



## LAKWOOD CITY COUNCIL AGENDA

Monday, October 20, 2014

7:00 P.M.

City of Lakewood  
City Council Chambers  
6000 Main Street SW  
Lakewood, WA 98499

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Page No.

### CALL TO ORDER

### ROLL CALL

### FLAG SALUTE

### CITY MANAGER REPORT

### PROCLAMATIONS AND PRESENTATIONS

1. Proclamation recognizing Neel Parikh. – *Ms. Neel Parikh, Executive Director, Pierce County Library System*
2. Business showcase. – *Mr. TD King, Managing Partner, MACNAK Construction*
- ( 6 ) 3. Review of Farmers Market.

### PUBLIC COMMENTS

## C O N S E N T A G E N D A

- (19) A. Approval of the minutes of the City Council meeting of October 6, 2014.
- (24) B. Approval of the minutes of the City Council Retreat of October 11, 2014.

*The Council Chambers is accessible to persons with disabilities. Equipment is available for the hearing impaired. Persons requesting special accommodations or language interpreters should contact the City Clerk's Office, 589-2489, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.*

<http://www.cityoflakewood.us>

*City Hall will be closed 15 minutes after adjournment of the meeting.*

Page No.

- (27) C. Approval of the minutes of the City Council Study Session of October 13, 2014.
- (31) D. Approval of the minutes of the City Council Special Meeting of October 14, 2014.
- (34) E. Items Filed in the Office of the City Clerk:
1. Parks and Recreation Advisory Board meeting minutes of June 24, 2014.
  2. Lakewood Arts Commission meeting minutes of August 4, 2014.
  3. Human Services Funding Advisory Board meeting minutes of September 18, 2014.
  4. Community Development Block Grant Citizens Advisory Board meeting minutes of October 2, 2014.

## R E G U L A R A G E N D A

### APPOINTMENTS

- (50) Motion No. 2014-59

Reappointing Rebecca Huber and Linda Smith to serve on the Lodging Tax Advisory Committee through November 1, 2017. - *Mayor*

- (56) Motion No. 2014-60

Casting a vote for a Position 1 candidate to serve on the Zoo Trek Authority Board to represent the cities of Buckley, Carbonado, Eatonville, Milton, Orting, Pacific, Roy, Ruston, South Prairie, Steilacoom and Wilkeson through January 31, 2018. – *Mayor*

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**ORDINANCE**( 74) Ordinance No. 595

Creating an Ad Hoc Committee on human services funding. – *City Attorney*

**RESOLUTIONS**( 78) Resolution No. 2014-22

Adopting the Fiscal Year 2015 Community Development Block Grant and HOME Investment Partnership Act funding policies. – *Assistant City Manager for Development Services*

( 98) Resolution No. 2014-23

Adopting the 2015 fee schedule. – *Assistant City Manager for Finance and Administrative Services*

**UNFINISHED BUSINESS****NEW BUSINESS**(121) Motion No. 2014-61

Authorizing the execution of an interlocal agreement with the Lakewood Water District for the design and construction of water main replacements along Bridgeport Way from I-5 to JBLM McChord Drive SW. - *Public Works Director*

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(139) Motion No. 2014-62

Awarding a bid to Berschauer Construction, Inc., in the amount of \$437,000, for the construction of a Public Works Operations and Maintenance Shop. – *Public Works Director*

(143) Motion No. 2014-63

Authorizing the execution of a grant agreement with Pierce County, in the amount of \$750,000, for the Woodbrook sewer extension Phase 2 project. – *Public Works Director*

**BRIEFING BY THE CITY MANAGER**

**CITY COUNCIL COMMENTS**

**ADJOURNMENT**

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**CITY OF LAKEWOOD (CITY HALL)**  
 6000 Main Street SW, Lakewood, WA 98499-5027  
 (253) 589-2489

**WEEKLY MEETING SCHEDULE**  
**October 20, 2014 – October 24, 2014**

Date	Time	Meeting	Location
Oct 20	6:00 P.M.	Youth Council	Clover Park School District Student Services Center, Room 18
	7:00 P.M.	City Council	Lakewood City Hall Council Chambers
Oct 21	8:00 A.M.	Lodging Tax Advisory Committee	Lakewood City Hall 1 <sup>st</sup> Floor, Conference Room 1E
	7:00 P.M.	Northeast Neighborhood Association	Lakewood Fire Department 10928 Pacific Highway SW
Oct 22	No Meetings Scheduled		
Oct 23	No Meetings Scheduled		
Oct 24	No Meetings Scheduled		

**TENTATIVE WEEKLY MEETING SCHEDULE**  
**October 27, 2014 – October 31, 2014**

Date	Time	Meeting	Location
Oct 27	7:00 P.M.	City Council Study Session	Lakewood City Hall Council Chambers
Oct 28	No Meetings Scheduled		
Oct 29	6:30 P.M.	City Council Special Meeting	Lakewood City Hall Council Chambers
Oct 30	6:00 P.M.	Pacific Neighborhood Association	Children of the Light Ministries 5105 Solberg Drive SW
Oct 31	No Meetings Scheduled		

NOTE: The City Clerk's Office has made every effort to ensure the accuracy of this information. Please confirm any meeting with the sponsoring City department or entity.



# 2014 Lakewood Farmers Market

# Lakewood Farmers Market

- 2014 Season Recap
  - Market Facts
  - Customer Survey Results
  - Vendor Survey Results
  - What's Next . . .



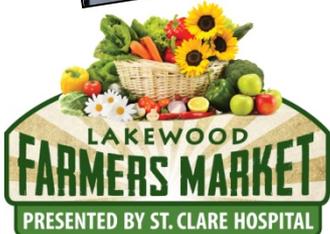
# Market Facts

- Tuesdays, 10am-3pm  
June 3 – Sept. 16
- 16 Weeks
- Average 32 vendors participating per week
  - 40 vendors per week during the peak of the season.



# Market Facts

- Over 13,000 visitors
- Vendor Sales totaled over \$133,000
- Consistent Layout throughout the season



# Market Facts

- Sponsorships and Grants
  - Over \$28,000 in monetary and in-kind support
- Special Events
- Entertainment
- WIC/Senior Farmers Market Nutrition Checks



# 2014 Visitor Survey

- Demographic of Market Visitors
  - Female
  - 31 – 50 or 60+
  - From Lakewood
- Marketing
  - Most heard about the market by word of mouth.
  - Second highest way of hearing about the market was road signs and driving/walking by.



# 2014 Visitor Survey



- Over 75% of visitors had attended the market 3 or more times by week 10
- About 90% of visitors were doing other shopping in Lakewood.
- 70% of market visitors encouraged others to attend the Lakewood Farmers Market.



# 2014 Visitor Survey

- Characteristics of the market
  - Highest ratings
    - Cleanliness, proximity to other shopping and atmosphere
  - Lowest ratings
    - Parking – gets crowded
    - Pricing differences among vendors



# 2014 Visitor Survey

- Things visitors said they would like to see in the future:
  - More prepared food vendors.
  - More baked good vendors.
  - Longer hours.
  - Earlier start to the season (May)



# 2014 Visitor Survey

- “Love the live music. Live band days are my favorite market days!”
- “I love having the market here each week.”
- “The plant and garden vendors are awesome.”
- “I love getting fresh veggies every week.”



# Vendor Survey

## 2014 Survey Data

- Over 85% rated their experience as Good or Excellent.
- Over 85% plan on returning in 2015.
- Many vendors would like to see the market open longer.
  - May through October



# What's Next . . .

- 2015 Funding
- WIC Clinic Partnerships
- New Marketing Ideas
- Vendor Recruitment







## **LAKWOOD CITY COUNCIL MINUTES**

Monday, October 06, 2014

City of Lakewood

City Council Chambers

6000 Main Street SW

Lakewood, WA 98499

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### **CALL TO ORDER**

Mayor Anderson called the meeting to order at 7:00 p.m.

### **ROLL CALL**

Councilmembers Present: 7 – Mayor Don Anderson; Deputy Mayor Jason Whalen; Councilmembers Mary Moss, Mike Brandstetter, John Simpson, Marie Barth and Paul Bocchi.

### **FLAG SALUTE**

The Pledge of Allegiance was led by Mayor Anderson.

### **REPORTS BY THE CITY MANAGER**

None.

### **PROCLAMATIONS AND PRESENTATIONS**

#### **Youth Council Report.**

The Youth Council reported on Make a Difference Day, attending various citizens advisory boards, committees and commissions meetings, and upcoming events including Truck and Tractor Day, Stuff the Bus with Caring for Kids, Washington Recreation and Parks Association Teen Leadership Summit and the Christmas Tree Lighting Ceremony. A report was then provided on activities at various high schools.

#### **Presentation of the 2014-2015 Stormwater Pollution Prevention and Water Conservation Calendar.**

Mayor Anderson presented Certificates of Appreciation to the 2014-2015 Stormwater Pollution Prevention and Conservation Calendar winners from Lakeview Hope Academy and Oakbrook Elementary School.

**Proclamation proclaiming the month of October as Domestic Violence Awareness Month.**

MAYOR ANDERSON PRESENTED A PROCLAMATION RECOGNIZING OCTOBER AS DOMESTICE VIOLENCE AWARENESS MONTH TO MS. KARIN WHITE, DEPUTY DIRECTOR, YWCA.

**Clover Park School District Board Report.**

Clover Park School District (CPSD) Board Director Joe Vlaming commented on JBLM activities that representatives from the School District and City staff participated in. He announced that Woodbrook Middle School received a gold star excellence for their sportsmanship program, and Tillicum Elementary School received the Title I award for meeting the needs of at risk students. He also announced that the District received the 2013 certificate of achievement award in governmental financial reporting. He then provided a construction progress report on District schools.

**PUBLIC COMMENTS**

Speaking before the Council were:

*Nancy Covert, Lakewood resident*, spoke about her book called AMERICAN LAKE VIGNETTES.

*Dennis Haugen, Lakewood resident*, spoke about FEMA and emergencies.

*Glen Spieth, Lakewood resident*, spoke about placing sanitary cans at Kiwanis Park.

**C O N S E N T A G E N D A**

- A. Approval of the minutes of the City Council meeting of September 15, 2014.
- B. Approval of the minutes of the City Council Study Session of September 22, 2014.
- C. Approval of payroll checks in the amount of \$2,177,182.39, for the period August 16, 2014 through September 15, 2014.
- D. Approval of claim vouchers in the amount of \$2,839,413.26, for the period August 27, 2014 through September 24, 2014.
- E. Items Filed in the Office of the City Clerk:
  - 1. Lakewood's Promise Advisory Board meeting minutes of June 12, 2014.

2. Public Safety Advisory Committee meeting minutes of July 2, 2014 and August 6, 2014.
3. Planning Advisory Board meeting minutes of August 20, 2014.
4. Community Development Block Grant Citizens' Advisory Board meeting minutes of August 13, 2014 and September 17, 2014.
5. Human Services Funding Advisory Board meeting minutes of August 21, 2014.

F. Motion No. 2014-56

Setting Monday, November 3, 2014, at approximately 7:00 p.m., as the date for a public hearing by the City Council on the proposed 2015-2016 biennial budget and the 2015 property tax collection.

G. Motion No. 2014-57

Setting Monday, November 3, 2014, at approximately 7:00 p.m., as the date for a public hearing by the City Council on the proposed 2013-2014 budget amendments.

DEPUTY WHALEN MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED. SECONDED BY COUNCILMEMBER MOSS. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

## R E G U L A R   A G E N D A

### APPOINTMENT

**Motion No. 2014-58 reappointing Retha Hayward and Robert Lawrence to the Lakewood Arts Commission through October 15, 2017.**

COUNCILMEMBER BOCCHI MOVED TO CONFIRM THE REAPPOINTMENT OF RETHA HAYWARD AND ROBERT LAWRENCE TO THE LAKEWOOD ARTS COMMISSION THROUGH OCTOBER 15, 2017. SECONDED BY DEPUTY MAYOR WHALEN. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

### UNFINISHED BUSINESS

None.

### NEW BUSINESS

**Presentation of the Proposed 2015-2016 Biennial Budget.**

City Manager Caulfield provided an overview of the proposed 2015-2016 biennial budget.

Discussion ensued on the reason for approximately a \$15 million drop from 2014 to 2015 – 2016 and approximately a \$400,000 drop in utility tax revenues; how does Lakewood's revenues compare to other municipalities such as Fife and how can Lakewood capture some of those revenues that other municipalities have; and evaluating fees for services.

### **BRIEFING BY THE CITY MANAGER**

None.

### **CITY COUNCIL COMMENTS**

Councilmember Moss commented on the Planning Advisory Board meeting she attended. She then commented on the Filipino American league event that she attended.

Councilmember Bocchi commented on the hiring of Tiffany Speir as the City's SSMCP Program Manager. He asked when is the next Economic Development Update scheduled (December 8, 2014).

Councilmember Brandstetter questioned whether the Council provided sufficient guidance to the CDBG Citizens Advisory Board and staff on the CDBG funding policy and use of funds when the Council held their joint meeting with the Advisory Board earlier.

Councilmember Barth spoke about the Springbrook Homeowners' Association meeting she attended. She also spoke about the Public Safety Advisory Committee and Arts Commission meetings she attended.

Councilmember Simpson spoke about a meeting he attended with Representative Tami Green. He asked who is responsible for picking up debris on streets following a vehicle accident. He also spoke about the amount of litter on City streets.

Deputy Mayor Whalen commented on the Tacoma-Pierce Economic Development Board retreat and their discussion on economic visioning. He then commented on the Washington Women Employment Association event he attended and the change of their name to Courage 360.

Mayor Anderson commented on an open house for Centerforce Workshop Warehouse he attended. He also spoke about the 446 Airlift Wing Commander event he attended.

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**Executive Session**

Mayor Anderson announced that Council will recess into Executive Session for approximately 20 minutes to discuss pending litigation.

\* \* \* \* \*

Council recessed into Executive Session at 9:10 p.m. and reconvened at 9:30 p.m.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 9:30 p.m.

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DON ANDERSON, MAYOR

ATTEST:

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ALICE M. BUSH, MMC  
CITY CLERK



## **LAKESWOOD CITY COUNCIL MINUTES SPECIAL MEETING**

Saturday, October 11, 2014  
City of Lakewood  
City Council Chambers  
6000 Main Street SW  
Lakewood, WA 98499

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### **CALL TO ORDER**

Mayor Anderson called the meeting to order at 8:35 a.m.

### **ROLL CALL**

Councilmembers Present: 7 – Mayor Don Anderson; Deputy Mayor Jason Whalen; Councilmembers Mary Moss, Mike Brandstetter, John Simpson, Marie Barth and Paul Bocchi.

### **2015-2017 Legislative Agenda**

City Manager Caulfield reviewed the content of today's agenda. Ms. Briahna Taylor, lobbyist, reviewed the tasks of this year's legislative cycle by creating a biennial budget through June 2017 that included an operations, capital and transportation budget and spoke about the challenges associated with each. She then reviewed the City's proposed 2015-2017 biennial legislative request for a transportation revenue package for the I-5/JBLM Transportation Corridor improvements. Discussion ensued on whether to support the proposed 3 cents tax contingent upon Legislative support for the I-5/JBLM funding and Point Defiance Bypass (Gravelly Lake Drive to Thornewood) as part of the transportation improvement corridor.

Parks Director Dodsworth reviewed the Springbrook Park capital acquisition project. Ms. Taylor then reviewed last year's \$500,000 request for the Towne Green Center project and the challenges with readiness and timeliness on the use of the funding. She suggested that the City pursue the Springbrook Park capital acquisition at this time as the Towne Green project is contingent upon public and private partnerships and is currently not ready for implementation. Discussion ensued on using surface water and flood control zoning funding for the Springbrook Park project. Concerns were expressed about the City's credibility and perception of the Towne Green Center project's momentum of not moving forward. Further discussion ensued on what tools could the City use to move the Towne Green Center project forward. Assistant City Manager Bugher reviewed the proposed Comprehensive Plan amendments and acquiring a legal consultant to analyze the covenants and deed

restrictions and parking requirements of the Towne Center property. Discussion ensued on whether there are covenant restrictions through eminent domain. It was the consensus of the Council to proceed with the Springbrook Park acquisition project for the 2015-2017 Legislative agenda and move the Towne Center project for a future consideration.

Ms. Taylor then reviewed the Point Defiance Bypass Rail Safety improvement project request. Assistant City Manager Bugher displayed on a map the 4 horns and 5 radio control towers that have been installed along the rail tracks next to I-5 and explained that sound barriers, a pedestrian bicycle path between Gravelly Lake Drive and Union Avenue and railroad trespasses are being requested. Discussion ensued on starting the funding request for the pedestrian bicycle path first; opposing freight rail increases in the legislative policy statement; clarifying what the \$3 million request for safety improvements comprised of; and should the Washington Military Department be consulted to support these safety improvements.

Assistant Police Chief Zaro spoke in support of including an operating budget for community policing at Western State Hospital. Discussion ensued on what the \$462,000 request provides for; strategically advancing a bill to provide for a "permanent" operating budget appropriation for community policing at Western State Hospital; and also include that any proposal to increase Western State Hospital's population and/or beds should also include an adjustment to Lakewood's appropriation.

City Manager Caulfield reported that the Tacoma Rescue Mission is interested in opening a homeless shelter at Western State Hospital. He explained that hospitals are not allowed to warehouse mentally ill patients or "psychiatric boarding" patients and that the Department of Social and Health Services wants to open a 15 bed facility for such. He also reported that Western State Hospital is proposing to expand its number of beds by adding 30 to 60 beds.

City Manager Caulfield then reviewed the Legislative Policy Manual changes including the Fiscal Home Rule (alternative to State-Shared revenues). Discussion ensued on removing the second sentence in that paragraph that states "In light of this, the City supports establishing fiscal home rule for cities in return for ending receipt of certain operating budget shared revenue." He then reviewed the expansion of "Fair Share" to special commitment center offenders and to support legislation which requires the Department of Corrections to send prisoners/offenders back to their county of origin when they are released. With regard to regulating enhanced service facilities on adult family homes transitioning to enhanced service facilities, he spoke about supporting legislative changes that impose greater regulations on enhanced service facilities.

Ms. Taylor then commented on the potential transfer of ownership of Ft. Steilacoom Park from the Department of Social and Health Services to the City. She explained that the City is reviewing the property deed restrictions and federal regulations, and ownership transfer will eventually require legislative authority. Discussion ensued

on holding an event to meet with Legislators to update and promote the I-5/JBLM and Point Defiance Bypass rail safety and transportation improvement projects and building and strengthening a coalition when the opportunity for funding exists.

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Council recessed at 11:25 a.m. and reconvened at 11:40 a.m.

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### **Review of Citizens Advisory Boards, Committees and Commissions**

Assistant to the City Manager Lincoln provided an update on the transition of changes to the citizens advisory boards, committees and commissions relative to the newly created Human Services and CDBG Citizens Advisory Board, creating an adhoc committee for the Human Services Funding Advisory Board to complete their 2015 funding allocation process, and recruiting for the Human Services and CDBG Citizens Funding Advisory Board and new Planning Commission. Applications for the newly created board and commission will be made available and the recruitment process will take 6-8 weeks. He noted that a volunteer recognition event is scheduled for December 3, 2014 to recognize the members who have and are serving on boards, committees and commissions.

Discussion ensued on what the memorandum of understanding with sister cities will consist of; providing plaques for outgoing committees, boards and commissions at the volunteer event.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 11:50 a.m.

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DON ANDERSON, MAYOR

ATTEST:

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ALICE M. BUSH, MMC  
CITY CLERK



## **LAKWOOD CITY COUNCIL STUDY SESSION MINUTES**

Monday, October 13, 2014  
City of Lakewood  
City Council Chambers  
6000 Main Street SW  
Lakewood, WA 98499

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### **CALL TO ORDER**

Mayor Anderson called the meeting to order at 7:00 p.m.

### **ROLL CALL**

Councilmembers Present: 7 – Mayor Don Anderson; Deputy Mayor Jason Whalen; Councilmembers Mary Moss, Mike Brandstetter, John Simpson, Marie Barth and Paul Bocchi.

Arts Commission Members Present: 5 - Chair Kathy Flores, Kurtiss Erickson, Retha Hayward, Marquita Hunt, and Jean Witte.

### **ITEMS FOR DISCUSSION:**

#### **Joint Lakewood Arts Commission meeting**

Arts Commission Chair Flores reviewed the accomplishments of the Arts Commission and upcoming work plan. She recognized City staff members Dennis Higashiyama and Suzi Riley who provided support to the Arts Commission. She provided an overview of the Commission's accomplishments including the Dr. Martin Luther King Jr. celebration student essay contest, the ArtsFest, MayFest, SummerFest, Asian Film Festival, Transit Connector Project Public Art, City Hall rotating art exhibit, dedicated funding stream for public art from McGavick Center Rental, and the Community Garden Art Sculpture. The 2014-2015 goals include continuing the events that are currently being held, continue the recruitment of local artists for Commission events, continue work with the Clover Park School District to encourage youth artists, research matching funds for public art, install public art at Washington Boulevard and Gravelly Lake Drive, and consider a permanent wall sculpture for the first floor lobby area at City Hall.

Discussion ensued on setting aside funding out of each building permit issued for public art; if the budget is adopted, \$31,000 is allocated from the McGavick Center for capital expenditure; reviewing arts policies of other municipalities such as the cities of Puyallup and Spokane Valley on how they raise funds for public art; considering the viability of forming a separate 501c3; and engaging and growing the Hispanic community in the arts and other events.

### **Community Visioning update**

Ms. Elisabeth Schuck and Mr. Scott Fregonese, consultants for the Community Visioning process, provided an update on the community outreach plan, community survey responses and the visioning workshop and scenarios.

Discussion ensued on the growth of Lakewood over the past 15 years due to the growth of JBLM and what would happen with any contraction of growth by JBLM; is there greater range in developing the scenarios of growth; from studies of other communities what typically stands out as a priority (natural beauty, parks); what unique advantages does Lakewood have (huge potential for changes in the Towne Center, potential for redevelopment of its housing stock; concerns expressed about the location of older multi-family housing that could be looked at more closely); identifying peer communities and their successes that might be comparable to Lakewood; looking at examples of purchasing blighted multi-family and redeveloping such properties (cities purchased property, demolished and redeveloped); and what have municipalities done to be a catalyst for redevelopment (being flexible).

### **Review of the proposed 2015 fee schedule**

Assistant City Manager Kraus reviewed the proposed 2015 fee schedule and explained that it is the same as the 2014 fees. She explained that staff intends to bring the fee schedule before Council every year.

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Councilmember Brandstetter left the Council Chambers.

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### **2015-2016 Proposed Biennial Budget Department Presentations**

- City Council
- City Manager
- Administrative Services

Assistant City Manager Kraus and Assistant to the City Manager Lincoln reviewed the City Council budget and performance measurements.

Discussion ensued on adding to the organization chart, a statement that the Council employs a City Manager to implement Council's goals.

Assistant City Manager Kraus and Assistant to the City Manager Lincoln reviewed the City Manager budget, accomplishments and performance measurements.

Discussion ensued on how the number of twitter followers help the City meet its goals and objectives; how were performance measurements determined and are the target

measurements standard numbers; what is the definition of “new community partners”; and concerns about carrying a 50% benefit load.

Assistant City Manager Kraus and IT Manager Ken White and Human Resources Director Young reviewed the Administrative Services budget, accomplishments and performance measurements.

Discussion ensued on cloud based solutions; why cameras are proposed to be placed in parks; and how the costs for telephones are assessed to departments.

Further discussion ensued on the employer share of benefits such as taxes and deferred compensation; what does a finance manager do versus the accounting supervisor position; review of claims history and charging back to departments for claims; the ending fund balance for fleet and equipment increasing \$426,000; at what level will Information Technology replacement reserves be addressed; and is the cost for the work flow paperless system being added to the interlocal agreements with University Place and the Town of Steilacoom.

#### **BRIEFING BY THE CITY MANAGER**

City Manager Caulfield recognized Police Chief Farrar and the Police Department for being recognized as one of the best Police Departments in the country.

He reported that the Puget Sound Regional Council is requesting Council to vote for a nominee for Position 1 of Zoo Trek Authority Board by October 31, 2014 and if the Council desired, it could be placed on the Council's October 20, 2014 agenda. Mayor Anderson requested that the Council be provided with information on each of the candidates.

#### **ITEMS TENTATIVELY SCHEDULED FOR THE OCTOBER 20, 2014 REGULAR CITY COUNCIL MEETING:**

1. Proclamation recognizing Neel Parikh – *Ms. Neel Parikh, Executive Director, Pierce County Library System*
2. Business showcase –*Mr. TD King, Managing Partner, MACNAK Construction*
3. Review of Farmers Market.
4. Appointing members to the Lodging Tax Advisory Committee.
5. Adopting the Fiscal Year 2015 Community Development Block Grant and HOME Investment Partnership Act funding policies.
6. Awarding a bid for the Public Works Maintenance and Operations Shop.

- 7. Approving an agreement with the Lakewood Water District for water main upgrades on Bridgeport Way from I-5 to JBLM gate.

**CITY COUNCIL COMMENTS**

Councilmember Moss commented on the Lake City Neighborhood Association meeting she attended. She also noted that the Camp Murray tour was educational.

Councilmember Simpson commented on the CPSD Board meeting he attended.

Mayor Anderson noted that he made a short presentation before the Pierce County Council at their October 7, 2014 meeting. He also commented on the Meriwether School grand opening he attended at JBLM and the Pierce County Association of Women Realtors meeting he attended.

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Mayor Anderson announced that Council will recess into Executive Session for approximately 17 minutes to discuss the performance of a public official.

Council recessed at 10:38 p.m. and reconvened at 10:55 p.m.

\* \* \* \* \*

**ADJOURNMENT**

There being no further business, the meeting adjourned at 10:55 p.m.

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DON ANDERSON, MAYOR

ATTEST:

\_\_\_\_\_  
ALICE M. BUSH, MMC  
CITY CLERK



## **LAKWOOD CITY COUNCIL MINUTES SPECIAL MEETING**

Tuesday, October 14, 2014  
City of Lakewood  
City Council Chambers  
6000 Main Street SW  
Lakewood, WA 98499

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### **CALL TO ORDER**

Mayor Anderson called the meeting to order at 6:32 p.m.

### **ROLL CALL**

Councilmembers Present: 7 – Mayor Don Anderson; Deputy Mayor Jason Whalen; Councilmembers Mary Moss, Mike Brandstetter, John Simpson, Marie Barth and Paul Bocchi.

### **FLAG SALUTE**

The Pledge of Allegiance was led by Mayor Anderson.

## **R E G U L A R   A G E N D A**

### **NEW BUSINESS**

#### **Review of the 2015-2016 Proposed Biennial Budget Department Presentations**

- Parks, Recreation and Community Services
- Public Works

Parks and Recreation Director Dodsworth reviewed the accomplishments of the department including the Legacy Plan, acquisition of property at Springbrook Park, the gateway entrances project, consolidating the street and parks maintenance program and upcoming goals including the Springbrook Park master plan, Waughop Lake project, US Open project; Gateway improvements, Ft. Steilacoom Park transfer, and Legacy Plan implementation.

Discussion ensued on the proposed organizational chart showing the consolidation of street and parks maintenance divisions and providing a chart showing the difference in the 2013-2014 budget and the proposed 2015-2016 budget.

Assistant City Manager Kraus reviewed the program financial changes and position inventory.

Discussion ensued on providing sanitary cans at Active Park and others.

Parks Director Dodsworth, Human Services Coordinator Shields, Recreation Coordinator Higashiyama, Senior Center Coordinator Schied, and Parks Maintenance Manager Williams spoke about the proposed capital improvement projects; administrative services; human services; recreation services, special events; senior center services and parks maintenance.

Discussion ensued on the Lakeland property's long term use and possibly surplus some street end properties if funding is needed; what is the status of the removal of structures at Wards Lake Park; what are the qualifications for Maintenance Work I and II, what does the intergovernmental expenditures consist of; where is the Pierce County funding change reflected for the maintenance of Ft. Steilacoom Park; what does the Summer Camp program consist of; what mode of transportation do most seniors use to travel to/from the senior center; looking into the relocation of the senior center and associated compatible uses for such a location; what is the ethnic diversity make-up of those who use the center; has there been an analysis of contracting for parks maintenance services; what is the assessment process for replacing playground equipment; how much does the City pay for garbage services and possibly looking into the garbage franchise; what is done with yard waste; and what is the status of the Waughop Lake water quality study.

Public Works Director Wickstrom reviewed the accomplishments of the Public Works Department. Surface Water Manager Vigoren reviewed the surface water management program goals and objectives. Transportation Division Manager Winkler reviewed the street improvement and maintenance programs and those projects that could be funded with Community Development Block Grant funds.

Assistant City Manager Kraus reviewed the Public Works financial program changes and the Six Year Property Management budget.

Discussion ensued on the Transportation Benefit District process; is there a designated payment stream for the Public Works Trust Fund loan; what is the status of the sewer connection program; is the drywell project contracted; where can a schedule for street sweeping be found (website); is the 2015-2016 timeframe feasible for the City to study the feasibility of providing sewer utility services; is there a targeted ending fund balance for surface water management (17%); what can surface water management funds be used for (restricted to water quality uses); and are there forfeiture funds in reserves.

**Court Services Delivery for Lakewood, DuPont, Steilacoom and University Place**

Assistant to the City Manager Lincoln and City Attorney Wachter reviewed the interlocal agreement language with University Place and Steilacoom relative to the actual cost for services and revenue sharing options and caseload history of the four cities.

Discussion ensued on the number and types of cases generated by the four cities; are the types of cases (criminal versus traffic) used to establish the contractual costs; are the City's facility costs included in the cost charged to each municipality (included in additional 15% overhead costs) which seems to be under estimated; why is Lakewood taking on the under capacity costs and not shared among the other cities; based on the cost formula, the proposed analysis would amount to doubling Steilacoom costs and University Place's cost would be cut in half; and providing an analysis of what the public defender costs would be for each city.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 10:26 p.m.

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DON ANDERSON, MAYOR

ATTEST:

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ALICE M. BUSH, MMC  
CITY CLERK



**LAKEWOOD PARKS & RECREATION ADVISORY BOARD  
REGULAR MEETING MINUTES  
TUESDAY, JUNE 24, 2014 – 5:30 PM to 7:00 PM  
City Hall Conference Room 1D  
6000 Main Street SW  
Lakewood, WA 98499**

**CALL TO ORDER**

Jason Gerwen, chairman, called the meeting to order at 5:30 pm

**ATTENDANCE**

**PRAB Members Present:** Jim Montgomerie; Jason Gerwen; Vito Iacobazzi; Sylvia Allen; Alan Billingsley

**PRAB Member Excused:** Tanja Scott

**Staff Present:** Mary Dodsworth, director; Suzi Riley, administrative assistant

**Council Liaison:** Don Anderson

**Guest:** Angela Gardner; Boy Scout Troop #48 under leaders Palmer and Hollingsworth.

**APPROVAL OF MINUTES:** Vito Iacobazzi moved and Alan Billingsley seconded the motion to approve the minutes of the May 27, 2014, meeting as presented. The motion passed.

**PUBLIC COMMENT:** Ms. Gardner indicated she was attending the meeting to listen to the Board's discussion of the agenda topics.

Boy Scout Troop #48 arrived a little after the meeting started. Each member introduced himself. The troop members are working to achieve a Citizenship and Community Service merit badge and one of the tasks is to attend a public municipal meeting to see government in process.

**UNFINISHED BUSINESS**

**Gateway Project Update:** Mary Dodsworth explained that she had presented updates on the City's Gateway Project at Coffee with the Mayor and was scheduled to update the City Council of the Gateway Team's process and its recommendation on July 7, 2014. PRAB members were welcome to attend the meeting for a full review. Mr. Gerwen represented PRAB on the Gateway Planning Team.

Members were told that no funding is currently allocated for gateway improvements. The entry at the Bridgeport Way SW and Pacific Highway entry

point into Lakewood is one of twelve entry points into our community which have various types of identifying signage. The City Council would like to have the 'first impression' of Lakewood improved and its entry sign designs standardized throughout the community at gateway points. No matter where a person enters Lakewood, he/she needs to know they are now in a special place.

Mr. Gerwen was asked to provide staff with information on the City of Federal Way's entry signage costs.

Mrs. Dodsworth indicated that City staff would do as much of the site prep, installation and landscaping as possible to save money. The Board had favorable comments regarding the preferred sign option.

## **NEW BUSINESS**

### **Chambers Creek Interlocal Agreement**

Last year the PRAB hosted an Open House focusing on trail development along Chambers Creek. There was good feedback from those in attendance concerning trail access, linkages, and community support. University Place has taken the lead on this project and the City, Pierce County and other agencies have had several meetings to discuss how a trail plan can be developed and funded. The Chambers Creek trail was included in the City's Legacy Plan and six year Capital Improvement Plan.

There had been some discussion about applying for a RCO trail grant, but more planning is needed regarding specific trail locations, design standards and cost estimates. Also, we need to update each agencies Councils regarding community impact.

An interlocal agreement was shared which outlines how the multiple communities/agencies will work together in designing a trail plan and developing a construction plan. The agreement doesn't currently require any financial contributions but that will be forthcoming once additional planning is done. It was agreed that the PRAB would revisit the CCT project in the fall in greater depth.

Mr. Montgomerie reported that even with staff contacts and his own inquiries to Pierce County, there seemed to be no records containing information on Mr. Art Peterson's role in encouraging Chambers Creek development, so he asked that any effort to seek further information be curtailed.

### **SummerFEST**

At the time of the City's incorporation in 1996, summer weekends were all filled with various community gatherings hosted by service clubs, churches, business groups, helping agencies – all wanted to share their information and feature summer time events. Many hard-working volunteers were involved in planning multiple events for the groups they supported. In 2004 the City asked all the

agencies to work together on one large event to make better use of everyone's resources and SummerFEST was born!

Summer fest will be on Saturday, July 12, 2014, from 11:00 am to 11:00 pm at Fort Steilacoom Park. The event will include public market and food vendors, two stages of entertainment, a soccer tournament and Police, Fire, Army Strong and community displays, KidZone play area, Partners for Parks car show and a movie in the park. St. Clare Hospital sponsored our third annual SummerFEST Triathlon and participation has increased each year

**Budget Update:** Mrs. Dodsworth explained that the City was currently preparing the 2015-2016 budget. The Legacy Plan will be used to develop our work program and CIP requests.

Mrs. Dodsworth also explained that she was applying for various grants to support our programs (RCO, lodging tax, etc) and the City staff was training in Performance Management and learning about Logic Models.

#### **Director's Report**

**The 2014 Math Relay** was held again in June after a two year hiatus and 360 students participated. This program provides educational and physical exercise for elementary age youngsters.

**The Senior Activity Center held its annual Open House** event in early June and featured a Seahawk theme that was embraced by all participants. This event allows older adults to learn more about what is offered at the Center and services provided by partner organizations and businesses.

A project involving older adults at the Senior Activity Center and international students at Pierce College involved exchanging letters with one another with a goal of increasing the students' cultural knowledge of America. The letter writing project was capped off with a lunch for the students and seniors who were able to meet each other face-to-face which enhanced the whole letter writing experience for all.

**Donation:** A donation in the amount of \$7,000 was presented to the City by Studio Fitness owner Shane Simmons to support the Healthy Start After School program. The funds were generated through a 5K fundraising run. Studio Fitness indicated its mission fit well with the Parks, Recreation and Community Services mission of creating a healthy and vibrant community.

**AWC Scholarship Winner:** Nina Klinkhkammer, a member of the Lakewood Youth Council, was recognized at the Association of Washington Cities (AWC) as one of the four Washington scholarship recipients for Quality Communities. She will be attending the University of Washington in the fall.

**Community Outreach:**

- New York based CGI was in Lakewood to film segments for the City's upcoming "Video Tour Book." PRCS updates were included in the video.
- Staff gave a radio interview on the KLAY Morning Show with Ty Ray regarding SummerFEST
- Mattress Ranch featured City staff in a commercial inviting people to SummerFEST
- Information on the Farmers Market and on the City Gateway Project was shared at Coffee with Mayor

**OTHER**

**Lakewood Farmers Market** opened June 3 and will run every Tuesday through September 16 from 10:00 am to 3:00 pm.

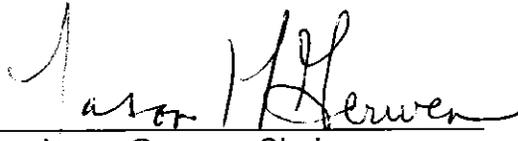
**Advertising and Sponsorship Study:** Mrs. Allen will be supported in developing an advertising/sponsorship policy by Mr. Gerwen and Mr. Iacobazzi. Both were asked to send copies of their work cities (Federal Way and Metro Parks) to Mrs. Allen to provide a starting point in their discussion.

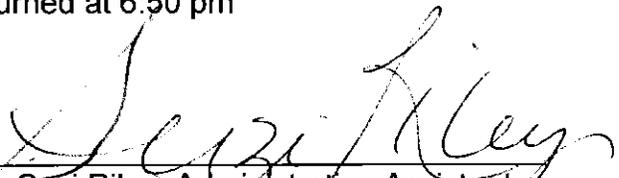
**The Black Tie and Blue Jeans fundraising event** is scheduled Saturday, July 26, 2014, at Fort Steilacoom Park. The focus of their fundraising drive will be the resurfacing of the Lake Waughop pathway in Fort Steilacoom Park.

**A public meeting** will be held at Lake Waughop on Tuesday, July 22, at 6:00 pm to discuss the improvement plans with those interested in this project.

