



## LAKESWOOD CITY COUNCIL AGENDA

Monday, November 16, 2015

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

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENTS

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

- ( 5 ) A. Approval of the minutes of the City Council meeting of November 2, 2015.
- (13) B. Approval of the minutes of the City Council Study Session of November 9, 2015.
- (18) C. Items Filed in the Office of the City Clerk:
  - 1. Parks and Recreation Advisory Board meeting minutes of September 22, 2015.
  - 2. Public Safety Advisory Committee meeting minutes of October 7, 2015.
  - 3. Lakewood Arts Commission meeting minutes of October 5, 2015.
  - 4. Planning Commission meeting minutes of October 21, 2015.

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<http://www.cityoflakewood.us>

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

- (28) D. Ordinance No. 624  
Amending Chapter 340 of the Lakewood Municipal Code relative to petty cash and change funds.
- (33) E. Motion No. 2015-73  
Appointing Echo Curry to serve on the Lakewood's Promise Advisory Board through May 21, 2018.
- (37) F. Motion No. 2015-74  
Approving an interlocal agreement with the City of DuPont for human resources services.
- (40) G. Motion No. 2015-75  
Authorizing the execution on an amendment to the interlocal agreement with Pierce County, in the amount of \$59,280, for the lease of the Lakewood Community Center for the Lakewood Senior Center from January 1, 2016 through December 31, 2016.
- (46) H. Motion No. 2015-76  
Approving the 2016 human services funding allocations.
- (49) I. Motion No. 2015-77  
Approving the 2016 lodging tax funding allocations.

## R E G U L A R   A G E N D A

### ORDINANCES

- (52) Ordinance No. 625  
Adopting a property tax levy declaration of substantial need for 2016. –  
*Assistant City Manager for Administrative Services*

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( 56) Ordinance No. 626

Adopting the 2016 property tax levy. – *Assistant City Manager for Administrative Services*

( 64) Ordinance No. 627

Adopting the 2015-2016 biennial budget amendments. –*Assistant City Manager for Administrative Services*

( 95) Ordinance No. 628

Assuming the rights, powers, functions, immunities and obligations of the City of Lakewood Transportation Benefit District and amending Chapter 12A.16 of the Lakewood Municipal code relative to the Transportation Benefit District. – *City Attorney*

**RESOLUTIONS**(101) Resolution No. 2015-33

Adopting a Transportation Benefit District material change policy. – *City Attorney*

(104) Resolution No. 2015-34

Amending the 2016 fee schedule. *Assistant City Manager for Administrative Services*

**UNFINISHED BUSINESS****NEW BUSINESS**

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**REPORTS BY THE CITY MANAGER**

(150) South Sound Military and Community Partnership Business and Community Survey Report

(178) Karwan Village Mobile Home Park update

**CITY COUNCIL COMMENTS****ADJOURNMENT**

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## **LAKWOOD CITY COUNCIL MINUTES**

Monday, November 2, 2015

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.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by the Lakes High School and Clover Park High School JROTC.

The Lakes High School Studio Choir then sang the Armed Forces Medley and the National Anthem.

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Mayor Anderson deviated from the agenda to consider the Proclamation proclaiming the month of November 2015 as Veterans Appreciation month.

### **Proclamation proclaiming the month of November 2015 as Veterans Appreciation Month.**

MAYOR ANDERSON PRESENTED A PROCLAMATION PROCLAIMING THE MONTH OF NOVEMBER 2015 AS VETERANS APPRECIATION MONTH TO MS. ANNE SPRUTE, CEO, RALLYPOINT/6.

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Mayor Anderson then recognized veterans in the audience and organizers of tonight's ceremony.

## PROCLAMATIONS AND PRESENTATIONS

### Youth Council Report.

Youth Council member William Joy reported on the Truck and Tractor Day event, Make a Difference Day, City Council take-over meeting, and citizens' advisory board meetings that Youth Council members attended. He then reported on upcoming events of the Youth Council. Youth Council members then spoke about events at Belleramine Preparatory, Clover Park High School, Covenant High School, Lakes High School and Harrison Preparatory.

### Clover Park School District Report.

Clover Park School District (CPSD) Board Director Carole Jacobs reported on a proposed school levy. She announced that Ms. Sakamoto was awarded the 2015 social worker of the year award. She spoke about the Skyward internet application where parents can monitor how their children are doing. She then spoke about a Police Department training on the SRO program to ensure school safety. She announced that parent teacher conferences will be held soon. She reported on the Daffodil princesses selection for Lakes High School and Clover Park High School. She noted that the District is looking for substitute teachers. She then provided an update on school construction at Evergreen School and Lakeview Hope Academy.

## PUBLIC COMMENTS

Speaking before the Council were:

*Dennis Haugen, Lakewood resident*, showed a video about emergency management at South Carolina and flooding at Fargo, North Dakota.

*Ken Michealson, Lakewood resident*, spoke about letters by the City concerning marijuana, and his experience with trying to obtain a business license and finding a potential location.

*Bailey Johnson, Lakewood resident*, expressed concern about not having an area for marijuana stores and thereby creating potential black markets and illegal use of marijuana.

*Jordan Michaelson, Lakewood resident*, noted that with the dismissal of the court case, he asked to begin a dialogue with adopting an ordinance similar to Auburn leaving marijuana enforcement with the City.

*Jullian Wheeler, Lakewood resident*, spoke about forming a commission to address issues concerning persons with disability.

**C O N S E N T   A G E N D A**

- A. Approval of the minutes of the City Council meeting of October 19, 2015.
- B. Approval of the minutes of the City Council Study Session of October 26, 2015.
- C. Approval of payroll checks, in the amount of \$2,172,827.94, for the period September 16, 2015 through October 15, 2015.
- D. Approval of claim vouchers, in the amount of \$1,569,145.60, for the period September 16, 2015 through October 29, 2015.

E. Items Filed in the Office of the City Clerk:

- 1. Community Services Advisory Board meeting minutes of October 8, 2015.
- 2. Public Safety Advisory Committee meeting minutes of August 5, 2015 and September 2, 2015.
- 3. Planning Commission meeting minutes of October 7, 2015.
- 4. Landmarks & Heritage Advisory Board meeting minutes of September 24, 2015

F. Motion No. 2015-66

Appointing John Munn to serve on the Lakewood Arts Commission through October 15, 2018.

G. Motion No. 2015-67

Appointing Tom James to serve on the Community Services Advisory Board through December 15, 2016.

COUNCILMEMBER BRANDSTETTER MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED. SECONDED BY COUNCILMEMBER SIMPSON. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

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

**PUBLIC HEARINGS AND APPEALS**

**This is the date set for a public hearing on the 2016 property tax levy.**

There being no public testimony, the hearing was declared closed.

**This is the date set for a public hearing on the 2015-2016 biennial budget amendments.**

Speaking before the Council were:

*Jordan Michaelson, Lakewood resident*, spoke about additional revenues that can be generated by marijuana sales that are still on the table.

*Dennis Haugen, Lakewood resident*, stated that marijuana revenues are not needed.

*Jullian Wheeler, Lakewood resident*, spoke about funding for staff support to create a developmentally disabled committee.

There being no further testimony, the hearing was declared closed.

**This is the date set for a public hearing on the Transportation Benefit District assumption.**

There being no public testimony, the hearing was declared closed.

**ORDINANCE**

**Ordinance No. 623 repealing Ordinance Nos. 175 and 528 relative to the Sister Cities Program.**

COUNCILMEMBER BARTH MOVED TO ADOPT ORDINANCE NO. 623.  
SECONDED BY COUNCILMEMBER SIMPSON. VOICE VOTE WAS TAKEN AND  
CARRIED UNANIMOUSLY.

**RESOLUTION**

**Resolution No. 2015-32 approving the objectives, selection criteria, guidelines and activities for Lakewood sister cities affiliations.**

COUNCILMEMBER BOCCHI MOVED TO ADOPT RESOLUTION NO. 2015-32.  
SECONDED BY COUNCILMEMBER MOSS. VOICE VOTE WAS TAKEN AND  
CARRIED UNANIMOUSLY.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**Motion No. 2015-68 authorizing the execution of an amendment to the agreements with Habitat for Humanity, in the amount of \$215,000 for redevelopment of low-income residential housing at 8901 Commercial Street.**

COUNCILMEMBER BOCCHI MOVED TO AUTHORIZE THE EXECUTION OF AN AMENDMENT TO THE AGREEMENTS WITH HABITAT FOR HUMANITY, IN THE AMOUNT OF \$215,000, FOR REDEVELOPMENT OF LOW-INCOME RESIDENTIAL HOUSING AT 8901 COMMERCIAL STREET. SECONDED BY COUNCILMEMBER SIMPSON. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

**Motion No. 2015-69 authorizing the execution of an interlocal agreement with the City of Fife, in the amount of \$98 per day plus CPI, for jail services from January 1, 2016 through December 31, 2020.**

DEPUTY MAYOR WHALEN MOVED TO AUTHORIZE THE EXECUTION OF AN INTERLOCAL AGREEMENT WITH THE CITY OF FIFE, IN THE AMOUNT OF \$98 PER DAY PLUS CPI, FOR JAIL SERVICES FROM JANUARY 1, 2016 THROUGH DECEMBER 31, 2020. SECONDED BY COUNCILMEMBER MOSS. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

**Motion No. 2015-70 authorizing the execution of an agreement with Gordon Thomas Honeywell Governmental Affairs, in the amount of \$55,000, for State governmental relations services.**

COUNCILMEMBER SIMPSON MOVED TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH GORDON THOMAS HONEYWELL GOVERNMENTAL AFFAIRS, IN THE AMOUNT OF \$55,000, FOR STATE GOVERNMENTAL RELATIONS SERVICES. SECONDED BY COUNCILMEMBER MOSS. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

**Motion No. 2015-71 authorizing the execution of an agreement with the Johnston Group, in the amount of \$54,000, for Federal governmental relations services.**

COUNCILMEMBER WHALEN MOVED TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH THE JOHNSTON GROUP, IN THE AMOUNT OF \$54,000, FOR FEDERAL GOVERNMENTAL RELATIONS SERVICES. SECONDED BY COUNCILMEMBER SIMPSON. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

**Motion No. 2015-72 authorizing the execution of an interlocal agreement with the Washington State Department of Social and Health Services, in the amount of \$462,000, relative to the Western State Hospital community partnership program from October 23, 2015 to June 30, 2017.**

COUNCILMEMBER BARTH MOVED TO AUTHORIZE THE EXECUTION OF AN INTERLOCAL AGREEMENT WITH THE WASHINGTON STATE DEPARTMENT OF SOCIAL AND HEALTH SERVICES, IN THE AMOUNT OF \$462,000, RELATIVE TO THE WESTERN STATE HOSPITAL COMMUNITY PARTNERSHIP PROGRAM FROM OCTOBER 23, 2015 TO JUNE 30, 2017. SECONDED BY COUNCILMEMBER MOSS. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

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

City Manager Caulfield called on Assistant City Manager for Development Services Bugher and Program Manager Spier to provide an update on the JBLM Joint Land Use Study Report.

#### **Review of the JBLM Joint Land Use Study Report.**

Assistant City Manager for Development Services Bugher and Program Manager Spier spoke about the purpose of the Land Use Study to protect the ability of the military to accomplish its mission.

Discussion ensued if the accidental potential zones (APZ) differ among the country based on the military position; is the cost to purchase the clear zone properties still at approximately \$50 million; what is being planned for businesses being relocated; how can a community get the installation to change its view to not locate in Lakewood; what is Lakewood doing with the APZ zoning when the line goes through a parcel; and has there been discussion regarding a legislative agenda that would require military operations relative to population.

#### **Satellite parking requirements update.**

Assistant City Manager for Development Services Bugher provided an update on satellite parking requirements relative to the APZ zoning area.

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City Manager Caulfield called on Assistant to the City Manager Lincoln to provide an update on Municipal Court services.

#### **Update on Municipal Court services.**

Assistant to the City Manager Lincoln reviewed the Court's current capacity.

Discussion ensued on the Court's unused capacity; is the City making any money (City is just covering its cost); are the fixed costs being shared (included as part of the administrative costs); and providing services builds goodwill with other municipalities.

**Economic Development Board for Tacoma-Pierce County Strategic Plan funding request.**

Assistant to the City Manager Lincoln reviewed a request by the Economic Development Board for Tacoma-Pierce County asking for an increase in funding for a Strategic Plan from \$15,000 to \$20,000 in 2016. He explained that staff is recommending that the request for an increase be considered as part of the next biennial 2017-2018 budget.

Discussion ensued on the reasons for the funding increase and was all member cities of the EDB asked for a funding increase.

It was the consensus of the Council to fund EDB \$15,000 in 2016 as had been budgeted in the 2015-2016 budget; and moving forward, funding requests would be considered in the City's budgeting process and return on investment would be considered as part of the budget.

City Manager Caulfield provided an update for a traffic signal in an industrial area at Durango and Steilacoom Boulevard. He noted that staff will be working with property owners about potentially forming a Local Improvement District.

City Manager Caulfield noted that a staff committee is working on the upcoming City's 20<sup>th</sup> anniversary. He asked Council to provide input on ideas they may have.

City Manager Caulfield provided an update on the sewer permitting discussion he held with the Deputy County Executive. He noted that the County has developed a county-wide Task Force to look at the sewer permitting process and invited Lakewood to serve on the Task Force. He noted that Economic Development Manager Becky Newton and Building Official Leonard Yarberry will be serving on the Task Force.

He then provided updated on an emergency disaster exercise on a rail derailment that the City participated in with several responder agencies.

He provided an update on rental housing inspection outreach meetings. A report will be provided to the Council in December.

He then announced upcoming calendar meetings and events as follows:

- November 12, 7:30 AM, SSMCP Annual Forum, McChord Club, JBLM
- November 13, 5:30 PM to 8:00 PM, City of Lakewood/2-2 SBCT (Lancers) Command dinner event, Thornewood Castle

- November 24, 2015, 6:00 PM, Council Special Meeting with Legislators, Council Chambers

**CITY COUNCIL COMMENTS**

Councilmember Moss spoke about the Chamber of Commerce Greer Steel ribbon cutting ceremony she attended and suggested that they be considered as a business showcase.

Councilmember Bocchi noted that he would not be attending the Council meeting two weeks from tonight.

Councilmember Brandstetter commented on the rental housing session he attended.

Councilmember Barth noted that she had a busy week.

Mayor Anderson commented on the Parks and Recreation Advisory Board meeting and South Sound Military Community Partnership meeting he attended.

**Executive Session**

Mayor Anderson announced that Council will recess into Executive Session for approximately 15 minutes to discuss pending litigation and 5 minutes to discuss real estate acquisition.

\* \* \* \* \*

Council recessed into Executive Session at 10:25 p.m. and reconvened at 10:45 p.m.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 10:45 p.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**

November 9, 2015  
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 7:04 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.

### **ITEMS FOR DISCUSSION:**

#### **Review of 2016 lodging tax funding allocations.**

Economic Development Manager Newton introduced members of the Lodging Tax Advisory Committee present and reviewed the proposed 2016 lodging tax funding allocations.

Discussion ensued on what was the basis for the Lakewood gateways request of \$100,000 and where will the gateways be constructed (Gravelly Lake Drive and Nyanza and SR512 and South Tacoma Way); what qualities and strengths did the Committee look for when comparing one application against the other; which gateway project would be constructed for the \$50,000 being recommended (SR 512 and South Tacoma Way); and what was the rationale for reducing the Farmers Market funding from the amount that was requested (Farmers Market is being recommended for more funding than was allocated last year).

#### **Review of 2016 human services funding allocations.**

Human Services Coordinator Shields introduced members of the Community Services Citizens Advisory Board and reviewed the 2016 human services funding allocations and statistics on clients served.

Discussion ensued on how Sound Outreach Utility Assistance receive referrals for service (through Power companies); what other utility assistance is made available through Power companies to not duplicate services; why was there a reduction in the Franciscan Health Systems immunization program (reduction in flu shots because of

its available through other sources); is there a gap in the developmentally disabled needs; what kind of provider feedbacks were given on the use of the data; what community forums will this data be presented for public outreach and education; and can the data collected extract how great the need is for the developmentally disabled.

#### **Update on mental health partnerships.**

Police Chief Zaro and Ms. Carolyn Cyr, Mental Health Provider, Greater Lakes Mental Healthcare, provided an overview of the mental health partnership program between Lakewood Police Department and Greater Lakes Mental Healthcare.

Discussion ensued on the challenges with measuring prevention and interventions; how are individuals that decline services handled; could the mental health flow chart described be used as a model for Pierce County (the flow chart is how the system works in Pierce County); and what is the difference between veteran or non-veteran in the flow chart (veterans have additional resources available such as access to Madigan Hospital and the Veterans Administration).

#### **Update on homelessness.**

Human Services Coordinator Shields spoke about why people are homeless (domestic violence, criminal record or incarceration, poor credit or rental histories, mental health, substance abuse, disabilities, lack of social supports, chronic, debilitating health conditions, insufficient income to afford housing and cost of available housing stock). She then provided an overview of the plan to end homelessness.

Discussion ensued on what percentages would be assigned to the list of reasons for why people are homeless; and what data is there that providing a roof would address the root cause of becoming homeless.

#### **Report on homelessness.**

Mr. Mike Johnson, Executive Director, Rescue Mission, spoke about addressing the causes of homelessness and not just the symptoms.

Discussion ensued on how best can funding be used (insist providers are demonstrating work on using the holistic model, demonstrating measurable outcomes, and are leveraging the City's funding).

It was the consensus of the Council to have Mr. Johnson return to the Council to provide additional information on the causation model of homelessness.

#### **Review of 2015 Comprehensive Plan amendments.**

Assistant City Manager for Development Services Bugher and Planning Manager Catron, reviewed the amendments to the Comprehensive Plan in response to City Council suggestions.

Discussion ensued on density for R2 at the Gravelly Lake Drive and Veterans Drive site; supporting the Planning Commission's recommendation for R3; concerns about traffic impacts on Gravelly Lake Drive and Veterans Drive; concerns that the housing policy need to be dealt with and lowering density without looking at the overall Comprehensive Plan is a concern; how to get to quality housing (including design standards) with minimum 10,000 square foot lots; where in Lakewood can middle income housing be built if densities not are lowered; going with R2 and letting the market determine if it is developable.

#### **Review of code amendments relative to imprest funds.**

Assistant City Manager for Administrative Services Kraus reviewed the proposed code amendments relative to the petty cash and change fund account.

#### **Review of public safety cost benefit analysis.**

Mayor Anderson announced that this item is being postponed to another Council meeting.

#### **Review of Senior Center relocation assessment and lease extension with Pierce County.**

Senior Center Coordinator Sheid provided an overview of the Committee's assessment to relocate the Senior Center and spoke about the pros and cons at St. Mary's Church, that recently closed and considered as a possible location. She then spoke about extending the lease with Pierce County for the Lakewood Senior Center through December 31, 2016 and continue researching possible relocation sites.

Discussion ensued if the cost of the lease could be reduced if the lease was longer; what is the size of the exercise class; is the County administrative services staff that occupy the Lakewood Community Center planning to relocate to another building.

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

None.

#### **ITEMS TENTATIVELY SCHEDULED FOR THE NOVEMBER 16, 2015 REGULAR CITY COUNCIL MEETING:**

1. Appointing an individual to the Lakewood's Promise Advisory Board through May 21, 2018.
2. Amending Chapter 2.40 of the Lakewood Municipal Code relative to imprest funds.

- 3. Authorizing the execution of an interlocal agreement with the City of DuPont for human resources services.
- 4. Authorizing the execution of an amendment to the agreement with Pierce County to extend the lease for the Lakewood Senior Center.
- 5. Approving the 2016 human services funding allocations.
- 6. Adopting the property tax levy declaration of substantial need for 2016.
- 7. Adopting the 2016 property tax levy.
- 8. Adopting the 2015-2016 biennial budget amendments.
- 9. Approving a Transportation Benefit District assumption.
- 10. Amending Chapter 12A.16 of the Lakewood Municipal Code relative to the Transportation Benefit District.
- 11. Approving the 2016 fee schedule amendments.
- 12. Approving the 2016 lodging tax funding allocations

**CITY COUNCIL COMMENTS**

Mayor Anderson spoke about the Pierce Transit Board approving an interlocal agreement for off duty police services.

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**Executive Session**

Mayor Anderson announced that Council will recess into Executive Session for approximately 5 minutes to discuss potential litigation.

\* \* \* \* \*

Council recessed into Executive Session at 11:10 p.m. and reconvened at 11:15 p.m.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 11:15 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, SEPTEMBER 22, 2015 – 5:30 PM  
LAKEWOOD SENIOR ACTIVITY CENTER  
9112 LAKEWOOD DRIVE SW  
LAKEWOOD, WA 98499**

**CALL TO ORDER**

Jason Gerwen, Chairman, called the meeting to order at 5:32pm.

**ATTENDANCE**

**PRAB Members Present:** Jason Gerwen, Vito Iacobazzi, Sylvia Allen, Alan Billingsley, Susan Dellinger, Heinz Haskins & Anessa McClendon.

**Guest:** Eagle Scout member Riley Pase.

**Staff Present:** Mary Dodsworth, Director; Cameron Fairfield, Office Assistant; Elizabeth Scheid, Rec Coordinator.

**Council Liaison:** Don Anderson; Not Present

**APPROVAL OF MINUTES:** Alan Billingsley moved and Vito Iacobazzi seconded the motion to approve the minutes of the July 21, 2015 meeting as presented. MPU.

**PUBLIC COMMENT:** Bob Saul thanked the Board for the work they did with the Remote Control Flying Area and the gathering place projects. Bob then asked about a park area that does not have an official name near Ponders. His concern was with its proximity to the railroad tracks and may require some sort of new fencing.

**NEW BUSINESS:**

Senior Center Update: Elizabeth Scheid provided an update regarding the current Pierce County lease for the Lakewood Senior Activity Center. The lease at the current location is up at the end of the 2015 calendar year. Elizabeth and a stakeholders group have been assessing alternative locations. So far there has only been one viable option. The city currently spends approximately \$60,000 a year on the current lease. The Board discussed their interest in the new location and criteria to consider.

Eagle Scout Project: Riley Pase, Eagle Scout candidate, is proposing to build a dog agility course at the Fort Steilacoom Dog Park. He is working with Protect Our Pets for design and funding support. He and his team plan to begin building at the end of September and plan to finish by the end of October. The area would be 40' x 40'. This area would be maintained by the Protect our Pets organization. Jason Gerwen moved and Alan Billingsley seconded the motion to approve the Eagle Scout project. MPU

**UNFINISHED BUSINESS:**

Gathering Spaces Update: Mary Dodsworth presented the PRAB recommendations (design, location, etc) to City Council on September 21<sup>st</sup>. Council did not make a motion at the end of this presentation or provide direction to staff. The cost estimate is \$750,000 for this project. On

October 19<sup>th</sup> staff will provide a formal PRAB recommendation and ask for direction regarding next steps.

US Open Update: Mary presented a PowerPoint slide show recapping the US Open. There was excellent communication between all parties involved. Our social media outlets had over 10,000 views during the Open. There was a lot of positive feedback for the transportation plan used to get from I-5 to Fort Steilacoom Park. Because of the extra security and patrol, crime statistics were significantly down. PLU will be conducting an economic impact study that will be discussed at a later date.

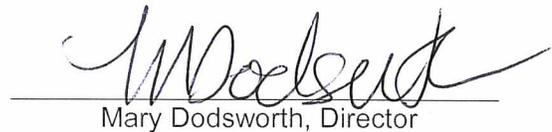
**DIRECTORS REPORT:** City of Lakewood Parks and Recreation has received several grants to improve Springbrook Park. There is a plan to build a bridge to make the park more accessible to the surrounding community. We've also received grants to improve the trail around Waughop Lake at Fort Steilacoom Park. Mary is awaiting a response for a grant that would be used to improve the ball fields at Fort Steilacoom Park. Mary summarized other summer program success.

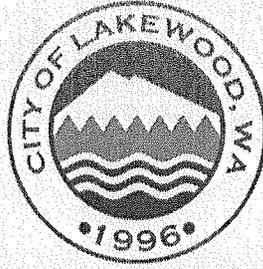
**BOARD COMMENTS:** Sylvia Allen presented a reminder about the upcoming Partners for Parks Walk the Waughop event. Sylvia handed out flyers to all of the park board members and asked if they would encourage others to participate in this event.

**NEXT MEETING:** The next PRAB business meeting is scheduled for Tuesday, October 27<sup>th</sup> at 5:30pm at Lakewood City Hall.

**ADJOURNMENT:** Sylvia Allen motioned to adjourn the meeting at 7:00pm. Alan Billingsley seconded the motion. MPU

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

  
\_\_\_\_\_  
Mary Dodsworth, Director



## **PUBLIC SAFETY ADVISORY COMMITTEE**

Regular Meeting Minutes  
Wednesday, October 7, 2015  
Lakewood Police Department  
9401 Lakewood Drive SW  
Lakewood, WA 98499

### CALL TO ORDER

The Meeting was called to order at 5:15 p.m.

### ROLL CALL

Public Safety Advisory Committee Members Present: Bryan Thomas, Bob Saul, John Fuller, Charles Ames, Alan Hart, and Michael Lacadie

Public Safety Advisory Committee Members Excused: Joseph Boyle, Julio Perez-Tanahashi and Ken Witkoe

Public Safety Advisory Committee Members Absent: None

City Councilmember Present: Marie Barth

Fire Department Staff Present: Assistant Fire Chief Karl Roth

Lakewood Youth Council Present: Ayana Rice

Staff Present: Lieutenant Heidi Hoffman and Committee Staff Support, Joanna Nichols, Administrative Assistant.

### APPROVAL OF MINUTES

Alan Hart motioned to approve September's meeting minutes. All ayes, minutes were approved.

## PUBLIC COMMENT

Mr. Harry Black spoke about shopping carts and the homelessness issue in Lakewood. He stated that both were a big problem and that he was very glad to hear that PSAC was looking into the issues, as he feels the shopping carts needlessly sully the City's image. He wants everyone to see how beautiful Lakewood is, and the shopping carts do not project that beauty.

## CITY COUNCIL LIAISON COMMENTS

City Councilmember Marie Barth discussed her meeting with Mr. Mike Johnson, of the Tacoma Rescue Mission, which was changing its name to "Rescue Mission" because it is a county-wide issue, not just Tacoma. Mr. Johnson is developing a beta program and will be bringing it to the Council when it is more defined and ready for presentation.

City Councilmember Marie Barth stated that the City Council was busy coming up with a vision plan for how they'd like the City to look when the 30<sup>th</sup> Anniversary comes around.

## FIRE CHIEF COMMENTS

### **Handout- Alarm Summary (September 2015)**

Assistant Fire Chief Karl Roth discussed the alarm summary data, stating they were up 1,000 calls for the year to date.

Assistant Fire Chief Karl Roth shared that the Fire Department had been awarded a grant to help purchase a new fire engine; they had just completed CERT class #28 with 27 individuals graduating and added that class #29 would begin in February, and handed out a flyer for the Fall Fun Days happening on October 24<sup>th</sup>. Alan Hart asked about the new ordinance for fireplaces and stoves, which was passed on October 1<sup>st</sup>, wondering what, if any, exceptions there were to the ordinance. Chief Roth stated he would research it further and get back to everyone.

## POLICE CHIEF COMMENTS

### **Handout-Crime and Incident Report (August 2015)**

Lieutenant Heidi Hoffman discussed the Crime and Incident Report and a discussion about the Police Chief position, the interviews which were held today, and when a final decision could be expected ensued.

## YOUTH COUNCIL COMMENTS

Ayana Rice was in attendance and introduced herself. She attends Clover Park High School.

## UNFINISHED BUSINESS

### **Handout-Municipal Code excerpt**

Guest Speakers: Community Development Building Official Leonard Yarberry and Building Inspector Ron Baer

Leonard Yarberry and Ron Baer discussed the abatement process, and passed around examples of houses currently on the abatement list. Bryan Thomas asked how a property was brought to Community Developments attention. Discussion over the entire process ensued.

Alan Hart asked about the US Open numbers. Joanna Nichols stated she would work on getting these for the next meeting.

## NEW BUSINESS

Bryan Thomas opened the floor for Chair and Vice Chair nominations. Discussion over process ensued.

Bryan Thomas nominated Alan Hart for Chair. Alan Hart accepted the nomination. Alan Hart nominated Bryan Thomas as Vice Chair. Bryan Thomas accepted the nomination. There were no other nominations.

Bryan Thomas called for a vote for Alan Hart for Chair. All ayes; Alan Hart is the new Chair.

Alan Hart called for a vote for Bryan Thomas for Vice Chair. All ayes; Bryan Thomas is the new Vice Chair.

## REPORTS FROM BOARD MEMBERS & STAFF

Charles Ames gave a report on the Tillicum Neighborhood Association meeting for September. He stated that David Anderson was voicing his concern over the Lethal Force policy. Discussion ensued. Robert Saul gave a report on the Tillicum Association for October; he gave a brief recap to include one concern from the group being kids on bikes roaming the streets at night and pulling out in front of cars.

Robert Saul also gave a report on the Lake City Neighborhood Association meeting. He stated that there was concern about what was going to happen to the Lake City Elementary School, as it was currently a potential hotspot for vandalism and homeless encampments. Discussion ensued.

Robert Saul mentioned that the Northeast Neighborhood Association had expressed some concerns at the Council meeting and was curious if those concerns had been dealt with: their concern was a specific house (4115 108<sup>th</sup> St SW) and the need for a speed hump on one of their streets. Discussion ensued.

Bryan Thomas asked about the Teriyaki place which had burned down on 100<sup>th</sup> Street. Lieutenant Hoffman didn't have anything new to report on that one, but thinks it's possible they are battling with the insurance company regarding rebuilding.

ADJOURNMENT

Alan Hart motioned to adjourn the meeting; all ayes. Meeting adjourned at 6:53 p.m.

Public Safety Advisory Committee

Attest:

Bryan Thomas  
Bryan Thomas, Chair

Joanna Nichols  
Joanna Nichols / Secretary

by Alan Hart  
11/04/15



**LAKWOOD ARTS COMMISSION  
REGULAR MONTHLY MEETING**  
Date: Tuesday, October 5, 2015  
Time: 4:00 PM – 6:00 PM  
Lakewood City Hall Room 3A  
6000 Main Street SW  
Lakewood, WA 98499

**CALL TO ORDER**

Susan Coulter called the meeting to order at 4:40pm.

**ATTENDANCE:**

**Arts Commission Members Present:** Susan Coulter, Retha Hayward, Robert Lawrence, Phillip Raschke, Barbara Vest, Jean Witte.

**Council Liaison:** Marie Barth

**Arts Commission Member Excused:** Kathy Flores, Peggy Leach, Kurtiss Erickson

**Guest:** Sally Martinez; Recreation coordinator for the City of Lakewood. Sally attended the meeting to discuss possible changes and updates with the arts commission stage at the annual SummerFEST event. The commission decided to have this discussion in further depth at the next meeting.

Heidi Wachter; City attorney for the City of Lakewood. Heidi was attending the meeting to give her annual training for the open public meeting rules. Heidi's training included specifics on which files need to be kept/destroyed for public record. The demonstration was focused on emails between group members. All present arts commission members signed off on this training.

**APPROVAL OF MINUTES:** Phil Raschke moved and Retha Hayward seconded the motion to approve the minutes from September 14, 2015, meeting. The motion passes.

**PUBLIC COMMENT:** None

**UNFINISHED BUSINESS:**

**Gravelly Lake:** The commission continued their discussion on Gravelly Lake as a potential location for the arts. There is an ongoing search for grants to fund this project. There was a discussion on what amount of funds the Arts Commission would be able to match moving forward.

**Farmers Market:** Sally Martinez discussed the potential of having new acts to perform at the Lakewood Farmers Market. The group is looking for new and

creative ways to reach bands from the surrounding area. This includes is not limited to, military bands, cooking demonstrations, professionally contracted bands, Etc.

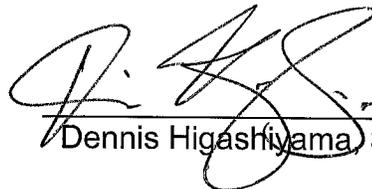
**NEW BUSINESS:**

**Joint Meeting with City Council:** The group took this time to discuss their format for the meeting with city council. Dennis Higashiyama will bring an outline of the commission's accomplishments to date. The outline will be emailed to the commission members prior to the meeting. The idea of having had copy visual aids instead of an electronic PowerPoint was widely agreed upon.

**ArtsFEST / SummerFEST Incorporation:** Sally Martinez discussed the possibility of incorporating ArtsFEST into Lakewood's SummerFEST event. The layout of SummerFEST from previous years is completely subject to change because Sally is new to the city and would like to start from scratch with open communication.

**ADJOURNMENT:** The meeting was adjourned at 6:00pm.

  
Kurtiss Erickson, Chair

  
Dennis Higashiyama, Staff Liaison



**PLANNING COMMISSION  
REGULAR MEETING  
WEDNESDAY October 21, 2015  
Council Chambers  
6000 Main Street SW  
Lakewood, WA 98499**

Chairman Mr. Don Daniels called the meeting to order at 6:40 p.m.

### **Roll Call**

Planning Commission Members Present: Don Daniels, Chair; Connie Coleman-Lacadie, James Guerrero and Christopher Webber

Planning Commission Members Excused: Robert Estrada and Robert Pourpasand

Planning Commission Members on Leave of Absence: Paul Wagemann, Vice-Chair

Planning Commission Members Absent: None

Staff Present: Dan Catron, Long Range Planning Manager; Tiffany Speir, Program Manager, South Sound Military & Communities Partnership; and Karen Devereaux, Recording Secretary

Council Liaison: Councilmember Paul Bocchi

### **Acceptance of Agenda**

No changes were made to the agenda.

### **Approval of Minutes**

Chairman, Mr. Don Daniels, opened the floor for discussion of the draft minutes of the meeting held October 7, 2015.

**Ms. Connie Coleman-Lacadie made the motion to approve the minutes as written. The second was made by Mr. James Guerrero. A unanimous voice vote carried the motion.**

### **Public Comments**

Dennis Haugen, Lakewood resident, commented that people with jobs keep the housing market alive and he is concerned after quoting a study that Lakewood has the highest percentage of population (34.2%) receiving food stamps in the South Sound region.

### **Public Hearing**

None.

### **Unfinished Business**

None.

**New Business**

Joint Land Use Study (JLUS) – Presentation

Tiffany Speir, Program Manager, South Sound Military & Communities Partnership gave a PowerPoint presentation to the commissioners sharing the SSMCP core values, mission and vision to bridge military and civilian communities.

Background information was shared with the group regarding the JLUS while identified issues were explained on the following topics: Incompatible current land uses near JBLM; Future urban growth (planned or projected) near the installation boundaries; Federally listed threatened and endangered prairie species and their habitat; Noise impacts from aircraft and training operations; Regional transportation impacts; Recreational access to JBLM training ranges; and continued improvement to communication among JBLM and the surrounding communities.

Ms. Tiffany Speir invited commissioners to visit the website and read more about the Annual Forum scheduled for November 12 at [www.ssmcp.org](http://www.ssmcp.org).

**Reports from Commission Members and Staff**

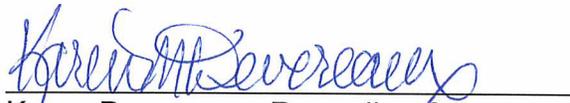
Mr. Dan Catron quickly informed commissioners of staff project updates:

Letters were mailed today to notify the 378 property owners possibly impacted by the flood plain management and critical areas ordinance amendments. This public hearing is scheduled for November 4, 2015, in City Hall Council Chambers at 6:30 p.m.

**Next Meeting** is to be held November 4, 2015, at 6:30 p.m. in Council Chambers.

**Meeting Adjourned** at 7:36 p.m.

  
\_\_\_\_\_  
Don Daniels, Chair  
Planning Commission      11/04/2015

  
\_\_\_\_\_  
Karen Devereaux, Recording Secretary  
Planning Commission      11/04/2015

# REQUEST FOR COUNCIL ACTION

<p><b>DATE ACTION IS REQUESTED:</b> November 16, 2015</p> <p><b>REVIEW:</b> November 9, 2015</p>	<p><b>TITLE:</b> An Ordinance amending the LMC 3.40 Relative to General Fund Petty Cash</p> <p><b>ATTACHMENTS:</b></p> <ul style="list-style-type: none"> <li>• Ordinance</li> </ul>	<p><b>TYPE OF ACTION:</b></p> <p><input checked="" type="checkbox"/> <b>ORDINANCE NO. 624</b></p> <p><input type="checkbox"/> <b>RESOLUTION NO.</b></p> <p><input type="checkbox"/> <b>MOTION</b></p> <p><input type="checkbox"/> <b>OTHER</b></p>
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**SUBMITTED BY:** Tho Kraus, Assistant City Manager/Administrative Services

**RECOMMENDATION:** It is recommended that the City Council adopt this Ordinance amending the LMC 3.40 relative to General Fund petty cash.

**DISCUSSION:** The proposed amendment to the Lakewood Municipal Code (LMC 3.40) relative to petty cash funds includes:

1. Retitles “General Fund Petty Cash Established” to “General Fund Petty Cash and Change Funds”;
2. Consolidates the various petty cash funds and includes funds for to be utilized for emergency operations;
3. Consolidates the various change funds and includes funds to be utilized for special events;
4. Provides flexibility to the Assistant City Manager for Administrative Services to assign funds as appropriate up to the total maximum of \$4,800 for petty cash and \$3,200 for change funds.

**ALTERNATIVE(S):** The City Council may deny approval and provide direction to staff.

**FISCAL IMPACT:** N/A

<p>_____ Prepared by</p> <p>_____ Department Director</p>	 <p>_____ City Manager Review</p>
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ORDINANCE NO. 624

AN ORDINANCE of the City Council of the City of Lakewood, Washington, affecting chapter 3.40 of the Lakewood Municipal Code; relative to petty cash funds.

WHEREAS: within chapter 3.40 of the Lakewood Municipal Code, the City has codified a number of imprest funds; and

WHEREAS: it is desirable to increase the limits and use of certain petty cash funds to account for emergency operations and special events; and

WHEREAS: it is advisable to maintain flexibility for petty cash funds and other imprest fund;

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

Section 1: Section 03.40.110 of the Lakewood Municipal Code, entitled “General Fund Petty Cash Established,” is retitled, “General Fund Petty Cash and Change Funds,” and amended to read as follows:

A. The City Manager or designee is hereby authorized to establish a General Fund Petty Cash Account in such amount as the City Manager may from time to time, in writing, determine necessary for the efficient handling of the purposes for which the fund is established but not to exceed the amounts set forth in this section. \$3,000.00, provided that a maximum of \$1,000.00 shall be available at any physical location. This fund is established for the purpose of making minor authorized disbursements and the making of change. ~~The fund shall be administered by the Assistant City Manager for Finance and Administrative Services or designee, in accordance with regulations providing for such lawful administration.~~

B. These funds shall be maintained up to the maximum amounts as follows:

1. The sum of \$4,800 to be utilized for petty cash,

2. The sum of \$3,200 to be utilized for change funds.

C. The funds shall be administered by the Assistant City Manager for Administrative Services or designee, in accordance with regulations providing for such lawful administration.

Section 2. Section 03.40.010 LMC entitled, “Finance & Administrative Services Department Change Account,” is repealed as follows:

~~There is established an account to be known as the City of Lakewood Finance & Administrative Services Department Change Account in an amount not to exceed eight hundred dollars (\$800.00).~~

Section 3. Section 03.40.020 LMC entitled, “Municipal Court Change Account,” is repealed as follows:

~~There is established an account to be known as the Municipal Court Change Account in an amount not to exceed six hundred dollars (\$600.00).~~

Section 4. Section 03.40.030 LMC entitled, “Community & Economic Development Change Account,” is repealed as follows:

~~There is established an account to be known as the City of Lakewood Community & Economic Development Change Account, in an amount not to exceed Five Hundred Dollars (\$500.00).~~

Section 5. Section 03.40.040 LMC entitled, “Parks, Recreation & Community Services Change Account,” is repealed as follows:

~~There is established an account to be known as the City of Lakewood Parks, Recreation & Community Services Change Account in an amount not to exceed fifty dollars (\$50.00).~~

Section 6. Section 03.40.050 LMC entitled, “City Manager Change Account,” is repealed as follows:

~~There is established an account to be known as the City of Lakewood City Manager Change Account in an amount not to exceed five hundred dollars (\$500.00).~~

Section 7. Section 03.40.060 LMC entitled, “Police Department-Change Account,” is repealed as follows:

~~There is established an account to be known as the City of Lakewood Police Department Change Account in an amount not to exceed four hundred dollars (\$400.00).~~

Section 8. Section 03.40.090 LMC entitled, “Municipal Court Jury and Witness Fee Account,” is repealed as follows:

~~There is established a Municipal Court imprest fund to be known as the City of Lakewood Municipal Court Jury and Witness Fee Account in an amount not to exceed one thousand three hundred dollars (\$1,300.00).~~

Section 9. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such

invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 10. Effective Date. This ordinance shall take place thirty (30) days after its publication or publication of a summary of its intent and contents.

ADOPTED by the City Council this 16th day of November, 2015.

CITY OF LAKEWOOD

\_\_\_\_\_  
Don Anderson, Mayor

Attest:

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

Approved as to Form:

\_\_\_\_\_  
Heidi A. Wachter City Attorney

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

**(Legal Notice)**

November 17, 2015

**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 16th day of November, 2015.

**ORDINANCE NO. 624**

AN ORDINANCE of the City Council of the City of Lakewood, Washington, affecting Chapter 3.40 of the Lakewood Municipal Code; relative to petty cash funds.

This ordinance shall take place thirty (30) 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.

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Alice M. Bush, City Clerk

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

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> November 16, 2015  <b>REVIEW:</b>	<b>TITLE:</b> Appointing Echo Curry to serve on the Lakewood's Promise Advisory Board through May 21, 2018.  <b>ATTACHMENTS:</b> Candidate application	<b>TYPE OF ACTION:</b> <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION 2015-73 <input type="checkbox"/> OTHER
--------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

**RECOMMENDATION:** It is recommended that the City Council confirm the Mayor's appointment of Echo Curry to serve on the Lakewood's Promise Advisory Board through May 21, 2018.

**DISCUSSION:** A Notice of Vacancy was sent to The News Tribune and The Suburban Times and posted at the Tillicum Community Center, Tillicum Library, Lakewood Community Center, Lakewood Library and City Hall to fill a vacant position on the Lakewood's Promise Advisory Board. The Mayor's appointment is listed on the attached table.

The Lakewood's Promise Advisory Board is created to assist the City Council in the following areas:

A. The Lakewood's Promise Advisory Board shall advise the Mayor, the City Council and city staff regarding the availability and delivery of the five promises within the City.

- Continued to page 2 -

**ALTERNATIVE(S):** The Council could choose not to confirm the appointments or re-advertise for the position(s).

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

_____ Prepared by  _____ Department Director	 _____ City Manager Review
----------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------

B. The Lakewood's Promise Advisory Board shall look for ways to develop ongoing relationships among Lakewood citizens and businesses to better deliver Promise activities to youth. To do this, the Lakewood's Promise Advisory Board will recommend individuals to serve on task forces pertaining to each of the Five Promises.

C. The Lakewood's Promise Advisory Board shall advise the City Council in connection with Lakewood's Promise issues as may be referred to the Lakewood's Promise Advisory Board by the City Council which may include, but is not limited to, the following:

1. Facilitate cooperation and coordination with City staff, citizens' groups and other entities, agencies and organizations on Lakewood's Promise issues;
2. Recommend to the City Council strategies to enhance awareness of, and interest in, Lakewood's Promise which may be in cooperation with any appropriate private, civic or public agency of the City, county, state or of the federal government;
3. Recommend ways and means of obtaining private, local, county, state or federal funds for the promotion of Lakewood's Promise programs and projects within the City, and
4. Represent the community and the City of Lakewood as requested by the City Council to address Lakewood's Promise related issues.

