



## LAKWOOD CITY COUNCIL STUDY SESSION AGENDA

Monday, May 23, 2016

7:00 P.M.

City of Lakewood

City Council Chambers

6000 Main Street SW

Lakewood, WA 98499

---

Page No.

### CALL TO ORDER

### ITEMS FOR DISCUSSION:

- ( 3) 1. Joint Planning Commission meeting. – (Work Plan)
- ( 5) 2. Review of 2016 Comprehensive Plan amendments schedule. – (Memorandum)
- ( 8) 3. Review of the 2015 International Code Council building code amendments. – (Memorandum)
- (28) 4. Review of the 2017-2018 human services funding strategies. – (Memorandum)
- (38) 5. Review of the parks and recreation cost recovery report. - (Memorandum)
- (60) 6. Review of mandatory sewer connections code amendments. – (Memorandum)

### REPORTS BY THE CITY MANAGER

### ITEMS TENTATIVELY SCHEDULED FOR THE JUNE 6, 2016 REGULAR CITY COUNCIL MEETING:

- 1. Youth Council recognition.
- 2. Proclamation recognizing the Ray Evans Fishing Derby.

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

<http://www.cityoflakewood.us>

*The Council Chambers will be closed 15 minutes after adjournment of the meeting.*

3. Proclamation recognizing Lakes High School students as the #40 Best High School Award recipient in the state by U.S. News & World Report. – *Ms. Hollee Foster, ASB President, Lakes High School*
4. Appointing a member to the Public Safety Advisory Committee. – (Motion – Consent Agenda)
5. Appointing a member to the Community Services Advisory Board. – (Motion – Consent Agenda)
6. Appointing a member to the Lakewood Arts Commission. – (Motion – Consent Agenda)
7. This is the date set for a public hearing on the 2017-2022 Six Year Transportation Improvement Program. – (Public Hearings and Appeals – Regular Agenda)
8. Adopting the 2015 International Code Council building code amendments. – (Ordinance – Regular Agenda)
9. Amending Section 12A.15.060 of the Lakewood Municipal Code relative to mandatory sewer connections. – (Ordinance – Regular Agenda)

## **COUNCIL COMMENTS**

## **ADJOURNMENT**

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

<http://www.cityoflakewood.us>

*The Council Chambers will be closed 15 minutes after adjournment of the meeting.*



## 2016 Lakewood Planning Commission Work Plan and Significant Accomplishments<sup>1</sup>

### Planning Commission Members:

Don Daniels, Chair

Connie Coleman-Lacadie

Robert Pourpasand

Christopher Webber

Robert Estrada, Vice Chair

James Guerrero

John Paul Wagemann

### City Council Liaison:

Paul Bocchi

### Staff Support:

David Bugher, Assistant City Manager Development Services

Courtney Casady, Assistant to the City Manager/Management Analyst

Planning Manager, Frank Fiori

Karen Deveraux, Administrative Assistant

### Meeting Schedule:

First & third Wednesdays of every month at 6:30 PM, City Council Chambers

### Background:

The Planning Commission provides citizen review and recommendations to the Lakewood City Council regarding the community's comprehensive plan, and local land use regulations, such as the shorelines, critical areas, zoning, and subdivision code.

### 2015 Accomplishments:

- 2015 comprehensive plan amendments
- Cottage housing regulations
- Annual housing report
- Review of the Joint Base Lewis McChord (JBLM) Joint Land Use Study (JLUS)
- Revised floodplain and critical areas ordinance amendments

### 2016 Work Plan:

- Motor Avenue design project
- Satellite parking recommendation(s) to the City Council
- Six-year transportation & improvement plan

---

<sup>1</sup> Required under LMC, Chapter 2.68, Section 2.68.010.

- Initial review of revised Title 18A land use and development regulations (organization and structure)
- Initial review of low impact development regulations
- 2016 comprehensive plan amendments
  - Establish a Planned Development (PD) Overlay Zone (applicable in any zoning district > 2 acres in size).
  - Delete satellite parking lots, Section 18A.50.550 F.
  - Delete Section 18A.2.810 (A.) (5.): ~~Public/institutional uses previously within the Public/Semi Public Institutional future land use designation and Public Institutional zoning district which have been redesignated and rezoned in anticipation of surplus sale or other action intended to result in ownership transition to a non public entity. Existing uses shall be considered conforming for regulatory purposes until the ownership transfer is complete.~~
  - Incorporate JLUS land use policies into the Comprehensive Plan.
  - Proposed comprehensive plan and zoning open space land use map changes for the recently acquired lands in Springbrook Park and the City's stormwater retention basin property.
  - Proposed Pierce County comprehensive plan/zoning map amendments (47th Avenue SW; P/I to TOC) ;
- Pursuant to the Puget Sound Regional Council Comprehensive Plan certification process, incorporate revised planning policies into the City's Comprehensive Plan:
  - Promulgate a subarea plan for Lakewood's regional center.
  - Add strategies for reducing emissions through transportation demand management.
  - Expand upon Comprehensive Plan Policy LU-46.3 (Supporting active living and healthy communities).
  - Implement multimodal level-of-service standards.
- Subarea planning
- Annual housing report
- Privately initiated zoning text amendment in the IBP zoning district to allow large-scale industrial warehouse development subject to an administrative use permit



To: Mayor and City Councilmembers

From: David Bugher, Assistant City Manager, Development Services

Through: John J. Caulfield, City Manager *John J. Caulfield*

Date: May 23, 2016 (City Council Study Session)

Subject: 2016 Comprehensive Plan Amendments Schedule

---

Attached to this memorandum, the City Council will find a schedule for the 2016 Comprehensive Plan Amendments. Work has already begun on some of the proposals.

It is the intent of the Community and Economic Development Department to have the majority of the work completed by June. Thereafter, the City begins a 60-day comment period to outside agencies. It is anticipated that all comments would be received by the end of August.

The Planning Commission begins the public hearing process and makes recommendations by September.

By October, the City Council receives the Commission's record, holds its own public hearing, and takes action by November 7. The schedule has been arranged so that the proposed comprehensive plan amendments remain separate from the biennial budget process.

When reviewing the schedule, please note that there are Planning Commission dates left blank. This schedule was prepared specific to the proposed comprehensive plan amendments. These blank dates will be filled with other work items, namely the Motor Avenue design project, low-impact development regulations, preliminary review of Title 18A amendments (the actual amendments will take place in 2017), subarea planning, text amendments to the IBP zone, and the annual housing report.

Attachment:  
Schedule

## **2016 Comprehensive Plan Adoption Schedule**

### **April through June, 2016 - precursors prior to Planning Commission consideration/action:**

1. Meet with PSRC staff regarding preliminary approvals for proposed comprehensive plan amendments in relation to PSRC's recent conditional certification.
2. Meet with SSMCP staff regarding proposed Joint Land Use Study comprehensive land use policies.
3. Prepare SEPA analysis.
4. Prepare preliminary staff report.
5. Prepare public notification documents.
6. Develop a draft ordinance containing the following items:
  - Draft planned unit development regulations;
  - Delete Section 18A.50.550 F (satellite parking);
  - Delete Section 18A.2.810 (A.) (5.) (nonconforming P/I uses);
  - Revised Joint Land Use Study comprehensive land use policies;
  - Proposed comprehensive plan and zoning maps (Springbrook Park & City's storm water retention basin property);
  - Proposed Pierce County comprehensive plan/zoning map amendments (47<sup>th</sup> Avenue SW; P/I to TOC) ;
  - Revised PSRC comprehensive plan certification policies.
7. Submit draft ordinance to Department of Commerce and JBLM to initiate early review and consultation (need 60 days minimum).

### **Planning Commission regular meeting July 6 (meeting to be canceled)**

### **Planning Commission regular meeting July 20**

### **Planning Commission regular meeting August 3**

### **Planning Commission regular meeting August 17**

### **Planning Commission regular meeting September 7**

Planning Commission conducts a public hearing on the 2016 comprehensive plan amendments (may continue the hearing to September 21).

### **September 21**

Planning Commission makes recommendations.

### **City Council study session October 10**

City Council receives the Planning Commission's recommendations and record.

### **City Council regular meeting October 17**

City Council conducts a public hearing on the 2016 comprehensive plan amendments.

<b>2016 Comprehensive Plan Adoption Schedule</b>
--

<b>City Council regular meeting November 7</b>
--

City Council adopts the 2016 comprehensive plan amendments.
---



To: Mayor and City Councilmembers

From: Leonard Yarberry, Building Official &  
David Bugher, Assistant City Manager, Development Services

Through: John J. Caulfield, City Manager *John J. Caulfield*

Date: May 23, 2016 (Study Session)

Subject: Adoption of the 2015 editions of the International Code Council (ICC), and other related codes as specified in Chapter 19.27 of the Revised Code of Washington (RCW)

---

**Introduction** - Washington State adopts and enforces building codes promulgated by the International Code Council (ICC). The State Building Code Council (SBCC) was created to advise the Legislature on building code issues and to develop the building codes used in Washington State. These codes help to ensure buildings and facilities constructed in the state are safe and healthy for building occupants, accessible to persons with disabilities and the elderly, and energy efficient. The ICC family of codes is amended on a 3-year cycle with the 2015 codes being the most recent.

**Mandatory Codes** - The Washington State Building Code Council has adopted, with amendments, the newest versions (2015) of the following codes. These are effective statewide on July 1<sup>st</sup> of 2016.

- 2015 International Building Code (Ch. 51-50 WAC),
- 2015 International Residential Code (Ch. 51-51 WAC),
- 2015 International Mechanical Code (Ch. 51-52 WAC),
- 2015 International Fire Code (Ch. 51-54A WAC),
- 2015 Uniform Plumbing Code (Ch. 51-56 WAC),
- 2015 International Energy Conservation Code (Ch. 51-11C and 51-11R WAC);

**Supplemental International Codes** - Along with the mandatory code amendments, City staff is recommending that the City Council adopt, with amendments, the:

- 2015 International Property Maintenance Code.

Previous versions of this code have been adopted. The proposed amendments make it a more useable document for the City and blends in our current abatement of dangerous and unsafe buildings procedures, so only one single coordinated document is needed for that work.

**Local Code Amendments:** Lakewood and Fire District staff are also proposing local construction code amendments; these are contained in the draft ordinance, attached to this memorandum. The majority (90%+) of the amendments are carried over from the previously approved amendments to the 2012 codes. The proposed ordinance is totally rewritten from the 2012 version in order to be easier to use and to eliminate redundant and unnecessary language.

**Fiscal Impact** - The fiscal impact on the City is negligible since permit fees are used to cover the costs of building code administration.

ORDINANCE NO. \_\_\_\_\_

An Ordinance of the City Council of the City of Lakewood, Washington, amending Title 15A of the Lakewood Municipal Code (LMC) to reflect the adoption of the 2015 editions of the International Code Council (ICC), and other related codes as specified in Chapter 19.27 of the Revised Code of Washington (RCW).

WHEREAS, Title 15A LMC must be updated to reflect the new code adoption and amendments to the State Building Code established by RCW Chapter 19.27 and found in Title 51 of the WAC, and which become effective statewide on July 1, 2016;

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

Section 1: A new section, 15.05.010 of the Lakewood Municipal Code, entitled, "Purpose," is created to read as follows:

The purpose of the codes and regulations adopted in this title is to provide minimum standards to safeguard life, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within the city of Lakewood. It is not the purpose or intent to create or designate any particular class or group of persons to be especially protected or benefited, nor is it intended to create any special relationship with any individual.

Section 2: A new section, 15.05.020 of the Lakewood Municipal Code, entitled, "Codes Adopted by Reference," is created to read as follows:

The following codes, as herein adopted and further amended, shall be collectively known as the Lakewood Building Code.

- A. The 2015 edition of the International Building Code (IBC), including Appendix Chapters E, G, J and I, published by the International Code Council and amended by the Washington State Building Code Council in chapter 51-50 WAC, is hereby adopted by reference and as subsequently amended by this chapter.
- B. The 2015 edition of the International Residential Code (IRC) excluding sections R103, R104, R105, R106, R107, R108, R109, R110, R111, R112, R113, R114, but including Appendices F, G, R and S, as published by the International Code Council and as adopted and amended by the Washington State Building Code Council in chapter 51-51 WAC, is hereby adopted by reference and as subsequently amended by this chapter.

- C. The 2015 edition of the International Mechanical Code (IMC) published by the International Code Council amended by the Washington State Building Code Council in chapter 51-52 WAC; including the 2015 International Fuel Gas, the 2011 edition of NFPA 58 and the 2012 edition of ANSI Z223.1/NFPA 54 as amended by the Washington State Building Code Council, are hereby adopted by reference and as subsequently amended by this chapter.
- D. The 2015 edition of the International Fire Code (IFC), including Appendix chapters B,C,D (sections 105 & 106), E, F and G, published by the International Code Council amended by the Washington State Building Code Council in chapter 51-54A WAC, is hereby adopted by reference and is subsequently amended by this chapter.
- E. The 2015 edition of the Uniform Plumbing Code, including Appendices A, B and I, published by the International Association of Plumbing and Mechanical Officials amended by the Washington State Building Code Council in chapter 51-56 WAC, is hereby adopted by reference and is subsequently amended by this chapter.
- F. The 2015 edition of the International Energy Conservation Code, as amended by the Washington State Building Code Council in chapters 51-11C and 51-11R WAC and known as the Washington State Energy Code, is hereby adopted.
- G. The 2015 edition of the International Existing Buildings Code, published by the International Code Council and amended by the Washington State Building Code Council in chapter 51-50 WAC, is hereby adopted.
- H. The 2015 edition of the International Performance Code, published by the International Code Council, is hereby adopted.
- I. The 2015 edition of the International Property Maintenance Code, published by the International Code Council, is hereby adopted.