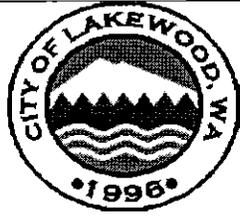
**Next Meeting(s):** No formal meetings will be held in July or August. The Waughop Lake Trail public meeting hosted by PRAB will take the place of the regular July PRAB business meeting. Members meet socially in August. The next PRAB business meeting is scheduled Tuesday, September 23, 2014, at 5:30 pm in room 1D of Lakewood City Hall.

**ADJOURNMENT:** The meeting was adjourned at 6:50 pm

  
\_\_\_\_\_  
Jason Gerwen, Chairman

  
\_\_\_\_\_  
Suzi Riley, Administrative Assistant

The Parks and Recreation Advisory Board did not meet in July, although members attended the Lake Waughop Pathway Project public meeting in place of their business meeting. They did not meet in August. The minutes of the June, 2014, meeting were approved at the first opportunity at the PRAB business meeting held September 23, 2014.



**LAKWOOD ARTS COMMISSION  
REGULAR MEETING MINUTES  
MONDAY, AUGUST 4, 2014 – 4:30 PM TO 6:00 PM  
Lakewood City Hall Conference Room 3A  
6000 Main Street SW  
Lakewood, WA 98499**

**CALL TO ORDER**

Chair Kat Flores called the meeting to order at 4:34 pm

**ATTENDANCE**

**Arts Commission Members Present:** Susan Coulter; Werner Dillenburger; Kurtiss Erickson; Kathy Flores; Retha Hayward; Phillip Raschke; Barbara Vest; Jean Witte

**Arts Commission Members Excused:** Marquita Hunt

**Arts Commission Members Absent:** Jeff Greenwell; Robert Lawrence; Sandra Calvillo

**Staff Present:** Dennis Higashiyama, recreation coordinator; Suzi Riley, administrative assistant

**City Council Liaison:** Marie Barth

**APPROVAL OF MINUTES.** Jean Witte asked that more details be provided on a topic discussed during the July 7, 2014, Arts Commission meeting than were covered in the meeting minutes. She was unsure of the Commission's role in developing public art for placement at Gateway points and she had understood this to be the task that was assigned to the Commission. It was explained that Mary Dodsworth, Parks, Recreation and Community Services Director, was scheduled to provide an update on the Gateway project later in the meeting and would be able to answer questions, but it appeared that the Council had changed its direction for development of gateway points, and a more standardized approach was going to be used to provide consistency in design and identification, and that other public art locations would be investigated. It was suggested that this would be a good topic to bring to the Council during the joint AC and Council meeting in October. Mrs. Witte indicated she would like her inquiry included in the August meeting minutes to reflect the more detailed discussion at July's meeting,

It was also noted that the name of Phillip Raschke's guest at the July 7, 2014, meeting was misspelled in the minutes. The correct spelling is Soon Young.

With those change notations to be included in the August minutes, it was moved by Kurtiss Erickson and seconded by Barbara Vest that the minutes of the July 7, 2014, meeting be approved. The motion passed.

**PUBLIC COMMENT** – None

## **UNFINISHED BUSINESS**

### **SummerFEST 2014 – Recap:**

- Sound from the main stage carried very loudly through the park this year down to the Arts Commission Stage and at times interfered with musical performances.
- The set up was late for the AC sound system due to its dual use for the Triathlon finish and the stage, This double use delayed the start of the performances by ½ hour
- The mural frame was not pre-assembled prior to the event due to staff commitments for the Triathlon, so this delayed the start of the children's 'art.'
- To lessen the impact of limited staffing and two major events occurring simultaneously, the stage performances should not start until 12:00 noon.
- Without tenting or shade options, performers had very small 'audiences' – the musical line-up was the best we've had for several years, but it was too hot for spectators to sit directly in the sun to enjoy the performances. Additional tenting would be helpful.
- Provide seating for the audience – older adults may want to enjoy our performers, but they are unable to sit on the ground – chairs are necessary.
- Could we change our presentation of the art project in the future? Would it be possible to have the 'artists' paint their pictures on large tablet butcher paper, so the art pieces can be individually pulled off and taken home to be displayed? Between acts, could we have 'artists' take their drawings to the stage to show them off?
- Could we use another color medium other than paint which has been either too thick or too watery and which takes longer to dry? Paint is messy and gets on kids' clothes.
- If paint is used, there needs to be an adequate supply of fresh clean-up water and paper towels or baby-wipes so hands and arms can be washed up.
- More volunteers from the Arts Commission are needed to work this event – many hands make light work, but a shortage of volunteers makes for long shifts
- The Arts Commission banner was not on display – no one even knew the performances were coordinated by the Arts Commission. The banner should be displayed wherever and whenever we are involved in an activity.

- Chalk art – maybe some of our Commission artists can draw chalk pictures in the chalk-art venue to get the ball rolling and to inspire other artists. ‘Artists’ need to be monitored to prevent inappropriate words or drawings in this venue
- Some signage to indicate what is going on at the chalk art site would be helpful.
- Susan Coulter did a great job in recruiting performers – it is a big job. Thanks!
- The quality of the acts we present on the stage is important, so before potential performers are contacted, make sure it is okay to contact a suggested performer – discuss this with staff before making any calls.
- The Arts Commission Stage is a community stage, so we need to continue to have the young dancers mixed in with more experienced musicians.
- Include a one-hour karaoke element as an ‘act’ – we used to have Lakewood Idol contests and a summer concert, so promote the karaoke element in publicity and get the word out to karaoke establishments and bring local talent to the forefront on our stage – start this recruitment early.
- Promote the karaoke opportunity in Lakewood’s Asian community to draw this segment of our population to the event
- An audition session may need to be set up for unknown performers – karaoke performers included.
- None of the performers on the Arts Commission Stage are paid – they volunteer their time and share their talents.
- Popular groups – bigger bands – may be given two performing slots if we know they’re good and will draw an audience.

### **ASIAN FILM FESTIVAL – RECAP**

- Three movies were shown during the event on August 1-2-3 as opposed to five films in 2013. The total number of attendees was 346; just over 100 audience members a night and a slightly larger draw than last year.
- To prevent any technical glitches, a full second set-up for the film will be ready to go – if a machine overheats or a light goes out, there is a back-up immediately ready to use
- There was a discussion that the performances were great – and the films were great, but when all of the performances and the films and the intermission time were combined, it made for a very long evening. A suggestion was to choose shorter films or lessen some of the performance times periods.
- It was also suggested that a way to shorten the evening might be to eliminate the documentary film.
- A survey was provided to audience members during intermission asking for their ideas on directors they like or films they enjoy seeing.

- Mr. Raschke stated that the Arts Commission needs to get more involved in this project – there is too much time involved in its planning for one person.
- Mr. Raschke expressed appreciation to Mrs. Vest, Mrs. Flores, Mrs. Hunt and Ms. Witte for their volunteer time as ushers at the event.
- The Arts Commission thanked Phillip for his work on the Asian Film Festival, but made no commitment to more direct involvement.

### **COMMUNITY GARDEN – UPDATE**

Mr. Higashiyama reported that the entry gate to the community garden should be in place by the end of October. Additional details were added to the design plan and an Eagle Scout candidate has taken on fabrication/construction of the gate as his Eagle Scout project.

Mr. Dillenburger's shovel planter art piece should be installed at the same time.

The installation of the artwork and the gate will complete the two Arts Commission projects long planned for this site.

### **GATEWAY ENTRY POINTS – UPDATE**

Parks, Recreation and Community Services Director Mary Dodsworth joined the meeting to provide clarification on how the City's gateway project was developed. The Arts Commission believed it had been tasked with a major assignment to develop this program and to include public art at the entry points, then a new Gateway Team was formed with representatives from throughout the community and from various boards and commissions, including a representative from the Arts Commission.

The Gateway Team studied Lakewood's entry points and signage and also those of communities throughout our area and country. Good points, bad points, styles, form, materials, lighting, font style and size – the review of entry points was extensive and from the likes and dislikes, four optional gateway designs were developed. A public meeting was held to allow more input and the design options were ranked by all present and two designs were favored by a significant margin.

The Park Board, Arts Commission, Gateway Team, citizens were all in agreement on the two favored designs, and the Council made the final decision and allowed supplementary money to be made available for this project. Additional funding is being solicited through grants, service clubs and donations. The selected site is the Bridgeport Way SW and Pacific Highway entrance into Lakewood at exit #125 off of I-5. This is a major thoroughfare in Lakewood and one of the busiest intersections. It is anticipated that the improved entry will become an identifying sign in Lakewood and will present a strong image of our growing community.

The Gateway Team came about at the direction of the City Council – their plans went in a different direction. We had received counsel from one council member regarding the interest in the Council in improving the City's gateways, and we set about to investigate the gateways and prepare an RFP for art work, but in full Council discussions, they preferred identifying signage over artwork and the project went in a different direction.

The Council is still interested in and supportive of public art and the funding stream developed through rental of city time at the Clover Park Technical College can still be available for public art, but the sites most likely won't be at gateway points. It is hard to 'experience' art from inside a car going 35 miles per hr – so other sites are preferable where the art can be experienced close-up and personally by individual viewers.

This task will be discussed further with the Council in the October meeting so their intent is specific for how we are to proceed. In the meantime, members asked Mr. Higashiyama to send them an identifying map of the city's public property and right-of-ways. It was suggested we approach Lakewood Gardens about an art piece at the Gravelly Lake/Veteran's Drive SW intersection – or at the Gravelly Lake/Washington Blvd SW intersection to see if they're interested in partnering.

#### **LAKWOOD IS A CITY THAT READS – Planning**

Mrs. Vest will coordinate the month long literacy campaign with the Lakewood Public Library. Plans are not firm yet, but will include a display case at the library – publicity in the City Connections newsletter – Sub-Times and PATCH. The design from last year will be used in publicity for 2014 – with the culminating event in the library coming in October, 2014, due to construction at the library in September. Details will be developed prior to the next meeting. Ms. Riley volunteered to help Mrs. Vest with the art decorations for the display case.

#### **CITY HALL ART GALLERY – October, November and December 2014.**

Retha Hayward coordinated the artist for the last quarter of the year. The display is currently up (early) and features Tis Huberth. Her work is displayed in the main corridor of city hall, in the City's Manager's office area, and in the Mayor's office.

**MEMBER RECRUITMENT:** The Arts Commission continues to operate at less than its full capacity. Three positions are open for renewal at this time, Ms. Hayward's, Mr. Lawrence's and Mr. Dillenburger's. Additionally, three positions are open. Members were reminded to seek out artists – in photography, oils, sculpture, film, literary fields – any kind of art to encourage them to apply for membership and share their knowledge and talents.

**MARTIN LUTHER KING EVENT – 2015.** Essays were reviewed and scored and a winner and three honorable mention awards will be given to students who participated

in the high school MLK competition. The topic will be revisited in December as the January, 2015 event gets closer.

**NEXT MEETING:** The next Arts Commission meeting is scheduled Sept 8, 2014.

**ADJOURNMENT:** The meeting was adjourned at 5:50 pm



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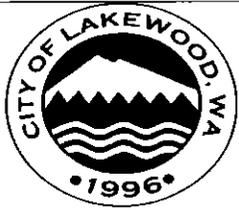
Kat Flores, Chair



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Suzi Riley, Administrative Assistant

No quorum was present at the September 1, 2014, Arts Commission meeting, so no business could be conducted. The minutes of the August 4, 2014, meeting were not approved until the meeting held October 6, 2014.



**Human Services Funding Advisory Board  
Regular Meeting Minutes  
Thursday, September 18, 2014**

**6000 Main Street SW  
Lakewood, WA 98499**

**CALL TO ORDER**

Ms. Turner called the meeting to order at 3:02 p.m.

**ATTENDANCE**

**Board Members Present:** Ms. Mary Bohn, Dr. Catherine Forte, Mr. Barry Hackett, Ms. Susan Hart and Ms. Christine Turner

**Absent:** Mr. Anthony Gomez, Mr. Paul Calta

**Excused:** Ms. Mary Green

**City Council Liaison:** Mike Brandstetter (not in attendance)

**Staff Member Present:** Karmel Shields, Human Services Coordinator  
Mary Dodsworth, PRCS Director

**CALL TO ORDER**

Ms. Shields called roll. Ms. Shields reported that Ms. Green was not able to attend the meeting and Ms. Turner will lead today's discussion. She also reported that Mr. Gomez has resigned from the HSFAB and that Mr. Calta called to say he would be late to the meeting.

**APPROVAL OF MINUTES**

Ms. Hart moved to approve the August 21, 2014 minutes of the Human Services Funding Advisory Board as written. Mr. Hackett seconded the motion. The minutes were approved unanimously.

**PUBLIC COMMENTS**

**NONE**

**OTHER BUSINESS**

Ms. Dodsworth updated the Board on the HSFAB and CDBG board consolidation. She anticipates the process for selecting members for the newly configured board will occur before the end of the year. In the meantime the ordinance allows for ad hoc committees, which enables the HSFAB and CDBG boards to complete their 2014 work programs.

Ms. Bohn expressed concern that local human service agencies might be confused and alarmed by the change in structure and that the new action could be perceived as a change in commitment to human services by the city. It is unclear at this time what the 2015 work program will be for the newly configured board. Staff members will be meeting soon to discuss the process for moving forward.

**UNFINISHED BUSINESS**

**Human Services Funding Allocation Process**

Ms. Shields presented the rank order of the applications based on the average of all the individual scores provided by the HSFAB members. Ms. Turner reminded the committee that throughout the deliberation we must bear in mind the overall needs of the community. Ms. Dodsworth stated that in addition to reviewing the applications by their average scores, the committee should consider the populations affected and how the funding is spread over the four strategic areas. Balance can be achieved by leveraging of resources, while making a significant or measurable impact and without spreading the resources too thin.

Dr. Forte reminded the committee that we should keep the Council feedback in mind. Ms. Shields added that at the end of the deliberations the committee will need to be absolutely clear, when presenting to the Council and the community, as to why a program was selected or why it was not. She concurred with Ms. Dodsworth that the balanced approach is the preferred outcome for the allocations process.

The HSFAB then reviewed the applications in a variety of ways including organizational capacity, effectiveness of the materials presented, coverage of the four strategic areas and populations. No one factor appeared to guide the committee to a clear decision. It was decided to review the scoring in a variety of ways. Staff was directed to look more closely at the City's values of partnerships, leverage and low administrative overhead scores for each program. Ms. Shields was also directed to present the board with a variety of scenarios for their review at the October 2, 2014 meeting.

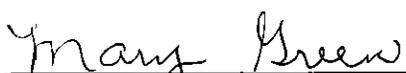
Ms. Turner suggested that she and Ms. Green meet with staff prior to the next meeting to review the scenarios and prepare for the next deliberation on October 2, 2014 starting again at 3:00 p.m.

**NEW BUSINESS**

**NONE**

**ADJOURNMENT**

There being no other business, Dr. Forte moved that the board adjourn. Ms. Hart seconded the motion. The motion passed and Ms. Turner adjourned the meeting at 5:32 p.m.

  
Ms. Mary Green, Board Chair

10/2/2014  
Date

  
Ms. Karmel Shields, HS Coordinator

10/2/14  
Date



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
CITIZENS ADVISORY BOARD  
Public Hearing Minutes  
THURSDAY – October 2, 2014  
Lakewood City Hall Council Chambers  
6000 Main Street SW, Lakewood, WA**

**CALL TO ORDER**

Chair Edith Owen Wallace called the meeting to order at 6:10 p.m.

**ATTENDANCE**

Board Members Present: Chair Edith Owen Wallace, Sharon Taylor, Kathleen Lind, Mumbi Ngari-Turner and Laurie Maus

Board Members Absent: Helen Bloodsaw

Council Liaison Present: Councilmember Marie Barth

City Staff Present: Jeff Gumm and Martha Larkin

**INTRODUCTIONS**

All members of the CDBG Citizens Advisory Board introduced themselves.

Ms. Wallace, Chair of the CDBG Citizens Advisory Board, explained the need for citizen input in developing funding strategies for the FY 2015 Annual Action Plan and Five Year FY 2015 – 2019 Consolidated Plan. She noted that each year the U. S. Department of Housing and Urban Development requires the City of Lakewood to prepare a One Year Action Plan to receive federal funding from the rs the City is also required to develop a Five Year Consolidated Plan for addressing housing, community aCommunity Development Block Grant Program and HOME Investment Partnership Program. Every five yeand economic development, and public service needs over the coming five year period. She stated that citizen input will be used by the Lakewood City Council in drafting the funding strategies for allocating CDBG and HOME funding that benefit low and moderate income citizens of Lakewood. The public hearing provides for citizen input on both the use of funds for FY 2015 (July 1, 2015 – June 30, 2016) and Five Year Consolidated Plan (2015 – 2019).

Ms. Wallace also announced that applications for CDBG funding would be available from November 17<sup>th</sup> – December 19<sup>th</sup>.

**PUBLIC COMMENTS**

Charlie Gray, Deputy Executive Director - Pierce County Housing Authority

Mr. Gray stated that this year is the 40<sup>th</sup> anniversary of the Community Development Block Grant. He talked about the types of projects that have been completed in the past, including sewers, infrastructure, economic development, and housing. He stated that the same priorities would serve well in the future. Mr. Gray discussed the importance of maintaining investments in affordable housing in Lakewood.

Diana Comfort – Executive Director of Child Care - YMCA

Ms. Comfort expressed appreciation for the support of CDBG funding they were allocated for the Child Care Scholarship Program and urged the Board to continue its support through future funding of child care. She stated that the cost of child care in the Puget Sound area averages 11-12% of household income; among the highest in the country.

Gomer Roseman – Director of Site Development and Construction - Tacoma-Pierce County Habitat for Humanity

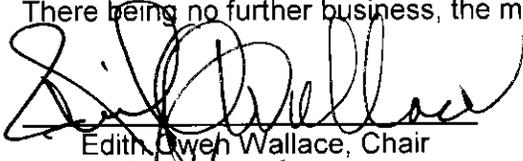
Mr. Roseman gave an update on Habitat for Humanity's progress in the Tillicum area of Lakewood and discussed upcoming projects as well as inviting the Board to attend celebrations of some completed projects. He thanked the Board for their support of Habitat's affordable housing projects in the community.

**OTHER**

The next meeting of the CDBG Citizens Advisory Board is scheduled for Wednesday, October 8, 2014 at 5:30 p.m. – Conference Room 3A.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 6:25 p.m.

  
\_\_\_\_\_  
Edith Owen Wallace, Chair

10/8/14  
\_\_\_\_\_  
Date

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> October 20, 2014	<b>TITLE:</b> Reappointing Rebecca Huber and Linda Smith to serve on the Lodging Tax Advisory Committee through November 1, 2017.	<b>TYPE OF ACTION:</b> — ORDINANCE — RESOLUTION <u>X</u> MOTION NO. 2014-59 — OTHER
<b>REVIEW:</b>	<b>ATTACHMENTS:</b> Application	

**SUBMITTED BY:** Alice M. Bush, City Clerk on behalf of Mayor Don Anderson

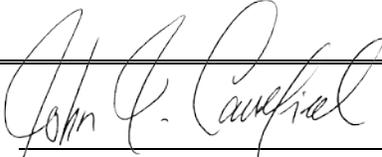
**RECOMMENDATION:** It is recommended that the City Council confirm the appointment of Rebecca Huber and Linda Smith to represent persons involved in activities authorized to receive hotel/motel taxes through November 1, 2017.

**DISCUSSION:** The Lodging Tax Advisory Committee was created pursuant to State law.

Any proposals for the imposition or expenditure of hotel-motel lodging tax funds, whether it involves the imposition of a tax, an increase in the rate of a tax, repeal of an exemption from a tax, or a change in the use of revenue received shall be submitted to the lodging tax advisory committee for review and comment. The submission shall occur at least forty-five days before final action on or passage of the proposal by the municipality. The advisory committee shall submit comments on the proposal in a timely manner through generally applicable public comment procedures. The comments shall include an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism, and the extent to which the proposal will affect the long-term stability of the fund created under RCW [67.28.1815](#). Failure of the advisory committee to submit comments before final action on or passage of the proposal shall not prevent the municipality from acting on the proposal.

**ALTERNATIVE(S):** The Council could choose to appoint other candidates, not to confirm any of the appointments or re-advertise for these positions. However, this Committee is required by state law.

**FISCAL IMPACT:** There is no fiscal impact.

_____ Prepared by	 _____ City Manager Review
_____ Department Director	

LODGING TAX ADVISORY COMMITTEE

**APPLICATIONS**

September 22, 2014

NAME	REPRESENTATION	MAYOR'S APPOINTMENTS  2 – 3-year term through November 1, 2017 representing organizations authorized to receive hotel/motel tax  1 – unexpired term through November 1, 2016 representing businesses authorized to collect hotel/motel tax
Rebecca Huber	Organizations authorized to receive hotel/motel tax	Appoint
Linda Smith	Organizations authorized to receive hotel/motel tax	Appoint

CITY OF LAKEWOOD  
6000 Main Street SW  
Lakewood, WA 98499  
Phone: (253) 589-2489 Fax: (253) 589-3774

RECEIVED  
SEP 22 2014  
CITY OF LAKEWOOD  
City Clerk's Office

APPLICATION FOR APPOINTMENT

The information in this document is subject to public disclosure and can be made available to the public.

I wish to be considered for appointment to the following committee, board or commission:

- Arts Commission
- Citizens' Transportation Advisory Committee
- \*Civil Service Commission – (Please see box below for additional questions.)
- Community Development Block Grant (CDBG) Citizens Advisory Board
- Human Services Funding Advisory Board
- Lakewood's Promise Advisory Board
- Landmarks and Heritage Advisory Board
- Lodging Tax Advisory Committee- (Organizations representing businesses required to collect hotel/motel tax, and organizations involving in activities authorized to be funded by hotel/motel taxes and local agencies involved in tourism promotion.)
- Parks and Recreation Advisory Board
- Planning Advisory Board
- Public Safety Advisory Committee
- Redevelopment Advisory Board

Name: REBECCA HUBER  
(Please Print)  
Current Home Address: 11012 INTERLAKEN DR SW  
City: LAKEWOOD State: WA Zip: 98498  
Home Phone Number: 253 582 8682 E-mail: craftyhuber@comcast.net  
Present Employer: retired  
Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

CIVIL SERVICES COMMISSION APPLICANTS. PLEASE ANSWER QUESTIONS BELOW.

- \*How long have you resided at the home address above? 13 Years 2 Months
- \*Prior Home Address: 10107 11th St Ct SW Lakewood For how long? 18 yrs
- \*Are you a citizen of the United States? Yes  No  (\*Submit I-9 Form attached)
- \*Are you a registered voter of Pierce County? Yes  No
- \*What political party are you affiliated with? Independent
- \*Requirement of RCW 41.12 for Civil Service Commission appointments

Hobbies/Interests: Reading Baseball, Cooking

Have you previously served or are you currently on one of the Boards or Commissions listed above? Yes  No  If yes, please explain: \_\_\_\_\_

Soldier's Jay Advisory Committee, LHAS

Date available for appointment: now

Are you available to attend evening meetings? Yes  No

Are you available to attend daytime meetings? Yes  No

Approximately how many hours each month can you devote to City business? 10-15 hrs

Recommended by: originally recommended by Glen Speith

Education: BSN Nursing; retired Army nurse after 20 yrs of active duty

Professional and/or community activities: President of Lakewood Historical Society, active member of Fellowship of the Scribe, on MCKG Committee for City

Please share some of your experiences or qualifications that you have relating to the work of this board, committee or commission: The LHAS has operated the Lakewood History Museum for 8 yrs

Please explain why you would like to be part of this board, committee or commission: serve community I live in

If necessary, are you available for an interview prior to appointment? Yes  No   
Attach additional pages, if needed.

**ATTENDANCE:** Individuals appointed are expected to attend meetings regularly. The Council expects to be informed in the event any Committee, Board or Commission member has three unexcused absences. The Council, may in the event of three unexcused absences, dismiss the individual from service.

**EXPECTATIONS:** Adhere to City of Lakewood's Code of Ethics, regular attendance at meetings (three or more unexcused absences may be cause for removal), mutual respect among members, good listener, and flexible.

**PLEASE RETURN THIS FORM TO:** City of Lakewood  
City Clerk's Office  
6000 Main Street SW  
Lakewood, WA 98499  
(253) 589-2489 Fax: (253) 589-3774

I hereby certify that this application and any other materials and/or documents provided in this application process contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge.

Signature: Rebecca Huber Date: Sept 22, 2014

CITY OF LAKEWOOD  
6000 Main Street SW  
Lakewood, WA 98499  
Phone: (253) 589-2489 Fax: (253) 589-3774

APPOINTMENT  
SCHEDULE  
CIVIL SERVICE

**APPLICATION FOR APPOINTMENT**

*The information in this document is subject to public disclosure and can be made available to the public.*

I wish to be considered for appointment to the following committee, board or commission:

- Arts Commission
- Citizens' Transportation Advisory Committee
- \*Civil Service Commission – (Please see box below for additional questions.)
- Community Development Block Grant (CDBG) Citizens Advisory Board
- Human Services Funding Advisory Board
- Lakewood's Promise Advisory Board
- Landmarks and Heritage Advisory Board
- Lodging Tax Advisory Committee- (Organizations representing businesses required to collect hotel/motel tax, and organizations involving in activities authorized to be funded by hotel/motel taxes and local agencies involved in tourism promotion.)
- Parks and Recreation Advisory Board
- Planning Advisory Board
- Public Safety Advisory Committee
- Redevelopment Advisory Board

Name: Linda Smith (Please Print)

Current Home Address: 6527 93rd St SW

City: Lakewood State: WA Zip: 98499

Home Phone Number: 253-588-2313 E-mail: Lsmith@lakewood-wa.com

Present Employer: Lakewood Chamber of Commerce

Address: 6310 Mt. Tacoma Dr. SW Work Phone: 253 582-9400  
Lakewood WA 98499

**CIVIL SERVICES COMMISSION APPLICANTS. PLEASE ANSWER QUESTIONS BELOW.**

\*How long have you resided at the home address above? \_\_\_ Years \_\_\_ Months

\*Prior Home Address: \_\_\_\_\_ For how long? \_\_\_\_\_

\*Are you a citizen of the United States? Yes \_\_\_ No \_\_\_ (\*Submit I-9 Form attached)

\*Are you a registered voter of Pierce County? Yes \_\_\_ No \_\_\_

\*What political party are you affiliated with? \_\_\_\_\_

\*Requirement of RCW 41:12 for Civil Service Commission appointments

Hobbies/Interests: Gardening, Traveling, Reading

Have you previously served or are you currently on one of the Boards or Commissions listed above? Yes X No      If yes, please explain: Serving on the

Lodging Tax Advisory Committee

Date available for appointment: November 1, 2014

Are you available to attend evening meetings? Yes X No     

Are you available to attend daytime meetings? Yes X No     

Approximately how many hours each month can you devote to City business? 6-8

Recommended by: \_\_\_\_\_

Education: Clover Park Technical College

Professional and/or community activities: Networking, Fundraising

Please share some of your experiences or qualifications that you have relating to the work of this board, committee or commission: Over 30 years of experience in destination marketing/tourism promotion.

Please explain why you would like to be part of this board, committee or commission: Help promote Lakewood attractions, events, accommodations, dining & shopping.

If necessary, are you available for an interview prior to appointment? Yes X No       
Attach additional pages, if needed.

**ATTENDANCE:** Individuals appointed are expected to attend meetings regularly. The Council expects to be informed in the event any Committee, Board or Commission member has three unexcused absences. The Council, may in the event of three unexcused absences, dismiss the individual from service.

**EXPECTATIONS:** Adhere to City of Lakewood's Code of Ethics, regular attendance at meetings (three or more unexcused absences may be cause for removal), mutual respect among members, good listener, and flexible.

**PLEASE RETURN THIS FORM TO:** City of Lakewood  
City Clerk's Office  
6000 Main Street SW  
Lakewood, WA 98499  
(253) 589-2489 Fax: (253) 589-3774

I hereby certify that this application and any other materials and/or documents provided in this application process contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge.

Signature: Linda K Smith

Date: \_\_\_\_\_

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> October 20, 2014  <b>REVIEW:</b>	<b>TITLE:</b> Casting a vote for _____ to serve as the Position 1 representative on the Zoo/Trek Authority Board through January 31, 2018.  <b>ATTACHMENTS:</b> Official Ballot Candidates Information 9/30/14 PCRC Memo	<b>TYPE OF ACTION:</b> <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION 2014-60 <input type="checkbox"/> OTHER
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**SUBMITTED BY:** Alice M. Bush, City Clerk on behalf of Mayor Don Anderson.

**RECOMMENDATION:** It is recommended that the Mayor and City Council cast its vote for \_\_\_\_\_, to serve as the Position One representative on the Zoo/Trek Authority Board to be elected by the 22 cities and towns within Zoo Trek Authority boundary (excluding Tacoma) through January 31, 2018.

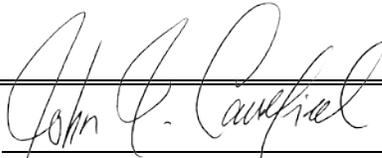
**DISCUSSION:** On September 30, 2014 the Pierce County Regional Council (PCRC) sought nominations from City Councils, for a Zoo and Trek Authority (ZTA) Board representative for Position 1, to represent the 11 smaller cities and towns in Pierce County. In accordance with the PCRC interlocal agreement, nominees must be an elected official from cities and towns, excluding Tacoma, representing at least 60% of the combined populations of those cities. Position 1 represents the towns and cities of Buckley, Carbonado, Eatonville, Milton, Orting, Pacific, Roy, Ruston, South Prairie, Steilacoom and Wilkeson. The four nominations submitted for Position 1 are listed below. As requested by the Council, PCRC has provided the attached information received from the candidates.

- Milt Tremblay, City of Buckley
- Abby Gribi, Town of Eatonville
- Bob Walter, Town of Eatonville
- Josh Penner, City of Orting

- Continued to page 2 -

**ALTERNATIVE(S):** The Council could choose not to participate in this election.

**FISCAL IMPACT:** There is no fiscal impact.

Prepared by _____  Department Director _____	 _____ City Manager Review
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**DISCUSSION - Continued**

The PCRC is requesting that the Council vote for one of the Position 1 nominees from the list above or a write-in candidate (elected official) from Position 1. A certified copy of the Council's motion and the ballot attached must be received by the PCRC by 4:00 p.m., Friday, October 31, 2014. The appointed individual must receive the approval of cities and towns representing at least 60% of the combined populations of those cities in Pierce County excluding Tacoma. Lakewood represents 25.8% of the affected population. In the event that no candidate obtains the required percentage, the top two names will be resubmitted for reconsideration. The ballot procedure will be repeated until a candidate is selected by a plurality vote.

**DISCUSSION - Continued**

The PCRC is requesting that the Council vote for one of the Position 1 nominees from the list above or a write-in candidate (elected official) from Position 1. A certified copy of the Council's motion and the ballot attached must be received by the PCRC by 4:00 p.m., Friday, October 31, 2014. The appointed individual must receive the approval of cities and towns representing at least 60% of the combined populations of those cities in Pierce County excluding Tacoma. Lakewood represents 25.8% of the affected population. In the event that no candidate obtains the required percentage, the top two names will be resubmitted for reconsideration. The ballot procedure will be repeated until a candidate is selected by a plurality vote.

**ZOO and TREK AUTHORITY BOARD  
POSITION ONE**

**OFFICIAL BALLOT  
VOTE FOR ONE**

Milt Tremblay	City of Buckley
Abby Gribi	Town of Eatonville
Bob Walter	Town of Eatonville
Josh Penner	City of Orting

---

write-in candidate

The city/town of \_\_\_\_\_ wishes to cast its vote for  
\_\_\_\_\_ of the City/Town of  
\_\_\_\_\_ to serve as a member of the  
Zoo and Trek Authority Board (ZTA) for a current three-year term, representing the 11  
smaller cities and towns within the Pierce County Regional Council boundary.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Please submit this form with a council resolution or motion. Ballots must be received by Cindy Anderson, Clerk, Pierce County Regional Council by **4 p.m. October 31, 2014.**



Please endorse **Milt Tremblay** for ZTA Board Position #1

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Oct. 12, 2014

Mayor and the Council

RE: **Zoo and Trek Authority (ZTA) Board Position**

Please allow me to introduce myself. My name is **Milt Tremblay**. I am a member of the Buckley City Council and I am one of four nominees for Position One on the ZTA Board. This position represents your community along with 10 other smaller cities and towns in Pierce County.

I'm writing today to ask for your endorsement for this position. Why should you support my candidacy?

- I have a demonstrated passion for the South Sound and am dedicated to making Pierce County one of the most livable communities in the Country.
- Whether at work developing the UW Tacoma campus with innovative projects like the recently completed Prairie Line Trail or the collaboratively constructed University/YMCA/Student Center, which will open in January, or improving the City of Buckley by installing LED lighting or developing State-leased property for recreational purposes, I have been able to provide the vision and leadership to get the best value out of available resources.
- I know construction, design, urban planning, and the public procurement process.
- As a father of four with nine, soon to be ten, grandchildren, I have a vested interest in the continued success of these venues.
- I have a trusted, working relationship with many of our fellow elected officials.
- I can help ensure that our communities are included in the decision-making process.

Whether in my professional career or in my numerous community service roles, I have always focused on being fair, treating all parties with dignity, displaying the highest level of integrity and making decisions based on what is best for the majority of stakeholders in the long run. I have learned that making difficult decisions is a part of protecting the greater good and that listening to all constituents prior to making a decision is of paramount importance. I am ready and willing to represent our communities on this Board. Please support my candidacy so that I can represent our communities.

Respectfully,

**Milt Tremblay**

P.O. Box 532 / 1080 Main Street; Buckley, WA 98321

Home: (360) 829-2804 Work: (253) 692-4754 Cell: (253) 350-6990

Email: Home:milttremblay@hotmail.com Work: milt@uw.edu



Councilmember Abby Gribi Bio  
Town of Eatonville

Abby Gribi has lived in Eatonville for the past 11 years choosing to raise her 3 children there with her husband Eugene Gribi. She has been involved with the Eatonville government for the past 6 years, 3 years sitting on the planning commission and 3 years on the Town Council. She is currently the Chair of the Finance and Public Safety Committees. She is involved with developing and implementing plans to make Eatonville tourist friendly and making the community safe and inviting for both it's citizens and visitors.

## **Bob Walter – Town of Eatonville**

I was employed at Northwest Trek at the very beginning. It's a vital part of our community, and as with the Point Defiance Zoo, I'd like to see it continue to be a leader in innovation in the field of zoological parks.

**BS in Forest Management**, Washington State University, 1972

### **Employment History:**

**1975-1980 - Northwest Trek Wildlife Park**; Naturalist Guide; Chief of Operations '79-'80.

**1982-2009 - Humane Society for Tacoma and Pierce County**, Director of Education

**2009-Present - University of Washington**, Center for Conservation Biology, Conservation Canines; Animal Tech I

### **Organization and Committee Affiliations and Memberships:**

Former member, Tacoma Zoological Society

Lifetime member, Humane Society for Tacoma and Pierce County

2010-Present - Member-at-Large, Pierce County Animal Services Advisory Panel

Currently Co-Chair, Town of Eatonville Animal Control Committee

Currently President, South Pierce County Historical Society

Currently Vice-President, Animal Care Eatonville

2009 - Chair, Eatonville Centennial Committee

2011-Present - Provide stray animal care and transport services for the Town of Eatonville through a personal services contract

Joshua Penner  
City of Orting  
City Councilmember  
Deputy Mayor (2015)

Attn: Zoo Trek Board

I would like to express thanks for the opportunity to discuss briefly my passions and why I am interested in pursuing the ZooTrek advisory board position most recently left vacant by Congressman Graham Hunt.

First and foremost, my nomination by the Orting City Council for this position was not an accident or an example of the city responding by rote to a request for board applicants. As a city nestled between the Carbon and Puyallup rivers and in the foothills of Mt. Rainier, I can speak for myself and for the city as a whole – that we believe progressive and responsible stewardship of our natural wilderness and its inhabitants is vital to our (an mine) vision for our region and for our future.

My own personal vision for responsible stewardship began as a child going to Point Defiance Zoo & Aquarium. I vividly remember the beluga whales, and meeting E.T. for the first time. Seeing the monkeys in the old-monkey exhibit and being fascinated by the sharks and the habitat of the Puget Sound. I also remember, what a highlight it was to visit Point Defiance Zoo every year with my school. I learned here for the first time, what extinction means – it was sobering, a little scary, and made me appreciate in a manner I can't express how wonderful it is to see that through informed efforts we can turn the tide on poor stewardship (e.g. Bald Eagles).

As I grew up, my interest in the ZooTrek system shifted to Northwest Trek, for – of all things love. My then future wife, volunteered at Northwest Trek, so I spent a great deal of time getting to know the park, as I was getting to know the love of my life. It was in this juvenile pursuit of love, that I actually met Dr. David Hellyer, by chance.

My (now) wife participated in a volunteer breakfast at the Hellyer's cabin. I don't recall if Dr. Hellyer or his wife was present when we began the event, but my wife and I were taking a look around and ended up in a room with very old maps of Tacoma streets. We were discussing the ins and outs of the maps when behind us Dr. Hellyer started discussing the details with us. It was an awkward moment of stunned silence/partial hero worship and not wanting to trip over our tongues. Shortly after that, Dr. Hellyer took us on a private tram tour of the park. It is a tremendous memory for both of us and perhaps in no small way, the park is a part of our family because of it.

My life has gone in several directions since those days as a kid at the zoo -and later as a teenager/young adult at Northwest Trek. I served in the Marines, in Iraq. I

studied engineering and business. And now I work with Veterans everyday, as it is my career, I am very good at it, and I enjoy it immensely.