**LAKWOOD'S PROMISE ADVISORY BOARD APPLICATIONS FILED**

NAME	MAYOR'S APPOINTMENT 1 - through May 21, 2018
Echo Curry	Appoint



**CITY OF LAKEWOOD**  
6000 Main Street SW  
Lakewood, WA 98499

**APPLICATION FOR APPOINTMENT**

*The information in this document is subject to public disclosure and can be made available to the public.  
(Attach additional pages if necessary to complete answers.)*

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

- |                                                                                                                                                        |                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Arts Commission                                                                                                               | <input type="checkbox"/> Parks and Recreation Advisory Board |
| <input type="checkbox"/> Community Services Advisory Board                                                                                             | <input type="checkbox"/> Planning Commission                 |
| <input checked="" type="checkbox"/> Lakewood's Promise Advisory Board                                                                                  | <input type="checkbox"/> Public Safety Advisory Committee    |
| <input type="checkbox"/> Landmarks and Heritage Advisory Board                                                                                         | <input type="checkbox"/> Salary Commission                   |
| <input type="checkbox"/> Lodging Tax Advisory Committee (Members of this committee must be representative of an agency involved in tourism promotion.) |                                                              |

**EXPECTATIONS:** Adhere to City of Lakewood's Code of Ethics and regular attendance at meetings is required.

**PLEASE RETURN THIS FORM TO:** City of Lakewood  
City Clerk's Office  
6000 Main Street SW  
Lakewood, WA 98499  
(253) 983-7701 Fax: (253) 589-3774

Name: Echo Curry  
(Please Print)

Home Address: 5015 South Pine Street

City: Tacoma State: WA Zip: 98409

Home Phone Number: \_\_\_\_\_ E-mail: currye@bgcsp.org

Present Employer: Boys & Girls Club of South Puget Sound

Address: 3875 South 66th Street Work Phone: 253-502-4600

Cell: 206-661-4408

**LODGING TAX ADVISORY COMMITTEE APPLICANT QUESTIONS:**

Are you representing a business that is required to collect lodging tax? Yes  No

Are you involved in activities authorized to be funded by revenues received from lodging tax? Yes  No

Have you previously served or are you currently on one of the Lakewood's Boards, Committees or Commissions? Yes No If yes, please explain (include names of Boards, Committees or Commissions and the dates that you served:

N/A

Date available for appointment: 10/19/2015

Are you available to attend evening meetings? Yes [checked] No [ ]

Are you available to attend daytime meetings? Yes [checked] No [ ]

Recommended by: Elvin Bucu

Education: Bachelor of Arts in American Ethnic Studies, University of Washington, Seattle

High School Diploma c/o 2001 Mount Tahoma High School

Professional and/or community activities: Area Branch Director, Lakewood Hope Center & South Pierce County; Summer program collaboration in SpringBrook Park Participant in Lakewood Community Collaboration meetings

Please share some of the experiences or qualifications that you have relating to the work of this board, committee or commission:

BGCSPS Alumni with over 10 years of youth development experience and dedication to the club programs & values

6+ years of program development and ability to recruit and nurture outside partnerships and programs

Current Lakewood and Clover Park Rotary prospects

Please explain why you would like to be part of this board, committee or commission:

To help collaborate and build opportunities for youth in Lakewood and beyond. To help increase test scores and educational advancement. To increase awareness about Lakewood related resources among our families and members.

To work with organizations that support and help empower our future leaders.

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:

[Handwritten signature]

Date:

10/19/2015

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> 11/16/15	<b>TITLE:</b> Approving an Interlocal Agreement with the City of DuPont to provide human resources support services.	<b>TYPE OF ACTION:</b> <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION 2015-74 <input type="checkbox"/> OTHER
<b>REVIEW:</b> 11/16/15	<b>ATTACHMENTS:</b> Interlocal Agreement	

**SUBMITTED BY:** Debra J. Young, Human Resources Director

**RECOMMENDATION:** It is recommended the City of Lakewood continue the interlocal agreement with the City of DuPont to provide specialized human resources services.

**DISCUSSION:** The City of DuPont is seeking a renewed partnership opportunity to access professional level human resources expertise. The City of Lakewood has on staff professional level, technical expertise able to provide assistance in general human resources support services and labor relations.

The City of Lakewood will provide assistance with labor negotiations to include but not limited to; status of negotiation activities, issues, proposals, counter-proposals, drafting language for difficult topics or areas not addressed in the past, meetings with management to determine the best course of action, or guidance regarding general collective bargaining agreement administration. Assistance may involve; advice on grievances, how to conduct internal investigations, application of employment rules and procedures, and specialized services or training.

**ALTERNATIVE(S):** The City Council could decide not to enter into an interlocal agreement for the provision of specialized human resources services.

**FISCAL IMPACT:** The City of DuPont shall pay the City of Lakewood \$70.00 per hour, as needed.

 <hr/> Prepared by  Debra Young, Human Resources Department Director	 <hr/> City Manager Review
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AN INTERLOCAL AGREEMENT BETWEEN  
THE CITY OF LAKEWOOD AND THE CITY OF DUPONT PROVIDING HUMAN  
RESOURCES SUPPORT SERVICES

WHEREAS, the City of Lakewood, "Lakewood" has the capacity to provide human resources support services to the City of DuPont, "DuPont" in a manner beneficial to both parties and that DuPont desires to use these services; and

WHEREAS, Lakewood and DuPont wish to cooperate and enter into this Agreement for general and specialized human resources support services provided by Lakewood; and

WHEREAS, the parties agree that provision of services as detailed in this Agreement are in the best interests of the citizens of both cities; and

WHEREAS, Title 39.34 of the Revised Code of Washington authorizes joint and cooperative Agreements between governmental agencies;

NOW, THEREFORE, the parties agree as follows:

A. Purpose. The purpose of this Interlocal Agreement is to provide professional level human resources services and expertise to the City of DuPont.

Services. The Scope of Services will be outlined below:

- 1) Assistance with DuPont's approach to labor negotiations, including discussion regarding the status of negotiation activities, issues, proposals, counter-proposals, drafting language for particularly difficult topics or areas not addressed in the past, assisting with meetings of management to determine a course of action and guidance regarding general administration of a collective bargaining agreement and matters of contract interpretation.
- 2) Advising Human Resource Analyst or management (or those who are chiefly responsible) on grievances or grievance proceedings as requested.
- 3) General specialized services and training to include items such as advising Human Resource Analyst or supervisors on how to handle difficult situations and people, how to conduct internal investigations, or application of other employment rules and procedures such as FMLA, ADA, FLSA, Hostile Work Environment or Harassment.
- 4) Assistance with administrative support such as recruitment, training, documentation and other Human Resources activities.
- 5) Providing such other services as may be requested by the DuPont management team as it relates to professional level human resources expertise.

B. Financial Provisions. In consideration for the services provided in this Agreement, the parties agree to the following:

- 1) Compensation shall be paid directly to Lakewood based on an hourly rate of \$70.00.
- 2) DuPont will be billed no more often than monthly. DuPont will pay Lakewood within

thirty (30) days of the receipt of an invoice.

C. Agreement Administration. The parties are expected to work cooperatively as though the Lakewood staff is DuPont staff when handling DuPont issues.

1) Dispute resolution. Disputes between the parties that cannot be resolved at staff level are to be resolved by the respective City Managers/City Administrators. It is understood between the parties that this Agreement is of benefit to both and there is a common interest in working through issues to continue the Agreement.

2) Reporting. Review of work performance shall be conducted in November of each year.

D. Indemnification. In executing this Agreement, Lakewood does not assume liability or responsibility for or in any way release DuPont from any liability or responsibility which arises in whole or in part from DuPont's acts or omissions. DuPont shall defend, indemnify and hold Lakewood, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of DuPont, its officers, agents or employees.

E. Term. The term of this Agreement is ongoing through December 31, of each calendar year, with the parties consulting on a regular basis to establish whether amendments are needed to achieve the best results possible for both parties. If the desired results cannot be achieved through an Agreement between the parties, either party shall notify the other in writing no later than September 1 for an anticipated termination of December 31 of the same year. This allows both parties sufficient time to address alternative measures timely within the budget session. Amendments to this Agreement must be in writing and may be made at any time during the term of the Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed effective this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF LAKEWOOD

CITY OF DUPONT

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

\_\_\_\_\_

John J. Caulfield  
City Manager

Ted Danek  
City Administrator

Attest:

\_\_\_\_\_

Alice M. Bush, MMC, City Clerk

Approved as to Form:

\_\_\_\_\_

Heidi Ann Wachter, City Attorney

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b>  <b>11/16/2015</b>	<b>TITLE:</b> Senior Center Lease Extension	<b>TYPE OF ACTION:</b> <input type="checkbox"/> ORDINANCE NO. <input type="checkbox"/> RESOLUTION NO. <input checked="" type="checkbox"/> MOTION NO. 2015-75 <input type="checkbox"/> OTHER
<b>REVIEW:</b>  <b>11/9/15</b>	<b>ATTACHMENTS:</b> Pierce County 5th Amendment to Lakewood Senior Center Activity Lease.	

**SUBMITTED BY:** Elizabeth Scheid, Recreation Coordinator

**RECOMMENDATION:** It is recommended that the City Council authorize the City Manager to execute an agreement with Pierce County to amend the lease at the Senior Activity Center.

**DISCUSSION:** The City of Lakewood has been operating a Senior Activity Center at the Lakewood Community Center since March, 2006. We currently lease almost 5,000 square feet. Our current lease expires December 31, 2015.

As part of the City’s 2015 work program, staff researched other possible senior center locations to best serve our older adults and insure the City is being fiscally responsible. To help facilitate the process we developed a focus group of community stakeholders. The review process included brainstorming needs and wants, researching and touring available facilities and discussing pro and cons of each possible location. The focus group considered a number of factors including; operational cost, current program needs and growth opportunities, ADA accessibility, maintenance, and other considerations. We anticipated that there would be several locations in our community that might be feasible to relocate the senior center. We considered different types of facilities including locations that might require tenant improvements. There were few facilities that would meet our current and future needs.

As we finalize this project we asked Pierce County to extend the lease for one year. The terms of the lease, including the current lease rate, would remain the same. Per Council comments, staff will return on or before May, 2016 with site options and/or a re-negotiated lease with Pierce County.

**ALTERNATIVE(S):** Renegotiate the contract for different terms. This could delay contract approval.

**FISCAL IMPACT:** Terms of the amended lease and fees remain the same as 2015 so there is no additional fiscal impact.

<hr style="border: none; border-top: 1px solid black;"/> Prepared by	 <hr style="border: none; border-top: 1px solid black;"/> City Manager Review
<hr style="border: none; border-top: 1px solid black;"/> Department Director	

**FIFTH AMENDMENT  
TO  
LAKEWOOD SENIOR CENTER ACTIVITY LEASE  
(LAKEWOOD COMMUNITY CENTER)**

THIS FIFTH AMENDMENT TO LAKEWOOD SENIOR CENTER ACTIVITY LEASE (hereinafter "Fifth Amendment") is made and entered into as of the Effective Date (defined in Section 10 below) by and between Pierce County, a municipal corporation and political subdivision of the State of Washington (hereinafter "Landlord") and the City of Lakewood, Washington, an optional Code City organized under RCW 35A and a municipal corporation (hereinafter "Tenant").

**RECITALS**

WHEREAS on March 9, 2006, Landlord and Tenant entered into that certain Lease Agreement (hereinafter "Lease") pursuant to which Landlord leased to Tenant and Tenant leased from Landlord approximately 4,940 square feet of rentable space on the first floor of the Lakewood Community Center (hereinafter "Premises"); and

WHEREAS on May 2, 2006, Landlord and Tenant entered into that certain First Amendment to Lease Agreement (hereinafter "First Amendment") amending the terms of the Lease in accordance with the terms and conditions set forth therein; and

WHEREAS on August 10, 2007, Landlord and Tenant entered into that certain Second Amendment to Lease Agreement (hereinafter "Second Amendment") amending the terms of the Lease in accordance with the terms and conditions set forth therein; and

WHEREAS on September 3, 2008, Landlord and Tenant entered into that certain Third Amendment to Lease Agreement (hereinafter "Third Amendment") amending the terms of the Lease in accordance with the terms and conditions set forth therein; and

WHEREAS on February 22, 2011, Landlord and Tenant entered into that certain Fourth Amendment to Lease Agreement (hereinafter "Fourth Amendment") amending the terms of the Lease in accordance with the terms and conditions set forth therein; and

WHEREAS Landlord and Tenant desire to further amend the Lease and extend the term of the Lease.

NOW, THEREFORE, for and in consideration of the terms, covenants and conditions set forth herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, Landlord and Tenant agree as follows:

**A G R E E M E N T**

**1. Incorporation of Recitals.** The above recitals are true and correct and are incorporated herein as if fully set forth.

2. **Renewal of Lease.** The Lease is hereby renewed for one (1) additional term of one (1) year, commencing January 1, 2016 and expiring December 31, 2016 (hereinafter "Term") unless terminated pursuant to any of the provisions of this lease.

3. **Rent.** Beginning January 1, 2016 and continuing on the first day of each and every month of the Term thereafter, Tenant shall pay to Landlord at Landlord's address in Section 26 of the Lease, or at such other place as Landlord may from time to time designate in writing, monthly rent in the following amounts (hereinafter "Rent"), payable in advance without deduction, offset, prior notice or demand:

<u>Rental Period</u>	<u>Monthly Rent</u>
01/01/2016 – 12/31/2016	\$4,940.00 (\$12.00/sq ft)

4. **Amendment to Section 26 ("Notices").** Section 26 of the Lease ("Notices") is hereby deleted in its entirety and following substituted therefor:

26. **Notices.** Wherever in this Lease notice is desired or required to be given, such notice shall be addressed and sent by either: (a) United States certified mail, return receipt requested; (b) recognized overnight express or legal messenger service; or (c) facsimile to the address of such person as set forth in this Lease, or such address or addresses designated in writing from time to time. The notice shall be deemed delivered on the earlier of: (a) the date of receipt as shown by the return receipt; the delivery date as shown in the regular business records of the overnight courier or legal messenger service; or (c) the date of automatic confirmed receipt by the recipient's fax, as the case may be. Notices shall be sent to the Landlord or Tenant at the address or facsimile for that party as designated below:

Landlord:	Pierce County Parks & Recreation Services Attn: Tony Tipton, Director 9112 Lakewood Drive SW Lakewood, WA 98499 Telephone: 253-798-4177 Facsimile: 253-582-7461
Copy to:	Pierce County Prosecuting Attorney/Civil Division Attn: David H. Prather, Prosecuting Attorney 955 Tacoma Avenue South, Suite 301 Tacoma, WA 98402-2160 Telephone: 253-798-4168 Facsimile: 253-798-6713
Tenant:	City of Lakewood, Parks & Recreation Department Attn: Mary Dodsworth, Director 6000 Main Street SW Lakewood, WA 98499 Telephone: 253-589-2489 Facsimile: 253-589-3774

Copy to:

Lakewood City Attorney

Attn: \_\_\_\_\_

6000 Main Street SW

Lakewood, WA 98499

Telephone: 253-589-2489

Facsimile: 253-589-3774

Any party, by written notice to the other in the manner herein provided, may designate an address different from that set forth above. Any notices sent by a party's attorney on behalf of such party shall be deemed delivered by such party.

**5. Construction.** Landlord and Tenant acknowledge that they, and their respective legal counsel, all substantially participated in the negotiation, drafting and editing of this Fifth Amendment and that the provisions hereof shall not be construed or interpreted for or against either party based on authorship.

**6. Conflict.** In the event of a conflict between this Fifth Amendment and the Lease or any prior amendment thereof, the provisions of the Fifth Amendment shall govern.

**7. Authority.** Landlord and Tenant each represent and warrant to the other it has the power and authority to execute this Fifth Amendment and that there are no third-party approvals required to execute this Fifth Amendment or to comply with the terms or provisions contained herein.

**8. Ratified and Confirmed.** The Lease, except as amended by the First, Second, Third, Fourth, and this Fifth Amendment, is hereby ratified and confirmed in all respects and shall remain in full force and effect in accordance with its original terms and provisions.

**9. Effective Date of Fifth Amendment.** The Effective Date of this Fifth Amendment shall be the date Landlord's County Executive shall have affixed her signature hereto as indicated opposite her name below.

***[SIGNATURES & ACKNOWLEDGEMENTS APPEAR ON FOLLOWING PAGES]***





# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> November 16, 2015	<b>TITLE:</b> 2016 Human Services Funding Recommendations	<b>TYPE OF ACTION:</b> — ORDINANCE NO. — RESOLUTION NO. <u>X</u> MOTION NO. 2015-76 — OTHER
<b>REVIEW:</b> November 9, 2015	<b>ATTACHMENT:</b> 2016 Human Services Funding Recommendations by Strategy Area	

**SUBMITTED BY:** Mary Dodsworth, Parks, Recreation and Community Services Director, and Karmel Shields, Human Services Coordinator

**RECOMMENDATION:** It is recommended that the City Council adopt the human services funding recommendations presented on November 9, 2015 for \$350,000 to support twenty-nine (29) human services programs and projects in the strategic areas of housing assistance, stabilization services, emotional supports for healthy relationships and access to essential health services and authorize the City Manager to execute agreements for 2016 funding.

**DISCUSSION:** Community Services Advisory Board (CSAB) conducted a thorough review process to evaluate the contract performance of the thirty (30) programs receiving funds in 2015. All human services programs are being recommended for second-year funding (Attachment A) with two exceptions: Pierce County Community Connection’s ChildReach program will discontinue in 2016 (\$9,000), and Franciscan Health System (FHS) Children’s Immunizations program is recommended to receive half its 2015 allocation (\$8,100) to proportionately adjust funding to support only school attendance-required immunizations. (Discussion continued on page 2).

**ALTERNATIVE(S):**

1. Approve the Community Services Advisory Board’s 2016 human services funding recommendations as presented on November 9, 2015 (Attachment A). (Alternatives continued on page 2)

**FISCAL IMPACT:** \$350,000 was appropriated to support human services in the City’s 2015/16 general fund budget; therefore, no fiscal impact.

_____ Karmel Shields Prepared by	 City Manager Review
_____ Mary Dodsworth Department Director	

**DISCUSSION (continued):** All totaled \$17,100 was identified for reprogramming during the review process. Based on past practices, the CSAB determined that additional funds would be distributed to current contractors with high achieving programs; which fulfill an emerging community need, specifically in the strategic areas of mental health and housing assistance.

It is being recommended the following programs receive additional funding in 2016.

<b>Program</b>	<b>Additional Funding</b>	<b>Total 2016 Allocation</b>
MHP & COPS	\$12,000	\$ 24,000
Mental Health Emergency Assistance	\$ 2,550	\$ 8,550
Sound Outreach Utility Assistance	<u>\$ 2,550</u>	\$ 19,350
	<b>\$17,100</b>	

**ALTERNATIVES (continued):**

2. Renew contracted human services programs at the 2015 funding levels, with the exception of FHS Children's Immunization (\$8,100) and Pierce County ChildReach programs (\$9,000), and not reprogram these funds. This will reduce the 2016 level of support for human services to \$332,900.

## 2016 Human Services Funding Recommendations

Agency Name by Strategy Area	Program	2015 Funding	2016 Proposed
<b>Support for Healthy Relationships</b>			
Communities in Schools Lakewood	Champion Mentors	\$ 10,500.00	\$ 10,500.00
Communities in Schools Lakewood	After-school Programs	\$ 14,000.00	\$ 14,000.00
Lakewood Boys & Girls Club	Healthy Lifestyles	\$ 12,000.00	\$ 12,000.00
<b>PC Community Connections</b>	<b>ChildReach</b>	<b>\$ 9,000.00</b>	<b>discontinued</b>
Pierce College	Lakewood Computer Clubhouse	\$ 14,000.00	\$ 14,000.00
Pierce College	PROMISE Board (set aside)	\$ 21,500.00	\$ 21,500.00
Pierce County AIDS Foundation	Oasis Youth Center	\$ 6,000.00	\$ 6,000.00
Rebuilding Hope Sexual Assault Center	Therapy Program	\$ 9,000.00	\$ 9,000.00
Tacoma Community House	Client Advocacy	\$ 12,000.00	\$ 12,000.00
YMCA of Pierce and Kitsap Counties	Teen Late Nite	\$ 7,500.00	\$ 7,500.00
	<b>Subtotal Healthy Relationships</b>	<b>\$ 115,500.00</b>	<b>\$ 106,500.00</b>
<b>Stabilization Services</b>			
Caring for Kids	Ready to Learn Fair Events	\$ 10,000.00	\$ 10,000.00
Courage 360 (WWEE)	Reach Plus Employment Training	\$ 7,500.00	\$ 7,500.00
Emergency Food Network	Co-op Food Purchasing	\$ 21,600.00	\$ 21,600.00
FISH Food Bank	Nutritious Food	\$ 16,800.00	\$ 16,800.00
<b>Greater Lakes Mental Healthcare</b>	<b>MHP &amp; COPS</b>	<b>\$ 12,000.00</b>	<b>\$ 24,000.00</b>
St. Leo Food Connection	Children's Feeding Programs	\$ 6,000.00	\$ 6,000.00
St. Leo Food Connections	Springbrook Mobile	\$ 9,100.00	\$ 9,100.00
	<b>Subtotal Stabilization Services</b>	<b>\$ 83,000.00</b>	<b>\$ 95,000.00</b>
<b>Housing Assistance</b>			
Catholic Community Services	Family Housing Network	\$ 14,000.00	\$ 14,000.00
<b>Greater Lakes Mental Healthcare</b>	<b>Emergency Need Assistance</b>	<b>\$ 6,000.00</b>	<b>\$ 8,550.00</b>
LASA	Lakewood Housing	\$ 6,000.00	\$ 6,000.00
Rebuilding Together South Sound	Home Mod/Rebuilding Day	\$ 16,800.00	\$ 16,800.00
<b>South Sound Outreach</b>	<b>Community Connection Utilities</b>	<b>\$ 16,800.00</b>	<b>\$ 19,350.00</b>
The Rescue Mission	Adam Street Family Shelter	\$ 12,000.00	\$ 12,000.00
YWCA Pierce County	Domestic Violence Services	\$ 18,000.00	\$ 18,000.00
	<b>Sub total Housing Assistance</b>	<b>\$ 89,600.00</b>	<b>\$ 94,700.00</b>
<b>Access to Health Care</b>			
Community Healthcare	Family Medical Services	\$ 12,000.00	\$ 12,000.00
Community Healthcare	Adult Dental	\$ 6,000.00	\$ 6,000.00
<b>Franciscan Health Foundation</b>	<b>Children's Immunizations</b>	<b>\$ 16,200.00</b>	<b>\$ 8,100.00</b>
Lindquist Dental Clinic for Children	Dental Care for Youth	\$ 10,500.00	\$ 10,500.00
Metropolitan Development Council	Substance Abuse Recovery	\$ 6,000.00	\$ 6,000.00
Pierce County AIDS Foundation	Medical Case Management	\$ 11,200.00	\$ 11,200.00
	<b>Sub total Access to Health Care</b>	<b>\$ 61,900.00</b>	<b>\$ 53,800.00</b>
<b>Total All Funds</b>	<b>All Strategy Areas</b>	<b>\$ 350,000.00</b>	<b>\$ 350,000.00</b>

# REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED:	TITLE:	TYPE OF ACTION:
November 16, 2015	1) Lodging Tax Advisory Committee (LTAC) Recommendations Authorizing 2016 Contracts for Tourism Services	<input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION NO. 2015-77 <input type="checkbox"/> OTHER
<b>REVIEW:</b> November 9, 2015	<b>ATTACHMENTS:</b> 1) LTAC Recommendations Summary Chart	

**SUBMITTED BY:** Becky Newton, Economic Development Manager

**RECOMMENDATION:** It is recommended that the Mayor and City Council authorize the City Manager to enter into 2016 tourism related service contracts (see Recommendations Summary Chart).

**DISCUSSION:** The purpose of this agenda bill is to report to the City Council the recommended expenditures of lodging tax funds for 2016. However, prior to reviewing recommendations, it would be prudent to provide an overview of the lodging tax program.

As authorized under state law, the City of Lakewood has enacted a lodging tax. (RCW Chapter 67.28 and Lakewood Municipal Code Chapter 3.36) The City receives a “local portion” of the taxes collected from lodging-related businesses located within the City. Revenue obtained in this manner is credited to a special fund of the City and is to be used for the purpose of paying all or a part of the cost of tourism promotion, acquisition of tourist-related facilities by the City, or operation of tourism-related facilities by the City or non-profit organizations.

State law requires the formation of a Lodging Tax Advisory Committee. The committee must have at least five members and each member must be appointed by the City Council. At least two of the members of  
(Continued to page 2)

**ALTERNATIVE(S):** 1) The City Council can accept or reject any of the LTAC funding recommendations; 2) Return the recommendations to the LTAC for further consideration. Under this alternative, the Council would need to provide direction as to what it desires from the committee; or 3) Decline to take action on some but not all of the proposed recommendations; however, be advised that the City has entered into a multi-year interlocal agreement with Clover Park Technical College (CPTC) on the use of the McGavick Center (\$101,850 for 20 years).

**FISCAL IMPACT:** Please see the 2015 Lodging Tax Advisory Committee recommendations.

\_\_\_\_\_  
Prepared by Becky Newton  
Economic Development Manager

\_\_\_\_\_  
Department Director



\_\_\_\_\_  
City Manager Review

**DISCUSSION (continued):**

the committee must represent businesses required to collect the tax, and at least two of the members of the committee must represent entities who are involved in activities authorized to be funded by the tax. The fifth member of the committee must be an elected official of the City, who shall serve as chair of the committee. There is no maximum number of participants on the LTAC.

One role of the LTAC is to consider requests for use of lodging tax funds. The LTAC should consider these requests in a public process, which is intended to generate comments and recommendations. The comments are intended to assist the City Council in its deliberations and should address the extent to which a proposal will accommodate tourist activities or increase tourism, and the extent to which a proposal will impact the long-term stability of the special fund the City created to hold tax revenues.

The comments and funding recommendations of the LTAC are forwarded to the Lakewood City Council, which accepts or rejects them. The Council cannot modify the recommended amounts or vendors provided to them by LTAC.

**2016 Grant Requests & LTAC Recommendations:**

The City estimated the 2015 projected revenue amount to be \$675,000. The estimated ending fund balance on December 31, 2015 is \$1,656,108. The total estimated revenue collection of \$675,000 represents a 7% tax. Of the 7%, 4% may be used for tourism promotion, and 3% is restricted to capital projects. All funds may be used for capital projects.

Total 2015 Revenue Estimate = \$675,000	2015 Revenue	plus end fund balance	Available
From the 4% (marketing)	\$385,714	\$341,268	\$726,982
From the 3% (capital)	\$289,286	\$741,690	\$1,030,976
Balance	\$675,000	\$1,082,958	\$1,757,958
Less CPTC		(\$101,850)	\$1,656,108

LTAC recommends funding of all 16 applicant projects at some level. The final 2016 funding recommendations are \$372,000 for non-capital, and \$430,000 for capital for a total of \$802,000.

**2016 LAKEWOOD LODGING TAX RECOMMENDATIONS SUMMARY CHART**

Applicant	Marketing Request (4%)	Capital Request (3%)	Recommended Marketing (4%)	Recommended Capital (3%)
Asian Pacific Cultural Center	\$15,000		<b>\$10,000</b>	
Historic Fort Steilacoom	\$10,000		<b>\$10,000</b>	
Grave Concerns	\$9,500	\$20,000	<b>\$9,500</b>	<b>\$0</b>
Lakewold Gardens	\$45,000		<b>\$40,000</b>	
Lakewood Chamber	\$80,000		<b>\$80,000</b>	
Lakewood Historical Society	\$39,500		<b>\$34,500</b>	<b>\$5,000</b>
Lakewood Playhouse	\$24,000	\$50,000	<b>\$24,000</b>	<b>\$25,000</b>
Lakewood Sister Cities	\$14,500		<b>\$10,000</b>	
Tacoma Regional Convention & Visitors Bureau	\$55,000		<b>\$50,000</b>	
Tacoma-Pierce County Sports Commission	\$40,000		<b>\$40,000</b>	
City of Lakewood Media Promotion	\$34,150		<b>\$15,000</b>	
City of Lakewood Farmers Market	\$30,000		<b>\$20,000</b>	
City of Lakewood Sports Field Improvements		\$250,000		<b>\$250,000</b>
City of Lakewood Gateways		\$100,000		<b>\$50,000</b>
City of Lakewood SummerFEST	\$29,000		<b>\$29,000</b>	
City of Lakewood Waughop Lake Trail		\$100,000		<b>\$100,000</b>
REQUESTS	\$425,650	\$520,000		
SUBTOTAL RECOMMENDATIONS			<b>\$372,000</b>	<b>\$430,000</b>
TOTAL RECOMMENDED			<b>\$802,000</b>	

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> 11/16/2015	<b>TITLE:</b> An <b>ORDINANCE</b> of the City Council making a declaration of substantial need for purposes of setting the limit factor for the property tax levy for 2016.	<b>TYPE OF ACTION:</b> <input checked="" type="checkbox"/> <b>ORDINANCE NO. 625</b> <input type="checkbox"/> <b>RESOLUTION</b> <input type="checkbox"/> <b>MOTION</b> <input type="checkbox"/> <b>OTHER</b>
<b>REVIEW:</b> 11/2/2015 Public Hearing  10/12/2015 City Council Study Session	<b>ATTACHMENTS:</b> <ul style="list-style-type: none"><li>• <b>ORDINANCE</b></li></ul>	

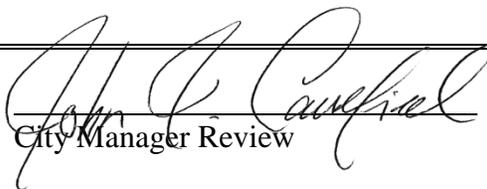
**SUBMITTED BY:** Tho Kraus, Assistant City Manager/Administrative Services

**RECOMMENDATION:** It is recommended that the City Council adopt this **ORDINANCE** making a declaration of substantial need for the purposes of setting the limit factor of 1% for the property tax levy for 2016.

**DISCUSSION:** Per state statute, the City is authorized to increase its property tax annually up to the lesser of Implicit Price Deflator (IPD) or one percent (1%). The 2015 IPD for the 2016 property tax levy is 0.251%. If the City Council wishes to adopt a 1% property tax levy increase, it must also adopt a Declaration of Substantial Need Ordinance.

**ALTERNATIVES:** The City Council may choose to set the limit factor at the IPD rate of 0.251% or less; however that would negatively impact the City's finances.

**FISCAL IMPACT:** The current 2016 property tax revenue estimate of \$6,639,000 is based on the 1% limit factor. A limit factor based on IPD of 0.251% reduces the revenue estimate by approximately \$48,000. A 0% change reduces the revenue estimate by approximately \$64,700.

Prepared by _____	 City Manager Review
Department Director _____	

ORDINANCE NO. 625

AN ORDINANCE of the City Council of the City of Lakewood, Washington, making a declaration of substantial need for purposes of setting the limit factor for the property tax levy for 2016.

WHEREAS, RCW 84.55.010 provides that a taxing jurisdiction may levy taxes in an amount no more than the limit factor multiplied by the highest lawful levy plus additional amounts resulting from new construction and improvements to property, newly constructed wind turbines, and any increase in the value of state-assessed utility property;

WHEREAS, under RCW 84.55.005(2)(C), the limit factor for a taxing jurisdiction with a population of 10,000 or over is the lesser of 101 percent or 100 percent plus inflation;

WHEREAS, RCW 84.55.005(1) defines “inflation” as the percentage change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent 12-month period by the Bureau of Economic Analysis of the federal Department of Commerce in September of the year before the taxes are payable;

WHEREAS, “inflation” for July 2015 is 0.251% percent and the limit factor is 1% percent, meaning that the taxes levied in the City of Lakewood in 2015 for collection in 2016 will decrease except for the amount resulting from new construction and improvements to property, newly constructed wind turbines, and any increase in the value of state-assessed utility property;

WHEREAS, RCW 84.55.0101 provides for use of a limit factor of 101 percent or less with a finding of substantial need by a majority plus one councilmembers;

WHEREAS, the City Council adopted financial policies that include strong policies on reserve levels for the City’s operating funds; the budget ensures that by the end of 2016, General Fund reserves shall be at least 12% of General and Street O&M operating revenues, a significant improvement from previous years’ ending fund balances. The 2015-2016 adopted biennial budget gradually returns the City to sound financial footing by replenishing General Fund reserves to meet the City’s 12% policy objective over a three year period beginning in 2014 and culminating in 2016. Using reserves and one-time monies to finance ongoing programs as was the case in recent years only masks and pushes out the financial challenges facing the City. The City currently is at a tipping point where failing to address this issue only further weakens the City’s financial position. Thus, the 2015-2016 budget ensures operating expenditures are within the constraints of available operating revenues and does not use reserves to balance the budget. As a result, the adopted budget is compliant with the City’s financial policies. Additionally, the City has three labor contracts that expire at the end of 2015 and one that will expire at the end of 2016. The City has started the process; however the financial impact will not be known until the agreements are in place. Labor costs have and are expected to continue to increase above 1%. Annual step increases range from 4% to 6% on top of cost of living adjustments (COLA) depending on the labor group.

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

SECTION 1. A finding is made of substantial need under RCW 84.55.0101, which authorizes the use of a limit factor of 101 percent for the property tax levy for 2016.

SECTION 2. Severability. The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

SECTION 3. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance number, section/subsection numbers and any references thereto.

SECTION 4. Effective Date. That this Ordinance shall be in full force and effect five (5) days after publication of the Ordinance as required by law.

ADOPTED by the City Council this 16th day of November, 2015.

CITY OF LAKEWOOD

\_\_\_\_\_  
Don Anderson, Mayor

Attest:

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

Approved as to Form:

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

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

**(Legal Notice)**

November 17, 2015

**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 16<sup>th</sup> day of November, 2015.

**ORDINANCE NO. 625**

AN ORDINANCE of the City Council of the City of Lakewood, Washington, making a declaration of substantial need for purposes of setting the limit factor for the property tax levy for 2016.

That this Ordinance shall be in full force and effect five (5) days after publication of the Ordinance as required by law.

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.

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Alice M. Bush, City Clerk

# REQUEST FOR COUNCIL ACTION

<p><b>DATE ACTION IS REQUESTED:</b> 11/16/2015</p>	<p><b>TITLE:</b> An <b>ORDINANCE</b> of the City Council setting the 2016 Levy for the City of Lakewood's collection of property tax.</p>	<p><b>TYPE OF ACTION:</b> <u>  X  </u> ORDINANCE NO. 626 <u>    </u> RESOLUTION <u>    </u> MOTION <u>    </u> OTHER</p>
<p><b>REVIEW:</b> 11/2/2015 Public Hearing  10/12/2015 City Council Study Session</p>	<p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. <b>ORDINANCE</b></li> <li>2. <b><u>Preliminary Certification</u></b> of Assessed Values from the Pierce County Assessor's Office for tax collections in 2016.</li> <li>3. Pierce County <b><u>Assessor's Property Tax Worksheet</u></b> for the calculation of the levy lid cap – levy rate for the City of Lakewood and for budget year 2016.</li> </ol>	

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

**RECOMMENDATION:** It is recommended that the City Council adopt this **ORDINANCE** to increase the property tax levy by 1% as allowed by state law (subject to the City Council making a declaration of substantial need), in addition to increases related to new construction, improvements to property, newly constructed wind turbines, any increases in the value of state-assessed property, any annexations that have occurred and administrative refunds.

**DISCUSSION:** The City of Lakewood will assess a levy on all property within the boundaries of the City. The Pierce County Assessor submitted to the City the 2015 preliminary certification of assessed values and subsequent property tax working papers. This working paper identifies the Statutory Rate Limitations for the levy calculation and the lid level rate calculations at 1.01 and 1.00251.

- Continued to page 2 -

**ALTERNATIVES:** The City Council may choose to set the limit factor at the IPD rate of 0.251% or less; however that would negatively impact the City's finances.

**FISCAL IMPACT:** The current 2016 property tax revenue estimate of \$6,639,000 is based on the 1% limit factor. A limit factor based on IPD of 0.251% reduces the revenue estimate by approximately \$48,000. A 0% change reduces the revenue estimate by approximately \$64,700.

<p>Prepared by _____</p> <p>Department Director</p>	 <hr style="width: 80%; margin: auto;"/> <p>City Manager Review</p>
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**DISCUSSION:** - continued –

The highest lawful levy for collection in 2015 is \$6,466,347 plus the 1% increase of \$64,663, plus additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and administrative refunds. The preliminary levy limit calculation includes: additional revenue from new construction in the amount of \$38,260; administrative refunds in the amount of \$61,651; and an increase from state-assessed property in the amount of \$8,070 for a total preliminary 2016 property tax levy of \$6,638,991.

The dollar amount of the increase over the actual 2015 levy of \$6,536,605 (which is the regular levy of \$6,466,347 plus administrative refunds of \$70,258) is \$0 and 0 percent (mandated language from Pierce County). This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and administrative refunds.



**Pierce County**

**Mike Lonergan, Assessor-Treasurer**

2401 South 35th Street  
Tacoma, WA 98409-7498  
(253) 798-6111 FAX (253) 798-3142  
ATLAS (253) 798-3333  
www.piercecountywa.org/atr

September 1, 2015

OFFICIAL NOTIFICATION TO: **LAKWOOD**

RE: 2015 PRELIMINARY ASSESSED VALUES

**FOR REGULAR LEVY**

Total Taxable Regular Value	4,900,946,619
Highest lawful regular levy amount since 1985	6,466,345.69
<b>Last year's actual levy amount</b>	<b>6,536,605.36</b>
Additional revenue from current year's NC&I	38,260.45
Additional revenue from annexations (RCW 84.55)	0.00
Additional revenue from administrative refunds (RCW 84.69)	61,651.31
<i>No additional revenue from administrative refunds will be allowed if you are limited by your statutory rate limit.</i>	
Additional revenue from increase in state-assessed property	0.00

**FOR EXCESS LEVY**

Taxable Value	4,781,384,034
Timber Assessed Value	
Total Taxable Excess Value	4,781,384,034
2015 New Construction and Improvement Value	27,792,631

*If you need assistance or have any questions regarding this information, please contact Kim Fleshman 253.798.7114 kfleshm@co.pierce.wa.us.*



**Pierce County**

**Mike Lonergan, Assessor-Treasurer**

2401 South 35th Street  
Tacoma, WA 98409-7498  
(253) 798-6111 FAX (253) 798-3142  
ATLAS (253) 798-3333  
www.piercecountywa.org/atr

**TAX LEVY LIMIT 2015 FOR 2016**

**LAKEWOOD  
> 10,000**

**REGULAR TAX LEVY LIMIT:**

**2014**

A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy [refund levy not included] times limit factor (as defined in RCW 84.55.005).</u>	6,466,345.69 1.00251 6,482,576.22
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	27,792,631 1.37663995963 38,260.45
C. Current year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	61,769,430 61,769,430 0.00 1.37663995963 0.00
D. <b>REGULAR PROPERTY TAX LIMIT (A + B + C)</b>	<b>6,520,836.66</b>

**ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:**

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	6,520,836.66 4,900,946,619 1.330525951602
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00 1.330525951602 0.00
G. <b>NEW LEVY LIMIT FOR ANNEXATION (D + F)</b>	<b>6,520,836.66</b>

**LEVY FOR REFUNDS:**

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	6,520,836.66 61,651.31 6,582,487.97
I. <b>TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)</b>	<b>6,582,487.97</b>
J. Amount of levy under statutory rate limitation.	4,900,946,619 1.600000000000 7,841,514.59
K. <b>LESSER OF I OR J</b>	<b>6,582,487.97</b>



**Pierce County**

**Mike Lonergan, Assessor-Treasurer**

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**TAX LEVY LIMIT 2015 FOR 2016**

**LAKEWOOD  
> 10,000**

**REGULAR TAX LEVY LIMIT:**

	<b>2014</b>
A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy</u> [refund levy not included] times limit factor (as defined in RCW 84.55.005).	6,466,345.69
	1.01
	6,531,009.15
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	27,792,631
	1.376639955963
	38,260.45
C. Current year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	61,769,430
	61,769,430
	0.00
	1.376639955963
	0.00
D. <b>REGULAR PROPERTY TAX LIMIT (A + B + C)</b>	<b>6,569,269.59</b>

**ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:**

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	6,569,269.59
	4,900,946,619
	1.340408313722
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00
	1.340408313722
	0.00
G. <b>NEW LEVY LIMIT FOR ANNEXATION (D + F)</b>	<b>6,569,269.59</b>

**LEVY FOR REFUNDS:**

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	6,569,269.59
	61,651.31
	6,630,920.90
I. <b>TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)</b>	<b>6,630,920.90</b>
J. Amount of levy under statutory rate limitation.	4,900,946,619
	1.600000000000
	7,841,514.59
K. <b>LESSER OF I OR J</b>	<b>6,630,920.90</b>

ORDINANCE NO. 626

AN ORDINANCE of the City Council of the City of Lakewood, Washington, relating to ad valorem property taxes; establishing the amount to be raised in 2016 by taxation on the assessed valuation of the property of the City; and setting the property tax levy rate for 2016.

WHEREAS, the City Council of the City of Lakewood has met and considered its budget for the budget years 2015 - 2016; and

WHEREAS, the City Council conducted the public hearing on the 2016 property tax levy on November 2, 2015;

WHEREAS, the City Council, after hearing and duly considering all relevant evidence and testimony, determined that it is necessary to meet the expenses and obligations of the City, to increase the regular property tax levy by the 1.0% limit factor as prescribed in RCW 84.55.0101;

WHEREAS, the district's actual levy amount from the previous year was \$6,536,605.36; and

WHEREAS, the population of this district is more than 10,000; and

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

SECTION 1. Increase in the Highest Lawful Levy. The highest lawful levy for collection in 2015 is \$6,466,345, plus additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and administrative refunds. The preliminary levy limit calculation includes: additional revenue from new construction in the amount of \$38,260; administrative refunds in the amount of \$61,651; and an increase from state-assessed property in the amount of \$8,070 for a total preliminary 2016 property tax levy of \$6,638,991.

SECTION 2. Dollar and Percentage Increase from the 2015 Actual Property Tax Levy. The dollar amount of the increase over the actual 2015 levy of \$6,536,605 (which is the regular levy of \$6,466,346 plus administrative refunds of \$70,259) is \$0 and 0 percent. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and administrative refunds.

SECTION 3. Estimated Tax Levy. The estimated 2016 regular property tax levy is established at the maximum 101 percent limit. The annual amount of property taxes and rates necessary to raise the estimated budget revenue in 2016 is hereby levied upon real and personal

property subject to taxation in the City as follows:

Estimated 2016 Tax Levy

True and Fair Value of Tax Base: \$4,900,946,619

Estimated Levy Rate: \$1.3546

SECTION 4. Maximum Allowable Levy and Certification. The estimated property tax revenues and rates will be subsequently adjusted by the Pierce County Assessor-Treasurer to the maximum allowable amount as specified by state law, including administrative refund, when the property values are finally certified. The levy certifications will then be completed using the final certified figures and forwarded to the Assessor-Treasurer.

SECTION 5. Effective Date. That this Ordinance shall be in full force and effect five (5) days after publication of the Ordinance as required by law.

ADOPTED by the City Council this 16th day of November, 2015.