Section 3: A new section, 15.05.030 of the Lakewood Municipal Code, entitled, "Copy on File," is created to read as follows:

At least one copy of each of the adopted codes identified in section 15.05.020 shall be on file in the Office of the City Clerk.

Section 4: A new section, 15.05.040 of the Lakewood Municipal Code, entitled, "Administrative Provisions," is created to read as follows:

The administrative provisions as specified in Chapter 1 of the International Building Code as adopted and subsequently amended by this title shall be used as the general administrative provisions for the Lakewood Building Code. In case of a conflict of provisions the building official shall determine the applicable application.

Section 5: A new section, 15.05.060 of the Lakewood Municipal Code, entitled, “Amendments to International Building Code,” is created to read as follows:

The following sections of the IBC are amended as follows:

- A. **105.2 Work exempt from permit**, item #4, is amended to read as follows:  
Retaining walls which are not over 4 feet (1,219 mm) in height measured from the bottom of the footing to the top of the wall, provided the wall is set back from any adjacent property lines or structures a distance at least equal to the height of the wall and the material retained by the wall slopes 1:2 (or less) up and away from the wall, unless supporting a surcharge or impounding Class I, II or II-A liquids.
- B. **105.8 Ownership of permits**, add a new section to read as follows:  
The ownership of a City of Lakewood permit shall incur to the property owner. The permit applicant is an agent of the owner, if not the property owner.
- C. **107.3.4 Design professional in responsible charge**, is amended by the addition of the following paragraph (remainder unaffected):  
The preparation of plans for any building or structure containing five or more residential dwelling units or doing design work including preparing construction contract documents and administering the construction contract for construction, erection, enlargement, alteration, or repairs of or to a building of any occupancy over 4,000 square feet in floor area, or a project that impacts life safety or structure that is contained within a building of over 4,000 square feet in floor area
- D. **109.4 Work commencing before permit issuance**, is amended to read as follows:  
Any person who commences work on a building, structure, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to an investigation fee equal to the permit fee, The investigation fee may be based upon an hourly cost if determined appropriate by the building official.
- E. **109.6 Refunds**, is amended to read as follows:  
The building official may authorize a refund of: one hundred percent (100%) of any fee paid erroneously; up to eighty percent (80%) of the permit fee for a permit that is withdrawn, if no work has been done under the permit; and up to eighty percent (80%) of the plan review fee paid when an application is withdrawn prior to any plan review having been done. No refund shall be authorized except on written application filed by the original applicant not later than one hundred eighty days after the date of the fee payment.
- F. **111.2 Certificate issued**, is amended to read:  
After the building official inspects the building or structure and finds that it is in compliance with the applicable codes and regulations, the building official shall

cause to be issued a Certificate of Occupancy on a form developed by the City to display the information pertinent to identify the facility and code requirements.

G. **Section 113 Board of Appeals**, is renamed **Appeals** and reads as follows:

**113.1 Authority and Limitations.** The hearing examiner system established by LMC 1.36 shall be authorized to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code. Any reference, in the adopted codes, to a board of appeals shall be read as 'hearings examiner.

**113.2 Limitations on Authority.** An application for appeal shall be based on a claim that the true intent of this code has not been correctly interpreted, or the provisions do not fully apply, or an equally good or better form of construction is proposed. The hearings examiner shall have no authority to waive requirements of this code. The examiner is not authorized to interpret or decide on administrative provisions contained in chapter 1.

**113.3 Further Appeal to Superior Court.** The decision by the Hearing Examiner under this Title shall be final and conclusive unless within twenty-one (21) days from the date of the decision, a party makes application to a court of competent jurisdiction for a writ of certiorari, a writ of petition or a writ of mandamus, or other applicable relief.

H. **Section 114.4 Violation penalties**, is amended to read as follows:

Any violation of a provision of the Lakewood Building Code is a misdemeanor, punishable by imprisonment for a term of up to ninety (90) days, by a fine of up to one thousand dollars (\$1,000), or by both.

I. **Section 202 Definitions.** Add a definition of Major Improvement that reads:

**Major improvement** means all improvements to a structure (excluding normal maintenance and repair and life/safety improvements) which within a 72-month period exceeds a cumulative value of 50 percent of the current county assessed value of the structure. The value of improvements shall be as determined by the building official.

J. **901.7 Fire Areas**, is revised to read as follows:

Where buildings, or portions thereof, are subject to the fire protection provisions of this chapter the use of fire walls, fire barriers or other means to divide fire area in order to not exceed the limits established for requiring a fire protection system in accordance with this chapter are prohibited.

K. **903.2 Where required.** is amended to read as follows:

Approved automatic sprinkler systems shall be provided in all newly constructed buildings and in existing buildings undergoing a *Major Improvement*, which exceed 5,000 square feet in floor area and houses A, B, F, M or S occupancies, .

Additionally, automatic sprinkler systems shall also be provided in any of the other situations described in 903.2., as required under WAC 51-50 and/or as follows:

*Exceptions:*

- 1) *F-2 and S-2 occupancies of type IA, IB, IIA, IIB, IIA, IIIA or IIIB less than 12,000 square feet in area, unless required by other provisions of the code.*
- 2) *B occupancies located on a floor other than level of exit discharge that serves other occupancies are not allowed the use of the 5,000 square foot threshold.*

L. **903.2.7 Group M.** section 903.2.7 item #4 is revised to read:

4. A Group M occupancy used for the display of upholstered furniture.

M. **903.2.13** A new section 903.2.13 is added and reads as follows:

Spray booths and rooms. New and existing spray booths and spray rooms shall be protected by an approved automatic fire-extinguishing system

N. **903.3.1.1.1 Exempt locations.** section 903.3.1.1.1 is amended by deletion of items 4,5 and 6.

O. **912.2 Location.** Section 912.2 is amended to read as follows:

With respect to hydrants, driveways, buildings and landscaping, fire department connections shall be so located that fire apparatus and hoses connected to supply the system will not obstruct access to the building(s) for other fire apparatus. Fire department connections shall not be located closer than 50 feet from the structure or 1 ½ times the building height, whichever is greater. The location shall be approved by the fire code official.

Section 6: A new section, 15.05.070 of the Lakewood Municipal Code, entitled, “Amendments to International Residential Code,” is created to read as follows:

The following sections of the International Residential Code are amended as follows:

A. Table R302.2(1) Climatic and geographical design criteria, is amended to read as follows:

Ground snow load	25 lbs. per sq. ft.
Wind speed (gusts)	85 mph exposure B
Seismic Design Category	D1
Subject to damage from weathering	Moderate
Frost line depth	12 inches
Termite	Slight to moderate
Decay	Slight to moderate

Winter design temperature	26 degrees Fahrenheit
Ice shield underlayment required	No
Flood hazards	Current FEMA map
Air freezing index	Not applicable
Mean annual temperature	50 degrees Fahrenheit

Section 7: A new section, 15.05.010 of the Lakewood Municipal Code, entitled, “Amendments to International Fire Code,” is created to read as follows:

The following sections of the International Fire Code are amended as follows:

- A. **104.1.1 Coordination with other departments.** a new section 104.1.1 is added to read as follows:  
When requested and authorized to do so by the fire code official, the chief of police may assign such available police officers and the code compliance supervisor may assign such available code compliance officers as may be necessary to assist the community development department and/or the fire department in enforcing provisions of this code.
- B. **104.1.2 Inspection authority.** a new section 104.1.2 is added to read as follows:  
The fire code official and members of the fire prevention division have limited police powers for the purpose of enforcing the International Fire Code. Such powers shall include the ability to issue verbal and written notices of violation, to determine appropriate times within which violations shall be removed or repaired, to issue infraction and criminal citations for violations of the International Fire Code and all applicable state and local fire regulations, and to enter, as necessary, buildings and premises for the purposes of inspection as necessary to and as described within the International Fire Code.
- C. **104.1.3 Special limited commission.** a new section 104.1.3 is added to read as follows:  
The scope of the special limited commission herein shall not grant the fire code official or any member of the fire prevention bureau any power of arrest and this special limited commission shall not grant any member, of the fire prevention division, authority to carry firearms or other weapons while conducting activities related to enforcement of the International Fire Code.
- D. **105.6.50 Special operation permit.** a new section 105.6.50 is added to read as follows:  
The fire code official is authorized to require and issue a special operational permit for any operation determined to have the potential for presenting a hazardous condition. The operational permit will provide the ability to track and monitor the situation.

- E. **105.7.20 Underground supply piping for automatic sprinkler system.** is amended to read as follows:  
A construction permit is required for the installation of the portion of the underground water supply piping, public or private, supplying a water-based fire protection system. The permit shall apply to all underground piping and appurtenances downstream of the first control valve on the lateral piping or service line from the distribution main to one foot above finished floor of the facility with the fire protection system. Maintenance performed in accordance with this code is not considered to be a modification and does not require a permit.  
Exception:  
1. Underground piping serves a fire protection system installed in accordance with NFPA 13D.
- F. **107.2 Testing and operation.** is amended to read as follows:  
Equipment requiring periodic testing or operation to ensure maintenance shall be tested or operated as specified in this code and references. To ensure all fire and life safety systems are free of deficiencies and current on testing the fire code official may utilize a third party confidence testing coordination and tracking method
- G. **110.5 Securing property.** a new section 110.5 is added to read as follows:  
The owner, occupant or other person having under his/her control any property or materials on a property damaged by fire or explosion shall, when ordered by the chief, immediately secure the property against entry or unauthorized access by the public, by boarding up all openings, fencing, barricading or utilizing other appropriate measures.
- H. **113.3 Work commencing before permit issuance.** is amended to read as follows:  
A person who commences any work, activity or operation regulated by this code before obtaining the necessary permits shall be subject to double the fees identified for such work, activity or operation as set forth in the adopted City fee schedule.
- I. **113.6 Non-profit organizations.** a new section 113.6 is added to read as follows:  
Operational permits submitted by non-profit organizations will be charged fifty percent of fees. Non-profit organizations are organizations that have established a non-profit exemption from the Internal Revenue Service.
- J. **113.7 Permit re-inspection fee.** a new section 113.7 is added to read as follows:  
All initial fees include two field inspections. Inspections required in excess of two may incur additional fees. Re-inspections fess must be paid prior to scheduling an inspection
- K. **202 General Definitions.** is amended as follows:  
The term of **False Alarm** is revised to read as follows:

A fire alarm causing emergency response by the fire department, which was initiated by one of the following:

1. A fire alarm system malfunction.
2. Improper maintenance of a fire alarm or an automatic fire suppression system.
3. Improper use or misuse of a fire alarm system or an automatic fire suppression system.
4. Damage to a fire alarm system or automatic fire suppression system due to carelessness while performing other procedures in the building.
5. The initiation of a fire alarm system during construction, painting, or other procedure in which care should have been taken to protect initiating devices from sending a false signal

The term **Fire Apparatus Access Road** is renamed **Emergency Vehicle Access**.

- L. **319 False Alarms.** add a new section to read:  
False alarms causing response by emergency response shall be managed in accordance with 319.1 and 319.2.
- M. **319.1 False Alarm Complaints.** False alarm complaints shall be filed with the Fire Prevention Division by either the responding fire companies or by the Fire Communication Center.
- N. **319.2 Notification and invoicing.** Upon receiving and verifying the validity of a false alarm complaint, the fire code official will notify the owner or manager of the premises to take corrective measures to eliminate problems causing the false alarms. The notice will state that future false alarms at the referenced address occurring within twelve months of the original complaint, will result in an invoice for costs in accordance with the city's master fee schedule.
- O. **503 Fire Apparatus Access Roads.** as published in the IFC (unamended by WAC) is adopted and is renamed **Emergency Vehicle (EV) Access** and is amended as follows:
- P. **503.2.1 Width.** is renamed **503.2.1 Dimensions** and amend to read as follows:  
EV access servicing not more than two dwelling units shall not be less than fifteen (15) feet wide. EV access for all other projects shall not be less than 24 feet with no parking, twenty-eight (28) feet with parking on one side and thirty-two (32) feet with parking on both sides. Unobstructed vertical clearance of not less than 13 feet 6 inches shall be provided. With approval of the City and Fire Marshal a reduced vertical clearance may be approved provided such reduction does not impair EV Access and approved signs are installed and maintained.
- Q. **503.2.3 Surface.** is amended to read as follows:  
EV access shall be designed and maintained to support the imposed loads of fire apparatus and shall be paved with asphalt or concrete so as to provide all-weather

driving capabilities. Exception: access designated “Emergency Vehicles Only” may be designed by a licensed engineer and can be alternative surfacing, as approved by the City engineer.