In order to set up my next point, I have to discuss this association with Veterans. The thing that helps me to understand Veterans most is the fact that I am one. However, there's more to knowing Veterans than having served. There are more than 80,000 of us in Pierce County, each with a story of our own. As a parent I've learned the familial aspects of the Veteran story – our traumas and our experiences very much involve our family. As a public servant/city councilmember, I've learned the responsibility of our community to those who served and their families. And as an advocate for Veterans I've learned and personally experienced the great successes Veterans can have in *reconnecting/re*discovering to their passions and their community.

It may seem an odd marriage of ideas to discuss my passion for Veterans and my very personal connections to the Zoo and Northwest Trek. But as a board, you are making a decision about me based on who I am and perhaps on the motivators of my future perspectives. I am a responsible and reasonable conservationist, – representing a city that lies between two salmon bearing rivers, farm land, and wilderness. I believe deeply that fiscal responsibility means planning for perpetuity – rainy days and sunny days, and I've worked diligently to establish that as a culture in all boards and councils I have had the opportunity to work with.... But most of all...

and the thesis of this letter:

I believe ZooTrek, like Veterans advocacy, is about personal connections. ZooTrek at its heart is a part of our community because of the experiences of the kids who go there on field trips and learn -because of the teenagers that volunteer at the parks. ZooTrek represents a fundamental tenet that our community shares: conservation and stewardship matter, they are a part of our cultural DNA in Pierce County and they are worth preserving and passing on to future generations.

I welcome the chance to speak with each one of you about this opportunity. Please see my attached Biography, and Resume.

Thank You & Semper Fi!

Joshua Penner  
Orting City Council  
Deputy Mayor (2015)

**Enclosures:**

*Resume  
Biography*

**JOSHUA PENNER**

508 Alexander Ct NW Orting, WA 98360  
253-987-6655 // jpenner@cityoforting.com  
<https://www.vetscvc.com>

**EDUCATION**

Saint Martin’s University, Lacey, WA  
**B.A. In Business Administration** **2009**  
Area of concentration: Management Information Systems

Green River Community College  
**Associate of Arts** **2006**

**EXPERIENCE**

**Owner, Core Values Consulting** **2011-Present**  
I provide professional education in the areas of Veterans resources, benefits, and trauma informed care. To do this, I maintain strong connections to the agencies delivering direct service to Veterans in our community. As the owner of Core Values Consulting I have written extensively and spoken often on the topic of Veterans resources and how to work with Veterans.

**Veterans Representative, Gustad Law Group** **2013- Present**  
I am a Department of Veterans Affairs Accredited Claims Agent, meaning I was required to pass a test administered and proctored by the VA in order to demonstrate my in-depth knowledge of the laws affecting Veterans benefits. There are only a handful of accredited claims agents in Washington State and each of us is required to maintain our accreditation through continuing education. As an Accredited Claims Agent, I represent Veterans in their disability claims before the Board of Veterans Appeals and the Court of Appeals for Veterans Claims.

**City Councilmember, City of Orting**  
**Deputy Mayor (2015)** **2012- Present**  
As a city councilmember for the City of Orting I do an extensive amount of strategic and long term planning. My initiatives have enabled Orting to create a balanced budget, implement electronic utility bill payment and presentation, and create closer ties to the Washington Department of Veterans Affairs Soldiers’ Home & Domiciliary – also located in Orting.

**Chair, King County Veterans Consortium** **2014- Present**  
The King County Veterans Consortium is a group of organizations including King County, legislative offices, non-profits, private industry, advocates, and Veterans – dedicated to creating more cohesive services to and for the Veterans of the Puget Sound region. To accomplish this, the consortium is focused on communications, outreach, and advocacy at the local, regional, and state levels.

**Vice President – Board of Directors, WA State, Veterans Association of Real Estate Professionals** **2014- Present**  
As a city councilmember for the City of Orting I do an extensive amount of strategic and long term planning. My initiatives have enabled Orting to create a balanced budget, implement electronic utility bill payment and presentation, and create closer ties to the Washington Department of Veterans Affairs Soldiers’ Home & Domiciliary – also located in Orting.

**Veterans Program Manager, Highline Community College** **2012- 2013**  
At Highline Community College I was responsible for establishing a fully functional and self-advocating Veterans Program to directly support student Veterans. To do this and to establish continued funding I developed a comprehensive strategic plan, which pulled from best practices, as well as from our own lessons learned. I did a great amount of data mining and research in this position, as it was paramount that on a lean budget we implemented strategies that were measurably effective. I delivered the strategic plan and in the interim raised over \$60,000 for the new Veterans Program. Highline has since realized a marked increase in student Veterans retention and participation.

**Veterans Program Manager, Chihak & Gustad**

**2011- 2012**

As the Veterans Program Manager, I created a broad network of support for the pro-bono legal representation the firm was providing in our community. I was able to bring in and/or coordinate non-traditional support resources for at risk Veterans through partnering with the King County Bar Association Pro-Bono Services Committee and the American Bar Association Young Lawyers Division. I was also able to step outside of King County to build community level ties with Snohomish and Pierce County Veterans services providers.

**Veterans Outreach Specialist, Valley Cities Counseling & Consultation**

**2009- 2011**

In this role I was embedded at the community level providing resource navigation for Veterans. My job consisted of going where Veterans were and assessing them for a variety of needs. While at Valley Cities I personally assisted and advocated for over 150 Veterans in accessing a spectrum of services including, mental health, physical health, VA issues, debt issues, legal conflicts, financial challenges, education, military discharge concerns, and more. At VCCC, I built an extensive network of contacts and referral sources – this has been the foundation for my continued work in the Veterans services arena.

RELATED EXPERIENCE

**Co-Founder, Jake’s Fund**

**2010- 2011**

When my colleagues (from the Marines) and I found out that one of our own was diagnosed with stage 4 brain cancer we decided the best way to support him would be to create a separate income stream. Through fundraisers, outreach, legal assistance, media (radio, television, print), and social media we coordinated the raising of over \$250,000 to the Jake’s Fund Family Trust (not for profit trust). We closed the collections down and effectively ended the trust in 2011.

**Sergeant / Communicator, United States Marine Corps**

**2004 – 2011**

As a United States Marine, I was trained extensively in small team leadership. While deployed to Iraq in 2006-2007 I gained first-hand experience in cross-cultural communication and the value of good leadership, particularly in challenging environments. I used many of those lessons as a platoon level leader, being responsible AND answerable for the livelihood and personal welfare of 30 Marines on a day-to-day basis.

**Design Engineer, Fire Systems West**

**2007-2009**

While at Fire Systems west I learned a great deal about how to translate my military leadership experience into a private sector leadership role. Other than the occasional pizza delivery job, this was my first real adventure outside of the Marine Corps. It was invaluable; I learned how to apply my knowledge of leadership as well as my skill sets in data management, technology, and project management. In two years I transitioned from knowing nothing of the industry or engineering to being the lead engineer and project manager of a \$1.5 million retrofit of a 26-story high-rise. Managing all aspects, from budget to design and permitting, to manpower and materials. The confidence and project management knowledge I took from this position are demonstrated in the successes of all work that followed.

## PUBLICATIONS, PAPERS, &amp; Projects

***Military Sexual Trauma – Training Curriculum***

Partnership with Valley Cities Counseling & Consultation to develop training curriculum for organizations who work with and/or contact Veterans to be better prepared to understand and work with the traumas associated with Military Sexual Trauma (MST). 2014

***Veterans Dropbox, King County***

Development a community DropBox, information portal. The purpose of which is to enable service providers to have the most up to date information on resources available to/for Veterans. 2014

***Welcome Home: Veterans Resource Guide, King County Edition***

In partnership with partners for Veterans Success in King County I authored and published King County's comprehensive resource guide for Veterans. Defining and citing who Veterans are, how to work with them, what laws affect them, and what resources are available for them. It is the only guide written, in respect to King County Veterans, to be understandable and usable by both Veterans and those that support them. 2013

***Veterans Support Services Strategic Plan: Highline Community College***

The Strategic Plan is an in-depth analysis of Veterans services at Highline community college and higher education in general. This document established a directive for future Veterans support staff to follow and build from at Highline Community College. Its lessons have enabled the college to raise Veterans retention rates and increase student Veterans involvement in the Highline academic community. 2013

## Trainings/Workshops/speaking

***Master of Ceremonies, Highline College Veterans Day (November 2014)***

Telling the story of Veterans to an audience of students and higher education professionals.

***Keynote Speaker, Shoreline Community Conference (October 2014)***

Community engagement on the topics of Veterans culture, access, and trauma.

***Speaker/Trainer, NWAIRS Conference (October 2014)***

Special speaker on Veterans Benefits and Resources, Veterans Program Development, Veterans Service Related Concerns.

***Military Sexual Trauma (MST) (2014-2015)***

Culture-Trauma focused workshop for Law Enforcement Officers undergoing Crisis Intervention Training at the Washington State Law Enforcement Academy

***Professional Development Trainer, Veterans Association of Real Estate Professionals***

Created and facilitated workshops on a national level for real estate professionals. Subjects included: Veterans Culture, Benefits, Trauma, and Tools for working with Veterans.

***Veterans Culture & Trauma, Crisis Intervention Training (CIT) (15x through 2014)***

Culture-Trauma focused workshop for Law Enforcement Officers undergoing Crisis Intervention Training at the Washington State Law Enforcement Academy

***Speaker, Congressman Adam Smith-Veterans in Higher Education Town Hall (November, 2013)***

Detailed the process of creating a long-term vision of Highline Community College and the successes they had realized to date.

***Staff Training, King County Veterans Program (October, 2013)***

Introduced the case manager staff to support and resources for Veterans seeking Social Security & VA disability benefits.

***Veterans Informed Care, Crisis Intervention Training (March, May, October, 2013)***

Culture-Trauma-Benefits focused workshop for Law Enforcement Officers undergoing Crisis Intervention Training at the Washington State Law Enforcement Academy

***Participant/Contributor, Systems Mapping for the Regional Veterans Initiative (May, 2013)***

Participated and providing a great deal of raw resource data to the systems mapping aspect of the Regional Veterans Initiative.

***Keynote Speaker, Highline Foundation Fundraising Dinner (March, 2013)***

Introduced the topic of Veterans support services to a community that had the means to provide significant financial support to our mission at Highline Community College.

***A Comprehensive Guide to Resourcing Veterans (May & August, 2012)***

Full-day workshop on Veterans resources presented to case-managers, social workers, and front line staff from across the Puget Sound.

***Veterans Resources and Benefits (February, 2012)***

Half-day workshop on Veterans resources presented to case-managers, social workers, and front line staff from across the Puget Sound.

***Veterans Benefits, Serving Returning Veterans: A Community Response to Trauma (November, 2011)***

Workshop on Veterans resources presented at conference.

***Veterans Benefits, Staff Training- Compass Housing Alliance (February, 2011)***

Workshop on Veterans resources and benefits in the Veterans informed care (culture, traumas, and resources) model.

#### MEMBERSHIPS

National Organization of Veterans Advocates (NOVA)

American Legion

Veterans of Foreign Wars

Veterans Association of Real Estate Professionals

American Mensa

King County Veterans Consortium

Orting City Council

Orting Citizens Blotter

# Josh Penner - Bio

Joshua Penner is a Veteran of the Marine Corps and the Iraq War. He served honorably in the Marines from 2004-2011, and has been heavily involved with Veterans since 2008.

Josh has developed Veterans programs for mental health agencies, law firms, and colleges. He has been involved with strategic planning for Veterans in higher education, Veterans needing transportation solutions, and Veterans resource gap identification.

Since 2011, Josh has been working to deliver content on Veterans resources, culture, trauma, and crisis intervention. He has facilitated workshops on Veterans resources to community and commercial support program stakeholders throughout King County and Washington State. Josh is a regular speaker for the Crisis Intervention Training at the Washington State Law Enforcement Training Center and speaks throughout Washington State and the Northwest Region on the topic of how to work with Veterans in various forms of mental health crisis.

In 2013, through a partnership with King County and Washington State, Josh produced the Welcome Home: Veterans Resources Guide, a 200 page comprehensive analysis and presentation of Veterans resources available for Veterans and resource providers in King County and Washington State. He also worked closely with agencies in Washington State to develop an interactive resource directory kiosk at local Veterans Affairs healthcare centers.

In addition to Josh's extensive outreach to Veterans and Veterans support services providers, Josh is a Department of Veterans Affairs Accredited Claims Agent. In this capacity, Josh represents Veterans in their various claims and appeals to VA service and non-service connected disability claims.

In 2014, Josh became Vice President of the Seattle Chapter of the Veterans Association of Real Estate Professionals (VAREP). His goal was to demonstrate how knowledge of Veterans culture, resources, and trauma can translate across industries and empower Veterans while meeting the needs of providers, both commercial and non-profit.

In 2014, Josh also became chair of the King County Veterans Consortium. A group of organizations including King County, legislators' offices, numerous non-profits, private companies, advocates, and individual Veterans dedicated to the idea that Veterans services can and should be simpler for Veterans seeking assistance. The goal of the consortium is to address these ideas through advocacy, communication, and partnership. Josh led the Consortium through the re-visioning process and continues to seek new ways to build ties and make this into a regional advocacy consortium.

In addition to his current work with speaking, writing, legal services, and program development, Josh developed much of King County's new Military Sexual Trauma curriculum to be delivered to support providers in King County, Washington State throughout 2015.

Closer to home, Josh is a city-councilmember for the city of Orting, Washington. He continues his work with Veterans as a city-councilmember, working to build closer ties between Orting and the Washington State Department of Veterans Affairs Soldiers' Home which is also located in Orting. He has been elected by his fellow council-members to serve as Deputy Mayor in 2015.



September 30, 2014

RE: Zoo and Trek Authority Board

Dear Mayors and Elected Officials:

The Zoo and Trek Authority (ZTA) Board has an opening for a representative from the Pierce County Regional Council (PCRC). This representative is to be elected by the 22 cities and towns within the ZTA boundary (excluding Tacoma).

This representative fills Position One for a term of three years. In accordance with the interlocal agreement, nominees must be an elected official from cities and towns, excluding Tacoma, representing at least 60% of the combined populations of those cities. The following is the election procedure:

1. **Position One represents the 11 smaller cities and towns in Pierce County.** If your council wishes to submit a nomination, please complete the attached nomination form and email it to the PCRC Clerk, Cindy Anderson, at [cander5@co.pierce.wa.us](mailto:cander5@co.pierce.wa.us), by **4 p.m., October 10, 2014.**
2. On **October 13, 2014** a ballot with the prospective nominees will be e-mailed to city/town clerks for distribution to their elected officials. Please return your ballot with council motion or resolution by email no later than **4:00 p.m. on October 24, 2014.**
3. The PCRC Clerk will count the ballots and give the results to the PCRC Chair who will announce the results at the November 20 meeting. The appointed individual must receive the approval of cities and towns "representing at least 60% of the combined populations of those cities" in Pierce County, excluding Tacoma.
4. In the event that no candidate obtains the required percentage, the top two names will be resubmitted for reconsideration. The ballot procedure will be repeated until a candidate is selected by a plurality vote.
5. If, at the close of nominations, there are no candidates, the nomination will remain open for an additional 7 days and be available to any elected city or town official (excluding Tacoma).

Please contact me if you have any questions. I appreciate your prompt cooperation.

Sincerely,

Cindy Anderson  
Clerk, Pierce County Regional Council

c: Stan Flemming, Chair, Pierce County Regional Council  
City/Town Clerks

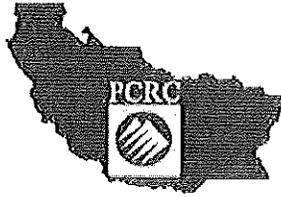
## POSITION ONE

### Brief Summary of Important Aspects of the Zoo and Trek Authority Board Pierce County Regional Council Appointment

1. The Zoo and Trek Authority Board (ZTA) was created to represent sales tax collected throughout Pierce County for the Point Defiance Zoo and Aquarium and Northwest Trek Wildlife Park. The sales tax was passed by voters in September, 2000. One tenth of one cent in sales tax was approved for Zoo/Trek/Parks throughout the County. ZTA receives 50% of that collection, and oversees that portion.
2. The ZTA meets quarterly on the first Wednesday of February, June, September, and November.
3. Regular meetings are held in the boardroom of Metro Parks Tacoma's main offices on 19th in Tacoma at 5:00-6:30 pm. There is generally one meeting at the Zoo and one at Northwest Trek each year on the quarterly schedule.
4. Primary functions:
  - A. Understand ZTA biannual budget; formally pass the budget in concert with MetroParks Board's parallel action.
  - B. Review each facility's business plan annually, connecting recommendations to the budget.
  - C. Gain an understanding and familiarity with the ZTA key issues and needs and advocate on their behalf.
5. Pierce County Council appoints three representatives; City of Tacoma appoints two representatives; and PCRC appoints two representatives.

Position One was held by Graham Hunt, Orting, who resigned his position. The three-year term will expire January 31, 2018. Position One represents:

1.	Buckley	4,635
2.	Carbonado	650
3.	Eatonville	2,405
4.	Milton	5,705 in Pierce County
5.	Orting	6,134
6.	Pacific	90 in Pierce County
7.	Roy	870
8.	Ruston	765
9.	South Prairie	440
10.	Steilacoom	6,285
11.	Wilkeson	460



Pierce County  
Regional Council

ZOO and TREK AUTHORITY BOARD  
Nomination Form

Position One

The town/city of \_\_\_\_\_ wishes to nominate  
Councilmember \_\_\_\_\_ to serve as a member of  
the Zoo Trek Authority Board, representing the following towns and cities of the Pierce Council  
Regional Council:

- |     |               |                        |
|-----|---------------|------------------------|
| 1.  | Buckley       | 4,635                  |
| 2.  | Carbonado     | 650                    |
| 3.  | Eatonville    | 2,405                  |
| 4.  | Milton        | 5,705 in Pierce County |
| 5.  | Orting        | 6,134                  |
| 6.  | Pacific       | 90 in Pierce County    |
| 7.  | Roy           | 870                    |
| 8.  | Ruston        | 765                    |
| 9.  | South Prairie | 440                    |
| 10. | Steilacoom    | 6,285                  |
| 11. | Wilkeson      | 460                    |

Date: \_\_\_\_\_

By: \_\_\_\_\_

Please email this form to Cindy Anderson, PCRC Clerk, [cander5@co.pierce.wa.us](mailto:cander5@co.pierce.wa.us) by 4:00 p.m.,  
Friday, October 10, 2014.

*Thank you for your prompt attention.*

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> 10/20/2014  <b>REVIEW:</b>	<b>TITLE:</b> Adoption of Ordinance creating an Ad hoc Committee on Human Services Funding for the specific purpose of completing the work of the former Human Services Funding Advisory Board  <b>ATTACHMENTS:</b> Ordinance No. 595 Ordinance Summary	<b>TYPE OF ACTION:</b> <input checked="" type="checkbox"/> ORDINANCE NO. 595 <input type="checkbox"/> RESOLUTION NO. <input type="checkbox"/> MOTION NO. <input type="checkbox"/> OTHER
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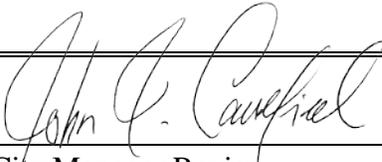
**SUBMITTED BY:** Heidi Ann Wachter, City Attorney

**RECOMMENDATION:** It is recommended that the City Council adopt an Ordinance authorizing the creation of an Ad hoc Committee comprised of the former discontinued committee members of the Human Services Funding Advisory Board. The purpose of the Ad hoc Committee will be to complete the Human Services funding allocation process currently underway.

**DISCUSSION:** The Human Services Funding Advisory Board is authorized through October 18, 2014. The Board is in the final phase of the 2015 Funding Allocation process which requires work beyond October 18, 2014. City Council authorization of an Ad hoc Committee will allow for completion of the work with an end date of December 31, 2014.

**ALTERNATIVE(S):** The City Council could choose not to adopt the recommended Ordinance and the authority for the Human Services Funding Advisory Board expire.

**FISCAL IMPACT:** There is no negative fiscal impact associated with adopting the ordinance.

_____ Prepared by  _____ Department Director	 _____ City Manager Review
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ORDINANCE NO. 595

AN ORDINANCE of the City Council of the City of Lakewood, Washington, creating an Ad hoc Committee on human services funding.

WHEREAS, the City of Lakewood has created a new Citizen Advisory Board to provide input and guidance on issues related to Human Services and CDBG fund allocation; and

WHEREAS, part of that process was to repeal the authorizing legislation for the Human Services and CDBG Citizen Advisory Boards; and

WHEREAS, the work of the Human Services Funding Advisory Board will not be fully complete when the authorization expires; and

WHEREAS, to transfer the work of the Human Services Funding Advisory Board to the new Citizen Advisory Board is extremely inefficient given the point in the funding recommendation process.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD,

WASHINGTON DO ORDAIN as follows:

Section 1. There is hereby authorized an Ad hoc Committee on Human Services Funding for the specific purpose of completing the former Human Services Funding Advisory Board funding recommendation process currently underway.

Section 2. That the membership of the Ad hoc Committee on Human Services Funding shall be identical to the former Human Services Funding Advisory Board and that this Ad hoc Committee shall operate in all ways identical to that former Citizen Advisory Board.

Section 3. That the sole purpose of the Ad hoc Committee is to complete the 2015 Funding Allocation process of the former Human Services Funding Advisory Board currently underway and that the Committee is to expire upon completion of this task or December 31, 2014, whichever is later.

Section 4. Severability. If any portion of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances shall not be affected.

Section 5. Effective Date. That this Ordinance shall be in full force and effect five (5) days after publication of the Ordinance Summary.

PASSED by the City Council this 20<sup>th</sup> day of October, 2014.

CITY OF LAKEWOOD

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Don Anderson, Mayor

Attest:

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Alice M. Bush, MMC, City Clerk

Approved as to form:

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Heidi Ann Wachter, City Attorney

City of Lakewood  
Lakewood City Hall  
6000 Main Street SW  
Lakewood, WA 98499  
(253) 589-2489

**(Legal Notice)**

October 21, 2014.

**NOTICE OF ORDINANCE PASSED  
BY LAKEWOOD CITY COUNCIL**

The following is a summary of an Ordinance passed by the City of Lakewood City Council on the 20<sup>th</sup> day of October, 2014.

**ORDINANCE NO. 595**

AN ORDINANCE of the City Council of the City of Lakewood, Washington, creating an Ad hoc Committee on human services funding.

Section 1 of the Ordinance provides for authorizing an Ad hoc Committee on Human Services Funding for the specific purpose of completing the former Human Services Funding Advisory Board funding recommendation process currently underway.

Section 2 of the Ordinance provides that the membership of the Ad hoc Committee on Human Services Funding shall be identical to the former Human Services Funding Advisory Board and that this Ad hoc Committee shall operate in all ways identical to that former Citizen Advisory Board.

Section 3 of the Ordinance provides that the sole purpose of the Ad hoc Committee is to complete the 2015 Funding Allocation process of the former Human Services Funding Advisory Board currently underway and that the Committee is to expire upon completion of this task or December 31, 2014, whichever is later.

Section 4 of the Ordinance provides that if any portion of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances shall not be affected.

Section 5 of the Ordinance provides that this Ordinance shall take effect shall take place five (5) days after its publication or publication of a summary of its intent and contents.

The full text of the Ordinance is available at the City Clerk's Office, Lakewood City Hall, 6000 Main Street SW, Lakewood, Washington 98499, (253) 589-2489. A copy will be mailed out upon request.

Alice M. Bush, MMC, City Clerk

**Published in the Tacoma News Tribune:** \_\_\_\_\_

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> October 20, 2014	<b>TITLE:</b> Adopting the Fiscal Year 2015 Policy Statement and Work Plan for the Consolidated Annual Action Plan for CDBG & HOME Programs  <b>ATTACHMENTS:</b> Resolution FY 2015 CDBG & HOME Draft Policy Statement and Draft Work Plan	<b>TYPE OF ACTION:</b> — ORDINANCE ✓ RESOLUTION 2014-22 — MOTION — OTHER
<b>REVIEW:</b> September 22, 2014		

**SUBMITTED BY:** David Bugher, Assistant City Manager for Development Services/Community Development Director

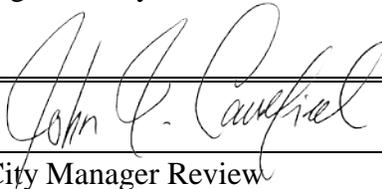
**RECOMMENDATION:** It is recommended that the Mayor and City Council adopt the attached Draft Resolution and FY 2015 Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) Policy Statement and Work Plan for the FY 2015 Consolidated Annual Action Plan.

**DISCUSSION:** In preparation of the application and funding process for FY 2015 (July 1, 2015 - June 30, 2016) CDBG and HOME projects, it is recommended that Council set policy direction and funding guidelines on the proposed use of CDBG & HOME funds that meet the three U.S. Department of Housing and Urban Development’s (HUD) national objectives, which are to 1) benefit low and moderate income citizens, 2) remove slums and blight, and 3) meet an urgent need.

On October 2, 2014, the CDBG Citizens Advisory Board (CDBG/CAB) held a public hearing to receive public testimony on community development, economic development, housing, and public service needs to benefit Lakewood’s low and moderate income citizens. There were 10 attendees with 3 individuals providing testimony at the hearing (see October 2, 2014, minutes). At the Council’s September 22, 2014 Study Session, the Council and CDBG CAB reviewed and discussed funding recommendations for the Draft FY 2015 Policy Statement. The CDBG/CAB reviewed and tentatively approved the Draft FY 2015 Policy Statement and Work Plan on October 8, 2014. *(Continued to page 2)*

**ALTERNATIVE(S):** The Council can choose to modify the draft policy statement, priorities and funding guidelines.

**FISCAL IMPACT:** It is estimated that the City will receive approximately \$450,000 in CDBG funds and \$230,000 in HOME Investment Partnership funds through the City of Tacoma-Lakewood Home consortium for FY 2015.

_____ Prepared by  _____ Department Director	 _____ City Manager Review
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## **DISCUSSION CONTINUED:**

In order to receive CDBG and HOME funding, HUD requires state and local governments to identify housing and community development needs and resources, and compare those needs and resources, both on a local and regional basis, as it develops strategies in which the strategic investment of federal resources will be made to meet the needs of low and moderate income households. This process, the consolidated planning process, involves public participation, analysis of various market, housing and community demographics, analysis of impediments to fair housing, and Council and committee input to produce a Five Year Consolidated Plan and Annual Action Plan specific to each jurisdiction or consortium. As part of the Tacoma-Lakewood Consortium, Lakewood will undertake this process in cooperation with the City of Tacoma to produce a joint Five Year FY 2015-2019 Consolidated Plan for Housing and Community Development and FY 2015 Annual Action Plan (the Plan). The Plan identifies priorities for addressing blight, making investments in infrastructure and public facilities, eliminating threats to public health and safety, conserving and expanding inventories of affordable and decent housing, expanding economic opportunities, and addressing human and public service needs over the next five years.

The process to complete the Plan began with the letting of a joint RFP in June 2014 followed by a joint Tacoma-Lakewood award of contract to Linda Rinaldi in August. The planning process is expected to take approximately 6 months and will need to be submitted to HUD no later than May 15, 2015 for Lakewood to be eligible for FY 2015 program funding. This Plan will constitute Lakewood's fourth such plan for CDBG and HOME funding consideration.

**FY 2015 CDBG & HOME Funding Process:** As part of the FY 2015 funding process, the City is to establish policies setting funding guidelines and priorities for the City's utilization of its CDBG and HOME resources. Once established, these funding policies and priorities will be used to drive funding decisions for the FY 2015 Annual Action Plan and proposed use of funds in compliance with HUD's three national objectives, which are to: 1) benefit low and moderate income citizens, 2) remove slums and blight, and 3) meet an urgent need.

### **Actions to Date:**

- **August 13, 2014** - The CDBG CAB met to review the Draft FY 2015 Work Plan and Draft Policy Statement outlining funding policies and proposed use of funds based on the strategies already established in the current Five-Year Plan and the goals and priorities identified by the Council for FY 2014 CDBG & HOME funding.
- **September 22, 2014** - In preparation of the application and funding process for FY 2015 (July 1, 2015 - June 30, 2016) CDBG and HOME projects, the Council and the CDBG CAB begin a process to establish program policies and funding guidelines for the proposed use of CDBG & HOME funds. In accordance with HUD funding procedures, funding for FY 2015 is to be divided into four distinct HUD categories- 1) Physical/Infrastructure Improvements; 2) Public Service; 3) Housing; and 4) Economic Development (*listed in order of priority per FY 2014 Council priorities*).
- **October 2, 2014** - Consolidated planning process to begin with a public hearing to receive citizen input on community development, economic development, housing, and public services needs to benefit Lakewood's low and moderate income citizens.
- **October 8, 2014** - The CDBG CAB meets to review public hearing testimony and to tentatively approve the Work Plan and Policy Statement.
- **October 20, 2014** - Council's consideration to adopt the FY 2015 Work Plan and Policy Statement in preparation for making applications for funding available by November 17, 2014.

**Actions Pending:**

- November 17 – December 19, 2014 – Application filing period.
- March 9, 2015 – Council review of the Five Year Consolidated Plan (2015-2019) and FY 2015 Annual Action Plan (proposed use of funds).
- April 20, 2015 – Public Hearing on the Five Year Consolidated Plan (2015-2019) and FY 2015 Annual Action Plan.
- May 4, 2015 – Council’s consideration to adopt the Five Year Consolidated Plan (2015-2019) and FY 2015 Annual Action Plan.
- May 15, 2015 – Submittal of Plans to HUD.

**FY 2015 Policy Statement and HUD Funding Categories:** In accordance with HUD’s consolidated planning process for CDBG and HOME, eligible jurisdictions should develop a policy statement outlining funding guidelines and general policies prioritizing the use of CDBG and HOME funds. The prioritization of funding is to be divided into four primary HUD categories: 1) Physical/Infrastructure Improvements; 2) Public Service; 3) Housing; and 4) Economic Development.

Funding categories are defined by HUD as follows:

1. Physical/Infrastructure Improvement – Acquisition, construction, reconstruction, rehabilitation or installation of publically owned facilities, or that are owned by a nonprofit and open to the general public for the purpose of benefitting low- and moderate- income (LMI) individuals. Typical activities include roads, sidewalks, sewers, street lighting, park or recreational facility improvements, and improvements to special needs or client services type facilities.
2. Public Service – Providing assistance and/or services to LMI individuals. Typical funding includes activities such as employment and education services, health care and substance abuse services, services for seniors, fair housing counseling, job training or counseling services, recreational services, and services for homeless persons.
3. Housing – Housing activities directed toward homeownership and rental activities for LMI individuals. Typical activities include homeowner rehabilitation, down payment assistance, rental acquisition and rehabilitation, lead paint activities, and new construction, if carried out by a Community Based Development Organization (CBDO).
4. Economic Development – Creating economic opportunities and jobs for LMI individuals. Economic development requires “direct” assistance to a business or development organization, most typically for full-time job creation.

**Funding Requirements:** Programs and projects funded with CDBG or HOME must be consistent with applicable program regulations and all jurisdictional policies and procedures as adopted. As mentioned above, CDBG projects must meet one of the three HUD national objectives: 1) benefiting low and moderate income persons; 2) removing slums or blights; or 3) meeting an urgent need. HOME projects must provide housing or assist in housing for low-income persons.

While the HOME program funding rules tightly constrain the types of projects that can be funded to housing activities, the CDBG program was designed with greater flexibility to allow jurisdictions a variety of funding opportunities. By allowing each program grantee to determine specific needs and funding strategies for CDBG

funding, the program is able to “adapt” more readily to the annual ebb and flow of community needs. Aside from meeting a HUD national objective and complying with various federal regulations (24 CFR 570), the CDBG program does limit certain types of spending as follows: 1) no more than 15 percent of a CDBG grant allocation may be made to activities serving a public service need; and 2) no more than 20 percent of a CDBG grant allocation may be set aside for administration. Additional program policies and procedures are left up to the local jurisdiction to determine how it will utilize CDBG funding.

**Pros & Cons of Imposing Additional Funding Restrictions:** Although the CDBG and HOME programs do allow local jurisdictions to determine policies and procedures beyond those imposed by HUD, it is important to note the implications those self-imposed restrictions may have upon the programs and how a those restrictions may affect regulatory performance. Specifically discussed in Table 1 is a brief description of the most commonly imposed restrictions and how those restrictions may affect the programs.

TABLE 1 SELF-IMPOSED FUNDING RESTRICTIONS		
Restriction	Pros	Cons
1. Restricting program participation to a specific target area (i.e. specific census tract)	<ol style="list-style-type: none"> <li>1. Can target specific areas more efficiently over time.</li> <li>2. Focused investment likely to have greater impact on small communities or census tracts.</li> </ol>	<ol style="list-style-type: none"> <li>1. Creates “pockets” of investment rather than focusing on the entire community.</li> <li>2. If target area is too focused it could hamper potential “related” funding opportunities.</li> <li>3. Additional programmatic restrictions/targets monitored by HUD.</li> </ol>
2. Restricting funding categories to a percentage or allocation (i.e. percentage or specific dollar amount)	<ol style="list-style-type: none"> <li>1. May clearly prioritize funding strategies.</li> <li>2. Limits funding to specific categories or focus areas.</li> </ol>	<ol style="list-style-type: none"> <li>1. May limit unforeseen opportunities.</li> <li>2. Funding expenditures not as “flexible” to extend over multiple year projects.</li> <li>3. Can create timeliness issues if funding is restricted too tightly.</li> <li>4. Additional programmatic restrictions monitored by HUD.</li> </ol>
3. Imposing additional building codes or program regulations (i.e. minimum housing codes, tighter income restrictions, etc.)	<ol style="list-style-type: none"> <li>1. Allows communities to introduce locality-specific regulations.</li> <li>2. Can target unique and specific jurisdictional conditions.</li> </ol>	<ol style="list-style-type: none"> <li>1. May restrict eligible projects or applicants.</li> <li>2. Additional restrictions could drive up project costs through construction costs and staff time to monitor/inspect.</li> <li>3. Additional programmatic restrictions monitored by HUD.</li> </ol>

Based on the long-standing flexibility of the CDBG program and the extensive regulations that currently drive the program, it is recommended not to include any additional programmatic conditions or regulations on either the CDBG or HOME program that would further limit program funding or strategies consistent with past practice. We recommend approval of the language as proposed in the FY 2015 Draft Policy Statement (Exhibit 1 attached below) as it closely mirrors preset HUD regulatory requirements and maintains the program’s ability to respond and adapt to opportunities as they occur.

**FY 2015 Work Plan:** The CDBG CAB Work Plan identifies major action items and programmatic requirements for the upcoming CDBG and HOME program year (Exhibit 2 attached below). It is recommended for approval as proposed.

**FY 2015 Program Funding:** For fiscal year 2015, it is anticipated the City will receive approximately \$450,000 in CDBG funds and \$230,000 in HOME Investment Partnership funds through the City of Tacoma-

Lakewood HOME consortium. Staffing for the program consists of two full-time employees, both of which are fully funded through CDBG/HOME administration and direct project charges.

**Historical CDBG, HOME, and NSP Statistics:** The City of Lakewood has received CDBG and HOME funding since the City became an entitlement community in 2000. Funding for CDBG comes directly to the City from HUD; HOME funding is awarded the City through the Tacoma-Lakewood HOME consortium. While Lakewood retains autonomy over its funds in identifying needs and awarding funding, all accounting and financial management of the HOME program is provided by the City of Tacoma and the Tacoma Community Redevelopment Authority in accordance with the cities consortium agreement. Starting in 2009, the City received Neighborhood Stabilization Program Funds (NSP1 & NSP3) to help stabilize communities through the redevelopment of vacant, abandoned or foreclosed homes.

Since 2000, the City has received a total of \$10,380,062 in CDBG funding, \$6,146,192 in HOME funding, \$34,586 in American Dream Down payment Initiative (ADDI) funding, and \$1,513,760.48 in NSP funding. See Table 2 below for federal fiscal year awards.

<b>YEAR</b>	<b>CDBG</b>	<b>HOME</b>	<b>ADDI</b>	<b>NSP1</b>	<b>NSP3</b>	<b>TOTAL</b>
2000	\$913,000.00	\$464,000.00				\$1,377,000.00
2001	\$943,000.00	\$513,009.00				\$1,456,009.00
2002	\$897,000.00	\$493,907.00				\$1,390,907.00
2003	\$806,000.00	\$472,463.00				\$1,278,463.00
2004	\$785,000.00	\$470,391.00				\$1,255,391.00
2005	\$741,650.00	\$446,682.00	\$15,701.00			\$1,204,033.00
2006	\$663,950.00	\$421,890.00	\$7,835.00			\$1,093,765.00
2007	\$660,268.00	\$420,595.00	\$7,870.00			\$1,088,733.00
2008	\$635,302.00	\$407,963.00	\$3,180.00			\$1,046,455.00
2009	\$641,051.00	\$452,294.00		\$626,793.00		\$1,720,138.00
2010	\$691,806.00	\$451,333.00				\$1,143,139.00
2011	\$577,790.00	\$397,519.00			\$640,000.00	\$1,615,309.00
2012	\$470,895.00	\$254,347.00				\$725,242.00
2013	\$481,598.00	\$236,999.00		\$164,080.00		\$882,677.00
2014	\$471,752.00	\$242,800.00			\$82,887.48	\$797,439.48
<b>TOTAL</b>	<b>\$10,380,062.00</b>	<b>\$6,146,192.00</b>	<b>\$34,586.00</b>	<b>\$790,873.00</b>	<b>\$722,887.48</b>	<b>\$18,074,600.48</b>

**Historical CDBG, HOME and NSP Expenditures:**

**HOME:**

In accordance with HOME federal regulations, expenditures for the HOME program have primarily focused investment in the creation of, maintenance of, or acquisition of affordable housing for low and moderate income individuals. Programs funded include the Housing Rehabilitation Program (single family homeowner rehabilitation), Down Payment Assistance, and the Affordable Housing Fund (investments primarily with Habitat for Humanity and various non-profit housing providers). The Housing Rehabilitation, Down Payment, and Affordable Housing Fund all have corresponding Revolving Loan Funds (RLF) established in accordance with HUD regulations which allow for the recapture and reuse of loan funds for similar housing activities. See Tables 3 and 4 below for program expenditures and RLF activity; see Table 5 for a summary of loan repayment schedules.

