom	New	Ongoing	(83,139)	-
MC - 2019 Court Cost True Up - City of University Place	New	Ongoing	97,866	-
CED - Contribution to South Sound Housing Affordability Partners (SSHAP)	New	1-Time	-	5,000
CED - WSDOT Relocation & Redevelopment	Continuation	1-Time	-	57,108
CED - Western State Hospital Impacts Analysis	Continuation	1-Time	-	14,960
CED - Oak Tree Mitigation - Balance	Continuation	1-Time	-	55,446
CED - Business License Revenue	Revenue	Ongoing	(37,475)	-
CED - Washington State Department of Commerce Grant E2SHB 1923 Increase Residential Building Capacity	Grant	1-Time	100,000	100,000
PRCS - Night Market	New	Ongoing	25,000	50,000
PRCS - Youth Summit	New	1-Time	-	6,660
PRCS - 2019 CHOICE Grant Balance	Continuation	1-Time	59,513	59,513
PRCS - Legacy Plan	Continuation	1-Time	-	5,000
PRCS - Census Grant	Grant	1-Time	40,000	40,000
PRCS - Water Utility Charges	New	Ongoing	-	5,000
PRCS - Cemetery Grant for Fort Steilacoom Park Sign Replacement	Grant	1-Time	3,000	3,000
PRCS - Lakewood Multicultural Coalition (LMCC)	New	1-Time	-	3,000
PD - LMPG Collective Bargaining Implementation	New	Ongoing	-	108,620
PD - Pierce County Sex Offender Residency Verification	Grant	Ongoing	7,213	-
Internal Service Charge - Convert Police Vehicle #41411 2016 Dodge Ram to Specialty Vehicle	New	1-Time	-	6,424
Internal Service Charge - Replace Police Vehicle #41040 2008 Trail Blazer	Continuation	1-Time	-	25,000
Internal Service Charge - Replace Equipment #43120 2017 John Deere Mower Z915B Commercial Ztrak	New	1-Time	-	2,500
Internal Service Charge - Replace Portable Stage	Continuation	1-Time	-	1,000
Internal Service Charge - Replace Broom with Collection Bin #43260	Continuation	1-Time	-	7,500
Internal Service Charge - Street Sweeping & Stormwater Facility Maintenance at City Hall	New	Ongoing	-	5,030
Internal Service Charge - Fiber Optic Connection at Fort Steilacoom Park	Continuation	1-Time	-	14,027
Internal Service Charge - Conversion of Information Technology Manager to Chief Information Officer	New	Ongoing	-	17,220
Internal Service Charge - Website Redesign/Update	Continuation	1-Time	-	8,019
Internal Service Charge - Disaster Recovery	Continuation	1-Time	-	17,392
Internal Service Charge - Disaster Recovery/Co-Location at Police Station	Continuation	1-Time	-	2,713
Internal Service Charge - Computer Replacement	Continuation	1-Time	-	17,505
Internal Service Charge - Document Management System	Continuation	1-Time	-	260,880
Internal Service Charge - Redundant Voice/Data at Police Station	Continuation	1-Time	-	8,696

**2020 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/ 1-Time	Year 2020	
			Revenue	Expenditure
Internal Service Charge - Fiber Optic Repair at Front Street O&M Shop	Continuation	1-Time	-	9,000
Internal Service Charge - Cloud Enabled Backup Storage	Continuation	1-Time	-	6,185
Internal Service Charge - Multi-Tape Solution for Off-Site Storage	Continuation	1-Time	-	13,043
Internal Service Charge - Security Enhancements	Continuation	1-Time	-	11,418
Internal Service Charge - PALS Permit System	Continuation	1-Time	-	105,000
Internal Service Charge - Network Cybersecurity	Continuation	1-Time	-	6,749
Internal Service Charge - Wide Format Printers and Scanner	New	1-Time	-	26,513
Internal Service Charge - In-Car Cameras	Continuation	1-Time	-	9,168
Internal Service Charge - WCIA Annual Assessment	Continuation	1-Time	-	23,584
Transfer to Parks CIP - 301.0024 Fort Steilacoom Park Barn Restoration Feasibility Study	New	1-Time	-	10,000
Transfer to Parks CIP - 301.0020 Wards Lake Improvements	New	1-Time	-	85,000