- R. **503.2.4 Turning Radii.** is amended to read as follows:  
A minimum outside turning radius of forty-five (45) feet shall be provided for all EV Access.
- S. **503.2.5 Dead ends.** is amended to read as follows:  
Dead-end emergency access roads in excess of 150 feet in length shall be provided with an approved area for turning around emergency vehicles. Dead end turn around specifications shall comply with sections 503.2.5.1 through 503.2.5.5.
- T. **503.2.5.1 Commercial.** Commercial/industrial projects may utilize a roundabout or hammerhead design.
- U. **503.2.5.2 Residential less than 4.** Hammerhead turnarounds may be used when the required emergency vehicle access road serves four (4) or fewer residential units.
- V. **503.2.5.3 Residential more than 4.** Cul-de-sac turnarounds or through-street access shall be used when the required emergency vehicle access road serves more than four (4) residential units.
- W. **503.2.5.4 Additions or alterations.** Alterations or tenant improvements, on a dead end access road or interior dead end access drive aisle, that increase the number of uses to the site shall construct an EV turnaround.
- X. **503.2.5.5 Turn around design.** Hammerhead turnarounds and cul-de-sac design shall comply with the latest edition of the City of Lakewood Engineering Standards Manual
- Y. **503.2.6 Bridges and elevated surfaces.** is not adopted
- Z. **503.2.7 Grade.** The maximum grade (vertical profile grade) of an EV access shall be fifteen (15) percent. All sections of EV accesses with grades over twelve (12) percent shall be paved with 0.17 feet compacted asphalt concrete or its cement concrete equivalent.
- AA. **503.3 Marking.** is amended to read as follows:  
Approved striping or signs shall be provided and maintained for fire apparatus roads to identify such roads and prohibit the obstruction thereof. Signs and striping shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility

1. **Striping.** Painted lines of red traffic paint shall mark fire apparatus access six (6) inches in width to show the boundaries of the lane. The words “NO PARKING FIRE LANE” shall appear in four (4) inches of white letters at 25 feet intervals on the red boarder markings along both sides of the fire lanes. Where a curb is available, the striping shall be on the vertical face of the curb.
2. **Signs.** Signs shall read “NO PARKING FIRE LANE” and shall be twelve (12) inches wide and eighteen (18) inches high. The signs shall have letters and background of contrasting colors, readily legible from a fifty (50) foot distance. Signs shall be permanently affixed to a stationery post and bottom of the sign shall be six feet, six inches (6’6”) above finished grade. Signs shall be spaced not more than fifty (50) feet apart. Signs may be installed on permanent buildings or walls or as approved by the code official

- BB. **503.6 Security gates.** is amended to read as follows:  
The installation of security gates across EV access ways shall be approved by the fire code official and meet the requirements in 503.6.1 through 503.6.3.
- CC. **503.6.1 Residential development access.** Gates which serve ten (10) or more dwelling units shall have an Opticom activation system or an equivalent and compatible system that is approved by the fire chief
- DD. **503.6.2 Knox key access.** Gates shall have rapid-entry key capabilities compatible with the local fire district per IFC, Section 506.
- EE. **503.6.3 Automated gate.** All electrically-activated gates shall have default capabilities to the unlocked position
- FF. **503.7 Modifications.** add a new section 503.7 Modifications to read as follows:  
Where site conditions do not allow full compliance, the fire code official may modify emergency vehicle access requirements as necessary to ensure adequate accessibility for emergency responders.
- GG. **505.1 Address identification.** is amended to read as follows:  
Building address identification shall comply with sections 505.1.1 and 505.1.2
- HH. **505.1.1 Commercial.** New and existing commercial buildings shall have approved address numbers, building numbers or approved building identification placed high on the building to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of twelve (12) inches high. Individual unit/suite or space numbers or letters shall be four (4) inches in size and contrasting with the background and visible from the approach side or angle.

- II. **505.1.2 Residential.** New and existing residential structures shall have approved address numbers placed in the position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be a minimum of four (4) inches high with a minimum stroke of one half (0.5) inch for buildings that are under fifty (50) feet of the street, six (6) inches high with a minimum stroke of one half (0.5) inch for buildings that are over fifty (50) feet of the street. Where access is by means of a private road or driveway and the building cannot be viewed from a public way, a monument, pole or other sign shall be used to identify the structure.
- JJ. **507.3.1 Residential fire flow limitations.** a new section is added to read as follows:  
Residential additions that add more than 50% of the original square footage, which fail to meet required fire flow and/or hydrant distances shall be required to install a fire sprinkler system complying with Section 903.3.1.3.
- KK. **507.5.1 Where required,** is amended to read as follows:  
Any facility or building hereafter constructed or moved into or within the jurisdiction shall be required to provide a hydrant(s), where required by the fire code official, in accordance with appendix C.  
**Exceptions:**
1. For Group R-3 and Group U occupancies, the distance requirements shall be 350 feet.
  2. For Group R-1 and R-2 occupancies, no point of the building shall exceed a 500-foot hose lay distance using a fire department access route between the hydrant and building.
  3. For buildings equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2, the distance requirement shall be 500 feet.
- LL. **507.5.1.2** is added to read as follows:  
**507.5.1.2 Hydrant for fire department connection.** A fire hydrant shall be installed no more than 100 feet from any fire department connection.
- MM. **507.5.7** is added to read as follows:  
**Section 507.5.7 Hydrant setback.** All fire hydrants shall be installed at least two (2) feet, but not more than nine (9) feet, from the curb face of a paved street or edge of a designated approved fire access roadway.
- All fire hydrants placed on private property shall be adequately protected by either curb stops or concrete post or other approved methods. Such stops shall be the responsibility of the landowner on which the fire hydrant is installed.
- NN. **507.5.9** is added to read as follows:

**Section 507.5.9 Hydrant marking.** An approved blue, two (2) sided reflector shall be utilized to identify each hydrant location. The reflector shall be affixed to the centerline of each roadway or fire access lane.

OO. **507.5.10** is added to read as follows:

**Section 507.5.10 Hydrant distance to building.** Fire hydrants shall not be closer than fifty (50) feet to a structure or one and one half (1/2) times the height of the structure, whichever is greater.

PP. **901.7 Systems out of service**, is renamed **Fire watch personnel** and amended to read as follows:

The Fire Chief or his or her designee, shall determine when Fire Department personnel must conduct a fire watch due to code requirements, excessive occupant load, the unusual nature of the event, the use of pyrotechnics or fireworks, the existence of hazardous condition, the inoperability of the fire protection system, or other conditions affecting the safety at the event or at the property. The person responsible for the facility shall pay a fee per the fee schedule for associated costs. If more than one person is required for the fire watch, the person responsible for the facility shall pay a fee per the fee schedule. The Fire Chief or designee may notify the responsible person of the period of the fire watch and the resulting fee prior to the event.

QQ. **1103.8.1 Where required.** is amended with the addition of the following sentence:

The use of listed exceptions shall not apply to Group R-2 occupancies.

RR. LMC 15.05.060 (E)-(K) inclusive shall be considered to also amend collocated references in the International Fire Code.

Section 8: A new section, 15.05.090 of the Lakewood Municipal Code, entitled, "Amendments to International Property Maintenance Code," is created to read as follows:

The International Property Maintenance Code is amended as follows:

A. All references in the IPMC to "*code official*" are amended to read as "*public officer.*"

B. **101.2 Scope**, is amended to read as follows:

**101.2 Scope and Purpose.** Pursuant to chapter 35.80 of the Revised Code of Washington (RCW), the City Council finds that there are within the City of Lakewood, dwellings which are unfit for human habitation and buildings, structures, and premises or portions thereof which are unfit for other uses due to dilapidation, disrepair, structural defects, unpermitted and substandard construction or modification, filth and other conditions attracting insects or

vermin or likely to spread disease, defects increasing the hazards of fire, accidents, or other calamities, or other similar conditions and violations of various building, health, and safety regulations, and/or which are vacant, unsecured, and abandoned or apparently abandoned.

Such dwellings, buildings, structures, and premises are dangerous to occupants, threaten the public health, safety, and welfare, attract and harbor vagrants and criminals, offend public values, lower the value of neighboring properties, contribute to neighborhood or community deterioration, and hamper community and economic development.

When the owners or other persons in possession or control of such properties are unwilling or unable to correct such conditions in a proper and timely manner, it is in the interest of the community for the City to intervene and correct, repair, or remove such buildings, structures, and conditions and to pursue all legal means to recover from such persons and/or properties the costs of doing so, including the costs of staff salaries and benefits, materials, contractors, and all other legally recoverable costs and expenses

C. **104.1 General**, is amended to read as follows:

**104.1 Authority of Public Officer.** The Public Officer is hereby authorized to exercise such powers as may be necessary or convenient to carry out and effectuate the purposes and provisions of this Chapter. These powers shall include the following in addition to others granted in this Chapter: (a)(i) To determine which dwellings are unfit for human habitation; (ii) to determine which buildings, structures, or premises are unfit for other use; (b) to administer oaths and affirmations, examine witnesses, and receive evidence; and (c) to investigate the dwelling and other property conditions and to enter upon premises for the purpose of making examinations when the Public Officer has reasonable ground for believing they are unfit for human habitation, or for other use, PROVIDED, that such entries shall be made in such manner as to cause the least possible inconvenience to the persons in possession, and to obtain an order for this purpose after submitting evidence in support of an application which is adequate to justify such an order from a court of competent jurisdiction in the event entry is denied or resisted; PROVIDED FURTHER that the Public Officer may recognize and give appropriate effect to special and extenuating circumstances which, in order to do substantial justice, warrant the exercise of discretion to adjust the timeframes, standards and other provisions of this chapter. Examples of circumstances which may warrant such exercise of discretion include, without limitation, medical illness or disability affecting a property owner's ability to respond to orders or appear at hearings and bona fide insurance coverage disputes which create a definite risk that enforcement of this chapter would unfairly result in a substantial economic loss to the property owner.

D. **Section 107 Notices and Orders**, is renamed **Section 107 Procedures**.

E. **107.1 Notice to person responsible**, is replaced as follows:

**107.1 Inspection and Compliant.** If, after a preliminary investigation of any dwelling, building, structure, or premises, the Public Officer finds that it is dangerous or unfit for human habitation or other use, he shall cause to be served either personally or by certified mail, with return receipt requested, upon all persons having any interest therein, as shown upon the records of the Pierce County Auditor, and shall post in a conspicuous place on such property, a complaint stating in what respects such dwelling, building, structure, or premises is unfit for human habitation or other use. If the whereabouts of any of such persons is unknown and the same cannot be ascertained by the Public Officer in the exercise of reasonable diligence, and the Public Officer makes an affidavit to that effect, then the serving of such complaint or order upon such persons may be made either by personal service or by mailing a copy of the complaint and order by certified mail, postage prepaid, return receipt requested, to each such person at the address of the building involved in the proceedings, and mailing a copy of the complaint and order by first class mail to any address of each such person in the records of the Pierce County Treasurer-Assessor or Auditor. Such complaint shall contain a notice that a hearing will be held before the Public Officer, at a place therein fixed, not less than ten days nor more than thirty days after the serving of the complaint; and that all parties in interest shall be given the right to file an answer to the complaint, to appear in person, or otherwise, and to give testimony at the time and place in the complaint. The rules of evidence prevailing in courts of law or equity shall not be controlling in hearings before the Public Officer. A copy of such complaint shall also be filed with the Pierce County Auditor and such filing of the complaint or order shall have the same force and effect as other lis pendens notices provided by law.

F. **107.2 Method of Service**, is replaced as follows:

**107.2 Findings and Order.**

A. If, after the required hearing, the Public Officer determines that the dwelling is dangerous or unfit for human habitation, or building or structure or premises is unfit for other appropriate use, he/she shall state in writing his/her findings of fact in support of such determination, and shall issue and cause to be served upon the owners and parties in interest thereof, as provided in this section, and shall post in a conspicuous place on the property, an order that (i) requires the owners and parties in interest, within the time specified in the order, to repair, alter, or improve such dwelling, building, structure, or premises to render it fit for human habitation, or for other appropriate use, or to vacate and close the dwelling, building, structure, or premises, if such course of action is deemed proper on the basis of the standards set forth in this section; or (ii) requires the owners and parties in interest, within the time specified in the order, to remove or demolish such dwelling, building, structure, or premises, if this course of action is deemed

proper on the basis of those standards. If no appeal is filed, a copy of such order shall be filed with the Pierce County Auditor.

B. In ordering the required course of action to be taken by the owner to abate the unfit or dangerous structure, the Public Officer may order the structure or a portion thereof demolished and not repaired under the following circumstances:

- i. The structure is patently illegal with regard to building, zoning, or other regulations;
- ii. The estimated cost to repair the structure or portion thereof is more than 50% of the value of the structure or portion thereof; or,
- iii. The estimated cost to repair the structure or portion thereof is less than 50% of the value and repairing and/or securing the structure from entry would, nevertheless, cause or allow the structure to remain a hazard or public nuisance.

The value of the structure shall be as determined by the Pierce County Assessor-Treasurer. In estimating the cost of repairing the structure, the Public Officer may rely upon such cost estimating publication or method the Building Official deems appropriate.

G. **110.1 General**, is amended by the addition of the following paragraph:

In enforcement of this section, the Public Officer may have the structure demolished, even if the order does not require demolition, if the estimated cost to repair the structure or portion thereof is less than 50% of the value and the structure is abandoned or the owner is unresponsive, and repairing and/or securing the structure from entry would, nevertheless, cause or allow the structure to remain a hazard or public nuisance, continue a non-conforming use, or otherwise be an unreasonable use of public funds

H. **Section 111 Means of Appeal**, is deleted and replaced as follows:

**111 Appeals.**

Within thirty days from the date of service upon the owner and posting of the decision issued by the Public Officer, the owner or any party in interest may file an appeal with the City Clerk for a hearing before the Hearing Examiner. The rules for hearings before the Hearing Examiner shall be those specified in Chapter 1.36 LMC. In addition to the provisions of Chapter 1.36 LMC, all matters under this Chapter shall be resolved by the Hearing Examiner within sixty days from the date of filing therewith and a transcript of the findings of fact of the Examiner shall be made available to the owner or other party in interest upon demand. The findings and orders of the Hearing Examiner shall be reported in the same manner and shall bear the same legal consequences as if issued by the Public Officer.

Absent an injunction issued by a court of competent jurisdiction, the decision of the Hearing Examiner shall be final thirty days after issuance.

I. **112.4 Failure to Comply** is deleted and replaced as follows:

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of five hundred dollars (\$500.00).

J A new section titled **113 Enforcement of Order**, is added

K **113.1 Enforcement of Order**, is added and reads as follows:

If the owners or parties in interest, following exhaustion of his or her rights to appeal, fails to comply with the final order to repair, alter, improve, vacate, close, remove, or demolish the dwelling, building, structure, or premises, the Public Officer may direct or cause such dwelling, building, structure, or premises to be repaired, altered, improved, vacated and closed, removed, or demolished.

In the enforcement of this section, the Public Officer is authorized to enter the structure and/or premises for inspection, testing, sampling, or other purposes preparatory to and in the conduct of the repairs, demolition, or other actions, to hire contractors as necessary to perform the work, and to spend public funds to complete the work.