**CDBG:**

Unlike HOME, CDBG funding may be used to fund an array of projects and activities qualifying under any of four categories: 1) Physical/Infrastructure Improvements; 2) Public Service; 3) Housing; and 4) Economic

Development. Investments made in various housing programs (Major Home Repair, Down Payment Assistance, and Multifamily Housing), and economic development activities (Microenterprise Loan Program) have created multiple RLF funds for each of the funded activities. See Tables 3 and 4 below for program expenditures and RLF activity; see Table 5 for a summary of loan repayment schedules.

**NSP 1 & 3:**

Funding for the NSP programs was enacted through the Housing and Economic Recovery Act of 2008 and the Wall Street Reform and Consumer Protection Act of 2010; no additional allocations have been awarded. NSP funding was awarded primarily to Habitat for Humanity to acquire blighted properties for the purpose of constructing 18 new single family residences in the Tillicum neighborhood. A total of \$192,300 was retained by the City to create an abatement revolving loan fund which can be used to abate blighted homes that were either vacant or abandoned. See Tables 3 and 4 below for program expenditures and RLF activity; see Table 5 for a summary of loan repayment schedules.

<b>TABLE 3 FUNDING ALLOCATIONS – CDBG/HOME</b>			
<b>PROGRAM</b>	<b>ACTIVITY</b>	<b>INVESTMENT AMOUNT (2000-14)</b>	<b>%</b>
CDBG	Housing	\$4,331,801.38	41.7
	Public Facilities/Infrastructure	\$3,088,411.32	29.8
	Public Services	\$987,009.68	9.5
	Economic Development	\$34,998.17	0.3
	Administration/Fair Housing	\$1,937,841.45	18.7
	<b>Total CDBG</b>	<b>\$10,380,062.00</b>	<b>100</b>
HOME	Housing	\$5,531,572.00	90
	Administration (Tacoma 10%)	\$614,620.00	10
	<b>Total HOME</b>	<b>\$6,146,192.00</b>	<b>100</b>
NSP	Habitat for Humanity	\$1,257,490.48	83.1
	Abatement Fund	\$192,300.00	12.7
	Administration	\$63,970.00	4.2
	<b>Total NSP</b>	<b>\$1,513,760.48</b>	<b>100</b>

<b>TABLE 4 REVOLVING LOAN FUNDS – HOME/CDBG/NSP</b>			
<b>PROGRAM</b>	<b>ACTIVITY</b>	<b># OUTSTANDING LOANS</b>	<b>PRINCIPAL BALANCE</b>
HOME RLF	Housing Rehabilitation	48	\$2,120,431.88
	DPA	23	\$112,114.32
	Affordable Housing Fund	12	\$605,744.49
	<b>Total HOME RLF</b>	<b>82</b>	<b>\$2,838,290.69</b>
CDBG RLF	Major Home Repair	55	\$852,007.85
	DPA	15	\$66,158.74
	Multifamily	1	\$250,000.00
	Microenterprise Loan Program	1	\$26,374.91
	<b>Total CDBG RLF</b>	<b>72</b>	<b>\$1,194,541.40</b>
NSP RLF	Habitat for Humanity	8	\$397,047.05
	Abatement Fund	1	\$198,057.30
	<b>Total NSP RLF</b>	<b>9</b>	<b>\$595,104.35</b>

**TABLE 5  
RLF LOAN REPAYMENT SCHEDULES**

PROGRAM	ACTIVITY	YR LOAN MATURES	# LOANS	MATURING LOAN AMOUNT	NOTES
HOME	Housing Rehabilitation	2021	1	\$39,273.46	
		2023	4	\$79,827.79	
		2024	6	\$136,093.43	
		2025	5	\$197,798.42	
		2026	5	\$225,743.50	
		2027	4	\$224,116.57	
		2028	6	\$306,772.46	
		2029	6	\$296,590.48	
		2030	1	\$79,140.00	
		2031	3	\$173,257.73	
		2032	3	\$161,846.00	
		2033	4	\$199,972.04	
		<b>Total</b>	<b>48</b>	<b>\$2,120,431.88</b>	
HOME	DPA	2021	1	\$5,000.00	
		2022	2	\$9,337.50	
		2024	1	\$3,363.76	
		2027	3	\$20,097.00	
		2028	2	\$12,543.00	
		2029	1	\$6,898.00	
		2030	3	\$12,372.00	
		2032	3	\$9,582.06	
		2033	4	\$15,821.00	
		2034	3	\$17,100.00*	*1 client not entered into total; loan not finalized.
<b>Total</b>	<b>23</b>	<b>\$112,114.32</b>			
HOME	Affordable Housing Fund	2027	1	\$49,940.86	
		2028	1	\$49,940.86	
		2038	2	\$104,120.64	
		2042	2	\$120,542.22	
		2043	1	\$4,069.55	
		2044	5	\$277,130.36	
		<b>Total</b>	<b>11</b>	<b>\$605,744.49</b>	
CDBG	Major Home Repair	2015	1	\$12,187.60	
		2023	2	\$10,476.32	
		2024	1	\$6,639.79	
		2025	2	\$16,211.28	
		2026	5	\$55,681.58	
		2027	5	\$69,572.13	
		2028	2	\$18,786.11	
		2029	4	\$53,283.50	
		2030	8	\$149,015.06	
		2031	9	\$185,802.94	
		2032	8	\$132,650.84	
		2033	5	\$76,714.59	
		2034	3*	\$64,986.11*	*3 clients not entered into total; loans not finalized.
<b>Total</b>	<b>55</b>	<b>\$852,007.85</b>			
CDBG	DPA	2021	1	\$3,973.24	
		2022	1	\$5,000.00	
		2024	1	\$4,901.00	
		2026	1	\$7,000.00	
		2028	2	\$7,750.00	
		2029	4	\$16,375.50	
		2030	3	\$11,909.00	
		2031	1	\$7,000.00	
		2032	1	\$2,250.00	
<b>Total</b>	<b>15</b>	<b>\$66,158.74</b>			

CDBG	Multifamily	2044	1	\$250,000.00	
		<b>Total</b>	<b>1</b>	<b>\$250,000.00</b>	Program began requiring repayment in 2014.
CDBG	Microenterprise	2018	1	\$26,374.91	
		<b>Total</b>	<b>1</b>	<b>\$26,374.91</b>	Program funded in FY 2010 for this loan only.
NSP	Habitat for Humanity	2028	3	\$151,531.35	
		2029	5	\$245,515.70	
		<b>Total</b>	<b>8</b>	<b>\$397,047.05</b>	
NSP	Abatement Fund	2015	1	\$13,692.25	
		On Hand		\$184,365.05	
		<b>Total</b>	<b>1</b>	<b>\$198,057.30</b>	

## EXHIBIT 1

### DRAFT POLICY STATEMENT FY 2015 CDBG and HOME Programs

#### GENERAL

1. All programs and projects will be consistent with the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) program regulations as applicable.

CDBG projects must meet one of the three U. S. Department of Housing and Urban Development national objectives: (a) benefiting low and moderate income persons, (b) removing slums or blights or (c) meeting an urgent need.

HOME projects must provide housing or assist in housing for low-income persons.

2. Priority consideration (not necessarily in the following order) will be given to projects which:
  - a. Are consistent with the Consolidated Plan.
  - b. Use CDBG and HOME funds to leverage funds from other sources.
  - c. Demonstrate collaboration and cooperation with community residents and other community organizations that will improve service delivery and/or cost effectiveness.
  - d. Promote or facilitate self-sufficiency.
  - e. Are prioritized consistent with Lakewood City Council goals, subject to CDBG and HOME regulations.
  - f. Can be implemented within twelve months.
  - g. Do not require General Fund allocations for continuing operation and maintenance or which reduce current operation and maintenance costs. (Note: It is recognized, that to address community needs, some federal funded projects may require support from the General Fund for operation and maintenance costs, however, these projects must have a commitment from the General Fund prior to being recommended for federal funding.)
3. CDBG funds will be set aside in the Contingency category to cover unanticipated cost overruns on projects, for use as matching funds for grants, or to take advantage of unforeseen opportunities during the program year. Funds in the Contingency category will not exceed five (5) percent of the total grant.
4. A maximum of 20 percent of the total CDBG grant may be set aside for administration.
5. Up to 15 percent of the total CDBG grant may be set aside for public service programs.
6. The Human Services and CDBG Citizens' Funding Advisory Board (HS-CDBG/CFAB) will review and make recommendations for the programming and reprogramming of CDBG and HOME funding.
7. The HS-CDBG/CFAB will review funding proposals for CDBG and HOME projects and will recommend projects for CDBG and HOME funding from new and reprogrammed allocations.
8. The HS-CDBG/CFAB will recommend annual funding policies and will recommend CDBG and HOME funding allocations by applicable categories (i.e. economic development, public service, community

development (physical/infrastructure improvement), and housing in the Consolidated Annual Action Plan for consideration by the City Council.

9. The Tacoma Community Redevelopment Authority (TCRA) will review loan and grant applications for housing development projects funded by HOME Investment Partnership Act funds and make funding decisions based on projects meeting the lending criteria of the TCRA in accordance with the allocations to specific housing categories as approved by the Lakewood City Council.

### **CITY COUNCIL GOAL & PRIORITIES:**

The Lakewood City Council overarching goals for the use of CDBG funds for FY 2015 is to enable economic development. The following areas are prioritized in order: physical/infrastructure improvements, public service, housing, and economic development.

### **PRIORITY 1 – PHYSICAL/INFRASTRUCTURE IMPROVEMENTS (COMMUNITY DEVELOPMENT)**

The policy for physical/infrastructure improvements is to support neighborhood revitalization and improvements to spur economic development activities and improve living conditions for lower income persons. Activities that support this policy include:

1. Construction or improvement of public facilities (i.e. sewers, streets, sidewalks, alleys, lighting or related public improvements) in lower income residential neighborhoods or for business that create and/or retain jobs for lower-income persons.
2. Construction or rehabilitation of public or privately-owned, community service facilities (i.e. community, senior and youth centers) that will provide a public service benefiting low-income citizens.
3. Acquisition, development and improvement of parks, playgrounds and open space in lower-income residential neighborhoods.

### **PRIORITY 2 – PUBLIC SERVICE**

The policy for CDBG funded public service activities is to target low-income clientele. Most of the City's human services activities are supported through 1% of the City's General Fund.

### **PRIORITY 3 – HOUSING**

The policy for housing is to support economic development and job development/retention by improving neighborhoods to expand opportunities for affordable housing for lower-income individuals, and to preserve affordable housing to prevent homelessness and to improve property values and neighborhood characteristics. Activities that support this policy include:

1. Projects that develop or renovate housing to create housing near jobs and promote economic viability.
2. Projects that conserve existing housing by making home repairs or rehabilitating homes to meet building and housing codes.
3. Projects that provide affordable housing and homeownership and rental housing opportunities.
4. Projects that support housing to accommodate persons with special needs.
5. Projects that provide housing for homeless or transitional shelter for homeless persons.
6. Projects that coordinate housing efforts in the city, county and neighboring jurisdictions to assess housing needs and create affordable housing opportunities.

## **PRIORITY 4 – ECONOMIC DEVELOPMENT**

The policy for economic development is to create viable businesses in targeted areas and to create and/or retain jobs for lower income persons.

Activities that support this policy include, not necessarily in priority order.

1. Assistance to businesses to make exterior improvements to facilities.
2. Assistance for microenterprise businesses.
3. Loans to businesses expanding jobs for lower-income persons.
4. Infrastructure to support businesses.

## **EXHIBIT 2**

### **DRAFT WORK PLAN FY 2015 Human Services and CDBG Citizens' Funding Advisory Board**

#### **Meeting Schedule:**

Meets as needed, primarily from August – February and May.

#### **Work Plan**

- Conduct a Public Hearing on community development, housing, and public services needs for FY 2015-2019 Consolidated Plan and 2015 Annual Action Plan and proposed use of funds. – (October 2, 2014)
- Seek Council direction on funding policies and priorities on the proposed use of FY 2015 CDBG and HOME funds in meeting HUD's national objectives. – (Council Action – October 20, 2014)
- Review and approve the Five-Year FY 2015 – 2019 Consolidated Plan for Housing and Community Development and the Analysis of Impediments to Fair Housing for submission to the U.S. Department of Housing and Urban Development (HUD). – (Council Review- March 9, 2015; Council Action- May 4, 2015)
- Review, rate and make funding recommendations in accordance with Council policies and priorities and on the FY 2015 Consolidated Annual Action Plan and proposed use of CDBG and HOME funds for submission to HUD. – (Council Review- March 9, 2015; Council Action- May 4, 2015)
- Submit FY 2014 Consolidated Performance Evaluation Report to HUD. – (September, 2015)



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
CITIZENS ADVISORY BOARD  
Public Hearing Minutes  
THURSDAY – October 2, 2014  
Lakewood City Hall Council Chambers  
6000 Main Street SW, Lakewood, WA**

**CALL TO ORDER**

Chair Edith Owen Wallace called the meeting to order at 6:10 p.m.

**ATTENDANCE**

Board Members Present: Chair Edith Owen Wallace, Sharon Taylor, Kathleen Lind, Mumbi Ngari-Turner and Laurie Maus

Board Members Absent: Helen Bloodsaw

Council Liaison Present: Councilmember Marie Barth

City Staff Present: Jeff Gumm and Martha Larkin

**INTRODUCTIONS**

All members of the CDBG Citizens Advisory Board introduced themselves.

Ms. Wallace, Chair of the CDBG Citizens Advisory Board, explained the need for citizen input in developing funding strategies for the FY 2015 Annual Action Plan and Five Year FY 2015 – 2019 Consolidated Plan. She noted that each year the U. S. Department of Housing and Urban Development requires the City of Lakewood to prepare a One Year Action Plan to receive federal funding from the rs the City is also required to develop a Five Year Consolidated Plan for addressing housing, community aCommunity Development Block Grant Program and HOME Investment Partnership Program. Every five yeand economic development, and public service needs over the coming five year period. She stated that citizen input will be used by the Lakewood City Council in drafting the funding strategies for allocating CDBG and HOME funding that benefit low and moderate income citizens of Lakewood. The public hearing provides for citizen input on both the use of funds for FY 2015 (July 1, 2015 – June 30, 2016) and Five Year Consolidated Plan (2015 – 2019).

Ms. Wallace also announced that applications for CDBG funding would be available from November 17<sup>th</sup> – December 19<sup>th</sup>.

**PUBLIC COMMENTS**

Charlie Gray, Deputy Executive Director - Pierce County Housing Authority

Mr. Gray stated that this year is the 40<sup>th</sup> anniversary of the Community Development Block Grant. He talked about the types of projects that have been completed in the past, including sewers, infrastructure, economic development, and housing. He stated that the same priorities would serve well in the future. Mr. Gray discussed the importance of maintaining investments in affordable housing in Lakewood.

Diana Comfort – Executive Director of Child Care - YMCA

Ms. Comfort expressed appreciation for the support of CDBG funding they were allocated for the Child Care Scholarship Program and urged the Board to continue its support through future funding of child care. She stated that the cost of child care in the Puget Sound area averages 11-12% of household income; among the highest in the country.

Gomer Roseman – Director of Site Development and Construction - Tacoma-Pierce County Habitat for Humanity

Mr. Roseman gave an update on Habitat for Humanity's progress in the Tillicum area of Lakewood and discussed upcoming projects as well as inviting the Board to attend celebrations of some completed projects. He thanked the Board for their support of Habitat's affordable housing projects in the community.

**OTHER**

The next meeting of the CDBG Citizens Advisory Board is scheduled for Wednesday, October 8, 2014 at 5:30 p.m. – Conference Room 3A.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 6:25 p.m.

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Edith Owen Wallace, Chair

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Date

RESOLUTION NO. 2014-22

A RESOLUTION of the City Council of the City of Lakewood, Washington, adopting the Fiscal Year 2015 Policy Statement and Work Plan for the CDBG and HOME Consolidated Annual Action Plan.

WHEREAS, the City of Lakewood, Washington, qualifies as an eligible Community Development Block Grant (“CDBG”) entitlement city, and the City Council has elected to pursue funding through that entitlement process; and,

WHEREAS, in connection therewith, the City Council provided for a Human Services and CDBG Citizens’ Funding Advisory Board; and,

WHEREAS, the application process for programs to be funded through the CDBG and HOME Investment Partnership Act (“HOME”) funding allocations is scheduled to begin November 17 through December 19, 2014; and,

WHEREAS, in connection with such funding allocations, it is appropriate that the City Council adopt a Fiscal Year 2015 (July 1, 2015 – June 30, 2016) Policy Statement and Work Plan for its CDBG and HOME Consolidated Annual Action Plan, anticipating a CDBG grant award of \$450,000 and a HOME allocation of \$230,000.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON HEREBY RESOLVES, as follows:

Section 1. That the Fiscal Year 2015 Policy Statement and Work Plan for the FY 2015 CDBG and HOME Consolidated Annual Action Plan, copies of which are attached hereto as Exhibit “A” and Exhibit “B” and incorporated herein by this reference, be, and the same hereby are, adopted.

Section 2. This Resolution shall be in full force and effect upon passage and signatures hereon.

PASSED by the City Council this 20th day of October, 2014.

CITY OF LAKEWOOD

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Don Anderson, Mayor

Attest:

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Alice M. Bush, MMC, City Clerk

Approved as to Form:

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Heidi Ann Wachter, City Attorney

**EXHIBIT A**  
**POLICY STATEMENT**  
**FY 2015**  
**CDBG and HOME Programs**

**GENERAL**

1. All programs and projects will be consistent with the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) program regulations as applicable.

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**CITY COUNCIL GOAL & PRIORITIES:**

The Lakewood City Council overarching goal for the use of CDBG funds for FY 2015 is to enable economic development. The following areas are prioritized in order: physical/infrastructure improvements, public service, housing, and economic development.

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4. Infrastructure to support businesses.

## **EXHIBIT B**

### **CDBG/HOME WORK PLAN**

**FY 2015**

#### **Human Services and CDBG Citizens' Funding Advisory Board**

##### **Meeting Schedule:**

Meets monthly as needed.

##### **Work Plan**

- Conduct a Public Hearing on community development, housing, and public services needs for FY 2015-2019 Consolidated Plan and 2015 Annual Action Plan and proposed use of funds. – (October 2, 2014)
- Seek Council direction on funding policies and priorities on the proposed use of FY 2015 CDBG and HOME funds in meeting HUD's national objectives. – (Council Action – October 20, 2014)
- Review and approve the Five-Year FY 2015 – 2019 Consolidated Plan for Housing and Community Development and the Analysis of Impediments to Fair Housing for submission to the U.S. Department of Housing and Urban Development (HUD). – (Council Review- March 9, 2015; Council Action- May 4, 2015)
- Review, rate and make funding recommendations in accordance with Council policies and priorities and on the FY 2015 Consolidated Annual Action Plan and proposed use of CDBG and HOME funds for submission to HUD. – (Council Review- March 9, 2015; Council Action- May 4, 2015)
- Submit FY 2014 Consolidated Performance Evaluation Report to HUD. – (September, 2015)

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> October 20, 2014	<b>TITLE:</b> 2015 Proposed Fee Schedule	<b>TYPE OF ACTION:</b> <input type="checkbox"/> ORDINANCE NO.
<b>REVIEW:</b> October 13, 2014	<b>ATTACHMENTS:</b> 2015 Fee Resolution	<input checked="" type="checkbox"/> RESOLUTION NO. 2014-23
		<input type="checkbox"/> MOTION NO.
		<input type="checkbox"/> OTHER

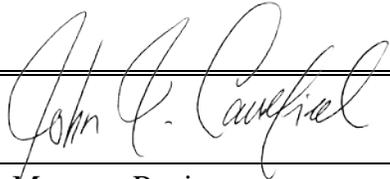
**SUBMITTED BY:** Tho Kraus, Assistant City Manager/Administrative Services

**RECOMMENDATION:** It is recommended that the City Council approve the proposed 2015 Fee Resolution.

**DISCUSSION:** On an annual basis, the proposed fee schedule for the upcoming year will be presented to the City Council for consideration and approval. The proposed fee resolution for 2015 remains unchanged from the 2014 schedule until an evaluation and analysis of the fee structure is completed in 2015, particularly in the areas of development services and parks and recreation. Once that analysis is complete and a determination has been made that changes to the fee resolution is necessary, we will present a proposed revised fee schedule for City Council consideration and approval.

**ALTERNATIVE(S):** The City Council may make modifications to the proposed fees.

**FISCAL IMPACT:** N/A

Prepared by	 City Manager Review
Department Director	

RESOLUTION NO. 2014-23

A RESOLUTION of the City Council of the City of Lakewood, Washington, setting the City of Lakewood Fee Schedule for 2015.

WHEREAS, in connection with the municipal functions and operations of the City of Lakewood, the City requires certain fees; and

WHEREAS, it is appropriate to review such fees and make adjustments to appropriately address cost; and

WHEREAS, in keeping with the philosophy of setting City fees in amounts reflective of actual costs, it is appropriate at this time to revise certain fees to compensate the City for costs associated with various City functions and facilities; and

WHEREAS, the proposed fee schedule for 2015 remains unchanged from the 2014 schedule until an evaluation and analysis of the fee structure is completed in 2015, particularly in the area of development services and parks and recreation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON HEREBY RESOLVES as follows:

Section 1. That the 2015 Fee Schedule of the City of Lakewood is adopted as set forth in Exhibit A.

Section 2. Severability. If any sections, sentence, clause or phrase of this Resolution 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 Resolution or its application to any other person, property or circumstance.

Section 3. This Resolution shall be in full force and effect January 1, 2015.

PASSED by the City Council this 20th day of October, 2014.

CITY OF LAKEWOOD

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Don Anderson, Mayor

Attest:

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Alice M. Bush, MMC, City Clerk

Approved as to Form:

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Heidi A. Wachter City Attorney

## EXHIBIT A - 2015 PROPOSED FEE SCHEDULE

Fee Type	Fee Amount
<b>All</b>	
Taxes and Pass-Through Costs	All appropriate taxes and pass-through costs are added to fees when they are incurred, even if not specified in the fee schedule.
Administrative Fee for Extra-Duty Contracts	10% of Total Cost per Staff Per Hour
<b>A. Copies/Duplication</b>	
<b>Legal/City Clerk</b>	
Affixing Seal of City of Lakewood on any instrument	\$1.00
Certification of documents	\$0.15 per page + \$3.00
Preparation of verbatim City Council minutes	\$50.00/hour
Reproduction of City Council audio tapes	\$5.00
In-house telephone directory	\$15.00
Floppy disks	\$0.50
CD-ROMs	\$1.00
<b>Various Departments</b>	
Copies of resolutions, minutes of meetings, full municipal code, Hearing Examiner's reports and files, contracts, deeds, easements, financial and miscellaneous reports and other discloseable public records. <i>(No fee charged for copies of ordinances or specific municipal codes applicable to City business.)</i>	\$0.15 per page (B&W) and/or \$5.00 per page (colored) + mailing container, shipping/postage and staff time for copying 25+ pages at the hourly rate of a Senior Office Assistant.
Printed discloseable address labels	\$5.00 per sheet of labels
<b>Community &amp; Economic Development</b>	
Various plans, studies and publications	Cost plus 15%
Zoning Maps - 3' X 4'	\$5.00 per blueprint/page; \$25.00 colored map
International Building Code	Cost plus 15%
International Residential Code	Cost plus 15%
Uniform Plumbing Code	Cost plus 15%
International Mechanical Code	Cost plus 15%
International Fire Code	Cost plus 15%
International Fuel Gas Code	Cost plus 15%
Washington State Energy Code	Cost plus 15%
National Electric Code	Cost plus 15%
Washington State Ventilation & Indoor Quality Act	Cost plus 15%
International Property Maintenance Code	Cost plus 15%
Uniform Code for the Abatement of Dangerous Buildings	Cost plus 15%
International Existing Building Code	Cost plus 15%
<b>Public Works</b>	
Engineering Standards Manual	Cost plus 15%
<b>B. City Hall Rental Fees - Two-hour minimum reservation required for facility use</b>	
Up to a 15% Administrative charge may be added to actual expenses. In addition, an hourly rate fee will be charged for repairs or additional cleaning that is required as a result of an event.	
City staff attendant required to operate City equipment, including but not limited to audio visual equipment, PA system, overhead projector, TV/VCR, etc.	
The City will provide security personnel at the City's discretion. If the use of the City Police, security or private security guard is needed, the expense will be the responsibility of the applicant.	
- During City Hall Operating Hours: Monday-Friday 8:30 a.m. - 5:00 p.m. excluding holidays	
City staff attendant	Hourly rate of current salary level of City staff, if needed, as determined by the City.
Security attendant	Hourly rate of security attendant, if needed, as determined by the City.
Cleaning Fee (non-refundable)	\$25.00 (Saturday & Sunday only)
City staff attendant	Hourly rate of current salary level of City staff attendant.
Security attendant	Hourly rate of security attendant, if needed, as determined by the City.

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type		Fee Amount
<b>C. PLANNING AND DEVELOPMENT FEES</b>		
<b>Plat Fees</b>		
Preliminary Plat		\$3,850.00 plus \$100.00 per lot; plus hearing examiner fees over 4 hours
Plat Amendment (before final plat approval)		
	Major	\$1,320.00 plus hearing examiner/ consultant fee over 4 hours
	Minor	\$550.00 plus hearing examiner/consultant fee over 4 hours
Final Plat		\$2,750.00 plus \$50.00 per lot
Plat Alterations (after final plat approval)		\$770.00 plus hearing examiner/consultant fees
Binding Site Plans		\$2,200.00
Short Plat/Large Lots		\$1,320.00 plus \$100.00 per lot
Short Plat/Large Lots Amendments		\$240.00 plus consultant fees over 2 hours
Boundary Line Adjustments		\$200.00 plus staff time over 4 hours
Lot Combinations		\$200.00 plus staff time over 4 hours
Recording Fees		Fees Not Included
<b>Discretionary Land Use Permits</b>		
Conditional Use Permits		\$2,200.00 plus hearing examiner fees over 4 hours
Major Variances		\$1,200.00 plus consultant fees over 4 hours
Major Variances for single family dwelling <i>(where project valuation does not exceed \$12,000)</i>		\$660.00
Administrative Variances		\$400.00
Administrative Use Permits		\$400.00
Temporary Use Permits		\$200.00
Major Modifications of Permit Approval		1/2 of original permit cost
Minor Modifications of Permit Approval		1/4 of original permit cost
Shoreline Substantial Development Permit		\$770.00 plus any hearing examiner fees
Shoreline Conditional Use Permit/Shoreline Variance		\$1,320.00 plus any hearing examiner fees
Written Shoreline Exempt Determination <i>(The fee applies only to requests for a written determination by the Community and Economic Development Department that the project is exempt from the Shoreline Master Program.)</i>		\$50.00
<b>Appeals &amp; Reconsiderations</b>		
Reconsideration of a Decision of the Hearing Examiner		\$300.00
Appeal of the Administrative Officer's Decision		\$450.00
Appeal of SEPA Determination		\$450.00 plus consultants' fees
<b>Amendments to Plans &amp; Regulations</b>		
Amendments to the Comprehensive Plan & other policy documents		\$600.00 plus consultant fees over 4 hours
Amendments to Development Regulations		\$840.00 plus consultant fees over 4 hours

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type	Fee Amount	
<b>Zoning Certification/Site Plan Review</b>		
Single family dwelling construction in residential zones are subject to the following fee schedule:		
<b>Construction Value:</b>		
\$0 - \$74,999	\$40.00	
\$75,000 - \$124,999	\$80.00	
\$125,000 - \$224,999	\$150.00	
Over \$225,000	\$300.00	
Other Developments: All new buildings or exterior tenant improvements in commercial or industrial zones, and all other construction and development activity, other than single-family dwelling construction, are subject to the following fee:		
<b>Construction Value</b>	<b>Zoning Certification Fee</b>	<b>Compliance check w/ AUP, CUP, etc.</b>
\$0 - \$99,999	\$240.00	\$50.00
\$100,000 - \$249,999	\$480.00	\$200.00
\$250,000 - \$499,999	\$720.00	\$450.00
\$500,000 - \$999,999	\$960.00	\$700.00
\$1,000,000 - \$4,999,999	\$1,800.00	\$1,200.00
\$5,000,000 - \$10,000,000	\$2,400.00	\$1,700.00
Over \$10,000,000	\$3,000.00	\$2,200.00
Site Plan Review without a Building Permit. The zoning certification and site plan review fee for those development projects for which no building permit is required but which requires site plan review and a zoning certification, shall be based on the value of the proposed development to be undertaken. The value of the proposed construction/development shall be determined based on professional estimates by a licensed engineer, architect, landscape designer or contractor. These estimates may include but are not limited to, grade and fill of the site, paving, placement of utilities, lighting, landscaping, and other site improvements. The combined total of the cost estimates for all development on the site shall be the established value basis for the zoning certification and site plan review fee.		
Zoning Certification with No Site Plan Review Required	A \$20.00 fee applies to zoning certifications where only a business license is required.	
	A \$50.00 fee applies to projects where the proposed land use must be reviewed with respect to development standards, but there is no requirement for submitting a site plan, e.g. an interior tenant improvement.	
Mixed Use Buildings	Site plan review and/or zoning certification application fees may be reduced by 50% if the application is for the construction of a mixed use building. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.	

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type		Fee Amount
<b>Miscellaneous Planning Fees</b>		
Accessory Living Quarters		\$100.00
Design Review		\$200.00 Application fees may be reduced by 50% if the application is for a mixed use building. Fee reduction applies to site plan review/zoning certification and design review. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.
Time Extensions		\$240.00
Annexation Petition		\$420.00 plus consultant fees
<b>Hearing Examiner Fees</b>		
	The term "Hearing Examiner" shall be synonymous with the term "consultant" as it appears in this Fee Schedule. Fees set in the Fee Schedule pertaining to applications before the Hearing Examiner shall include four (4) hours of the Hearing Examiner time. The Community Development Director or designee shall estimate the case hours of an application and require a deposit from the applicant to cover the estimated fees over four (4) hours.  <b>Where a combined application or appeal is to be heard by the Hearing Examiner</b> , all fees shall be applied to the initial four (4) hours of time simultaneously. Subsequent hourly fees shall be divided among the applicants as determined by and in the sole discretion of the Community Development Director or designee so as to provide for an apportionment thereof in a fair and reasonable manner in light of the circumstances of and factors pertinent to the applications.	\$100 per hour for the Hearing Examiner's time <b>in excess of</b> the four (4) hours included shall be paid by the applicant
Staff Review Fees		\$44.00 per hour
Development Agreement		\$1,000.00 plus staff time
Pre-Application Conference		\$150.00 - Of this amount, \$100.00 can be applied to related permits filed within sixty (60) days of the preapplication conference
Final Certification of Occupancy/Site Certification		\$100.00
Home Occupation		\$200.00
Limited Home Occupation		\$50.00
<i>requests for a written determination by the Community</i>		\$50.00
<i>to requests for a written determination by the Community</i>		\$50.00
WTF Administrative Use Permit		\$800.00
WTF Conditional Use Permit		\$2,000.00
<b>Non-Conforming Sign Permit Fees</b>		
	- If the permit is obtained within ninety (90) days of receipt of notification by the City advising the applicant of the need to obtain a permit	No permit fee
	- If the permit is obtained after the ninety (90) day time period following notification by the City.	\$84.00

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>SEPA &amp; Wetland Fees</b>	
Written SEPA Exempt Determination (The fee applies only to requests for a written determination by the Community Development Department that the project is exempt from the requirements of SEPA.)	\$50.00
Environmental Checklist:	
Initial Review	\$480.00 plus consultant fees over 4 hours
SEPA Modification	\$200.00
Environmental Impact Statement:	
Preparation and Review of EIS	Actual Cost including staff and consultant charges. The Community Development Director shall estimate final cost. A deposit of 33% of that cost shall be placed with the City of Lakewood before any work on EIS is started.
Review of Wetland Report to Verify Presence of Wetlands	\$70.00 plus consultant fees
Site Visit to Verify Wetlands	Actual Costs (based on salary & benefits, plus 30% overhead)
Review of Wetland Analysis Report	Actual Costs (based on salary & benefits, plus 30% overhead)
Review of Non-Compensatory Mitigation Plan	Actual Costs (based on salary & benefits, plus 30% overhead)
Review of Compensatory Mitigation Plan	Actual Costs (based on salary & benefits, plus 30% overhead)
Reasonable Use Exception	\$1,840.00 plus consultant fees over 4 hours
Residential RUE	\$500.00 plus consultant fees
<b>Tree Removal/Replacement Permit Fees</b>	
Significant Tree Removal Permit	No Fees
Off-Site Tree Replacement Permit (when trees are not being replaced onsite)	\$400.00 for each replacement tree

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS</b>	
1) On buildings, structures, signs, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid prior to issuance.	
2) The Building Official may authorize the refunding of: - 100% of any fee erroneously paid or collected; - up to 80% of the permit fee paid when no work has been done under a permit issued in accordance with this Code; and/or  - Up to 80% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before plan reviewing is done.	
3) The applicant for a permit shall provide an estimated permit value at time of application. Fees shall be calculated from the permit value.	
4) Permit valuations for new construction is based on square footage. Square footages shall mean the gross area measured from the exterior face, outside dimensions, or exterior column line of a building including basements, cellars, and balconies but not including unexcavated areas. Where walls and columns are omitted in the construction of a building, such as an open shed or marquee, the exterior wall of the open side or sides will be the edge of the roof.	
5) Permit valuations made by the applicant shall include the total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing fixtures, all finish work, roofing, and any other permanent systems or equipment. Permit valuations may be updated at the conclusion of the project to reflect the actual total value of the work.	
6) If, in the opinion of the Building Official, the valuation is underestimated on the application, the applicant may show detailed estimates to meet the approval of the Building Official. Should the applicant fail to show detailed estimates, then the Building Official shall assign a valuation. In the absence of a permit value from the applicant, the Building Official shall assign a valuation. Final building permit valuation shall be set by the Building Official.	
7) The valuation determination shall be made on the basis of the most current Building Valuation Data Table including Regional Modifier published by the International Code Council (ICC) contained in the nationally published and distributed Building Safety Journal.	
8) In addition to the Regional Modifier, the City shall include a Local Modifier, 0.30. The Regional and Local Modifiers shall be added together and used to determine permit fees.	
9) Permit fees shall be calculated from valuation in the following manner:	
<b>Valuation</b>	<b>Corresponding Permit Fee</b>
\$0 - \$500	\$23.50
\$501 - \$2,000	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00.
\$2,001 - \$25,000	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001 - \$50,000	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001 - \$100,000	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001 - \$500,000	\$993.75 for the first \$100,000.00 plus \$5.60 for each
\$500,001 - \$1,000,000	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof.
Plan Check Fees	65% of the permit fee <i>(must be paid at the time of permit application)</i>
State Building Code Council (SBCC) Surcharge	\$4.50 for each issued building permit, or as specified under current RCW.
State Building Code Council (SBCC) Fee for Multi-Family	\$4.50 for the first unit and \$2.00 for each additional unit, or as specified by current RCW.

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>Other Inspections &amp; Fees</b>	
1)	Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits shall be subject to an investigative fee in the amount equal to the permit fee that shall be in addition to the required permit fees.
2)	Additional inspection or investigate fee rates are calculated at \$53.00 per hour (2-hour minimum).
3)	A reinspection fee shall be calculated at \$53.00 per occurrence.
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$53.00 per hour of staff time expended.
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$53.00 per hour.
6)	The use of outside consultants for plan checking and/or inspections will be the actual plus overhead adjustments as determined by the Building Official.
7)	The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees as assessed.
8)	Temporary Certificate of Occupancy (TCO): \$200.00 application filing fee (nonrefundable), plus a cash guarantee or other appropriate security, including letters of credit, in the amount of 150% of the estimated work remaining. The cash guarantee or other appropriate security, shall be forfeited to the City if the work is not completed within the time period specified on the application as agreed to between the City and the property owner or authorized person acting on the property's owners behalf. In the case where such cash guarantee or other appropriate security is forfeited to the City, the proceeds therefrom shall be placed in the City's general fund.
9)	Any time the use of a building or tenant space is changed, a change of use permit is required. The fee for a change of use permit is \$250.00. If alterations to the space are to be performed, additional permits and fees may be required such as building permit, plumbing permit, mechanical permit, etc. Please note that an electrical permit may be required for changes to the electrical service or wiring.