CITY OF LAKEWOOD

\_\_\_\_\_  
Don Anderson, Mayor

Attest:

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

Approved as to Form:

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

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

**(Legal Notice)**

November 17, 2015

**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 16<sup>th</sup> day of November, 2015.

**ORDINANCE NO. 626**

AN ORDINANCE of the City Council of the City of Lakewood, Washington, relating to ad valorem property taxes; establishing the amount to be raised in 2016 by taxation on the assessed valuation of the property of the City; and setting the property tax levy rate for 2016.

That this Ordinance shall be in full force and effect five (5) days after publication of the Ordinance as required by law.

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.

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Alice M. Bush, City Clerk

# REQUEST FOR COUNCIL ACTION

<p><b>DATE ACTION IS REQUESTED:</b> November 16, 2015</p> <p><b>REVIEW:</b> October 12, 2015 November 2, 2015</p>	<p><b>TITLE:</b> An Ordinance amending the 2015-2016 Biennial Budget</p> <p><b>ATTACHMENTS:</b></p> <ul style="list-style-type: none"> <li>• Memo</li> <li>• Summary of Proposed Adjustments</li> <li>• Ordinance &amp; Exhibits</li> </ul>	<p><b>TYPE OF ACTION:</b></p> <p><input checked="" type="checkbox"/> <b>ORDINANCE NO. 627</b></p> <p><input type="checkbox"/> <b>RESOLUTION NO.</b></p> <p><input type="checkbox"/> <b>MOTION</b></p> <p><input type="checkbox"/> <b>OTHER</b></p>
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**SUBMITTED BY:** Tho Kraus, Assistant City Manager/Administrative Services

**RECOMMENDATION:** It is recommended that the City Council adopt this Ordinance amending the City’s 2015-2016 Biennial Budget.

**DISCUSSION:** Washington state law requires cities that are on a biennial budget cycle perform a mid-biennial review and modification of the biennial budget. The review is to occur no sooner than eight months after the start no later than the conclusion of the first year of the biennium.

The proposed budget adjustment makes the following types of modifications to the current biennium: housekeeping adjustments to incorporate items previously approved by Council; reflect projects funded by grants and contributions; changing operating trends and conditions; and new allocations.

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

**FISCAL IMPACT:** The proposed budget adjustment for all funds:

- Makes no change to beginning fund balance;
- Decreases total revenues for all funds by \$15.1M in 2015 and increases by \$21.7M in 2016, resulting in a total revised revenue budget of \$72.5M and \$73.5M, respectively;
- Decreases total expenditures for all funds by \$15.9M in 2015 and increases by \$23.4M in 2016, resulting in a total revised expenditure budget of \$75.3M and \$75.7M, respectively;
- Increases total ending fund balance for all funds by \$787K in 2015 and decreases by \$955K in 2016, resulting in a total revised projected ending fund balance of \$18.3M and \$16.3M, respectively.

<p>Department Director</p>	 <hr style="width: 80%; margin: 0 auto;"/> <p>City Manager Review</p>
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To: Mayor and City Councilmembers  
From: Tho Kraus, Assistant City Manager/Administrative Services  
Through: John J. Caulfield, City Manager *John J. Caulfield*  
Date: November 2, 2015  
Subject: 2015/2016 Mid-Biennium Budget Adjustment – Public Hearing

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**BACKGROUND:**

Washington state law requires cities that are on a biennial budget cycle perform a mid-biennial review and modification of the biennial budget. The review is to occur no sooner than eight months after the start nor later than the conclusion of the first year of the biennium. As part of the mid-biennium budget process, the revised 6-Year Financial Forecast was updated and presented to the City Council on September 28, 2015.

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

- Housekeeping adjustments to incorporate items previously approved by Council;
- Reflect projects funded by grants and contributions;
- Changing operating trends and conditions; and
- New allocations.

**PROPOSED BUDGET AMENDMENTS – SUMMARY:**

The proposed budget adjustment:

- Makes no change to beginning fund balance;
- Decreases total revenues for all funds by \$15.1M in 2015 and increases by \$21.7M in 2016, resulting in a total revised revenue budget of \$72.5M and \$73.5M, respectively;
- Decreases total expenditures for all funds by \$15.9M in 2015 and increases by \$23.4M in 2016, resulting in a total revised expenditure budget of \$75.3M and \$75.7M, respectively;
- Increases total ending fund balance for all funds by \$787K in 2015 and decreases by \$955K in 2016, resulting in a total revised projected ending fund balance of \$18.3M and \$16.3M, respectively.

Fund Group	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance		
	Current Budget	Proposed Adjustment	Proposed Revised Budget	Current Budget	Proposed Adjustment	Proposed Revised Budget	Current Budget	Proposed Adjustment	Proposed Revised Budget	Current Budget	Proposed Adjustment	Proposed Revised Budget
<b>Total Year 2015</b>	\$21,059,957	\$ -	\$21,059,957	\$87,597,177	\$ (15,142,116)	\$72,455,061	\$91,189,784	\$ (15,928,735)	\$75,261,050	\$17,467,349	\$ 786,618	\$18,253,968
General	4,532,695	-	4,532,695	35,187,734	229,159	35,416,893	35,729,979	467,193	36,197,172	3,990,450	(238,034)	3,752,416
Special Revenue	3,272,941	-	3,272,941	6,792,609	1,082,872	7,875,481	8,300,785	991,959	9,292,744	1,764,764	90,913	1,855,677
Debt Service	1,043,700	-	1,043,700	1,219,978	351,697	1,571,675	1,346,124	319,541	1,665,665	917,554	32,156	949,710
Capital Projects	800,249	-	800,249	36,014,269	(17,508,367)	18,505,902	34,549,690	(17,504,928)	17,044,762	2,264,828	(3,439)	2,261,389
Enterprise	6,868,242	-	6,868,242	3,321,545	93,327	3,414,872	5,903,577	(991,745)	4,911,832	4,286,210	1,085,072	5,371,282
Internal Service	4,542,130	-	4,542,130	5,061,042	609,195	5,670,237	5,359,629	789,245	6,148,874	4,243,543	(180,050)	4,063,493
<b>Total Year 2016</b>	\$17,467,349	\$ 786,619	\$18,253,968	\$52,018,578	\$ 21,674,078	\$73,692,656	\$52,276,733	\$ 23,415,445	\$75,692,178	\$17,209,194	\$ (954,749)	\$16,254,446
General	3,990,450	(238,034)	3,752,416	35,695,391	880,830	36,576,221	35,348,044	539,499	35,887,543	4,337,797	103,297	4,441,094
Special Revenue	1,764,764	90,914	1,855,678	4,751,460	800,983	5,552,443	5,062,710	985,183	6,047,893	1,453,514	(93,287)	1,360,227
Debt Service	917,554	32,156	949,710	1,315,071	(65,775)	1,249,296	1,482,928	(64,800)	1,418,128	749,697	31,181	780,878
Capital Projects	2,264,828	(3,439)	2,261,389	2,945,500	19,251,502	22,197,002	3,465,450	19,344,724	22,810,174	1,744,878	(96,661)	1,648,217
Enterprise	4,286,210	1,085,072	5,371,282	2,702,500	190,610	2,893,110	3,121,965	2,106,961	5,228,926	3,866,745	(831,279)	3,035,466
Internal Service	4,243,543	(180,050)	4,063,493	4,608,656	615,928	5,224,584	3,795,636	503,878	4,299,514	5,056,563	(68,000)	4,988,563

### GENERAL FUND ENDING FUND BALANCE

The 2016 estimated General/Street O&M Funds ending fund balance of \$4.44M equates to 12% of General/Street O&M Funds operating revenues.

In support of the City's financial integrity, the City Council adopted on September 15, 2014, a set of financial policies including fund balance reserves totaling 12% of General/Street O&M Funds operating revenues. The goal date for meeting this target is no later than 2016 and is met with the 2015/2016 Adopted Biennial Budget and continues to be met with the proposed mid-biennium budget adjustments.

- *2% General Fund Contingency Reserves:* The purpose of this reserve is to accommodate unexpected operational changes, legislative impacts, or other economic events affecting the City's operations which could not have been reasonably anticipated at the time the original budget was prepared. A 2% reserve fund based on the General/Street O&M Funds operating revenues equates to roughly \$740K.
- *5% General Fund Ending Fund Balance Reserves:* The purpose of this reserve is to provide financial stability, cash flow for operations and the assurance that the City will be able to respond to revenue shortfalls with fiscal strength. A 5% reserve fund based on the General/Street O&M Funds operating revenues equates to roughly \$1.85M.

- *5% Strategic Reserves*: The purpose of this reserve is to provide some fiscal means for the City to respond to potential adversities such as public emergencies, natural disasters or similarly major, unanticipated events. A 5% reserve fund based on the General/Street O&M Funds operating revenues equates to roughly \$1.85M.

**PROPOSED BUDGET AMENDMENTS – DETAILS:**

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

**Fund 001 General**

*Revenue Adjustments* – Adjust revenues to reflect current economic conditions and trends:

- *Property Tax* – Increase by \$100,600 in 2015 and \$77,000 in 2016 resulting in a revised budget estimate of \$6,565,600 and \$6,639,000, respectively.
- *Sales & Use Tax* – Increase by \$190,400 in 2015 and \$175,900 in 2016 resulting in a revised budget estimate of \$8,472,400 and \$8,601,900, respectively.
- *Parks Sales & Use Tax* – Increase by \$18,100 in 2015 and \$18,900 in 2016 resulting in a revised budget estimate of \$490,100 and \$499,900, respectively.
- *Criminal Justice Sales Tax* – Increase by \$42,700 in 2015 and \$52,300 in 2016 resulting in a revised budget estimate of \$880,700 and \$898,300, respectively.
- *Admissions Tax* – Increase by \$17,100 in 2015 and \$20,400 in 2016 resulting in a revised budget estimate of \$667,100 and \$680,400, respectively.
- *Leasehold Tax* – Increase by \$8,000 in 2015 and \$0 in 2016 resulting in a revised budget estimate of \$16,000 and \$8,000, respectively. The increase in 2015 is due to back taxes received.
- *Utility Tax* – Decrease by \$345,000 in 2015 and \$432,000 in 2016 resulting in a revised budget estimate of \$5,642,000 and \$5,644,000, respectively.
- *Gambling Tax* – Increase by \$37,300 in 2015 and \$25,300 in 2016 resulting in a revised budget estimate of \$2,507,300 and \$2,532,300, respectively.
- *Franchise Fees* – Increase by \$202,000 in 2015 and \$256,300 in 2016 resulting in a revised budget estimate of \$3,408,000 and \$3,510,300, respectively.
- *Criminal Justice Funding* – Increase by \$9,100 in 2015 and \$13,300 in 2016 resulting in a revised budget estimate of \$144,400 and \$150,200, respectively.
- *Criminal Justice High Crime* – Decrease by \$61,400 in 2015 and \$61,400 in 2016 resulting in a revised budget estimate of \$236,700 and \$236,700, respectively.
- *Liquor Excise Tax* – Increase by \$50,000 in 2015 and \$177,700 in 2016 resulting in a revised budget estimate of \$161,100 and \$258,500, respectively.

- *Liquor Profits* – Increase by \$1,100 in 2015 and decrease by \$7,000 in 2016 resulting in a revised budget estimate of \$511,200 and \$502,500, respectively.
- *Development Services Permits & Fees* – Increase by \$498,030 in 2016 resulting in a revised budget estimate of \$973,450 in 2015 (no change) and \$1,481,270, respectively. The increase in 2016 is due to the many permits/projects that are in the works.
- *Business Licenses* – Increase by \$72,900 in 2016 resulting in a revised budget estimate of \$260,000 in 2015 (no change) and \$332,900 in 2016. The anticipate increase in 2016 is due to correcting technical issues, filling the vacant position and realigning the office assistant position with a permit coordinator in July 2016, providing additional training to staff and efforts to increase compliance.
- *Alarm Permits & Fees* – Decrease by \$25,000 in 2015 and \$23,000 in 2016 resulting in a revised budget estimate of \$134,000 and \$136,000, respectively.
- *Animal Licenses* – Increase by \$5,000 in 2015 and \$6,200 in 2016 resulting in a revised budget estimate of \$40,800 and \$42,000, respectively.

*Independent Salary Commission Decision, Ongoing* – Add \$21,175 in 2015 and \$46,200 in 2016 to implement the City’s first Independent Salary Commission decision on City Council salaries.

*City Manager Department Interns, 1-Time* – Add \$18,800 of expenditures for two interns in the City Manager Department offset by Finance Division position vacancy savings.

*Net Internal Service Reallocation, Ongoing* – Reduce by \$33,017 in 2015 and \$122,318 in 2016 due to reallocation of internal service funds to non-general fund departments.

*WCIA Assessment Increase* – Add internal service charges of \$9,947 in 2015 and \$177,616 in 2016. Refer to Fund 504 Risk Management for details.

*WCIA Potential Deductibles for Claims Prior to 2014* – Add internal service charges of \$201,109 in 2015. Refer to Fund 504 Risk Management section details.

*Public Disclosure Keonig Case* – Add internal service charges of \$206,920 in 2015. Refer to Fund 504 Risk Management for details.

*Information Technology Accumulated Reserves, Ongoing* – Add \$18,946 to begin the accumulation of replacement reserves for the new phone system and wireless access accumulated reserves.

*Transfer to Fund 501 Fleet & Equipment Fund, 1-Time* – Add \$233,239 in 2016 to replenish the Fleet & Equipment Fund replacement reserves. In June 2015 the City Council approved the transfer from the Fleet & Equipment Fund to the Information Technology Fund to provide for much needed basic information technology related needs. The goal was to make the fleet and equipment reserves whole by the end of 2016 through expenditure savings and/or use of revenues received above and beyond estimates.

*Position Realignment (Permit Coordinator, offset by Development Services Revenue), Ongoing* – Add \$18,300 in 2015 and \$42,100 in 2016 to account for the costs of the realignment of the Office Assistant position to Permit Coordinator, funded by additional development services revenue.

*Motor Avenue Complete Streets Concept, 1-Time* – Add \$12,000 in 2015 for total expenditures of \$60,000 for the development of a “complete streets” design concept for Motor Avenue SW.

*Public Defender, Ongoing* – Add \$45,000 in 2015 and \$66,200 in 2016 for total expenditures of \$400,000 2015 and \$451,200 in 2016 to implement the new public defender contract. The 2015 increase includes \$30,000 for anticipated transition costs (currently under review).

*Public Defender Grant* - Add revenues and expenditures of \$10,000 in 2016 funded by Office of Public Defender grant. The grant provides funding for investigative services.

*Annual Replacement Reserves on Purchase of 3 New Snow Plows* – Add \$2,000 in 2016 for the annual accumulation of replacement reserves on the purchase of 3 new snow plows based on a 10 year replacement cycle.

*South Sound 911 Dispatch Services, Ongoing* – Add \$24,159 in 2016 bringing the total estimated cost for South Sound 911 dispatch services to \$2,043,570 (does not include City of Tacoma Radio Network Users Fees – see below).

*City of Tacoma Radio Network User Fees, Ongoing* – Add \$18,300 in 2016 bringing the total estimated cost for radio network user fees related to dispatch services to \$110,300. The increase is due to the City of Tacoma owned 800 MHz system upgrade/implementation to new, state-of-the-art infrastructure and technology. While South Sound 911 is not the system owner, and therefore is not in control of the costs assessed to the City, it has committed to providing funding to help mitigate the increase in fees. South Sound 911 is in active discussion to negotiate radio system costs and South Sound 911 cost-sharing, so that radio fees will not exceed \$30 per month per radio for public safety users in 2016. Beyond 2016, South Sound 911 will be working with the City of Tacoma to explore South Sound 911 serving as a system operator or system owner. As either an operator or owner, South Sound 911 would have influence and management over the radio fee formulas and rate structures, which is not the case today. The City currently pays \$25 per radio on its 915 radios. The increase is \$9.87 for a total unit cost of \$34.87, however, South Sound 911 has committed to limiting the increase to \$5.00 per unit.

*Puget Sound Clean Air Assessment, Ongoing* – Add \$5,357 in 2016 for the Puget Sound Clean Air Assessment, which will increase the budget to a total of \$36,332. The agency’s Board adopted the rate of 81 cents per capita (a 10 cent increase) to fund critical regional public health and climate protection work. This is the second part of a two-year planned increase that started in 2015. The City’s portion of the per capita is based on a formula using the City’s population and assessed valuation of taxable property, as defined by the Washington State Clean Air Act (RCW 70.94).

*Nisqually Tribal Mental Health Account Correction* – Move \$25,000 in revenue and expenditure for Greater Lakes Mental Health Professional to Fund 195 Public Safety Grants.

*Pierce County Sheriff Department for- U.S. Open, 1-Time-* Appropriate \$4,159 in revenue and expenditures in 2015 for reimbursement of officer overtime for assisting in providing a law enforcement presence at the 2015 U.S. Open in Chambers Bay.

*General/Street Fund Subsidy* – Decrease by \$14,400 in 2015 and \$1,300 in 2016 due to the following:

- Increase by motor vehicle excise tax (MVET) by \$14,400 in 2015 and \$3,300 in 2016 resulting in a decrease in General Fund subsidy

- Eliminate judgments and settlements expenditures of \$10,000 in 2015 and \$10,000 in 2016 resulting in a decrease in General Fund subsidy. These expenditures are accounted for in the Risk Management and charged to the department as an internal service charge.
- Eliminate proceeds from sale of assets of \$10,000 in 2015 and \$10,000 in 2016 resulting in an increase in General Fund subsidy. Proceeds from sale of assets are receipted into Fund 302 Transportation CIP and may be used for general transportation capital purposes.
- Add annual replacement reserves collection of \$2,000 on 3 new snow plows resulting in an increase in General Fund subsidy.

### **Fund 101 Street Operations & Maintenance**

*General/Street Fund Subsidy* – Decrease by \$14,400 in 2015 and \$3,300 in 2016 due to the following:

- Increase by motor vehicle excise tax (MVET) by \$14,400 in 2015 and \$3,300 in 2016 resulting in a decrease in General Fund subsidy
- Eliminate judgments and settlements expenditures of \$10,000 in 2015 and \$10,000 in 2016 resulting in a decrease in General Fund subsidy. These expenditures are accounted for in the Risk Management and charged to the department as an internal service charge.
- Eliminate proceeds from sale of assets of \$10,000 in 2015 and \$10,000 in 2016 resulting in an increase in General Fund subsidy. Proceeds from sale of assets are receipted into Fund 302 Transportation CIP and may be used for general transportation capital purposes.
- Add \$2,000 in 2016 for the annual accumulation of replacement reserves on the purchase of 3 new snow plows based on a 10 year replacement cycle resulting in an increase in General Fund subsidy.

*Allocation of Internal Service Charges* – Add \$174,935 in 2015 and \$181,403 in 2016 offset by increase in General Fund Subsidy, which has already been accounted for in the adopted budget.

- \$8,100 in 2015 and \$8,100 in 2016 for Fleet and Equipment
- \$67,130 in 2015 and \$75,068 in 2016 for Risk Management
- \$64,879 in 2015 and \$62,828 in 2016 for Information Technology
- \$42,926 in 2015 and \$43,507 in 2016 for Property Management
- \$177,990 in 2015 and \$178,530 in 2016 for Property Management (Sounder Station)

### **Fund 102 Real Estate Excise Tax**

*Real Estate Excise Tax Revenue* – Increase by \$263,000 in 2015 and \$287,000 in 2016 resulting in a revised budget estimate of \$1,200,000 and \$1,224,000, respectively.

*Transfer to Fund 301 Parks Capital* – Add \$13,878 transfer to Gateways Project to cover the cost of adding North Gate to project scope.

*Transfer to Fund 302 Transportation Capital* – Add an additional transfers of \$180,000 in 2015 and \$270,000 in 2016 to provide additional funds for various capital projects to cover increased costs as part of the year-end estimate review of each project.

### **Fund 104 Hotel/Motel Lodging Tax**

*Hotel/Motel Lodging Tax Revenue* – Increase by \$175,000 in 2015 and \$100,000 in 2016 resulting in a revised budget estimate of \$675,000 in 2015 and \$60,000 in 2016. The higher revenue estimate in 2015 accounts for back taxes received from a hotel/motel and additional revenues from the U.S. Open event.

*Lodging Tax Allocations* – Increase expenditures by \$403,850 to reflect the LTAC recommendation for 2016 programs. *Note – this budget adjustment is only valid if the City Council approves the LTAC recommendation which is separate from the mid-biennium budget adjustment process.*

### **Fund 105 Property Abatement**

*Abatement Program* – Increase expenditures by \$135,471 in 2015 and decrease by \$100,000 in 2016. The funding source is ending fund balance.

### **Fund 181 Felony Seizures**

*Felony Seizures* – Add \$5,044 of expenditures in 2015 funded by restricted seizure ending fund balance. This expenditure adjustment brings the ending fund balance to \$0. Future allocations will be dependent on revenues.

### **Fund 182 Federal Seizures**

*Federal Seizures* – Add \$100,000 in expenditures and \$210,000 in seizure revenues in 2015 resulting in a revised ending fund balance estimate of \$171,787 in 2015 and \$161,787 in 2016.

### **Fund 190 CDBG**

There are no budget adjustment requests for CDBG fund. However, the purpose of including the fund in this memo is to provide an explanation of the ending fund balance of \$11,537. The ending fund balance of \$11,537 is comprised of revolving fund payments for CDBG Down Payment Assistance, Economic Development Loans, and Major Home Loan Repair programs. Of the ending fund balance: \$4,006 is designated for Down Payment Assistance specific costs; \$7,002 is designated for Economic Development Loans program specific costs; and the balance of \$529 is to be used for CDBG administrative costs. The Down Payment Assistance funds and the Economic Development Loan funds are available, however must be spent on program specific projects. The \$529 for administrative cost was an overage of revenue available over expenditure costs.

### **Fund 191 Neighborhood Stabilization Program**

*NSP 1 Funds* – Appropriate the balance of restricted NSP 1 funds in 2015 resulting in a revised ending fund balance estimate of \$0. Any unspent funds will be carried over into 2016.

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

*SSMCP Projected 2015 and Preliminary 2016 Actual Budget* – Add \$5,470 of revenues and \$36,887 of expenditures in 2015 and add \$44,000 of revenues and \$41,350 in expenditures to reflect the projected 2015 actuals and preliminary 2016 budget.

- The 2015 revenue increase of \$5,470 is comprised of: partnership funds from working group chairs (Puget Sound Energy \$2,500); general members totaling \$1,500 (\$500 each from Give an Hour, Department of Veteran Affairs and City of Puyallup); Pacific Northwest Defense Coalition \$570 and Washington State Department of Commerce \$970.
- The 2015 expenditure increase of \$36,887 is comprised of an increase in personnel costs of \$40,387 and reduction in operational costs of \$3,500.
- The 2016 revenue adjustments of \$44,000 is comprised of: elimination of the entire original partnership funding estimate of \$179,500 (to replace with preliminary 2016 actual budget); add executive leadership contributions totaling \$150,000 (\$50,000 each from City of Lakewood, Pierce County and City of Lacey); steering committee totaling \$58,500 (\$6,500 each from JBLM, Nisqually Tribe, City of DuPont, Town of Steilacoom, City of Tacoma, City of University Place, City of Yelm, Thurston County and Thurston Regional Planning Council); add working group chair totaling \$10,500 (Puget Sound Energy \$2,500, Tacoma Pierce County Health Department \$500, Tacoma Pierce County Chamber of Commerce \$2,500, United Way of Pierce County \$2,500, and Washington State Department of Transportation \$2,500) general members totaling \$4,500 (\$500 each from Clover Park School District, Franklin Pierce School District, Give an Hour, Tacoma Pierce County Association of Realtors, Department of Veteran Affairs, Work Force Central, City of Olympia, City of Puyallup and City of Tumwater).
- The 2016 expenditure adjustments of \$41,350 is comprised of: elimination of the entire original funding estimate of \$179,500 (to replace with preliminary 2016 actual budget); add personnel costs of \$172,000; and add operational expenditures of \$48,850.

The projected 2016 ending fund balance of \$45,339 is comprised of partnership contributions.

### **Fund 195 Public Safety Grants**

*Motor Cycle Safety - Washington Traffic Safety Commission, 1-Time* - Appropriate a total of \$3,191 in revenues and expenditures in 2015 to account for grant funding for the period of October 1, 2014 through September 30, 2015. The goal of this grant is to reduce traffic related deaths and serious injuries resulting from motorcycle crashes through high visibility emphasis patrols.

*Bulletproof Vest Grant, 1-Time* – Appropriate a total of \$13,544 in revenues and expenditures in 2015. This grant is for the purpose of funding ballistic vests. The grant period is from FFY 2015 – 2017. This grant requires a 50% match which is already budgeted in the General Fund. Grant balances at the end of 2015 will be carried over into 2016.

*Recreational Boating Safety, 1-Time* – Appropriate a total of \$16,037 in revenue and expenditures in 2015. This grant period is from April 1, 2015 – September 20, 2015. These funds are to encourage boating safety through education, assistance, and enforcement activities. This grant has a match requirement of \$8,185.05 which is provided by the administrative costs of the program.

*Nisqually Mental Health Contribution Account Correction, 1-Time* - Appropriate a total of \$25,000 in revenues and expenditures in 2015. This contribution was received in February 2015 for the purpose of funding a portion of the Mental Healthcare Professional and COPS program provided by Greater Lakes Mental Healthcare. These funds are used in conjunction with Bureau of Justice Assistance funds to provide a mental health professional who will work with police to provide or facilitate appropriate assistance for the mentally ill involved with police calls.

*Traffic Safety Equipment Grant 2014 – 2015, 1-Time* – Appropriate a total of \$10,655 in revenues and expenditures in 2015 for the purpose of purchasing laser lidars, radars, and antennas. These are federal funds through the Washington Association of Sheriffs and Police Chiefs to support statewide and national traffic safety initiatives, projects, and programs.

### **Fund 202 LID Debt Service**

*Debt Service, 1-Time* – Add expenditures of \$319,541 offset by assessment revenue of \$351,697 in 2015 for bond call due to early payoff by property owner in 2015 resulting in a decrease in debt service payment of \$64,800 and assessment revenue of \$65,775 in 2016. LID 1101 is an assessment on eight property owners for street improvements.

### **Fund 301 Parks Capital**

*Verizon US Open Parking Fees, 1-Time* – Add \$5,000 in revenues in 2015 for parking fees received from Verizon for parking a cell tower truck in Fort Steilacoom Park during the US Open.

*Waughop Lake Trail, 1-Time* – Realign timing of project revenue between fiscal years 2015 and 2016. Grant funding and contributions of \$400,000 are being moved to 2016 to align with when the City will be reimbursed for the completed work on the project. The original funding included \$100,000 from a portion of proceeds from the sale of the Lakeland Property. Parks has a confirmed commitment of a \$100,000 contribution from Partners for Parks, which will replace the use of the proceeds from the sale of Lakeland Property. There is no change in overall project values.

*Chambers Creek Trail Planning, 1-Time* – Reallocate revenues and expenditures between fiscal years 2015 and 2016. Work on the project will not occur until 2016. Design fees of \$25,000 are being moved to 2016. Funding for the project in 2016 will now consist of a transfer from Fund 401 SWM. This funding is replacing the original 2015 sources of \$18,550 in USGA park fees for use of Fort Steilacoom Park during the US Open and \$6,450 from a portion of the sale of the Lakeland property. These sources will instead move to beginning fund balance. There is no change in overall project values.

*Gateways Project, 1-Time* – Add \$13,878 in 2015 for additional construction costs. The additional costs are being funded by a \$13,878 transfer in 2015 from Fund 102 Real Estate Excise Tax. Appropriate \$50,000 in expenditures and revenue in 2016 for additional Gateways construction which will be funded through a transfer of an LTAC grant from Fund 104 Hotel/Motel Lodging Tax.

*Phase II Springbrook Park Expansion, 1-Time* – Reallocate revenues and expenditures between fiscal years 2015 and 2016. Costs for the project will extend into 2016, with completion by fall 2016. Appropriate an additional \$10,000 in 2015 for project design costs. Move anticipated grant revenue and contributions (\$196,450) to 2016. Allocate additional \$4,100 in construction costs in 2016 and revenue of \$13,824 in 2016 comprised of a transfer from Fund 401 Surface Water Management and contributions.

*Phase III Springbrook Bridge, 1-Time* – Add \$310,000 in expenditures and revenue in 2016 for the construction of the Springbrook pedestrian bridge to allow the lower Springbrook neighborhood easy access to Springbrook Park. The project is being funded through a \$291,000 State Legislative Grant and a \$19,000 transfer from Fund 401 Surface Water Management.

*Phase IV Springbrook Park Acquisition, 1-Time* – Add \$320,000 in expenditures and revenue in 2015 for the purchase of property for Springbrook Park. The purchase is being funded by a \$285,000 RCO Grant and a \$35,000 transfer from Fund 401 Surface Water Management.

*Fort Steilacoom Park Sports Field Improvements, 1-Time* – Add \$500,000 in expenditures and revenue in 2016 to update youth sports fields at Fort Steilacoom Park. The project is being funded through a \$250,000 RCO Grant and a \$250,000 LTAC grant transfer from Fund 104 Hotel/Motel Lodging Tax.

### **Fund 302 Transportation Capital**

The following proposed budget adjustments reflect the year-end estimates as shown in the 6-Year Transportation Capital Plan update as presented to the City Council on September 28, 2015.

*Transfer-In Fund 102 Real Estate Excise Tax* – Add transfers of \$180,000 in 2015 and \$270,000 in 2016 to provide additional funds for various capital projects to cover increased costs as part of the year-end estimate review of each project. Details of allocations are reflected in the specific projects below.

*Reallocations of Existing Transfers In from General Fund, REET, and TBD* – The budget adjustment includes reallocation of existing resources to various projects, however, there is no change in the net transfers of existing funds. Details of changes are reflected in the specific projects below.

*Unallocated, 1-Time* – Reallocate balance of street vacation revenue of \$5,000 in 2015 and unallocated REET of \$24,168 in 2015 and unallocated REET of \$3,696 in 2016.

*Personnel, Engineering, & Professional Services, 1-Time* – Add \$46,000 in charges for services for the Transportation Element of Comprehensive Plan Update. Revenue sources from REET \$38,444 and \$7,556 Developer Contribution in 2015 and REET, \$10,000 in 2016

*LED Streetlights, 1-Time* – Reduce project expenses by \$45,000 due to reduced program scope; reallocate REET, \$45,000 to other projects in 2015.

*Minor Capital, 1-Time* – Street Striping, add expense of \$35,000 in 2015 and \$35,000 in 2016. Revenue source from Proceeds from Street Vacations, \$70,000 in 2015.

*Chip Seal Program, 1-Time* – Increase expenses \$100,000 for pavement rehab in 2015 and \$20,000 to prep for Chip Seal in 2016 (Onyx Dr.). Revenue Source is Proceeds from Street Vacations, \$80,000 and SWM, \$20,000 in 2015.

*Bridgeport Way – 83<sup>rd</sup> to 75<sup>th</sup>, 1-Time* – Add 390,736 in revenue and expenses for Lakewood Water District portion of project that is higher than originally budgeted. Add TIB grant funds, \$59,400 in 2015 and reduce REET \$74,833, reallocate REET to other projects in 2015

*Gravelly Lake Dr. – 100<sup>th</sup> to Bridgeport, 1-Time* – Reallocate revenues and expenditures between fiscal years 2015 and 2016. Increase capital expenses \$336,013 in 2016 to reflect bid proposals. Additional revenue sources from REET, \$236,031 and SWM, \$100,000 in 2016

*South Tacoma Way SR512 to 96<sup>th</sup> 1-Time* – Reallocate revenues and expenditures between fiscal years 2015 and 2016; \$200,000 decrease in expenses & revenue participation from Lakewood Water District line construction in 2016; \$65,000 increase for traffic signal and street lighting costs to align with bid proposals in 2016. Add funding from WSDOT grant, \$190,000 in 2016. SWM reduced by \$125,000 in 2016 due to additional WSDOT funding.

*Madigan Access Improvements, 1-Time* – Reallocate revenues and expenditures between fiscal years 2015 and 2016; add \$100,000 for personnel and services in 2015, move capital construction expenses to 2016.

Add \$987,688 for additional personnel, services, and capital costs for bridge structural and railroad cross improvements per bid proposals in 2016. Add \$500,000 in funding from OEA and \$469,638 from WSDOT Rail in 2016

*Traffic Signal Upgrade Phase 4, I-Time* – Add \$37,000 for personnel, initially under-budgeted, in 2015; add \$12,000 for consultant support for fiber interconnect plans, add \$10,000 for higher construction costs due to unanticipated field conditions. Revenue sources REET, \$57,591 in 2015 and higher contribution amount from Century Link, \$1,409

*Steilacoom Blvd Corridor Safety Project, I-Time* – Add \$328,333 for electrical construction costs (traffic signals) in 2016. Revenue sources: General Fund, \$15,000 – reallocated from 302.0018 project, SWM, \$100,000, & REET \$212,275 in 2015 and REET \$1,058 in 2016

*Bridgeport Way – JBLM to I-5, I-Time* – Reallocate revenues and expenditures between fiscal years 2015 and 2016, construction to occur in 2016. Grant funding, contributions, and SWM participation totaling \$3,671,775 are being moved to 2016 to align with when the City will be reimbursed for the completed work on the project. Add \$10,434 for personnel costs in 2015, funded by additional REET, \$10,434 in 2015

*South Tacoma Way – Steilacoom Blvd to 88<sup>th</sup>, I-Time* – Reallocate revenues and expenditures between fiscal years 2015 and 2016, construction to occur in 2016. Grant funding, and SWM participation totaling \$1,244,273 are being moved to 2016 to align with when the City will be reimbursed for the completed work on the project. Add \$280,000 for increased costs for traffic signal and street lighting per bid proposals in 2016. Add \$125,000 grants anticipated in 2016, increase SWM participation, \$55,000 & increase REET, \$100,000 in 2016

*112<sup>th</sup>/111<sup>th</sup> Bridgeport to Kendrick, I-Time* – Reallocate revenues and expenditures 2015 and 2016. Reduce grant and contribution revenues and expenses \$223,001 in 2015 to reflect updated timeline, Move \$60,000 revenue and expenses to 2016, with project phase completion in 2017

*Bridgeport Way Overlay, Pac Hwy to 112<sup>th</sup>, I-Time* – Add \$ 10,000 in personnel expense for storm drain repair. Revenue source from \$10, 000 from SWM in 2015

*Lakewood Drive – 100<sup>th</sup> to Steilacoom Blvd, I-Time* – Add \$27,000 for design costs not initial budgeted in 2015. Revenue source from REET, \$17,500 & TBD, \$9,500 in 2015. Add \$25,000 for SWM improvements in 2016, Revenue source from SWM \$25,000 in 2016

*Steilacoom Blvd – Lakewood Dr to W. of So. Tacoma Way, I-Time* – Add \$5,000 for storm drain repair, in 2015. Revenue source SWM, \$20,000 in 2015. Reallocate GF \$15,000 to Steilacoom Blvd Corridor Safety Project.

*Main Street Overlay – GLD to 108<sup>th</sup>, I-Time* – Reduce construction costs \$54,500, in 2015, actual construction costs were lower than budgeted. Return remaining funds to TBD, \$54,500 in 2015

*59<sup>th</sup> Ave – 100<sup>th</sup> to Bridgeport Way, I-Time* – Add \$42,700 capital costs for storm drain repair in 2015. Revenue source from SWM, \$25,000 and REET \$17,700 in 2015

*108<sup>th</sup> St – Main to Bridgeport Way, I-Time* – Reallocate revenues and expenditures 2015 and 2016. Increase total project expenses \$5,000 for personnel costs. Reduce grants anticipated, \$283,500 and add \$45,000 in TBD participation in 2015. Increase CDBG participation, \$243,500 in 2016.

*Lakewood Traffic Signal Upgrade Phase 5, 1-Time* – Reallocate revenues and expenditures 2015 and 2016, construction to occur in 2016. Grant funding of \$220,000 is being moved to 2016 to align with when the City will be reimbursed for the completed work on the project.

*Steilacoom Blvd – Farwest to Phillips, 1-Time* – Reallocate revenues and expenditures 2015 and 2016, design to occur in 2016 and 2017. Grant funding, Town of Steilacoom match and REET funding of \$746,000 are being moved to 2016 and beyond to align with when the City will be reimbursed for the completed work on the project. Project to continue into 2017

*Safety Projects – Military Rd/112<sup>th</sup>, 1-Time* – Reallocate revenues and expenditures 2015 and 2016, construction to occur in 2017. Grant funding and REET totaling \$756,000 are being moved to 2016 and beyond to align with when the City will be reimbursed for the completed work on the project. Project to continue into 2017.

*Safety Projects – Roadway Safety @ 96<sup>th</sup> & 40<sup>th</sup>, 1-Time* – Reallocate revenues and expenditures 2015 and 2016, construction to occur in 2017, Grant funding and REET funding of \$822,500 are being moved to 2016 and beyond to align with when the City will be reimbursed for completed work. Project to continue into 2017

*San Francisco – Bridgeport Way to Addison, 1-Time* – Add \$35,688 for capital expenses due to actual construction being higher than budget in 2015. Revenue sources: SWM, \$15,000 & REET, \$1,746 in 2015 and REET \$18,942 in 2016

*Custer / John Dower, 1-Time* – Reduce capital expenses by \$14,618 because actual construction was less than budgeted. Reduce REET, \$29,168 and reallocate to other projects in 2015. Add SWM, \$15,000 in 2015.

*Portland Ave Traffic Calming, 1-Time* – Add \$15,000 in Capital expenses. Revenue source is Camp Murray Mitigation Fees received in prior years.

*City-wide Safety Improvements, 1-Time* – Add \$310 in project expenses in 2015. Revenue Source REET \$310 in 2015

*100<sup>th</sup> & Lakewood Drive, 1-Time* – Add Mitigation received, \$1,712 in 2015

### **Fund 312 Sanitary Sewer Connection**

*Sewer Availability Administrative Costs, Ongoing* – Add \$26,000 in expenditures for 2015 and \$26,000 for 2016 for costs related to administering the sewer availability fees. Half of the costs are for related to billing the City's sewer availability fees, handling inquiries from property owners and lenders, sending delinquent accounts to collections, as well as adding removing liens on properties. The other half of the costs is for time spent on monthly updates, working with Pierce County to see which properties have connected to sewer. The City had looked at having Pierce County take on the billing function of the sewer availability fees back in 2011. The County was going to charge an initial \$10,000 capital start-up fee, and a \$10.31 per month per account (\$35,880 per year for 290 accounts) to do the billings. The City would still be responsible for answering inquiries and pursuing delinquent accounts. The City decided that it could do the billings more economically and efficiently by handling the administrative functions in-house.

*Postage, Ongoing* – Add \$2,500 in expenditures for 2015 and \$2,500 for 2016 for postage to mail the sewer availability billings.

*B&O Taxes, Ongoing* – Add \$3,500 in expenditures for 2015 and \$3,500 for 2016 for B&O taxes paid to the State for revenue earned by the City from sewer availability fees.

*Lien-related Costs, Ongoing* – Add \$3,000 in expenditures for 2015 and \$3,000 for 2016 for costs related to placing liens on properties of customers that are not paying the sewer availability fees, as well as the costs for removing liens on properties when customers have satisfied the balances on their accounts.

### **Fund 401 Surface Water Management**

*Storm Water Source Control Study, 1-Time* – Add \$141,900 in revenues and expenses for 2015 and \$142,037 revenues and expenses in 2016. The purpose of this project is to implement a regional business inspection stormwater source control effectiveness study as part of the Department of Ecology's Regional Stormwater Monitoring Program. This project is 100% DOE grant funded.

*Storm Drain Pipe Repair Project, 1-Time* – Appropriate \$200,000 in 2015 for the replacement of approximately 660 feet of deteriorated storm drain pipes located under Bridgeport Way and Steilacoom Blvd. The project was completed in August 2015. To be funded by SWM

*Waughop Lake Management Plan, 1-Time* – Update project completion timeline. The project will extend into 2016, with completion by fall 2016. Move anticipated grant revenue of \$48,573 and expenses of \$64,014 to 2016. No change in overall project values.

*2016 Water Quality Vaults Project, 1-Time* – Update project completion timeline. Construction has been delayed to 2016 due to other project priorities for staff, move anticipated expenses (\$225,000) to 2016. Construction of two vaults - near the intersection of 96<sup>th</sup> St. & 40<sup>th</sup> Ave. and on Gravelly Lake Dr. in front of Red Robin - have been added to the project, resulting in additional expenses of \$70,000 in 2016 to be funded by SWM

*Transfers to Fund 301 Parks Capital Projects, 1-Time* – Add \$35,000 in 2015 and \$56,324 in 2016 for SWM's share of project costs in accordance with the 6-Year CIP update:

- \$12,324 in 2016 for Phase II Springbrook Park Expansion
- \$19,000 in 2016 for Phase III Springbrook Bridge
- \$35,000 in 2015 for Phase IV Springbrook Park Acquisition
- \$25,000 in 2016 for Chambers Creek Trail Planning

*Transfers to Fund 302 Transportation Capital Projects, 1-Time* – Reduce by \$1,231,212 in 2015 and increase by \$4,416,329 in 2016 for SWM's share of project costs in accordance with the 6-Year CIP update:

- Increase by \$20,000 in 2016 for Chip Seal Program
- Reduce by \$73,883 in 2015 for Bridgeport Way – 83<sup>rd</sup> to 75<sup>th</sup>
- Reduce by \$250,000 in 2015 / increase by \$350,000 in 2016 for GLD -100<sup>th</sup> St to Bridgeport Way
- Reduce by \$375,000 in 2015 / increase by \$250,000 in 2016 for South Tacoma Way-SR 512 to 96<sup>th</sup>
- Reduce by \$50,000 in 2015 / increase by \$150,000 in 2016 for Steilacoom Blvd Corridor Safety
- Reduce by \$486,329 in 2015 / increase by \$486,329 in 2016 for Bridgeport Way–JBLM to I-5
- Reduce by \$100,000 in 2015 / increase by \$155,000 in 2016 for So Tac Way-Steilacoom Blvd to 88<sup>th</sup>
- Increase by \$10,000 in 2015 for Bridgeport Way Overlay-Pacific Highway to 112<sup>th</sup>
- Increase by \$25,000 in 2016 for Lakewood Drive-100<sup>th</sup> to Steilacoom Boulevard

- Increase by \$20,000 in 2016 for Steilacoom Blvd-Lakewood Drive to West of South Tacoma Way
- Increase by \$25,000 in 2015 for 59<sup>th</sup> Ave-100<sup>th</sup> to Bridgeport Way
- Increase by \$15,000 in 2015 for San Francisco-Bridgeport Way to Addison
- Increase by \$15,000 in 2015 for Custer/John Dower Road

*Allocation of Internal Service Charges* – Add \$151,581 in 2015 and \$133,257 in 2016 for SWM’s share of internal service charges:

- Add \$44,031 in 2015 and \$43,693 in 2016 for Information Technology
- Add \$45,557 in 2015 and \$50,946 in 2016 for Risk Management
- Add \$23,891 in 2015 for Risk Management for Potential Deductibles for Claims Prior to 2014
- Add \$38,102 in 2015 and \$38,618 in 2016 for Property Management

### **Fund 501 Fleet & Equipment**

*Transfer to Fund 503 Information Technology* – Transfer \$110,050 in 2015 and \$123,189 in 2016 to Fund 503 Information Technology Fund to implement the much needed basic information technology related needs as approved by the City Council in June 2015. The goal is to make the fleet and equipment reserves whole by the end of 2016 through general fund expenditure savings and/or use of revenues received above and beyond estimates.

*Purchase of 3 New Snow Plows* – Add \$20,000 for the purchase of 3 new snow plow with an anticipated useful life of 10 years resulting in an accumulation of annual replacement reserves in the amount of \$2,000 beginning in 2016.

