

# 1998 11 05 BUDGET

## LAKESWOOD CITY COUNCIL

### BUDGET WORKSHOP

#### MINUTES

Thursday, November 5, 1998

Lakewood Sheriff's Precinct

Training Room

5504 112th Street SW

Lakewood, WA 98499

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#### CALL TO ORDER

Mayor Harrison called the meeting to order at 6:05 p.m.

#### ROLL CALL

Councilmembers Present: 7 - Mayor Bill Harrison; Deputy Mayor Claudia Thomas; Councilmembers Ann Kirk Davis; Larry Humphrey; Jos   Palmas; Doug Richardson and Sherri Thomas.

Staff Present: City Manager D. Scott Rohlfs; Deputy City Manager Andrew Neiditz; Assistant to the City Manager Jeff Brewster; City Attorney Dan Heid; Finance and Systems Director Galen Kidd; Community Development Director David Bugher; Police Chief Larry Saunders; Assistant Police Chief Eileen Bisson and General Services Director/City Clerk Alice Bush.

Staff Present: City Manager D. Scott Rohlfs; Deputy City Manager Andrew Neiditz; Assistant to the City Manager Jeff Brewster; City Attorney Dan Heid; Finance and Systems Director Galen Kidd; Community Development Director David Bugher; Police Chief Larry Saunders; Assistant Police Chief Eileen Bisson and General Services Director/City Clerk Alice Bush.

Review of the City of Lakewood proposed 1999 Budget.

City Manager Rohlfs distributed a summary of the 1999 proposed budget revenues and expenditures inclusive of Referendum 49 dollars as follows:

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City of  
Lakewood

1999  
Proposed  
Budget -  
Revenue  
Summary -  
All Funds

	Estimated		Other	Total
	Beginning	Operating	Financing	1999
Fund Name:	Fund Balance:	Revenues:	Sources:	Budget:
General	\$ 7,080,640	\$18,446,710	\$ 501,400	\$ <b>26,028,750</b>
City Streets	2,005,670	1,088,690	0	<b>3,008,170</b>
Arterial Streets	3,065,060	4,163,450	350,000	<b>7,578,510</b>
Contingency	900,000	0	151,810	<b>1,051,810</b>
Surface Water Management	2,798,410	3,237,230	0	<b>6,035,640</b>
Police Investigations	141,350	65,200	0	<b>206,550</b>
1999 City Hall LTGO	0	0	0	<b>0</b>
<b>LID Debt Service</b>	0	0	0	<b>0</b>
LID Debt Service				
LID Guaranty	0	0	0	<b>0</b>
Muni. CIP	1,462,290	0	6,590,000	<b>8,052,290</b>
LID Construction	0	0	0	<b>0</b>
Equipment Rental	35,000	34,860	0	<b>69,860</b>
<b>TOTAL ALL FUNDS:</b>	<b>\$17,488,420</b>	<b>\$27,036,140</b>	<b>\$7,593,210</b>	<b>\$52,031,580</b>

**City of  
Lakewood**

**1999 Proposed  
Budget -  
Expenditure  
Summary - All**

## Funds

	Estimated		Other	Total
	Ending	Operating	Financing	1999
Fund Name:	Fund Balance:	Expenditures	Uses:	Budget:
General	\$4,353,960	\$18,132,980	\$3,451,810	\$26,028,750
City Streets	1,476,550	1,521,620	10,000	3,008,170
Arterial Streets	950,760	6,502,750	125,000	7,578,510
Contingency	1,051,810	0	0	1,051,810
Surface Water Management	3,194,710	2,124,530	716,400	6,035,640
Police Investigations	196,550	10,000	0	206,550
1999 City Hall LTGO	0	0	0	0
LID Debt Service	0	0	0	0
LID Guaranty	0	0	0	0
Muni CIP	1,052,290	7,000,000		8,052,290
LID Construction	0	0	0	0
Equipment Rental	61,560	8,300	0	69,860
<b>TOTAL ALL FUNDS:</b>	<b>\$12,338,190</b>	<b>\$35,300,180</b>	<b>\$4,393,210</b>	<b>\$52,031,580</b>