L. **113.2 Sale or Disposal of Materials**, is added and reads as follows:

Prior to removing or demolishing the dwelling, building, structure, or premises, the Public Officer shall, if reasonably possible, attempt to sell the materials and/or contents of the dwelling, building, structure, or premises, and shall credit the proceeds of such sale against the cost of the removal or demolition and, if there be any balance remaining, it shall be paid to the parties entitled thereto, as determined by the Public Officer, after deducting the costs incident thereto.

M. **113.3 Recovery of Expenses**, is added and reads as follows:

The amount of the cost of such repairs, alterations or improvements; or vacating and closing; or removal or demolition by the Public Officer, shall be assessed against the real property upon which such cost was incurred unless such amount is previously paid. Pursuant to RCW 35.80.030(1)(h), the amount of such costs shall constitute a lien against the property of equal rank with state, county, and municipal taxes.

For purposes of this section, the cost of vacating and closing shall include (i) the amount of relocation assistance payments that a property owner has not repaid to the City of Lakewood or other local government entity that has advanced relocation assistance payments to tenants under RCW 59.18.085; (ii) all penalties and interest that accrue as a result of the failure of the property owner to timely

repay the amount of these relocation assistance payments under RCW 59.18.085; and (iii) all other reasonable expenses, including but not limited to, the costs of staff time, materials, incidentals, mailing, publishing, and recording notices. Upon certification to him, by the Public Officer, of the assessment amount being due and owing, the County Assessor/Treasurer shall enter the amount of such assessment upon the tax rolls against the property for the current year and the same shall become a part of the general taxes for that year to be collected at the same time and with interest at such rates and in such manner as provided for in RCW 84.56.020 for delinquent taxes, and when collected to be deposited to the credit of the general fund of the City.

Section 9 Sections Repealed: The following chapters of the Lakewood Municipal Code are repealed in full: chapters 15A.08, 15A.10, 15A.12, 15A.14, 15A .16, 15A.20, 15A.22, 15A.24, 15A.26, 15A.28, 15A.30, 15.32 and 15A.34.

Section 10 Savings Clause: No offense committed and no penalty or forfeiture incurred prior to the effective date of this Ordinance nor any proceeding undertaken to enforce the provisions so repealed shall be affected by such a repeal and the same shall proceed in all respects, as if such provision had not been repealed. Furthermore, any act undertaken pursuant to any provision so repealed is not intended to be lost, impaired or affected by this Ordinance.

Section 11 Severability: If any sections, sentence, clause or phrase of this Ordinance shall be held to be invalid or unconstitutional by a court of component 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 12 Effective Date: This Ordinance shall be in full force and effect thirty (30) days after publication of the Ordinance Summary.

ADOPTED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2016.

CITY OF LAKEWOOD

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

Attest:

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

Approved as to Form:

---

Heidi A. Wachter City Attorney

DRAFT



To: Mayor and City Councilmembers

From: Karmel Shields, Human Services Coordinator

Through: John J. Caulfield, City Manager *John J. Caulfield*

Date: May 17, 2016

Subject: **2017/18 Human Services Funding Strategies**

### **Background**

In 2014 the City Council adopted four new funding strategies for the human services program. These strategies emerged from the Human Services Needs Analysis to address identified unmet community needs. The four human services funding strategies are:

- Stabilization Services (food and crisis intervention)
- Emotional Supports for Healthy Relationships (youth development services)
- Access to Health Care Services (medical, dental, and behavioral)
- Housing Assistance (homelessness prevention and emergency shelter)

The City's human services funding strategies support twenty-seven (27) community-based programs. All programs report quarterly on contracted service goals as well as provide client demographic information. The collective impact of the City's human services funds and its return on investment are documented in the 2015 Human Services Annual Report, presented to Council in March, 2016.

This will be the first year that the Community Services Advisory Board (CSAB) has taken part in the City's human services allocations process. Each month, for the last four months, the CSAB has reviewed one of the current strategic funding areas in preparation for the allocations process.

### **2017/18 Human Services Funding Allocations Process**

After reviewing strategies and past allocation processes the follow recommendations are being made to the City Council for consideration. Adaptations to improve the upcoming allocations process are listed below for the Council's review and approval.

**Recommendation:** The CSAB is recommending to the City Council to continue supporting the City's human services investment within the four funding strategies into the 2017/18 fiscal years.

**Justification:** Continuing with these funding strategy areas, with small adjustments, enables the City to measure the collective impact on its most vulnerable citizens over time.

**Recommendation:** Limit each applicant agency to one grant proposal.

**Justification:** Requires the agency to prioritize its services into one of the City’s strategic areas and enables funds to be distributed more equitably throughout the community.

**Recommendation:** Limit grant size to no more than \$25,000 (\$1,000 higher than in 2015) and do not set a minimum grant level as was the practice during the 2015/16 allocations process.

**Justification:** This will reduce the number of grants awarded, without eliminating smaller non-profits from receiving City support. It also enables funding to be distributed more equitably throughout the four strategy areas.

**Recommendation:** Require applicant organizations to demonstrate greater accountability.

**Justification:** Applicant agency will be required to show there is local board of director’s involvement by submitting meeting minutes. In addition, City’s funding will be limited to no more than 25% of the program’s revenue as a way to ensure that additional funds are being leveraged from other sources and that program success is not dependent solely upon City funds.

**Recommendation:** Eliminate the requirement of identifying specific vulnerable populations (ESL, disabled, people with mental illness, school-age youth, and low-income families) served in the application materials.

**Justification:** The current demographic reports are now in place to measure population impacts. In addition, this has proven to be a complicating factor for the applicant organizations and not a useful indicator for the reviewers when evaluating the proposals

**Recommendation:** The scoring criteria listed below should be of equal value and that weighted scores will not be given to any one particular part of the application.

**Justification:** Each applicant organization will meet these criteria in order to be eligible for the City’s human services funds.

- Requested funds are for serving Lakewood residents only;
- Proposed services fulfill an identified community need;
- Proposed service is a suitable intervention for the City’s funding strategy;
- Partnerships are in place to avoid duplication of effort;
- Service locations are easily accessible to Lakewood residents;
- Reasonable efforts are made to reach a diverse clientele;
- Demonstrates the ability to track service performance and measure service outcomes;
- Demonstrates the ability to comply to contracting standards and the City’s reporting requirements; and
- Demonstrates good standing with the IRS, registered as a WA State charity, and has a proven track record of quality performance.

### **2017/18 Request for Proposal and Allocations Process Timeline**

June CSAB finalizes the Request for Proposal (RFP) application and funding criteria  
Prepare Notice of Funding Available (NOFA)  
Prepare electronic application materials

July Release RFP on or before July 11  
Conduct an Applicant Workshop

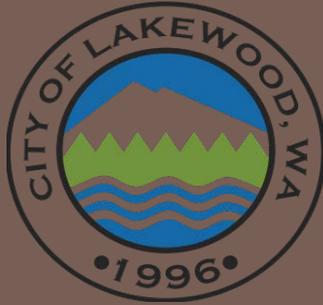
August      Funding application requests due August 15  
                 CSAB receives copies of applications for review, scoring and ranking

September      Funding deliberations begin on September 14  
                 Report progress to City Council

October      Determine funding levels by strategy areas  
                 Draft Funding Recommendations

November      Submit funding recommendations to Council  
                 Notify applicant organizations on funding recommendation  
                 Approval of 2017/18 Human Services funding

December      Begin contract negotiations with funded human services programs



# 2017 HUMAN SERVICES FUNDING CYCLE

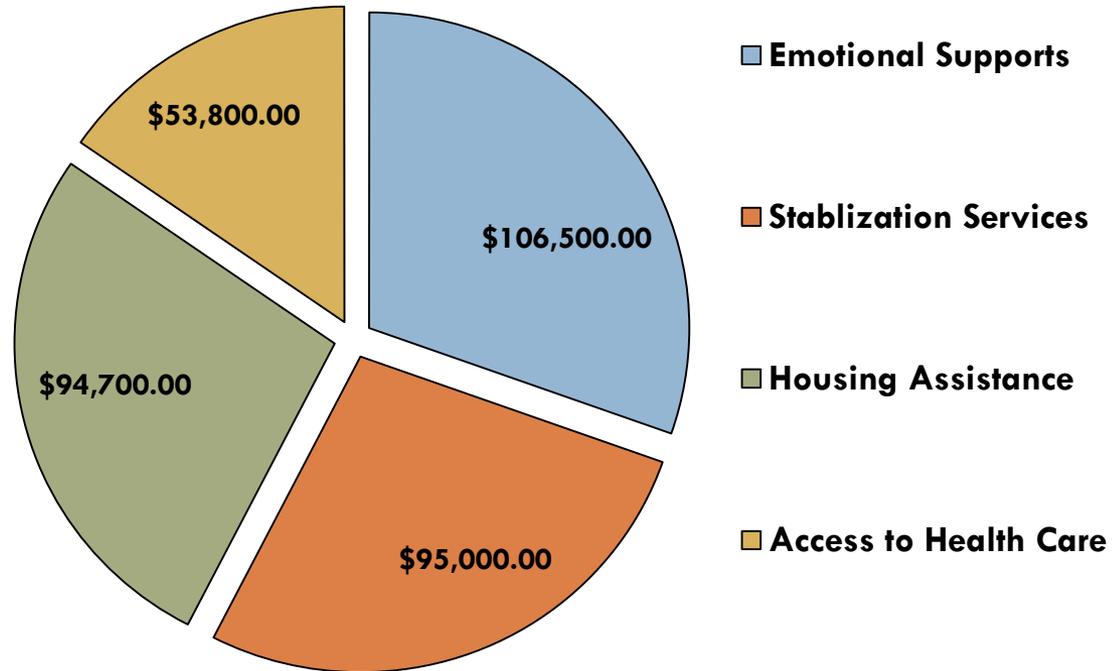
City Council Study Session  
May 23, 2016

# 2015/16 Funding Strategies

1. **Stabilization Services**
  - ❑ Food, school readiness & employment
2. **Emotional Supports 4 Healthy Relationships**
  - ❑ Youth development activities & case management
3. **Access to Health & Behavioral Health**
  - ❑ Medical, dental, & mental health services
4. **Housing Assistance**
  - ❑ Utilities, home repair & emergency shelter

## 2016 Human Services Funding by Strategy Area

Annual  
Investment



# New Contracting Features in 2016

- Like-type service measures
  - Emotional Support Programs (returns to service)
  - Food Programs (number of visits)
- Consolidated contracts
  - YWCA (3 programs into 1 contract)
  - Communities in Schools (2 programs into 1)
  - St. Leo Children's Feeding Program (2 into 1)
- Updated demographic report forms
  - Tracking individuals by location

# Lessons Learned

- Consolidated contracts are easier to manage
- Like-type measures results in better understanding of collective impact
- New demographic information sufficiently identifies which target populations that are being served
- Vulnerable population distinctions added a level of complexity & did not adequately measure “reach”

# 2017-18 Human Services Funding Cycle Recommendations

1. Continue with the Four Funding Strategies
  1. Continue to fine tune performance measures
  2. Measure the collective impact over time
  3. Eliminate the vulnerable population designation
2. Limit funding applications to one per agency
3. Limit grant awards to \$25,000
4. Increase accountability with greater community involvement & diversified funding
5. Scoring criteria is not weighted or higher scores awarded for specific application criteria

# 2016 Grant Application Timeline

- July 11 Request for Proposals released
- August 15 Application Deadline
- September Individual Scoring Complete & Funding Deliberations Begin
- October Draft Funding Recommendation
- November Council Consideration & Approval???
- December Contract measures developed



To: Mayor and City Councilmembers

From: Mary Dodsworth, Parks, Recreation & Community Services Director

Through: John J. Caulfield, City Manager 

Date: May 17, 2016

Subject: Park and Recreation Cost Recovery Report

Attachments: Park and Recreation Cost Recovery Report

**Summary:** Since incorporation, Lakewood residents have benefited from the City's efforts to enrich their lives through improved park facilities and recreation programs and services. In 2014 City Council approved the Lakewood Legacy Plan which outlined goals and strategic ideas on how to provide park and recreation services for the next 20 years.

As outlined in the 2015/2016 adopted budget and identified in the Park and Recreation Departments current work plan, this Cost Recovery Report and analysis will focus on the Department's pricing philosophy and anticipated cost recovery targets. The report will review revenue and expenditure history; assess the current fee structure using comparative data; define partner and provider benefits; and alternative funding sources in order to be creative, consistent, effective and efficient in the way we continue to generate revenue and protect these vital community resources for future generations.



## **Parks and Recreation 2016 Cost Recovery Report**



**Creating a Healthy and Vibrant Community  
Where Opportunities Abound!**

## **Park and Recreation Cost Recovery Report**

### **Executive Summary**

The City of Lakewood, incorporated in 1996, started with less than 40 acres of park land received from public agencies. Most were in various stages of disrepair due to years of deferred maintenance and limited capital improvements. The City started investing in parks and recreation to meet the community's needs and expectations. Park investments included updating inherited facilities along with acquiring new park sites and adding waterfront improvements, sports fields, playground structures, skate parks, irrigation and turf management systems, restroom buildings, trails, picnic shelters and park amenities.

Lakewood residents have benefited from the City's efforts to enrich their lives through improved park facilities and recreation programs. To date, Lakewood maintains over 600 acres of land. Recreational programming has evolved over the years from traditional community recreation classes to programs, services and special events which support specific goals and strategies including filling community gaps. Great effort has been made to not duplicate what is already being provided, to provide programs for underserved populations and to focus on meeting the needs of youth, families and older adults.