*Transfer in from Fund 001 General* – Add \$233,239 in revenues in 2016 to replenish replacement reserves used to fund IT Strategic Plan.

### **Fund 502 Property Management**

*Police Station Lead Abatement – 1-Time* – Add \$6,725 for Lead abatement for the Range Cleanup/Trap Room at the Police Station. Internal service charges are funded within the Police Department existing budget.

*City Hall Space Reconfiguration, 1-Time* – Add \$50,000 for City Hall space reconfigurations, funded by property management accumulated reserves. This item was approved by the City Council as part of the 2014 year-end budget adjustment and should have been included in the 2015 carry forward budget adjustment.

### **Fund 503 Information Technology**

*Transfer In From Fund 501 Fleet & Equipment Fund, 1-Time* – Add transfers in of \$110,050 in 2015 and \$123,189 in 2016 from the Fleet & Equipment Fund to implement the much needed basic information technology related needs as approved by the City Council in June 2015. The various projects funded are:

- \$5,000 in 2016 for Video Arraignment M&O
- \$9,510 in 2015 / \$5,510 in 2016 for Redesign City’s Permit Process/Web Extensions
- \$3,500 in 2015 / \$400 in 2016 for Blue Beam Software
- \$17,300 in 2015 / \$14,600 in 2016 for Mobile Apps w/CRM Integration
- \$82,500 in 2015 / \$30,000 in 2016 for Enterprise Task Management/Work Order System

- \$17,000 in 2015 / \$1,500 in 2016 for VMWare Virtual Desktop (VDI)
- \$26,000 in 2015 / \$4,800 M&O reduction in 2016 for FiberOptic Connection
- \$15,000 in 2015 / \$2,500 reserves in 2016 for Wireless Access Points
- \$10,000 in 2016 for Disaster Recovery Phase II Business Continuity Plan
- \$5,240 in 2015 and \$10,479 in 2016 for Cell Phone Archival of Text Messages
- \$50,000 in 2016 for Video Surveillance
- \$28,000 in 2016 for Redundant Voice & Data Circuits (Co-Location) at Police Station
- \$14,000 in 2015 for Informational Videos
- \$10,000 in 2015 for Enterprise Network Monitoring Tools
- \$20,000 in 2016 for Phone System Annual Replacement Reserves (funded by general government)
- \$90,000 in 2015 / \$10,000 in 2016 elimination of document management system, reallocate to projects

**Fund 504 Risk Management**

WCIA Liability Assessment, Ongoing – Appropriate an additional \$10,500 in 2015 and \$187,500 in 2016 due to an increase in assessments a result of paying for the City’s past claims and losses dating back to 2010.

WCIA services include risk management consultation, loss control field services, claims, pre-defense and litigation administration, and loss analyses. WCIA contracts for the claims investigation consultants for personnel issues and land use issues, insurance brokerage and lobbyist services. Additionally, WCIA provides generous services to its members such as risk management education and comprehensive risk field services.

Coverage	2014 Actual	2015 Actual	2016 YND Est
Auto Physical Damage	\$ 31,160	\$ 31,567	\$ 32,000
Boiler & Machinery	3,455	3,261	3,506
Crime/Fidelity	1,584	1,522	1,636
Liability	572,075	695,034	796,227
Property	93,532	102,480	102,500
Storage Tank Liability	1,237	1,336	1,400
<b>Total</b>	<b>\$ 703,043</b>	<b>\$ 835,200</b>	<b>\$ 937,269</b>

The amount the City pays for liability is based on an assessment formula comprised of two factors -- worker hours and loss rate.

Worker Hours: There is a two year lag in worker hours (2014 worker hours for 2016 assessment) and does not include volunteer hours. 2014 worker hours decreased by 2.09% or 9,714 hours compared to 2013.

Worker Hours Assessment Year	2012 2014	2013 2015	2014 2016	2014 vs 2013	
				Increase/(Decrease)	
				#	%
0803 All Operations	100,628	105,974	113,596	7,622	7.19%
5305 Admin/Clerical	158,000	152,336	145,034	(7,302)	-4.79%
6905 Law Enforcement	206,638	205,612	197,087	(8,525)	-4.15%
6906 Reserve Officers	-	1,780	271	(1,509)	-84.78%
<b>Total Worker Hours</b>	<b>465,266</b>	<b>465,702</b>	<b>455,988</b>	<b>(9,714)</b>	<b>-2.09%</b>

Loss Rate: The loss rate is determined by an actuarial review of the last five years loss history (January 1, 2010 – December 31, 2014 for 2016 assessment). The actuary limits the loss to \$100,000 per loss so if the City gets hit with a huge loss, it doesn't affect the City for 5 years. From the actuary's report, Lakewood's 2015 liability assessment was based on year 2009 – 2013 losses of \$1.8M (capped at \$100K each) compared to the 2016 losses from years 2010 – 2014 of \$1.9M (also capped at \$100K each). The actuary calculated Lakewood's expected losses at 3.8% of the group based on worker hours; however, the City's incurred losses came in at 10.2% of the group's total. Based on the continued adverse loss experience the actuary calculated a 35.9% increase in the City's assessment rate, but was capped at 17% (the most you can have in 2016). The rest is spread among the other Group 4 members (members with worker hours of 400,000+).

Loss Runs Impacting 2016 WCIA Assessment						
Incurring by Year	2010	2011	2012	2013	2014	Total
Administration	\$ 2,314	\$ -	\$ -	\$ 56,000	\$ -	\$ 58,314
Development Review	14,068	18,599	-	-	-	32,667
Parks & Rec Maintenance	-	498	-	-	-	498
Police	788,497	408,991	347,466	422,660	9,133	1,976,747
PW Engineering	716,872	1,632	-	95,000	-	813,504
PW Sewer/Storm	121,539	-	-	-	-	121,539
PW Street Maint	-	200,503	35,000	-	1,960	237,463
<b>Total</b>	<b>\$ 1,643,290</b>	<b>\$ 630,223</b>	<b>\$ 382,466</b>	<b>\$ 573,660</b>	<b>\$ 11,093</b>	<b>\$ 3,240,732</b>

Loss runs include indemnity reserves.

Lakewood's liability assessment increased due to adverse loss experience while worker hours decreased by 2.09% in 2014 compared to 2013 (there is a two year lag in worker hours, 2014 hours are used for 2016's assessment).

Worker hours are expected to decrease substantially in 2015 compared to 2014 as a result of positions realignments implemented as part of the 2015/2016 adopted budget. Loss runs as of June 15, 2015 also reflect a decrease in losses in 2014 and partial 2015.

Worker Hours Assessment Year	2015 YTD 8/15	2014 YTD 8/15	YTD 2015 vs YTD 2014	
			Increase/(Decrease)	
			\$	%
0803 All Operations	64,010	73,658	(9,648)	-13.10%
5305 Admin/Clerical	80,519	92,643	(12,124)	-13.09%
6905 Law Enforcement	120,295	125,217	(4,921)	-3.93%
6906 Reserve Officers	53	217	(164)	-75.52%
<b>Total Worker Hours</b>	<b>264,878</b>	<b>291,734</b>	<b>(26,856)</b>	<b>-9.21%</b>

Loss Runs Impacting 2017 WCIA Assessment - as of June 30, 2015 WCIA Report						
Incurring by Year	2011	2012	2013	2014	2015 YTD 6/30	Total
Administration	\$ -	\$ -	\$ 48,830	\$ -	\$ -	\$ 48,830
Development Review	18,630	-	-	-	-	18,630
Parks & Rec Maintenance	498	-	-	-	-	498
Police	408,991	547,466	927,661	65,295	42,500	1,991,913
PW Engineering	1,632	-	250,000	-	-	251,632
PW Sewer/Storm	-	-	-	-	-	-
PW Street Maint	38,369	35,000	-	1,960	-	75,330
<b>Total</b>	<b>\$ 468,120</b>	<b>\$ 582,466</b>	<b>\$ 1,226,491</b>	<b>\$ 67,256</b>	<b>\$ 42,500</b>	<b>\$ 2,386,832</b>

Loss runs include indemnity reserves.

*WCIA Deductibles for Claims prior to 2014, 1-Time* – Add \$230,000 in 2015 for claims with a date of loss prior to January 1, 2014 as this is when the City’s liability insurance deductible changed to from \$25K to \$0. Note, although the allocation is 1-Time, it is considered ongoing in nature as this is continuation of payments for prior years’ claims.

*Public Disclosure – Koenig Case, 1-Time* – Add \$206,920 in 2015 to fulfill City’s requirement to pay attorney fees (the City is not required to pay penalties, just the attorney fees) specific to the Koenig case for redacting driver license numbers from a public records act (PRA) request dating back to 2007. Our understanding is the State Legislature made changes to the PRA this past session to exempt these types of records moving forward effective July 2015.

*3<sup>rd</sup> Party Claims* – Add \$50,000 in 2015 and \$50,000 in 2016 for 3<sup>rd</sup> party claims, offset by insurance recoveries.

**NEXT STEPS:**

➤ **Budget Related Items.** Items *tentatively* scheduled are:

- November 16, 2015 Regular Meeting
  - Adopt 2016 Property Tax Levy Ordinance
  - Adopt Declaration of Substantial Need Ordinance
  - Adopt 2015/2016 Mid-Biennium Budget Adjustments
  - Adopt 2016 Fee Schedule

**ATTACHMENTS:**

- Summary of Proposed Adjustments
- Draft Budget Ordinance & Related Exhibits
  - Exhibit A(1) – Current Revised Budget By Fund- Year 2015 Per Ord. 608 Adopted May 4, 2015
  - Exhibit A(2) – Current Revised Budget By Fund- Year 2016 Per Ord. 608 Adopted May 4, 2015
  - Exhibit B(1) – Proposed Revised Budget By Fund- Year 2015
  - Exhibit B(2) – Proposed Revised Budget By Fund- Year 2016

**2015/2016 Mid-Biennium Budget Adjustment  
Summary of Proposed Requests**

			Year 2015		Year 2016	
			Revenue	Expenditure	Revenue	Expenditure
<b>Grand Total - All Funds</b>			<b>\$ (15,142,117)</b>	<b>\$ (15,928,735)</b>	<b>\$ 21,674,078</b>	<b>\$ 23,415,445</b>
<b>Total - Fund 001 General</b>	<b>Adjustment Type</b>	<b>Ongoing/1-Time</b>	<b>\$ 229,159</b>	<b>\$ 467,193</b>	<b>\$ 880,830</b>	<b>\$ 539,499</b>
Property Tax	Revenue	Ongoing	100,600	-	77,000	-
Sales & Use Tax	Revenue	Ongoing	190,400	-	175,900	-
Sales & Use Tax / Parks	Revenue	Ongoing	18,100	-	18,900	-
Leasehold Tax	Revenue	1-Time	-	-	-	-
Criminal Justice Sales Tax	Revenue	Ongoing	42,700	-	52,300	-
Admissions Tax	Revenue	Ongoing	17,100	-	20,400	-
Leasehold Tax	Revenue	Ongoing	8,000	-	-	-
Utility Tax	Revenue	Ongoing	(345,000)	-	(432,000)	-
Gambling Tax	Revenue	Ongoing	37,300	-	25,300	-
Franchise Fees	Revenue	Ongoing	202,000	-	256,300	-
Criminal Justice Funding	Revenue	Ongoing	9,100	-	13,300	-
Criminal Justice High Crime	Revenue	Ongoing	(61,400)	-	(61,400)	-
Liquor Excise Tax	Revenue	Ongoing	50,000	-	177,700	-
Liquor Profits	Revenue	Ongoing	1,100	-	(7,000)	-
<b>Subtotal - City-Wide/Non-Departmental</b>			<b>\$ 270,000</b>	<b>\$ -</b>	<b>\$ 316,700</b>	<b>\$ -</b>
Independent Salary Commission Decision	Housekeeping	Ongoing	-	21,175	-	46,200
<b>Subtotal - City Manager</b>			<b>\$ -</b>	<b>\$ 21,175</b>	<b>\$ -</b>	<b>\$ 46,200</b>
CM Interns, Offset by Finance Division Position Vacancy Savings	Housekeeping	1-Time	-	18,800	-	-
<b>Subtotal - City Manager</b>			<b>\$ -</b>	<b>\$ 18,800</b>	<b>\$ -</b>	<b>\$ -</b>
Net Internal Service Reallocation	Internal Service	Ongoing	-	(33,017)	-	(122,318)
Risk Mgmt - WCIA Assessment Increase	Internal Service	Ongoing	-	9,947	-	177,616
Risk Mgmt - WCIA Potential Deductibles, Prior to 2014	Internal Service	Ongoing	-	201,109	-	-
Risk Mgmt - Public Disclosure, Koenig Case	Internal Service	1-Time	-	206,920	-	-
Info Tech - Phone System Replacement Reserves	Internal Service	Ongoing	-	-	-	18,946
Replenish Fleet & Equip Reserves - IT Strategic Plan	Housekeeping	1-Time	-	-	-	233,239
Finance Division Position Vacancy Savings for CM Interns	Housekeeping	1-Time	-	(18,800)	-	-
<b>Subtotal - Administrative Services</b>			<b>\$ -</b>	<b>\$ 366,159</b>	<b>\$ -</b>	<b>\$ 307,483</b>
CED Development Services Permits & Fees	Revenue	Ongoing	-	-	498,030	-
Business License	Revenue	Ongoing	-	-	72,900	-
Position Realign - Permit Coordinator, Offset by Revenue	Housekeeping	Ongoing	-	18,300	-	42,100
Motor Avenue Complete Streets Concept, Add'l Funding	Housekeeping	1-Time	-	12,000	-	-
<b>Subtotal - Community &amp; Economic Development</b>			<b>\$ -</b>	<b>\$ 30,300</b>	<b>\$ 570,930</b>	<b>\$ 42,100</b>
Public Defender Contract Increase	Housekeeping	Ongoing	-	15,000	-	66,200
Public Defender Transition Cost	Housekeeping	1-Time	-	30,000	-	-
Public Defender Grant	Housekeeping	1-Time	-	-	10,000	10,000
<b>Subtotal - Municipal Court</b>			<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ 10,000</b>	<b>\$ 76,200</b>
Alarm Permits & Fees	Revenue	Ongoing	(25,000)	-	(23,000)	-

**2015/2016 Mid-Biennium Budget Adjustment  
Summary of Proposed Requests**

			Year 2015		Year 2016	
			Revenue	Expenditure	Revenue	Expenditure
Animal License	Revenue	Ongoing	5,000	-	6,200	-
Dispatch Services Increase	Housekeeping	Ongoing	-	-	-	24,159
City of Tacoma Public Safety Network User Fees Increase	Housekeeping	1-Time	-	-	-	18,300
Puget Sound Clean Air Assessment Increase	Housekeeping	Ongoing	-	-	-	5,357
Nisqually Mental Health - Contribution	Acct Correction	1-Time	(25,000)	(25,000)	-	-
US Open Overtime, Reimbursed by Pierce County	Housekeeping	1-Time	4,159	4,159	-	-
<b>Subtotal - Police</b>			<b>\$ (40,841)</b>	<b>\$ (20,841)</b>	<b>\$ (16,800)</b>	<b>\$ 47,816</b>
			-	-	-	-
Decrease General Fund Subsidy Due to MVET Revenue Increase	Housekeeping	Ongoing	-	(14,400)	-	(3,300)
Decrease General Fund Subsidy/Eliminate Judgments & Settlements Exp	Housekeeping	Ongoing	-	11,000	-	11,000
Increase General Fund Subsidy/Decrease Proceeds from Sale of Assets	Housekeeping	Ongoing	-	10,000	-	10,000
Increase General Fund Subsidy/Add Reserves on 3 New Snow Plows	New	Ongoing	-	-	-	2,000
<b>Subtotal - Public Works</b>			<b>\$ -</b>	<b>\$ 6,600</b>	<b>\$ -</b>	<b>\$ 19,700</b>
<b>Total - Special Revenue Funds</b>			<b>\$ 1,082,872</b>	<b>\$ 991,959</b>	<b>\$ 800,983</b>	<b>\$ 985,183</b>
<b>Total - Fund 101 Street Operations &amp; Maintenance</b>			<b>\$ 360,975</b>	<b>\$ 360,975</b>	<b>\$ 369,983</b>	<b>\$ 369,983</b>
General Fund Subsidy	Housekeeping	Ongoing	(14,400)	-	(3,300)	-
Motor Vehicle Fuel Tax	Housekeeping	Ongoing	14,400	-	3,300	-
General Fund Subsidy	Housekeeping	Ongoing	10,000	-	10,000	-
Proceeds from Sale of Assets	Housekeeping	Ongoing	(10,000)	-	(10,000)	-
General Fund Subsidy	Housekeeping	Ongoing	11,000	-	11,000	-
Judgments & Claims	Housekeeping	Ongoing	(11,000)	-	(11,000)	-
Allocation of Internal Service Charges	Housekeeping	Ongoing	360,975	360,975	367,983	367,983
Annual Reserves on 3 New Snow Plows	New	Ongoing	-	-	2,000	2,000
<b>Total - Fund 102 Real Estate Excise Tax</b>			<b>\$ 263,000</b>	<b>\$ 193,878</b>	<b>\$ 287,000</b>	<b>\$ 270,000</b>
Real Estate Excise Tax	Capital	1-Time	263,000	-	287,000	-
Transfer to Parks CIP for Gateway Projects	Capital	1-Time	-	13,878	-	-
Transfer to Transportation CIP - Various Projects	Capital	1-Time	-	180,000	-	270,000
<b>Total - Fund 104 Hotel/Motel Lodging Tax</b>			<b>\$ 175,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 403,850</b>
Hotel/Motel Lodging Tax Revenue	Restricted Rev	1-Time	175,000	-	100,000	-
Lodging Tax Allocation to Align with Award (pending)	Housekeeping	1-Time	-	-	-	403,850
<b>Total - Fund 105 Property Abatement</b>			<b>\$ -</b>	<b>\$ 135,471</b>	<b>\$ -</b>	<b>\$ (100,000)</b>
Property Abatement Program	Housekeeping		-	135,471	-	(100,000)
<b>Total - Fund 181 Felony Seizure</b>			<b>\$ -</b>	<b>\$ 5,044</b>	<b>\$ -</b>	<b>\$ -</b>
Felony Seizures, Funded by Ending Fund Balance	Restricted Rev	1-Time	-	5,044	-	-
<b>Total Fund 182 - Federal Seizures</b>			<b>\$ 210,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>
Federal Seizures, Funded by Forfeitures	Restricted Rev	1-Time	210,000	100,000	-	-
<b>Total - Fund 191 Neighborhood Stabilization Program (NSP)</b>			<b>\$ -</b>	<b>\$ 91,277</b>	<b>\$ -</b>	<b>\$ -</b>
NSP 1 Funds	Restricted Rev	1-Time	-	91,277	-	-
<b>Total - Fund 192 Office of Economic Adjustment (OEA)</b>			<b>\$ 5,470</b>	<b>\$ 36,887</b>	<b>\$ 44,000</b>	<b>\$ 41,350</b>
SSMCP - Adjustments for Projected 2015 and Preliminary 2016 Budget	Restricted Rev	1-Time	5,470	36,887	44,000	41,350
<b>Total - Fund 195 Public Safety Grants</b>			<b>\$ 68,427</b>	<b>\$ 68,427</b>	<b>\$ -</b>	<b>\$ -</b>
WA Traffic Safety Commission - Motorcycle Emphasis	Grant	1 Time	3,191	3,191	-	-
Justice Programs Bulletproof Vest Grant	Grant	1 Time	13,544	13,544	-	-
Homeland Security Recreational Boating Safety Grant	Grant	1 Time	16,037	16,037	-	-
Nisqually Tribal Mental Health Contribution	Grant	1 Time	25,000	25,000	-	-
WASPC - Traffic Safety Equipment Grant	Grant	1 Time	10,655	10,655	-	-

**2015/2016 Mid-Biennium Budget Adjustment  
Summary of Proposed Requests**

	Year 2015		Year 2016			
	Revenue	Expenditure	Revenue	Expenditure		
<b>Grand Total - Debt Service Funds</b>	\$ 351,697	\$ 319,541	\$ (65,775)	\$ (64,800)		
<b>Total - Fund 202 LID Debt Service</b>	\$ 351,697	\$ 319,541	\$ (65,775)	\$ (64,800)		
CLID 1101 Bonds - Bond Call Due to Early Payoff by Property Owner in 2015 - Reduction in Debt Service in 2016	Debt	1-Time	351,697	319,541	(65,775)	(64,800)
<b>Total - Capital Improvement Project Funds</b>	\$ (17,508,367)	\$ (17,504,928)	\$ 19,251,502	\$ 19,344,724		
<b>Total - Fund 301 Parks CIP</b>	\$ (157,572)	\$ 343,878	\$ 1,495,274	\$ 864,100		
Unallocated - Verizon US Open Parking Fees	Capital	1-Time	5,000	-	-	-
Unallocated - Sale of Lakeland Property/USGA US Open Park Fees	Capital	1-Time	125,000	-	-	-
Waughop Lake Trail - Realign Timing of Project Expenditures	Capital	1-Time	(400,000)	-	400,000	-
Chambers Creek Trail Planning - Eliminate \$6,450 Lakeland Property Funding / Add \$25,000 SWM	Capital	1-Time	(25,000)	-	25,000	-
Gateway Projects - Funded by REET \$13,878 / LTAC \$50,000	Capital	1-Time	13,878	13,878	50,000	50,000
Phase II Springbrook Park Expansion - Additional Funding \$1,500 Donations / \$12,324 SWM / \$276 Beg Bal	Capital	1-Time	(196,450)	10,000	210,274	4,100
Phase III Springbrook Bridge - Funded with \$291K State Legislative Grant / \$19K SWM	Capital	1-Time	-	-	310,000	310,000
Phase IV Springbrook Park Acquisition - Funded by \$285K RCO Grant / \$35K SWM	Capital	1-Time	320,000	320,000	-	-
Ft. Steilacoom Park Sports Field Improvements - Funded by \$250K LTAC / \$50K RCO Grant)	Capital	1-Time	-	-	500,000	500,000
<b>Total - Fund 302 Transportation CIP</b>	\$ (17,350,795)	\$ (17,883,806)	\$ 17,756,228	\$ 18,445,624		
Unallocated - Left over Street Vacations, \$5,000 and unused REET, \$24,168 in 2015 - Left over REET, \$3,969 in 2016	Capital	1-Time	29,168	-	3,969	-
Personnel, Engineering & Professional Services - Transportation Element of Comprehensive Plan Update - Source is \$38,444 REET & \$7,556 Developer Contributions 2015 / \$10,000 REET 2016	Capital	1-Time	46,000	46,000	10,000	10,000
New LED Streetlights - Reduce Project Expenditures due to reduced project scope - Reallocate REET \$45,000 to other projects	Capital	1-Time	(45,000)	(45,000)	-	-
Minor Capital - For Street Striping - Source is Proceeds from Street Vacations	Capital	1-Time	70,000	35,000	-	35,000
Chip Seal Program - Pavement Rehab & Patching in Prep for Chip Seal in 2016 (Onyx Drive) - Source is \$80,000 Street Vacations 2015 & \$20,000 SWM 2015	Capital	1-Time	100,000	100,000	-	20,000
Bridgeport Way - 83rd to 75th - Lakewood Water District participation higher than originally budgeted.	Capital	1-Time	375,253	425,253	-	-
Gravelly Lake Drive - 100th St to Bridgeport Way - Construction to occur in 2016, increase expenses to reflect bid proposals	Capital	1-Time	(1,561,464)	(1,583,969)	1,897,495	1,920,000

**2015/2016 Mid-Biennium Budget Adjustment  
Summary of Proposed Requests**

			Year 2015		Year 2016	
			Revenue	Expenditure	Revenue	Expenditure
South Tacoma Way - SR512 to 96th - Construction to occur in 2016, update expenses to reflect bid proposals - Lakewood Water District related costs lower, offset by reduced participation, \$200,000 - Increase WSDOT Grant, \$190,000 in 2016 - Decrease SWM participation, \$125,000 in 2016	Capital	1-Time	(3,807,060)	(3,815,000)	3,672,060	3,680,000
Madigan Access Improvements - Construction to occur in 2016, increase expenses to reflect bid proposals. - Sources are OEA, \$500,000 in 2016 & WSDOT Rail, \$469,638 in 2016	Capital	1-Time	(2,335,351)	(2,335,351)	3,304,989	3,423,039
Traffic Signal Upgrade Phase 4 - Add \$59,000 in 2015 for personnel and capital costs - Source is REET, \$57,591 in 2015 and additional Century Contribution \$1,409	Capital	1-Time	59,000	59,000	-	-
Steilacoom Blvd Corridor Safety Project - increase expenses to reflect bid proposals. -Source is General Fund, \$15,000, reallocated from other projects, SWM, \$100,000 & REET, \$212,275 in 2015 and REET, \$1,058 in 2016	Capital	1-Time	(1,974,392)	(2,201,667)	2,302,725	2,530,000
Bridgeport Way - JBLM to I-5 - Construction to occur in 2016 - Add REET, \$10,434 in 2015	Capital	1-Time	(3,661,341)	(3,659,566)	3,671,775	3,670,000
South Tacoma Way - Steilacoom Blvd to 88th - Construction to occur in 2016, increase expenses to reflect bid proposals. - Additional Grant Anticipated, \$125,000 in 2016 - Increase SWM participation, \$55,000 in 2016	Capital	1-Time	(1,244,273)	(1,350,000)	1,424,273	1,530,000
111th/112th Bridgeport Way to Kendrick - Construction to occur in 2017, reallocate revenue and expenses to new timeline.	Capital	1-Time	(223,001)	(223,001)	60,000	60,000
Bridgeport Way Overlay - Pac Hwy to 112th - Storm Drainage Repair - SWM participation \$10,000 in 2015	Capital	1-Time	10,000	10,000	-	-
Lakewood Drive - 100th to Steilacoom Blvd - Increase REET participation, \$17,500 in 2015 - Increase TBD participation, \$9,500 in 2015 - Add SWM participation, \$25,000 in 2016	Capital	1-Time	27,000	27,000	25,000	25,000
Steilacoom Blvd - Lakewood Dr to W of So Tacoma Way - Increase Project Exp by \$5,000 - Add \$20,000 Transfer In From SWM for Storm Drainage Repair - Reallocate \$15,000 from GF to other projects	Capital	1-Time	5,000	5,000	-	-
Main Street Overlay - GLD to 108th St - Cost savings in actual construction costs - Decrease TBD Participation, \$54,500 in 2015	Capital	1-Time	(54,500)	(54,500)	-	-
59th Ave - 100th St to Bridgeport Way - Storm Drainage Repair increased construction costs - Add REET participation of \$17,700 in 2015 - Add SWM participation \$25,000 in 2015	Capital	1-Time	42,700	42,700	-	-
108th St - Main St to Bridgeport Way - Increase cost for Professional Services, \$5,000 - Reduced Grants Anticipated \$283,500 in 2015 - Added TBD participation, \$45,000 in 2015 - Increase CDBG participation, \$243,500 in 2016	Capital	1-Time	(680,000)	(705,000)	685,000	710,000
Lakewood Traffic Signal Upgrade Phase 5 - Construction to begin in 2016	Capital	1-Time	(220,000)	(262,585)	220,000	262,585
Steilacoom Blvd - Farwest to Phillips - Construction to begin in 2017	Capital	1-Time	(746,000)	(842,000)	334,000	430,000

**2015/2016 Mid-Biennium Budget Adjustment  
Summary of Proposed Requests**

			Year 2015		Year 2016	
			Revenue	Expenditure	Revenue	Expenditure
Safety Projects - Military Road/112th - Relocate \$1,500 REET to other projects in 2015 - Construction to begin in 2017	Capital	1-Time	(756,000)	(765,000)	81,000	90,000
Safety Projects - Roadway Safety @96th & 40th - Reallocate REET 11,150 to other projects in 2015 - Construction to begin in 2017	Capital	1-Time	(822,500)	(827,500)	45,000	50,000
Safe Routes To Schools, Pedestrian/Bicycle Safety - Additional Grant Revenue from Project Close out	Capital	1-Time	11,816	-	-	-
San Francisco - Bridgeport Way to Addison - Add \$35,688 capital costs - Source is REET \$1,746 in 2015 & \$18,942 in 2016 & \$15,000 SWM in 2015	Capital	1-Time	16,746	35,688	18,942	-
Custer / John Dower - Add SWM participation, \$15,000 in 2015 - Reduce REET participation, \$29,618 in 2015 - Reallocate \$15,000 REET to other projects	Capital	1-Time	(14,618)	(14,618)	-	-
Portland Ave Traffic Calming - Add \$15,000 in project expenses - Source is Camp Murray Gate Mitigation Fees Received in Prior Years	Capital	1-Time	-	15,000	-	-
City-Wide Safety Improvements - Add \$310 in project expenses - Increase REET Participation, \$310 in 2015	Capital	1-Time	310	310	-	-
100th & Lakewood Dr. - Add Mitigation received, \$1,712 in 2015	Capital	1-Time	1,712	-	-	-
<b>Total - Fund 312 Sanitary Sewer Connection</b>			<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 35,000</b>
Sewer Availability Staff Time	Housekeeping	Ongoing	-	26,000	-	26,000
Postage	Housekeeping	Ongoing	-	2,500	-	2,500
B&O Taxes to State	Housekeeping	Ongoing	-	3,500	-	3,500
Lien-Related Costs	Housekeeping	Ongoing	-	3,000	-	3,000
<b>Total - Enterprise Funds</b>			<b>\$ 93,327</b>	<b>\$ (991,745)</b>	<b>\$ 190,610</b>	<b>\$ 2,106,961</b>
<b>Total - Fund 401 Surface Water Management</b>			<b>\$ 93,327</b>	<b>\$ (991,745)</b>	<b>\$ 190,610</b>	<b>\$ 2,106,961</b>
Waughop Lake Mngmt Plan - Project to Extend into 2016	Capital	1-Time	(48,573)	(64,014)	48,573	64,014
Storm Water Source Control Study - Funded by DOE Grant	Capital	1-Time	141,900	141,900	142,037	142,037
2016 Water Quality Vaults Project - Construction to occur in 2016 - Additional SWM funds needed for construction of 2 vaults, \$70,000	Capital	1-Time		(225,000)		295,000
Storm Drain Pipe Repair - Construction Cost Increase due to Higher Bids	Capital	1-Time	-	200,000	-	-
Transfer to Parks CIP Projects - \$35,000 Springbrook Park Acquisition 2015 - \$12,324 Springbrook Park Expansion 2016 - \$19,000 Springbrook Bridge 2016 - \$25,000 Chambers Creek Trail Planning 2016	Capital	1-Time	-	35,000	-	56,324
Transfer to Transportation CIP Projects for SWM's Share of Costs	Capital	1-Time	-	(1,231,212)	-	1,416,329
Allocation of Internal Service Charges	Housekeeping	Ongoing	-	151,581	-	133,257
<b>Total - Internal Service Funds</b>			<b>\$ 609,195</b>	<b>\$ 789,245</b>	<b>\$ 615,928</b>	<b>\$ 503,878</b>
<b>Total - Fund 501 Fleet &amp; Equipment</b>			<b>\$ -</b>	<b>\$ 130,050</b>	<b>\$ 235,239</b>	<b>\$ 123,189</b>

**2015/2016 Mid-Biennium Budget Adjustment  
Summary of Proposed Requests**

			Year 2015		Year 2016	
			Revenue	Expenditure	Revenue	Expenditure
Transfer to Information Technology Fund - IT Strategic Plan, Replenish in 2016	Housekeeping	1-Time	-	110,050	-	123,189
Transfer In From General Fund - Replenish Reserves Used for IT Strategic Plan	Housekeeping	1-Time	-	-	233,239	-
Purchase of 3 New Snow Plows - \$20,000 1-Time 2015 / \$2,000 Ongoing Reserves in 2016	New	1-Time	-	20,000	2,000	-
<b>Total - Fund 502 Property Management</b>			<b>\$ 6,725</b>	<b>\$ 56,725</b>	<b>\$ -</b>	<b>\$ -</b>
Police Station Lead Abatement Project - Funded within Existing Police Budget	Housekeeping	1-Time	6,725	6,725	-	-
City Hall Space Planning/Reconfiguration Carry Forward of Funds	Housekeeping	1-Time	-	50,000	-	-
<b>Total - Fund 503 Information Technology</b>			<b>\$ 110,050</b>	<b>\$ 110,050</b>	<b>\$ 143,189</b>	<b>\$ 143,189</b>
<i>Information Technology Strategic Plan Items:</i>						
Video Arraignment M&O	Housekeeping/ Strategic Plan	Ongoing	-	-	-	5,000
Redesign City's Permit Process/Web Extensions - \$4,000 1-Time 2015 / \$5,510 Ongoing in 2015 & 2016	Housekeeping/ Strategic Plan	1-Time & Ongoing	-	9,510	-	5,510
Blue Beam Software - \$3,500 1-Time 2015 / \$400 Ongoing in 2016	Housekeeping/ Strategic Plan	1-Time & Ongoing	-	3,500	-	400
Mobile Apps w/CRM Integration - \$10,000 1-Time 2015 / \$7,300 Ongoing 2015 / \$14,600 Ongoing 2016	Housekeeping/ Strategic Plan	1-Time & Ongoing	-	17,300	-	14,600
Enterprise Task Management/Work Order System - \$75,000 1-Time 2015 / \$7,500 Ongoing 2015 / \$30,000 Ongoing 2016	Housekeeping/ Strategic Plan	1-Time & Ongoing	-	82,500	-	30,000
VMWare Virtual Desktop (VDI) - \$17,000 1-Time 2015 / \$1,500 Ongoing in 2016	Housekeeping/ Strategic Plan	1-Time & Ongoing	-	17,000	-	1,500
FiberOptic Connection - Fort Steilacoom Park O&M Facility - \$26,000 1-Time 2015 / \$4,800 M&O Savings in 2016	Housekeeping/ Strategic Plan	1-Time & Ongoing	-	26,000	-	(4,800)
Wireless Access Points (Wi-Wi) - \$15,000 1-Time 2015 / \$2,500 Ongoing in 2016	Housekeeping/ Strategic Plan	1-Time & Ongoing	-	15,000	-	2,500
Disaster Recovery Phase II Business Continuity Plan	Housekeeping/ Strategic Plan	1-Time	-	-	-	10,000
Cell Phone Archival of Text Messages	Housekeeping/ Strategic Plan	Ongoing	-	5,240	-	10,479
Video Surveillance	Housekeeping/ Strategic Plan	1-Time	-	-	-	50,000
Redundant Voice & Data Circuits (Co-Location) at Police Station - \$10,000 1-Time 2016 / \$18,000 Ongoing 2016	Housekeeping/ Strategic Plan	1-Time & Ongoing	-	-	-	28,000
Informational Videos	Housekeeping/ Strategic Plan	1-Time	-	14,000	-	-
Enterprise Network Monitoring Tools	Housekeeping/ Strategic Plan	1-Time	-	10,000	-	-
Phone System Annual Replacement Reserves	Housekeeping/ Strategic Plan	Ongoing	-	-	20,000	-
Document Management System - Eliminate, Project Delayed	Housekeeping/ Strategic Plan	1-Time	-	(90,000)	-	(10,000)
Transfer In From Fleet & Equipment Reserves - To Fund Strategic Plan, Replenish in 2016	Housekeeping/ Strategic Plan	1-Time	110,050	-	123,189	-
<b>Total - Fund 504 Risk Management</b>			<b>\$ 492,420</b>	<b>\$ 492,420</b>	<b>\$ 237,500</b>	<b>\$ 237,500</b>
WCIA Assessment Increase	Housekeeping	Ongoing	10,500	10,500	187,500	187,500
WCIA Potential Deductibles for Claims Prior to 2014	Housekeeping	Ongoing	225,000	225,000	-	-
Claims/Judgment - Public Disclosure, Koenig Case	Housekeeping	1-Time	206,920	206,920	-	-
3rd Party Claims, Offset by Insurance Recoveries	Housekeeping	Ongoing	50,000	50,000	50,000	50,000

ORDINANCE NO. 627

AN ORDINANCE of the City Council of the City of Lakewood, Washington, amending the 2015-2016 Biennial Budget.

WHEREAS, the tax estimates and budget for the City of Lakewood, Washington, for the 2015-2016 fiscal biennium have been prepared and filed on October 1, 2014 as provided by Titles 35A.34 and 84.55 of the Revised Code of Washington; and

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

WHEREAS, the City Council of the City of Lakewood having held a public hearing on November 3, 2014, and having considered the public testimony presented; and

WHEREAS, per RCW 35.34.130, the City is required to adopt by ordinance a mid-biennial review and modification of the biennial budget. The review and modification shall occur no sooner than September 1, 2015 and no later than December 31, 2015. A review and evaluation of the Community Safety Resource Team (CSRT) Program shall occur as part of this process; and

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 597 on November 17, 2014 implementing the 2015 and 2016 Biennial Budget; and

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 608 on May 4, 2015 implementing the 2015 Carry Forward Budget Adjustment; and

WHEREAS, the City Council of the City of Lakewood finds it necessary to revise the 2015-2016 Biennial Budget as result of the mid-biennial review;

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

Section 1. Budget Amendment. The 2015-2016 Biennial Budget, as set forth in Ordinance 608, Section 1, is amended to adopt the revised budget for the 2015-2016 biennium in the amounts and for the purposes as shown on Exhibits B(1) Proposed Revised Budget by Fund – Year 2015 and B(2) Proposed Revised Budget by Fund – Year 2016.

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

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

Section 4. Effective Date. This Ordinance shall be in full force and effect for the fiscal years 2015 and 2016 and five (5) days after publication as required by law.

ADOPTED by the City Council this 16<sup>th</sup> day of November, 2015.