Transfer to Sewer CIP - 311.0005 Maple Street Sewer for Road Improvements	New	1-Time	-	27,000
General/Street Fund Subsidy	Continuation	1-Time	-	134,302
General/Street Fund Subsidy	New	1-Time	-	32,400
General/Street Fund Subsidy	Continuation	Ongoing	-	508
Total - Special Revenue Funds			\$ 9,402,679	\$ 11,753,036
Total - Fund 101 Street O&M			\$ 167,210	\$ 171,998
PW - Temporary Help for Database Maintenance	Continuation	1-Time	5,000	5,000
PW - Non-Motorized Plan	Continuation	1-Time	48,246	48,246
Internal Service Charge - Replace PK Vehicle #42440 2009 Ford F250	Continuation	1-Time	32,000	32,000
Internal Service Charge - Speed Radars	New	1-Time	17,400	17,400
Internal Service Charge - Salt Bin Cover	Continuation	1-Time	10,000	10,000
Internal Service Charge - Street Sweeping and Stormwater Facility Maintenance at City Hall	Continuation	1-Time	1,652	1,652
Internal Service Charge - Conversion of Information Technology Manager to Chief Information Officer	New	Ongoing	1,538	1,538
Internal Service Charge - Disaster Recovery	Continuation	1-Time	1,554	1,554
Internal Service Charge - Disaster Recovery/Co-Location at Police Station	Continuation	1-Time	243	243
Internal Service Charge - Computer Replacement	Continuation	1-Time	1,564	1,564
Internal Service Charge - Document Management System	Continuation	1-Time	23,310	23,310
Internal Service Charge - Redundant Voice/Data at Police Station	Continuation	1-Time	777	777
Internal Service Charge - Cloud Enabled Backup Storage	Continuation	1-Time	553	553
Internal Service Charge - Multi-Drive Tape Solution for Off-Site Storage	Continuation	1-Time	1,166	1,166

**2020 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/ 1-Time	Year 2020	
			Revenue	Expenditure
Internal Service Charge - Security Enhancements	Continuation	1-Time	1,020	1,020
Internal Service Charge - Network Cybersecurity	Continuation	1-Time	603	603
Internal Service Charge - Wide Format Printers and Scanner	New	1-Time	8,266	8,266
Internal Service Charge - WCIA Annual Assessment Increase	Continuation	1-Time	2,106	2,106
Internal Service Charge - Damaged Guardrails (\$5,000 Deductible per Claim)	New	1-Time	15,000	15,000
General/Street Fund Subsidy	Continuation	Ongoing	(4,788)	-
Total - Fund 102 Real Estate Excise Tax			\$ 100,000	\$ 552,228
Transfer In From Parks CIP - Return of Funds 301.0024 Fort Steilacoom Park Barn Restoration Feasibility Study	New	1-Time	100,000	-
Transfer to Transportation CIP Fund - Replace Portion of \$20 Vehicle License Fee Allocation	New	1-Time	-	552,228
Total - Fund 103 Transportation Benefit District			\$ (814,000)	\$ (761,543)
Eliminate \$20 Vehicle License Fee and Allocation to Transportation CIP	Revenue	Ongoing	(814,000)	(814,000)
Transfer to Transportation CIP Fund - Partially Backfill 2020 with Prior Ending Fund Balance	Continuation	1-Time	-	52,457
Total - Fund 104 Hotel/Motel Lodging Tax			\$ -	\$ 311,034
Prior Year Grant - Transfer to Parks CIP 301.0003 Harry Todd Park Phase I	Continuation	1-Time	-	181,885
Prior Year Grant - Transfer to Parks CIP 301.0014 Fort Steilacoom Park South Angle Lane Parking & Trail	Continuation	1-Time	-	129,149
Total - Fund 105 Property Abatement/Rental Housing Safety Program			\$ 48,849	\$ 654,667
Rental Housing Safety Program	Continuation	1-Time	-	35,033
Rental Housing Safety Program - RSHP Database/Software Enhancement	New	1-Time	-	-
1406 Sales Tax Credit for Affordable Housing	New	Ongoing	48,849	48,849
Total - Fund 106 Public Art			\$ -	\$ 142,778
Major Public Art - Colonial Plaza	Continuation	1-Time	-	100,000
Support of Arts Commission - New Film Festival	Continuation	1-Time	-	2,000