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>Mechanical Permit Fees</b>	
<b>Permit Fixture Description</b>	<b>Fixture Fee</b>
Permit Issuance	\$34.00
Issuing supplemental permits	\$12.00
Furnaces up to and including 100,000 BTU	\$22.00
Furnaces over 100,000 BTU	\$29.00
Appliance vents	\$12.00
Repair or additions to A/C systems	\$22.00
Boilers, compressors and absorption systems up to and including 3 horsepower	\$29.00
Boilers, compressors and absorption systems over 3 horsepower and including 15 horsepower	\$53.00
Boilers, compressors and absorption systems over 15 horsepower and including 30 horsepower	\$76.00
Boilers, compressors and absorption systems over 30 horsepower and including 50 horsepower	\$100.00
Boilers, compressors and absorption systems over 50 horsepower	\$123.00
Air handlers up to and including 25 tons	\$18.00
Air handlers over 25 tons	\$29.00
Evaporative coolers	\$41.00
Ventilation and exhaust (fans and hoods)	\$18.00
Incinerators, domestic type	\$29.00
Incinerators, international type	\$41.00
Each gas piping from 1 to 5 outlets	\$12.00
- Additional outlets per outlet	\$3.00
Miscellaneous	\$18.00

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>PLUMBING PERMIT FEES</b>	
<b><u>Permit Fixture Description</u></b>	<b><u>Fixture Fee</u></b>
Permit Issuance	\$34.00
Issuing supplemental permits	\$12.00
Furnaces up to and including 100,000 BTU	\$22.00
Each plumbing fixture with one trap	\$12.00
Each building sewer	\$22.00
Each drain for indoors rainwater system	\$12.00
Each cesspool	\$35.00
Each private sewage disposal system	\$59.00
Each water heater and vent	\$12.00
Each gas piping from 1 to 5 outlets	\$12.00
- Additional outlets per outlet	\$3.00
Each waste incinerator	\$12.00
Water piping or water treating system	\$12.00
Repair or alteration of drainage or vent	\$12.00
Backflow device for lawn sprinklers	\$12.00
Vacuum breakers from 1 to 5	\$12.00
- Additional units over 5 per each	\$3.00
Backflow device for other systems over 2 inches in diameters	\$24.00
Cross connection of reclaimed water system	\$47.00
Each graywater system	\$59.00
Medical gas system from 1 to 5 outlets	\$71.00
- Additional outlets over 5 per each	\$12.00

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type		Fee Amount
<b>E. MISCELLANEOUS BUDGET, FINANCE AND BUSINESS LICENSE FEES</b>		
<b>Various Departments</b>		
1)	Annual Budget	\$40.00 per volume
2)	Annual Financial Report (CAFR)	\$35.00 per volume
3)	Business License List	\$10.00 per list
4)	Specialty License List	\$10.00 per list
5)	Vendor List	\$10.00 per list
6)	Miscellaneous Copying Costs	\$0.15 per page
7)	<i>Miscellaneous Business License Costs - In addition to the business license fees adopted by the City Council through Ordinance, including the general business license fees and specialty business license fees, the following miscellaneous business license fees shall apply:</i>	
	- Photo I.D. cost	\$10.00 each
	- Finger print cost	\$25.00 each
	The fees for photo I.D. and finger printing shall be assessed each time that an individual is required to provide the City with photo identification and/or finger printing, and those services are not otherwise available to the individual so that the services are provided by the City; provided that the City reserves the right to require that the person needing such services obtain those services from the City in connection with certain licensing, and application processes so that the City is able to verify the accuracy and reliability of such services.	
<b>Geographical Information Systems (GIS)</b>		
LABOR COSTS: Labor costs for preparation of requested GIS information shall be billed on a quarter of an hour (15-minute) basis, at the rate of \$12.50 per fifteen (15) minute period of labor, in addition to any applicable mapping and/or electronic media costs, set forth below:		
<b>Standard Mapping Products</b>		
	Inkjet Paper (8-1/2 X 11)	\$5.00 each
	Glossy Paper (8-1/2 X 11)	\$10.00 each
	Inkjet Paper (11 X 17)	\$7.50 each
	Inkjet Photo Quality Paper (11 X 17)	\$15.00 each
	Wall Map (22 X 34)	\$20.00 each
	Wall Map (33 X 44)	\$25.00 each
	<b>ELECTRONIC MEDIA: CD-ROM</b>	\$15.00
<b>Administrative Services</b>		
	<b>LIEN FILING FEE</b>	\$50.00 plus all recording fees

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>F. PUBLIC WORKS PERMIT FEES</b>	
<b>Site Development Permit</b> (covers site work, including erosion control, clearing, grading and drainage)	\$200.00 plus any staff time in excess of 4 hours at \$50.00 per hour
<b>Right-of-Way Permit</b> (authorization to use right-of-way for minor construction, parking or other non-intrusive use)	\$70.00
<b>Right-of-Way Vacation Permit</b> ("Sale" or vacation of city right-of-way to abutting property owners)	\$750.00
<b>Street Opening Permit</b>	\$250.00 plus any staff time in excess of 5 hours at \$50.00 per hour
<b>Oversize Load Permit</b> (all vehicles in excess of legal weight or size limitations according to RCW 46.44.041 shall obtain an oversize load permit prior to operating on Lakewood streets)	\$50.00 - Additional costs shall apply if police escorts or signal technician work is required.
<b>Right-of-Way Tree Cutting Permit</b> (for residential or commercial cutting on or along a lot or in an area zoned for more than one single family home)	\$200.00
<b>Stormwater Review Fee</b> (for review of all applications for adequacy of stormwater management program)	\$200.00 plus any staff time in excess of 4 hours at \$50.00 per hour
<b>Reinspection Fee</b> (to cover cost of each reinspection, required in conjunction with a Right-of-Way Permit, necessary to assure compliance with the requirements of the permit)	\$50.00
<b>General Inspection Fee</b> (for inspection not otherwise listed)	\$50.00 per hour
<b>General Review Fee</b> (for review not otherwise listed)	\$50.00
<b>Miscellaneous Permits</b> (any Public Works permit not covered by the fee schedule, if performed by an employee)	Rate will be based on actual hourly costs, plus benefits at 29%, plus 15% overhead
<b>Professional Services Contracts</b> (any private or public professional service contract needed)	Rate will be billed 100%, plus 10% administrative charges

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>G. PARKS AND RECREATION PROGRAMS (Facility/Use)</b>	
<b>Parks, Recreation &amp; Community Services</b>	
<b>Special Use Permit*</b>	
Small events (100 - 200 guests)	\$200.00
Large events (201 - 500 guests)	\$500.00
Major events (over 500 guests)	\$1,000.00
Additional event fees and services (plus 15% of gross private event revenue)	Market rate + 15%
<i>* permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc)</i>	
<b>Alcohol Permit Fee</b>	
Small events (100 - 200 guests)	\$200.00
Large events (201 - 500 guests)	\$500.00
Major events (over 500 guests)	\$1,000.00
<b>Facility Use Cancellation Fees</b>	
- Recreation Administrative Fee	\$10.00 (non-refundable)
- Special Use Permit - less than 30 days prior to	(0%) 100% retained by City
- Special Use - 31-60 days prior to use	(50% refunded) 50% retained by City
- Special Use - more than 61 days prior to use	(75% refunded) 25% retained by City
<b>Lakewood Senior Activity Center</b>	
Rainier Room	
- Half of room (Section A or B)	\$25.00 per hour
- Full room (Sections A and B)	\$50.00 per hour
Seeley Lake Room	\$20.00 per hour
Lakewood Room	\$15.00 per hour
American Lake Room	\$20.00 per hour
Kitchen	\$15.00 per hour
Facility Deposit	\$150.00
Cleaning Fee	Varies
Additional Staffing Fee	\$15.00 per hour
<b>Cancellation Fees</b>	
- Facility Deposit/Fees (less than 30 days)	(0%) 100% retained by City
- Facility Deposit/Fees (31-60 days prior)	(50% refunded) 50% retained by City
- Facility Deposit/Fees (more than 61 days prior)	(75% refunded) 25% retained by City
<b>Boat Launch</b>	
Per launch	\$15.00
Resident Season Pass	\$100.00
Non-Resident Season Pass	\$130.00
Overnight Pass	\$50.00
Commercial Pass	\$250.00
<b>Farmers Market</b>	<b>Daily Rate/Farmers Mrkt</b>
Regular Stall 10x10	\$25.00
10x10 Stall W/ Electricity	\$30.00
Pull-Through Stall	\$40.00
Payment Plan Processing	\$35.00
<b>Neighborhood Parks</b>	
Field Preparation Fees	\$15.00
Fields use	\$20 per hr (no prep); \$50.00 per game fee (2.5 hrs. and one prep per day)

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type	Fee Amount	
<b>Fort Steilacoom Park</b>		
<b>Single Field</b> no preparation	\$35.00 per 60 minutes	
<b>Picnic Shelter</b>		
- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.	\$100.00	
- Full Day (10:00 a.m. - 7:00 p.m.)	No full day rate	
<b>Small Picnic Shelter</b> (near playground)		
- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.	\$50.00	
- Full Day (10:00 a.m. - 7:00 p.m.)	\$75.00	
<b>Soccer and Baseball Field Use Fees</b>		
	<b><u>With one field preparation, per field, per 1/2 day (5 hours or less)</u></b>	<b><u>With one field preparation, per field, per day</u></b>
- 1 Field	\$150.00	\$200.00
- 2 Fields	\$200.00	\$275.00
- 3 Fields	\$250.00	\$325.00
- 4 Fields	\$300.00	\$375.00
- 5 Fields	\$350.00	\$425.00
<b><u>With second field preparation, per field, per day</u></b>		
- 1 Field	Add \$40.00	
- 2 Fields	Add \$80.00	
- 3 Fields	Add \$120.00	
- 4 Fields	Add \$160.00	
- 5 Fields	Add \$200.00	
	<b><u>Without field preparation, per 1/2 day (5 hours or less)</u></b>	<b><u>Without field preparation, per day</u></b>
- 1 Field	\$100.00	\$150.00
- 2 Fields	\$125.00	\$200.00
- 3 Fields	\$150.00	\$200.00
- 4 Fields	\$175.00	\$225.00
- 5 Fields	\$200.00	\$250.00
<b>Tournament Deposit and Cancellation Fee ( A full refund or credit less</b>		
- Nonrefundable tournament reservation fee <i>(does not go towards tournament fees)</i>		\$100.00
- Tournament Deposit Fee <i>(will go towards tournament fees)</i>		\$100.00 per field
- Tournament cancelled less than 30 days prior		50% of deposit refunded
- Tournament cancelled 31-60 days prior		75% of deposit refunded
<b>Other Fees</b>		
Ft. Steilacoom Park Open Space		\$100.00
Jumpy Houses		\$20.00 each
Advertising banner		\$100.00 per day
Concessions		\$25.00 - \$50.00 per day
Parking, camping and other revenue collected by renter for event		15% of gross revenue

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type		Fee Amount
<b>Neighborhood Shelters</b>		
- Half day (resident/nonresident): 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.		\$40.00 / \$50.00
- Full Day (resident/nonresident): 10:00 a.m. - 7:00 p.m.		\$60.00 / \$75.00
Youth Soccer Teams not associated with our city leagues, but who use our fields for league play, per team		
- Age 10 years and under		\$100.00
- Age 11 - 18 years		\$125.00
- Adult, age over 18 years		\$0
Youth Baseball Teams not associated with our city leagues, but who use our fields for league play. Field availability may vary.		\$50.00 per game fee (2.5 hrs. and one prep per day)
Field Preparation (all sports)		\$45.00 per field per prep
<b>Special Event Fee</b>		
Vendor Application Fee		\$25.00
<b>McGavick Center Facility Use/Rental</b>		
The McGavick Center Fees listed will be discounted by 20% for government agencies. Non Profit		
<b><u>Room</u></b>	<b><u>Fri or Sat</u></b>	<b><u>All other days</u></b>
Ballroom	\$1,820.00	\$1,450.00
½ Ballroom (Room 303)	\$910.00	\$750.00
¼ Ballroom (Room 302)	\$330.00	\$200.00
¼ Ballroom (Room 301)	\$330.00	\$200.00
Atrium/ Lobby	\$1,100.00	\$500.00
Outdoor Terrace	\$440.00	\$100.00

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>H. FIRE CODE OFFICIAL &amp; INTERNATIONAL FIRE CODE (IFC) FEES</b>	
<b>Community &amp; Economic Development</b>	
<b>Site Development Plan Review</b> (plats, short plats, commercial projects, residential infill's etc.)	
Basic review fee	\$250.00
- Additional review (over two hours)	\$125.00 per hour
<i>Vehicle Gates (includes plan review, inspection and testing)</i>	\$125.00 per hour
<b>Construction Plan Review</b> - A plan review fee will be charged for fire department review of requirements for construction and inspection of the IFC requirements for buildings classified as Group A, B, E, F, H, I, M, R, S and U. The plan review fee shall be:	15% of the plan review fee established by the UBC fee schedule as adopted by the City, with a minimum fee of \$125.00.
<b>Fireworks Fees</b>	
1) Fees for temporary fireworks stand permit	\$100.00
2) Fees for a public display permit	\$245.00
3) fireworks stands and public displays as follows:	
- \$500,000 for injuries to any one person in one accident or occurrence;	
- \$1,000,000 for injuries to two or more persons in any one accident or occurrence;	
- \$500,000 for damage to property in any one accident or occurrence; and/or	
- \$1,000,000 combines single limit for any one accident or occurrence	
4) for all fireworks stands (in a bond or cashiers check)	\$500.00
<b>Fire Alarm Systems</b>	
<b>Tenant Improvements</b> (1st four zones)	\$215.00 plus \$6.00 (per
- Additional zones	\$54.00 (each)
<b>Residential</b> (one and two-family dwellings)	\$215.00 plus \$6.00 (per
<b>Commercial and Multi-Family</b> (1st four zones)	\$325 plus \$6.00 (per device)
- Additional zones	\$54.00 (each)
- Sprinkler supervision only	\$270.00
<b>Fire Alarm Permit Fee</b> for upgrading of an existing system	50 percent (50%) of the fee
Fire Alarm Plan Review Fee	25 percent (25%) of the
<b>Underground Sprinkler Supply</b> (includes plan review,	\$325.00
<b>New Suppression Systems (Halon, CO2, Dry Chemical, FM200, Integren, etc.):</b>	
- 1 to 5 nozzles	\$200.00
- Over 5 nozzles	\$200.00 plus \$20.00 per nozzle over 5 nozzles
- Bottle(s)	\$30.00 per bottle

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>Above Ground Fire Sprinkler Systems</b>	
The fee for fire sprinkler systems shall be based on the Building Permit Fee Table. The valuation shall be based on the per square foot figure of sprinkler systems as established by policy in accordance with nationally-recognized standards.	
<b>Plan Review Fee</b> <i>(for the fire sprinkler systems are in addition to the permit fee)</i>	25 percent (25%) of the permit fee, with a minimum of \$125.00.
<b>Tenant Improvements</b> <i>(relocation and addition to existing system)</i>	valuation 20 percent (20%)
<b>System</b>	\$270.00
<b>Standpipes</b> (includes review, inspection and testing fees)	
Temporary Standpipe	\$162.00
Class I	\$184.00
Class II	\$297.00
Class III	\$318.00
<b>Other Fees</b>	
- Additional inspection fees may be imposed after	\$50.00 for each additional inspection
- After hours inspections	\$75.00 hour (1-hour minimum)
Fire Pump Installations (includes review, inspection and testing fees)	\$540.00
Commercial Power Generator Installations (includes review, inspection and testing fees)	\$350.00
<b>False Fire Alarms</b>	
response as specified below:	
- First and Second False Alarms	No Fee
- Third False Alarm	\$100.00
- Fourth and Additional False Alarms	\$250.00
EXCEPTION: False alarms resulting from the failure of a fire alarm service technician notifying the central,	\$270.00 for each occurrence

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>Fire Code Permit Fees</b>	
The following are annual fees, except where noted, in accordance with Section 105 of the Uniform Fire Code.	
Permit charges may be waived by the Fire Chief or Fire Marshal for the following: Activities of Washington State non- profit corporations and/or civic or fraternal organizations which possess an IRS tax exempt status. Proof of IRS tax exempt shall be presented at the time of permit application. Non-profit organizations may be charged 1/2 of the listed occupancy permit fees. However, any group shall be assessed a full permit fee if the approved conditions of the permit are modified or not adhered to by the applicant.	
Permit Type	Fee
Aerosol products	\$110.00
Aircraft Refueling Vehicle	\$110.00
Aircraft Repair Hangar	\$110.00
Asbestos Removal (limited)	\$110.00
Automobile Wrecking Yard	\$110.00
Bowling Pin Refinishing	\$110.00
Bowling Alley Refinishing (limited)	\$110.00
Candles or Open Flame in Assembly Areas	\$110.00
Carnivals and Fairs, etc. - Outdoors (limited)	\$110.00
- Carnivals - Commercial	\$110.00
- Fairs, Bazaars, Farmers Market, etc.	\$110.00
- Special Events - Outdoors	\$110.00
Cellulose Nitrate Film	\$110.00
Cellulose Nitrate Storage	\$110.00
Combustible Fiber Storage	\$110.00
Combustible Material Storage	\$110.00
Compressed Gases	\$110.00
Commercial Rubbish Handling Operation	\$110.00
Cryogenics	\$110.00
Dry Cleaning Plants	\$110.00
Dust Producing Operations	\$110.00
Explosive/Blasting Agents	\$110.00
Explosive/Blasting Agents - Transport, Use	\$110.00
Fireworks Display, Special (limited)	\$270.00
Fireworks Stand, Limited	\$100.00
Flammable/Combustible Liquids	\$110.00
- Pipeline install	\$110.00
- Pipeline operate	\$110.00
- Store, handle use	\$110.00
- Remove abandoned tank	\$110.00
- Remove (or abandon in place) residential tank	\$55.00
- Install, alter, etc. - tank, piping, equipment	\$110.00
- Tank vehicles	\$110.00
- Change contents (limited)	\$110.00
Fruit Ripening	\$110.00
Fumigation or Insecticidal Fogging	\$110.00
Hazardous Material	\$110.00
Hazardous Material Production	\$110.00
High Pile Storage	\$110.00
Liquefied Petroleum Gases - Tank Install	\$110.00
Liquid or Gas-Filled vehicles/Equipment in Assembly Bldgs.	\$110.00
Lumber Yards	\$110.00
Magnesium Working	\$110.00

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>Fire Code Permit Fees (continued)</b>	
<b>Permit Type (continued)</b>	<b>Fee</b>
Mall (Covered)	\$110.00
- Kiosks, Concessions, Booths, etc.	\$110.00
- Used for Assembly (Limited)	\$110.00
- Use Open Flame, etc. (Limited)	\$110.00
- Display Flammable Liquid or Gas Filled Equipment	\$110.00
Motor Vehicle Fuel Dispensing Station	\$110.00
Organic Coatings	\$110.00
Ovens- Industrial	\$110.00
Parade Floats (limited)	\$110.00
Place of Assembly	\$110.00
Haunted House - Commercial (limited)	\$110.00
Bazaars, Boutiques, Booths or Displays	\$110.00
Flea Markets	\$250.00
Other Special Events (Limited)	\$110.00
Pyrotechnical Special Effects Material	\$110.00
Radioactive Material	\$110.00
Refrigeration Equipment (Commercial)	\$110.00
Repair Garages	\$110.00
Spraying and Dipping	\$110.00
Tents and Canopies	\$110.00
Tire and Storage	\$110.00
Welding and Cutting	\$110.00
<b>Tax Incentive Urban Use Center Fees</b>	
- Application Fee	\$150.00 plus \$25.00 per multi-family unit, up to a maximum fee not to exceed \$300.00
- Pierce County Assessor Processing Fee (specific to the Tax Incentive Urban Use Center Application Fee)	\$100.00
- Extension to Conditional Certificate	\$50.00

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

	Fee Type	Fee Amount
<b>I.</b>	<b>BUSINESS LICENSE FEE SCHEDULE</b>	
	<b>Community &amp; Economic Development</b>	
	General Business License (GBL)	\$60.00
	Renewal of GBL	\$60.00
	Pawnbroker Pawnshops	\$750.00
	Second-hand and/or salvage dealers	\$150.00
	Junk and/or salvage dealers	\$300.00
	Transient Trader in second-hand property	\$53.00
	Private Sales	No Fee
	Flea Markets	\$750.00
	Adult Cabaret Manager and Entertainer	\$150.00
	Adult Entertainment Establishment	\$1,125.00
	Panoram Premises License	\$1,125.00
	Panoram Device License	\$75.00 per device
	Panoram Owner License	\$1,125.00
	Panoram Manager License	\$113.00
	Carnivals and Circuses	\$150.00 per day
	- Five or less machines or devices	\$75.00 per week*
	- Five or more	\$15.00 per week per device*
	* Alternative to device fees	\$150.00 annual fee
	Wrecker License	\$150.00
	Public Dances, Cabarets, Dance Halls and Teenager Dances	
	- Cabaret	\$750.00
	- Public Dance Hall	\$150.00
	- Public Dances (per night)	\$53.00
	- Public Dances (annually)	\$150.00 (maximum of four
	- Teenager Dances	Same as Public Dances
	Massage Businesses	
	- Massage Business License	\$75.00
	- Massage Manager	\$75.00
	Bathhouses	
	- Public Bathhouse	\$750.00
	- Bathhouse Attendant	\$113.00
	- Bathhouse Manager	\$113.00
	Outdoor Public Music Festivals	\$1,125.00 per day of festival
	Bondsmen	\$750.00
	Theaters	\$150.00 per screen per year
	<i>Transfer of license fee (commercial kennel or cattery, hobby kennel, foster kennel, private kennel, grooming parlor, or pet shop)</i>	No fee
	Commercial Kennel/Cattery (6-50 dogs/cats)	\$100.00 plus \$2.00 per
	Commercial Kennel/Cattery (over 50 dogs/cats)	\$100.00 plus \$200.00
	Solicitors and Peddlers	\$75.00 per solicitor or peddler
	Rental Housing Complex License	\$53.00

**EXHIBIT A - 2015 PROPOSED FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>J. ANIMAL CONTROL LICENSING FEES</b>	
<b>Police</b>	
The annual license fees for the ownership, keeping, or having control of dogs and/or cats in the City shall be as follows:	
- Dogs (altered)	\$20.00
- Dogs (unaltered)	\$55.00
- Cats (altered)	\$12.00
- Cats (unaltered)	\$55.00
Reduced rates for physically disabled and senior citizens, 65 years of age or older:	
- Dogs (altered)	\$10.00
- Dogs (unaltered)	\$30.00
- Cats (altered)	\$4.00
- Cats (unaltered)	\$30.00
Animals exempted from payment of fee - Guide Dog or Service Animal (with proof)	No Fee
It is provided, however, that animal control license fees for renewal of 2001 licenses shall be prorated in the year 2002 to reflect the proportionate share of the year 2002 remaining had the 2001 license continued to be in effect for a full twelve month term from the date of its issuance. This provision shall automatically sunset after the year 2002.	
In order to receive the fee advantage for altered dogs and cats, an individual must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.	
<b>K. BURGLAR/SECURITY ALARM PERMIT FEES</b>	
<b>Police</b>	
The fee for burglar/security alarm systems operating within the City of Lakewood as defined in Chapter 9.31 of the Lakewood Municipal Code are as follows:	
Annual Permit Fee	\$24.00
- for Senior Citizens or Physically Disabled	\$12.00
General False Alarm Fee	\$100.00 each incident
Robbery False Alarm Fee	\$200.00 each incident
Supplemental False Alarm Fee for Unregistered Alarm	\$100.00 each incident
Late Fee if False Alarm Fee is not paid in 30 days of invoice	\$25.00
Appeal Fee (refundable if fee is overturned)	\$50.00
Alarm Company Fee for Failure to Verify Alarm Signal	\$100.00
Alarm Company Fee for false statements concerning the inspection of an alarm site or alarm performance	\$200.00

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b>	<b>TITLE:</b> Lakewood Water District Interlocal Agreement for design and construction services in association with the Water District's water main replacement and the City of Lakewood's Bridgeport Way SW – JBLM (McChord DR SW) to I-5 project.	<b>TYPE OF ACTION:</b>
October 20, 2014		— ORDINANCE
		— RESOLUTION
<b>REVIEW:</b>		<input checked="" type="checkbox"/> MOTION NO. 2014-61
October 20, 2014	<b>ATTACHMENTS:</b> Interlocal Agreement (Draft)	— OTHER

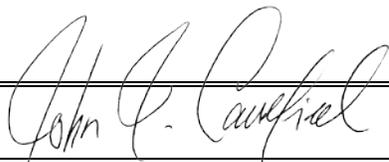
**SUBMITTED BY:** Don Wickstrom, P.E., Public Works Director/City Engineer.

**RECOMMENDATION:** It is recommended that the City Council authorize the City Manager to execute an Interlocal Agreement with the Lakewood Water District for design and construction services in association with Lakewood Water District's water main replacement and the City of Lakewood's Bridgeport Way SW – JBLM (McChord DR SW) to I-5 project, Project e1189

**DISCUSSION:** The City of Lakewood is currently in the design phase of our Bridgeport Way SW – JBLM (McChord DR SW) to I-5 project. Through this project, the City will widen the roadway to add a 5 foot wide bicycle lane, add curb gutter and sidewalk, install street lighting, construct a new storm drainage system, and overlay the roadway. **(Continued on page 2)**

**ALTERNATIVE(S):** The alternative is to reject the Water District's request to partner and require the Water District to proceed with the water main system replacement as a stand-alone project which could affect the construction schedule of the City's project.

**FISCAL IMPACT:** There is no fiscal impact to the City. The Lakewood Water District will reimburse all costs associated with the drafting, construction and construction management of their facility as outlined in the Interlocal Agreement.

<p>_____ Prepared by</p> <p>_____ Department Director</p>	 <p>_____ City Manager Review</p>
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**DISCUSSION (continued from page 1):**

Lakewood Water District has elected to replace their aging water main system in conjunction with the City's roadway project and has solicited City services to assist with drafting, bidding and construction management of their facility. Staff has successfully worked with the Water District on similar projects and both the City and Lakewood Water recognize that it is in the best interest of the public to coordinate efforts to minimize costs, utility conflicts and public inconvenience during construction. The City currently has the capacity to take on such a task and welcomes the efforts to coordinate projects on behalf of the public. The responsibility and liability of water main system design will remain with Lakewood Water. The final water main system design and bid documents will be sealed separately from the City's roadway design by Lakewood Water's engineer of record.

While the attached agreement is in draft form, it is the standard agreement as amended for this project which has been used on other recent projects (Bridgeport Way SW – 83<sup>rd</sup> ST SW to 75<sup>th</sup> ST W and S Tacoma Way – SR512 to 96<sup>th</sup> ST SW). This draft is subject to final concurrence from Lakewood Water in which the final costs shown in Exhibit A (\$11,270.00) and the Water District's total costs (\$600,000) are subject to change. Staff requests however that Council authorize executing this agreement with the understanding of such changes.

**AN AGREEMENT BETWEEN  
THE CITY OF LAKEWOOD AND THE LAKEWOOD WATER DISTRICT  
REGARDING THE  
CONSTRUCTION OF ROADWAY IMPROVEMENTS  
AND WATER MAINS  
ALONG BRIDGEPORT WAY SW FROM JBLM (McChord DR SW) to I-5**

THIS AGREEMENT is entered into by and between the CITY OF LAKEWOOD, a municipal corporation of the State of Washington (the "City") and the LAKEWOOD WATER DISTRICT, a special purpose district of the State of Washington (the "Water District").

WHEREAS, the parties to this agreement, pursuant to RCW Chapter 39.34, are authorized to enter into an interlocal agreement for the purposes of cooperatively and efficiently providing utility services to the citizens they serve; and,

WHEREAS, the purpose for this agreement is to allow coordination between the parties during the construction of roadway improvements and water mains facilities within the public rights-of-way along Bridgeport Way SW from JBLM (McChord DR SW) to I-5 (hereinafter, "the Project"); and,

WHEREAS, Bridgeport Way SW from JBLM (McChord DR SW) to I-5 is located within the boundaries of both the City and the Water District; and,

WHEREAS, Bridgeport Way SW from JBLM (McChord DR SW) to I-5 is served by undersized and aging water main systems; and,

WHEREAS, the City and the Water District have entered into a franchise agreement granting to the Water District the right to construct, maintain, operate, replace, and repair water systems in, across, over, along, under, through, and below the public rights-of-way of the City; and,

WHEREAS, paragraph 4.1 of the franchise agreement provides that when the District "protects, supports, temporarily disconnects, relocates, or removes" any of its installations, the City and the District shall be 50/50 responsible for costs" when said work is "associated with City facilities that generate revenue such as storm drainage or sanitary sewer facilities;" and,

WHEREAS, the City and the Water District recognize the need for improved utility infrastructure; and,

WHEREAS, the City pursued and received over \$3.1 million in grants and \$185,000 in private development funds to design and construct the roadway improvements and has budgeted \$370,000 from its Surface Water Management Fund and \$41,000 from the Real Estate Excise Tax funds to match the grant funds (all these improvements are collectively referred to as the "Roadway Improvements"); and,

WHEREAS, the Water District has budgeted over \$0.6 million from its capital improvement fund to upgrade undersized water mains within the corridor subject to the Roadway Improvements (the "Water Main Improvements"); and,

WHEREAS, the City is the lead agency for the design and construction of the Roadway Improvements; and,

WHEREAS, the City and the Water District recognize that it is in the best interest of the public to coordinate the design and construction of the Roadway Improvements and Water Main Improvements when the coordination will minimize costs, conflicts among the utility systems, and public inconvenience during construction; and

WHEREAS, it is deemed in the best interest of the public, the City, and the Water District to incorporate the Water Main Improvements into the City's construction plans and contract for the Roadway Improvements if the incorporation will increase efficiency and decrease costs (collectively, the combined Water Main Improvements and Roadway Improvements are the "Project"); and

WHEREAS, the City and the Water District both recognize the complexity and challenges associated with implementing the Project and pledge to work cooperatively together to assure a mutual successful implementation;

NOW, THEREFORE, in consideration of the terms and conditions contained herein, it is mutually agreed by and between the City and the Water District as follows:

#### SECTION 1. PURPOSES

The purposes of this Agreement are to: (1) document the agreement reached between the City and the Water District regarding the design and construction of the Project, and (2) establish the roles and responsibilities of the City and the Water District relating to the design, construction, oversight, and administration of the Project.

#### SECTION 2. IDENTIFICATION OF GOALS

The goals entering into this Agreement are to: (1) facilitate the design and construction of the Project; (2) produce a project that meets the applicable standards and approval of both the City and the Water District; (3) achieve maximum cost savings for the benefit of the public served by both the City and the Water District and the Water District's ratepayers; (4) minimize inconvenience to the traveling public during construction of the Project; (5) perform appropriate levels of construction administration and construction quality assurance and quality control; (6) create a Project schedule maximizing coordination among the City, the Water District, and the Project's contractor(s); (7) provide the Water District with planning input during all aspects of Project; (8) create a Project sequencing schedule to insure continuity of water service and fire flow to all areas of affected community throughout the duration of the Project.

### SECTION 3. THE CITY'S RESPONSIBILITY

- A. The City shall designate a construction lead administrator to administer the cooperative undertaking of the Project.
- B. The City shall lead development of design and bid documents for the Roadway Improvements.
- C. The City shall pay for all portions of the Project not related to the Water Main Improvements.
- D. The City shall provide base map information to the Water District for use in the Water District's design and bid document development of the Water Main Improvements including: (1) electronic computer-aided drafting (CAD) topographic mapping files; (2) proposed roadway CAD files; and (3) proposed storm drainage CAD files.
- E. The City shall provide CAD / design support for the development of the Water Main Improvements plans and specifications. This shall include drafting support for the Water District's engineer; and review, editing, and insertion of the Water District's special provisions into the Project contract provisions. The City shall provide reproducible plans and specifications for the Water Main Improvements for inclusion in the Project bid documents.
- F. The City shall complete all necessary environmental documentation for the Roadway Improvements and shall serve as the lead agency in ensuring that the Project complies with all applicable requirements of the State Environmental Policy Act, chapter 43.21C RCW (SEPA).
- G. In coordination with the Water District, the City shall secure all necessary rights-of-way and easements required for the construction of the Roadway Improvements.
- H. The City shall lead the public outreach effort to inform citizens and property owners of pending construction activities associated with the Project including: (1) mailings and flyers for open houses, provided no such mailing or flyer shall be distributed unless the City has first consulted with the Water District regarding the mailing's or flyer's contents; (2) scheduling facilities for hosting of meetings; (3) scheduling appropriate City staff to be present at meetings; (4) providing mapping and handouts; and (5) summarizing meeting notes and action items. The City shall provide a minimum of ten (10) business days' written notice to the Water District of all scheduled open houses and public meetings. The City shall provide copies to the Water District of handouts made available at open houses and public meetings.
- I. The City shall be the lead in development of the contract provisions for the Project including: (1) inclusion of plans and specifications provided by the Water District for the Water Main Improvements in the Project's plans and specifications; (2) advertisement and posting for bids; (3) instructions to bidders, including an instruction that bidders show the cost of contract items allocated to the Water Main Improvements segregated from the cost of contract items allocated to the Roadway Improvements; (4) bid form, bid schedules, and bidder information and signature form; (5) establishment of the naming and scope of each of the various bid schedules; (6) deposit or bid bond form; (7) non-collusion affidavit form; (8) subcontractor list; (9) disadvantaged business enterprise utilization certificate; (10) bidder's construction experience form; (11) contract agreement; (12) contract bond (performance and payment); (13) Federal-AID provisions; and (14) state and federal wage rates.

- J. The City shall be the lead in the bidding process for the Project.
- K. Prior to advertising the Project, the City shall provide to the Water District the draft contract provisions prepared by the City. The City shall not advertise the Project before the Water District has responded to the draft contract provisions as described in Section 4.F of this Agreement.
- L. No more than three (3) business days after identifying the lowest responsible and responsive bidder for the Project, the City shall submit that bidder's bid proposal to the Water District for review and response as described in Section 4.G of this Agreement.
- M. The City shall not award the Project construction contract to that bidder before the Water District has responded to the bidder's proposal as described in Section 4.G of this Agreement.
- N. Prior to commencement of any work on the Project, the City shall organize a preconstruction conference and shall provide the Water District with no less than five (5) business days' prior notice of the scheduled preconstruction conference.
- O. The City shall be the lead on the construction administration for the Project including: (1) constructability analysis (independent consultant review of construction staging, utility conflicts, utility staging, etc.); (2) submittal management, except for work associated with the Water Main Improvements which management shall be administered by the Water District; (3) inspection services, except for work associated with the Water Main Improvements which inspections shall be conducted by the Water District; (4) setting agendas for, facilitating, and preparing meeting minutes from weekly construction meetings; (5) setting agendas for, facilitating, and preparing meeting minutes from monthly management meetings; (6) construction contract scheduling; (7) reviewing of contractor payment requests; (8) document reviews; and (9) record drawings.
- P. The City shall bill the Water District for costs related to the Water Main Improvements in accordance with the payment provisions set forth in this Agreement.
- Q. The City shall post information signs in at least two locations within the Project area showing the project funding and funding partners for the Project. The information signs shall identify that the Water Main Improvements are undertaken and funded by the Water District.
- R. The City shall promptly notify the Water District of the completion of the Water Main Improvements.
- S. The City shall promptly notify the Water District of any issues related to the Project that the City believes are inconsistent with the design or construction documents of the Project, or with this Agreement. The City shall work cooperatively with the Water District to resolve any such issues to the mutual satisfaction of both Parties. If the Parties are unable to resolve the issues cooperatively, the Parties shall engage in the dispute resolution procedures identified in this Agreement.

#### SECTION 4. WATER DISTRICT RESPONSIBILITY

- A. The Water District shall lead development of design and bid documents for the Water Main Improvements. The Water District shall design the Water Main Improvements and develop the specifications and details for inclusion in the Project bid documents. The Water District's engineer shall review, approve and seal the Water Main Improvements design and bid documents prepared in conjunction with the City.

- B. The Water District shall pay for all portions of the Water Main Improvements as described in Section 5 of this Agreement.
- C. The Water District shall complete all necessary environmental documentation for the Water Main Improvements and shall submit said documentation to the City for the City's compliance with SEPA.
- D. In coordination with the City, the Water District shall secure all necessary rights-of-way and easements required for the construction of the Water Main Improvements.
- E. The Water District shall actively participate in the public outreach portion of the Project in preparation for and during construction activities by: (1) sending appropriate representatives to public outreach meetings if the City provides adequate notice as described in Section 3.H of this Agreement; and (2) preparing plans and mapping specific to the Water Main Improvements.
- F. Prior to the advertising of the Project, the Water District shall review the draft contract provisions prepared and provided to the Water District by the City for any required modifications. Within five (5) business days after receiving the draft contract provisions, the Water District shall issue written notification to the City of any issues with the draft contract provisions or of acceptance of the draft contract provisions. If the Water District notifies the City of any issues with the draft contract provisions, the City shall have the option to address the issues. If the City does not address the issues to the Water District's satisfaction, the Water District may terminate this Agreement as set forth in this Agreement. If, after the five (5) day period, the Water District has not notified the City of any issues with the draft contract provisions or of acceptance of the draft contract provisions, the draft contract provisions shall be considered accepted by the Water District.
- G. After receiving a copy of the lowest responsible and responsive bidder's bid proposal from the City, the Water District shall, within five (5) business days issue written notification to the City of any issues with the proposal or of acceptance of the proposal. If the Water District notifies the City of any issues with the proposal, the City shall have the option to address the issues. If the City does not address the issues to the Water District's satisfaction, the Water District may terminate this Agreement as set forth in this Agreement. If, after the five (5) day period, the Water District has not notified the City of any issues with the proposal or of acceptance of the proposal, the proposal shall be considered accepted by the Water District.
- H. The Water District shall provide a representative for construction administration of the Project to: (1) review and, if acceptable, approve submittals, requests-for-information, and other documents about the Water Main Improvements and return them to the lead construction administrator within three (3) business days; (2) be present at weekly construction and monthly management meetings; (3) review contractor payment requests for work associated with the Water Main Improvements; (4) coordinate with the contractor(s) and the City to determine temporary water service needs including materials necessary for and location of temporary water mains and services, maintenance of temporary water mains and services, and timetable(s) for construction and dismantling of temporary water mains and services; (5) coordinate with the City and contractor(s) when old water mains are to be abandoned and installed portions of new mains shall be brought into service; (6) verify pre-determined project and sequencing schedules are followed by the contractor(s); and (7) assist in determining need and direction of potential changes in

project and sequencing schedules if a change in conditions arises. If any disputes arise regarding the Water District's role in construction administration of the Project, the Parties shall work cooperatively to resolve any such disputes to the mutual satisfaction of both Parties. If the Parties are unable to resolve the issues cooperatively, the Parties shall engage in the dispute resolution procedures identified in this Agreement.