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(1)**  
**CURRENT REVISED BUDGET BY FUND - YEAR 2015**

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
<b>General Fund (001)</b>	\$ 4,034,368	\$ 498,327	\$ 4,532,695	\$ 35,107,433	\$ 80,301	\$ 35,187,734	\$ 34,966,947	\$ 763,032	\$ 35,729,979	\$ 3,990,450
<b>Special Revenue Funds:</b>										
101 Street Operations & Maintenance	-	-	-	1,893,850	(44,464)	1,849,386	1,893,850	(44,464)	1,849,386	-
102 Real Estate Excise Tax	1,647,206	(528,677)	1,118,529	800,000	137,000	937,000	2,447,206	(392,402)	2,054,804	725
103 Transportation Benefit District	-	-	-	572,000	-	572,000	572,000	-	572,000	-
104 Hotel/Motel Lodging Tax Fund	937,524	91,033	1,028,557	500,000	-	500,000	500,000	(48,150)	451,850	1,076,707
105 Property Abatement	200,000	61,771	261,771	-	48,700	48,700	100,000	75,000	175,000	135,471
106 Public Art	15,000	10,389	25,389	10,000	-	10,000	2,000	-	2,000	33,389
180 Narcotics Seizure	801,701	(318,430)	483,271	110,000	14,563	124,563	318,550	14,563	333,113	274,721
181 Felony Seizure	11,958	(6,915)	5,043	-	-	-	-	-	-	5,043
182 Federal Seizure	40,240	31,547	71,787	-	-	-	10,000	-	10,000	61,787
190 Grants	1,212	21,168	22,380	535,000	1,649,297	2,184,297	535,000	1,660,140	2,195,140	11,537
191 Neighborhood Stabilization Prog	171,345	(68)	171,277	-	-	-	-	80,000	80,000	91,277
192 OEA Grant	5,393	79,326	84,719	179,500	210,096	389,596	179,500	220,709	400,209	74,106
195 Public Safety Grants	-	216	216	149,810	27,257	177,067	149,810	27,473	177,283	0
<b>Debt Service Funds:</b>										
201 GO Bond Debt Service	-	-	-	289,183	51,476	340,659	289,183	51,476	340,659	0
202 LID Debt Service	149	902	1,051	279,319	-	279,319	279,319	-	279,319	1,051
204 Sewer Project Debt	666,071	(15,217)	650,854	600,000	-	600,000	726,146	-	726,146	524,708
251 LID Guaranty	391,858	(63)	391,795	-	-	-	-	-	-	391,795
<b>Capital Project Funds:</b>										
301 Parks CIP	10,276	0	10,276	856,450	238,729	1,095,179	60,000	238,729	298,729	806,726
302 Transportation CIP	-	-	-	14,620,037	18,482,053	33,102,090	13,772,500	18,958,461	32,730,961	371,129
311 Sewer Project CIP	76,208	29,862	106,070	1,520,000	-	1,520,000	1,520,000	-	1,520,000	106,070
312 Sanitary Sewer Connection	562,834	121,069	683,903	297,000	-	297,000	-	-	-	980,903
<b>Enterprise Fund:</b>										
401 Surface Water Management	3,317,526	3,550,716	6,868,242	3,091,669	229,876	3,321,545	3,158,640	2,744,937	5,903,577	4,286,210
<b>Internal Service Funds:</b>										
501 Fleet & Equipment	3,936,339	159,636	4,095,975	1,987,240	39,875	2,027,115	1,429,720	723,202	2,152,922	3,970,168
502 Property Management	393,421	52,734	446,155	742,080	-	742,080	909,080	5,780	914,860	273,375
503 Information Technology	-	-	-	1,178,650	154,208	1,332,858	1,178,650	154,208	1,332,858	-
504 Risk Management	-	-	-	774,014	184,975	958,989	774,014	184,975	958,989	-
<b>Total All Funds</b>	<b>\$17,220,629</b>	<b>\$ 3,839,328</b>	<b>\$21,059,957</b>	<b>\$ 66,093,235</b>	<b>\$ 21,503,942</b>	<b>\$87,597,177</b>	<b>\$ 65,772,115</b>	<b>\$ 25,417,669</b>	<b>\$91,189,784</b>	<b>\$ 17,467,349</b>

**EXHIBIT A(2)**  
**CURRENT REVISED BUDGET BY FUND - YEAR 2016**

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
<b>General Fund (001)</b>	\$ 4,174,854	\$ (184,404)	\$ 3,990,450	\$ 35,709,391	\$ (14,000)	\$ 35,695,391	\$ 35,546,448	\$ (198,404)	\$ 35,348,044	\$ 4,337,797
<b>Special Revenue Funds:</b>										
101 Street Operations & Maintenance	-	-	-	1,948,250	(153,290)	1,794,960	1,948,250	(153,290)	1,794,960	-
102 Real Estate Excise Tax	-	725	725	800,000	137,000	937,000	800,000	135,500	935,500	2,225
103 Transportation Benefit District	-	-	-	685,000	-	685,000	685,000	-	685,000	-
104 Hotel/Motel Lodging Tax Fund	937,524	139,183	1,076,707	500,000	-	500,000	500,000	-	500,000	1,076,707
105 Property Abatement	100,000	35,471	135,471	-	35,000	35,000	100,000	35,000	135,000	35,471
106 Public Art	23,000	10,389	33,389	10,000	-	10,000	33,000	-	33,000	10,389
180 Narcotics Seizure	593,151	(318,430)	274,721	110,000	-	110,000	289,750	-	289,750	94,971
181 Felony Seizure	11,958	(6,915)	5,043	-	-	-	-	-	-	5,043
182 Federal Seizure	30,240	31,547	61,787	-	-	-	10,000	-	10,000	51,787
190 Grants	1,212	10,325	11,537	535,000	(35,000)	500,000	535,000	(35,000)	500,000	11,537
191 Neighborhood Stabilization Prog	171,345	(80,068)	91,277	-	-	-	-	-	-	91,277
192 OEA Grant	5,393	68,713	74,106	179,500	-	179,500	179,500	-	179,500	74,106
195 Public Safety Grants	-	0	0	-	-	-	-	-	-	0
<b>Debt Service Funds:</b>										
201 GO Bond Debt Service	-	0	0	290,158	154,650	444,808	290,158	154,650	444,808	0
202 LID Debt Service	149	902	1,051	270,263	-	270,263	270,263	-	270,263	1,051
204 Sewer Project Debt	539,925	(15,217)	524,708	600,000	-	600,000	497,857	-	497,857	626,851
251 LID Guaranty	391,858	(63)	391,795	-	-	-	270,000	-	270,000	121,795
<b>Capital Project Funds:</b>										
301 Parks CIP	806,726	0	806,726	375,000	-	375,000	1,181,450	-	1,181,450	276
302 Transportation CIP	847,537	(476,408)	371,129	7,541,500	(5,273,000)	2,268,500	7,276,500	(4,992,500)	2,284,000	355,629
311 Sewer Project CIP	76,208	29,862	106,070	-	-	-	-	-	-	106,070
312 Sanitary Sewer Connection	859,834	121,069	980,903	302,000	-	302,000	-	-	-	1,282,903
<b>Enterprise Fund:</b>										
401 Surface Water Management	3,250,555	1,035,655	4,286,210	2,702,500	-	2,702,500	3,539,060	(417,095)	3,121,965	3,866,745
<b>Internal Service Funds:</b>										
501 Fleet & Equipment	4,493,859	(523,691)	3,970,168	1,987,240	-	1,987,240	1,242,220	(118,000)	1,124,220	4,833,188
502 Property Management	226,421	46,954	273,375	749,800	-	749,800	799,800	-	799,800	223,375
503 Information Technology	-	-	-	1,069,950	22,686	1,092,636	1,069,950	22,686	1,092,636	-
504 Risk Management	-	-	-	748,980	30,000	778,980	748,980	30,000	778,980	-
<b>Total All Funds</b>	<b>\$17,541,749</b>	<b>\$ (74,400)</b>	<b>\$17,467,349</b>	<b>\$ 57,114,532</b>	<b>\$ (5,095,954)</b>	<b>\$52,018,578</b>	<b>\$ 57,813,186</b>	<b>\$ (5,536,453)</b>	<b>\$52,276,733</b>	<b>\$ 17,209,194</b>

**EXHIBIT B(1)**  
**PROPOSED REVISED BUDGET BY FUND - YEAR 2015**

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
<b>General Fund (001)</b>	\$ 4,532,695	\$ -	\$ 4,532,695	\$ 35,187,734	\$ 229,159	\$ 35,416,893	\$ 35,729,979	\$ 467,193	\$ 36,197,172	\$ 3,752,416
<b>Special Revenue Funds:</b>										
101 Street Operations & Maintenance	-	-	-	1,849,386	360,975	2,210,361	1,849,386	360,975	2,210,361	-
102 Real Estate Excise Tax	1,118,529	-	1,118,529	937,000	263,000	1,200,000	2,054,804	193,878	2,248,682	69,847
103 Transportation Benefit District	-	-	-	572,000	-	572,000	572,000	-	572,000	-
104 Hotel/Motel Lodging Tax Fund	1,028,557	-	1,028,557	500,000	175,000	675,000	451,850	-	451,850	1,251,707
105 Property Abatement	261,771	-	261,771	48,700	-	48,700	175,000	135,471	310,471	0
106 Public Art	25,389	-	25,389	10,000	-	10,000	2,000	-	2,000	33,389
180 Narcotics Seizure	483,271	-	483,271	124,563	-	124,563	333,113	-	333,113	274,721
181 Felony Seizure	5,044	-	5,044	-	-	-	-	5,044	5,044	-
182 Federal Seizure	71,787	-	71,787	-	210,000	210,000	10,000	100,000	110,000	171,787
190 Grants	22,380	-	22,380	2,184,297	-	2,184,297	2,195,140	-	2,195,140	11,537
191 Neighborhood Stabilization Prog	171,277	-	171,277	-	-	-	80,000	91,277	171,277	0
192 OEA Grant	84,719	-	84,719	389,596	5,470	395,066	400,209	36,887	437,096	42,689
195 Public Safety Grants	216	-	216	177,067	68,427	245,494	177,283	68,427	245,710	0
<b>Debt Service Funds:</b>										
201 GO Bond Debt Service	-	-	-	340,659	-	340,659	340,659	-	340,659	0
202 LID Debt Service	1,051	-	1,051	279,319	351,697	631,016	279,319	319,541	598,860	33,207
204 Sewer Project Debt	650,854	-	650,854	600,000	-	600,000	726,146	-	726,146	524,708
251 LID Guaranty	391,795	-	391,795	-	-	-	-	-	-	391,795
<b>Capital Project Funds:</b>										
301 Parks CIP	10,276	-	10,276	1,095,179	(157,572)	937,607	298,729	343,878	642,607	305,276
302 Transportation CIP	-	-	-	33,102,090	(17,350,795)	15,751,295	32,730,961	(17,883,806)	14,847,155	904,140
311 Sewer Project CIP	106,070	-	106,070	1,520,000	-	1,520,000	1,520,000	-	1,520,000	106,070
312 Sanitary Sewer Connection	683,903	-	683,903	297,000	-	297,000	-	35,000	35,000	945,903
<b>Enterprise Fund:</b>										
401 Surface Water Management	6,868,242	-	6,868,242	3,321,545	93,327	3,414,872	5,903,577	(991,745)	4,911,832	5,371,282
<b>Internal Service Funds:</b>										
501 Fleet & Equipment	4,095,975	-	4,095,975	2,027,115	-	2,027,115	2,152,922	130,050	2,282,972	3,840,118
502 Property Management	446,155	-	446,155	742,080	6,725	748,805	914,860	56,725	971,585	223,375
503 Information Technology	-	-	-	1,332,858	110,050	1,442,908	1,332,858	110,050	1,442,908	-
504 Risk Management	-	-	-	958,989	492,420	1,451,409	958,989	492,420	1,451,409	-
<b>Agency Fund:</b>										
601 Investment Control	-	-	-	-	-	-	-	-	-	-
<b>Total All Funds</b>	<b>\$21,059,957</b>	<b>\$ -</b>	<b>\$21,059,957</b>	<b>\$ 87,597,177</b>	<b>\$ (15,142,116)</b>	<b>\$72,455,061</b>	<b>\$ 91,189,784</b>	<b>\$ (15,928,735)</b>	<b>\$75,261,050</b>	<b>\$ 18,253,968</b>

**EXHIBIT B(2)**  
**PROPOSED REVISED BUDGET BY FUND - YEAR 2016**

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
<b>General Fund (001)</b>	\$ 3,990,450	\$ (238,034)	\$ 3,752,416	\$ 35,695,391	\$ 880,830	\$ 36,576,221	\$ 35,348,044	\$ 539,499	\$ 35,887,543	\$ 4,441,094
<b>Special Revenue Funds:</b>										
101 Street Operations & Maintenance	-	-	-	1,794,960	369,983	2,164,943	1,794,960	369,983	2,164,943	-
102 Real Estate Excise Tax	725	69,122	69,847	937,000	287,000	1,224,000	935,500	270,000	1,205,500	88,347
103 Transportation Benefit District	-	-	-	685,000	-	685,000	685,000	-	685,000	-
104 Hotel/Motel Lodging Tax Fund	1,076,707	175,000	1,251,707	500,000	100,000	600,000	500,000	403,850	903,850	947,857
105 Property Abatement	135,471	(135,471)	0	35,000	-	35,000	135,000	(100,000)	35,000	0
106 Public Art	33,389	-	33,389	10,000	-	10,000	33,000	-	33,000	10,389
180 Narcotics Seizure	274,721	-	274,721	110,000	-	110,000	289,750	-	289,750	94,971
181 Felony Seizure	5,043	(5,043)	-	-	-	-	-	-	-	-
182 Federal Seizure	61,787	110,000	171,787	-	-	-	10,000	-	10,000	161,787
190 Grants	11,537	-	11,537	500,000	-	500,000	500,000	-	500,000	11,537
191 Neighborhood Stabilization Prog	91,277	(91,277)	0	-	-	-	-	-	-	0
192 OEA/SSMCP Grant	74,106	(31,417)	42,689	179,500	44,000	223,500	179,500	41,350	220,850	45,339
195 Public Safety Grants	0	0	1	-	-	-	-	-	-	0
<b>Debt Service Funds:</b>										
201 GO Bond Debt Service	0	-	0	444,808	-	444,808	444,808	-	444,808	0
202 LID Debt Service	1,051	32,156	33,207	270,263	(65,775)	204,488	270,263	(64,800)	205,463	32,232
204 Sewer Project Debt	524,708	-	524,708	600,000	-	600,000	497,857	-	497,857	626,851
251 LID Guaranty	391,795	-	391,795	-	-	-	270,000	-	270,000	121,795
<b>Capital Project Funds:</b>										
301 Parks CIP	806,726	(501,450)	305,276	375,000	1,495,274	1,870,274	1,181,450	864,100	2,045,550	130,000
302 Transportation CIP	371,129	533,011	904,140	2,268,500	17,756,228	20,024,728	2,284,000	18,445,624	20,729,624	199,244
311 Sewer Project CIP	106,070	-	106,070	-	-	-	-	-	-	106,070
312 Sanitary Sewer Connection	980,903	(35,000)	945,903	302,000	-	302,000	-	35,000	35,000	1,212,903
<b>Enterprise Fund:</b>										
401 Surface Water Management	4,286,210	1,085,072	5,371,282	2,702,500	190,610	2,893,110	3,121,965	2,106,961	5,228,926	3,035,466
<b>Internal Service Funds:</b>										
501 Fleet & Equipment	3,970,168	(130,050)	3,840,118	1,987,240	235,239	2,222,479	1,124,220	123,189	1,247,409	4,815,188
502 Property Management	273,375	(50,000)	223,375	749,800	-	749,800	799,800	-	799,800	173,375
503 Information Technology	-	-	-	1,092,636	143,189	1,235,825	1,092,636	143,189	1,235,825	-
504 Risk Management	-	-	-	778,980	237,500	1,016,480	778,980	237,500	1,016,480	-
<b>Agency Fund:</b>										
601 Investment Control	-	-	-	-	-	-	-	-	-	-
<b>Total All Funds</b>	<b>\$17,467,349</b>	<b>\$ 786,619</b>	<b>\$18,253,968</b>	<b>\$ 52,018,578</b>	<b>\$ 21,674,078</b>	<b>\$73,692,656</b>	<b>\$ 52,276,733</b>	<b>\$ 23,415,445</b>	<b>\$75,692,178</b>	<b>\$ 16,254,446</b>

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

**(Legal Notice)**

November 17, 2015

**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 16<sup>th</sup> day of November, 2015.

**ORDINANCE NO. 627**

AN ORDINANCE of the City Council of the City of Lakewood,  
Washington, amending the 2015-2016 Biennial Budget.

This Ordinance shall be in full force and effect for the fiscal years 2015 and 2016 and five (5) days after publication as required by law.

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.

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Alice M. Bush, City Clerk

# REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED:	TITLE:	TYPE OF ACTION:
November 16, 2015	Approving Transportation Benefit District Assumption and Code Amendments	<input checked="" type="checkbox"/> ORDINANCE NO. 628
<b>REVIEW:</b> October 12, 2015	<b>ATTACHMENTS:</b> Ordinance	<input type="checkbox"/> RESOLUTION NO. <input type="checkbox"/> MOTION NO. <input type="checkbox"/> OTHER

**SUBMITTED BY:** Heidi Ann Wachter, City Attorney

**RECOMMENDATION:** It is recommended that the City Council assume the City of Lakewood Transportation Benefit District (TBD) and approve code amendments accordingly.

**DISCUSSION:** On August 6, 2012, the Lakewood City Council adopted Ordinance No. 550 to establish a TBD in order to fund selected transportation projects. This is codified in the Lakewood Municipal Code as Chapter 12A.16. The boundaries of the City of Lakewood TBD are coextensive with the City limits. In its current state, the City of Lakewood TBD is a quasi-municipal corporation and independent taxing district created for the sole purpose of acquiring, constructing, improving, providing and funding transportation improvements within the district.

In the 2015 legislative session, as part of a larger transportation package, the state legislature amended the authorizing law regarding TBDs to allow cities to assume TBDs when the boundaries are coextensive. The City assumes all rights, powers and functions of the TBD and the TBD ceases to exist as a separate entity.

On October 19, 2015 the City adopted a Resolution indicating the intent to conduct a hearing concerning the assumption of the rights, powers, functions and obligations of the City of Lakewood TBD. The Resolution was published two times during the two weeks preceding the scheduled hearing in the Tacoma News Tribune. During the public hearing on November 2, 2015 the City Council considered the assumption of the rights, powers, functions, and obligations of the transportation benefit district and heard those appearing and all protests and objections to it.

The obligations of the TBD do not change upon assumption, they become the responsibility of the City. These obligations include adoption of a budget and material change policy.

**ALTERNATIVE(S):** The City Council could choose not to assume the TBD and continue to operate in an ex officio and independent capacity as the Board for the TBD.

**FISCAL IMPACT:** The TBD would no longer have to pay \$2,500 to WCIA for risk management assessment. The City would also save costs related to preparing separate TBD meetings and administration. This includes meeting notice requirements and packet preparation.

<p>_____ Prepared by</p> <p>_____ Department Director</p>	 <p>_____ City Manager Review</p>
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ORDINANCE NO. 628

AN ORDINANCE of the City Council of the City of Lakewood, Washington, assuming the rights, powers, functions, immunities, and obligations of the City of Lakewood's Transportation Benefit District.

WHEREAS, in August 2012, the City Council adopted Ordinance No. 550 creating the City of Lakewood Transportation Benefit District ("TBD") with boundaries coterminous with the boundaries of the City, all in accordance with chapter 36.73 RCW; and

WHEREAS, on July 1, 2015, the Washington State Legislature enacted Second Engrossed Substitute Bill 5987 (SESSB 5987) which, at Section 301, authorizes the City to assume the rights, powers, functions, and obligations of the TBD; and

WHEREAS, on October 19, 2015 the City Council adopted Resolution No.2015- 29, declaring its intent to conduct a public hearing to consider the proposed assumption of the rights, powers, functions, and obligations of the existing City of Lakewood TBD; and

WHEREAS, on November 2, 2015 the City Council conducted the public hearing allowing all persons interested in the proposed assumption the opportunity to be heard; and

WHEREAS, the City Council has determined that the public interest and welfare will be satisfied by the City assuming the rights, powers, immunities, functions, and obligations of the existing City of Lakewood TBD;

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

Section 1. Assumption of the City of Lakewood Transportation Benefit District. Pursuant to SESSB 5987 Section 301 and Section 303, the City of Lakewood hereby assumes all of the rights, powers, immunities, functions, and obligations of the City of Lakewood TBD. The City is hereby vested with each and every right, power, immunity, function, and obligation currently granted to or possessed by the City of Lakewood TBD as of the effective date of the Ordinance. The rights, powers, functions, and obligations previously exercised and/or performed by the governing body of the City of Lakewood TBD are hereby assumed by and transferred to the City of Lakewood City Council.

Section 2. Amendment – Lakewood Municipal Code. 12A.16.000 Transportation Benefit District. Pursuant to SESSB 5987 Section 303(2), the governing body established in 12A.16.020 LMC is hereby amended as follows:

**12A.16.020 - Governing Board**

- A. ~~Consistent with RCW 36.73.020(3), the governing board of the Lakewood Transportation Benefit District shall be the Lakewood City Council acting in an *ex officio* and independent capacity.~~ The board [Lakewood City Council](#) shall have the authority to exercise the statutory powers set forth in chapter 36.73 RCW and this chapter.

- B. The board [Lakewood City Council](#) shall develop a material change policy to address major plan changes that affect project delivery or the ability to finance the plan, pursuant to the requirements set forth in RCW 36.73.160(1).
- C. ~~The Mayor shall serve as the chair of the TBD Board and shall preside over all meetings of the Board. Meetings of the board shall be governed by the procedural rules applicable to meetings of the City Council, as these rules may be amended by the Council or the Board from time to time. Board actions shall be taken in the same manner and follow the same procedure as for the adoption of City Council resolutions.~~
- D. Annual Report to the Public. The board [Lakewood City Council](#) shall issue an annual report, pursuant to the requirements of RCW 36.73.160(2).

**12A.16.025 - Administration and Personnel**

~~A. The City Manager for the City of Lakewood shall be the chief executive officer and head of the administrative branch of the Transportation Benefit District, acting in an ex officio capacity. The City Manager shall be responsible to the District for the proper administration of all affairs of the District.~~

~~B. Consistent with RCW 36.73.020(4), treasurer of the Lakewood Transportation Benefit District shall be the Assistant City Manager Finance/Administration Services or his/her designee acting in an ex officio capacity.~~

~~C. The City Attorney for the City of Lakewood or his /her designee shall be the attorney for the Transportation Benefit District, acting in an ex officio capacity. The city attorney or his /her designee shall advise the district authorities and officers in all legal matters pertaining to the business of the district and shall approve all ordinances as to form. He or she shall represent the district in all actions brought by or against the district or against district officials in their official capacity. He or she shall perform such other duties as the district by ordinance or resolution may direct.~~

~~D. The City Clerk for the City of Lakewood or his /her designee shall be the clerk for the Transportation Benefit District, acting in an ex officio capacity. The city clerk, or his/her designee shall keep a full and true record of every act and proceeding of the district and keep such books, accounts and make such reports as may be required by the state auditor.~~

~~E. The City Manager or designee shall, subject to the provisions of any applicable law, rule, or regulation relating to civil service, also have the authority to appoint and remove at any time any employees of the City of Lakewood to serve as employees of, and fulfill the purposes of, the District.~~

**12A.16.030 - Powers of the Lakewood Transportation Benefit District**

The Lakewood Transportation Benefit District [City of Lakewood](#) shall possess all of the powers of a Transportation Benefit District authorized pursuant to Chapter 36.73 RCW including, without limitation, the power to request voter approval of, and thereafter impose and collect, a sales and use tax in accordance with RCW 82.14.0455.

### **12A.16.040 - Transportation Improvements Funded**

The funds generated by ~~under~~ the [authority of RCW 82.14 by the City of Lakewood Transportation Benefit District](#) shall be used for the purpose of funding ongoing transportation improvements that preserve, maintain and, as appropriate, construct or reconstruct the transportation infrastructure of the City of Lakewood, consistent with Chapter 36.73 RCW. The funds shall be used specifically for annual improvements for the operation, preservation, and maintenance of the City's existing transportation improvements, facilities, functions, activities, and programs set forth in the City's current Transportation Improvement Program, adopted pursuant to Chapter 36.73 RCW, non-motorized improvement plan and the Lakewood City Council Ad Hoc Committee on Transportation Funding recommendations. Lakewood Transportation Benefit District projects may be amended in accordance with the material change policy described in LMC 12A.16.020(C) and in accordance with the notice, hearing and other procedures described in chapter 36.73 RCW, including RCW 36.73.050(2)(b), as the same may be amended from time to time.

### **12A.16.050 - Establishment of Revenue Sources**

The ~~board~~ [Lakewood City Council](#) shall have the authority to establish fees and other revenue sources consistent with RCW 36.73.065.

### **12A.16.060 - Dissolution of the Lakewood Transportation Benefit District Expiration of authority to exercise statutory powers**

~~The authority of the City to exercise the statutory powers set forth in 36.73 RCW and this chapter shall expire~~ [Lakewood Transportation Benefit District shall be dissolved pursuant to the procedures set forth in chapter 36.73 RCW, when all indebtedness, if any, accrued pursuant to that authority](#) of the Lakewood Transportation Benefit District has been retired and when all of the Lakewood Transportation Benefit District's anticipated responsibilities have been satisfied. ~~This authority shall~~ [Lakewood Transportation Benefit District will automatically expire](#) ~~dissolve~~ on 12:01 a.m. on July 16, 2032, unless dissolved sooner pursuant to this Section.

Section 3. No Existing Right Impaired. Pursuant to SESSB 5987 Section 304, this assumption does not impair or alter any existing rights acquired by the City of Lakewood TBD under chapter 36.73 RCW or any other provision of law relating to the transportation benefit districts. Nor does this assumption impair or alter any actions, activities-, or proceeding validated thereunder; any civil or criminal proceedings instituted thereunder; any rule, regulation or order promulgated thereunder; any administrative action taken thereunder; or the validity of any act performed by the City of Lakewood TBD or division thereof or any officer thereof prior to the assumption of such rights, powers, functions, and obligations by the City as authorized under law.

Section 4. Rules, Regulation, Pending Business, and Contracts. Pursuant to SESSB 5987 Section 305(1), all rules and regulations and all pending business before the board of the City of Lakewood TBD shall be continued and acted upon by the City Council. In addition, pursuant to Section 305(2), all existing contracts and obligations of the City of Lakewood TBD remain in full force and effect and must be performed by the City. The assumption does not affect the validity of any official act performed by any official employee prior to the assumption authorized under the law.

Section 5. Records of the City of Lakewood TBD. Pursuant to SESSB 5987 Section 306(1), all reports, documents, surveys, books, records, files, papers, or other writings related to the administration of the powers, duties, and functions available to the City of Lakewood TBD must be made available to the City.

Section 6. Funds, Credits, Appropriations, Federal Grants, or Other Assets. Pursuant to SESSB 5987 Section 306 (2), all funds, credits or other assets held in connection with assumed powers, duties, and functions must be assigned to the City. Pursuant to Section 306(3), any appropriation or federal grant made to the City of Lakewood TBD for the purpose of carrying out the rights, powers, functions, and obligations authorized to be assumed by the City must, on the effective date of the assumption, be credited to the City for the purpose of carrying out such assumed rights, powers, functions, and obligations.

Section 7. Assumption of Indebtedness. Pursuant to SESSB 5987 Section 307, the City assumes and agrees to provide for the payment of all the indebtedness of the City of Lakewood TBD, including the payment and retirement of outstanding general obligation and revenue bonds issued by the City of Lakewood TBD.

Section 8. Severability. If any portion or section of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other portion or section of this ordinance.

Effective Date. That this Ordinance shall be in full force and effect thirty (30) days after publication of the Ordinance as required by law.

ADOPTED by the City Council this 16th day of November, 2015.

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)**

November 17, 2015

**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 16<sup>th</sup> day of November, 2015.

**ORDINANCE NO. 628**

AN ORDINANCE of the City Council of the City of Lakewood, Washington, assuming the rights, powers, functions, immunities, and obligations of the City of Lakewood's Transportation Benefit District.

This ordinance shall take place thirty (30) 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.

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Alice M. Bush, City Clerk

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> November 16, 2015	<b>TITLE:</b> Adopting a TBD Material Change Policy	<b>TYPE OF ACTION:</b> — ORDINANCE NO. <u>X</u> RESOLUTION NO. 2015-33 — MOTION NO. — OTHER
<b>REVIEW:</b>	<b>ATTACHMENTS:</b> Resolution	

**SUBMITTED BY:** Heidi Ann Wachter, City Attorney

**RECOMMENDATION:** It is recommended that the City Council adopt a material change policy as required by state law applicable to Transportation Benefit Districts.

**DISCUSSION:** In August 2012, the City Council of the City of Lakewood adopted Ordinance No.550 establishing the City of Lakewood Transportation Benefit District, as authorized by RCW 35.21.225 and subject to the provisions of Chapter 36.73 RCW. In September, 2015 the City of Lakewood Transportation Benefit District established a \$20 vehicle license fee as authorized by law and approved a list of certain transportation projects to be funded by the revenue from the vehicle license fee. RCW 36.73.160 requires adoption of a policy to address major plan changes that affect project delivery or the ability to finance the plan and address material changes to costs, scope, and schedule; the level of change that will require the governing body involvement; and how the governing body will address those changes.

**ALTERNATIVE(S):** A material change policy is required of TBDs by state law. Thus, for entities exercising TBD authority there is no alternative; the entity must adopt a material change policy.

**FISCAL IMPACT:** There is no fiscal impact associated with adopting this Resolution.

_____ Prepared by	 _____ City Manager Review
_____ Department Director	

RESOLUTION NO. 2015-33

A resolution of the City of Lakewood Transportation Benefit District, adopting a material change policy.

WHEREAS, the City Council of the City of Lakewood adopted Ordinance No. 550 establishing the City of Lakewood Transportation Benefit District, as authorized by RCW 35.21.225 and subject to the provisions of Chapter 36.73 RCW; and

WHEREAS, the City of Lakewood Transportation Benefit District has established a \$20 vehicle license fee as authorized by law, and has approved a list of certain transportation projects to be funded by the revenue from the vehicle license fee; and

WHEREAS, RCW 36.73.160 requires transportation benefit districts to develop and adopt a policy to address major plan changes that affect project delivery or the ability to finance the plan and address material changes to costs, scope, and schedule; the level of change that will require the governing body involvement; and how the governing body will address those changes; and

WHEREAS, the City Code requires adoption of a material change policy;

NOW, THEREFORE, THE CITY OF LAKEWOOD DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Material Change Policy. A material change policy, as required by Chapter 36.73 RCW is hereby established and adopted as follows:

1.1 Material Change to Cost. In the event a transportation improvement exceeds its original cost by more than twenty percent (20%) as identified in the City of Lakewood Transportation Benefit District's ("TBD's") original finance plan for such improvement, the Lakewood City Council shall hold a public hearing to solicit comments from the public regarding how the cost change should be resolved. The City Manager shall consult with the Lakewood City Council prior to setting the public hearing.

1.2 Material Change to Scope. In the event the scope of a transportation improvement materially changes beyond that originally anticipated at project approval, the City Manager shall consult with and review the changes with the Mayor. The Mayor shall determine whether or not to place on the Council agenda discussion of the changes at a regular City Council meeting.

1.3 Material Change to Schedule. In the event the schedule of a transportation improvement materially changes in a way that significantly impacts other TBD projects or funding or scheduled changes exceed ninety (90) days, the City Manager shall consult with

and review such changes with the Mayor. The Mayor shall determine whether or not to place on the Council agenda discussion of the changes at a regular City Council meeting.

Section 2. Effective date. This resolution shall be effective immediately upon passage by the City of Lakewood Transportation Benefit District.

ADOPTED AND PASSED BY THE CITY OF LAKEWOOD this 16<sup>th</sup> day of November, 2015 and signed in authentication of its passage this 16th day of November, 2015.

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

# REQUEST FOR COUNCIL ACTION

<b>DATE ACTION IS REQUESTED:</b> November 16, 2015	<b>TITLE:</b> 2016 Proposed Fee Schedule	<b>TYPE OF ACTION:</b> <input type="checkbox"/> ORDINANCE NO. <input checked="" type="checkbox"/> RESOLUTION NO. 2015-34 <input type="checkbox"/> MOTION NO. <input type="checkbox"/> OTHER
<b>REVIEW:</b> October 12, 2015 (For Development Services Fee Review)	<b>ATTACHMENTS:</b> Memo 2016 Fee Resolution	

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

**RECOMMENDATION:** It is recommended that the City Council approve the proposed 2016 Fee Resolution.

**DISCUSSION:** On an annual basis, the proposed fee schedule for the upcoming year is presented to the City Council for consideration and approval. The primary change to the fee schedule for 2016 is in the area of development services. This item was presented to the City Council at the October 12, 2015 Study Session. Other changes are relatively minor and are reflected in the memo. An evaluation and analysis of the fee structure for parks and recreation currently underway. 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 _____  Department Director _____	 _____ City Manager Review
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RESOLUTION NO. 2015-34

A RESOLUTION of the City Council of the City of Lakewood,  
Washington, setting the City of Lakewood Fee Schedule for 2016.

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

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

Section 1. That the 2016 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, 2016.

PASSED by the City Council this 16th day of November, 2015.

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

## PROPOSED 2016 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.	
<b>A. Copies/Duplication</b>		
<b>Legal/City Clerk</b>		
Certification of documents and Affixing City Seal	\$0.15 per page + \$3.00	
Preparation of verbatim City Council minutes	\$50.00/hour	
Reproduction of City Council audio tapes	\$5.00	
CD-ROMs	\$1.00	
<b>Various Departments</b>		
Copies of resolutions, minutes of meetings, full municipal code, contracts, reports and other disclosable public records. <i>(No fee charged for copies of ordinances.)</i>	\$0.15 per page + mailing container, shipping/postage. Staff may in its discretion send copy jobs for outside printing, in which case, actual cost is charged.	
<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>		
Cleaning Fee (non-refundable)	\$50.00 (Saturday & Sunday only)	
City staff attendant	Hourly rate of City staff attendant.	
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.		

**PROPOSED 2016 FEE SCHEDULE (continued)**

Fee Type		Fee Amount
<b>C. PLANNING AND DEVELOPMENT FEES</b>		
<b>Administrative Fee</b>		
Technology Fee		2% of the total planning permit cost
<b>Plat/Subdivision Fees</b>		
Preliminary Plat		\$3,850.00 plus \$100.00 per lot; plus \$2,500 hearing examiner deposit
Plat Amendment (before final plat approval)		
	Major	\$1,320.00 plus \$100 per lot; plus \$2,500.00 hearing examiner deposit
	Minor	\$660.00 plus \$100 per lot; \$1,000.00 hearing examiner deposit
Final Plat		\$2,750.00 plus \$50.00 per lot
Plat Alterations (after final plat approval)		\$2,500.00 plus \$1,000 hearing examiner deposit
Binding Site Plans		\$2,200.00
Short Plat		\$3,500.00
Short Plat Amendments		\$1,000.00
Boundary Line Adjustments (BLA)/Lot Combination		\$600.00
Recording Fees		Fees Not Included
<b>Discretionary Land Use Permits</b>		
Conditional Use Permits		\$2,200.00 plus \$2,500.00 hearing examiner deposit
Major Variances		\$1,200.00 plus \$500.00 hearing examiner deposit
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		\$1500.00
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		\$2,300.00 plus \$1,000 hearing examiner deposit
Shoreline Conditional Use Permit/Shoreline Variance		\$3,100.00 plus \$1,000 hearing examiner deposit
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>		\$150.00
<b>Appeals &amp; Reconsiderations</b>		
Reconsideration of a Decision of the Hearing Examiner		\$300.00 plus hearing examiner cost
Appeal of the Administrative Officer's Decision		\$450.00
Appeal of SEPA Determination		\$450.00 plus \$1,000.00 hearing examiner deposit
<b>Amendments to Plans &amp; Regulations</b>		
Amendments to the Comprehensive Plan & other policy documents		\$850.00
Amendments to Development Regulations		\$850.00 plus consultant fees over 4 hours
Amendments to the Shoreline Master Program		\$1800.00

**PROPOSED 2016 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	\$50.00	
\$75,000 - \$124,999	\$100.00	
\$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	\$260.00	\$50.00
\$100,000 - \$249,999	\$530.00	\$200.00
\$250,000 - \$499,999	\$790.00	\$450.00
\$500,000 - \$999,999	\$1,000.00	\$700.00
\$1,000,000 - \$4,999,999	\$2,000.00	\$1,200.00
\$5,000,000 - \$10,000,000	\$2,500.00	\$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 found in the table above.		
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.	

**PROPOSED 2016 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		
	Notice of Intent to Commence Annexation	\$320.00
	Petition to Annex	\$2500.00
Hearing Examiner Fees		
Where Examiner Review is required for any related use permit, appeal, etc., the applicant is responsible for and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.		
<b>Other Fees</b>		
Staff Review Fees		\$51.00 per hour
Development Agreement		\$2500.00
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
Non-Conforming Sign Permit Fees (LMC 18A.50.675)		
	- 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

**PROPOSED 2016 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	\$480.00
Environmental Impact Statement (EIS)	\$3,200.00 plus preparation at contract rate to be determined
Reasonable Use Exception	\$1,840.00 plus \$500.00 hearing examiner costs
Residential RUE	\$500.00
Additional SEPA Review (See WAC 197-11-335)	No charge, except any third-party consultant costs to the City.
<b>Multi-Family Tax Exemption Applications (LMC 3.64.030)</b>	
Conditional Certificate Application	\$800.00
Extension of Conditional Certificate of Application	\$500.00
Final Certificate of Application	\$500.00
<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

**PROPOSED 2016 FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS</b>	
<p>Building Permit fees shall be based upon valuation. The valuation shall be determined by the Building Official. For most projects the square footage costs in the most current Building Valuation Data Table published by the International Code Council (ICC) may be employed. For projects not covered by the table construction estimation tools such as Construction Cost Data by R.S. Means or the BNI <i>Construction Costbook</i> may be referenced as a guide.</p>	
<p>Administrative Fee - Includes a technology fee equal to 2% of the total building permit cost.</p>	
<p>Permit fees shall be calculated from valuation in the following manner:</p>	
Valuation	Corresponding Permit Fee
\$0 - \$500	\$30.00
\$501 - \$2,000	\$30.00 for the first \$500.00 plus \$4.00 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 - \$25,000	\$90.00 for the first \$2,000.00 plus \$17.50 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,001 - \$50,000	\$492.50 for the first \$25,000.00 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 - \$100,000	\$805.00 for the first \$50,000.00 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 - \$500,000	\$1,255.00 for the first \$100,000.00 plus \$7.25 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 - \$1,000,000	\$4,155.00 for the first \$500,000.00 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
\$1,000,001 - \$5,000,000	\$7,155.00 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to an including \$5,000,000.
\$5,000,001 and up	\$23,155.00 for the first \$5,000,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof.

**PROPOSED 2016 FEE SCHEDULE (continued)**

Fee Type		Fee Amount
<b>Plan Review Fees</b>		
Plan review fees shall be 65 percent (65%) of the Building Permit Fee with a minimum fee of one hour (\$85.00)		
<b>Other Fees</b>		
	Demolition Fees	
	Single Family (including duplex)	\$200.00
	Residential Accessory Building	\$100.00
	Commercial/Multi-Family (including mobile home parks)	
	Less than 10,000 square feet	\$200.00
	10,000 to 100,000 square feet	\$400.00
	100,000 square feet or more	\$600.00
	State Building Code Council (SBCC) Surcharge	\$4.50 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit over one, in accordance with RCW 19.27.085
<b>General Comments</b>		
1)	Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits may be subject to an investigative fee.	
2)	Additional inspection outside of normal business hours or investigative fe rates are calculated at \$51.00 per hour (2 hour minimum).	
3)	A reinspection fee shall be calculated at \$51.00 per occurrence.	
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$51.00 per hour of staff time expended.	
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$51.00 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.	

**PROPOSED 2016 FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>Mechanical Permit Fees</b>	
New Single Family Residences and Duplex (per unit) Flat Fee	\$175.00
Residential (Prescriptive Design)	\$175.00
Commercial and Non-Prescriptive Residential	Per Valuation w/ Minimum \$175.00
New Commerical Building and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.	
<b><u>Project Valuation</u></b>	<b><u>Fee</u></b>
Up to \$5,000	\$85.00
\$5,000 - \$100,000	\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
> \$100,000	\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
<b>Mechanical Review Fees</b>	
When plan reviews and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit Fee.	
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below:	
<b><u>Equipment Unit Schedule Description</u></b>	<b><u>Fee</u></b>
Permit Issuance	\$34.00
	\$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

**PROPOSED 2016 FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>PLUMBING PERMIT FEES</b>	
New Single Family Residences and Duplex (per unit) flat fee	\$225.00
New Commercial Buildings and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.	
<b><u>Project Valuation</u></b>	<b><u>Fee</u></b>
Up to \$5,000	\$85.00
\$5,000 - \$100,000	\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,000 and up	\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
<b>PLUMBING REVIEW FEES</b>	
When plans and/or inspections are required, the plan review fee shall be calculated at 25% of the Permit Fee.	
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below.	
<b><u>Equipment Unit Schedule</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

**PROPOSED 2016 FEE SCHEDULE (continued)**

	Fee Type	Fee Amount
<b>E.</b>	<b>GEOGRAPHICAL INFORMATION SYSTEMS AND OTHER FEES</b>	
	<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>	
	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>	
	Extra Duty Contracts - Administrative Fee	\$2.00 per hour
	Extra Duty Contracts - Processing Fee	\$10.00 per invoice
	Lien Filing Fee	\$50.00 plus all recording fees

**PROPOSED 2016 FEE SCHEDULE (continued)**

Fee Type		Fee Amount
<b>F. PUBLIC WORKS PERMIT FEES</b>		
<b>Administrative Fee</b>		
Technology Fee		2% of the total public works permit cost
<b>Permits</b>		
<b>Site Development Permit</b> (covers site work, including erosion control, clearing, grading and drainage)		
	<b>Project Value</b>	<b>Permit Fee</b>
	\$0 - 15,000	\$500.00
	\$15,001 - \$50,000	\$1,000.00
	\$50,001 - \$150,000	\$2,500.00
	\$150,001 - \$1,000,000	\$4,500.00
	Over \$1,000,001	\$9,000.00
<i>Project Value is defined as the value of all improvements outside the building footprint.</i>		
<b>Right-of-Way Permit</b> (authorization to use right-of-way for minor construction, parking or other non-intrusive use)		\$150.00 plus any staff time in excess of 2 hours at \$51.00 per hour
<b>Right-of-Way Vacation Permit</b> ("Sale" or vacation of city right-of-way to abutting property owners)		\$1000.00
<b>Street Opening Permit</b> (Used to install new or repair/upgrade existing private and public facilities located in a street right-of-way; includes pavement cuts, excavation, traffic control, etc.)		\$500.00 plus any staff time in excess of 10 hours at \$51.00 per hour
<b>Oversize Load Permit</b> (all vehicles in excess of legal weight or size limitations according to RCW 46.44 shall obtain an oversize load permit prior to operating on Lakewood streets)		Individual \$100.00 Annual \$300.00  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>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)		\$51.00
<b>General Inspection Fee</b> (for inspection not otherwise listed)		\$51.00 per hour
<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 (30%), operating costs (16%) and central services costs (16%)
<b>Professional Services Contracts</b> (any private or public professional service contract needed)		Rate will be billed 100%, plus 10% administrative charges

**PROPOSED 2016 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)

**PROPOSED 2016 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

**PROPOSED 2016 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. Field availability may vary and field prep fees apply.	
- 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>	
Non-profit organizations may rent the entire facility for a flat fee of \$1,000. The City's available days for rental/use are limited in number each year.	

**PROPOSED 2016 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
Vehicle Gates (includes plan review, inspection and testing)	\$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 for Building Permit Plan Review 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) A liability insurance policy(ies) is/are required in accordance with the Fireworks Ordinance for both 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) A bond for clean-up is required in accordance with the Fireworks Ordinance 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

**PROPOSED 2016 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
Battery Systems - Capacity over 50 Gallons	\$125.00
Compressed Gas Systems - Install, Modify, Repair or Abandon	\$200.00
Crogenic Fluids - Install or Modify	\$200.00
Emergency Responder Radio Coverage System - Install or Modify	\$200.00
<b>Flammable and Combustible Liquids</b>	
Installation of Modification of Commercial Tank, Piping or Distribution System	\$250.00
Installation of Modification to Pipeline System	\$125.00
Removal of Abandoned Tank in Place of Residential Tank	No Fee
Removal or Abandoned in Place of Residential Tank	\$55.00
Hazardous Materials - Installation, Repair, Abandon or Remove a Facility	\$125.00
Industrial Ovens - Installation	\$125.00
LP Gas - Installation of Storage and/or Distribution System	\$200.00
Solar/Polarvoltaic Power Systems (Commercial) - Intallation and Modification	\$125.00
Spraying or Dipping Operations - Installation or Modification of Spray Booths, Room or Dip Tank	\$200.00
<b>False Fire Alarms</b>	
In the event of more than two false alarms in any 12 month period, the Fire chief may charge a fee for fire department 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, proprietary or remote monitoring station shall be billed at the rate of \$250.00 for each occurrence.	\$270.00 for each occurrence

**PROPOSED 2016 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 International 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
Amusement Buildings	\$110.00
- Haunted House - Commercial (Limited)	\$110.00
- Bizaars, Boutiques, Booths or Displays	\$110.00
- Flee Markets	\$110.00
Aviation Facilities	\$110.00
Carnivals and Fairs	
- Commercial	\$110.00
- Fairs, Bazaars, Famers Market, Etc.	\$110.00
- Special Events - Outdoors	\$110.00
Cellulose Nitrate Film	\$110.00
Combustible Dust Producing Operations	\$110.00
Combustible Fiber Storage	\$110.00
Compressed Gases	\$110.00
Covered and Open Mall Buildings	\$110.00
- Kiosks, Concessions, Booths, Etc.	\$110.00
- Used for Assembly (Limited)	\$110.00
- Use of Open Flame (Limited)	\$110.00
- Display of Flammable Liquid or Gas Filled	\$110.00
Cryogenic Fluid	\$110.00
Cutting and Welding	\$110.00
Dry Cleaning	\$110.00
Dust Producing Operations	\$110.00
Explosives - Manufacture, Store, Handling, Sale or Use	\$110.00
Fireworks Stand, Limited	\$110.00
Flammable/Combustible Liquids	\$110.00
Fruit and Crop Ripening	\$110.00
Fumigation and/or Insecticidal Fogging	\$110.00
Hazardous Material - Store, Transport, Dispense, Use of Handle	\$110.00
HPM Facilities	\$110.00
High Pile Storage	\$110.00
Hot Work Operations	\$110.00
Industrial Ovens	\$110.00
Liquid or Gas-Filled Vehicles/Equipment in Assembly Bldgs.	\$110.00
Lumber Yards and Woodworking Plants	\$110.00
Magnesium	\$110.00

**PROPOSED 2016 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

**PROPOSED 2016 FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>I. BUSINESS LICENSE FEE SCHEDULE</b>	
<b>Community &amp; Economic Development</b>	
General Business License (GBL)	\$60.00
Renewal of GBL	\$60.00
Temporary Business License	\$60.00
Temporary Business License Renewal	\$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 dog/cat
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

**PROPOSED 2016 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
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



To: Mayor and City Councilmembers  
 From: Tho Kraus, Assistant City Manager/Administrative Services  
 Through: John J. Caulfield, City Manager *John J. Caulfield*  
 Date: November 16, 2015  
 Subject: 2016 Proposed Fee Resolution

**Background**

On an annual basis, the proposed fee schedule for the upcoming year will be presented to the City Council for consideration and approval.

**Proposed Changes**

The following changes are proposed for the 2016 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.
<del>Administrative Fee for Extra-Duty Contracts</del>	<del>10% of Total Cost per Staff Per Hour</del>
<b>A. Copies/Duplication</b>	
<b>Legal/City Clerk</b>	
<del>Affixing Seal of City of Lakewood on any instrument</del>	<del>\$1.00</del>
Certification of documents and affixing City seal	\$0.15 per page + \$3.00
Preparation of verbatim City Council minutes	\$50.00/hour
Reproduction of City Council audio tapes	\$5.00
CD-ROMs	\$1.00
<b>Various Departments</b>	
Copies of resolutions, minutes of meetings, full municipal code, <del>Hearing Examiner's reports and files</del> , contracts, <del>deeds, easements, financial and miscellaneous</del> reports and other disclosable public records. <i>(No fee charged for copies of ordinances or specific municipal codes applicable to City business.)</i>	\$0.15 per page <del>(B&amp;W) and/or \$5.00 per page (colored)</del> + mailing container, shipping/postage, <del>and staff time for copying 25+ pages at the hourly rate of a Senior Office Assistant.</del> Staff may in its discretion send large copy jobs for outside printing, in which case, actual cost is charged.
<del>Printed discloseable address labels</del>	<del>\$5.00 per sheet of labels</del>

Fee Type		Fee Amount
<b>A. Copies/Duplication</b>		
<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		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.		
<del>During City Hall Operating Hours: Monday-Friday 8:30 a.m. – 5:00 p.m. excluding holidays</del>		
	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.
<del>During City Hall Non-Operating Hours: Monday-Friday 5:00 p.m. – Midnight; Saturday and Sunday 8:00 a.m. – Midnight excluding holidays</del>		
	Cleaning Fee (non-refundable)	\$25.00-\$50.00 (Saturday & Sunday only)
	City staff attendant	Hourly rate of <del>current salary level</del> of City staff attendant.
	Security attendant	Hourly rate of security attendant, if needed, as determined by the City.
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.		