Available Balance Earmarked for Major Public Art - Project to Be Determined	New	1-Time	-	40,778
Total - Fund 180 Narcotics Seizure			\$ -	\$ 282,319
Narcotics Seizure Fund Balance	Continuation	1-Time	-	282,319
Total - Fund 181 Felony Seizure			\$ -	\$ 8,143
Felony Seizure Fund Balance	Continuation	1-Time	-	8,143
Total - Fund 182 Federal Seizure			\$ -	\$ 259,829
Federal Seizure Fund Balance	Continuation	1-Time	-	259,829
Total - Fund 190 CDBG			\$ 2,265,006	\$ 2,265,006
2020 CDBG Entitlement - Eliminate Original Estimate	Grant	1-Time	(560,000)	(560,000)
2020 CDBG Entitlement - Actual Allocation, Inclusive of 20% for Administration \$119,201	Grant	1-Time	596,006	596,006
2020 CDBG Home - Actual Allocation	Grant	1-Time	331,627	331,627
2019 Balance - Administration	Grant	1-Time	81,893	81,893
2019 Balance - Public Service	Grant	1-Time	45,000	45,000
2017 Balance - Physical Improvements	Grant	1-Time	3,016	3,016
2018 Balance - Physical Improvements	Grant	1-Time	354	354
2019 Balance - Physical Improvements	Grant	1-Time	215,258	215,258
2015 Balance - Housing Programs	Grant	1-Time	7,575	7,575
2017 Balance - Housing Programs	Grant	1-Time	34,975	34,975
2019 Balance - Housing Programs	Grant	1-Time	25,000	25,000
2019 Balance - Major Home & Sewer Repair	Grant	1-Time	201,208	201,208
2018 Balance - HOME Affordable Housing	Grant	1-Time	361,378	361,378
2019 Balance - HOME Affordable Housing	Grant	1-Time	225,000	225,000
2019 Balance - HOME Housing Rehabilitation	Grant	1-Time	346,105	346,105

**2020 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/ 1-Time	Year 2020	
			Revenue	Expenditure
CDBG CARES (Coronavirus Aid, Relief, and Economic Security) Act Funding	Grant	1-Time	350,611	350,611
Total - Fund 191 Neighborhood Stabilization Program			\$ 49,316	\$ 191,750
Neighborhood Stabilization Program I	Continuation	1-Time	49,316	191,750
Total - Fund 192 OEA/SSMCP			\$ 7,258,067	\$ 7,311,499
2020 SSMCP Operations	Continuation	Ongoing	(46,250)	(1,918)
Department of Defense - Office of Economic Adjustment Compatible Land Use 3	Grant	1-Time	436,619	436,619
North Clear Zone Property Purchase - Tactical Tailor Building	Grant	1-Time	6,867,698	6,876,798
Total - Fund 195 Police Grants			\$ 310,501	\$ 310,501
Washington Traffic Safety Commission - Impaired Driving Emphasis	Grant	1-Time	9,000	9,000
Washington Traffic Safety Commission - Motorcycle Patrol	Grant	1-Time	1,800	1,800
Emergency Management Planning	Grant	1-Time	16,443	16,443
Bullet Proof Vest Partnership	Grant	1-Time	16,404	16,404
Washington State Parks Recreational Boating Safety	Grant	1-Time	9,644	9,644
STOP VAWA (Violence Against Women Act)	Grant	1-Time	3,836	3,836
Washington Association of Sheriffs and Police Chiefs	Grant	1-Time	21,800	21,800
US Dept of Justice Assistance - TRAIL (Training Resilience & Adaptive Leaders)	Grant	1-Time	9,937	9,937
Washington State Patrol - MIDU (Mobile Impaired Driving Unit)	Grant	1-Time	14,728	14,728
US Department of Justice Assistance - Rifle Noise Suppressors	Grant	1-Time	41,723	41,723
Washington Auto Theft Task Force	Grant	1-Time	127,800	127,800
Office of Justice Programs Veterans Court Grant	Grant	1-Time	37,386	37,386
Total - Fund 202 Local Improvement District Debt Service			\$ 17,730	\$ 52,827
Administration LID 1109	Continuation	1-Time	17,730	17,730
Early Redemption LID 1101	Continuation	1-Time	-	35,097
Total - Capital Improvement Project Funds			\$ 6,908,030	\$ 17,535,258
Total - Fund 301 Parks CIP			\$ 3,389,222	\$ 5,461,158
301.0003 Harry Todd Park Phase I	Continuation	1-Time	1,138,420	1,586,337
301.0005 Chambers Creek Trail	Continuation	1-Time	50,000	200,000