The Lakewood Municipal Code (LMC) 8.76 authorizes the City to establish rules and fees for park and recreation programs and facilities. LMC 03.20.010 establishes where the fee schedule is located and any amendments are done by Council resolution. In 2003 the City developed its first set of facility use policies and fees. The policy document was intended to provide for policies where none existed, to clarify and combine existing policies where possible and to establish a basis for managing facility use and developing fees for programs, services and facilities. Previously most programs and facility use was free. The City estimated generating \$2,500 in fees the first year. Since that time, about every two years, the City updates the LMC, facility use policies and fee schedule regarding parks and recreation. The most recent update was in 2014 with the approval of the Lakewood Legacy Plan, a 20 year strategic parks and recreation plan. For 2016, the City anticipates generating approximately \$850,000 in user fees, parks sales tax, donations, grants and sponsorships to offset the investment made in parks and recreation opportunities and services.

### **Cost Recovery Analysis and Action Plan**

As outlined in the 2015/2016 adopted budget and identified in the Park and Recreation Departments (Department) current work plan, this analysis will focus on the Department's pricing philosophy and cost recovery targets. The report will review revenue and expenditure history; assess the current fee structure using comparative data; define partner and provider benefits; alternative funding sources and recommend potential fee and policy changes to improve the efficiency and effectiveness of our efforts.

## Park and Recreation Program Areas

The City, and various partners and user groups, ensures that a comprehensive set of experiences are available to citizens; however, the City does not attempt to be the sole agency providing the services. There are many providers offering recreation programs within Lakewood. The City recognized early the importance of partnership and supporting alternative service providers to meet the diverse needs of the community. The City's focus is to meet strategic goals, fill service gaps and avoid duplication. The City accomplishes this by being the provider, partner, sponsor or information clearing house.

Residents of Lakewood can participate in a wide variety of park experiences, recreation programs and community gathering opportunities. Program delivery spans a variety of areas, types and formats, serving toddlers to older adults. Because resources and our capacity to deliver services are limited, the City uses our approved strategic priorities to guide programming and future investment decisions. The priorities, noted in the Legacy Plan, are:

1. Focus on Lakewood's future generation (youth) to build a healthy community. We provide positive and healthy alternatives to negative youth behaviors with the hope of nurturing the value of active living and life-long personal enrichment in the early stages of life.
2. Focus on the underserved populations (individuals or families) in Lakewood. We try to ensure that out-of-school and other community based programs are provided close to home in elementary and middle schools located within underserved neighborhoods.
3. Focus on active living programs for Lakewood's older adults. There are few agencies providing active living, wellness and personal enrichment programs for older adults which will increase independence, social connections and improve their ability to perform activities of everyday living.

Although the types of programs and provision of service has changed over the years, the program areas have remained primarily the same. Parks and Recreation service areas are divided into the following divisions with a variety of current programs listed below:

Program Area	Program Types
Recreation Services	<ul style="list-style-type: none"><li>• Summer day camp</li><li>• Healthy Start afterschool programs,</li><li>• Middle school late night</li><li>• Sports (basketball and track)</li><li>• Lifeguards / water safety programs</li><li>• Outdoor adventures / education</li><li>• Youth Council</li></ul>

Special Events and Community Gathering	<ul style="list-style-type: none"> <li>• Farmers Market</li> <li>• SummerFEST</li> <li>• Triple Threat Triathlon / 5K runs</li> <li>• Daddy Daughter Dance</li> <li>• Dr. Martin Luther King Jr, Celebration</li> <li>• Parks Appreciation &amp; Make a Difference Days</li> <li>• Truck and Tractor Day</li> <li>• Holiday and Seasonal Events</li> <li>• Fishing Event</li> <li>• Marketing / Social Media</li> </ul>
Senior Services	<ul style="list-style-type: none"> <li>• Life-long learning continuing education</li> <li>• Exercise, art and technology programs</li> <li>• Health Services</li> <li>• Special events</li> <li>• Volunteer opportunities</li> </ul>
All Parks	<ul style="list-style-type: none"> <li>• Community Garden</li> <li>• Facility rentals (shelters, houses, boat house, fields, spaces)</li> <li>• Boat Launch</li> <li>• Concessions</li> </ul>
Fort Steilacoom Park	<ul style="list-style-type: none"> <li>• Special Use Permits</li> <li>• Facility rentals (shelters, open space areas, house)</li> <li>• Tournaments / League Field Use</li> <li>• Cross County / Cyclocross events</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Advisory Boards</li> <li>• Grants, Partnerships, Community Outreach</li> <li>• Volunteer Projects (eagle scouts / community)</li> </ul>

## Revenues and Expenditures

The adoption of a pricing philosophy is crucial to ensure program affordability for the community while maintaining sustainable financing to support program development. Program fees are developed using a variety of criteria, which can include the type of program, benefits to the participant, adopted strategic priorities, target population served, community equity, alternative revenue sources. In the 2014 Legacy Plan, the City adopted the benefit pyramid as a primary tool to determine pricing for programs and services. The pyramid contains a series of benefits along a continuum ranging from serving “highly community” (serving the community-at-large and enhancing the overall quality of life of Lakewood residents as a whole) to “highly individual” (serving a limited segment of the community for individual / personal gain). As activities move from the bottom layer of “community benefits” up the pyramid, the level of subsidy will decrease and the rate of cost recovery will increase. In other words, participants of programs, which are tailored to highly satisfy the demands of specific individuals, will pay more

to play or participate. Those programs offered to the whole community receive a higher level of community investment or subsidy.



**All program benefit types are offered in each department division.**

**Benefit Levels and Program Examples**

Highly individual benefits	Individual sports, art, exercise or special interest classes
Some individual mixed with community benefits	Day Camps, kids fishing event, daddy daughter dance, community garden
Mostly community benefits with some individual benefits	After school and late night programs, senior center social programs, farmers market, environmental education and stewardship programs
Highly community benefits	SummerFEST, MLK event, seasonal and community events to celebrate various cultures and bring people together

## Cost Recovery Targets

Cost recovery targets are classified into four categories - High, Medium, Medium Low and Low rates of recovery. The categories are used to help determine price along with cost recovery. To encourage participation by all residents, especially those residents with financial needs, grants, sponsorships, partnerships and donations are sought to help offset program costs. The target rates for each program category are regularly reviewed and revised and subject to change based on economic situations, program performance, market conditions, and budget allocations. Below is a chart showing cost recovery categories, targets and program examples.

### City-wide Program Cost Recovery Targets

Category	Target	Programs
High	100%	<ul style="list-style-type: none"> <li>▪ Adult personal enrichment classes - active living/wellness, arts/culture (fitness, computer and photography classes)</li> <li>▪ Trips and tours or adult individual sports and leagues</li> </ul>
Medium	75%	<ul style="list-style-type: none"> <li>▪ Day camp for youth and teens</li> <li>▪ Youth / teen personal enrichment classes - active living/wellness, arts/culture (preschool classes and youth dance programs)</li> <li>▪ Youth and Teen individual sports and leagues</li> <li>▪ Special events (Father/Daughter Dance and Kids Fishing Event)</li> <li>▪ Farmers Market</li> </ul>
Medium Low	40%	<ul style="list-style-type: none"> <li>▪ Playground programs</li> <li>▪ After-school and Late Night programs</li> <li>▪ Community Festivals (SummerFEST)</li> </ul>
Low	0%	<ul style="list-style-type: none"> <li>▪ Community art and history interpretive programs</li> <li>▪ Environmental stewardship, interpretive and restoration programs</li> <li>▪ Community and seasonal events (Christmas Tree Lighting, Parks Appreciation Day and Make a Difference Day)</li> </ul>

### Alternative Funding Sources

Lakewood is a collaborative community. Recent surveys showed citizens were very satisfied with the quality of programs and the condition, number, location and amount of parks and amenities. This satisfaction has contributed to successes in securing partners, alternative funding sources and in-kind support to offset annual operations.

Examples of alternative funding sources include:

Local, state and federal grants: The City has been successful securing grants to offset park and recreation operations. Often grants are one-time funds to support one-time expenses (special events, programs and capital improvements). Most grants come with obligations regarding use which could include specific program elements, participant serviced, policy changes or reporting requirements.

Healthy Start After-School Program: Clover Park School District (CPSD) provides space, Communities in Schools provides staff resources and transportation, City provides recreation equipment and staffing, local business provides discounts on snacks and fundraiser to support transportation and special programs.

Farmers Market: City provides space and coordinates program with financial support from St. Clare Hospital, local banks, credit unions, businesses, vendor fees and regional, state and federal grants to support programs for older adults, low income families and youth.

Park Projects: Lakewood spends \$15 per capita on annual park maintenance; the average comparable city spends more than twice that amount or \$36\*.

	Lakewood	Puyallup	Lacey	Federal Way	Burien	Sammamish	Olympia	Shoreline
Total Population	58,360	38,609	44,919	92,734	49,858	50,169	48,338	54,790
Park Acreage	600	357	1202.35	608.58	148	311	987	410
Park Expend	\$ 883,215	\$ 1,522,107	\$ 2,090,230	\$ 2,599,199	\$ 412,394	\$ 1,881,185	\$ 2,692,604	\$ 1,733,599
Park Expend per Acre	\$ 1,472.03	\$ 4,263.61	\$ 1,738.45	\$ 4,270.92	\$ 2,786.45	\$ 6,048.83	\$ 2,728.07	\$ 4,228.29
Park Expenditure per Capita	\$ 15.13	\$ 39.42	\$ 46.53	\$ 28.03	\$ 8.27	\$ 37.50	\$ 55.70	\$ 31.64

*\*15 cities were compared and samples of like-sized cities are shown above.*

**Appendix A** shows municipal statistics for all 15 cities

In addition to local, state and federal grants to support park acquisition and development, volunteers regularly add value to Lakewood Parks. Eagle Scout projects, one improving the entrance at our community garden and the other building an agility course in the off leash area, are just two recent examples of how we coordinate and use thousands of volunteer hours to develop and maintain trails, rehabilitate or add to playgrounds, preserve historic areas, remove invasive plants and clean up after storm events.

Additional partners: service clubs, historical societies, businesses, YMCA, Boys and Girls Club, school district, fire district, neighboring municipalities, counties and park districts, private clubs, churches, non-profit organizations, foundations, sports organizations, neighborhood associations, private individuals, libraries, colleges, tribes, local businesses and military groups.

### Revenue and Expenditure History

The following chart provides historical annual revenues, expenditures, cost recovery ratio and General Fund investment by division. This chart includes direct and indirect costs for service. Included in the overall revenues for each division is a portion of the annual parks sales tax, which is allocated to the various parks and recreation programs/functions based on prorated portion of the annual allocation. Recent changes to our record management processes create better ways to monitor and track parks and recreation related revenue and expenditures.

Parks, Recreation & Community Services								
Program	2010	2011	2012	2013	2014	2015		2016
	Annual	Annual	Annual	Annual	Annual	Budget	Actual	Budget
<b>Recreation:</b>								
Revenues	\$ 149,683	\$ 138,276	\$ 160,531	\$ 195,853	\$ 163,108	\$ 197,480	\$ 185,866	\$ 205,393
Expenditures	\$ 316,386	\$ 355,653	\$ 381,941	\$ 346,398	\$ 301,182	\$ 383,320	\$ 378,728	\$ 400,970
General Fund Subsidy	\$ 166,703	\$ 217,378	\$ 221,411	\$ 150,545	\$ 138,074	\$ 185,840	\$ 192,862	\$ 195,577
Recovery Ratio	47%	39%	42%	57%	54%	52%	49%	51%
<b>Senior Services:</b>								
Revenues	\$ 139,135	\$ 143,313	\$ 116,654	\$ 118,303	\$ 126,681	\$ 126,105	\$ 126,324	\$ 129,984
Expenditures	\$ 201,264	\$ 226,560	\$ 189,836	\$ 200,651	\$ 207,557	\$ 204,690	\$ 205,028	\$ 212,760
General Fund Subsidy	\$ 62,129	\$ 83,248	\$ 73,182	\$ 82,348	\$ 80,876	\$ 78,585	\$ 78,704	\$ 82,776
Recovery Ratio	69%	63%	61%	59%	61%	62%	62%	61%
<b>Parks Facilities:</b>								
Revenues	\$ 167,328	\$ 151,710	\$ 171,277	\$ 185,071	\$ 206,682	\$ 203,268	\$ 230,461	\$ 218,401
Expenditures	\$ 439,314	\$ 457,365	\$ 489,109	\$ 459,913	\$ 481,251	\$ 560,379	\$ 601,638	\$ 596,219
General Fund Subsidy	\$ 271,986	\$ 305,655	\$ 317,832	\$ 274,843	\$ 274,569	\$ 357,111	\$ 371,177	\$ 377,818
Recovery Ratio	38%	33%	35%	40%	43%	36%	38%	37%
<b>Fort Steilacoom:</b>								
Revenues	\$ 379,117	\$ 310,000	\$ 216,384	\$ 230,243	\$ 252,159	\$ 197,827	\$ 196,073	\$ 211,966
Expenditures	\$ 391,342	\$ 410,815	\$ 449,884	\$ 417,950	\$ 443,644	\$ 527,790	\$ 476,101	\$ 545,030
General Fund Subsidy	\$ 12,226	\$ 100,815	\$ 233,500	\$ 187,706	\$ 191,485	\$ 329,963	\$ 280,028	\$ 333,064
Recovery Ratio	97%	75%	48%	55%	57%	37%	41%	39%
<b>Subtotal Direct Cost:</b>								
Revenues	\$ 835,262	\$ 743,299	\$ 664,846	\$ 729,470	\$ 748,630	\$ 724,680	\$ 738,725	\$ 765,743
Expenditures	\$1,348,306	\$1,450,394	\$1,510,770	\$1,424,912	\$1,433,634	\$ 1,676,179	\$ 1,661,495	\$ 1,754,979
General Fund Subsidy	\$ 513,044	\$ 707,095	\$ 845,925	\$ 695,442	\$ 685,004	\$ 951,499	\$ 922,770	\$ 989,236
Recovery Ratio	62%	51%	44%	51%	52%	43%	44%	44%
<b>Administration (Indirect Cost):</b>								
Revenues	\$ 57,781	\$ 49,842	\$ 50,104	\$ 55,618	\$ 59,276	\$ 76,520	\$ 74,171	\$ 76,907
Expenditures	\$ 205,359	\$ 204,221	\$ 209,047	\$ 196,770	\$ 201,177	\$ 310,123	\$ 279,425	\$ 300,874
General Fund Subsidy	\$ 147,579	\$ 154,379	\$ 158,943	\$ 141,152	\$ 141,901	\$ 233,603	\$ 205,254	\$ 223,967
Recovery Ratio	28%	24%	24%	28%	29%	25%	27%	26%
<b>Total Direct &amp; Indirect Cost:</b>								
Revenues	\$ 893,043	\$ 793,141	\$ 714,950	\$ 785,087	\$ 807,906	\$ 801,200	\$ 812,896	\$ 842,650
Expenditures	\$1,553,665	\$1,654,615	\$1,719,818	\$1,621,682	\$1,634,811	\$ 1,986,302	\$ 1,940,920	\$ 2,055,853
General Fund Subsidy	\$ 660,623	\$ 861,475	\$ 1,004,868	\$ 836,595	\$ 826,905	\$ 1,185,102	\$ 1,128,024	\$ 1,213,203
Recovery Ratio	57%	48%	42%	48%	49%	40%	42%	41%

Note - Revenues includes Parks Sales Tax which is prorated based on share of total expenditures. □

Revenues for Administration (Indirect Cost) is the program's prorated share of Parks Sales Tax.