<b>E. MISCELLANEOUS BUDGET, FINANCE AND BUSINESS LICENSE FEES GIS AND OTHER 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>	
	<del>–Photo I.D. cost</del>	<del>\$10.00 each</del>
	<del>–Finger print cost</del>	<del>\$25.00 each</del>
	<del>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.</del>	
<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>		
	<del>Inkjet Paper (8-1/2 X 11)-</del>	<del>\$5.00 each</del>
	<del>Glossy Paper (8-1/2 X 11)-</del>	<del>\$10.00 each</del>
	<del>Inkjet Paper (11 X 17)-</del>	<del>\$7.50 each</del>
	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>		
	Administrative Fee for Extra-Duty Contracts	<del>10% of Total Cost per Staff Per Hour</del> \$2.00 per hour
	Processing Fee for Extra-Duty Contracts	\$10.00 per invoice
	Lien Filing Fee	\$50.00 plus all recording fees

<b>G. PARKS AND RECREATION PROGRAMS (Facility/Use)</b>		
<b>Parks, Recreation &amp; Community Services</b>		
<b>McGavick Center Facility Use/Rental</b>		
<del>The McGavick Center Fees listed will be discounted by 20% for government agencies. Non-profit organizations may rent the entire facility for a flat fee of \$1,000. The City's available days for rental/use are limited in number each year.</del>		
<u>Room</u>	<u>Fri or Sat</u>	<u>All other days</u>
<del>Ballroom</del>	<del>\$1,820.00-</del>	<del>\$1,450.00-</del>
<del>½ Ballroom (Room 303)-</del>	<del>\$910.00-</del>	<del>\$750.00-</del>
<del>¼ Ballroom (Room 302)-</del>	<del>\$330.00-</del>	<del>\$200.00-</del>
<del>¼ Ballroom (Room 301)-</del>	<del>\$330.00-</del>	<del>\$200.00-</del>
<del>Atrium/ Lobby</del>	<del>\$1,100.00-</del>	<del>\$500.00-</del>
<del>Outdoor Terrace</del>	<del>\$440.00-</del>	<del>\$100.00-</del>

<b>C. PLANNING &amp; DEVELOPMENT FEES</b>			
<b>Community &amp; Economic Development</b>			
	<b>Administrative Fee</b>	<b>Fee Amount</b>	<b>Explanation</b>
	<u>Technology Fee</u>	<u>2 percent of the total planning permit cost.</u>	The technology fee would help offset IT costs.
	<b>Plats/Subdivisions</b>	<b>Fee Amount</b>	<b>Explanation</b>
	Preliminary Plat	\$3,850.00 plus \$100.00 per lot; <u>plus \$2,500 Hearing Examiner deposit fees over 4 hours</u>	No change to fee at this time. See Hearing Examiner section.
	Plat Amendment (before final plat approval)		
	Major	\$1,320.00 plus \$100.00 per lot; <u>plus \$1,000 Hearing Examiner deposit fees over 4 hours</u>	See Hearing Examiner section.
	Minor	\$660.00 plus \$100.00 per lot; <u>plus \$1,000 Hearing Examiner deposit fees over 4 hours</u>	
	Final Plat	\$2,750.00 plus \$50.00 per lot	No change.
	Plat Alterations (after final plat approval)	<del>\$770.00</del> <u>\$2,500</u> plus <u>\$1,000 Hearing Examiner deposit /consultant fees</u>	City receives very few plat alterations; however, these are time consuming & often difficult applications.
	Binding Site Plan	\$2,200.00	No change.
	Short Plat/ <del>Large Lots</del>	<del>\$1,320.00 plus \$100.00 per lot</del> <u>\$3,500.00</u>	Proposed fee is on par with surrounding jurisdictions
	Short Plat/ <del>Large Lots</del> Amendments	<del>\$240.00 plus consultant fees over 2 hours</del> <u>\$1,000.00</u>	City receives very few Short Plat Amendments
	Boundary Line Adjustment (BLA)/ <u>Lot Combination</u>	<del>\$200.00 plus staff time over 4 hours</del> <u>\$600.00</u>	Proposed fee is on par with surrounding jurisdictions
	<del>Lot Combinations</del>	<del>\$200.00 plus staff time over 4 hours</del>	BLA & Lot Combinations are one-in-the same.
	Recording Fees	Fees Not Included.	No change.
	<b>Discretionary Land Use Permits</b>	<b>Fee Amount</b>	<b>Explanation</b>
	Conditional Use Permits	\$2,200.00 plus <u>\$2,500.00 Hearing Examiner deposit fees over 4 hours</u>	Applicant is charged 100% of Hearing Examiner costs.
	Major Variances	\$1,200.00 plus <u>\$500 Hearing Examiner deposit consultant fees over 4 hours</u>	Applicant is charged 100% of Hearing Examiner costs.
	Major Variances for single family	\$660.00	City is subsidizing

<b>C. PLANNING &amp; DEVELOPMENT FEES</b>			
<b>Community &amp; Economic Development</b>			
	dwelling (where project valuation does not exceed \$12,000)		this application type.
	Administrative Variances	\$400.00	City is subsidizing this application type.
	Administrative Use Permits	<del>\$400.00</del> <u>\$1,500.00</u>	Proposed fee is on par with surrounding jurisdictions.
	Temporary Use Permits	\$200.00	No change.
	Major Modifications of Permit Approval	½ of original permit cost	No change.
	Minor Modifications of Permit Approval	¼ of original permit cost	No change.
	Shoreline Substantial Development Permit	<del>\$770.00</del> <u>\$2,300 plus \$1,000 any Hearing Examiner deposit fees</u>	Proposal improves cost recovery rate; Applicant is charged 100% of Hearing Examiner costs.
	Shoreline Conditional Use Permit/Shoreline Variance	<del>\$1,320</del> <u>\$3,100 plus \$1,000 any Hearing Examiner deposit fees</u>	Proposal improves cost recovery rate; Applicant is charged 100% of Hearing Examiner costs. (Few shoreline conditional use permits are received by the City.)
	Written Shoreline Exempt Determination (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.)	<del>\$50.00</del> <u>\$150.00</u>	Proposal improves cost recovery rate.
	<b>Appeals &amp; Reconsiderations</b>	<b>Fee Amount</b>	<b>Explanation</b>
	Reconsideration of a Decision of the Hearing Examiner	\$300.00 <u>plus Hearing Examiner costs</u>	Applicant is charged 100% of Hearing Examiner costs.
	Appeal of the Administrative Officer's Decision	\$450.00	No change.
	Appeal of SEPA Determination	<del>\$450.00 plus consultants' fees plus</del> <u>\$1,000 Hearing Examiner deposit</u>	Applicant is charged 100% of Hearing Examiner costs.

<b>C. PLANNING &amp; DEVELOPMENT FEES</b>			
<b>Community &amp; Economic Development</b>			
<b>Amendments to Plans &amp; Regulations</b>		<b>Fee Amount</b>	<b>Explanation</b>
Amendments to the Comprehensive Plan & other policy documents		<del>\$600.00</del> <u>\$850.00</u> plus consultant fees over 4 hours	Application type is being subsidized.
Amendments to development regulations		<del>\$600.00</del> <u>\$850.00</u> plus consultant fees over 4 hours	Application type is being subsidized.
<u>Amendments to the Shoreline Master Program</u>		<u>\$1,800.00</u>	Application type is being subsidized.
<b>Zoning Certification/Site Plan Review</b>			<b>Explanation</b>
Single family dwelling construction in residential zones are subject to the following fee schedule:			
Construction Value:		Fee:	
\$0 - \$74,999		<del>\$40.00</del> <u>\$50.00</u>	The zoning certification fee increase is being pursued as a means to increase cost recovery rates. To arrive at 85%, it may require additional adjustment in future years.
\$75,000 - \$124,999		<del>\$80.00</del> <u>\$100.00</u>	
\$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:			
Construction Value	Zoning Certification Fee	Compliance check with discretionary planning permits	
\$0 - \$99,999	<del>\$240.00</del> <u>\$260.00</u>	\$50.00	
\$100,000 - \$249,999	<del>\$480.00</del> <u>\$530.00</u>	\$200.00	
\$250,000 - \$499,999	<del>\$720.00</del> <u>\$790.00</u>	\$450.00	
\$500,000 - \$999,999	<del>\$960.00</del> <u>\$1,000.00</u>	\$700.00	
\$1,000,000 - \$4,999,999	<del>\$1,800.00</del> <u>\$2,000.00</u>	\$1,200.00	
\$5,000,000 - \$10,000,000	<del>\$2,400.00</del> <u>\$2,500.00</u>	\$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 based on the zoning certification and site plan review fee <u>found in the table above.</u>			
	A \$20.00 fee applies to zoning certifications where only a business license is required.		No change.
Zoning Certification with No Site Plan Review 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.		No change.
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		No change.

C. PLANNING & DEVELOPMENT FEES			
Community & Economic Development			
		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.	
	Accessory Living Quarters	\$100.00	No change.
	Time Extensions	\$240.00	No change.
	Annexation <del>Petition</del>	<del>\$420.00 plus consultant fees</del>	Updates fees; however, the application type is being subsidized.
	<u>Notice of Intent to Commence annexation</u>	<u>\$320.00</u>	
	<u>Petition to Annex</u>	<u>\$2,500.00</u>	
	<b>Hearing Examiner Fees</b>	<b>Fee Amount</b>	<b>Explanation</b>
	<p>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. Where a combined application or appeal is to be heard by the Hearing Examiner, 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.</p> <p><u>Where Examiner Review is required for any related land use permit, appeal, etc., the applicant is responsible for and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.</u></p>	\$100 per hour for the Hearing Examiner's time in excess of the four (4) hours included shall be paid by the applicant	This proposal transfers full discretionary permit Hearing Examiner expenses to the applicant. Annual savings varies, but is roughly \$8,000.00 annually excluding business license appeals.
	<b>Other Fees</b>	<b>Fee Amount</b>	<b>Explanation</b>
	Staff review fees	<del>\$44.00</del> <u>\$51.00</u>	Updates City Costs.
	Development Agreement	<del>\$1,000.00 plus staff time</del> <u>\$2,500.00</u>	Updates fee.
	Pre-Application Conference	\$150.00; of this amount, \$100.00 can be applied to related permits filed within sixty (60) days of the pre-application conference	No change.

<b>C. PLANNING &amp; DEVELOPMENT FEES</b>			
<b>Community &amp; Economic Development</b>			
	Final Certification of Occupancy/Site Certification	\$100.00	No change.
	Home Occupation Permit	\$200.00	No change.
	Limited Home Occupation Permit	\$50.00	No change.
	Requests for Written Determination by the Director	\$50.00	No change.
	WTF Administrative Use Permit	\$800.00	The City proposes to amend its telecommunications regulations in 2016; therefore, these fees are subject to change at a later date.
	WTF Conditional Use Permit	\$2,000.00	
	Non-Conforming Sign Permit Fees ( <u>LMC 18A.50.675</u> )		
	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	No change.
	If the permit is obtained after the ninety (90) day time period following notification by the City	\$84.00	No change.
	<b>SEPA &amp; Wetland Fees</b>	<b>Fee Amount</b>	<b>Explanation</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	No change.
	Environmental Checklist	<del>\$480.00 plus consultant fees over 4 hours</del>	No change.
	<del>SEPA Modification</del>	<del>\$200.00</del>	<del>Permit application type is rarely used.</del>
	<del>Preparation and Review of EIS Environmental Impact State (EIS)</del>	<del>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.</del>  <del>\$3,200 plus preparation at contract rate to be determined.</del>	<del>I the past 19 years, Lakewood has required two EISs. The first one was for the development of the comprehensive plan and corresponding development regulations. The second EIS was for the Wal-Mart land use amendments.</del>
	<del>Review of Wetland Report to Verify Presence of Wetlands</del>	<del>\$70.00 plus consultant fees</del>	<del>Not used.</del>
	<del>Site Visit to Verify Wetlands</del>	<del>Actual Costs (based on salary &amp; benefits, plus 30% overhead)</del>	<del>Not used.</del>

<b>C. PLANNING &amp; DEVELOPMENT FEES</b>			
<b>Community &amp; Economic Development</b>			
	Review of Wetland Analysis Report	<del>Actual Costs (based on salary &amp; benefits, plus 30% overhead)</del>	Not used.
	Review of Non-Compensatory Mitigation Plan	<del>Actual Costs (based on salary &amp; benefits, plus 30% overhead)</del>	Not used.
	Reasonable Use Exception (RUE)	\$1,840.00 plus consultant fees over 4 hours \$500.00 Hearing Examiner costs	
	Residential RUE	\$500.00 plus consultant fees	Application type is being subsidized.
	<u>Additional SEPA Review (SEE WAC 197-11-335)</u>	<u>No charge, except any third-party consultant costs to the City.</u>	This addresses the wetland deletions above, in addition to other specialized reports that may be required.
	<b>Multi-Family Tax Exemption Applications (LMC 3.64.030)</b>	<b>Fee Amount</b>	<b>Explanation</b>
	<u>Conditional Certificate Application</u>	<u>\$800.00</u>	Applications are referenced in the municipal code; however, fees were never designated in past fee schedules.
	<u>Extension of Conditional Certificate of Application</u>	<u>\$500.00</u>	
	<u>Final Certificate of Application</u>	<u>\$500.00</u>	
	<b>Tree Removal/Replacement Permit Fees</b>	<b>Fee Amount</b>	<b>Explanation</b>
	Significant Tree Removal Permit	No fee	No change.
	Off-Site Tree Replacement Permit (when trees are not being replaced onsite)	\$400.00 for each replacement tree	No change.

D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION - RELATED PERMITS Community & Economic Development	
	Explanation
1) <del>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.</del>	This language is proposed to be deleted since it is already found within current code provisions.
2) <del>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.</del>	This language is proposed to be deleted since it is already found within current code provisions.
3) <del>— The applicant for a permit shall provide an estimated permit value at time of application. Fees shall be calculated from the permit value.</del>	This language is proposed to be deleted since it is already found within current code provisions.
4) <del>— 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.</del>	This language is proposed to be deleted since it is already found within current code provisions.
5) <del>— 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.</del>	This language is proposed to be deleted since it is already found within current code provisions.
6) <del>— 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.</del>	This language is proposed to be deleted since it is already found within current code provisions.
17) <u>Building Permit fees shall be based upon valuation. The valuation shall be determined by the Building Official. For most projects the square footage costs in determination shall be made on the basis of</u>	The text has been modified to meet

<b>D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION - RELATED PERMITS</b>																								
<b>Community &amp; Economic Development</b>																								
		<b>Explanation</b>																						
the most current Building Valuation Data Table including <del>Regional Modifier</del> published by the International Code Council (ICC) <u>may be employed.</u> <del>contained in the nationally published and distributed Building Safety Journal.</del> For projects not covered by the table construction estimation tools such as Construction Cost Data by R.S. Means or the <u>BNI Construction Costbook</u> may be referenced as a guide.		the standards already found within current code provisions.																						
8) <del>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.</del>		This calculation has been combined.																						
9) <del>Permit fees shall be calculated from valuation in the following manner:</del>		The calculation process has been incorporated into another section of the Master Fee Schedule.																						
2) <u>Administrative Fee</u> - Includes a technology fee equal to 2 percent of the total building permit cost.		The technology fee would help offset IT costs.																						
	<table border="1"> <thead> <tr> <th>Valuation</th> <th>Corresponding Permit Fee</th> </tr> </thead> <tbody> <tr> <td>\$0 – \$500</td> <td>\$23.50</td> </tr> <tr> <td>\$501 – \$2,000</td> <td>\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00.</td> </tr> <tr> <td>\$2,001 – \$25,000</td> <td>\$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.</td> </tr> <tr> <td>\$25,001 – \$50,000</td> <td>\$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</td> </tr> <tr> <td>\$50,001 – \$100,000</td> <td>\$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.</td> </tr> <tr> <td>\$100,001 – \$500,000</td> <td>\$993.75 for the first \$100,000.00 plus \$5.60 for each</td> </tr> <tr> <td>\$500,001 – \$1,000,000</td> <td>\$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</td> </tr> <tr> <td>Plan Check Fees</td> <td>65% of the permit fee (must be paid at the time of permit application)</td> </tr> <tr> <td>State Building Code Council (SBCC) Surcharge</td> <td>\$4.50 for each issued building permit, or as specified under current RCW</td> </tr> <tr> <td>State Building Code Council (SBCC) Fee for</td> <td>\$4.50 for first unit and \$2.00 for each additional unit, or as specified under current</td> </tr> </tbody> </table>	Valuation	Corresponding Permit Fee	\$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	Plan Check Fees	65% of the permit fee (must be paid at the time of permit application)	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	\$4.50 for first unit and \$2.00 for each additional unit, or as specified under current	This section is proposed to be deleted and replaced with a revised valuation table found below.
Valuation	Corresponding Permit Fee																							
\$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.																							
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<b>D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION - RELATED PERMITS</b>			
<b>Community &amp; Economic Development</b>			
		<b>Explanation</b>	
<u>Multi Family</u>	<u>RCW</u>		
<u>Project Valuation</u>	<u>Fee</u>		
<u>0 - \$500</u>	<u>\$30</u>		
<u>\$501 - \$2,000</u>	<u>\$30 for the first \$500 plus \$4.00 for each additional \$100.00 or fraction thereof, to and including \$2,000</u>	This is the proposed valuation table. The table contains the local and regional modifiers that were previously calculated separately. The revised table is easier to use.	
<u>\$2,001 - \$25,000</u>	<u>\$90 for the first \$2,000 plus \$17.50 for each additional \$1,000 or fraction thereof, to and including \$25,000</u>		
<u>\$25,001 - \$50,000</u>	<u>\$492.50 for the first \$25,000 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$50,000</u>		
<u>\$50,001 - \$100,000</u>	<u>\$805.00 for the first \$50,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$100,000</u>		
<u>\$100,001 - \$500,000</u>	<u>\$1,255.00 for the first \$100,000 plus \$7.25 for each additional \$1,000 or fraction thereof, to and including \$500,000</u>		
<u>\$500,001 - \$1,000,000</u>	<u>\$4,155.00 for the first \$500,000 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000</u>		
<u>\$1,000,001 - \$5,000,000</u>	<u>\$7,155 for the first \$1,000,000 plus \$4.00 for each additional \$1,000 or fraction thereof, to and including \$5,000,000</u>		
<u>\$5,000,001 and up</u>	<u>\$23,155 for the first \$5,000,000 plus \$3.00 for each additional \$1,000 or fraction thereof.</u>		
<b><u>Plan Review Fees</u></b>			
<u>Plan review fees shall be 65 percent (65%) of the Building Permit Fee with a minimum fee of one hour (\$85.00).</u>			
<b><u>OTHER FEES</u></b>		Current fee is based on valuation which increases fee disproportionately.	
<b><u>Demolition Fees</u></b>			
<u>Single family (including duplex)</u>	<u>\$200</u>		
<u>Residential accessory building</u>	<u>\$100</u>		
<b><u>Commercial/multi-family (including mobile home parks)</u></b>			
<u>Less than 10,000 square feet</u>	<u>\$200</u>		
<u>10,000 to 100,000 square feet</u>	<u>\$400</u>		
<u>100,000 square feet or more</u>	<u>\$600</u>		
<b><u>STATE BUILDING CODE COUNCIL (SBCC) SURCHARE</u></b>		Required under state law; the surcharge funds eh state Building Code Council.	
<u>\$4.50 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit over one, in accordance with RCW 19.27.085</u>			
<b><u>General Comments</u></b>			
<u>Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits shall may be subject to an investigative fee. in the amount equal to the</u>		Minor word change.	

<b>D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION - RELATED PERMITS</b>		
<b>Community &amp; Economic Development</b>		
		<b>Explanation</b>
<u>permit fee</u>		
Additional inspection <u>outside of normal business hours</u> or investigate fee rates are calculated at <del>\$53.00</del> <u>\$51.00</u> per hour (2-hour minimum).		Minor word change.
A reinspection fee <del>shall be calculated</del> at <del>\$53</del> <u>51.00</u> per occurrence.		Minor word change.
Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at <del>\$53</del> <u>51.00</u> per hour of staff time expended.		Minor change in fee.
Additional hourly rates for which no specific fee is identified shall be calculated at <del>\$53</del> <u>51.00</u> per hour.		Minor change in fee.
The use of outside consultants for plan checking and/or inspections will be the actual costs, plus overhead adjustments as determined by the Building Official.		No change.
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.		No change.
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.		No change.
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.		No change.
<b>Mechanical Permit Fees</b>		<b>Explanation</b>
<u>New Single Family Residences and Duplex (per unit) flat fee</u>	<u>\$175</u>	Flat fee (simpler for applicants)
<u>Residential (prescriptive design)</u>	<u>\$175</u>	
<u>Commercial and non-prescriptive residential</u>	<u>Per valuation with a minimum of \$175</u>	
<u>New Commercial Buildings and Major Tenant Improvements permit fees will be based upon the following valuation table using the project</u>		Using a value methodology for

<b>D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION - RELATED PERMITS</b>			
<b>Community &amp; Economic Development</b>			
		<b>Explanation</b>	
<u>valuation. Valuation based upon the prevailing market value including materials, labor and equipment.</u>		larger commercial projects will more effectively capture the work required for review and inspection.	
<u>Project Valuation</u>	<u>Fee</u>		
<u>Up to \$5,000</u>	<u>\$85</u>		
<u>\$5,000 - \$100,000</u>	<u>\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000</u>		
<u>&gt; \$100,000</u>	<u>\$1,700 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof,</u>		
<b>Mechanical Review Fees</b>		<b>Explanation</b>	
<u>When plans and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit Fee.</u>		Text provides clarification.	
<u>Small Tenant Improvements (mechanical value &lt; \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below.</u>		Text provides clarification.	
<u>Permit Fixture Equipment Unit Schedule Description</u>	<u>Fixture Fee</u>		
Permit Issuance	\$34.00	No changes in fees.	
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	\$18.00		No changes in fees.

<b>D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION - RELATED PERMITS</b>		
<b>Community &amp; Economic Development</b>		
		<b>Explanation</b>
including 25 tons		
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	
<b>Plumbing Permit Fees</b>		<b>Explanation</b>
<u>New Single Family Residences and Duplex (per unit) flat fee</u>	\$225.00	Flat fee (simpler for applicants)
<u>New Commercial Buildings and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.</u>		Using a value methodology for larger commercial projects will more effectively capture the work required for review and inspection.
<u>Project Valuation</u>	<u>Fee</u>	
<u>Up to \$5,000</u>	\$85	
<u>\$5,000 - \$100,000</u>	<u>\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000</u>	
<u>\$100,000</u>	<u>\$1,700 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof..</u>	
<b>Plumbing Review Fees</b>		<b>Explanation</b>
<u>When plans and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit Fee.</u>		Text provides clarification.
<u>Small Tenant Improvements (mechanical value &lt; \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below.</u>		Text provides clarification.
<u>Permit Fixture Description Equipment Unit Schedule</u>	<u>Fixture Fee</u>	Changes in descriptions.
Permit Issuance	\$34.00	No changes in
Issuing supplemental permits	\$12.00	
Furnaces up to and including 100,000 BTU	\$22.00	
Each plumbing fixture	\$12.00	

<b>D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION - RELATED PERMITS</b>		
<b>Community &amp; Economic Development</b>		
		<b>Explanation</b>
	with one trap	
	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 < 2 inches	\$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

No changes in fees.

<b>H. FIRE CODE OFFICIAL &amp; INTERNATIONAL FIRE CODE (IFC) FEES Community &amp; Economic Development</b>			
	<b>Site Development Plan Review</b> (plats, short plats, commercial projects, residential infill's etc.)	<b>Fee Amount</b>	<b>Explanation</b>
	Basic review fee	\$250.00	No change.
	Additional (review over two hours)	\$125.00 per hour	No change.
	Vehicle Gates (includes plan review, inspection and testing)	\$125.00 per hour	No change.
	Construction Plan Review - 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, for Building Permit Plan Review with a minimum fee of \$125.00.	Minor change; updated language.
	<b>Fireworks Fees</b>	<b>Fee Amount</b>	<b>Explanation</b>
	Fees for temporary fireworks stand permit	\$100.00	No change.
	Fees for a public display permit	\$245.00	No change.
	Fireworks stands and public displays as follows:		
	<b>Fire Alarm Systems</b>	<b>Fee Amount</b>	<b>Explanation</b>
	Tenant Improvements (1st four zones)	\$215.00 plus \$6.00 (per device)	No change.
	- Additional zones	\$54.00 (each)	No change.
	Residential (one and two-family dwellings)	\$215.00 plus \$6.00 (per device)	No change.
	Commercial and Multi-Family (1st four zones)	\$325.00 plus \$6.00 (per device)	No change.
	- Additional zones	\$54.00 (each)	No change.
	- Sprinkler supervision only	\$270.00	No change.
	Fire Alarm Permit Fee for upgrading of an existing system	50 percent (50%) of the fee	No change.
	Fire Alarm Plan Review Fee	25 percent (25%) of the	No change.
	Underground Sprinkler Supply (includes plan review)	\$325.00	No change.
	<b>New Suppression Systems (Halon, CO2, Dry Chemical, FM200, Integren, etc.):</b>		
	- 1 to 5 nozzles	\$200.00	No change.
	- Over 5 nozzles	\$200.00 plus \$20.00 per nozzle over 5 nozzles	No change.
	- Bottle(s)	\$30.00 per bottle	No change.
	<b>Above Ground Fire Sprinkler Systems</b>		

<b>H. FIRE CODE OFFICIAL &amp; INTERNATIONAL FIRE CODE (IFC) FEES</b>		
<b>Community &amp; Economic Development</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>Description</b>	<b>Fee Amount</b>	
Plan Review Fee (for the fire sprinkler systems are in addition to the permit fee)	25 percent (25%) of the permit fee, with a minimum of \$125.00.	No change.
Tenant Improvements (relocation and addition to existing system)	Valuation at 20 percent (20%)	No change.
System	\$270.00	No change.
Standpipes (includes review, inspection and testing fees)		
Temporary Standpipe	\$162.00	No change.
Class I	\$184.00	No change.
Class II	\$297.00	No change.
Class III	\$318.00	No change.
<b>Other Fees</b>		
<b>Description</b>	<b>Fee Amount</b>	
Additional inspection fees	\$50.00 for each additional inspection	No change.
After hours inspection fees	\$75.00 hour (1-hour minimum)	No change.
Fire Pump Installations (includes review, inspection and testing fees)	\$540.00	No change.
Commercial Power Generator Installations (includes review, inspection and testing fees)	\$350.00	No change.
<u>Battery systems – capacity over 50 gallons</u>	<u>\$125.00</u>	Activity types that are permissible under the IFC, but have not been included in past fee schedules.
<u>Compressed gas systems – install, modify, repair or abandon</u>	<u>\$200.00</u>	
<u>Cryogenic fluids – install or modify</u>	<u>\$200.00</u>	
<u>Emergency responder radio coverage system – install or modify</u>	<u>\$200.00</u>	
<u>Flammable and combustible liquids</u>		
<u>Installation or modification of commercial tank, piping or distribution systems</u>	<u>\$250.00</u>	
<u>Installation or modification to pipeline system</u>	<u>\$125.00</u>	
<u>Removal of abandoned commercial tank</u>	<u>\$0.00</u>	
<u>Removal or abandoned in place of residential tank</u>	<u>\$55.00</u>	

<b>H. FIRE CODE OFFICIAL &amp; INTERNATIONAL FIRE CODE (IFC) FEES</b>		
<b>Community &amp; Economic Development</b>		
<u>Hazardous materials – installation, repair, abandon or remove a facility</u>	\$125.00	been included in past fee schedules.
<u>Industrial ovens - installation</u>	\$125.00	
<u>LP gas – installation of storage and/or distribution system</u>	\$200.00	
<u>Solar/photovoltaic power systems (commercial) – installation and modification</u>	\$125.00	
<u>Spraying or dipping operations – installation or modification of spray booths, room or dip tank</u>	\$200.00	
<b>False Fire Alarms</b>		<b>Explanation</b>
<del>Response as specified below:</del> In the event of more than two false alarms in any 12 month period, the Fire Chief may charge a fee for fire department response as specified below:		
<b>Description</b>	<b>Fee Amount</b>	<b>Explanation</b>
First and Second False Alarms	No Fee	
Third False Alarm	\$100.00	No change.
Fourth and Additional False Alarms	\$250.00	No change.
<del>EXCEPTION: False alarms resulting from the failure of a fire alarm service technician notifying central dispatch.</del>	\$270.00 for each occurrence	No change.
<b>Fire Code Permit Fees</b>		
The following are annual fees, except where noted, in accordance with Section 105 of the <del>Uniform</del> International Fire Code.		Minor word change.
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.		No change.
<b>Description</b>	<b>Fee Amount</b>	<b>Explanation</b>
Aerosol products	\$110.00	No change.
Aircraft Refueling Vehicle	\$110.00	No change.
<u>Amusement buildings</u>	\$110.00	Activity types that are permissible under the IFC, but have not been included in past fee schedules.
<u>Haunted House – Commercial (limited)</u>	\$110.00	
<u>Bazaars, Boutiques, Booths or Displays</u>	\$110.00	
<u>Flea Markets</u>	\$110.00	
<u>Aviation facilities</u>	\$110.00	

H. FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES Community & Economic Development			
	Aircraft Repair Hangar	\$110.00	No longer applicable & incorporated into other sections of the IFC.
	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 Area	\$110.00	
	Carnivals and Fairs, etc. Outdoor (limited)	\$110.00	No change.
	Carnivals - Commercial	\$110.00	No change.
	Fairs, Bazaars, Farmers Market, etc.	\$110.00	No change.
	Special Events - Outdoors	\$110.00	No change.
	Cellulose Nitrate Film	\$110.00	No change.
	Cellulose Nitrate Storage	\$110.00	No longer applicable & incorporated into other sections of the IFC.
	Combustible dust producing operations	\$110.00	No change.
	Combustible Fiber Storage	\$110.00	No change.
	<del>Combustible Material Storage</del>	\$110.00	No longer applicable & incorporated into other sections of the IFC.
	Compressed Gases	\$110.00	No change.
	<del>Commercial Rubbish Handling Operation</del>	\$110.00	No longer applicable & incorporated into other sections of the IFC.
	<u>Covered and open mall buildings</u>	\$110.00	Activity types that are permissible under the IFC, but have not been included in past fee schedules.
	<u>Kiosks, Concessions, Booths, etc</u>	\$110.00	
	<u>Used for Assembly (limited)</u>	\$110.00	
	<u>Use of Open Flame (limited)</u>	\$110.00	
	<u>Display Flammable Liquid or Gas Filled Equipment</u>	\$110.00	
	<u>Cryogenic fluids</u>	\$110.00	Change in wording.
	<u>Cutting and Welding</u>	\$110.00	Activity type that is permissible under the IFC, but has not been included in past fee schedules.
	Dry Cleaning Plants	\$110.00	No change.
	Dust Producing Operations	\$110.00	No change.
	<u>Explosives /Blasting Agents – manufacture, store, handling, sale or use</u>	\$110.00	No change.

<b>H. FIRE CODE OFFICIAL &amp; INTERNATIONAL FIRE CODE (IFC) FEES</b>			
<b>Community &amp; Economic Development</b>			
	<del>Explosive/Blasting Agents – Transport, Use</del>	\$110.00	No longer applicable & incorporated into other sections of the IFC.
	<del>Fireworks Display, Special (limited)</del>	\$110.00	
	Fireworks Stand, Limited	\$110.00	No change.
	Flammable/Combustible Liquids	\$110.00	No change.
	<del>Pipeline install</del>	\$110.00	No longer applicable & incorporated into other sections of the IFC.
	<del>Pipeline operation</del>	\$110.00	
	<del>Store, handle, use</del>	\$110.00	
	<del>Remove abandoned tank</del>	\$110.00	
	<del>Remove (or abandon in place) residential tank</del>	\$110.00	
	<del>Install, alter, etc. tank, piping, &amp; equipment</del>	\$110.00	
	<del>Tank vehicles</del>	\$110.00	
	<del>Change contents (limited)</del>	\$110.00	
	Fruit and crop ripening	\$110.00	Minor text change.
	Fumigation <u>or</u> <u>and</u> insecticidal fogging	\$110.00	No change.
	Hazardous material – <u>store,</u> <u>transport, dispense, use or handle</u>	\$110.00	No change.
	<del>Hazardous Material Production HPM facilities</del>	\$110.00	No change.
	<del>High pile storage</del>	\$110.00	No change.
	<del>Hot work operations</del>	\$110.00	No change.
	<del>Industrial oven(s)</del>	\$110.00	No change.
	<del>Liquefied Petroleum Gases – Tank Install</del>	\$110.00	No longer applicable & incorporated into other sections of the IFC.
	Liquid or gas-filled fueled vehicles or equipment is assembly buildings	\$110.00	No change.
	<del>LP gas</del>	\$110.00	No change.
	Lumber yards <u>and</u> <u>woodworking plants</u>	\$110.00	No change.
	Magnesium <u>working</u>	\$110.00	No change.
	<del>Miscellaneous combustible storage</del>	\$110.00	No longer applicable & incorporated into other sections of the IFC.

<b>F. PUBLIC WORKS PERMIT FEES</b>			
<b>Administrative Fee</b>		<b>Fee Amount</b>	<b>Explanation</b>
<u>Technology Fee.</u>		<u>2 percent of the total public works permit cost</u>	The technology fee would help offset IT costs.
<b>Fee Type</b>	<b>Fee Amount</b>		<b>Explanation</b>
Site Development Permit (covers site work, including erosion control, clearing, grading and drainage)	<del>\$200.00, plus any staff time in excess of 4 hours at \$50.00 per hour</del>		The proposed fee would generate approximately \$50,000.
	<u>Project Value</u>	<u>Permit Fee</u>	
	<u>\$0.00 - \$15,000.00</u>	<u>\$500.00</u>	
	<u>\$15,000.00 - \$50,000.00</u>	<u>\$1,000.00</u>	
	<u>\$50,000.00 - \$150,000.00</u>	<u>\$2,500.00</u>	
	<u>\$150,000.00 - \$1,000,000.00</u>	<u>\$4,500.00</u>	
	<u>Over \$1,000,000.00</u>	<u>\$9,000.00</u>	
<u>Project value is defined as the value of all improvements outside the building footprint.</u>			
<b>Fee Type</b>	<b>Fee Amount</b>		<b>Explanation</b>
Right-of-Way Permit (authorization to use right-of-way for minor construction, parking or other non-intrusive use)	<del>\$70.00</del> <u>\$150.00, plus any staff time in excess of 2 hours at \$51.00 per hour</u>		The proposed fee would generate approximately \$40,000.
Right-of-Way Vacation Permit ("Sale" or vacation of City right-of-way to abutting property owners)	<del>\$750.00</del> <u>\$1,000.00</u>		The proposed fee is on par with other cities. Lakewood may receive one vacation permit annually.
Street Opening Permit ( <u>used to install new or repair/upgrade existing private and public facilities located in a street right-of-way; includes pavement cuts, excavation, traffic control, etc.</u> )	<del>\$250.00</del> <u>\$500.00 plus any staff time in excess of 5 10 hours at \$50 51.00 per hour</u>		The proposed fee would generate approximately \$50,000.
Oversize Load Permit (all vehicles in excess of legal weight or size limitations according to RCW 46.44 shall obtain an oversize load permit prior to operating on Lakewood streets)	<del>\$50.00 - Additional costs shall apply if police escorts or signal technician work is required.</del>  <u>Individual - \$100.00</u>  <u>Annual - \$300.00</u>  <u>Additional costs shall apply if police escorts or signal technician work is required.</u>		The proposed fee would generate approximately \$1,400.
Right-of-Way Tree Cutting Permit (for residential or commercial cutting on or along	\$200.00		No change.

<b>F. PUBLIC WORKS PERMIT FEES</b>			
	a lot or in an area zoned for more than one single family home)		
	<del>Stormwater Review Fee (for review of all applications for adequacy of stormwater management program)</del>	<del>\$200.00 plus any staff time in excess of 4 hours at \$50.00 per hour</del>	With the changes in the site development fee structure, this fee is no longer needed.
	Reinspection Fee (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)	<del>\$50.00</del> <u>\$51.00</u>	
	General Inspection Fee (for inspection not otherwise listed)	<del>\$50.00</del> <u>\$51.00 per hour</u>	
	<del>General Review Fee (for review not otherwise listed)</del>	<del>\$50.00</del>	Redundant; not needed.
	Miscellaneous Permits (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 (30%), <del>plus 15% overhead including operating costs (16%), and central services costs (16%)</del>	Rates adjusted based on data contained in the cost recovery report.
	Professional Services Contracts (any private or public professional service contract needed)	Rate will be billed 100%, plus a 10% administrative charge	No change.



To: Mayor and City Councilmembers  
From: SSMCP Staff  
Through: John J. Caulfield, City Manager   
Date: November 16, 2015  
Subject: 2015 SSMCP Business & Community Survey

The 2015 South Sound Military & Community Partnership's (SSMCP's) Business & Community Survey was conducted in September 2015.

The Community Survey included 1524 adult residents of Pierce and Thurston Counties selected at random from households in 39 ZIP Codes near JBLM. The sample was proportional to the number of households in each ZIP Code. 1024 interviews were conducted by telephone by live interviewers, including 23% on cell phones. 500 residents completed the same questionnaire online. There is a 2.5% margin of error in the results.

Notification of the Business Survey was circulated to 2000 randomly-selected businesses were mailed an invitation to take the survey online. The invitation letter was on SSMCP letterhead and signed by Tiffany Speir on behalf of the partnership. An additional 850 (approx.) were invited via email from organizations they belong to or are associated with. 146 Business and non-profit executives in Pierce and Thurston Counties participated in the survey.

Attached are summaries of each survey for your review. The full survey results are posted at [www.ssmcp.org](http://www.ssmcp.org)

# 2015 SSMCP Community Survey Summary

For residents of the South Puget Sound, Joint Base Lewis McChord is as much a part of the region as the Sound and Mount Rainier. Most locals would have a hard time imagining the region without it. Nor would they want to.

Overall, **7 in 10** rated having JBLM nearby as positive. JBLM's relationship with its neighbors, while generally positive, is complex: **3 out those 7** said "mostly positive" instead of "very positive." And **more than 7 in 10** respondents could think of both advantages and disadvantages to living near the base.

Half of these respondents have some direct relationship with JBLM or the military due to someone in their household who is currently in the military, works at JBLM or is a veteran. **Half** of the non-military respondents live in neighborhoods with active duty service members.

Not surprisingly, the prospect of a shrinking military presence in the region was greeted negatively. Nearly **7 in 10** respondents said that larger troop reductions at JBLM would have a negative impact – mostly economic – on the area. For **4 of those 7**, the impact would be "mostly negative" instead of "very negative." However, the feeling was not universal: 1 in 5 said either that the impact would be positive, or they could not think of a significant impact.

**Most** did not think JBLM needs to be doing more to minimize its impact on the surrounding communities or that surrounding communities needed to be doing more to improve their relations with JBLM.

View full survey results at [ssmcp.org](http://ssmcp.org)

## 2015 SSMCP Members

- City of Lakewood
- City of Lacey
- City of DuPont
- Town of Steilacoom
- City of Tacoma
- City of Tumwater
- City of University Place
- City of Yelm
- City of Puyallup
- Pierce County
- Thurston County
- Nisqually Indian Tribe
- Thurston Regional Planning Council
- Joint Base Lewis-McChord
- WA Military Department
- WA Department of Transportation
- WA Department of Veterans Affairs
- Tacoma-Pierce County Chamber of Commerce
- Tacoma-Pierce County Health Dept
- United Way of Pierce County
- Clover Park School District
- Franklin Pierce School District
- Tacoma Pierce County Assn of Realtors
- WorkForce Central
- Give an Hour

## SSMCP Core Objectives

Formalize New Methods of Regional Collaboration

Improve Regional Mobility

Improve Access to Information

Promote JBLM as a Center of Regional Economic Significance

Improve Access to Existing Services for Active Duty Service -Members and Veterans

Improve Support for Military Families



## MISSION

To foster effective communication, understanding, and mutual benefit by serving as the most effective point of coordination for resolution of those issues which transcend the specific interests of the military and civilian communities of the South Sound region.

**SSMCP is open to any group, agency, or organization interested in community / military issues in the Pierce and Thurston Counties region. To join, go to [ssmcp.org](http://ssmcp.org)**

## SSMCP

6000 Main St. SW  
Lakewood, WA 98499  
Phone: 253.983.7772  
[ssmcp.org](http://ssmcp.org)

# 2015 SSMCP Community Survey Results

## About the Survey

- **Purpose:** To capture community perceptions, knowledge, and interactions with Joint Base Lewis-McChord.
- **Sample:** 1524 adult residents of Pierce and Thurston Counties selected at random from households in 39 ZIP Codes near JBLM. The sample was proportional to the number of households in each ZIP Code.
- **Technique:** 1024 interviews were conducted by telephone by live interviewers, including 23% on cell phones. 500 residents completed the same questionnaire online.
- **Margin of Error:** ±2.5% at the 95% confidence interval.

Survey Conducted by Elway Research, Inc.



## Joint Base Lewis McChord & the South Sound

Joint Base Lewis McChord is an over 86,000 acre military installation in the South Puget Sound, nestled among two counties and 17 cities and towns, and bisected by Interstate 5. JBLM is the third largest employer in Washington, and an economic driver for the state.

## South Sound Military & Communities Partnership

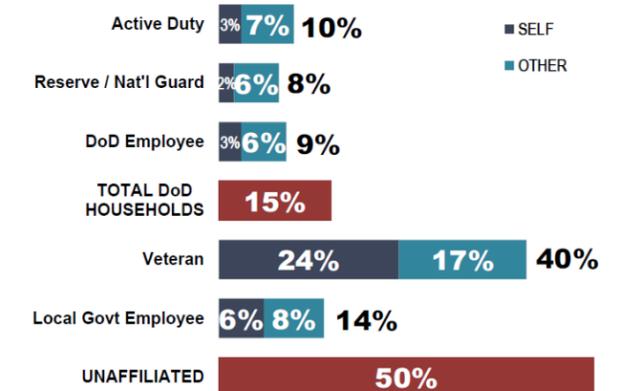
The South Sound Military & Communities Partnership, a regional partnership of governments and organizations in Pierce and Thurston Counties, works to improve outside knowledge of the military's direct and indirect impact on the region and the State, as well as increase coordination between military and civilian counterparts.

## Key Findings

### South Sound Connections to the Military

**1 in 7** respondents had a current connection to the military

- **10%** lived in a household where at least one person was on active duty
- **40%** lived in households with at least one veteran



### Rating JBLM as a Neighbor

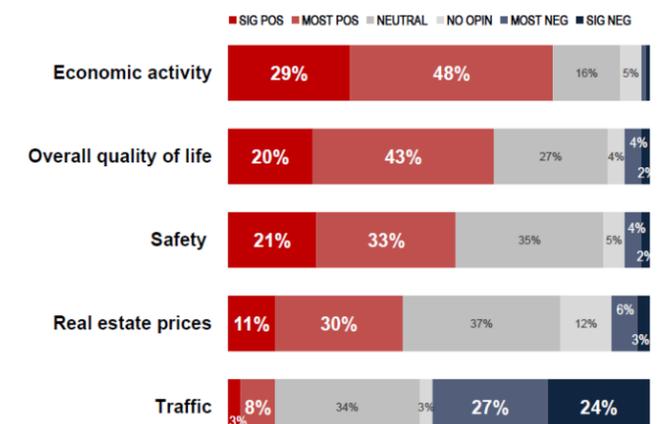
**8 in 10** volunteered at least one advantage of having JBLM nearby:

- Half (**48%**) of the advantages named were economic;
- **19%** cited increased security.

