

1997 10 14 BUDGET

LAKESWOOD CITY COUNCIL

BUDGET WORKSHOP

MINUTES

Tuesday, October 14, 1997

City of Lakewood

City Council Chambers

10510 Gravelly Lake Drive SW

Lakewood, WA 98499

CALL TO ORDER

Mayor Harrison called the meeting to order at 6:15 p.m.

ATTENDANCE

Councilmembers Present: 6 - Mayor Bill Harrison; Deputy Mayor Claudia Thomas; Councilmembers Colleen Henry; JosÃ© Palmas; Doug Richardson (arrived at 6:45 p.m.) and Sherri Thomas.

Councilmember Excused: 1 - Councilmember Ann Kirk Davis.

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Staff Present: City Manager D. Scott Rohlfs; Deputy City Manager Andy Neiditz; City Attorney Dan Heid; Finance and Systems Director Galen Kidd; Community Development Director David Bugher; Engineering Manager Bill Larkin; Police Chief Rob Masko; Human Resources Administrator Debi Young and General Services Director/City Clerk Alice Bush.

ITEMS FOR DISCUSSION:

Review of the City of Lakewood proposed 1998 Budget.

City Manager Rohlfs reviewed the proposed 1998 General Fund revenue budget. He indicated that the total General Fund would amount to \$19,818,480, of which \$4,471,560 was the beginning fund balance in 1998. He then indicated that 41.5 percent of revenues are generated by taxes, 24.7 percent by intergovernmental revenues, 22.6 percent by fund balance and various miscellaneous fines, licenses and fees. He then reviewed the significant revenue dollar amounts that are proposed to be generated.

City Manager Rohlfs explained that the objective of the 1998 budget is to have 25 percent of the General Fund designated for reserves.

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Councilmember Richardson arrived at 6:45 p.m.

Discussion ensued on the \$4.4 million in fund reserves; building permit valuation activity; how the Post Office

situation has caused financial impact to the City; and the need to aggressively seek additional revenue sources.

General Fund Expenditures

City Manager Rohlfs then reviewed the City Council budget which primarily provided for Council salaries and training costs.

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General Services Director/City Clerk Bush reviewed the Municipal Court budget. She noted that the 1998 Court budget request was slightly lower than what was approved in the 1997 budget. She indicated that the differences primarily were due to the shift of a half-time Office Assistant position from the Court to the General Services/City Clerk's office and not having to purchase a court transport van which was budgeted in 1997. She explained that the service for court transport is being provided by Pierce County Corrections and is allocated in the police budget. She explained the two new program areas being proposed in the Court include probationary monitoring services and establishing a work crew program with Pierce County Probation by mid-1998. The cost for probation monitoring is \$15,000.

Discussion ensued on the probationary services program, work crew program and computer needs in the Court.

General Services Director/City Clerk Bush then reviewed the General Services/City Clerk's office budget. She noted that a half-time Records Specialist position is being proposed to assist with the City's records management program. She then indicated that \$4,000 has been allocated to establish a sister cities program in 1998. The City Clerk's office also anticipates preparing and distributing two City newsletters in 1998. Approximately \$20,000 is budgeted in the non-departmental budget to prepare the City newsletters.

Discussion ensued on voter maintenance costs; elections costs; and the sister cities program.

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Council recessed at 7:35 p.m. and reconvened at 7:50 p.m.

City Attorney Heid reviewed the Legal Department budget and noted that the changes in the Legal Department budget include funding for a half-time Office Assistant and a Rule 9 intern. The Rule 9 intern would be partly funded with State Rule 9 program dollars.

Discussion ensued on the affirmative approach being taken for the hiring of Rule 9 interns.

Deputy City Manager Neiditz reviewed the Deputy City Manager operating budget and noted that there are several studies being proposed. One of the studies being proposed is a police feasibility study to determine what the benefits might be with contracting for police services versus the City creating its own police department.

Discussion ensued on conducting a police study to look at how the City can provide more enhanced police services.

Human Resources Administrator Young reviewed the Human Resources and Human Services operating budget. She explained that funding is being proposed for employee training. She then reviewed the Human Services budget which includes increasing the half-time Human Services Aide position to a full-time position. She then distributed copies of a revised budget summary sheet for the Human Services and Human Resources budget.

Discussion ensued on monies allocated for the Safe Streets Program. It was determined that \$12,500 in the Deputy City Manager Parks and Recreation budget for Safe Streets be transferred to the Human Resources budget for the Human Services Collaboration's funding review process for human services projects.

Discussion ensued on capturing all costs related to human services in one line item.

Engineering Manager Larkin reviewed the Engineering Department budget. He noted that three new positions will be added to the Engineering budget which include a civil engineer, a secretary and a part-time intern. He then reviewed the City Streets Fund. He noted that projected revenues amount to \$1,088,690 and projected expenditures amount to \$1,426,710. He indicated that there is approximately a \$1.32 million shortfall in the City Streets Fund.

Engineering Manager Larkin then reviewed the Arterial Streets Fund. He indicated that total revenues amount to \$4,437,390. Total expenditures amount to \$5,967,770. He indicated that there would be a shortfall of approximately \$1.48 million for the Arterial Streets Fund. Engineering Manager Larkin indicated that a total of \$1.8 million in shortfall would result between the City Streets and Arterial Streets funds.

Engineering Manager Larkin then reviewed the Surface Water Management Fund. He indicated that total revenues amount to \$3,874,660 and total expenditures amount to \$2,108,930.

Discussion ensued on surface water management fees; and funding for street lights and area lights.

Mayor Harrison questioned whether the Council would be receiving additional training for emergency management services. City Manager Rohlfs indicated that staff is currently working with Pierce County on exploring an alternative system for funding emergency management services. City Manager Rohlfs indicated that the emergency management plan for the City is proposed to be completed in December 1997.

Mayor Harrison commented that the Keep Lakewood Beautiful Committee is requesting the City's assistance with the beautification project they are currently working on. Engineering Manager Larkin indicated that \$15,000 is designated for the Keep Lakewood Beautiful project.

Other related budget matters.

None.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:35 p.m.

BILL HARRISON, MAYOR

ATTEST:

ALICE M. BUSH, CMC

CITY CLERK