Expenditures include allocation of internal service charges.

Includes Administrative costs for other PRCS programs (streets, O&M, human services)

Based on this table, over the past seven years, the General Fund has subsidized the Parks and Recreation divisions by approximately 52%. In 2015 the subsidy was 58% (due to loss of Pierce County support for Fort Steilacoom Park and new internal service charges). Recreation programs and special events provide the most cost recovery with the senior center proportionately and consistently generating the most revenue to offset operations. Revenue from American Lake boat launch annual passes and daily permits along with shelter rentals at

various parks are the main resources available to offset general park operations. While Fort Steilacoom Park has the most potential to generate revenue to offset operations, it is also the largest site with the most visitors which takes a higher percentage of resources to manage and maintain. This chart also shows the impact of Pierce County no longer providing revenue to offset operations. The last payment of \$50,000 was made in 2014.

**Direct and indirect costs**

The true cost of service provision includes all costs associated with the preparation, development and delivery of a program service. It comprises both the direct and the indirect costs. Direct cost is defined as costs specifically related to the delivery of a particular program or service, whereas those not directly associated to the program delivery but part of the cost for doing business are captured as the indirect cost. Staff is usually working on multiple programs and services at the same time so it is difficult to assess a true cost for their time associated with one specific activity. Typically fee development and cost recovery for a particular program or event is based on the direct cost of providing the service. The following table provides a summary of how various cost items are allocated between the direct and the indirect costs for City sponsored programs.

Costs	Direct	Indirect
Instructor/staff time leading the class	x	
Supplies	x	
Commodities	x	
Fuel	x	
Rentals	x	
Admissions	x	
Professional Services	x	
Utilities		x
Facility Maintenance/Custodial		x
Marketing	x	x
Staff time involved in program administration, development, research, marketing, accounting, hiring, purchasing, etc.	x	x

## Parks Sales Tax

In 2000 Pierce County residents approved a special sales tax to support zoos and local parks. One tenth of one percent (0.1) of local sales tax is collected and distributed on a per capita basis for the financing, design, acquisition, construction, equipping, operating, maintaining, remodeling, repairing or improving local parks. Fifty percent (50%) of the funds go directly to the Metropolitan Park District of Tacoma to support Northwest Trek and the Point Defiance Zoo and fifty percent (50%) is allocated on a per capita basis to Pierce County and the other Pierce County incorporated cities and towns (except Tacoma). Funds received under this tax can only be used for parks and recreation and may not be used to replace or supplant existing per capita funding for parks.

Parks Sales Tax						
	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual
Total YTD	\$ 407,457	\$ 403,821	\$ 412,204	\$ 458,374	\$ 481,690	\$ 515,203

Growth in parks sales tax, averaging **\$446,458** over the last six years, has helped reduce the ongoing subsidy from the General Fund for parks maintenance and operations and recreation programs, services and events. We anticipate receiving at least \$499,900 in parks sales tax in 2016.

## Cost Recovery without Parks Sales Tax

The chart below provides a history of annual revenues, expenditures, cost recovery ratio and General Fund subsidy for parks and recreation programs. Direct and indirect costs are included in the totals. This chart does not include a portion of the parks sales tax allocation in order to show more of a true cost recovery by program area. Each division provides a variety of programs and services which have varying levels of cost recovery. Fee based programs are the primary revenue source for recreation and senior services and the sale of boat launch daily permits, annual passes and special use permits are the main revenue sources used to offset park operations. Special use permits (sport field use, tournaments and special events) are the primary revenue source for Fort Steilacoom Park. Without utilizing the parks sales tax to offset park and recreation operations, the General Fund would subsidize approximately 79% of park and recreation maintenance and operations.

## Cost Recovery without Parks Sales Tax

Category/Program	2013				2014				2015			
	Direct Program		Subsidy Amount	Recovery Ratio	Direct Program		Subsidy Amount	Recovery Ratio	Direct Program		Subsidy Amount	Recovery Ratio
	Rev	Exp			Rev	Exp			Rev	Exp		
<b>Recreation</b>	<b>\$ 97,943</b>	<b>\$ 346,340</b>	<b>\$ 248,397</b>	<b>28.3%</b>	<b>\$ 74,366</b>	<b>\$ 301,182</b>	<b>\$ 226,816</b>	<b>24.7%</b>	<b>\$ 85,336</b>	<b>\$ 378,728</b>	<b>\$ 293,392</b>	<b>22.5%</b>
Special Events ***	\$ 17,050	\$ 71,600	\$ 54,550	23.8%	\$ 18,450	\$ 60,300	\$ 41,850	30.6%	\$ 23,086	\$ 95,000	\$ 71,914	24.3%
Sports / Out of School Programs	\$ 43,821	\$ 100,240	\$ 56,419	43.7%	\$ 40,820	\$ 84,400	\$ 43,580	48.4%	\$ 42,250	\$ 82,478	\$ 40,228	51.2%
Lifeguards	\$ -	\$ 60,000	\$ 60,000	0.0%	\$ -	\$ 60,000	\$ 60,000	0.0%	\$ -	\$ 60,000	\$ 60,000	0.0%
Farmers Market ***	\$ 34,515	\$ 57,250	\$ 22,735	60.3%	\$ 12,096	\$ 50,000	\$ 37,904	24.2%	\$ 18,000	\$ 75,750	\$ 57,750	23.8%
Special Projects / Councils	\$ 2,557	\$ 57,250	\$ 54,693	4.5%	\$ 3,000	\$ 46,482	\$ 43,482	6.5%	\$ 2,000	\$ 65,500	\$ 63,500	3.1%
<b>Senior Services</b>	<b>\$ 61,589</b>	<b>\$ 200,651</b>	<b>\$ 139,062</b>	<b>31%</b>	<b>\$ 65,525</b>	<b>\$ 207,557</b>	<b>\$ 142,032</b>	<b>31.6%</b>	<b>\$ 71,901</b>	<b>\$ 205,028</b>	<b>\$ 133,127</b>	<b>35.1%</b>
Health & Fitness	\$ 25,000	\$ 80,260	\$ 55,260	31.1%	\$ 26,210	\$ 83,022	\$ 56,812	31.6%	\$ 30,450	\$ 82,012	\$ 51,562	37.1%
Art & Computer Classes	\$ 24,500	\$ 80,260	\$ 55,760	30.5%	\$ 26,210	\$ 83,022	\$ 56,812	31.6%	\$ 30,450	\$ 82,012	\$ 51,562	37.1%
Special Events	\$ 3,000	\$ 10,031	\$ 7,031	29.9%	\$ 3,275	\$ 10,380	\$ 7,105	31.6%	\$ 1,001	\$ 10,250	\$ 9,249	9.8%
Senior Services	\$ 9,089	\$ 30,100	\$ 21,011	30.2%	\$ 9,830	\$ 31,133	\$ 21,303	31.6%	\$ 10,000	\$ 30,754	\$ 20,754	32.5%
<b>General Parks</b>	<b>\$ 55,075</b>	<b>\$ 459,913</b>	<b>\$ 404,838</b>	<b>12.0%</b>	<b>\$ 64,883</b>	<b>\$ 481,251</b>	<b>\$ 416,368</b>	<b>13.5%</b>	<b>\$ 70,761</b>	<b>\$ 601,638</b>	<b>\$ 530,877</b>	<b>11.8%</b>
General Maintenance	\$ -	\$ 309,913	\$ 309,913	0.0%	\$ -	\$ 343,251	\$ 343,251	0.0%	\$ -	\$ 421,638	\$ 421,638	0.0%
Special Projects	\$ 200	\$ 75,000	\$ 74,800	0.3%	\$ 433	\$ 75,000	\$ 74,567	0.6%	\$ -	\$ 95,000	\$ 95,000	0.0%
Facility Use / Special Use Permits	\$ 13,265	\$ 60,000	\$ 46,735	22.1%	\$ 14,000	\$ 48,000	\$ 34,000	29.2%	\$ 14,484	\$ 75,000	\$ 60,516	19.3%
Boat Launch	\$ 41,610	\$ 15,000	\$ (26,610)	277.4%	\$ 50,450	\$ 15,000	\$ (35,450)	336.3%	\$ 56,277	\$ 10,000	\$ (46,277)	562.8%
<b>Fort Steilacoom Park</b>	<b>\$ 112,108</b>	<b>\$ 417,950</b>	<b>\$ 305,842</b>	<b>26.8%</b>	<b>\$ 121,441</b>	<b>\$ 443,644</b>	<b>\$ 322,203</b>	<b>27.4%</b>	<b>\$ 69,696</b>	<b>\$ 476,101</b>	<b>\$ 406,405</b>	<b>14.6%</b>
General Maintenance	\$ 50,000	\$ 295,000	\$ 245,000	16.9%	\$ 50,000	\$ 312,100	\$ 262,100	16.0%	\$ -	\$ 333,271	\$ 333,271	0.0%
Facility Use / Special Use Permits	\$ 55,733	\$ 62,700	\$ 6,967	88.9%	\$ 55,267	\$ 66,544	\$ 11,277	83.1%	\$ 45,712	\$ 71,415	\$ 25,703	64.0%
Special Projects / Rentals	\$ 6,375	\$ 60,250	\$ 53,875	10.6%	\$ 16,174	\$ 65,000	\$ 48,826	24.9%	\$ 23,984	\$ 71,415	\$ 47,431	33.6%
* Direct Program costs include all staffing, benefits, supplies, utilities, equipment, professional services, interlocal costs, rentals												
** 2015 \$148,300 was added for fleet replacement in parks												
*** Doesn't include LTAC expenses or revenues												
**** 2015 doesn't include \$35,000 from USGA												
Expenditures include allocation of internal services charges												

## Special Use Permits

Overall the number of special use permits is increasing each year. A special use permit is the tool we use to reserve public space for sports leagues, tournaments, open space requests, special events and public and private use. The special use permit and various attachments, which include site maps, schedules, insurance documentation, sanitation requirements, parking and crowd control, incident action plan, etc., is reviewed by a variety of City Departments depending on the event. The purpose is to document allowed uses, outline fees and event requirements and define space to ensure proper use of the site for the safety of park users and event participants. The special use permit process can be used for small or large events. Special uses and events are held at most City parks and public spaces; however, Fort Steilacoom Park is the most popular site for sport field use, tournaments and events and generates the most special use permit requests.

Below is a chart showing recent trend activity in special use permits at area parks. At 350+ acres, if one area of Fort Steilacoom Park is being reserved for a specific activity, there are plenty of alternative areas to accommodate general park use or other events. Because of its size and variety of amenities, rarely does a special use permit significantly interfere with park use by the general public. Miles of trails, the playground, off-leash dog park, sport fields and open space areas are available to the public whenever the parks are open (7:00 a.m. to sunset or 9:00 p.m. whichever is earlier). Appendix B shows specific types of events held at the park for the past two years.

## Special Use Permit Summary

<u>Year</u>	<u># of permits</u>	<u>Revenue Generated*</u>	<u>% - Resident / Non-Resident</u>
2013	338	\$69,900	49% residents (166 permits) 51% non-residents (172 permits)
2014	345	\$ 77,915	49% residents (168 permits) 51% non-residents (177 permits) <i>Includes USGA fees</i>
2015	371	\$ 94,932	47% residents (173 permits) 53% non-residents (198 permits) <i>Includes USGA fees</i>

\*Gross sales based on Activenet registration and Eden systems

### Comparative Fees

Every two years the Parks, Recreation and Community Service Department reviews all its fees for classes, programs and facility use using the cost recovery model noted above and comparing market rates. The purpose is to offset operational costs while providing program affordability for the community.