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He then reviewed the following 1999 budget adjustments:

#### General Fund

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He then reviewed the following 1999 budget adjustments:

#### General Fund

Impact  
to Fund

<b>BARS #:</b>	<b>Description:</b>	<b>Revenue:</b>	<b>Expenditure:</b>	<b>Balance:</b>
<b>001.342.33.00.001</b>	Probationary Services was recorded twice within the <b>General Fund</b> . The <u>revenues are overstated</u> by \$25,000.	\$-25,000		\$ -25,000
001.342.33.00.001				
001.342.33.00.000	Probationary Services should be \$25,000 not \$30,000 as recorded. <u>Revenues are overstated</u> by \$ 5,000. <b>General Fund</b> .	\$ -5,000		\$ -30,000
001.321.91.01.000	Add \$120,000 within the Cable Franchise line-item as the percentage went from 3% to 5%. <b>General Fund</b> .	\$ 120,000		\$ 90,000
001.08.594.08.64.010	Add \$ 4,000 to the existing \$ 6,000 for the Mobile Radar Unit in <b>Public Safety</b> .		\$ 4,000	\$ 86,000
001.99.519.90.35.006	Add \$ 1,200 in <b>Non-Departmental</b> for a digital video/camera . To be used by the City and accounted for by NIS Division of Finance/information Systems.		\$ 1,200	\$ 84,800
001.05 ( <i>Salary &amp; Benefits line-items</i> )	Inquiry into an intern to do work on the Historic Project with <b>General Services</b> . Potentially reduce the \$20,000 already assigned in professional services by the salary & benefits		No change	
001.08.521.20.51.005	Add \$ 130,120 as an additional FTE for the Police Chief. In Y2000, will be rolled up into the "base." <b>Public Safety</b>		<b>\$ 130,120</b> \$ 130,120	\$ -45,320
001.11.594.13.64.013	Line-Item was not needed. <u>Expenditures are overstated</u> by \$25,000. <b>Parks</b> Capital Outlay		\$ -25,000	\$ -20,320
001.11.594.13.64.014	Line-Item was not needed. <u>Expenditures are overstated</u> by \$30,000. <b>Parks</b> Capital Outlay		\$ -30,000	\$ 9,680
001.07.557.12.35.012	Add \$ 540 computer hardware upgrades for the two lap tops FOR Y2K compliant. For <b>Community Enhancement</b> division. The lap tops come from the NIS division.		\$ 540	\$ 9,140

001.08.521.20.35.001	Add \$ 10,000 for Misc. Tools & Equipment needed but not known for specific. <b>Public Safety</b>	\$ 10,000	\$ -860
		\$ 10,000	
001.08.521.20.43.001	Increase Transportation to \$ 600. An increase of \$300. <b>Public Safety.</b>	\$ 300	\$ -1,160
001.08.521.20.43.002	Increase Lodging to \$ 1,300. An increase of \$ 650. <b>Public Safety.</b>	\$ 650	\$ -1,810
001.08.521.20.43.004	Increase conference meals to \$700. An increase of \$ 350. <b>Public Safety.</b>	\$ 350	\$ -2,160
001.08.521.20.43.003	Increase Registration to \$ 800. An increase of \$400. <b>Public Safety.</b>	\$ 400	\$ -2,560
001.99.519.90.45.100	Account for the two vehicles for equipment replacement cost. 5 year schedule with 4% added each year. Two vehicle. <b>Non-Departmental.</b>	\$ 7,060	\$ -9,620
		\$ 7,060	
001.99.519.90.45.101	Account for M & O on the two vehicles purchased. \$300. <b>Non-Departmental.</b>	\$ 300	\$ -9,920
001.99.519.90.45.102	Account for Insurance cost associated to the two vehicles. \$800. <b>Non-Departmental.</b>	\$ 800	\$ -10,720
001.99.519.90.41.042	An increase of \$9,500 making a total of \$ 20,500. Lakewood Chamber of Commerce. <b>Non-Departmental.</b>	\$ 9,500	\$ -
001.99.519.90.41.043	An increase of \$ 14,000 making a total of \$ 25,000. Visitor & Convention Bureau. <b>Non-Departmental.</b>	\$ 14,000	\$ -
		\$ 14,000	
001.99.519.90.49.001	Added membership fee for Rainier Cable Commission. <b>Non-Departmental</b>	\$ 85,320	\$ -