**7 in 10** volunteered at least one disadvantage:

- Half (**46%**) cited traffic congestion;
- Nearly 1 in 4 (**23%**) cited noise from aircraft or the firing range

"Please rate JBLM's effect on the following aspects of your community..."

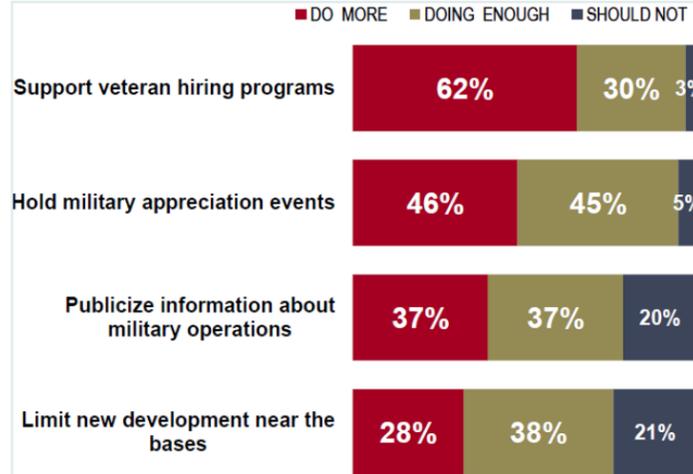


# SSMCP 2015 Community Survey Results

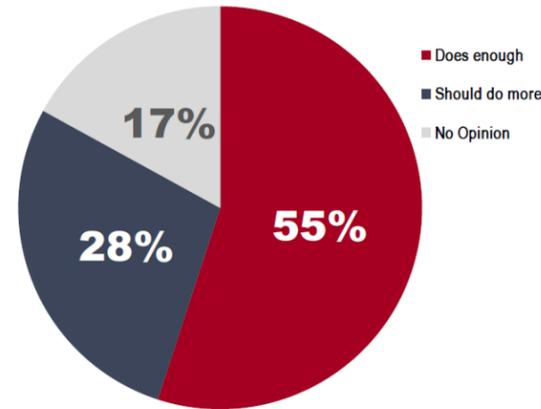
## Military/Community Relations

Most do not think JBLM needs to be doing more to minimize its impact on the surrounding communities—or that those surrounding communities needed to be doing more to improve their relations with JBLM—beyond hiring more veterans. Any differences were mostly a matter of degree, rather than disagreements.

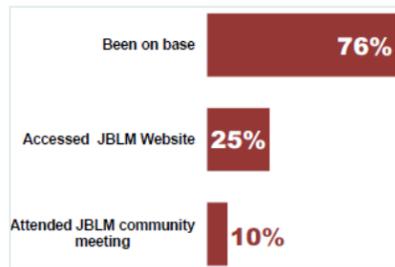
Should the Community do more to support the base?



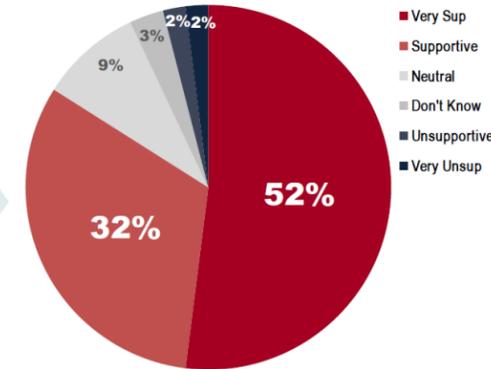
Does JBLM do enough to minimize any negative impact on the surrounding communities?



**Community Interactions With JBLM** A large proportion of respondents had interacted in some way with the base, including those in non-DoD connected households.



Supportiveness of Community



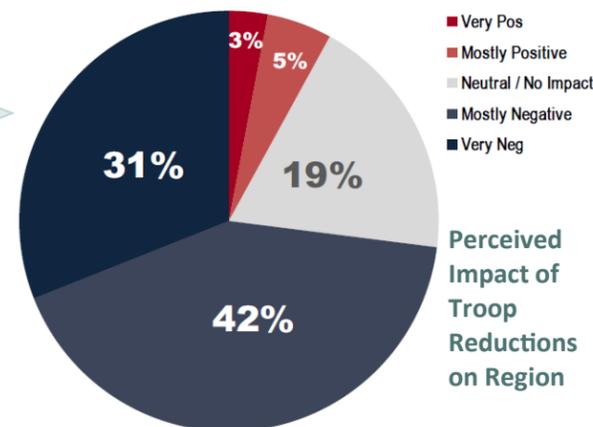
## Support for Service Members in Community

More than **8 in 10** rated the attitude in their neighborhood as supportive toward service members

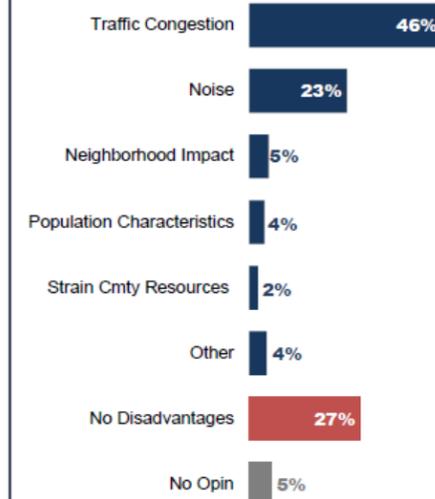
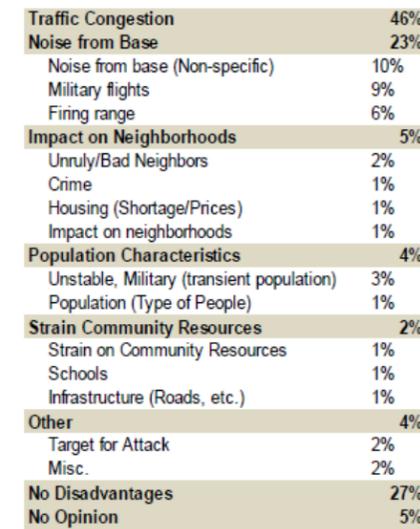
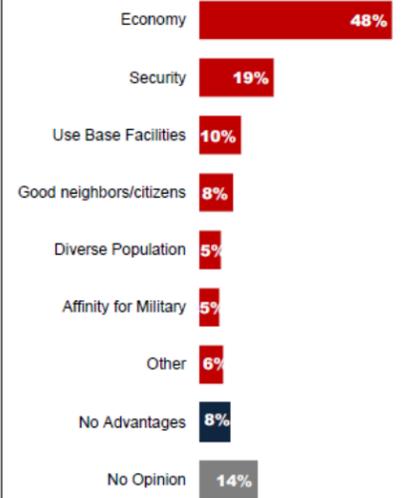
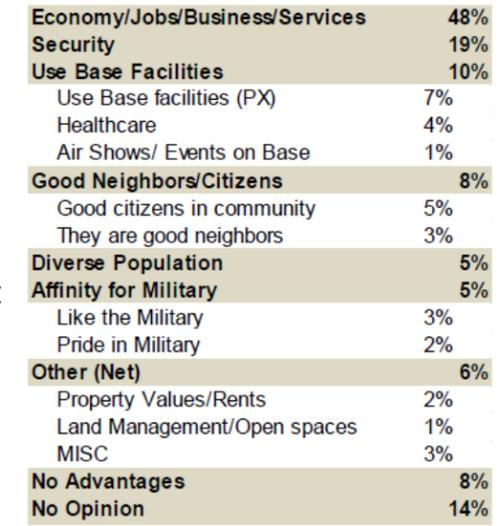
## Economic Impacts

Nearly **3 in 4** survey respondents said troop reductions would have a negative impact on the South Sound area.

- **4 in 10** estimated that more than 25% of their community's economy depends on JBLM
- **67%** were aware JBLM is the **3rd Largest Employer** in the State



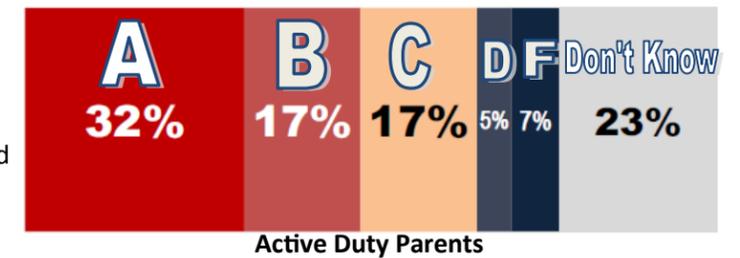
When asked an open-ended question about the **BENEFITS** of living near Joint Base Lewis McChord, most noted its effect on the **ECONOMY**



When asked an open-ended question about the **NEGATIVES** of living near Joint Base Lewis McChord, most noted **TRAFFIC CONGESTION**

## Rating the Schools

Active-Duty Households with Children were asked to give their school system a letter grade for how they integrate and support military children—**2 in 3** rated the schools "Satisfactory" or above.



## The "JBLM Traffic" Myth

This survey highlighted an ongoing citizen belief that JBLM is the primary cause of the traffic congestion on I-5.

**THE FACTS:** I-5 has not been widened through JBLM since 1975, and is inadequate to meet today's demand. Between 1970 and 2010, the population of Washington State grew by 97 percent, Pierce County grew by 95 percent, and Thurston County grew by 228 percent.

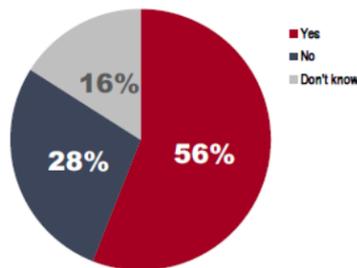
### Population Growth 2000-2010:

- Military on-base population increase: **4,611**
- Military off-base population increase estimate: **10,759**
- Civilian Pierce and Thurston population increase: **128,577**

Population growth in Pierce and Thurston counties is projected to continue at a similar pace through 2040. SSMCP, with regional partners, is working to improve transportation in the region.

Over \$500 million in I-5 improvements are currently underway

Veteran Hiring Preference?



**1 in 6 Businesses (17%) Participate in a Veteran Recruitment Program**

- Of those who participate in a recruitment program: 78% employ veterans, including 48% whose workforce is more than 10% veterans.
- Of those who do not participate: 46% employ veterans, including 25% whose workforce is more than 10% veterans.

**Half of Enterprises Employ Veterans**

- For nearly 1 in 3 (27%), more than 10% of their employees were veterans.

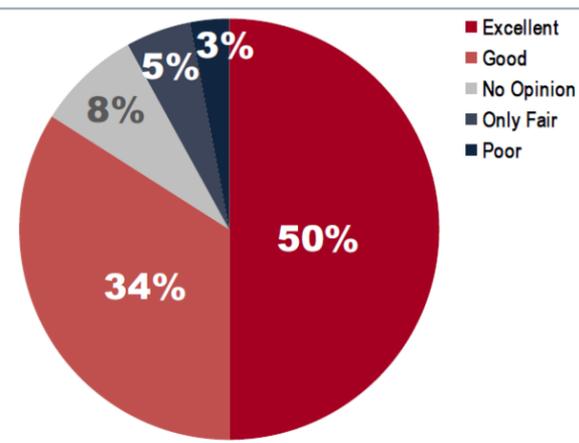
JBLM's economic impact was the most highly regarded, and its potential reduction the most dreaded. Notably, however, JBLM was seen to have a greater positive impact on the community than it had on the respondent's particular enterprise.

Some 83% rated JBLM's impact on the regional economy as positive and 75% said the same of its impact on the "overall community." 48% said there had been a positive impact on their particular enterprise. Similarly, only 37% said that drawdowns would have a negative impact on their enterprise, but 83% said the impact would be negative for the region's economy and 64% said it would be negative for the "overall community."

**These findings indicate that JBLM's perceived benefits are not a simply based on economic self-interest, but on a perceived broader contribution to the region.**

- Thurston County respondents were somewhat more likely than Pierce County respondents to say there were "significant positive" impacts;
- Newer organizations (in operation less than 5 years) were more likely than older ones (10+ years old) to say there were "significant positive" impacts;
- Smaller organizations (fewer than 10 employees) were more likely than larger ones (10+ employees) to say there were "significant positive" impacts on the local economy, the community and the quality of life, but
- Larger organizations were more likely than smaller ones to say there has been a "significant positive" impact on their particular enterprise.

**JBLM Rated as an Excellent to Good Neighbor**



**Respondent Demographics**

<b>COUNTY</b>	54%	Pierce
	46%	Thurston
<b>RESPONDENT</b>	56%	Owner
	34%	Exec/Manager
	10%	Other
<b>STRUCTURE</b>	64%	Independent
	6%	Chain
	6%	Franchise
	25%	Other
<b>OWNERSHIP</b>	26%	Woman-owned
	12%	Minority-owned
	25%	Veteran-owned
	3%	Active Duty Spouse
	1%	Reserve or Natl Guard
<b>SIZE:</b>	64%	1-9 Employees
	16%	10-24
	10%	25-49
	8%	50-99
	2%	100+ Employees
<b>YRS IN BUSINESS</b>	17%	0-5 years
	20%	6-10
	63%	10+ Years

**SUMMARY**

- **3 in 10** respondents had a direct connection to the military.
- Half of the organizations employ veterans.
- **1 in 5** respondents have had contracts with JBLM.
- JBLM was rated as an "excellent" (50%) to "good" (34%) neighbor in the community.
- JBLM's recent growth was seen as having a "mostly positive" impact on:
  - The local economy (84%);
  - The "overall community" (75%);
  - The quality of life in the area (57%).
- Half of these executives (48%) said the impact on their own enterprise has been positive, while nearly half (44%) said there had been little or no impact.
- Traffic was rated as a negative impact by 67%.
- Potential drawdowns at JBLM were seen as having a negative impact on the local economy and community, but a positive impact on traffic.

Thank you to our partners who assisted in circulating the 2015 SSMCP Business Survey:



6000 Main St SW, Lakewood, WA 98499 | ssmcp.org



**Purpose**

The 2015 SSMCP Business Survey was designed to assess:

- Business practices with regards to service members and veterans near Joint Base Lewis-McChord
- Impact of JBLM on the specific business
- JBLM's overall impact on the community
- Anticipated impacts of potential troop drawdowns

**Sample:** 2000 were randomly selected businesses within the geographic area of Joint Base Lewis-McChord were invited to participate. The sample frame for this survey was a blend of a systematic sample of businesses obtained from a commercial list vendor and a convenience sample of organizations associated with SSMCP partners. The latter lists included businesses, non-profit organizations and governmental organizations. Because of the size and nature of the sample, these results should be interpreted only as representing the answers given by these respondents to these questions at the time they completed the questionnaire. The survey was designed and administered by Elway Research, Inc.

**Joint Base Lewis McChord & the South Sound**

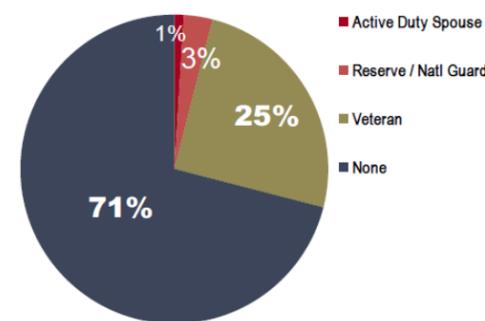
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**South Sound Military & Communities Partnership**

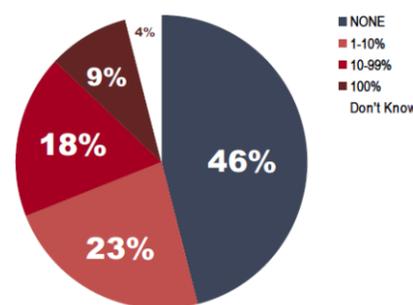
The South Sound Military & Communities Partnership, a regional partnership of governments and organizations in Pierce and Thurston Counties, works to improve outside knowledge of the military's direct and indirect impact on the region and the State, as well as increase coordination between military and civilian counterparts.

**Key Findings**

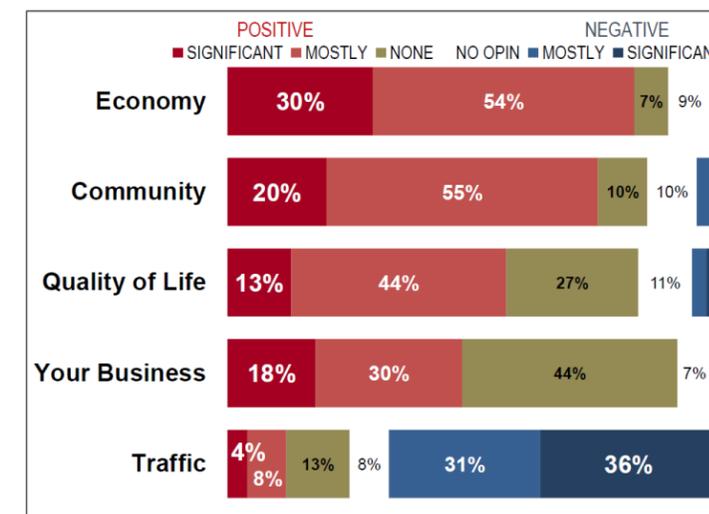
**Business Owner Military Demographics**



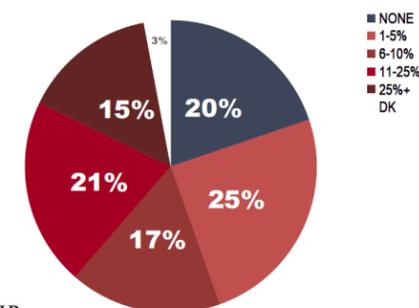
**Percentage of Veteran Employees**



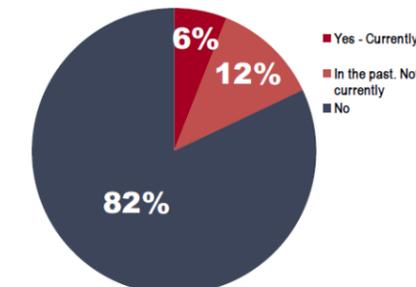
**JBLM's Impact**



**Percentage of JBLM-related Customers**



**Percentage with JBLM Contracts**



ssmcp.org

# **Joint Base Lewis McChord: Community Attitudes & Awareness**

**2015 SSMCP Survey of  
Area Businesses and Households**

# TWO SURVEYS

## COMMUNITY RESIDENTS

- 1524 Adult Residents
- Margin of error  $\pm 2.5\%$
- Pierce & Thurston Counties
- Multi-mode
  - 1024 via telephone
  - 500 online
- Aug. 17 – Sept. 16