The chart below shows current Lakewood fees and comparable averages from other cities and agencies. Lakewood fees are in line with other communities, which allow community groups and private organizations a variety of local options for choosing space. In the past we've had local groups voice concerns that increases in fees would challenge their ability to operate their programs. After checking with nearby options, most groups have determined that Lakewood fees are at market rate and still affordable for their operations (they can't get a better deal anywhere else). Lakewood recreation programs and special events are low cost and well attended. They are created to be accessible, affordable and user friendly to everyone in our very diverse community. Lakewood parks are selected for location, quality of resources and availability to plan for active and passive activities. What keep organizations coming back is our consistency, flexibility and excellent customer service. We regularly receive positive feedback from our regular users and comparisons from new organizations regarding the quality of our staff in reserving, coordinating and supporting their program needs. The condition of park sites and variety of uses available, typically sell themselves

<b>Special Use Permit*</b>	<b>Lakewood</b>	<b>Comparable Averages</b>
Small events (100 - 200 guests)	\$200.00	\$200 - \$300 <b>(\$1-\$2 Per Participant)</b>
Large events (201 - 500 guests)	\$500.00	\$300 - \$1000 <b>(\$1-\$2 Per Participant)</b>
Major events (over 500 guests)	\$1,000.00	\$500 - \$1,000 <b>(\$1-\$2 Per Participant)</b>
Liability Insurance Requirement	\$1,000,000	\$1,000,000
Additional event fees and services (plus 15% of gross private event revenue)	Market Rate + 15%	Market Rate + 10% - 15%

<b>Alcohol Permit Fee</b>	<b>Lakewood</b>	<b>Comparable Averages</b>
Small events (100 - 200 guests)	\$200.00	\$150 - \$250
Large events (201 - 500 guests)	\$500.00	\$200 - \$300
Major events (over 500 guests)	\$1,000.00	\$300 - \$800
<b>Facility Use Cancellation Fees</b>	<b>Lakewood</b>	<b>Comparable Averages</b>
Recreation Administrative Fee	\$10.00 Non-Refundable	Unspecified
Special Use Permit - less than 30 days prior to	(0%) 100% retained by City	Application Fees Non/Refundable Security Deposit Fully Refundable
Special Use - 31-60 days prior to use	(50% refunded) 50% retained by City	Application Fees Non/Refundable Security Deposit Fully Refundable
Special Use - more than 61 days prior to use	(75% refunded) 25% retained by City	Application Fees Non/Refundable Security Deposit Fully Refundable
<b>Lakewood Senior Activity Center</b>	<b>Lakewood</b>	<b>Comparable Averages</b>
Half Room	\$25.00 per hour	\$30
Full room	\$50.00 per hour	\$55
Kitchen	\$15.00 per hour	Kitchen Included or \$15-\$20
Facility Deposit	\$150.00 Refundable	\$100 - \$200 Refundable
Cleaning Fee	Varies	Varies (taken from deposit)
Additional Staffing Fee	\$15.00 per hour	Security (\$15-\$20)
<b>Lakewood Senior Activity Center Cancellation Fees</b>		
Facility Deposit/Fees (Less than 30 days)	(0%) 100% retained by City	Application Fees Non/Refundable Security Deposit Fully Refundable
Facility Deposit/Fees (31-60 days prior)	(50% refunded) 50% retained by City	Application Fees Non/Refundable Security Deposit Fully Refundable
Facility Deposit/Fees (more than 61 days prior)	(75% refunded) 25% retained by City	Application Fees Non/Refundable Security Deposit Fully Refundable
<b>Boat Launch</b>	<b>Lakewood</b>	<b>Comparable Averages</b>
Per launch	\$15.00	\$15
Resident Season Pass	\$100.00	\$130
Non-Resident Season Pass	\$130.00	\$150
Overnight Pass	\$50.00	\$10 - \$20 Per Night
Commercial Pass	\$250.00	N/A
<b>Farmers Market</b>	<b>Lakewood</b>	<b>Comparable Averages</b>
Regular Stall Daily/Seasonal	\$25.00/\$250	\$40/\$400
Pull-Through Stall Daily/Seasonal	\$40.00/\$400	\$40/\$400
<b>Parks Shelter Rentals</b>	<b>Lakewood</b>	<b>Comparable Averages</b>
Large Shelter (Half Day/ Full Day)	(FSP) \$100 / \$200	\$100 / \$150
Large Shelter (Half Day/ Full Day)	(FSP) \$50 / \$75	\$40/\$60
Half Day Resident/Non-Resident	\$40 / \$50	\$40 / \$60
Full Day Resident/Non-Resident	\$60 / \$75	\$50 / \$65
<b>Sport Field Rentals</b>	<b>Lakewood</b>	<b>Comparable Averages</b>
Hourly Field Rental FSP	\$35	\$30 - \$45
Hourly Rental Neighborhood Parks	\$20	\$30
Field Prep FSP	\$40	\$30-35
Field Prep Neighborhood Park	\$30	\$30

<b>Field Rentals Half Day With Prep</b>		
1 field Rental	\$150	Most Fields Do Not Use Half Day Cost Only Hourly Field Rental or Full Day
2 field Rental	\$200	Same
3 field Rental	\$250	same
4 field Rental	\$300	same
<b>Field Rentals Half Day Without Prep</b>		
1 field Rental	\$100	Most Fields Do Not Use Half Day Cost Only Hourly Field Rental or Full Day
2 field Rental	\$125	Same
3 field Rental	\$150	Same
4 field Rental	\$175	same
<b>Field Rentals Full Day With Prep</b>		
1 field Rental	\$200	\$150 - \$300
2 field Rental	\$275	\$300 – \$350
3 field Rental	\$325	\$350 - \$500
4 field Rental	\$375	\$600 - \$700
<b>Field Rentals Full Day Without Prep</b>		
1 field Rental	\$150	\$150 - \$300 First Prep Included in Cost
2 field Rental	\$175	\$300 –\$350 First Prep Included in Cost
3 field Rental	\$200	\$350 - \$500 First Prep Included in Cost
4 field Rental	\$225	\$600 - \$700 First Prep Included in Cost
<b>Tournament Deposit and Cancellation Fees</b>		
Tournament Deposit Fee	\$100.00 per field	\$100 - \$200
Tournament cancelled less than 30 days prior	50% of deposit refunded	Deposit Non Refundable
Tournament cancelled 31-60 days prior	75% of deposit refunded	Deposit Non Refundable
<b>Other Fees</b>		
Ft. Steilacoom Park Open Space	\$100.00	\$75 (Most open spaces are campgrounds)
Jumpy Houses	\$20.00 each	Unspecified
Advertising banner	\$100.00 per day	Unspecified
Concessions	\$25.00 - \$50.00 per day	Unspecified
Parking, camping and other revenue collected by renter for event	15% of gross revenue	\$25 Overnight \$50 full day

\*Appendix C shows information from comparable cities.

## Revenue Collection

The City collects and receipts revenue in a variety of ways. Program participants can register by mail, in person at City Hall, over the phone or on-line. Since 2008 the City has used ActiveNET, a recreation management software system, to support program registration, senior center memberships, product sales, data collection and facility reservations and scheduling. This is a web based system allowing staff to view up-to-date program and participant information and

facility availability. ActiveNET is a third party system that handles on-line and credit card transactions and met all the PCI financial security requirements. There is a service charge of 1.5% for cash or check and a 3.75% fee for credit card transactions. Online registrants pay an additional service charge of 6.5% plus 50 cents (minimal service charge is \$2.00) with a staggered fee system for transactions from \$150 – over \$500. ActiveNET collects the registration fees and reimburses the City for the fees less the service charges. Staff takes ActiveNET fees into account when developing participant fees.

Recently, due to its ease of use by both participant and City staff, the City has been using Active.com for various race registrations. Active.com is also a web based product that can provide up-to-date program and participant information. They charge the user a percentage of the race fee (based on the type of event) per registration. This registration option is only available on line and the service fee is added to the transaction and absorbed by the participant. The City is able to retain 100% of the established registration fee. Active.com fees are also taken into account when developing fees.

One-time grant reimbursements, sponsorship fees or donations are not processed through ActiveNET because of the transaction fees. These revenues are entered directly into EDEN, the City's financial system. This allows the revenue to directly offset the program, equipment or park site it was intended to support.

## **Conclusions**

Although park spaces have expanded and new programs and special events have been added, general fund allocations for park and recreation operations have stayed consistent for the past few years. The primary expense for this City service area is staffing. It does take significant staff time to coordinate event details and site logistics, develop incident action plans, market to various audiences, monitor program participants and volunteers and research, find and secure sponsors and alternative funding options. The City utilizes a variety of full time, part-time, seasonal and contracted staff members to do the hands on work. Recent merging of City maintenance and operation staff teams has added new skills and resources in certain work areas while redirecting staffing and supervision to other areas. Overall citizens are still receiving quality park and recreation services and experiences.

- Stewardship efforts, regular assessment of and increases in program and facility use fees, developing new programs, using volunteers and interns for staffing and securing partnerships and sponsorships have helped offset general fund subsidy for parks, recreation and special events in Lakewood.
- Recreation programs and special events are continuing to increase in participation. Cost recovery varies within each division based on the type of program and participant served. The senior activity center is the most active and consistent recreation program area. A

dedicated space and targeted membership base allows this program to steadily grow each year. New partners, often focusing on this particular demographic, add financial support and value to our efforts. Youth programming has changed over the years. Our emphasis is now focused on the underserved and low income areas of our community. We take our programs to the participant using neighborhood schools for our program sites. Because our “out of school” programs are low cost or free, these programs are more heavily subsidized than our youth sport programs. Combined they offset the general fund subsidy for youth recreation programs and services.

- Special events are more focused and provide a variety of seasonal opportunities to gather as a community and celebrate. One day (SummerFEST and Truck and Tractor Day) and multi-day (Farmers Market) events allow us to serve a large diverse population and to look for specific financial partners who share our community mission or vision. Our goal is to have the direct costs for every event covered by program revenues.
- Park use has increased substantially at all park sites. We noticed significant increases during times of economic decline where free access to parks and low cost facilities and services are good options for family time, private use and events. Increased use impacts staff time needed to properly maintain sites; more garbage and waste to pick up and remove, and increased amounts of water, electricity and supplies for restrooms and shelters. As park sites become better known for large and small public and private events, we are being as flexible and creative as possible, using City approved policies and fee schedules, to accommodate requests and uses.
- Parks sales tax is an important part of cost recovery. Cost recovery rates have declined over the past few years. In order to meet proposed cost recovery expectations (45% overall cost recovery), parks sales tax must be included in the calculations. If not used, general fund subsidy would be greater, program fees for our free or community programs would have to increase to offset overall costs to implement and/or staff and program levels of service reduced to meet cost recovery expectations.

### **Looking Ahead and Planning for our Future**

The City will strive for a 45% annual rate of overall cost recovery for parks and recreation programs and services. This rate will be used as a factor in developing the 2017-18 and 2019 - 20 budgets. The City is always looking for new ways to reduce the subsidy needed to support park and recreation operations from the general fund. Because we look for sponsorships and other financial support for all of our recreation programs and special events, the City is able to serve a vast and diverse population. We provide quality open spaces and a good variety of recreation and special event programs to our citizens and community visitors.

### **Discounted Programs**

We are regularly asked by current and potential customers to provide free or discounted rates for various groups (service clubs, youth, non-profit, military) wanting to use our parks for a variety of purposes. All are worthy organizations, however, based on our need to generate revenue to offset operations and our goal to reduce impact to our general fund, our response is to keep fees reasonable and to treat all user groups in a fair and equitable manner. We consistently work within our code and fee schedule to support local efforts and normally do not charge special use permit fees for non-profit groups and service clubs using parks located in low income areas to provide safe, structured, and FREE programs and services for youth. Military groups requesting to use our sports fields for early morning physical fitness are not charged a fee and are moved around to various locations to reduce their substantial impact to the sites.

### **Advertising and Sponsorship**

New policies are being developed to formalize our advertising and sponsorship efforts to provide information to the community regarding how we can develop short and long term partnerships that will provide alternate revenue sources for our parks, programs and events. This could include naming rights for parks and public spaces, always being mindful that advertising, sponsorships and various partnerships must align with the City's vision and mission.

### **Fees and Charges**

Understanding the operational impact of increased use and need to cover direct costs associated with that use, we will consider variations to our rates which might encourage use during less impacted periods (weekdays, winter season). New opportunities or rental packages are being developed to make use of current trends (church services in community centers), new uses of areas (wedding and reception packages) and ways to memorialize or honor family members (including pets). The new gathering space at Fort Steilacoom Park could provide additional ways to generate revenue to offset overall program and operational costs.

As costs continue to grow and in order to align with the City's cost recovery policy, a comprehensive analysis of park and recreation costs and fees should be made at least every five years. In the interim, fees may be adjusted each year, based on local Consumer Price Index, contract changes, market rates, legal mandates, new funding opportunities, loss of funding sources or other economic conditions.

### **Planning for our Future**

The Lakewood Legacy Plan outlines ten main goals and over 150 strategic ideas on how to provide park and recreation services for the next 20 years. We will continue to be creative, consistent, effective and efficient in the way we generate revenue and protect these vital community resources for future generations of Lakewood residents and City visitors.