- I. The Water District shall inspect all work associated with the Water Main Improvements. All costs for such inspection shall be borne by the Water District. All contact between the Water District's inspectors and the City's contractor shall be through the City's on-site representative who shall be identified by the City at the Project preconstruction conference.
- J. The Water District shall provide to the City copies of all daily inspection reports for work involving the Water Main Improvements on a weekly or other agreed-upon interval.
- K. The Water District shall, within twenty (20) business days after the City's notification of completion of the Water Main Improvements, issue written notification to the City of any deficiencies or of acceptance of the work. The City's contractor shall correct any deficiencies as soon as reasonably practicable. If, after the twenty (20) day period, notification has not been received by the City, the Water Main Improvements shall be considered complete and accepted by the Water District.
- L. The Water District shall provide to the City reproducible "as-built" plan/mark-up sheets showing the completed Water Main Improvements, provided that construction of said utilities has been completed under the terms of this Agreement. The Water District shall also provide to the City an electronic copy of the "as-built" plans in the following format: Water CAD. If the Agreement is terminated prior to completion of the Water Main Improvements, the Water District shall provide to the City reproducible "as-built" plan sheets of all completed work on the Water Main Improvements.
- M. The Water District shall promptly notify the City of any issues related to the Project that the Water District believes are inconsistent with the design or construction documents of the Project, or with this Agreement. The Water District shall work cooperatively with the City to resolve any such issues to the mutual satisfaction of both Parties. If the Parties are unable to resolve the issues cooperatively, the Parties shall engage in the dispute resolution procedures identified in this Agreement.

## SECTION 5. COSTS AND PAYMENTS

- A. The Water District agrees to set aside funds for payment to the City for all costs associated with the Water Main Improvements, as described in Section 5.B of this Agreement.
- B. The Water District shall pay the City for the following costs:
  - (1) The Water District shall pay the City on a time and materials basis for the design and contract administration costs incurred by the City for the Water Main Improvements. A cost estimate is included as Exhibit A for the benefit of the Water District on what they can expect to pay the City for these services.
  - (2) 100 percent of the final cost of all contract items related to the Water Main Improvements, as shown in the bid proposal of the successful bidder. The parties to this agreement will work cooperatively in preparation of the bid request and bid

- documents so that bids will separately identify and allocate costs so that the financial obligations of the parties may be determined with a high degree of certainty;
- (3) The Water District's proportionate share of the unallocated Project costs, such as mobilization and demobilization, as shown in the bid proposal of the successful bidder. The Water District's proportionate share shall be determined by the following formula: (Costs allocated to Water Main Improvements in the bid proposal of the successful bidder) divided by (Costs allocated to the Project in the bid proposal of the successful bidder). The amount to be determined at a future date by execution of an addendum to this agreement;
  - (4) The Water District shall pay the City the entirety of the Water District's portion of the contract administration costs. The amount to be determined at a future date by execution of an addendum to this agreement.
  - (5) 100 percent of the cost of any extra work associated with the Water Main Improvements within the amount allowed under Section 6.C and any costs for extra work that have been approved in accordance with Section 6.D of this Agreement, so long as such extra work has been approved the Water District consistent with Section 6.B of this Agreement.
- C. The City shall provide the Water District with properly executed invoices and other appropriate documents segregating and identifying the contractor's payments, equipment, materials, and labor expended on the Water Main Improvements, plus the Water District's proportionate share of the unallocated Project costs, plus the Water District's proportionate of the City's actual costs incurred in support of the Water Main Improvements, plus the cost of any extra work associated with the Main Improvements.
- D. Approved invoices describing costs consistent with Section 5.B above and meeting the description in Section 5.C above shall be paid by the Water District within forty-five (45) days of receipt by the Water District. Notice of any potential dispute regarding payment on an invoice shall be made in writing within the same time period. Payment by the Water District shall not constitute agreement as to the appropriateness of any item or acceptance of the work so represented. If the Parties are unable to cooperatively resolve the dispute, they shall engage in the dispute resolution procedures identified in this Agreement. Interest, at the simple interest rate of 2% per year, shall be charged on all past due payments until paid except for any portion of the past due payment for which it is determined that the Water District is not responsible.

## SECTION 6. CHANGES AND CONTRACTOR CLAIMS

- A. There may be unforeseen conditions requiring immediate resolution during the construction phase of this Agreement such as construction disputes and claims, changed conditions, and changes in the construction work. Reimbursement for increased construction engineering and/or construction contract amounts shall be limited to costs covered by a modification, change order, or extra work order approved as described below.
- B. No change shall be permitted to the approved construction, scheduling, or sequencing plans for the Water Main Improvements unless approved by the Water District.

- C. Should it be determined that any change from the Project contract plans and specifications is required that would result in an increased cost to the Water District of \$2,500 or less, the City shall provide the Water District with no less than 24-hours' notice of the proposed change. If the Water District approves the change or does not respond before the expiration period of the notice period, the City is authorized to make the change. If the Water District notifies the City that the Water District disapproves the change within the notice period, the City shall have no authority to make the change.
- D. Any change in the Project that would result in an increased cost to the Water District in excess of \$2,500 and any change disapproved by the Water District under Section 6.C above shall not be authorized unless and until a binding Letter of Agreement describing the changed scope of work and the estimated change in the Water Main Improvements cost has been signed by both the City's Public Works Director or his/her designee and the Water District's General Manager or his/her designee. The Water District and the City will work diligently together in securing the execution of said binding Letter of Agreement so as not to hold up the City's contractor from carrying out the work.
- E. Each Party, in the event of a claim by the construction contractor, shall be responsible for its share of the claim filed by the contractor arising out of that Party's proportionate responsibility for the claim.
- F. If the City's contractor submits a claim that impacts the amount to be paid by the Water District, the City will provide a copy of the claim to the Water District along with information and data relevant to it. The Water District shall consider the claim and provide a response to the City. If the Water District rejects the claim in whole or in part, and the contractor does not accept the Water District's position, then the claim will be resolved pursuant to the dispute resolution process of the City-contractor contract. At the Water District's option, the Water District may appear in that process in the City's name, and shall be fully responsible for preparation and presentation of the defense to the claim, and shall bear all expenses and attorney's fees incurred in doing so. If the dispute resolution process results in a determination that the contractor's claim is valid, then the Water District shall pay the City for the amount of the claim.

## SECTION 7. TERM OF THE AGREEMENT

This Agreement, unless terminated sooner as provided for in Section 20, shall be in full force and effect commencing on the date of execution of this Agreement and terminating when the Water Main Improvements have been accepted by the Water District and the Water District has paid the City in full, unless terminated sooner as provided in this Agreement. Termination of this Agreement shall have no effect on the obligations of either Party to maintain the improvements.

## SECTION 8. INDEMNIFICATION AND DEFENSE

- A. The City shall defend, indemnify, and hold harmless the Water District, its officers, elected officials, employees, and agents from any and all costs, claims, judgments, or awards of damages of any nature whatsoever resulting from acts or omissions of the City, its officers, elected officials, employees, or agents associated with this Agreement.

- B. The Water District shall defend, indemnify, and hold harmless the City, its officers, elected officials, employees, and agents from any and all costs, claims, judgments, or awards of damages of any nature whatsoever resulting from acts or omissions of the Water District, its officers, elected officials, employees, or agents associated with this Agreement.
- C. In the event of the concurrent negligence of the City and the Water District, each shall be liable for its own percentage of fault. The entities' responsibility to indemnify each other includes the obligation to defend the other and to pay any judgment or award and all chargeable costs and reasonable attorney's fees.
- D. Each party shall individually assume all risk and liability for the specifications, materials requirements, identified work methods and engineering requirements related to his project for which each party is solely responsible for providing.

#### SECTION 9. NO THIRD-PARTY BENEFICIARY

The City, by this Agreement, does not assume any contractual obligations to anyone other than the Water District. The Water District, by this Agreement, does not assume any contractual obligations to anyone other than the City. There is no third-party beneficiary to this Agreement.

#### SECTION 10. INSURANCE COVERAGE

- A. The City and the Water District shall each maintain at all times during the course of this Agreement a general liability insurance policy with a policy limit of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.
- B. The City shall require the contractor(s) performing services on the Project to procure and maintain for the duration of the Project's construction contract, insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of work associated with this Agreement, with both the City and the Water District named as an additional insured. Coverage shall be at least as broad as the following:
- C. The City shall require each contractor to provide a certificate of insurance, with the additional insured endorsement outlining the required coverage. The City shall provide a copy of the certificate of insurance to the Water District.

*The Contractor shall obtain and maintain the minimum insurance set forth below. By requiring such minimum insurance, neither the City nor the Water District shall be deemed or construed to have assessed the risks that may be applicable to the contractor under this Agreement. The contractor shall assess its own risks and if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage. Each insurance policy shall be written on an "occurrence" form; excepting that insurance for professional liability, errors and omissions when required, may be acceptable on a "claims made" form. If coverage is approved and purchased on a "claims made" basis, the contractor warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three years from the date of completion of the work which is the subject of this Agreement.*

*Insurance coverage shall be at least as broad as stated below and with limits no less than:*

- A. General Liability. Coverage shall be at least as broad as Insurance Services Office form number CG 00 01 Ed. 11-88 covering COMMERCIAL GENERAL LIABILITY. \$1 million combined single limit per occurrence, and for those policies with aggregate limits, a \$2 million aggregate limit.*
- B. Automobile Liability. Coverage shall be at least as broad as Insurance Services Office form number CA 00 01 Ed. 12/90 covering BUSINESS AUTO COVERAGE, symbol 1 “any auto”; or the combination of symbols 2, 8, and 9. \$1 million combined single limit per accident.*
- C. Workers’ Compensation; Statutory requirements of the State of residency. Coverage shall be at least as broad as Workers’ Compensation coverage, as required by the Industrial Insurance Act of the State of Washington, as well as any similar coverage required for this work by applicable Federal or “other States” State Law.*
- D. Employer’s Liability or “Stop Gap”. Coverage shall be at least as broad as the protection provided by the Workers Compensation policy Part 2 (Employers Liability) or, in states with monopolistic state funds, the protection provided by the “Stop Gap” endorsement to the general liability policy.*
- E. Builder's Risk/Installation Floater: The contractor shall procure and maintain during the life of the Contract, or until acceptance of the project by the City and the Water District, which ever is longer, “All Risk” Builders Risk or Installation Floater Insurance at least as broad as ISO form number CP0020 (Builders Risk Coverage Form) with ISO form number CP0030 (Causes of Loss – Special Form) including coverage for collapse, theft and property in transit. The coverage shall insure for direct physical loss to property of the entire construction project, for 100% of the replacement value thereof. The policy shall be endorsed to cover the interests, as they may appear, of the City and the Water District, Contractor and subcontractors of all tiers with the City and the Water District listed as loss payees.*

*In the event of a loss to any or all of the work and/or materials therein and/or to be provided at any time prior to the final close-out of the Agreement and acceptance of the Project by the City and the Water District, the contractor shall promptly reconstruct, repair, replace or restore all work and/or materials so destroyed. Nothing herein provided for shall in any way excuse the contractor or its surety from the obligation of furnishing all the required materials and completing the work in full compliance with the terms of the Agreement.*

*Explosion & Collapse, Underground Damage (XCU) Endorsement. \$1,000,000 combined single limit per occurrence, and for those policies with aggregate limits, a \$2,000,000 aggregate limit. Evidence of Insurance must specifically state coverage is included.*

*Any deductibles or self-insured retention’s must be declared to, and approved by, the City and the Water District. The deductible and/or self-insured retention of the policies*

*shall not limit or apply to the contractor's liability to the City and the Water District and shall be the sole responsibility of the contractor.*

*The insurance policies required in this Agreement are to contain and be endorsed to contain the following provisions:*

*With respect to all Liability Policies except Workers Compensation:*

*a. The City and the Water District, its officers, officials, employees, agents and consultants are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the contractor in connection with this Agreement.*

*b. The contractor's insurance coverage shall be primary insurance as respects the City and the Water District, their officers, officials, employees, agents, and consultants. Any insurance and/or self-insurance maintained by the City or the Water District, their officers, officials, employees, agents and consultants shall not contribute with the contractor's insurance or benefit the contractor in any way.*

*c. The contractor's insurance shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.*

*d. A Per Project Aggregate shall apply to the General Liability policy.*

*Unless otherwise approved by the City and the Water District:*

*1. Insurance is to be placed with insurers with a Bests' rating of no less than A:VIII, or, if not rated with Bests', with minimum surpluses the equivalent of Bests' surplus size VIII.*

*2. Professional Liability, Errors and Omissions insurance may be placed with insurers with a Bests' rating of B+; VII.*

*If at any time the foregoing required policies shall fail to meet the above minimum requirements, the contractor shall, upon notice to that effect from the City and the Water District, promptly obtain a new policy, and shall submit the same to the City and the Water District, with the appropriate certificates and endorsements, for approval.*

*The contractor shall include all subcontractors as insured under its policies, or shall furnish separate certificates of insurance and policy endorsements from each subcontractor. Insurance coverages provided by subcontractors, as evidence of compliance with the insurance requirements of this contractor shall be subject to all of the requirements stated herein.*

## SECTION 11. DISPUTE RESOLUTION

A. In the event that a dispute arises which the Parties do not cooperatively resolve, the parties agree to engage in mediation in order to resolve the dispute. Mediation may be

requested by either Party, and shall be conducted prior to the institution of any lawsuit arising under this Agreement. The Parties agree to share the cost of mediation equally.

- B. This Agreement has been made pursuant to, and shall be construed according to, the laws of the State of Washington. In the event that mediation is unsuccessful and either Party finds it necessary to institute proceedings to enforce any provision of this Agreement, such proceedings shall be submitted to arbitration before a mutually-acceptable arbitrator from Judicial Arbitration and Mediation Services, Inc. (JAMS) or Judicial Dispute Resolution LLC (JDR). If the Parties are unable to mutually agree on an arbitrator, one shall be appointed by the Presiding Judge of Pierce County Superior Court.

#### SECTION 12. NON-DISCRIMINATION

The City and the Water District certify that they are Equal Opportunity Employers.

#### SECTION 13. ASSIGNMENT

Neither the City nor the Water District shall have the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other Party.

#### SECTION 14. NOTICE

Except where otherwise indicated in this Agreement, any formal notice or communication to be given by the City to the Water District under this Agreement shall be deemed properly given, if delivered, or if mailed postage prepaid and addressed to:

LAKWOOD WATER DISTRICT  
11900 Gravelly Lake Drive SW  
P.O. Box 99729  
Lakewood, WA 98499-0729

Attn: Randall M. Black, General Manager

Except where otherwise indicated in this Agreement, any formal notice or communication to be given by the Water District to the City under this Agreement shall be deemed properly given, if delivered, or if mailed postage prepaid and addressed to:

CITY OF LAKEWOOD  
6000 Main Street SW  
Lakewood, WA 98499-5027

Attn: Don Wickstrom, Public Works Director

The name and address to which notices and communications shall be directed may be changed at any time, and from time to time, by either the City or the Water District giving written notice thereof to the other as herein provided.

#### SECTION 15. PROJECT RECORDS

During the progress of the Project and for a period not less than six (6) years from the Water District's final payment to the City, all records and accounting pertaining to the Project shall be kept available for inspection and audit by the State and copies of all records, accounts, documents or other data pertaining to the Project shall be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim or audit finding has been resolved even though such litigation, claim, or audit may continue past the six-year retention period.

#### SECTION 16. CITY AND WATER DISTRICT AS INDEPENDENT CONTRACTORS

The City is, and shall at all times be deemed to be, an independent contractor. The Water District is, and shall at all times be deemed to be, an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between the City and the Water District or their agents or employees. The City and the Water District shall each independently retain all authority for the rendition of services, standards of performance, control of personnel, and other matters incidental to the performance of services by the City and the Water District pursuant to this Agreement.

Nothing in this Agreement shall make any employee of the City a Water District employee or any employee of the Water District a City employee for any purpose, including, but not limited to, the withholding of taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded the City or the Water District employees by virtue of their employment.

#### SECTION 17. WAIVER

No waiver by either Party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or a different provision of this Agreement.

#### SECTION 18. ENTIRE AGREEMENT

This Agreement represents the entire and integrated agreement of the Parties and may not be modified or amended except as provided herein. Any prior understandings, whether written or oral, are expressly excluded. No executed agreements previously executed by one or both of the Parties are effected by this Agreement.

#### SECTION 19. AMENDMENT

Provisions within this Agreement may be amended with the mutual consent of the Parties hereto. No additions to, or alteration of, the terms of this Agreement shall be valid unless made in writing, formally approved, and executed by duly authorized agents of both Parties.

#### SECTION 20. TERMINATION

- A. The City has the right to terminate this Agreement by providing written notice to the Water District if the City determines not to undertake the Project or to discontinue the Project, in which case the City shall be responsible for costs incurred by the Water District associated with the Utility Improvements prior to the City's notice of termination, and the Water District shall only be responsible for costs reasonably incurred by the City that are directly attributable to the Water Main Improvements prior to the City's notice of termination.
- B. The Water District has the right to terminate this Agreement by providing written notice to the City prior to the award of the construction contract, in which case the Water District shall be responsible for all costs reasonably incurred by the City in executing the necessary contract changes to delete the Water Main Improvements from the Project.
- C. After award of the construction contract by the City, the Water District may terminate this Agreement only upon 30 days' prior written notice to the City. In that event, the Water District shall be responsible for all costs reasonably incurred by the City through the date 30 days from the date of the Water District's notice to the City, and all bona fide costs reasonably claimed by the contractor in deleting the Water Main Improvements from the Project.

#### SECTION 21. FILING

Both Parties shall file copies of this Agreement, together with the motions of the Lakewood Council and Water District Board approving and ratifying this Agreement with the Lakewood City Clerk and the Water District General Manager after execution of the Agreement.

#### SECTION 22. SEVERABILITY

If any provisions contained in this Agreement are held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

**IN WITNESS WHERE OF**, the Parties have caused this Agreement to be executed on this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

CITY OF LAKEWOOD

LAKEWOOD WATER DISTRICT

\_\_\_\_\_  
John Caulfield, City Manager

\_\_\_\_\_  
Randall M. Black, General Manager

Attest:

\_\_\_\_\_  
Alice Bush, MMC, City Clerk

Approved as to Form:

\_\_\_\_\_  
Heidi Wachter, City Attorney

\_\_\_\_\_  
Andrew W. Maron, District Attorney

## Exhibit A

**Estimated CAD/Design Support Costs  
for  
Lakewood Water District Water Main Replacement  
Bridgeport Way SW JBLM (McChord DR SW) to I-5**

Staff	Hourly Rate	Time (hrs)	Total
Administrative	\$45.00	10	\$450.00
CAD Drafter	\$50.00	100	\$5,000.00
Design Engineer	\$66.00	50	\$3,300.00
Project Engineer	\$72.00	35	\$2,520.00

**Total            \$11,270.00**

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b>	<b>TITLE:</b> Motion authorizing award of a contract in the amount of \$437,000 to Berschauer Construction Inc. for the Public Works Operations and Maintenance Shop	<b>TYPE OF ACTION:</b>
October 20, 2014		— ORDINANCE
		— RESOLUTION
<b>REVIEW:</b>	<b>ATTACHMENTS:</b>	
October 20, 2014	Bid Tabulations Shop Floor Plan & Exterior Elevations	<u>X</u> MOTION NO. 2014-62
		— OTHER

**SUBMITTED BY:** Don E. Wickstrom, P.E., Public Works Director

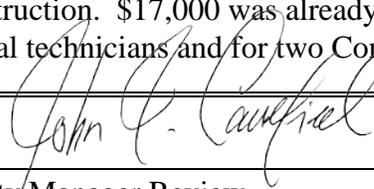
**RECOMMENDATION:** It is recommended that the City Council award a contract in the amount of \$437,000 to Berschauer Construction Inc. of Olympia, WA for the construction of an Operations and Maintenance Shop.

**DISCUSSION:** The proposed work includes all necessary labor, equipment, materials, and related items to construct an Operations and Maintenance Shop at the Public Works facility located at 9420 Front Street S. The work includes construction of a 4,224 sq.ft. prefabricated metal building, including a 369 sq.ft. unfinished mezzanine.

The City received 11 bids for this project. The low bidder was Berschauer Construction Inc. with a base bid of \$437,000. All bidders were required to provide prices for an alternate bid to construct a 753 sq.ft. covered wash bay located at the west end of the building. It is the City's discretion to select or not select the alternate bid. **CONT'D ON NEXT PAGE**

**ALTERNATIVE(S):** There are no practical alternatives other than to reject all bids and either not construct the project, or readvertise the project, which were we to do so it is doubtful the bids would improve.

**FISCAL IMPACT:** The total estimated project cost is \$568,000, which includes construction cost, sales tax, architect & engineering fees, special inspections, and a 5% project contingency. The project will be paid for by the Surface Water Management Fund and the Arterial Streets Fund. \$625,000 was budgeted for the project. \$608,000 is available for construction. \$17,000 was already used to pay the rent of the Lakeview property currently used by the signal technicians and for two Conex containers.

_____ Prepared by	 _____ City Manager Review
_____ Department Director	

**CONT'D FROM PAGE 1:**

Staff recommends not selecting the alternate bid because the contractor acknowledges that they made an error in their bid and would not be able to build the wash bay for \$3,000. The bid should have been \$30,000, which is in line with the other bids. They would have withdrawn their entire bid if we were to choose the alternate bid. This would leave us with the 2<sup>nd</sup> low bidder, BRC Big Rock Construction, with a base bid of \$465,000 and an alternate bid of \$28,860. Selecting Berschauer's base bid is the most cost effective option.

Once the contract is awarded, alternatives will be evaluated with regards to getting the wash bay built.

# BID TABULATIONS

PROJECT NAME: City of Lakewood Operations and Maintenance Shop

PROJECT NO.: 2603

BID OPENING DATE: October 14, 2014

Note: We hereby certify that these tabulated bids represent all bids received and that the additions of all prices shown have been checked and are corrected.

		Berschauer Construction Inc.	BRC Big Rock Construction	Shinstine Associates, LLC	TEC Construction, Inc.	Pease Construction, Inc.	Lincoln Construction, Inc.	Accrete Construction, LLC dba BPCI	Hilger Construction, Inc.	MCNW-Merit Construction NW	NW Abatement Services, Inc dba Stetz Construction	Sunset Pacific
DESCRIPTION: Basic Bid	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
Basic Bid: Lump Sum Bid	1	\$437,000.00	\$465,000.00	\$510,000.00	\$516,900.00	\$521,500.00	\$553,692.00	\$574,876.00	\$583,037.00	\$574,745.00	\$681,587.00	\$722,722.00
Alternate Bids: #1 Provide a 753 sq.ft. pre-engineered steel building lean to single bay addition as a wash bay to the building as shown on the drawings and as specified.	1	\$3,000.00	\$28,860.00	\$14,000.00	\$36,500.00	\$37,314.00	\$37,066.00	\$27,000.00	\$32,577.00	\$46,775.00	\$45,066.00	\$64,000.00
<b>Total</b>		\$440,000.00	\$493,860.00	\$524,000.00	\$553,400.00	\$558,814.00	\$590,758.00	\$601,876.00	\$615,614.00	\$621,520.00	\$726,653.00	\$786,722.00

Architect's Estimate: \$450,000 to \$500,000

  
error in bid



# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b>	<b>TITLE:</b> City of Lakewood – Pierce County Sewer Connection Fund Agreement for the Woodbrook Sewer Extension Phase 2 Project	<b>TYPE OF ACTION:</b>
October 20, 2014		<input type="checkbox"/> ORDINANCE
		<input type="checkbox"/> RESOLUTION
<b>REVIEW:</b>	<b>ATTACHMENTS:</b>	<input checked="" type="checkbox"/> MOTION NO. 2014-63
October 20, 2014	Grant Agreement Vicinity Map	<input type="checkbox"/> OTHER

**SUBMITTED BY:** Don E. Wickstrom, Public Works Director

**RECOMMENDATION:** It is recommended that the City Council authorize the City Manager to execute the City of Lakewood – Pierce County Sewer Connection Fund Agreement for the Woodbrook Sewer Extension Phase 2 Project. The agreement sets the terms and conditions of the \$750,000 grant for the extension of sewers in the Woodbrook neighborhood.

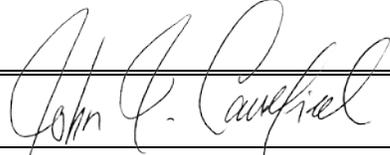
**DISCUSSION:** The project consists of extending the existing sewer line located in 146<sup>th</sup> St. approximately 300 ft. east to Woodbrook Dr.; on Woodbrook Dr. between 146<sup>th</sup> St. and 150<sup>th</sup> St.; and on 150<sup>th</sup> St. from Woodbrook Dr. approximately 800 ft. west. This will complete the sewer loop around the Woodbrook industrial zoned area. The anticipated project schedule is as follows:

Preliminary Design:	September 2014 - February 2015
Final Construction Documents:	March 2015
Advertise & Award:	March - April 2015
Construction:	September 2015 – May 2016

The funds come from a Pierce County Sewer Utility set-aside fund established by the Pierce County Council in 2006. The funds can be used to extend sewer service to address failed septic systems or for economic development purposes.

**ALTERNATIVE(S):** An alternative would be to decline executing this grant agreement.

**FISCAL IMPACT:** The project cost estimate is \$1,520,000. The remaining funds will come from the City’s sewer surcharge (fund 204): \$270,000; and the Public Works Trust Fund loan: \$500,000.

<p>_____ Prepared by</p> <p>_____ Department Director</p>	 _____ City Manager Review
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**CITY OF LAKEWOOD - PIERCE COUNTY  
SEWER CONNECTION FUND AGREEMENT FOR  
WOODBROOK SEWER EXTENSION PHASE 2  
SEWER EXTENSION PROJECT-CONTRACT 92726**

**THIS AGREEMENT** made and entered into this 9th day of October, 2014, by and between the CITY OF LAKEWOOD, a municipal corporation of the State of Washington (subsequently referred to as the "CITY"), and PIERCE COUNTY, a political subdivision of the State of Washington (subsequently referred to as the "COUNTY"),

**WITNESSETH:**

**WHEREAS**, the Pierce County Council through Ordinance 2006-117s directed the Sewer Division of Public Works and Utilities to investigate connecting properties with failed septic systems to the sewer system, and

**WHEREAS**, the Pierce County Council through Ordinance 2006-117s established a set-aside fund consisting of 14% of the 2007 sewer rate increase for this purpose; and

**WHEREAS**, the Sewer Division of Public Works and Utilities through Ordinance 2006-117s established the Sewer Connection Fund to assist neighborhoods in the costs and review for Utility Local Improvement Districts; and

**WHEREAS**, the Pierce County Council through Ordinance 2010-56 amended Ordinance 2006-117s to include the extension and improvement of sewer lines for economic development purposes within the Sewer Division's service area where matching contributions are provided by entities other than Pierce County; and

**WHEREAS**, the Sewer Division developed an annual program to make funding available for septic system failure and economic development projects; and solicited submittal of projects applications by May 23, 2014; and

**WHEREAS**, the City of Lakewood submitted an application for project funding deemed acceptable for use of the fund;

**NOW, THEREFORE, THE PARTIES HERETO DO HEREBY AGREE** as follows:

**Section 1 Purpose of Agreement**

The purpose of this Agreement is to set forth the responsibilities and obligations of the parties in order to utilize Sewer Connection Fund funding for the Woodbrook Sewer Extension Phase 2 within the American Lake Gardens neighborhood of the CITY.

**Section 2 Agreement Location and Construction of Improvements by City**

The CITY agrees to extend sanitary sewers by constructing the Woodbrook Sewer Extension Phase 2 in the American Lake Gardens neighborhood of the CITY, as described in the Narrative Section 7 of the CITY's application, which is incorporated by reference to this Agreement and attached hereto as Exhibit 1.

**Section 3 Award Agreement**

The award is for the construction of the Woodbrook Sewer Extension Phase 2. The total award is for \$750,000 (seven hundred fifty thousand dollars). The project shall be completed by December 31, 2016. Failure to meet award requirements may lead to forfeiture of award funding.

**Section 4 City Responsibilities**

4.1 CITY is responsible for project Design, Permitting, Bidding, Construction, and Construction Management;

4.2 CITY shall file monthly progress reports to the COUNTY, from the point of the first payment request throughout the duration of the project, documenting work completed and cost of materials and labor incurred in the design and installation of the sewer line extension. The COUNTY shall require submittal of the following supporting documentation in conjunction with progress reports, prior to the COUNTY releasing payments as identified in Section 5 of this agreement.

- Copies of Permit Approvals on all Necessary Permits
- Copies of Consultant Contracts Related to Project
- Copies of all Construction Bids
- Copies of Bid Tabs
- Copies of Notice of Award
- Copies of Notice to Proceed
- Notices of Project Completion
- Monthly Invoicing and Payments
- Final Project Financial Statement

4.3 CITY assumes the lead in all local, state, and federal environmental review and permitting for the project and shall be responsible for obtaining all necessary permits.

4.4 CITY shall grant to the COUNTY any franchises reasonably necessary to operate, maintain, improve, or expand its sewer facilities constructed as a result of this Agreement. The terms, conditions, and requirements of such franchises shall be subject to the mutual agreement of both parties. In addition, CITY shall assign any easements to the COUNTY necessary to operate the sewer facilities.

4.5 Within 120 days of completion of all construction and acceptance by the COUNTY, the CITY shall provide the complete and itemized copies of all invoices for costs related to construction of the improvements. Certification of the costs and authentication of the copies shall be made by the CITY. Costs not evidenced by an invoice shall not be included in the total eligible construction costs.

**Section 5 County Responsibilities**

COUNTY agrees to the following:

5.1 Payment up to the total amount of the award, the CITY will be paid from the fund at the following intervals:

Submittal of Approved Permitting	\$50,000
Submittal of Successful Construction Project Execution	\$100,000
Submittal of Construction Reports*	\$400,000
Notice of Final Project Completion	<u>\$200,000</u>
	\$750,000

CITY shall provide a request for payment at each funding interval.

\*Construction reports shall document labor and materials.

5.2 Upon completion of constructed sewer facilities and formal COUNTY acceptance of the project work including plan and design review, project inspection, and final project acceptance, the COUNTY will own, operate, and maintain the sanitary sewer facilities installed within the publicly owned rights-of-way and easements for the Woodbrook Sewer Extension Phase 2. The COUNTY shall be responsible for the operation and maintenance of those facilities once it has been formally accepted. Until the facilities are accepted by the COUNTY, the CITY shall be responsible for all costs associated with the facilities.

5.3 COUNTY shall treat CITY customers the same as it treats all its other sewer customers under County Code. Once sewer service has been extended, COUNTY shall charge customers connecting to those sewer facilities the same charges it imposes on its existing CITY customers and the same monthly service charge.

### **Section 6 Administration of Agreement**

This Agreement shall be administered by the Director of the Department of Public Works and Utilities, or designee, on behalf of the COUNTY and by the Director of Public Works, or designee, on behalf of the CITY. Any written notices required by the terms of this Agreement shall be served on or mailed to the following addresses:

#### City of Lakewood

Lakewood City Hall  
6000 Main Street West  
Lakewood, WA 98499  
Phone: (253) 512-2261  
Fax: (253) 512-2268  
Attn: Public Works Director

#### Pierce County

Public Works and Utilities  
9850 - 64<sup>th</sup> Street West  
University Place, WA 98467  
Phone: (253) 798-4050  
Fax: (253) 798-2570  
Attn: Sewer Wastewater Manager

### **Section 7 Assignment**

Neither party to this Agreement shall assign any right or obligation hereunder in whole or in part, without the prior written consent of the other party. No assignment or transfer of any interest under this Agreement shall be deemed to release the assignor from any liability or obligation under this Agreement, or to cause any such liability or obligation to be reduced to a secondary liability or obligation.

### **Section 8 Amendment, Modification, or Waiver**

No amendment, modification or waiver of any condition, provision or term of this Agreement shall be valid or of any effect unless made in writing, signed by the party or parties to be bound, or such party's or parties' duly authorized representative(s) and specifying with particularity the nature and extent of such amendment, modification or waiver. Any waiver by any party of any default of the other party shall not effect or impair any right arising from any subsequent default. Nothing in this section shall limit the remedies or rights of the parties under and pursuant to this Agreement.

### **Section 9 Costs to Prevailing Party**

In the event of litigation or other legal action, to enforce any rights, responsibilities, or obligations under this Agreement, the prevailing party shall be entitled to receive its reasonable costs and attorney's fees.

### **Section 10 Applicable Law**

This Agreement and the rights of the parties hereunder shall be governed by and interpreted in accordance with the laws of the State of Washington, and venue for any action hereunder shall be Pierce County, State of Washington; provided, however, that it is agreed and understood that any applicable statute of limitation shall commence no later than the substantial completion of the acceptance by the County of ownership of the sewer facilities.

This Agreement and the rights of the parties hereunder shall be governed by and interpreted in accordance with the laws of the State of Washington and in accordance with Pierce County ordinances and codes, and venue for any action hereunder shall be Pierce County, State of Washington; provided, however, that it is agreed and understood that any applicable statute of limitation shall commence no later than the substantial completion of the acceptance by the County of ownership of the sewer facilities.

### **Section 11 Defense and Indemnity Agreement**

The CITY agrees to defend, indemnify and save harmless the COUNTY, its appointed and elected officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the COUNTY, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons, and for damages to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the CITY, his/her Subcontractors, its successor or assigns, or its or their agent, servants, or employees, the COUNTY, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the COUNTY, its appointed or elected officials or employees.

The preceding paragraph is valid and enforceable only to the extent of the Contractor's negligence where the damages arise out of services or work in connection with or collateral to, a contract or agreement relative to construction, alteration, repair, addition to, subtraction from, improvement to, or maintenance of, any building, highway, road, railroad, excavation, or other structure, project, development, or improvement attached to real estate, including moving and demolition in connection therewith, a contract or agreement for architectural, landscape architectural, engineering, or land surveying services, or a motor carrier transportation contract and where the damages are caused by or result from the concurrent negligence of (i) the COUNTY or its agents or employees, and (ii) the CITY or the CITY's agents or employees.

With respect to the performance of this Agreement and as to claims against the COUNTY, its officers, agents and employees, the CITY expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the CITY. This waiver is mutually negotiated by the parties to this Agreement.

**Section 12 Project Audit**

The CITY shall provide a basic financial audit at completion of the project. The results of that audit shall be submitted to the COUNTY prior to final payment of funds.

The COUNTY or its designee shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient. Such review may occur with or without notice, and may include, but is not limited to, onsite inspection by COUNTY agents or employees, inspection of all records or other materials which the COUNTY deems pertinent to the Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement.

The CITY shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for three (3) years after contract termination, and shall make them available for such review, within Pierce County, State of Washington, upon request.

**Section 13 Severable Provisions**

Each provision of this Agreement is intended to be severable. If any provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

**Section 14 Entire Agreement**

This written Agreement represents the entire Agreement between the parties and supersedes any prior oral statements, discussions, or understandings between the parties.



# Exhibit 1



## Pierce County Sewer Utility Sewer Connection Fund Application

## **Forward**

The Public Works and Utilities Sewer Service Area is a 117 square mile basin serving the urbanized incorporated and unincorporated areas of Pierce County. Currently the Pierce County Sewer Utility provides collection of wastewater to 35% of this service area.

The Pierce County Council established a Failed Septics System Connection Fund in 2007 utilizing 14% of the rate increase proposed by the Utility that year as a way to increase sewer connections within the service area basin. This fund was to be used to assist in connecting individual or groups of parcels whose septic systems had failed using the Utility Local Improvement District or ULID process. In budget negotiations for 2010, the Council further expanded upon what types of improvements could utilize these funds.

Through Pierce County Council Ordinance 2010-56, the Pierce County Council directed the Sewer Utility to provide assistance in the form of matching project funding for the following project types:

- Connecting properties to the sewer system to alleviate and/or correct health and safety issues derived from areas of failing septic systems;
- Promoting Economic Development and creation of new permanent jobs, and to;
- Address any affected water body in the County's sewer service area listed in the Clean Water Act Section 303(d) list as impaired.

To that end the Sewer Utility has initiated the Pierce County Sewer Utility - Sewer Connection Fund. The Fund accrues a minimum \$250,000 annually that can be used for a variety of projects, both public and private. Funds are distributed along a value rating system acknowledging everything from acres served, to jobs created, to health and safety improvements.

## **Application Instructions**

### **The Application**

The application is to be used by eligible cities, towns, private and public developers, and individuals located within Pierce County's sanitary sewer service area. Once the applications are received staff will review and rate each project for final approval by the Pierce County Council in June 2014.