301.0006 Gateways	Continuation	1-Time	150,000	150,000
301.0014 Fort Steilacoom Park South Angel Lane Parking & Trail Improvement	Continuation	1-Time	607,825	1,417,763
301.0016 Park Equipment Replacement	Continuation	1-Time	-	27,483
301.0017 Park Playground Resurfacing	Continuation	1-Time	-	2,989
301.0018 Project Support	Continuation	1-Time	-	86,247
301.0019 Edgewater Dock	Continuation	1-Time	-	45,083
301.0020 Wards Lake Improvements	Continuation	1-Time	243,277	213,277
301.0022 Banners & Brackets Phase II	Continuation	1-Time	-	8,789
301.0024 Fort Steilacoom Park Barn Restoration Feasibility Study Return REET Funds of \$100,000 to REET Fund (offset by Elimination of \$100,000 Design Budget)	Continuation	1-Time	10,000	20,000
301.0027 American Lake Improvements	Continuation	1-Time	35,000	232,042
301.0031 Fort Steilacoom Park Turf Infields	Continuation	1-Time	994,700	1,010,000
301.0032 Springbrook Park Expansion Phase V	Continuation	1-Time	10,000	131,616
301.0035 Fort Steilacoom Park Pavilion Restroom Improvements	Continuation	1-Time	-	157,022
301.0036 Gateways - Service Club Signs	Continuation	1-Time	-	22,510
301.0037 Seeley Lake Resource Conservancy Park Improvements	Continuation	1-Time	150,000	150,000
Total - Fund 302 Transportation CIP			\$ 3,408,808	\$ 11,111,866
302.0001 Personnel, Engineering & Professional Services	Continuation	1-Time	-	40,000
302.0002 New LED Street Lights	Continuation	1-Time	164,257	164,257
302.0004 Minor Capital & Major Maintenance	Continuation	1-Time	-	119,942
302.0005 Chip Seal Program - Local Access Roads	Continuation	1-Time	-	84,581
302.0015 111th/112th (Bridgeport to Kendrick) New \$1,040,000 Sound Transit Grant & \$270,000 SWM	Continuation & New	1-Time	1,310,000	1,341,312
302.0024 Steilacoom Boulevard - Farwest Drive to Phillips Road	Continuation	1-Time	444,835	610,514
302.0039 Non-Motorized Trail: Gravelly Lake Drive Phase I - Return Excess SWM Contribution to SWM Fund	Continuation	1-Time	-	241,840
302.0053 Streets: 123rd St SW – Bridgeport Way to 47th Ave SW	Continuation	1-Time	3,016	-

**2020 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/ 1-Time	Year 2020	
			Revenue	Expenditure
302.0060 Traffic Signal at 100th	Continuation	1-Time	84,952	955,735
302.0064 Streets: 146th, 150th, & Spring St Local Improvement District (LID)	Continuation	1-Time	922,757	919,641
302.0077 Non-Motorized Trail Gravelly Lake Drive - Washington Blvd to Nyanza	Continuation	1-Time	280,000	-
302.0080 Overlay: 108th Street – Bridgeport Way to Pacific Highway	Continuation	1-Time	(209,315)	-
302.0119 Sidewalks: Lakewood Drive - Steilacoom Blvd to Flett Creek New \$270,500 SWM, \$540,000 TIB Grant & \$229,500 Various CIP Savings	New	1-Time	809,632	1,038,328
302.0134 Sidewalks: Veterans Drive - Gravelly Lake Drive to American Park	Continuation	1-Time	(74,730)	2,018,554
302.0135 Streets: WA Blvd to Edgewood Drive (North Fort to Gravelly Lake Drive) New \$322,000 SWM	Continuation & New	1-Time	748,300	1,149,338
302.0137 Streets: Steilacoom Blvd/88th (Weller to Custer Road)	Continuation	1-Time	1,909,104	1,894,162
302.0138 Sidewalks: Onyx Drive SW - 89th to 97th and Garnet to Phillips	Continuation	1-Time	(2,984,000)	533,662
Total - Fund 311			\$ 110,000	\$ 962,234
311.0002 Side Sewer CIPs	Continuation	1-Time	-	145,419
311.0004 North Thorne Lane Sewer Extension	Continuation	1-Time	-	15,910
311.0005 Maple Sewer	New	1-Time	35,000	573,905
311.0013 Fort Steilacoom Park Sewer Extension	Continuation	1-Time	75,000	227,000
Total - Enterprise Funds			\$ 571,840	\$ 2,243,864
Total - Fund 401 Surface Water Management			\$ 571,840	\$ 2,243,864