#### MUNI CIP Fund

				Impact
				To Fund
BARS #:	Description:	Revenue:	Expenditure:	Balance:

<b>301.31.594.19.64.016</b>	Reallocate \$ 40,000 from City Hall Construction to Facility Art. <b>Muni CIP Fund.</b>		\$ -40,000
301.31.594.19.64.016		\$ 40,000	
301.31.594.19.62.001	Reduce the City Hall Construction line-item by \$ 40,000. <b>Muni CIP Fund.</b>		\$ -0-
		\$ -40,000	

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**SWM Fund**

				<b>Impact To Fund</b>
<b>BARS #:</b>	<b>Description:</b>	<b>Revenue:</b>	<b>Expenditure:</b>	<b>Balance:</b>
<b>110.23.531.10.41.025</b>	Add \$ 100,000 for Lake Management Services. <b>SWM Fund.</b>			\$ 100,000
110.23.531.10.41.025			\$ 100,000	

**City Streets Fund**

				<b>Impact To Fund</b>
<b>BARS #:</b>	<b>Description:</b>	<b>Revenue:</b>	<b>Expenditure:</b>	<b>Balance:</b>
<b>101.21.543.21.47.006</b>	Add \$5,000 to street lighting charges. <b>City Streets Fund.</b>			\$ 5,000
101.21.543.21.47.006			\$ 5,000	

**Note: The additional lapel mikes will be purchased in 1998.**

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**Referendum #49 Contingency Budget**

(350,000)

<b>BARS #:</b>	<b>Description:</b>	<b>Revenue:</b>	<b>Expenditure:</b>	<b>Total:</b>
001.08.521.20.51.005	Police Operations Desk at 112th precinct. Open until 9: P.M. <b>Public Safety</b>		\$ 90,430	\$ 90,430

001.04.514.20. <i>Salary &amp; Benefits Line-Items</i>	Intern @ \$12.00/Hr for 8 months & 20 Hrs/Week. 1,386 Hours X \$12 =		
	\$16,630 plus benefits. \$241 = Medicare. ICMA #9266 = \$18,450.	\$ 18,420	\$ 108,850
<b>Finance &amp; Information Systems</b>			
001.99.597.00.000	An increase of \$90,000 to the MUNI CIP Fund. Total of transfer = \$3,390,000. <b>Non-Departmental</b>	\$ 90,000	\$ 198,850
001.99.508.00.00.000	Increase the Fund Balance to equal near the 25% percent of operating expenditures (operating expenditures equals total expenditures less Ending Fund Balance and Operating Transfers) as established by budget policy for the General Fund. <b>Non-Departmental.</b> Total estimated Ending Fund Balance in the General Fund is \$4,353,960. Operating expenditures are \$18,132,980. Fund balance currently is 24.01% of operating expenditures.	\$ 151,150	\$ 350,000

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City Manager Rohlfs suggested that the \$90,000 and \$151,150 expenditures from the Referendum 49 Non-Departmental budget be transferred to the General Fund balance. He then reviewed the proposed 1999 merit modifier salary increase in comparison to other cities and private businesses.

City Manager Rohlfs then distributed copies of the Rainier Cable Commission's 1999 budget.