### **Notes for Single Family Application**

The application is to be used by private individuals or their agents located within Pierce County's Sanitary Sewer Service area that need assistance in connecting their primary single family residence to the Pierce County Sanitary Sewer Collection System due to a failed on-site septic system, or by order or directive of the Tacoma-Pierce County Health Department. Assistance will not be provided to vacation homes, rental units, or secondary or accessory dwelling units. The application for single family residential assistance does not carry a due date. Single family residential assistance requests are accepted year round.

### **Other Notes:**

- The Pierce County Sewer Utility is barred from connecting rural zoned properties to the sewer system without the review and written approval of the Tacoma-Pierce County Health Department.
- A Single Family Residential unit or SFR is one single family home on a lot of record.
- The SFR must be your primary residence.

**Application Milestone Dates:**

- Application Period begins: March 31<sup>st</sup> 2014
- Applications Due: May 23<sup>rd</sup> 2014
- Approved Project Letters Mailed: June 30<sup>th</sup> 2014

The application requests background information on the applicant, the project area, project type, the problem being addressed, scope of work, and project budget.

The application does not complete mathematic computations. Please be sure your addition is correct prior to submittal.

The application requests background information on the applicant, the project area, project type, the problem being addressed, scope of work, and project budget. Please be sure to save all information to the application prior to closing and please complete all sections of the application prior to submittal. Incomplete applications will not be considered for funding.

**Application Resources**

Sewer Utility staff is available to provide clarification and answer questions regarding the funding program, process, and requirements. You can find Sewer Utility staff contact information at the end of this page.

**Tie Breakers**

Ties of overall total points in the evaluation of the project are broken using the score to Section 8 - *Health and Safety Benefits*. If the tie remains unbroken, the score from Section 14 - *Readiness to Proceed* will be used.

**Application Submittal Information**

Applications must include all of the following:

- One original-signature application
- Attachments for maps and other materials

All application materials **must be received** at the Pierce County Public Works and Utilities –Sewer Utility at the Environmental Services Building at the address below **no later than 4:00 p.m. on Friday, May 23, 2014**. Postmarked applications will not be accepted. Faxed applications will not be accepted.

**U.S. Postal Mailing/Hand Delivery Address:**

Pierce County Public Works and Utilities  
Environmental Services Building  
9850 64<sup>th</sup> Street West  
University Place, WA 98467-1078

**Sewer Utility Staff Contact:**

Stefan Kamieniecki  
Sewer Utility Senior Planner  
253-798-3094  
steve.kamieniecki@co.pierce.wa.us

For Pierce County Use Only:

Application No. \_\_\_\_\_

Place the cursor in the gray box at question 1, fill in the answer, and then use the F11 function key to navigate through the remaining questions in the application.

<b>1. Project Title</b>
Woodbrook Public Sanitary Sewer Extension – Phase II

<b>2. Applicant Name</b>
City of Lakewood

<b>3. Applicant Data</b>	
Federal ID No.: 91-1698185	UBI No: 601667295

<b>4. Applicant Signatory</b> <i>(The person who has the authority to enter into a contract with Pierce County)</i>		
Name: John Caulfield		
Title: City Manager	Telephone Number: (253) 589-2489 Fax Number: (253) 589-3774	E-Mail Address: jcaulfield@cityoflakewood.us
<u>Mailing Address</u> Agency: City of Lakewood Address: 6000 Main Street SW City: Lakewood State: WA Zip Code: 98499		

<b>5. Applicant Project Manager</b> <i>(The person whose name is listed is the main contact for the project)</i>		
Name: Troy Pokswinski		
Title: Associate Civil Engineer II	Telephone Number: (253) 983-7729 Fax Number: (253) 512-2267	E-Mail Address: tpokswinski@cityoflakewood.us
<u>Mailing Address</u> Agency: City of Lakewood Address: 6000 Main Street SW City: Lakewood State: WA Zip Code: 98499		

<b>6. Project Information – Maximum Possible Points – 10</b>	
Is Project Permit Application with Pierce County	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes – Pierce County Application /Permit Number(s) <b>SWLE 675788 (Woodbrook Public Sanitary Sewer Extension)</b>	
If No, List Project Jurisdiction, Name Address, Contact and Permit Numbers: _____	
Project Parcel Numbers: <b>021922-6-008</b>	
Project Size in Acres: <b>32.05</b>	<i>24.1</i>
Number of Undeveloped Acres: <b>4.4 Undeveloped &amp; 113 Underdeveloped</b>	
Project Area Tributary to Sewer Improvement in Acres: <b>186.62</b>	<i>entire area</i>
Percentage of non-sewered parcels: <b>80%</b>	
Is a Map of the Project Location Included with the Application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The map should identify the primary location of the Project along with showing its relationship to affected water bodies and tributary area to sewer system.	
What is the population in the Project Area <b>1,197</b> What is the Year of the Population Estimate? <b>2010</b>	
Estimate of New Permanent Jobs Created: 25 or more <input checked="" type="checkbox"/> 16-24 <input type="checkbox"/> 11-15 <input type="checkbox"/> 6-19 <input type="checkbox"/> <5 or less <input type="checkbox"/>	

## **7. Narrative Description of the Project – Maximum Possible Points – 10**

*(Please include any supporting documentation, maps, studies, etc., as an attachment to the application)*

### **Overview**

This Woodbrook Sewer Extension project is Phase 4 of a multiple-phase American Lake Gardens (ALG) / Tillicum Sewer Extension Project extending sewers to the Lakewood neighborhoods of Tillicum and Woodbrook (aka: American Lake Gardens). This phase of the project consists of gravity sewer extension along 146<sup>th</sup> Street between 300' west of Woodbrook Drive to Woodbrook Drive; Woodbrook Drive between 146<sup>th</sup> Street and 150<sup>th</sup> Street, and 150<sup>th</sup> Street from 800' west of Woodbrook Drive to Woodbrook Drive (approximately 2,800 LF). This phase would complete the sewer main extension around the Woodbrook Business Park.

This project is important to Lakewood and surrounding communities by eliminating failed septic systems tributary to the Chambers-Clover Creek Sole-Source Aquifer; stabilizing a community with the missing utility to allow for development and redevelopment; and opening up over 117 acres of industrial-zoned land for development and jobs.

### **Public Health**

In 1971, Department of Ecology issued a "Notice of Violation" Order (Docket No. DE 71-112) to Pierce County directing them to provide sewer to the Chambers Creek – Clover Creek Basin as outlined in Pierce County's "General Plan (1969, Kennedy Engineers)" because of water quality studies showing high levels of pollution from septic tank discharge from this high density, urbanized area. See the attached excerpt from the 2010 Pierce County Unified Sewer Plan.

In the "General Plan," Pierce County identified that the portion of the Chambers Creek – Clover Creek Basin identified as the American Lake Gardens and Tillicum Neighborhoods, would best be served by the adjacent military base sewerage system. At the time of developing the plan, this was purely speculation, and no firm commitments were made to provide for sewerage through the military bases. Since developing the plan, the military bases became unwilling and unable to take the sewerage from these two neighborhoods. The City incorporated in 1996 and assumed the responsibility of fulfilling the requirements of the "Order" and implement sewerage the American Lake Gardens and Tillicum Neighborhoods.

In the meantime – prior to sewer availability – Tacoma-Pierce County Health Department limited development in these neighborhoods to 2 units per acre which has greatly declined property values and ability to develop / redevelop these two neighborhoods.

As part of development of the City of Lakewood's Comprehensive Plan (2000) and Environmental Assessment (EA) for the ALG / Tillicum Sewer Extension Project (2006), the City attempted to quantify the extent of septic failures within the two neighborhoods. In 1998, the Tacoma-Pierce County Health Department (TPCHD) issued an order which eventually resulted in the eviction of 50+ mobile home park tenants. TPCHD has received 50 complaints of on-site septic malfunctions with 28 applications filed for on-site septic system repair from 1987 through March, 2000 (Source: Pierce County Health Department and Lakewood Comprehensive Plan, Comments to EIS, June 2000). The Pierce County Health Department has also on record 13 cases of failed septic systems in the project area with the most significant occurring with the mobile home parks (specially Acorn Meadows Mobile Home Park, Source: Comments to EIS, Lakewood Comprehensive Plan, June 2000).

According to the 2004 reports from City of Lakewood Code Enforcement officers assigned to the project area, there are and have been (over the past five years) several septic system repairs without Pierce County Health Department review or approval. Raw sewage has been visible on several properties by Lakewood Code Enforcement officers. Pierce County Health Department has acknowledged that limited staff makes it difficult, if not impossible, to record and respond to all septic failures in the County including the ones in the project area. Typical "failure" of these antiquated systems would never be evident in these type of gravel outwash soils. A majority of the septic systems built were prior to 1970 and

include no tertiary treatment or even drain fields. These systems will continue to “function” since there are no fines in the soil to provide treatment or slow down the discharge. This lack of treatment affects the water quality of the underlying aquifer and American Lake.

In 1989, American Lake experienced the first recorded incidence of a toxic blue-green algae bloom in Western Washington. Eleven pets were poisoned. Five died from ingesting toxic algae tainted water. A 1993 KCM study found that the cause of American Lake’s recurring toxic algae blooms was phosphorus buildup in American Lake bottom sediments – with the source most likely from septic tank effluent. The study recommended an in-lake treatment to inactivate the phosphorus that was causing these blooms. No treatment was ever carried out. American Lake continues to have recurring fall and winter toxic algae blooms and is on EPA’s 303(d) list of impaired water bodies.

### **Neighborhood Stabilization**

Lakewood septic system failures and the general impression of additional failures has been a major reason for declining property and real estate values within the project area. The American Lake Gardens and Tillicum property assessment areas managed by Pierce County Assessor’s Office were the only two assessment areas of Pierce County that have experienced lower value over the 2-year period between 2002 and 2003.

The City of Lakewood completed an Environmental Justice (EJ) Study of the area as part of the NEPA Environmental Assessment (EA) for the sewer extension project. From the Environmental Justice Study section 4.2 “The project area has high numbers of minority and low-income residents; therefore environmental justice is a consideration. In 2010, approximately 42 percent were minorities (503 persons) and the median income was \$23,882.

The EJ Study also evaluated the housing in the area. Much of the areas existing housing is substandard. The sewer constructed within the limits of the first three phases provides the ability for the area to develop its multi-family housing. Understanding the economic distress in the area prompted the City to develop strategies for providing affordable housing to the area as part of its Comprehensive Plan. Strategies for providing affordable housing include (EJ Study Section 8):

- Provide a monitoring program to track housing availability and affordability as called for in State and County-wide policies.
- Provide an affordable housing strategy plan with quantified targets and timelines to build on housing policies.
- Housing policies should be expanded to include policies for replacement of existing housing for low- and moderate-income households.

The City Council’s number 1 priority has been to extend sewers to and stabilize these two neighborhoods. The City of Lakewood obtained sewer extension funding through Public Works Trust Fund (PWTF) loans (PW-04-691-PRE-132; PW-06-962-022; AND PC08-951-025) along with an agreement with Pierce County for assessing a surcharge to all Lakewood sewer rate payers to pay back the debt service. The City of Lakewood pursued and received grants from: U.S. Environmental Protection Agency, U.S. Economic Development Department, U.S. Housing and Urban Development through Community Development Block Grants, and Pierce County. The City of Lakewood provided funding through its Surface Water Management Fund (rates) to upgrade the storm drainage system at the same time during sanitary sewer construction.

In anticipation of completion of the sewer system, the City will be utilizing some of the PWTF loan funds for side sewer loans and has developed its loan application process. We have actively worked with Pierce County Sewer Utility in coordinating this effort to help our applicants get through loan application and sewer permit application process smoothly.

This project will have direct positive benefit to both low income and minority groups.

**Job Creation**

The City of Lakewood desires to spur economic development in the Woodbrook area that includes 117 acres of under- and undeveloped land zoned for Industrial Business Park use. Previous extensions have made 80% of this area available for sewer connection. The completion of this phase would make sewers available for the remaining portion.

This property is unique in that it is adjacent to Interstate 5 and is within 14 miles of the Port of Tacoma. Further, this area is surrounded by United States Military installations, namely Joint Base Lewis McChord (JBLM) and Camp Murray Washington National Guard. This area could develop into industrial business that directly service these facilities, currently 30 acres of the industrial park is vacant and this could happen immediately. Businesses and industry that support the military would have an unprecedented area to locate.

In anticipation of the area’s redevelopment, the City, with the support of Port of Tacoma, completed the Woodbrook Business Park Report (July 2009) to determine additional infrastructure needs, design standards, and market opportunities for this area. The market study within the report states that Woodbrook is best suited for businesses related to the military installations. JBLM has noted that the space on JBLM leased to contractors has run out and in addition they will need to end their commitment to providing space as contracts expire due to growing base population and operations. Targeted uses as described in the Woodbrook Business Park Report include 3- to 8-acre sites serving small and medium size businesses.

Development of this area has been supported first with the installation of sewers and storm drainage (total of \$17.0 Million) which were funded by a variety of sources including: City of Lakewood (\$7.0 Million); Environmental Protection Agency (\$600,000), U.S. Housing and Urban Development (\$300,000); State of Washington Public Works Trust Fund (\$6.6 Million); State of Washington Department of Commerce (\$500,000); Lakewood Water District (\$600,000); Pierce County (\$500,000), and U.S. EDA (2006) (\$1.5 Million). The Port of Tacoma provided funding for development of the Woodbrook Business Park Development Report. The State of Washington has provided \$1,500,000 toward roadway improvements to the gateway to the neighborhood along Murray Road and 150<sup>th</sup> Street.

The number of jobs created 2-years after project completion will be a function of the rate at which private development can occur. It is anticipated that at least 30 acres will be developed by this time at a rate of 18.5 employees per acre could mean up to 555 employees. The salary range anticipated would be \$25.96/hr to \$31.25/hr for these types of jobs. The employees per acre and anticipated salary based upon figures provided by the Pierce County Economic Development Department.

**8. Health and Safety Benefits – Maximum Possible Points - 25**

Is the affected water body listed on the Clean Water Act Section 303(d)? Yes  No   
If yes, is it listed as impaired? Yes  No

Name of water body American Lake

What is the 303(d)-listing parameter(s) and associated identification number(s) Phosporus (6288), Additional listings are attached.

Does the Project address septic failures or ground water contamination issues? Yes  No

If Yes: Number of Identified Septic Failures in Tributary Area: TPCHD does not have list of current failures  
Percentage of Failures: Less than 1-10%  11-25% \_\_\_\_\_ Greater than 26% \_\_\_\_\_  
Total Acreage within Tributary Area of Identified Septic Failures: 32.05

Supporting Agency Documentation (attach to application): Fauilures are occurring throughout the area. TPCHD does not have a current list of failures in the area.

**9. Sewer Utility Benefit Narrative** (*Briefly discuss what benefits the project will provide to the Utility*) – **Maximum Possible Points - 25 (combined with Section 10)**

Pierce County will ultimately receive monthly utility rates from over 250 residential equivalents as a result of this sewer extension.

The sewer extension will provide ability for development of un- and underdevelopment properties, which will provide yet additional rate payers for the sewer system.

**10. Project Type – Maximum Possible Points – 25 (combined with Section 9)**

- Commercial Total Acres \_\_\_\_\_
- Industrial Total Acres \_\_\_\_\_
- Residential/Single Family Total Acres 32.05
- Mix Total Acres \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Residential \_\_\_\_\_

**Final Land Use Percentage:** Commercial 0% Industrial 66% Residential 34%

**11. Project End Use – Maximum Possible Points - 25**

**Final Land Use:** Commercial 0 Industrial 21.27 Acres (66%) Residential 10.78 Acres (34%) Single Family Residential 0

**12. Proposed Budget/Schedule** (*Project must be completed by December 2012*) – **Maximum Possible Points - 10**

	Task elements	Total Project Cost	Estimated months needed to complete
1.	Preliminary Engineering	\$ <u>0</u>	<u>0</u>
2.	Final Engineering	\$ <u>10,000</u>	<u>6</u>
3.	Permitting (Pierce County)	\$ <u>25,000</u>	<u>6</u>
4.	Construction	\$ <u>1,325,000</u>	<u>4</u>
5.	Construction Engineering	\$ <u>125,000</u>	<u>4</u>
6.	Other (Pierce County Inspection)	\$ <u>35,000</u>	<u>4</u>
	<b>Totals</b>	\$ <u>1,520,000</u>	<u>16</u>

**Permit Approval Date:** 05/15 **Estimated Construction Start Date:** 08/15 **Estimated Completion Date:** 12/15

**13. Funding Request – Maximum Possible Points - 10**

<b>Total Project Cost</b> This amount represents the full cost of the Project.	\$ <u>1,520,000</u>
---	---------------------

<b>Sewer Utility Funding Request</b> This represents the amount the Utility may fund.	\$750,000
<b>Percentage of Project Funded through Sewer Connection Fund:</b>  1-20% <input type="checkbox"/> 21-40% <input type="checkbox"/> 41-60% <input checked="" type="checkbox"/> 61-80% <input type="checkbox"/> 81-100% <input type="checkbox"/>	
<b>Other Funds in Project</b> Identify secured source(s) of funds: <ul style="list-style-type: none"> <li>State/Federal agency _____</li> <li>State/Federal agency _____</li> <li>State/Federal agency _____</li> <li>Local Agency <u>City of Lakewood</u></li> <li>In-kind/Volunteer _____</li> <li>Interlocal contribution _____</li> </ul>	Amount committed from other agencies: <ul style="list-style-type: none"> <li>\$ _____</li> <li>\$ _____</li> <li>\$ _____</li> <li>\$770,000</li> <li>\$ _____</li> <li>\$ _____</li> </ul>
<b>Total</b>	<b>\$1,520,000</b>

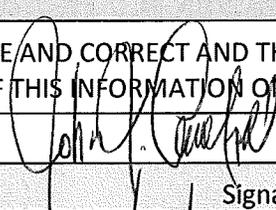
**14. Readiness To Proceed – Maximum Possible Points - 10**

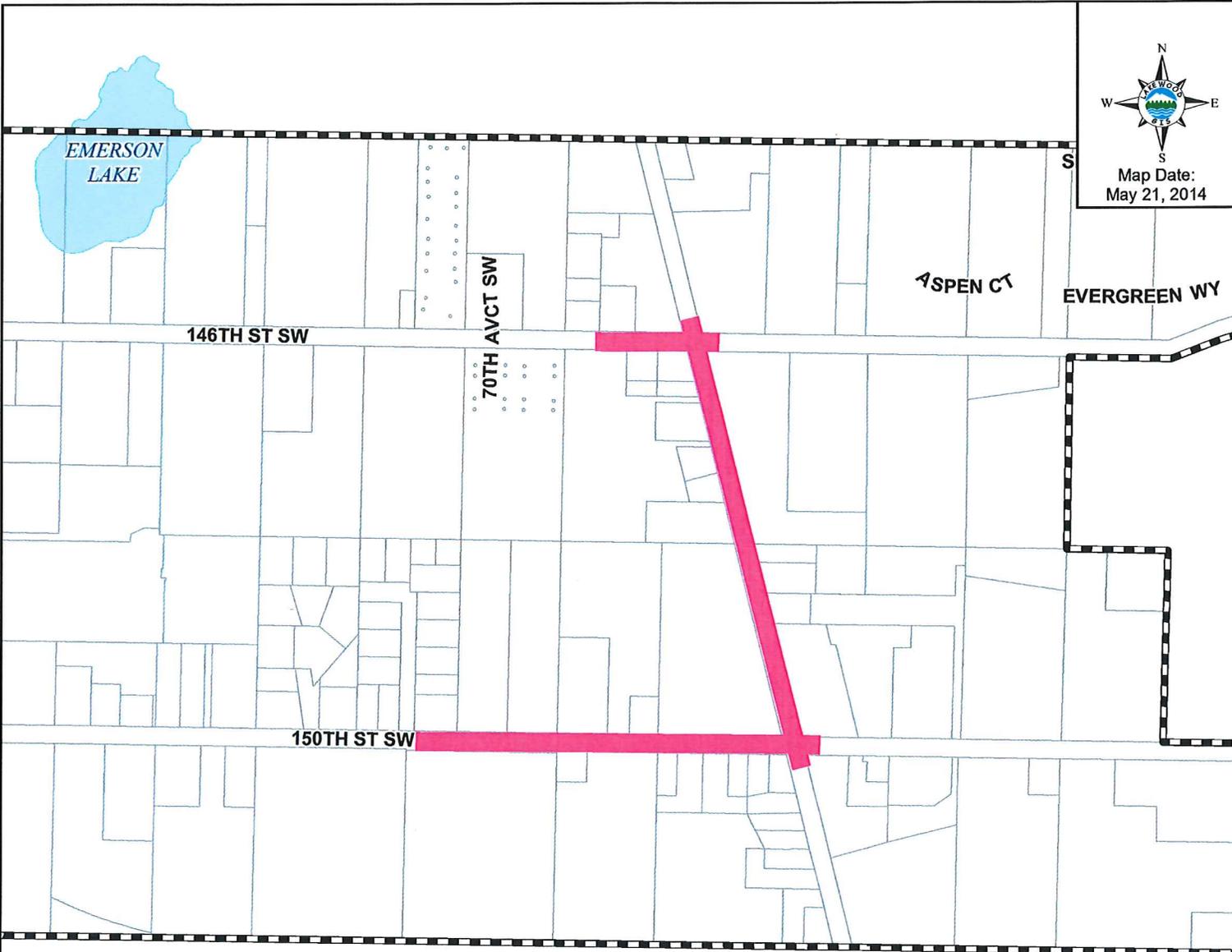
Describe the steps you have taken to proceed immediately with the project. Provide detailed information and documentation on project elements such as status of designs, permits, inter-local agreements, landowner agreements, easements, other secured funding, staff, or agency approvals. The preliminary design has been completed and approved by Pierce County Sewer Utility under permit 675788. The final design for this phase was approved under SWLE # 675788 but this phase was removed due to budget constraints. The City will need to prepare final drawings for this phase and have them reapproved for construction.

Describe what environmental review of land use permitting has taken place and when approval was granted such as: State Environmental Policy Act (SEPA) SEPA (September 2006) Required Land use permits (CP, SD, PP, PUD, etc.) None Required

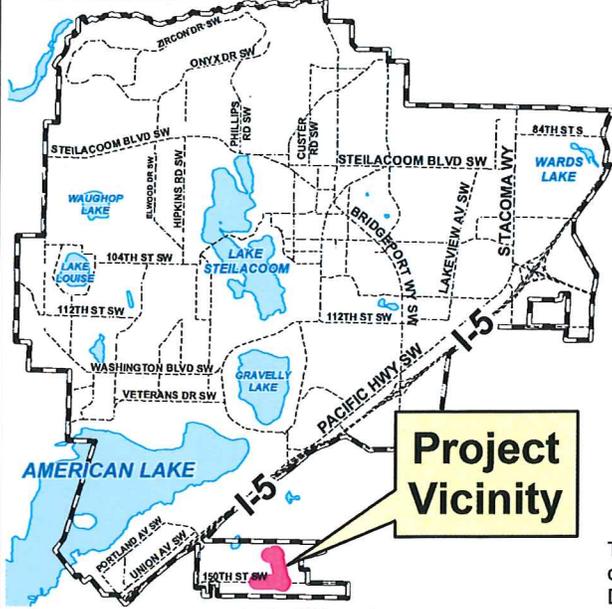
**15. Application Certification**

I CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND THAT I AM THE LEGALLY AUTHORIZED SIGNATORY OR DESIGNEE FOR THE SUBMITTAL OF THIS INFORMATION ON BEHALF OF THE APPLICANT.

John Caulfield	
Printed Name	Signature
City Manager	5/21/2014
Title	Date



- Project Location
- Tax Parcel
- City Limit



## City of Lakewood Public Works

# Woodbrook Public Sanitary Sewer Extension – Phase II

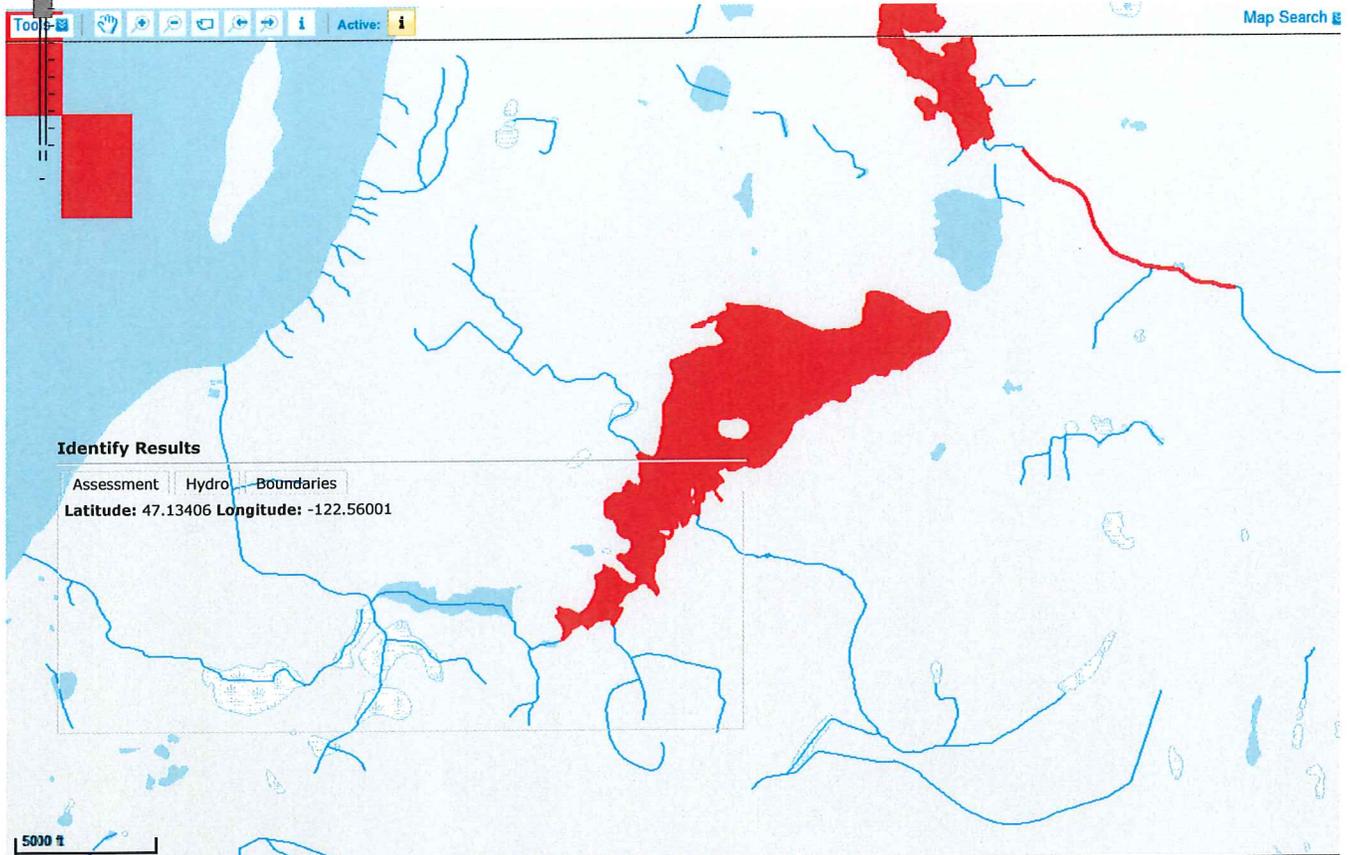
This product was prepared with care by City of Lakewood GIS. City of Lakewood expressly disclaims any liability for any inaccuracies which may yet be present. This is not a survey. Datasets were collected at different accuracy levels by various sources. Data on this map may be shown at scales larger than its original compilation. Call 253-589-2489 for further information.



Water Quality Assessment for Washington

WQ Assessment Home | 2012 Search

20 listings found



Listing ID	Name	Parameter	Medium	Category	Waterbody ID
<a href="#">6288</a>	AMERICAN LAKE	Total Phosphorus	Water	5	1225618471300
<a href="#">42168</a>	AMERICAN LAKE	Dieldrin	Tissue	5	1225618471300
<a href="#">42169</a>	AMERICAN LAKE	PCB	Tissue	5	1225618471300
<a href="#">42443</a>	AMERICAN LAKE	2,3,7,8-TCDD	Tissue	5	1225618471300
<a href="#">42176</a>	AMERICAN LAKE	4,4'-DDD	Tissue	1	1225618471300
<a href="#">42184</a>	AMERICAN LAKE	4,4'-DDE	Tissue	1	1225618471300
<a href="#">42192</a>	AMERICAN LAKE	4,4'-DDT	Tissue	1	1225618471300
<a href="#">42231</a>	AMERICAN LAKE	Endrin	Tissue	1	1225618471300
<a href="#">42239</a>	AMERICAN LAKE	Heptachlor Epoxide	Tissue	1	1225618471300
<a href="#">42287</a>	AMERICAN LAKE	Heptachlor	Tissue	1	1225618471300
<a href="#">42441</a>	AMERICAN LAKE	Endosulfan II	Tissue	1	1225618471300
<a href="#">42199</a>	AMERICAN LAKE	Aldrin	Tissue	1	1225618471300
<a href="#">42207</a>	AMERICAN LAKE	Alpha-BHC	Tissue	1	1225618471300
<a href="#">42215</a>	AMERICAN LAKE	Beta-BHC	Tissue	1	1225618471300
<a href="#">42223</a>	AMERICAN LAKE	Gamma-bhc (Lindane)	Tissue	1	1225618471300
<a href="#">42442</a>	AMERICAN LAKE	Endosulfan I	Tissue	1	1225618471300
<a href="#">42247</a>	AMERICAN LAKE	Hexachlorobenzene	Tissue	1	1225618471300
<a href="#">42255</a>	AMERICAN LAKE	Mercury	Tissue	1	1225618471300
<a href="#">42263</a>	AMERICAN LAKE	Chlordane	Tissue	1	1225618471300
<a href="#">42279</a>	AMERICAN LAKE	Toxaphene	Tissue	1	1225618471300

## Section 1 – Introduction and Policies

The Pierce County Unified Sewer Plan (USP) dated November 2001, updated and retired the *Pierce County Comprehensive Sewerage General Plan*, the general sewer plan for major sewerage facilities owned, operated, or maintained by the Pierce County Wastewater Utility (Utility) and consolidated the many plans and amendments that comprised the County's sewerage general plan. Although this plan was coordinated with the other sewer providers in the County, the USP is not a plan for the service areas, facilities, or operations of other sewerage agencies.

### 1.1 Introduction

In the *2001 Unified Sewer Plan Chapter 6 – The Recommended Alternative* - addressed the service areas and treatment based alternatives that were evaluated in the *Unified Sewer Plan Final Environmental Impact Statement (FEIS)*. This evaluation became the preferred and adopted method for centralized treatment of effluent at the Chambers Creek Regional Wastewater Treatment Plant (WWTP).

This update will cover any revisions the service area of the Chambers Creek Regional Wastewater Treatment Plant (WWTP) and remove sections outlining the methods or alternatives for collection and treatment and will further refine the 2001 document and include all new improvements to the Utility since 2001.

The 2010 Update is presented in the following manner:

Section 1 – Introduction and Policies

Section 2 – Planning Criteria and Methods

This Section presents general information about physical and environmental conditions that have bearing on where and how sewerage facilities were located and designed, and descriptions of the data, assumptions, and methods used in the formulation of the Unified Sewer Plan. Physical and environmental factors influencing the planning and design of facilities include: geography, topography, geology and soils, climate, ground and surface water, and water quality. In addition, other factors such as planned land use and projected population and how those factors were used to estimate wastewater flow.

Section 3 - Physical and Environmental Inventory

This Section discusses the land-use and environmental tenants of the four major basins in Pierce County: the Chambers Creek – Clover Creek Drainage Basin, the Puyallup River Drainage Basin, the Nisqually River Drainage Basin, and the Kitsap Drainage Basin. Physical and environmental factors influencing the planning and design of facilities include: geography, topography, geology and soils, climate, ground and surface water, and water quality.

Section 4 - Chambers Creek Regional Wastewater Treatment Plant Existing Treatment

This Section discusses the existing treatment at the Chambers Creek Regional Wastewater Treatment Plant.

Section 5 - Existing Collection System

This Section documents existing treatment and conveyance facility improvements made prior to 2010 that provide service to the developed areas of the service area. Specifics of line size, pump stations, treatment etc., are addressed in this section.

Section 6 - Fertilizer Biosolids and Reclaimed Water Management

This Section documents the transition of the Chambers Creek Regional Wastewater Treatment Plant from a Class B biosolids based treatment facility with offsite disposal through land application to that of a Class A treatment facility producing an Exceptional Quality (EQ) Class A dry pelletized fertilizer. This chapter also reviews Reclaimed Water, its uses within the WWTP, Chambers Creek Properties, and possible offsite delivery.

### Section 7 - Future Expansion and Improvements

This Section sets out the treatment and conveyance facility improvements necessary to provide service to as yet undeveloped parts of existing service areas and adds several urban growth areas, which up to this point have not been included within an area of planned service of another sewer utility. Specifics of implementation are deferred to the operational programs, such as the Capital Facilities Element of the Comprehensive Plan, siting studies and the engineering reports that will follow from adoption of the Unified Sewer Plan.

### Section 8 - Capital Facilities Plan/Sewer Improvement Program

This Section outlines the recommended Capital Facilities Plan for the Pierce County Sewer Utility. The Capital Facilities plan outlines a six-year window of proposed construction improvements to both the WWTP and Collection System. The six year CFP is completed for short term budgeting and construction scheduling and is published as part of the annual Capital Facilities Plan for Pierce County.

The Utility also utilizes a long term forecasting document, the Sewer Improvement Program (SIP). The SIP is a planning document that the Utility's Strategic Planning and Asset Management group uses to forecast future plant improvements and expansions to meet the demands of residential, commercial, and industrial users.

#### 1.1.1 Utility Establishment and Basic Amenities

Established in 1969, the Utility is charged with providing residential, commercial, and industrial sewer services to a 117 square mile service area basin. As of December 31, 2010 the Utility served 58,960 residential, commercial and industrial accounts serving 252,000 residents in the cities of Lakewood, University Place, DuPont, Milton and the unincorporated areas of Parkland, Spanaway, Midland, South Hill, Frederickson, Fife Heights, Browns Point/Dash Point, Sunrise, and Cascadia – approximately 37% of the service area basin is currently served with sanitary sewers.

The Utility also provides contract sewer services to the Town of Steilacoom and portions of the cities of Tacoma, Fife, and Edgewood.

The Utility is comprised of the following amenities:

- Chambers Creek Regional Wastewater Treatment Plant rated at 28.7MGD (2010),
- 2.56MGD of Purchased Capacity at Tacoma Central WWTP,
- 669 Miles of Utility Owned Sewer Lines,
- 172 Miles of Privately Owned Sewer Lines,
- 15,964 Service Manholes,
- 95 Lift Stations (4 New Stations in Design),
- Stormwater Pump Stations (Maintenance Only),
- Community Drainfield Systems (Etloh, Cypress Greens, Cascadia),
- 825 Residential Grinder Pump Systems,
- 19 Automated Flow Meters, and
- Odor Control Facilities.

#### 1.2 Authorization

The Utility operates within the authority granted to counties by the State of Washington in the Revised Code of Washington (RCW36.94 and RCW57) and the Washington Administrative Code (WAC173.240). General sewage plans are required of counties who offer sanitary sewer services and are required to contain the following elements:

- General location of service areas,
- General location and description of treatment and disposal facilities,
- General location and description of trunk and interceptor sewers and pumping stations,
- General location of monitoring and control facilities,
- General description of the collection system to serve the service area,

- General description of other facilities as may be required to provide a functional and implementable plan,
- Preliminary engineering to assure technical feasibility,
- Discussion of methods of distributing the cost and expense of the system, and
- Indication of the economic feasibility of plan implementation.

As a planning document, the USP does not contain treatment facility site plans other than those needed to generally depict existing conditions or illustrate concepts, only general locations of new interceptors and pump stations are identified. The USP does not include final engineering or construction documents for the system.

### 1.3 Purpose of the Unified Sewer Plan

The purpose of the USP is to provide consistency between the Pierce County Comprehensive Plan and the comprehensive plans of the local cities and towns. Several adjustments were made to forge closer links with land use decisions.

- Flow projections are based on adopted land use or on flow projections contained in comprehensive plans or local sewerage plans used as source documents for adopted comprehensive plans.
- *Pierce County County-Wide Planning Policies* call for sanitary sewers to be available to all areas designated urban within the County.

The USP updated the Pierce County Wastewater Utility General Sewerage Plan and assisted in the implementation of the Pierce County Comprehensive Plan. The USP contains a policy calling for the review of adopted plan and the correction of deficiencies and inconsistencies that appear and an amendment to update the plan.

In addition to the County's Comprehensive Plan document the following Policies were adopted:

- The County Urban Growth Area (CUGA) – a geographically inclusive boundary for provision of sanitary sewer service;
- Development of Class A Biosolids - SoundGRO (This policy was restated in the sewerage general plan with implementation through the Fertilizer and Biosolids Management, Chapter 6); and
- Review and correction of deficiencies and inconsistencies within the plans to be consistent with the Pierce County Comprehensive Plan.