Transfer to Parks CIP - 301.0005 Chambers Creek Trail	Continuation	1-Time	-	50,000
Transfer to Parks CIP - 301.0037 Seeley Lake Resource Conservancy Park Improvements	New	1-Time	-	50,000
Transfer In From Transportation CIP - 302.0039 Return Excess Balance to SWM Fund	New	1-Time	241,840	-
Transfer to Transportation CIP - 302.0015 111th/112th (Bridgeport to Kendrick)	New	1-Time	-	270,000
Transfer to Transportation CIP - 302.0119 Sidewalks: Lakewood Dr - GLD to American Lake Park	New	1-Time	-	270,500
Transfer to Transportation CIP - 302.0135 Streets: WA Blvd and Edgewood Drive (North Fort to GLD.)	New	1-Time	-	322,000
Transfer to Transportation CIP - 302.0137 Streets: Steilacoom Blvd/88th (Weller to Custer Rd.)	Continuation	1-Time	-	79,674
Transfer to Transportation - CIP 302.0060 Traffic Signal at 100th	Continuation	1-Time	-	84,952
Eliminate Transfer to Transportation - CIP 302.0053 Not Needed	Continuation	1-Time	-	(55,000)
Transfer to Sewer CIP - 311.0005 Maple Street Sewer for Storm Drainage Related Improvements	New	1-Time	-	8,000
401.0008 Outfall Retrofit New \$320,000	Continuation & New	1-Time	-	547,787
401.0012 Outfall Retrofit Feasibility Project	Continuation	1-Time	-	60,000
401.0015 Oakbrook Outfall Retrofits	Continuation	1-Time	-	24,196
401.0017 American Lake Integrated Aquatic Vegetation	Continuation	1-Time	-	510
401.0018 Waughop Lake Treatment	Continuation	1-Time	330,000	410,463
Supplies & Materials to Support 4 Additional SWM Projects in 2020	New	Ongoing	-	4,600
Street Sweeping - Additional Cost	New	Ongoing	-	86,300
Internal Service Charge - Street Sweeping and Stormwater Facility Maintenance at City Hall	Continuation	1-Time	-	918
Internal Service Charge - Conversion of Information Technology Manager to Chief Information Officer	New	Ongoing	-	1,042
Internal Service Charge - Disaster Recovery	Continuation	1-Time	-	1,054
Internal Service Charge - Disaster Recovery/Co-Location at Police Station	Continuation	1-Time	-	164

**2020 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/ 1-Time	Year 2020	
			Revenue	Expenditure
Internal Service Charge - Computer Replacement	Continuation	1-Time	-	1,061
Internal Service Charge - Document Management System	Continuation	1-Time	-	15,810
Internal Service Charge - Redundant Voice/Data at Police Station	Continuation	1-Time	-	527
Internal Service Charge - Cloud Enabled Backup Storage	Continuation	1-Time	-	375
Internal Service Charge - Multi-Drive Tape Solution for Off-Site Storage	Continuation	1-Time	-	791
Internal Service Charge - Security Enhancements	Continuation	1-Time	-	692
Internal Service Charge - Network Cybersecurity	Continuation	1-Time	-	409
Internal Service Charge - Wide Format Printers and Scanner	New	1-Time	-	5,609
Internal Service Charge - WCIA Annual Assessment Increase	Continuation	Ongoing	-	1,430
Total - Internal Service Funds			\$ 1,896,355	\$ 1,226,360
Total - Fund 501 Fleet & Equipment			\$ 1,087,628	\$ 365,700
Transfer In From Transportation CIP Fund 302.0064 LID Payback Interfund Loan	Continuation	1-Time	880,204	-
PK-Replace Vehicle #42440 2009 Ford F250 - Funded by Replacement Reserves \$38,000 & Capital Contribution \$32,000	Continuation	1-Time	32,000	70,000
PK-Replace Portable Stage #42870 - Funded by Replacement Reserves \$8,000 / Capital Contribution \$1,000	Continuation	1-Time	1,000	9,000
PK-Replace Broom with Collection Bin #43260 - Funded by Capital Contribution	Continuation	1-Time	7,500	7,500
PK-Replace Equipment #43120 2017 John Deere Mower Z915B Commercial Ztrak Funded by Replacement Reserves \$7,500 & Capital Contribution \$2,500	Continuation	1-Time	2,500	9,000