Discussion ensued on the services the Rainier Cable Commission could provide and the justification of the costs to join the Commission; and if an additional \$25 \$.25 per month cost is passed on to the customers. It was the consensus of the Council to not include the Rainier Cable Commission's \$85,000 budget proposal in the 1999 budget. Council requested staff to contact the Rainier Cable Commission to get further clarification on what direct services the Rainier Cable Commission could provide the City for the \$85,000 requested.

City Manager Rohlfs asked Council for guidance on the Tacoma-Pierce County Visitor and Convention Bureau's request for \$25,000. Deputy City Manager Neiditz explained that the additional \$14,000 increase requested in 1999 is to cover the actual cost of doing business at the same level of service provided in 1998. Council agreed to budget \$18,000 for the Visitor and Convention Bureau in 1999.

City Manager Rohlfs explained that the Lakewood Chamber of Commerce is requesting \$20,500, an increase of \$9,500 from 1998. In addition, \$1,500 above the \$9,500 is being requested for the daffodil float decorations. He explained that the Events Ad Hoc Committee is proposing to recommend funding of \$3,000 for the repairs and decorations of the float; however, public funds cannot be legally expended for repairs of property that does not belong to the City. The Chamber of Commerce has agreed to add the \$1,500 increase to be used for float decorations and to find the \$1500 for repairs of the float within their budget. to the contract.

It was the consensus of the Council to budget a total of \$22,000 for the Chamber of Commerce. which includes \$1,500 for the daffodil float decorations.

City Manager Rohlfs reported that in response to Councilmember Palmas' request, the Tacoma-Pierce County Health Department had provided information on the Gang Reduction Interagency Partnership (GRIP) program which has been budgeted in Public Safety in the amount of \$50,000.

Discussion ensued on the success of the program and monitoring the program. Council requested that Lakewood's statistics

be tracked separately from other jurisdictions, to see the effectiveness of the program in Lakewood.

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Councilmember Palmas requested the Council to start a drive for a veterans memorial by setting aside some funds and soliciting input for such a memorial from the military, retired veterans and civic organizations for veterans. Deputy Mayor Thomas suggested to form a committee to engage involvement for a memorial before budgeting funds. It was proposed that \$3,000 of the One Percent for the Arts Fund (\$40,000) be earmarked for a potential veterans memorial.

Councilmember Richardson asked to increase the Council and City Manager's budget to add \$5,000 to each budget for travel to Washington, D. C. to attend a meeting on the military bases annexation in Lakewood's Urban Growth Area.

Councilmember Richardson expressed concern about some property nuisance at the Masonic Cemetery property. City Manager Rohlfs explained that the Masonic Cemetery is on private property. He indicated that the City would try to find volunteers like the Eagle Scouts to clean up the property.

Councilmember Richardson asked how many full-time employees were added to the 1999 budget from the 1998 budget.

City Manager Rohlfs indicated that staff is proposed to increase from 52.5 full-time employees in 1998 to 62 full-time employees in 1999. The Police Department is proposed to increase from 78 full-time employees in 1998 to 81 full-time employees in 1999.

Councilmember Humphrey requested that the court's video camera be purchased in the 1998 budget if funds are available.

Councilmember Humphrey commented that the Economic Development Officer position may require significant amounts of travel and the need to have access to the vehicle pool is important.

Councilmember Thomas asked if the laptops budgeted for Code Enforcement are sufficient for their use. She requested that some funds be allocated to ensure that Code Enforcement staff are provided with the equipment and software needed to access the information needed to perform their work in the field.

Mayor Harrison asked if the City's work on the 2000 census will require funding. City Manager Rohlfs indicated that work on the 2000 census is being done by the interns.

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**Other related budget matters.**

Deputy City Manager Neiditz reported that the Tacoma Empowerment Consortium is planning a trip to Washington, D. C. next Thursday. The Tacoma Empowerment Consortium asked if a Lakewood representative could attend. Deputy Mayor Thomas indicated that she is available to attend.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 9:15 p.m.

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BILL HARRISON, MAYOR

ATTEST:

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ALICE M. BUSH, CMC

CITY CLERK



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