The following plans were also consolidated within the original USP adopted in November 2001:

- *Comprehensive Sewerage General Plan for Pierce County, Washington, 1969.*
- Chambers Creek - Clover Creek Sewerage Basin
  - Chambers Creek - Clover Creek Basin Sewerage General Plan, 1969
  - *Pierce County Sewerage General Plan Update, Chambers Creek - Clover Creek Basin Sewerage System (1986 Update)*
  - *Pierce County General Sewerage Plan Update (1991 Update)*
  - Northern South Hill Amendment, 1995
- Puyallup River Sewerage Basin
  - *Puyallup River Water Quality Management Plan, 1974*
  - *Lake Tapps Sewerage Facility Plan, 1976 and Addendum I, 1976*
  - *Lake Tapps Sewerage Facility Plan Addendum II, 1978*
  - *Lake Tapps Sewerage Facility Plan Addendum III, 1979*
- Kitsap Sewerage Basin
  - *Kitsap Basin Water Pollution Control and Abatement Plan, 1975*

#### 1.4 Goal

The goal of the USP is to continue to promote a jobs-based economy and growth management decisions, in ways that utilize the lowest life cycle costs while continuing to protect water quality.

#### 1.5 Location

The Chambers Creek Properties are located on the shore of Puget Sound in the Gordon Point area south of the Tacoma Narrows. A 44 acre purchase in 1979 from the Lone Star and Glacier Mining concerns was made by the Sewer Utility as the initial site for the Chambers Creek Regional Wastewater Treatment Plant (WWTP). The Utility purchased the remaining 886 acres in 1992 culminating in what is now the Chambers Creek Properties.

The WWTP currently occupies 49.75 acres of a 200 acre reserve within the 930 acre property. The Utility owns and maintains the remaining 680 acres as the Chambers Creek Properties, with the Pierce County Parks and Recreation Department maintaining the remainder.

The *Chambers Creek Properties Master Site Plan* was adopted in August 1997 and updated in February 2007 as an overall plan for the development of the Chambers Creek Properties. The Master Site Plan identifies future land uses including public uses that are compatible with wastewater collection and treatment operations and potable water utility uses of the site.

Essential for the USP are the following features:

- Biosolids and its role in reclamation of the gravel mines (production and use of Class A “Exceptional Quality” biosolids).
- Establishment of the 200 acre reserve for location and future expansion of the WWTP. (The reserve was established through Conditional Use Permit CUP09-0001 with the City of University Place February 2010).
- Wastewater reuse as process water and on-site wastewater reclamation (reclaimed water).

The Utility has continued to reclaim the site since the completion of mining operations as required by the Department of Natural Resources 1971 Reclamation Plan. Class A Exceptional Quality Biosolids based fertilizers have been used in the reestablishment and rebuilding of soils in the reclamation of slopes and the large open turf and golf course areas on the Chambers Creek Properties. Continued implementation of the Chambers Creek Master Site Plan, including used of biosolids based fertilizers, satisfies Department of Natural Resources requirements for reclamation of the site.

#### 1.6 Sewer Utility History

Concern about surface and groundwater pollution in the Chambers Creek - Clover Creek Drainage Basin (Basin) was first reported by the Washington State Department of Health in 1939. The report attributed the pollution to population density and use of on-site sewer systems (septic tanks using leach fields for effluent disposal to the ground). During the early 1940s, many contaminated shallow groundwater wells were abandoned and deeper wells isolated from the upper contaminated aquifers were constructed.

In 1967, the Washington State Legislature adopted the County Services Act, RCW 36.94. This action by the Legislature authorized counties in Washington State to provide sanitary sewer services and facilities. Prior to this action, counties could not provide sanitary sewer service.

In 1969 Pierce County adopted the Chambers Creek - Clover Creek Basin Sewerage General Plan. The plan called for staged construction of conventional collection sewer lines, trunk lines, interceptors and a single centralized 12MGD secondary treatment plant with an outfall for discharge of treated effluent to Puget Sound. The designated service area was the central portion of the Chambers Creek – Clover Creek Basin, including Lakewood, (not including the communities of American Lake Gardens and Tillicum), Parkland, and

Spanaway. In 1973, this service area became Utility Local Improvement District (ULID) 73-1, the core of Pierce County's sewer service area.

Development of the Pierce County sewer system was spurred throughout the 1970s, 1980s and early 1990s, by a 1969 Department of Ecology (DOE) compliance order, which required the County to build a treatment plant and operate a sewer system to address the historical ground water problems in the Chambers Creek - Clover Creek Basin attributed to failing on-site sewer systems.

In 1974, Pierce County developed the Chambers Creek Basin Water Quality Management Plan. The Chambers Creek Basin Plan replaced the existing 1969 Plan; added the Town of Fircrest and the Westside Sewer District to the Chambers Creek Regional Wastewater Treatment Plant (WWTP) service area; and recommended the treatment plant to be constructed to provide secondary treatment.

In 1986, Pierce County adopted the Chambers Creek - Clover Creek Sewerage General Plan Update. The update amended the 1974 Chambers Creek - Clover Creek Basin Water Quality Management Plan.

The 1986 Update recommended re-routing certain area flows (University Place North and Midland) from the Tacoma Central WWTP to the Chambers Creek Regional WWTP, extending sewer service to American Lake Gardens and Tillicum, and increasing the capacity of the WWTP from 18MGD to 24MGD.

Shortly after the adoption of the 1986 Update, Pierce County adopted the Sludge Management Program for the WWTP, which examined methods for disposal of the biosolids (sludge), a by-product of the wastewater treatment process.

In December 1992, Pierce County completed the acquisition of 610 acres adjacent to the WWTP. The purchase provided for expansion of the wastewater treatment facilities and public uses compatible with the treatment plant and adjacent uses. Compatible public uses include an arboretum, beach access, boat launch, golf course and other active and passive recreation areas as set out in the Chambers Creek Properties Master Site Plan adopted in 1997.

Adopted in November 1993, the 1991 General Sewerage Plan Update for the Chambers Creek – Clover Creek Basin Update amended the existing 1986 Update and the Chambers Creek - Clover Creek Basin Water Quality Management Plan. The 1991 plan recommended the continued expansion of the Chambers Creek Regional WWTP to a possible 48MGD and general upgrade of the plant to provide advanced wastewater treatment (tertiary treatment). Plant capacities were further upgraded in 1992-1995 and 1998-1999 to the present 28.7MGD capacity.

Northern South Hill was added to the service area in 1995. In 1997 Pierce County connected the South Hill Sewer District to the WWTP collection system. The boundary between the Chambers Creek – Clover Creek basin and the Puyallup River basin has been amended six times over the past 30 years to allow properties originally located within the Puyallup River Basin to be transferred to the Chambers Creek –Clover Creek Basin.

Today the WWTP occupies 49 acres of a 200 acre reserve and currently serves more than 252,000 Pierce County residential, commercial, and industrial customers with an average daily flow of 18.6MGD from a 117 square mile Sewer Service Basin.

The WWTP is a regional facility with the primary responsibility to treat sewage flows from the approved sewer service basin. This flow is transported through a network of interceptor pipelines (typically 15" or larger) constructed by the Utility throughout the sewer service area, allowing new development to connect to the WWTP collection system. Construction of collector pipelines, typically 8-12 inches in diameter, are the responsibilities of local city governments, property developers, or individual landowners wishing to connect to the system.

The system is funded solely through payments made to the Utility by the users or ratepayers. No funds are derived from Pierce County's General Fund. This makes the Utility a wholly self supporting entity within Pierce

County government with the individual commercial, industrial, and residential ratepayers as the Utility's primary stakeholders.

A complete legislative history can be found in Appendix E.

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JUN 4 1971

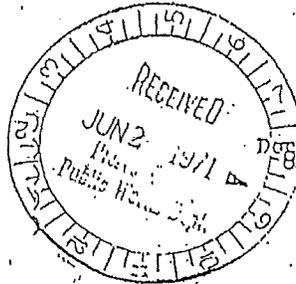
READ & INITIAL

DEPARTMENT OF ECOLOGY

UTILITIES DEPARTMENT  
PIERCE COUNTY

Certified Mail

IN THE MATTER OF THE COMPLIANCE  
By PIERCE COUNTY WASHINGTON  
with Chapter 90.48 RCW and the  
Regulations of the Department of  
Ecology



ORDER

Docket No. DE 71-11

Asst. Co. Engr.	
Office Engr.	
Hyd.	
Trache	
Asst.	
Ins. Insp.	
Gen. Engr.	
Ins. Insp.	
E & R	
Env. Dept.	<i>[Signature]</i>

To: Honorable Commissioners of Pierce County  
City-County Building  
Tacoma, Washington 98402

By "NOTICE OF VIOLATION" dated the 10th day of February, 1971, a copy of which is attached and by this reference is made a part hereof, the Department of Ecology notified the Pierce County Commissioners in accordance with RCW 90.48, 120 of the following:

1. That all known, available and reasonable treatment and controls are not being provided for industrial/commercial and domestic wastes currently generated in the Chambers Creek-Clover Creek Basin and that said inadequately treated wastes are entering public waters of this state in violation of Chapter 90.48 RCW and water quality standards established by the above-mentioned regulations.

2. That the degradation of public waters and the threat to public health, and welfare in the Chambers Creek-Clover Creek Basin is currently being accelerated at a significant rate by the lack of adequate waste collection, treatment and disposal systems for disposal of industrial/commercial and domestic wastes generated in the basin.

3. That the only available permanent solution to eliminating the continued degradation of public waters and threat to the public health and welfare in the Chambers Creek-Clover Creek Basin is implementation of the Chambers Creek-Clover Creek Basin Sewerage General Plan and establishment of new U.L.I.D.'s to financially support the Plan.

4. That until such time as a successful schedule for implementing the aforementioned Sewerage General Plan is assured, restrictive conditions comprised of, but not limited to, the following should be imposed to stop additional sources of water polluting wastes within the basin:

a. Requests for authority to install and utilize new multiple-user facilities for the collection, treatment and disposal of wastes in the basin be

EXHIBIT A

Page two  
Pierce County Commissioners  
Docket No. DE 71-112

approved only if such requests provide for tertiary treatment followed by underground disposal of all wastes in accordance with plans that have been reviewed and approved by the Department of Ecology.

b. Requests for additional connections to previously approved waste treatment systems in the basin be approved only after plans for upgrading the existing system to provide tertiary treatment followed by underground disposal have been approved by the Department of Ecology and the upgraded treatment facility has been put into operation.

c. New individual septic tank permits not be issued for the Chambers Creek-Clover Creek Basin.

By letter of March 15, 1971, a copy of which is attached and by this reference is made a part hereof, the Pierce County Commissioners responded to the above-mentioned Notice. The aforementioned letter did not address itself specifically to the matters described in the "Notice of Violation" dated February 10, 1971, and, in fact, made no positive commitment in the matter other than to request that this agency defer issuing a final order for at least sixty (60) days.

The critical nature of the need for adequate controls over waste disposal in the Chambers Creek-Clover Creek Basin, as identified in the above-mentioned Notice, has not diminished since this agency's issuance of said Notice. Inasmuch as the described waste treatment/disposal needs continue to exist, and the efforts to date have not resulted in actual progress which will assure timely compliance with the controlling statutes found in Chapter 90.48 RCW and the Department of Ecology's regulations relating to water quality standards for interstate and intrastate waters of this state, in accordance with RCW 90.48.120,

IT IS HEREBY ORDERED that, effective on the 1st day of October, 1971:

1. Requests for authority to install and utilize new multiple-family facilities for the collection, treatment and disposal of wastes in the basin be approved only if such requests provide for tertiary treatment followed by underground disposal of all wastes in accordance with plans that have been reviewed and approved by the Department of Ecology. The term "tertiary treatment" as used in this order is specifically defined as treatment that provides better than 95% biochemical oxygen demand removal, 95% suspended solids removal, 95% phosphate removal, and 90% nitrogen removal.

2. Requests for additional connections to previously approved waste treatment systems in the basin be approved only after plans for upgrading the existing system to provide tertiary treatment followed by underground disposal have been approved by the Department of Ecology and the upgraded treatment facility has been put into operation. (See subparagraph 1, above, for definition of tertiary treatment.)

3. New individual septic tank permits not be issued for the Chambers Creek-Clover Creek Basin with the exception of that area located east of Waller Road and

Page three  
Pierce County Commissioners  
Docket No. DE 71-112

south of 192nd Street where individual septic tanks may be permitted on lot sizes greater than 20,000 square feet.

Further, it is strongly recommended that the Pierce County Commissioners implement the corrective program described above by requiring that the Pierce County Health Department exercise available authority and take appropriate action to eliminate existing contaminated surface discharges in the Chambers Creek-Clover Creek Basin.

The requirements described by this Order shall remain in full effect until such time as the Department of Ecology is in receipt of acceptable assurances to the effect that the Sewerage General Plan for the Chambers Creek-Clover Creek Basin is being implemented as previously approved by this agency. At such time as said assurances are accepted by the Department of Ecology, this agency may modify the requirements stated herein as deemed appropriate.

In regard the implementation hereof, the Director of the Department of Ecology has delegated authority pursuant to Sections 8 and 9 of Chapter 62, Laws of 1970, to Assistant Director, James P. Behlke. See IN RE Adoption of Emergency Regulations, Department of Ecology Docket No. 71-4.

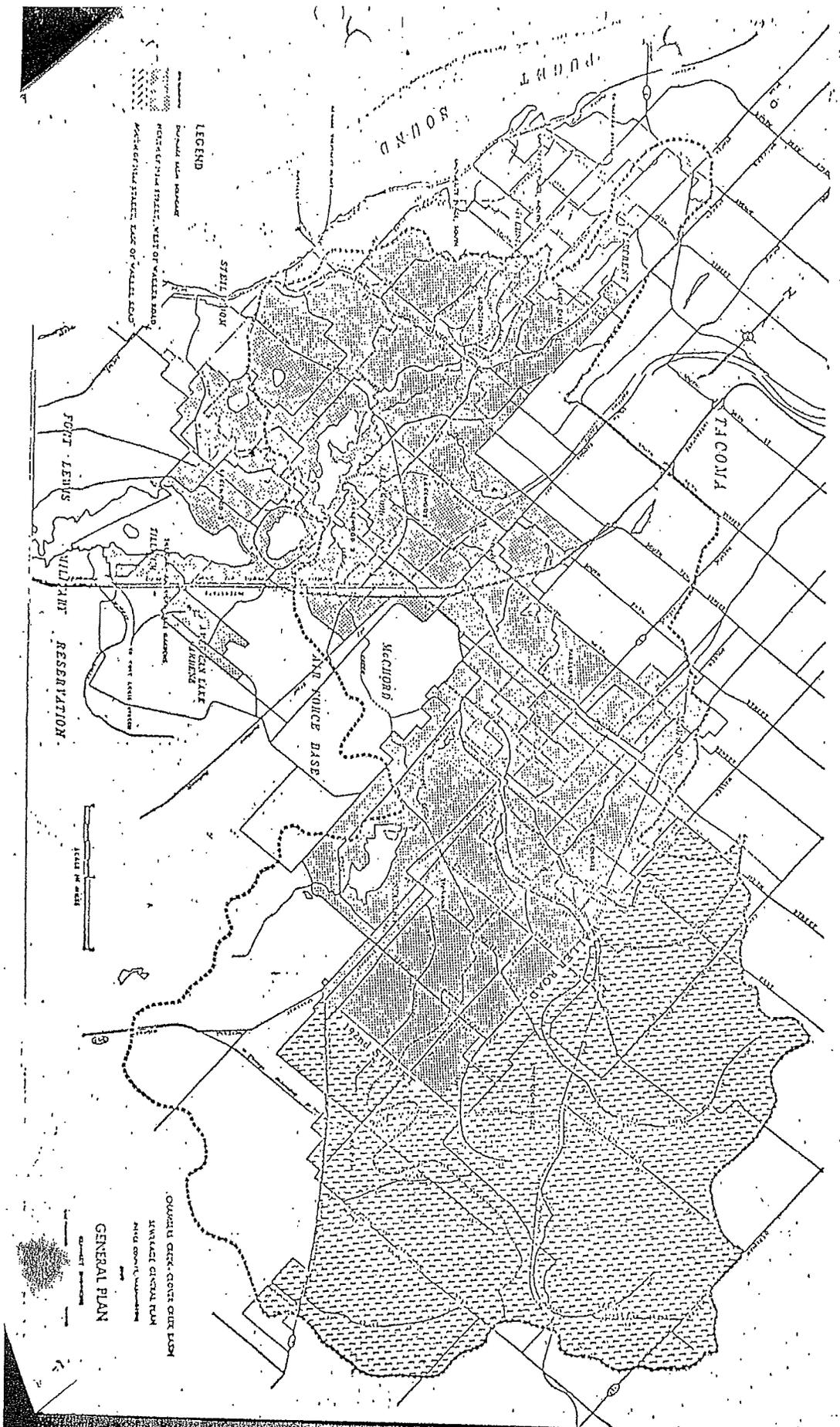
DATED at Olympia, Washington this 27<sup>th</sup> day of May, 1971.

  
EXECUTIVE ASSISTANT DIRECTOR  
Public Services Branch  
Department of Ecology  
State of Washington

Copies of this Order are distributed as follows:

1. Docket File No. DE 71-112
2. Commissioners, Pierce County, Washington (2 copies)
3. Attorney General
4. Harold Hagstad, Pierce Co. Utility Dept.
5. James Pluntze, Dept. of Social and Health Services

AREAS DESCRIBED IN DIRECTIVE ORDER DOCKET NO. DE-71-112  
 BY THE STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY  
 REVISED PER DEPARTMENT OF ECOLOGY LETTER 9-29-71



GENERAL PLAN  
 QUALITY STANDARDS  
 1. OPEN SPACE - GOVT OWN ESM  
 2. MIXED CENTRAL BUSINESS DISTRICT  
 3. HIGH DENSITY RESIDENTIAL  
 4. LOW DENSITY RESIDENTIAL  
 5. COMMERCIAL  
 6. INDUSTRIAL  
 7. OFFICE  
 8. RETAIL  
 9. PUBLIC UTILITIES  
 10. TRANSPORTATION

STATE OF WASHINGTON

# DEPARTMENT OF ECOLOGY

DANIEL J. EVANS  
GOVERNOR

JOHN A. BIGGS  
DIRECTOR

RECEIVED

September 29, 1971

SEP 29 1971

Honorable Commissioners of Pierce County  
City-County Building  
Tacoma, Washington 98402

UTILITIES DEPARTMENT  
PIERCE COUNTY

Re: Order Relating to Chambers Creek-  
Clover Creek Basin  
Docket No. DE 71-112

Gentlemen:

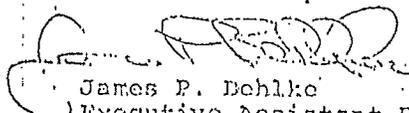
This will serve to clarify certain provisions of the above-referenced regulatory order issued by the Department of Ecology on May 27, 1971.

There has been some question as to the area affected by the order. Whenever the words "Chambers Creek-Clover Creek Basin" or "basin" is used in the order, it should be interpreted to mean that area within the drainage basin boundary on Plate 5 of the "Chambers Creek-Clover Creek Basin Sewerage General Plan," Kennedy Engineers (1969), and, in addition, that area within the service area boundary which lies to the south of the drainage basin boundary and west of Interstate 5, and further, that portion of American Lake Gardens which lies within the service area boundary.

With reference to paragraph 2 of page 2 of the order, the restriction of additional connections to previously approved systems does not apply to connections within the initial design capability of systems approved by this department or its predecessor agency pursuant to RCW 90.48.110. Permits may be issued to connect to approved system, so long as such a connection does not constitute an extension of the system as previously approved. No permit should be granted to extend or enlarge an existing system beyond the design capability approved pursuant to RCW 90.48.110.

I hope these clarifications will be of assistance to you in implementing your compliance with the regulatory order.

Very truly yours,



James P. Bohlke  
Executive Assistant Director  
Public Services Branch  
Department of Ecology  
State of Washington

JPB:hf

DEPARTMENT OF ECOLOGY

IN THE MATTER OF THE COMPLIANCE )  
By Pierce County Washington )  
with Chapter 90.48 RCW and the )  
Regulations of the Department of )  
Ecology )

NOTICE OF VIOLATION  
Docket No. DE 71-112

To: Honorable Commissioners of Pierce County  
City-County Building  
Tacoma, Washington 98402

Gentlemen:

On December 4, 1967, the Department of Ecology (then identified as the Washington Water Pollution Control Commission) adopted a regulation relating to "Water Quality Standards for Interstate and Coastal Waters of the State of Washington and A Plan for Implementation and Enforcement of Such Standards."

The aforementioned regulation was followed by the adoption on January 8, 1970, of a regulation relating to "Water Quality Standards for Intrastate Waters of the State of Washington and A Plan for Implementation and Enforcement of Such Standards." The net result of the two aforementioned regulations is that water quality standards have been established for all public waters of the State of Washington including the Chambers Creek-Clover Creek drainage basin. The cited regulations require that all activities which discharge wastes into waters of the state, or otherwise affect the quality of said waters, shall provide all known, available and reasonable methods of treatment and control as provided by the controlling statutes found in Chapter 90.48 RCW, to wastes being discharged into waters of the state.

As you are aware, an extremely critical situation exists with respect to inadequately treated industrial/commercial and domestic wastes being discharged into the surface and ground waters of the Chambers Creek-Clover Creek

Basin. The total land area in which these wastes are not being adequately treated prior to discharge into surface and ground waters of this state is that area described in the report entitled "Chambers Creek-Clover Creek Basin Sewerage Plan, Pierce County, Washington 1969," submitted by Kennedy Engineers and adopted by Pierce County in September 1969.

It is recognized by this agency that Pierce County Commissioners have taken action towards implementing the Sewerage General Plan proposed by Kennedy Engineers for the Chambers Creek-Clover Creek Basin through establishment of U.L.I.D.'s for implementation of the necessary sewerage system development and have realized limited success in this endeavor. It is of specific concern to this agency that the effort to establish a U.L.I.D. in the lower Chambers Creek region - which is comprised of parts of the Lakewood, Parkland, Midland, Brookdale and Spanaway areas - has been rejected by owners of over 40% of the property in that region. The existing waste disposal problems in the effected area are resulting in a continuing degradation of surface and ground waters. The gravity of this situation appears to dictate that severely restrictive conditions should be imposed on further developments in the lower Chambers Creek area until such time as arrangements - as approved by the Department of Ecology - are made to provide for adequate treatment and disposal of any current waste loads and any planned additional waste loading in the basin.

Of equal concern to this agency is the adverse impact that any accelerated development, in those regions of the Chambers Creek-Clover Creek Basin not presently covered by the existing University Place North U. L.I.D. and the recently proposed lower Chambers Creek U.L.I.D., will have on the overall basin waste disposal program unless early controls are established by the Pierce County Commissioners. It appears that early attention should be directed towards establishing positive waste disposal controls for the balance of the basin,

Page Three

specifically, the Upper Clover Creek area, to preclude creating waste disposal problems similar to those that now exist in the lower Chambers Creek area.

By letter directives dated June 4, 1970, copies of which are attached and by this reference made a part hereto, this agency notified the Pierce County Commissioners of certain requirements to be met in order to abate pollution of public waters and established certain time schedules to be adhered to in providing the described waste collection and treatment facilities. This agency continues to regard the described time schedules as pertinent to the timely abatement of pollution in the involved areas and hereby expresses extreme concern over delays being experienced in resolving waste collection and disposal problems in the Chambers Creek-Clover Creek Basin.

RCW 90.48.120 reads in part: "Whenever, in the opinion of the Commission, any person shall violate or is about to violate the provisions of this chapter, or fails to control the pollution content of waste discharged or to be discharged into any waters of the state, the Commission shall notify such person of its determination by registered mail . . ." Notice is hereby given, in accordance with RCW 90.148.120, as follows:

1. That all known, available and reasonable treatment and controls are not being provided for industrial/commercial and domestic wastes currently generated in the Chambers Creek-Clover Creek Basin and that said inadequately treated wastes are entering public waters of this state in violation of Chapter 90.48 RCW and water quality standards established by the above-mentioned regulations.

2. That the degradation of public waters and the threat to public health and welfare in the Chambers Creek-Clover Creek Basin is currently being accelerated at a significant rate by the lack of adequate waste collection, treatment and disposal systems for disposal of industrial/commercial and domestic

wastes generated in the basin.

3. That the only available permanent solution to eliminating the continued degradation of public waters and threat to the public health and welfare in the Chambers Creek-Clover Creek Basin is implementation of the aforementioned Sewerage General Plan and establishment of new U.L.F.D.'s to financially support the Plan.

4. That until such time as a successful schedule for implementing the aforementioned Sewerage General Plan is assured, restrictive conditions comprised of, but not limited to, the following should be imposed to stop additional sources of water polluting wastes within the basin:

a. Requests for authority to install and utilize new multiple-user facilities for the collection, treatment and disposal of wastes in the basin be approved only if such requests provide for tertiary treatment followed by underground disposal of all wastes in accordance with plans that have been reviewed and approved by the Department of Ecology.

b. Requests for additional connections to previously approved waste treatment systems in the basin be approved only after plans for upgrading the existing system to provide tertiary treatment followed by underground disposal have been approved by the Department of Ecology and the upgraded treatment facility has been put into operation.

c. New individual septic tank permits not be issued for the Chambers Creek-Clover Creek Basin.

Within thirty days from the receipt of this Notice, as provided in RCW 90.48.120, you are directed to respond to the matters described herein and to file with the Department of Ecology a full report stating what steps have been or will be taken to comply with the aforementioned determinations of the Department of Ecology. A final order in this matter will be issued by the

Department of Ecology after receipt and evaluation of your response to the matters described herein.

In regards the implementation hereof, the Director of the Department of Ecology has delegated authority pursuant to Sections 8 and 9 of Chapter 62, Laws of 1970, to Assistant Director, James P. Behlke. See IN RE Adoption of Emergency Regulations, Department of Ecology Docket No. 70-15.)

DATED at Olympia, Washington, this 10<sup>th</sup> day of February, 1971.

  
EXECUTIVE ASSISTANT DIRECTOR  
Public Services Branch  
Department of Ecology  
State of Washington

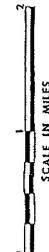
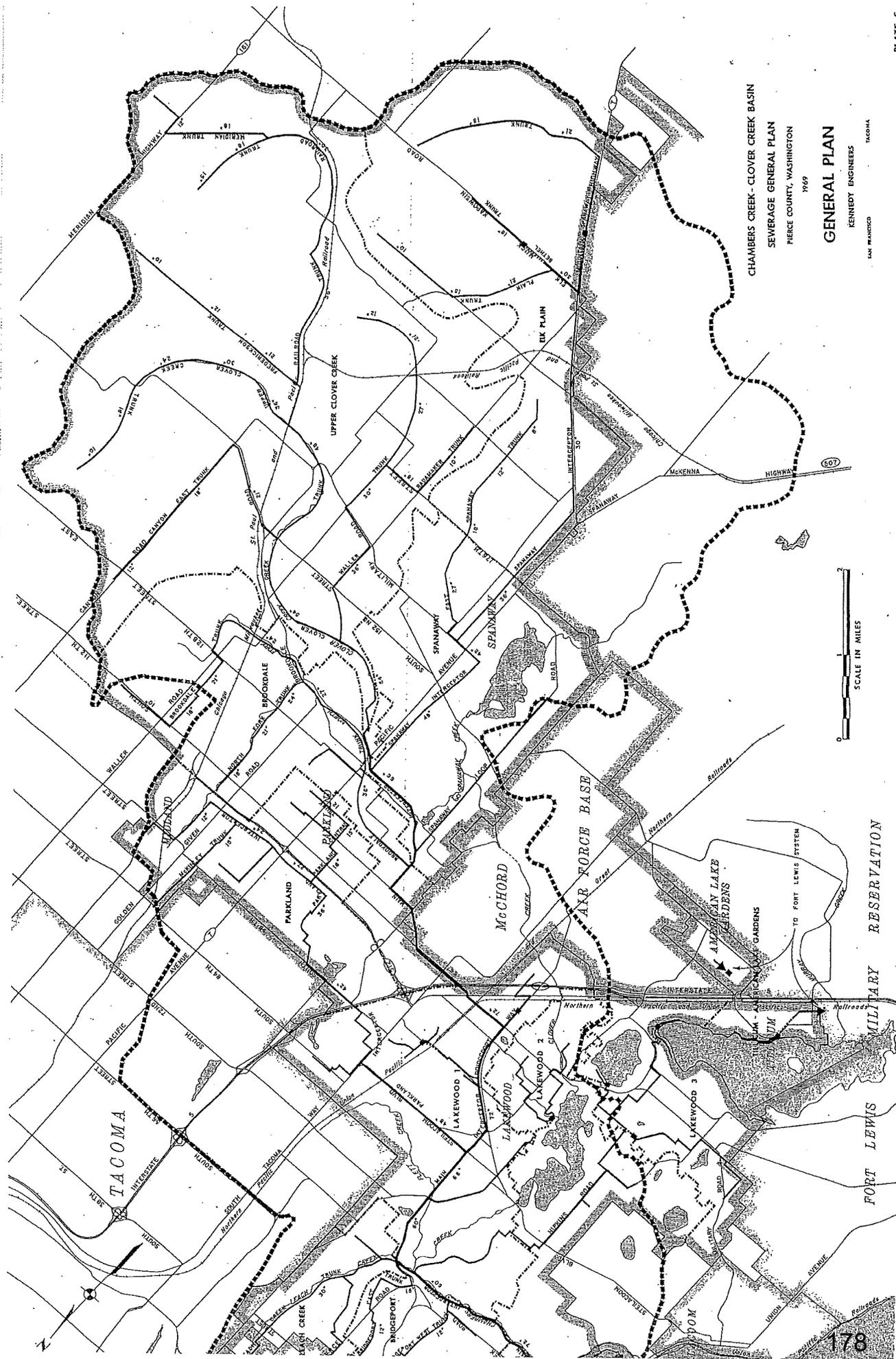
Copies of this Notice are distributed as follows:

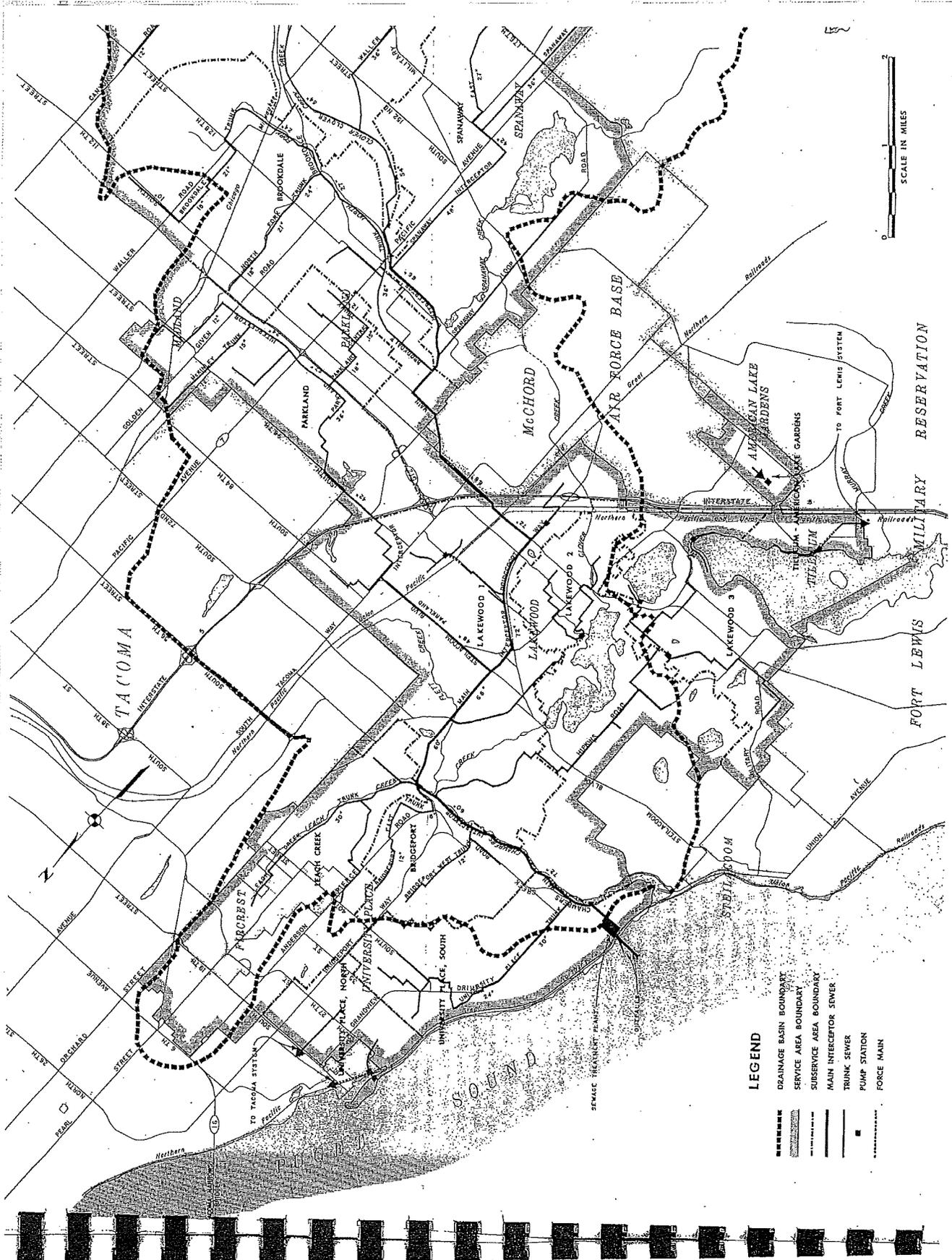
1. Docket File No. DE 71-112
2. Commissioners, Pierce County, Washington (2 copies)
3. Attorney General
4. Harold Hagestad, Pierce Co. Utility Dept.
5. James Pluntze, Dept. of Social and Health Services

CHAMBERS CREEK - CLOVER CREEK BASIN  
SEWERAGE GENERAL PLAN  
PIERCE COUNTY, WASHINGTON  
1969

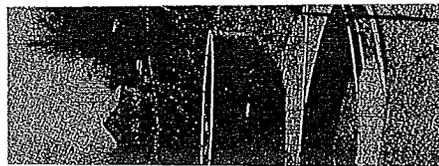
GENERAL PLAN

KENNEDY ENGINEERS  
SAN FRANCISCO CALIFORNIA





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## TACOMA-PIERCE COUNTY HEALTH DEPARTMENT

### ORDER

#### *FINDINGS OF FACT*

1. Jon and Karen Marshall are the owners of record of Acorn Meadows Mobile Home Park located at 7601 146th St. SW, Lakewood, Washington 98439 ("the property").
2. Their 5.76 acre parcel has approximately 60 rental spaces for mobile homes, all of which are served by various on-site sewage systems.
3. The Tacoma-Pierce County Health Department has received numerous complaints of malfunctioning on-site sewage systems in the park since July, 1992.
4. On July 22, 1997 Richard Beck, Environmental Health Technician, notified Jon and Karen Marshall that the failing on-site sewage systems must be repaired.
5. On August 7, 1997 Richard Beck, Environmental Health Technician, notified Jon and Karen Marshall that the failing septic systems must be repaired.
6. On September 16, 1997 Nedda Turner, Environmental Source Protection Liaison, scheduled an administrative conference with Jon and Karen Marshall to discuss the on-site sewage violations observed in the mobile home park. The Marshalls did not attend the administrative conference.
7. On September 18, 1997 Nedda Turner yet again notified the Marshalls requiring that the failing septic systems must be repaired by October 7, 1997.
8. An inspection of the mobile home park on July 2, 1998 by field staff from the Tacoma-Pierce County Health Department revealed that the on-site sewage problem has worsened and sewage was flowing over the roadways in the mobile home park at various locations.
9. Lakewood Water District supplies water to the mobile home park.

#### *ANALYSIS AND CONCLUSION*

1. Resolution 87-900 of the Tacoma-Pierce County Health Department Board of Health requires every residence in Pierce County to be connected to and approved sewage disposal system that is constructed, maintained and operated in a manner that causes no health hazards.
2. Surfacing sewage is a threat to the public health and a public nuisance. The mobile homes in Acorn Meadows Mobile Home Park lack approvable systems to dispose of their sewage.
3. Jon and Karen Marshall are in violation of Resolution 87-900.

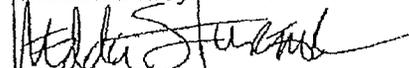
**9808030644**

**ORDER**

As authorized by RCW 70.05.070, I, Federico Cruz-Urbe, M.D., M.P.H., Director of Health and Health Officer, order as follows:

1. I order and direct the owners of Acorn Meadows Mobile Home Park to repair its on-site sewage disposal systems promptly.
2. Until repairs are made to the septic systems serving Acorn Meadows Mobile Home Park and verified by the Tacoma-Pierce County Health Department, neither Jon or Karen Marshall nor their agents may accept new tenants.
3. Unless the Tacoma-Pierce County Health Department verifies that the on-site sewage disposal systems on the property have been repaired:
  - a. I order the tenants to vacate the mobile home park effective no later than noon, Thursday, October 1, 1998.
  - b. I order and direct Jon and Karen Marshall, and all other persons neither to inhabit the mobile home park nor to allow anyone to inhabit the mobile home park effective no later than noon, Thursday, October 1, 1998.
  - c. I order the Lakewood Water District, Lakewood, Washington (Attention: Randy Black, Manager) to disconnect the water it supplies to Acorn Meadows Mobile Home Park no sooner than 8:00 am PDT, Thursday, October 1, 1998 and no later than 5:00 pm PDT that same day.
4. I order and direct John and Karen Marshall to preserve the condition of the mobile home park and the land comprising the property against being or becoming a threat to the public health and safety or a public nuisance.
5. I further direct that each of the parties subject to order and direction receive personal notice of this order in the manner prescribed by law with confirmation by first class mail and with a copy to be filed with the Pierce County Auditor in the same manner as a *lis pendens*.

Recommended by



Nedda S. Turner, R.S., Environmental Source Protection Liaison and

Ordered by



Federico Cruz-Urbe, MD, MPH, Director of Health  
July 22, 1998

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