PD-Replace Vehicle #40610 2009 Ford F150 Funded by Replacement Reserves	Continuation	1-Time	-	30,000
PD-Convert Vehicle #41411 2016 Dodge Ram to Specialty Vehicle - Funded by Replacement Reserves \$18,576 & Capital Contribution \$6,424	New	1-Time	6,424	25,000
PD-Replace Vehicle #41040 2008 Trail Blazer - Funded by Replacement Reserves	Continuation	1-Time	25,000	39,000
PD-Replace Vehicle #40371 2015 Ford Interceptor Due to a Collision - Funded by Insurance Proceeds	Continuation	1-Time	57,000	57,000
PD-Replace Vehicle #40241 2015 Ford Interceptor Due to a Collision - Funded by Insurance Proceeds	New	1-Time	58,600	58,600
PD - Training Vehicle PIT Conversion - Funded by Replacement Reserves	New	1-Time	-	5,000
PD-Replace Vehicle #40430 2008 Ford Truck - Funded by Replacement Reserves	New	1-Time	-	24,000
PW - Replace 1999 Radar Speed Trailer #42990 - Funded by Replacement Reserves	New	1-Time	-	7,100
PW - Replace 2004 Radar Speed Trailer #40180 - Funded by Replacement Reserves	New	1-Time	-	7,100
PW - Three New Radar Speed Trailers - Funded by Capital Contribution	New	1-Time	17,400	17,400
Total - Fund 502 Property Management			\$ 17,600	\$ 69,533
502.0010 Parks FSP Facility HVAC Replacement - Funded by Replacement Reserves	Continuation	1-Time	-	11,859
502.0011 Parks FSP Facility LED Lighting Conversion - Funded by Replacement Reserves	Continuation	1-Time	-	30,074

**2020 Carry Forward Budget Adjustment
Summary of Proposed Requests**

	Adjustment Type	Ongoing/ 1-Time	Year 2020	
			Revenue	Expenditure
502.0028 Police Station Generator Plug In - Funded by Replacement Reserves	Continuation	1-Time	-	10,000
502.0029 Salt Bin Cover	Continuation	1-Time	10,000	10,000
City Hall Street Sweeping and Stormwater Facility Maintenance	New	Ongoing	7,600	7,600
Total - Fund 503 Information Technology			\$ 601,657	\$ 601,657
Conversion of IT Manager to Chief Information Officer	New	Ongoing	19,800	19,800
503.0002 Fiber Optic Connection FSP O&M Facility	Continuation	1-Time	14,027	14,027
503.0005 Website Redesign/Update	Continuation	1-Time	8,019	8,019
503.0006 Disaster Recovery	Continuation	1-Time	20,000	20,000
503.0012 Disaster Recover/Co-Location Police Station	Continuation	1-Time	3,120	3,120
503.0015 Computer Replacement	Continuation	1-Time	20,131	20,131
503.0018 Document Management System	Continuation	1-Time	300,000	300,000
503.0025 Redundant Voice/Data Police Station	Continuation	1-Time	10,000	10,000
503.0028 PALS Permit System	Continuation	1-Time	105,000	105,000
503.0030 O&M at Front Street - Fiber Repair	Continuation	1-Time	9,000	9,000
503.0033 Cloud Enabled Backup Storage	Continuation	1-Time	7,113	7,113
503.0034 Multi-Drive Tape Solution for Off-site	Continuation	1-Time	15,000	15,000
503.0035 Security Enhancements	Continuation	1-Time	13,130	13,130
503.0037 Network Cybersecurity	Continuation	1-Time	7,761	7,761
503.0040 Replace Wide Format Printer and Scanner	New	1-Time	40,388	40,388
Retrofit Vehicles - Wireless Communications, In-Car Video	Continuation	1-Time	9,168	9,168
Total - Fund 504 Risk Management			\$ 189,470	\$ 189,470
WCIA Assessment	New	Ongoing	27,120	27,120
Replace 3 Street Light Poles Funded by Insurance Reimbursement \$31,750 / City Pays Deductible \$15,000)	New	1-Time	46,750	46,750
Transfer Insurance Proceeds to Fleet & Equipment Fund - For Replacement of Police Vehicle #40371 2015 Ford Interceptor Due to a Collision	Continuation	1-Time	57,000	57,000
Transfer Insurance Proceeds to Fleet & Equipment Fund - For Replacement of Police Vehicle #40241 2015 Ford Interceptor Due to a Collision	New	1-Time	58,600	58,600