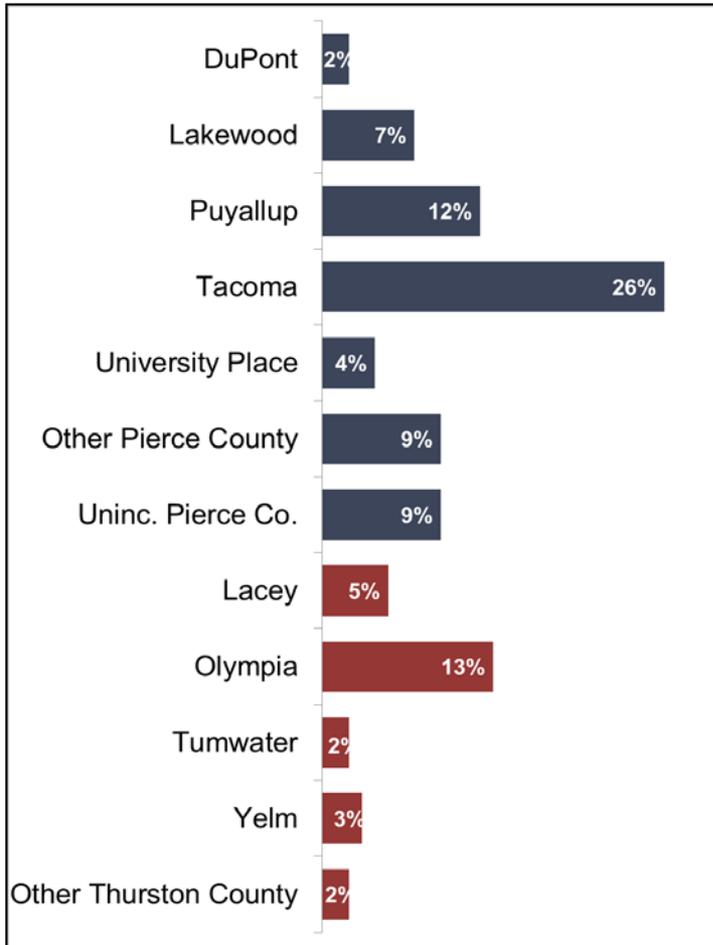
## AREA EXECUTIVES

- 146 Business & Non-profit Executives
- Online

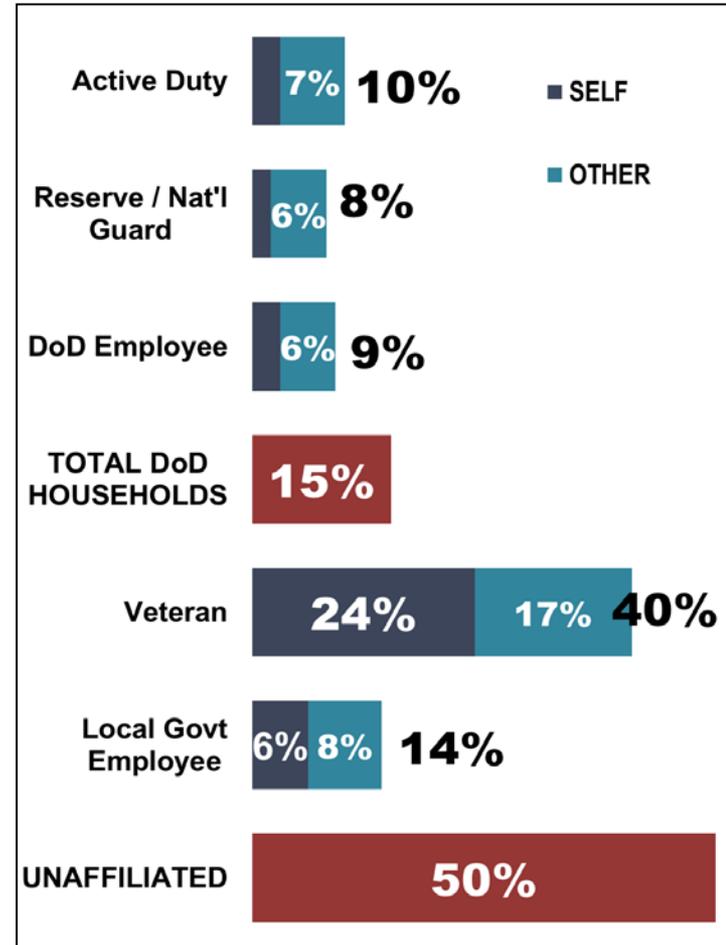
# **COMMUNITY SURVEY**

# SAMPLE PROFILE

## Proportion of Sample by City

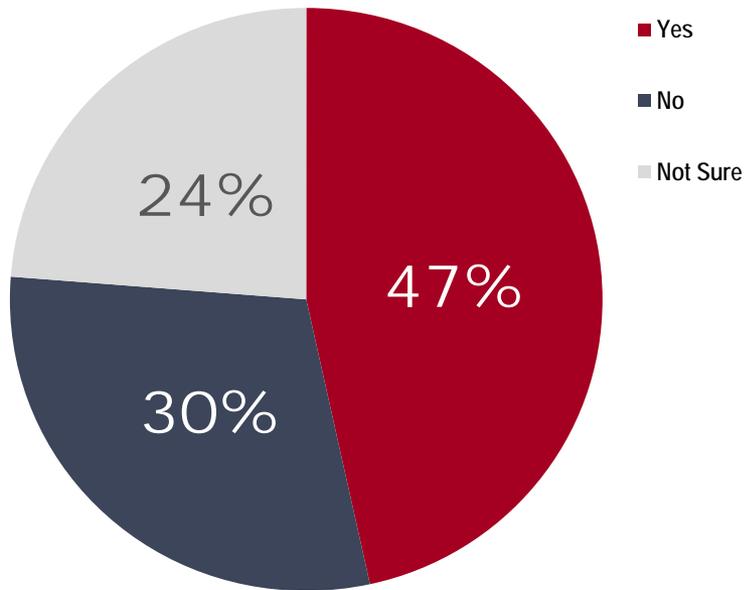


## Household Connection to SSMCP

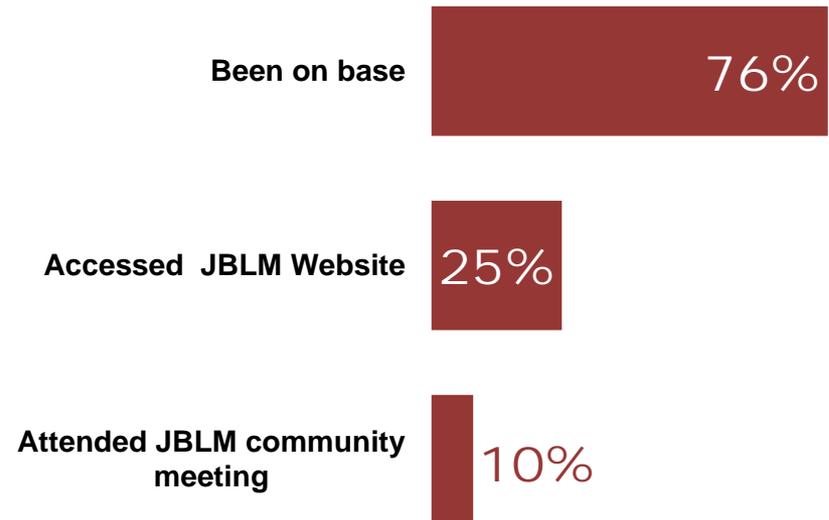


# RELATIONSHIP TO BASE

47% lived in neighborhoods with active duty service members

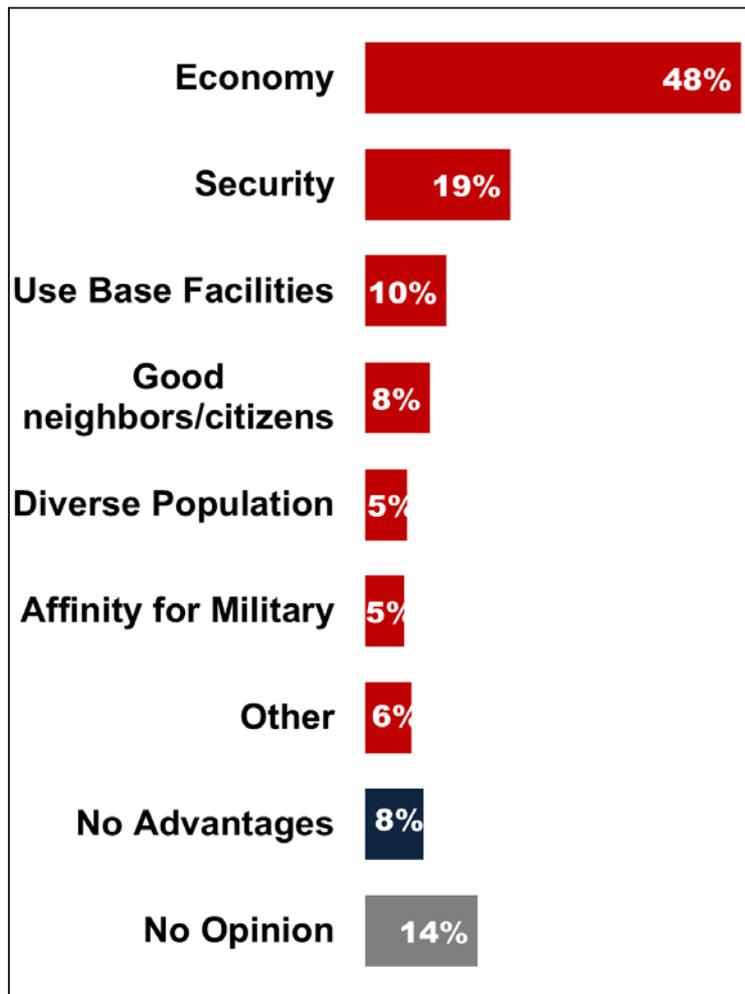


76% had been on base

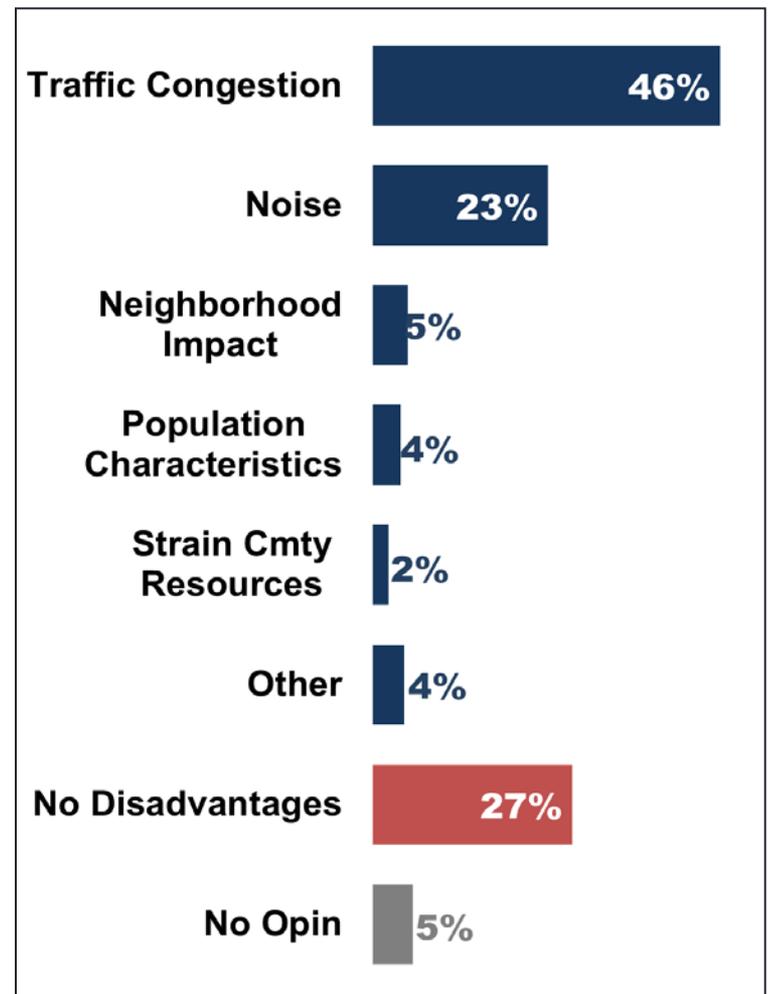


# Advantages / Disadvantages of Having JBLM Nearby

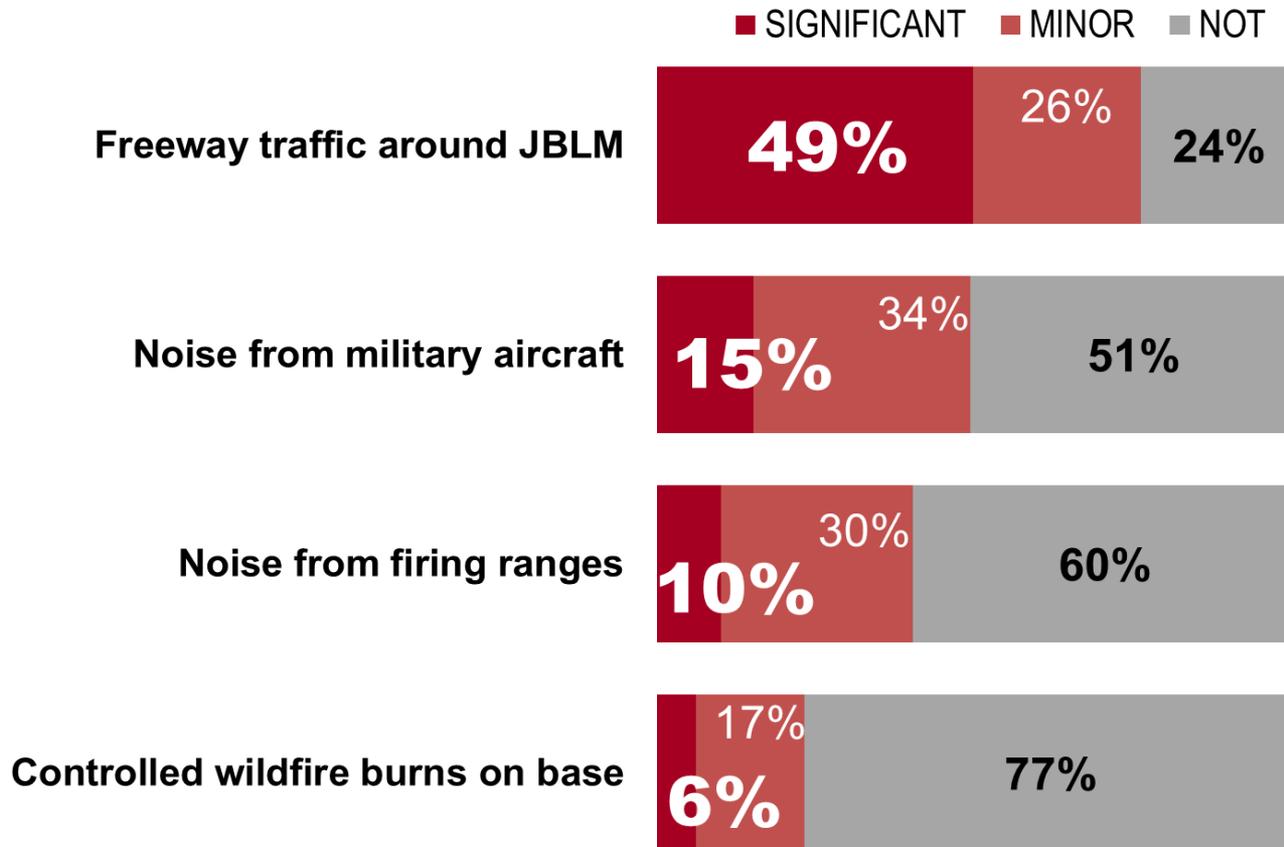
## ADVANTAGES



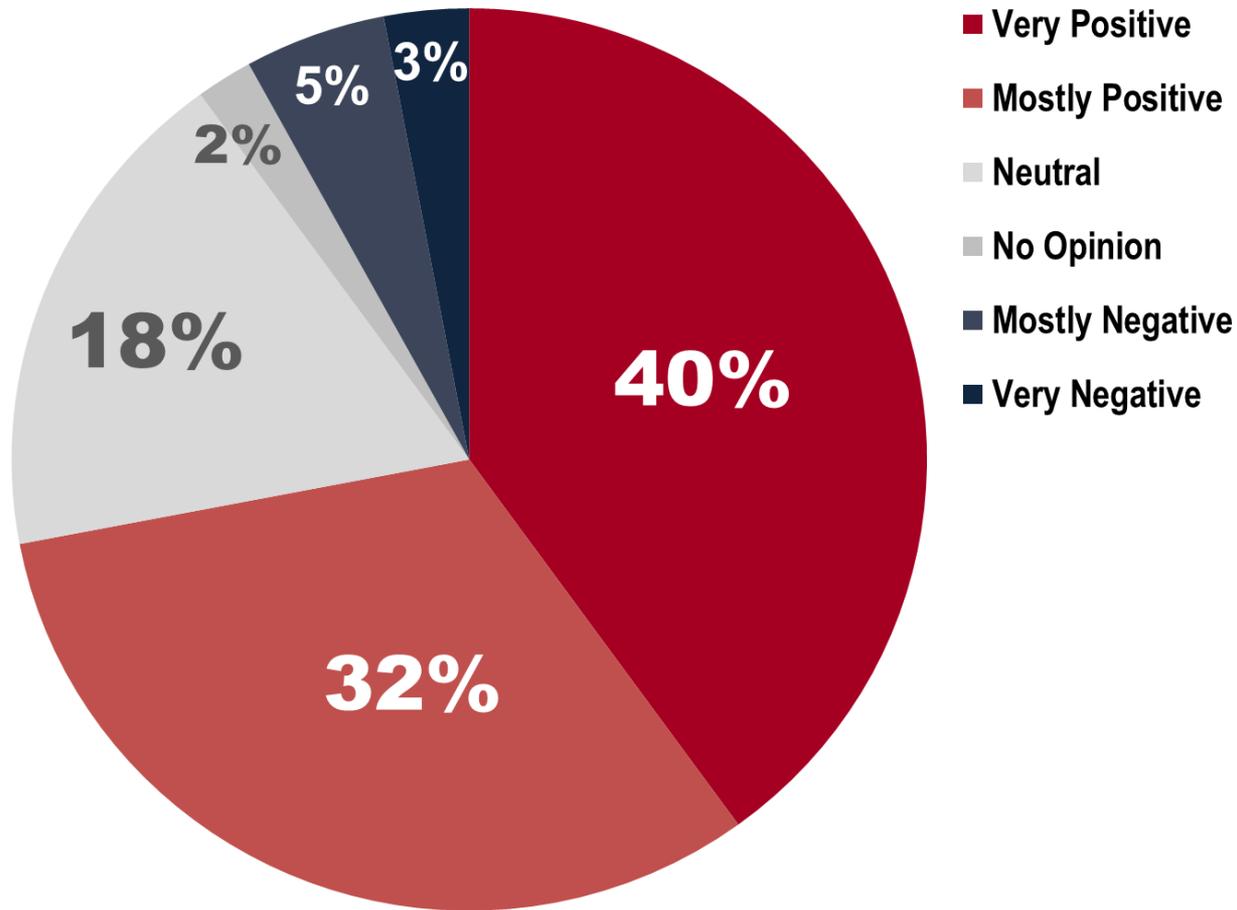
## DISADVANTAGES



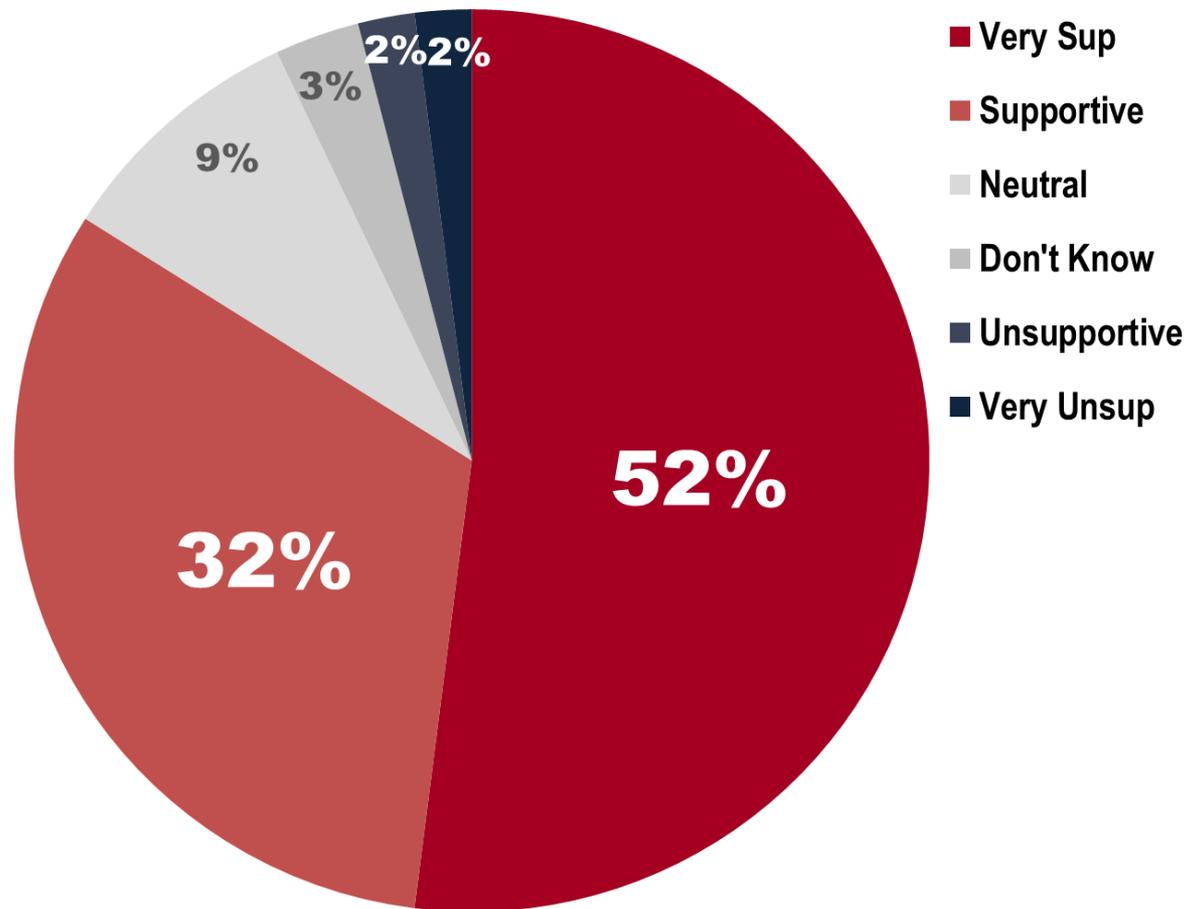
# Rate Significance of Issues



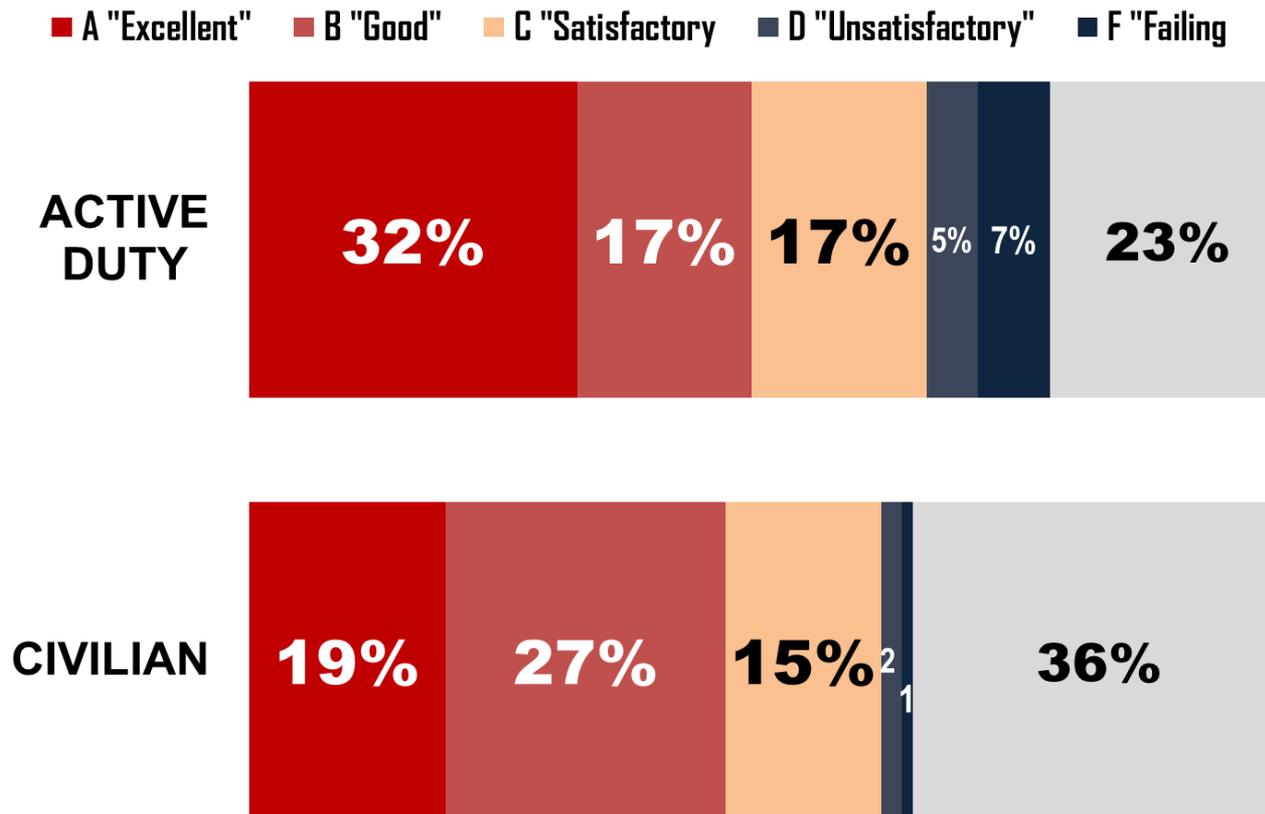
# Having JBLM Seen as Positive



# Neighbors Supportive of Service Members

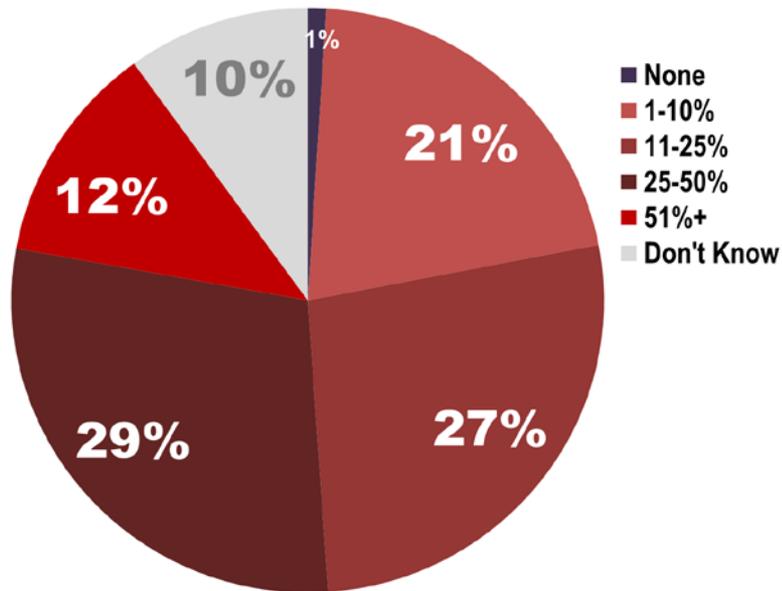


# Integrating Military Children into Local Classrooms

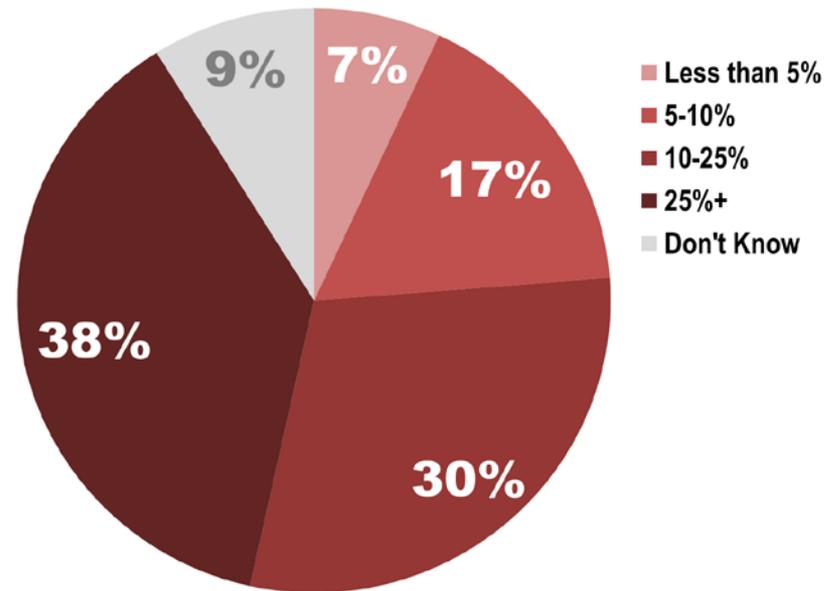


# Military Proportion of Population & Economy

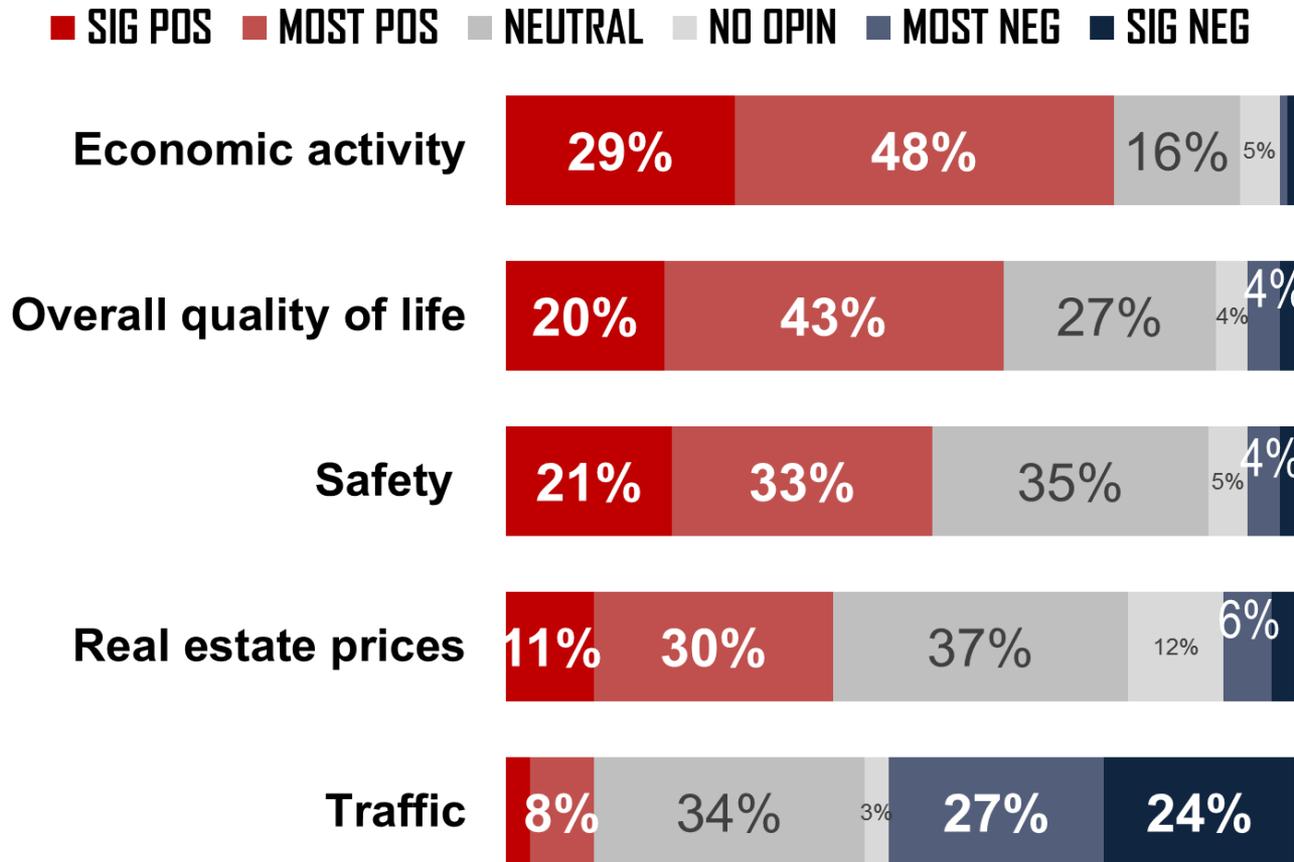
4 in 10 Estimated That More Than 25% of Their City Population is Military



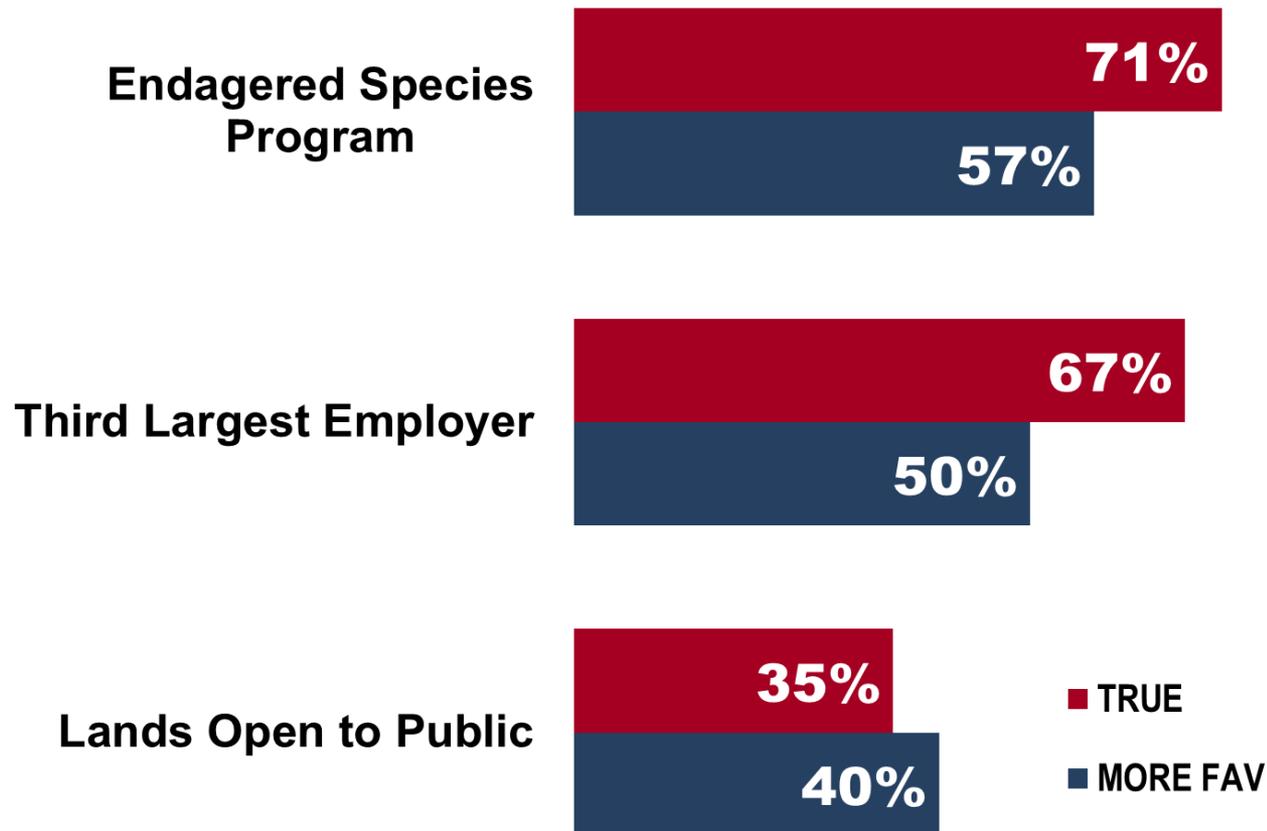
4 in 10 Estimated That More Than 25% of Their Community's Economy Depends on JBLM



# JBLM Has (mostly) Positive Impact

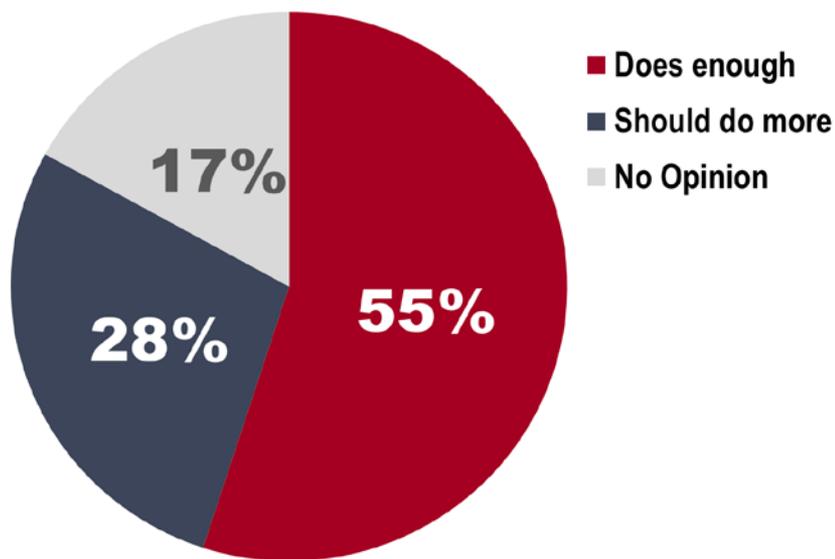


# Awareness, Impact of JBLM Programs

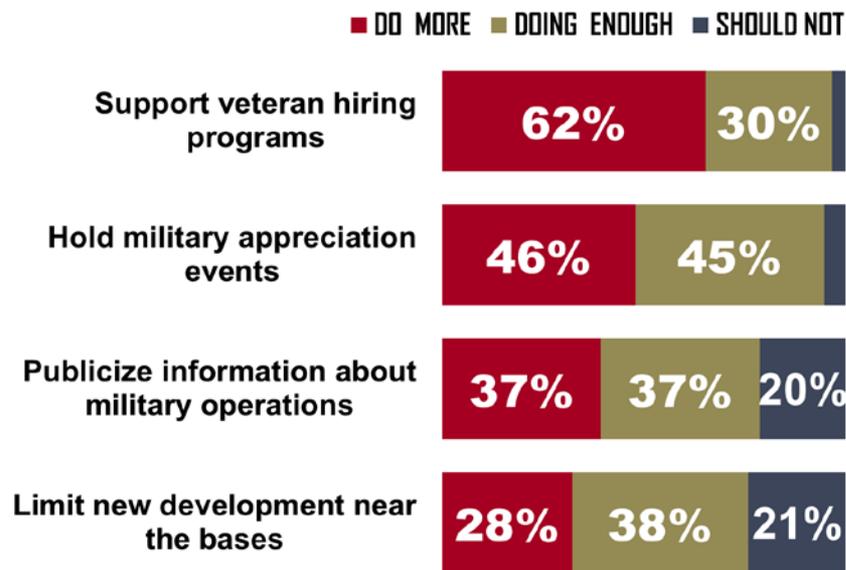


# Both JBLM, Communities “Doing Enough” to Improve Relations

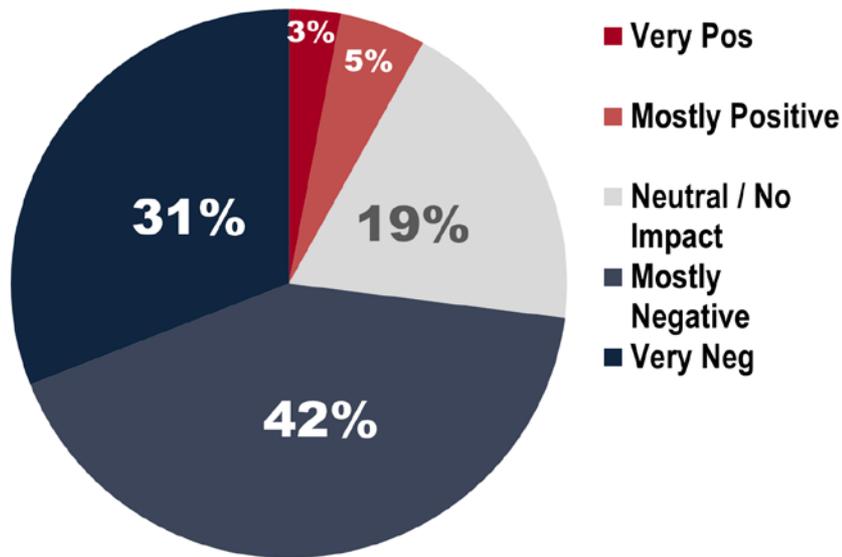
Does JBLM Do Enough to Minimize Impact on Communities?



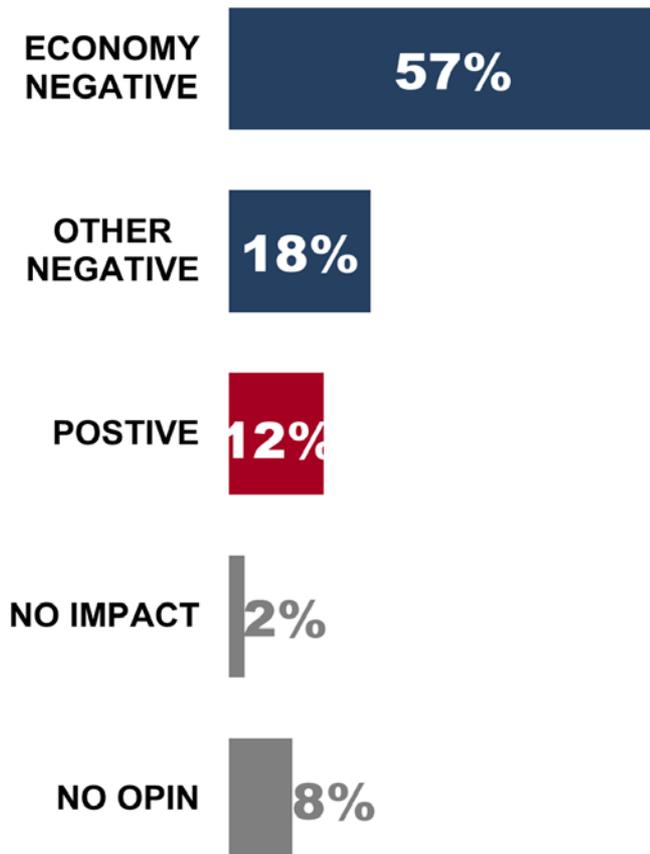
Should Communities Do More to Improve Relations with JBLM?



# 3/4 Said Drawdown Impacts Would Have Negative Impact



## Most Significant Impact

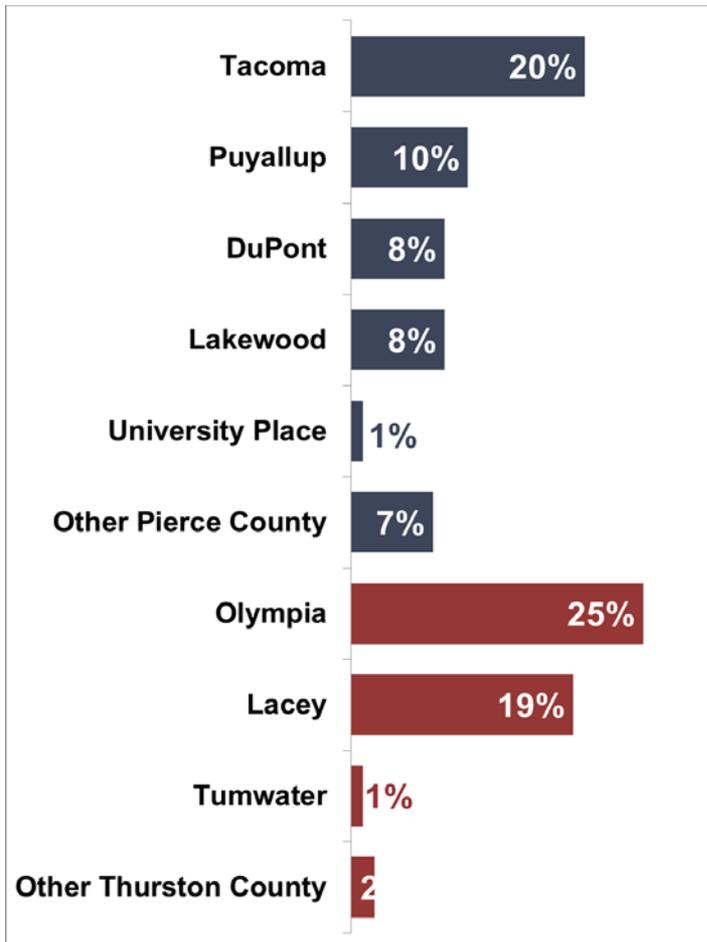


# **AREA EXECUTIVES SURVEY**

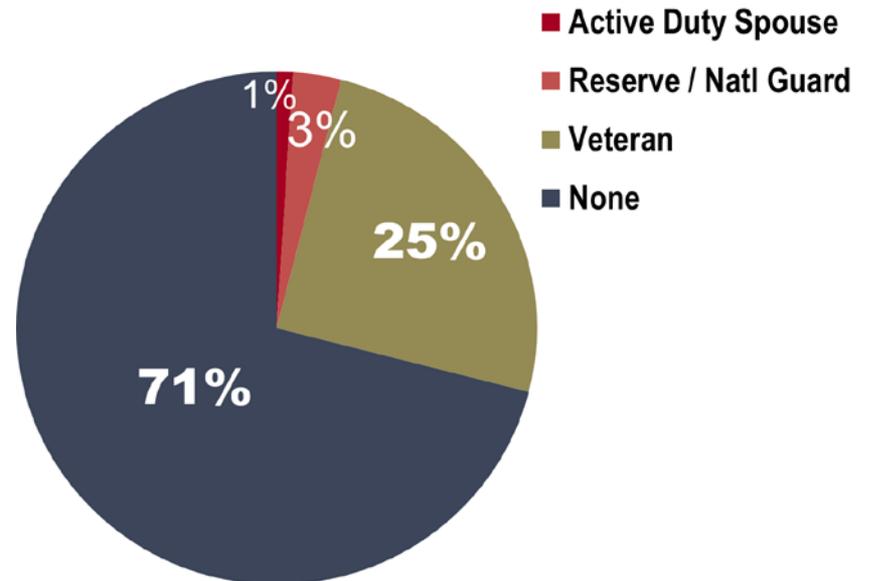
# SAMPLE PROFILE

- **54% in Pierce County,  
46% Thurston County**
- **64% Independent**
- **64% Fewer than 10 Employees**
- **63% in Business 10+ years**

# SAMPLE PROFILE

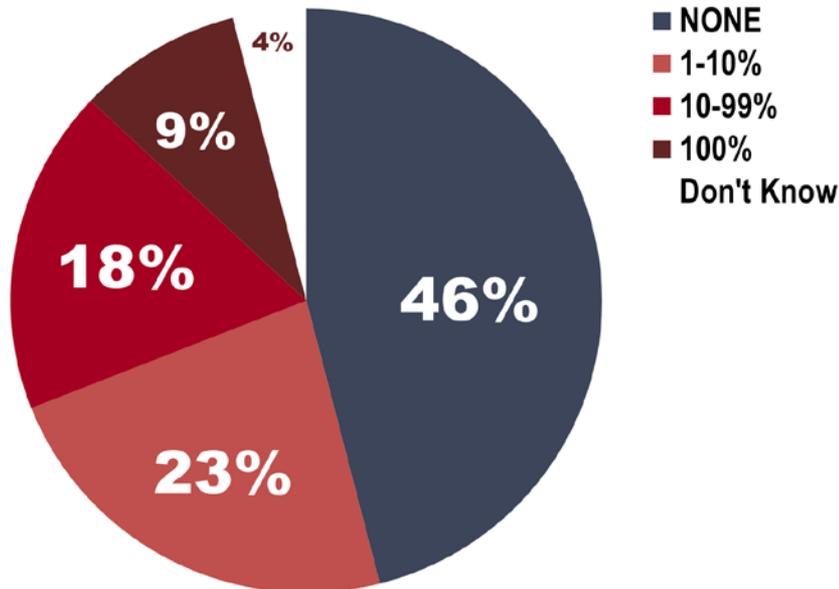


3 in 10 Respondents had Direct Connection to the Military

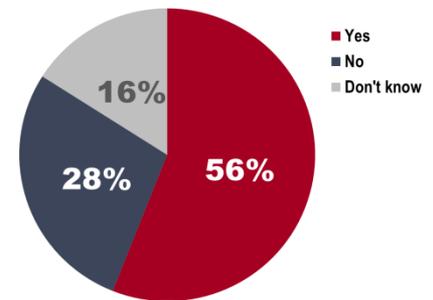


# Veteran Employment

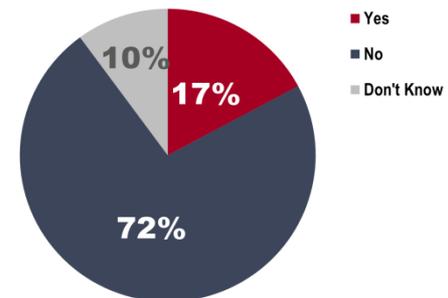
## Half of Enterprises Employ Veterans



## More Than Half of Enterprises Employing Veterans Report Having a Veteran Hiring Preference

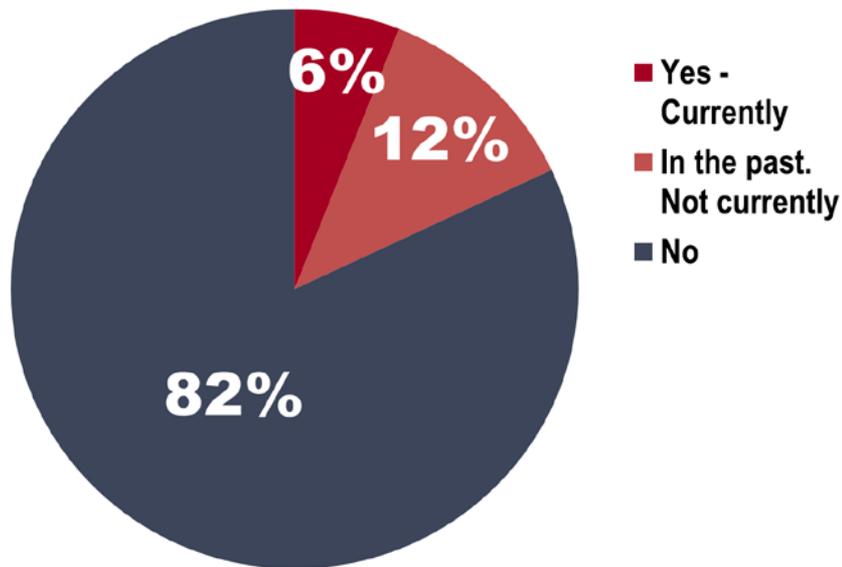


## 1 in 6 Businesses (17%) Participate in a Veteran Recruitment Program

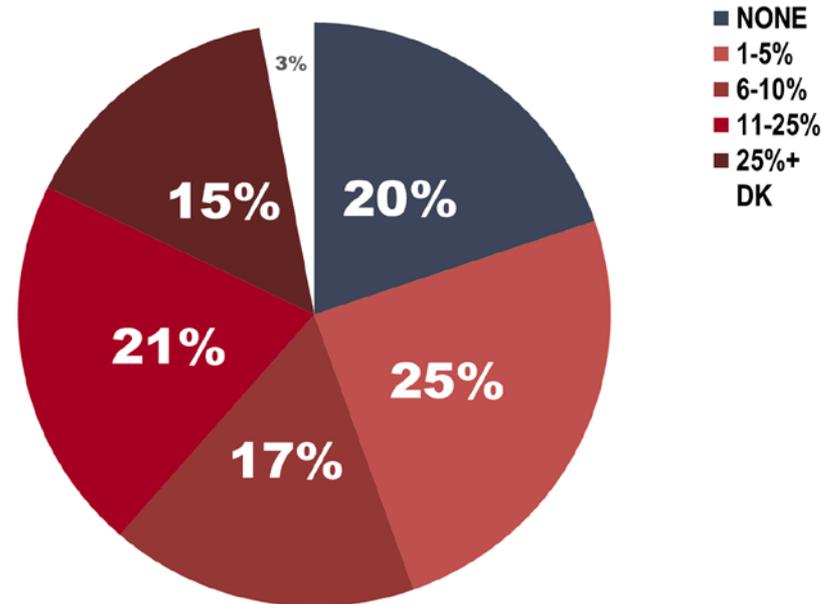


# Business Ties to JBLM

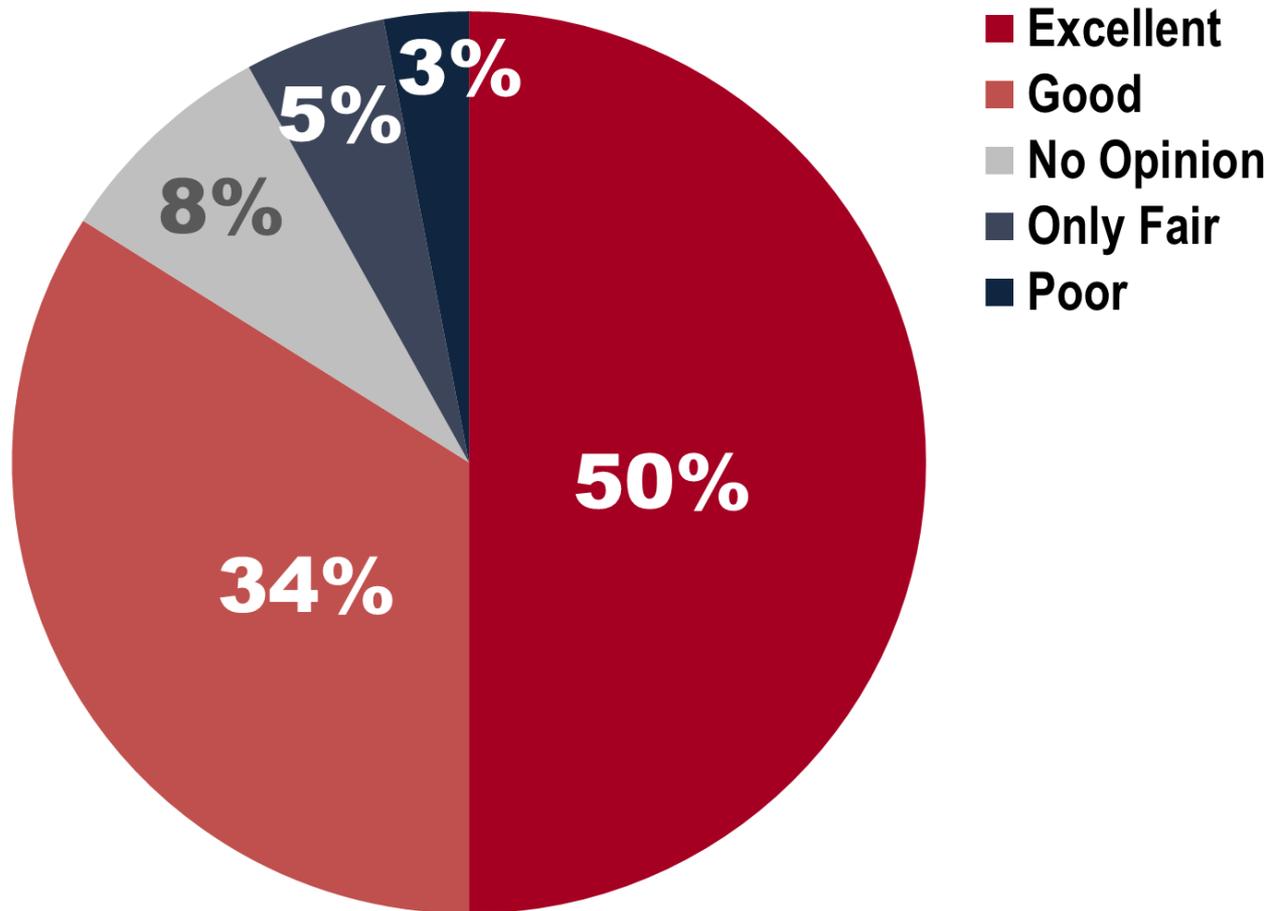
1 in 5 Responding Businesses have had JBLM Contracts (18%).



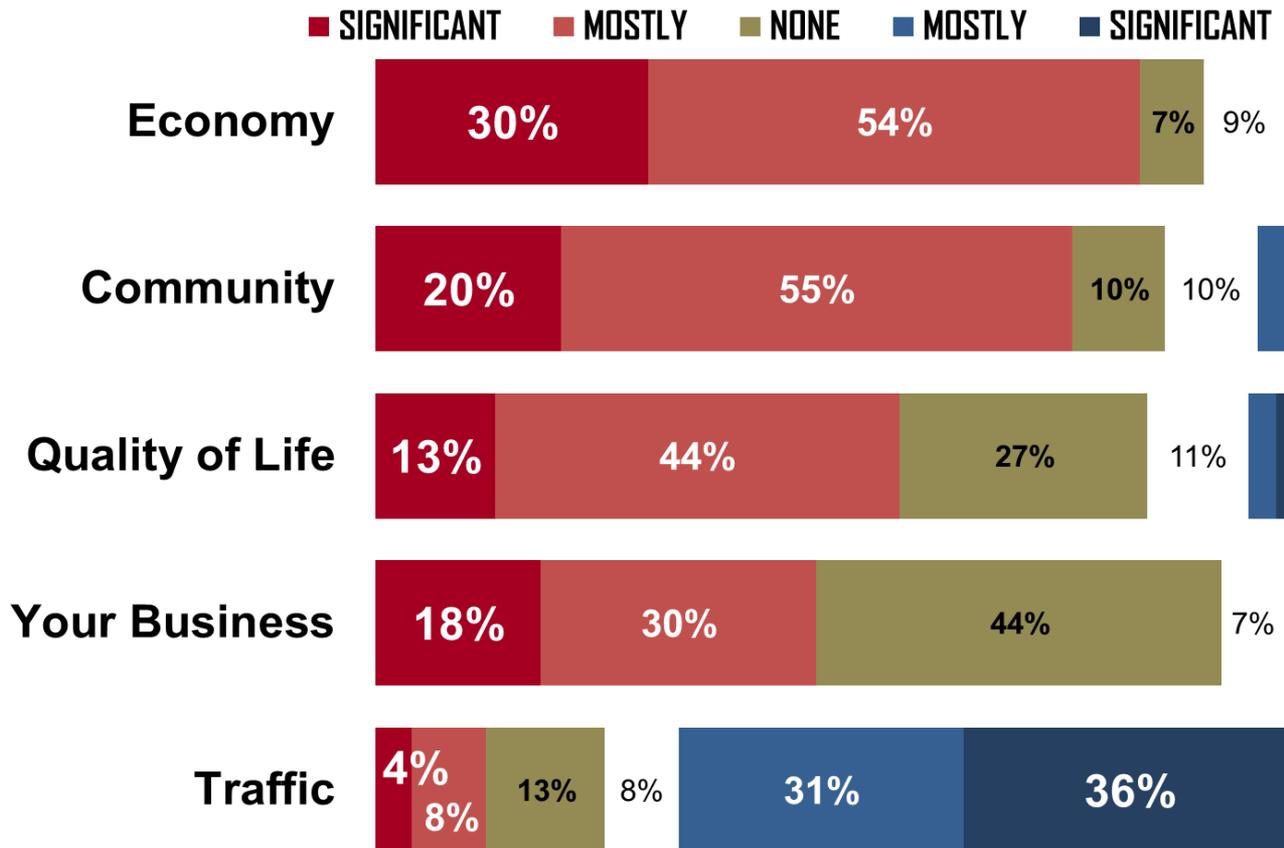
8 in 10 have JBLM-related customers or clients



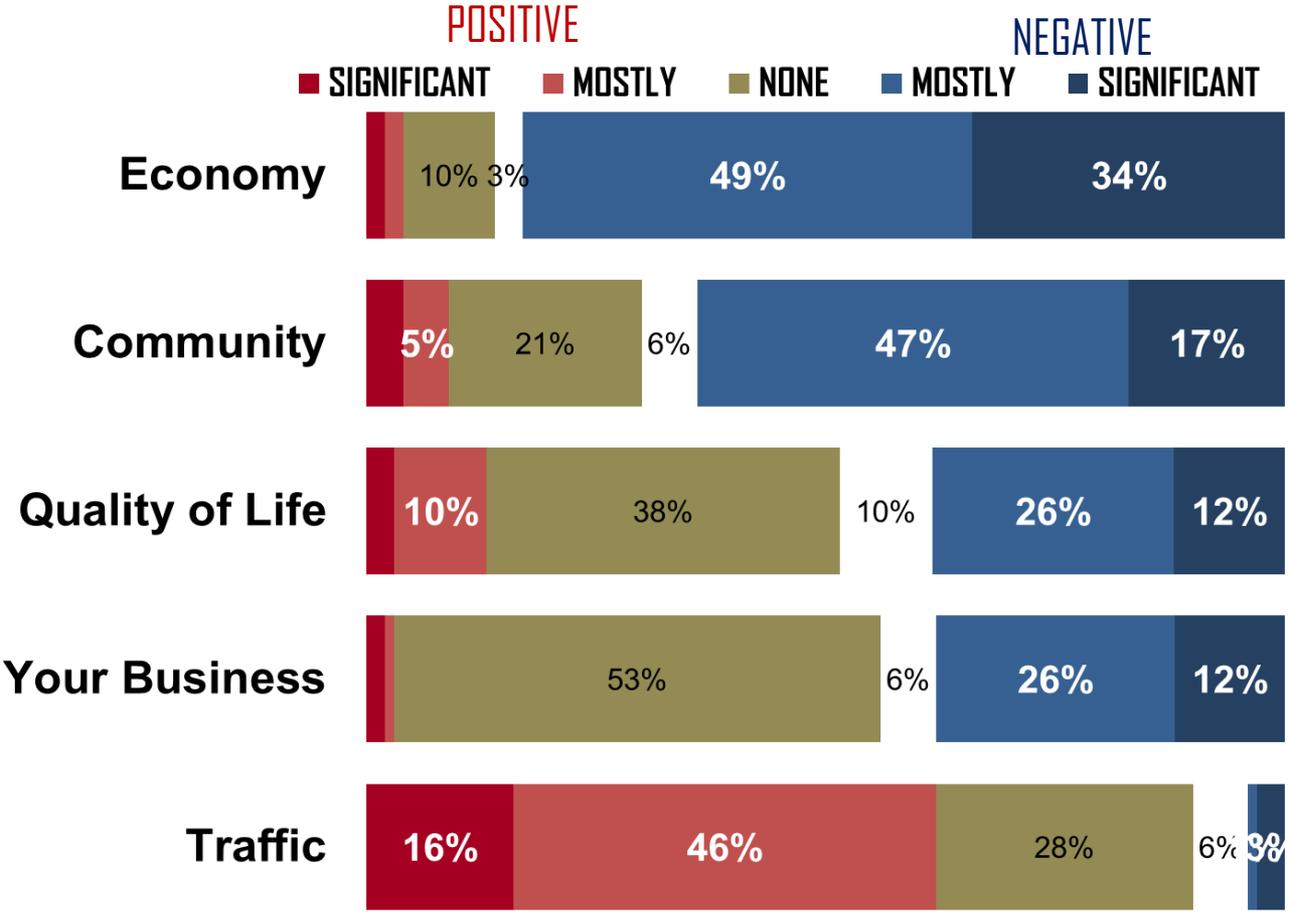
# JBLM Rated Excellent to Good Neighbor



# Impacts of JBLM Growth



# Anticipated Impacts of Drawdown



## I-5 Corridor Congestion

Overall, I-5 has not been widened in the study area since 1975, and is inadequate to meet today's demand. Between 1970 and 2010, the population of Washington State grew by 97 percent, Pierce County grew by 95 percent, and Thurston County grew by 228 percent.

The total population of Pierce County increased 13.5 percent from 700,818 in 2000 to 795,225 in 2010. Thurston County's total population increased 21.7 percent from 207,335 in 2000 to 252,264 in 2010.

The U.S. Census indicated that in 2000, the on-base population of JBLM was 19,089. JBLM reports that, as of June 2015, the on-base population stands at 23,700.

*Source: 2015 JBLM Joint Land Use Study*



To: Mayor and City Councilmembers

From: David Bugher, Assistant City Manager/Community & Economic Development Director

Through: John J. Caulfield, City Manager 

Date: November 16, 2016 (Regular Meeting)

Subject: Karwan Village Mobile Home Park

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**Proposed Action:** The City of Lakewood is poised to take enforcement action on the Karwan Village Mobile Home Park located at 2621 S 84<sup>th</sup> Street SW. The park pre-dates incorporation (1967). It is located in the Air Corridor 1 (AC2) zoning district. There are 43 units located on 4.5 acres. The units are a mix of manufactured housing units and recreational vehicles. Some of the manufactured units were built pre-1975 and cannot be moved. The park receives water from the Lakewood Water District. There are no public sewers. Sewer is provided by means of an existing septic system. About 120 people reside in the park.

**Background:** The park has a longstanding history with the police department. Numerous calls for service originate from this location. Police officers, when responding to calls, observed numerous property maintenance and garbage violations. These conditions were reported to the Community Service and Resource Team (CSRT).

CSRT, in cooperation with the property owner, conducted a property inspection on January 20, 2015. The inspection was exterior only. Prior to the inspection, the owner and the tenants had cleaned up sections of the park. Nevertheless, significant property maintenance violations remained. A letter was prepared, dated January 29, 2015. In the letter, the owner was directed to remove all outstanding violations by March 2, 2015.

In the meantime, CSRT was in transition. There was not sufficient follow-through on enforcement action. Once CSRT was stabilized, and another code officer was hired,

Karwan Village once again, became a topic of concern. The Community & Economic Development Department (CED) was requested to take action and close the park.

**Second Inspection:** Given the length of time since the last inspection CED requested a second inspection. Property owner was contacted and agreed to the second inspection. This inspection took place on October 20, 2015. The second inspection was more extensive than the first. Other public agencies were invited to participate in the inspection process.

Results from the inspection uncovered an extensive number of violations which is typical for mobile home parks of this vintage. The violations are best summarized as follows:

- 1) Illegal number of units located on the property;
- 2) Improper addressing;
- 3) Leaking private water system;
- 4) Units unlawfully connected to the park's water and sewer system;
- 5) Porches constructed illegally;
- 6) Inoperable vehicles;
- 7) Illegal conversion of a carport into a garage;
- 8) Unlawful connections to the park's electrical system;
- 9) Illegal business activity; and
- 10) Significant number of property maintenance violations of all kinds.

**Next Steps:** To-date, efforts of the park ownership to address the City's concerns have been half-hearted at best<sup>1</sup>. This situation places the City in the position to begin initiating aggressive enforcement action.

A draft Notice and Order has been prepared. The Notice would have the effect of closing the mobile home park for lack of a business license, in addition to the many outstanding zoning, building, and property maintenance violations. The draft Notice provides the owner with a six-month timeline to close the park. It further outlines the specific closure process: tenant relocation; removal of the manufactured and recreational units; and the boarding up and/or demolition of the remaining structures.

The City is not offering up tenant relocation assistance. However, if the owner would avail herself to the closure process provided under state statutes, funds are available through the Department of Commerce.

Should the park be closed, based on past experiences, many of the structures will be left behind. The City may find itself initiating a public nuisance abatement process. Estimated costs are about \$125,000.

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<sup>1</sup> The main problems with the park include an owner who is out of the country currently, deferred maintenance practices, undercapitalization, and lack of proper management.

City will likely use other enforcement mechanisms (civil infractions) to encourage action on the part of the owner. Additionally, the actions of the City are not necessarily unilateral; the owner can avail herself to appeal processes.

**Closing Comments:** It is anticipated that the owner or the park residents may desire to contact the members of the City Council or the media.

Closing a mobile home park via business licensing is a unique approach. City staff has reviewed relevant state RCWs. There is nothing in the state statutes to suggest the City's proposal is improper; however, out-of-the ordinary, yes.

City staff has been in contact with the Department of Commerce in advance of formal action. This state agency has authority for monitoring and providing financial assistance (when funds are available) regarding mobile home park closures. So far, they have not indicated Lakewood's pending actions violate state law.