Appendix A - Municipal Statistics for Parks

Appendix A - Municipal Statistics for Parks								
	Lakewood	Renton	Puyallup	Lacey	Federal Way	Burien	Sammamish	Olympia
Total Population	58,360	97,003	38,609	44,919	92,734	49,858	50,169	48,338
Park Acreage	650	816	357	1202.35	608.58	148	311	987
park acreage per capita	0.011137766	0.008412111	0.009246549	0.02676707	0.006562642	0.00296843	0.006199047	0.020418718
Per 1000 residents	11.14	8.41	9.25	26.77	6.56	2.97	6.1	20.41
Percentage of park acreage to total City acreage	5.9%	5.5%	4.0%	11.7%	4.2%	3.1%	2.6%	8.6%
Park Expenditure	\$ 883,215	\$ 4,841,523	\$ 1,522,107	\$ 2,090,230	\$ 2,599,199	\$ 412,394	\$ 1,881,185	\$ 2,692,604
Park Expenditure per Acre	\$ 1,358.79	\$ 5,933.24	\$ 4,263.61	\$ 1,738.45	\$ 4,270.92	\$ 2,786.45	\$ 6,048.83	\$ 2,728.07
Park Expenditure per Capita	\$ 15.13	\$ 49.91	\$ 39.42	\$ 46.53	\$ 28.03	\$ 8.27	\$ 37.50	\$ 55.70
number of parks	14	31	20	34	30	25	13	43
	Richland	Shoreline	Pasco	Kennewick	Kirkland	Spokane Valley	Yakima	
Total Population	52,413	54,790	67,599	76,762	84,430	91,113	93,257	
Park Acreage	1411.62	410	323.85	1180	556.47	164.7	353	
park acreage per capita	0.026932631	0.007483117	0.004790751	0.015372189	0.006590904	0.001807645	0.003785239	
Per 1000 residents	26.93	7.48	4.79	15.37	6.59	1.8	3.79	
Percentage of park acreage to total City acreage	6.2%	5.4%	1.2%	6.8%	8.1%	0.7%	2.0%	
Park Expenditure	\$ 2,206,402	\$ 1,733,599	\$ 2,335,235	\$ 2,942,006	\$ 4,937,110	\$ 1,504,782	\$ 2,017,076	
Park Expenditure per Acre	\$ 1,563.03	\$ 4,228.29	\$ 7,210.85	\$ 2,493.23	\$ 8,872.19	\$ 9,136.50	\$ 5,714.10	
Park Expenditure per Capita	\$ 57.15	\$ 31.64	\$ 34.55	\$ 38.33	\$ 58.48	\$ 16.52	\$ 21.63	
number of parks	51	29	25	28	45	11	34	

**Appendix B: Types of Special Use Permits at Fort Steilacoom Park**

	2014	2015
<b>January</b>	2 Duathlon Events	0 large Events
<b>February</b>	1 Biking/Running Event	1 Duathlon Event
<b>March</b>	1 BuDu Racing 2 Student Biking League 1 Soggy Doggy 2 RC Boat Races	2 RC Boat Races 1 Model Boat Race
<b>April</b>	1 Parks Appreciation Day 1 Ben Keller Boat Races	1 Lake Waughop ESU 1 Baseball Tournament
<b>May</b>	2 Walk-A-Thons 1 Zombie Run 1 Organizational Day 1 RC Boat Races 5 Days Baseball Tournaments	1 Walk-A-Thon 1 5K Warrior Dash 2 Military Days 1 Lake Waughop ESU 2 Dog Events 1 Community Connector Event 2 Days Baseball Tournaments
<b>June</b>	2 5k Runs 1 Movie in the Park 1 Military Day 1 Bike Training 2 RC Boat Races 4 Days Baseball Tournaments	9 Days U.S. Open 3 5K Events 1 Town of Steilacoom Org Day 3 Boat Races Lake Waughop 1 Baseball Tournament
<b>July</b>	1 SummerFEST 1 Dog-A-Thon 1 Remote Control Boat Race 1 Soccer Tournament 2 Days Baseball Tournaments	1 SummerFEST 1 Dog-A-Thon 1 Movie in the Park 2 Model Boat Race 1 Soccer Tournament
<b>August</b>	4 Days Diego Wendt 4US 1 Cancer Relay 1 Cross Country Event 1 Jerry Dunlap RC Boat Race 1 Military Day 1 Soccer Tournament	1 Cyclocross Event 6 Cross Country Events 1 Dog Walk-A-Thon 1 Walk-A-Thon 1 Soccer Tournament
<b>September</b>	1 Cyclocross Race 1 5K 3 Cross Country Races	1 Cyclocross Event 6 Cross Country Events 1 Dog Walk-A-Thon 1 Walk-A-Thon
<b>October</b>	5 Cross Country Races 1 Truck and Tractor Day 1 Walk-A-Thon 1 4th Dimension Racing Event 1 Major Cross Country Meet 2 Jerry Dunlap RC Boat Races	8 Cross Country Races 2 Walk-A-Thons 2 5K Events 1 4th Dimension Racing Event 2 Jerry Dunlap RC Boat Races 1 Truck and Tractor Days
<b>November</b>	1 Lake Waughop Walk-A-Thon 1 Open Space Permit	3 Days Cyclocross Events
<b>December</b>	1 Charity Bike Ride 1 Cyclocross Event	1 Jingle Bell 5K

Appendix 3 – Fee comparisons with other cities

	Lakewood	Olympia	Auburn	Federal Way	Puyallup
<b>SHELTERS</b>					
Shelters Capacity	FSP1: (100) FSP2: (50)	Priest Park (75) Yauger (75) LBA (75)	Game Farm Park: (200) Sunset Park: (100) Lea Hill Park : (50)	Steel Lake: (120) Town Square Park: (80) Sacajawea: (80)	Bradley Lake: (100) DeCoursey Park: (30)
Shelter Reservation Times/Increments	10am - 2pm (4 Hours) 3pm - 7pm (4 Hours) 10am - 7pm (9 Hours)	0-4 Hours 5-8 Hours 9-12 Hours	9am - 3pm (6 Hours) 9am - Dusk (9-10 Hours)	10am - 3pm (5 Hours) 4pm - 9pm (5 Hours)	10am - 3pm (5 Hours) 4:30pm - 8:30pm (5 Hours)
Half Day Rental-Resident	4 hours: \$40 (Neighborhood Park) FSP No Resident Rate	0-4 Hours : \$24 - \$35 5-8 Hours: \$46 - \$67	Game Farm Park: \$30 Sunset Park: \$30 Lea Hill Park: \$60	Steel Lake: \$90 Town Square Park: \$60 Sacajawea: \$60	Bradley Lake: \$50 DeCoursey Park: \$30
Full Day Rental- Resident	9 Hours: \$60 (Neighborhood Park) FSP No Resident Rate	9-12 Hours: \$56 - \$89	Game Farm Park: \$50 Sunset Park: \$50 Lea Hill Park: \$100	No Full Day Specification	No Full Day Specification
Extended Day Rental-Resident	N/A	N/A	N/A	N/A	N/A
Half Day Rental-Non Resident	Neighborhood Park Shelter: \$50 FSP No Resident Rate	N/A	Game Farm Park: \$40 Sunset Park: \$40 Lea Hill Park: \$75	Steel Lake: \$110 Town Square Park: \$90 Sacajawea: \$90	Bradley Lake: \$100 DeCoursey Park: \$60
Full Day Rental- Non Resident	Neighborhood Park Shelter: \$75 FSP No Resident Rate	N/A	Game Farm Park: \$65 Sunset Park: \$65 Lea Hill Park: \$125	No Full Day Specification	No Full Day Specification
<b>SPECIAL EVENTS</b>					
Special Event	200+ Need Special Use Permit	75+ Need Permit		120+ Need Permit	
Special Event Details	100-200 Guests = \$200 201-500 Guests = \$500 500+ Guests = \$1,000	\$50 per block per day street closure fee for events in a fixed location. \$50 community event business license required for events with food and/or vendor sales	Non Refundable Processing Fee	1-50 party Size \$80 for 4 hours 51-150 party Size \$130 for 4 hours 150+ party Size \$180 for 4 hours	90 days or more in advance of the event \$80.00 30-89 days in advance of the event \$80.00 + \$25.00 expedite fee 29 days or less in advance of the event \$80.00 + \$100.00 expedite fee
Insurance Required	\$1,000,000	\$1,000,000	\$1,000,000 (\$2,000,000) aggregate	\$2,000,000	\$1,000,000 \$2,000,000 general aggregate
Alcohol Permit Fee (Yes or No) (\$)	Small events (100 - 200 guests) - \$200.00 Large events (201 - 500 guests) - \$500.00 Major events (over 500 guests) - \$1,000.00	See Special Event Alcohol Fees Chart	See Special Event Alcohol Fees Chart	See Special Event Alcohol Fees Chart	See Special Event Alcohol Fees Chart
Cancellation fees	Administrative Fee - \$10.00 (non-refundable) less than 30 days prior to - (0%) 100% retained by City 31-60 days prior to use - (50% refunded) 50% retained by City more than 61 days prior to use - (75% refunded) 25% retained by City		Non Refundable Processing Fee \$250 to appeal denied permit	\$10 administrative Fee cancellation 2 weeks or more prior to the event receive 50% refund	

## Sport Fields

	Lakewood	Auburn	Metro Parks Tacoma	Puyallup	Pierce County Parks (Sprinker/Heritage)
<b>Tournament Non Refundable/Refundable</b>	\$100 Non Refundable	\$200 Non Refundable	\$100 Refundable Deposit Regular Field Use \$500 Refundable Deposit Per Tournament	\$100 Refundable	N/A
<b>Field Rental Per Day With Prep</b>	1 Field: \$200 2 Fields: \$275 3 Fields: \$325 4 Fields: \$375	1 Day Tournament \$900.00 (4 Fields Included) 2 Day Tournament \$1,300.00 (4 Fields Included)  After Conversions: Initial Preps are included 1 Field = \$225 2 Fields = \$450 3 Fields = \$675 4 Fields = \$900	Per field/Game: \$100 + Lights \$25 2 Day Tournament: \$1,200  After Conversions: Initial Preps are included 1 Field = \$150 2 Fields = \$300 3 Fields = \$450 4 Fields = \$600	1 Day Tournament Resident: \$550 (3 fields Included) 1 Day Tournament Non-Resident: \$650 (3 fields Included) 2 Day Tournament Resident: \$950 (3 fields Included) 2 Day Tournament Non-Resident: \$1,130 (3 fields Included)  After Conversions: Initial Preps are Included 1 Field = \$183 - \$216 2 Fields = \$275 - \$325 3 Fields = \$550 - \$650	\$300 for First Fieldx +\$125 for Each Additional Field  1 Field = \$300 2 Fields = \$425 3 Fields = \$550 4 Fields = \$675
<b>Field Rental Per Day Without Prep</b>	1 Field: \$150 2 Fields: \$175 3 Fields: \$200 4 Fields: \$225	1 Day Tournament \$700.00 (4 Fields Included) 2 Day Tournament \$1,000.00 (4 Fields Included)  After Conversions: Initial Preps are included 1 Field = \$225 2 Fields = \$450 3 Fields = \$675 4 Fields = \$900	Per field/Game: \$100 + Lights \$25 2 Day Tournament: \$1,200  After Conversions: Initial Preps are included 1 Field = \$150 2 Fields = \$300 3 Fields = \$450 4 Fields = \$600	1 Day Tournament Resident: \$550 (3 fields Included) 1 Day Tournament Non-Resident: \$650 (3 fields Included) 2 Day Tournament Resident: \$950 (3 fields Included) 2 Day Tournament Non-Resident: \$1,130 (3 fields Included)  After Conversions: Initial Preps are Included 1 Field = \$183 - \$216 2 Fields = \$275 - \$325 3 Fields = \$550 - \$650	1 Field = \$300 2 Fields = \$425 3 Fields = \$550 4 Fields = \$675
<b>Field Rental Half Day Without Prep</b>	1 Field: \$100 2 Fields: \$125 3 Fields: \$150 4 Fields: \$175	Only Hourly Field Rental or Full Day	Only Hourly Field Rental or Full Day	Only Hourly Field Rental or Full Day	Only Hourly Field Rental or Full Day
<b>Field Rental Half Day With Prep</b>	1 Field: \$150 2 Fields: \$200 3 Fields: \$250 4 Fields: \$300	Only Hourly Field Rental or Full Day	Only Hourly Field Rental or Full Day	Only Hourly Field Rental or Full Day	Only Hourly Field Rental or Full Day
<b>Prep Fee (per field)</b>	\$40 Per Prep	\$30 Per Prep	\$60 Per Prep Baseball \$100 Per Prep Soccer Football	\$35 Per Prep	Field Preps Included in Daily Field Rental Cost
<b>Hourly Field Rental</b>	\$35 Per Hour FSP \$20 Neighborhood Parks	\$10-\$13 Per 1.5 Hours	Per Field/Game Not Per Hour	Youth Resident: \$24 Per Hour Youth Non-Resident: \$29 Per Hour Adult Resident: \$32 Per Hour Adult Non-Resident: \$38 Per Hour	\$40 Per Hour Without Lights \$50 Per Hour With Lights

## BOAT LAUNCH

	Lakewood	Tacoma	Pierce County	Renton
<b>Daily Rate</b>	Per Launch: \$15	\$13: May 1 thru Sept. 30 \$11: Oct. 1 thru April 30	May 25th - September 7th Per Launch: \$15 May 25th - September 7th Per Launch Senior: \$5 Parking Fee: \$7 Parking Fee Seniors: \$3.50	Per Launch Resident: \$10 Per Launch Non-Resident: \$20
<b>Resident Season Pass</b>	January 1st - December 31st: \$	April 1- March 31: \$250	\$100	January 1st - December 31st: \$60
<b>Non-Resident Season Pass</b>	January 1st - December 31st: \$	April 1- March 31: \$250	\$100	January 1st - December 31st: \$120
<b>Commercial</b>	January 1st - December 31st: \$	N/A	N/A	N/A



To: Mayor and City Councilmembers

From: Heidi Ann Wachter, City Attorney

Through: John J. Caulfield, City Manager

A handwritten signature in cursive script that reads 'John J. Caulfield'.

Date: May 23, 2016

Subject: Update relative to mandatory sewer connections

This is to summarize a proposed amendment to section 12A.15.060 of the Lakewood Municipal Code (LMC) that is intended to clarify existing language pursuant to Council discussion at the Council Meeting on April 18, 2016. This section of the LMC relates to mandatory sewer connection.

The Council has authorized on-site septic systems to remain in use for up to ten years provided certain conditions are met, including certification by the Tacoma-Pierce County Health Department that the septic system is in good working order. During the discussion of this Code section the Council determined that further editing would improve the clarity of the section but should not be undertaken during the Council meeting. The language has been reviewed by members of the Public Works and Legal Departments with the attached proposed amendment.

The amendment is proposed to reduce unnecessary language and enhance the clarity of the requirement. Removal of this language eliminates repetition of requirements found elsewhere in the Code.

ORDINANCE NO.

AN ORDINANCE of the City Council of the City of Lakewood, Washington, amending Section 12A.15.060 of the Lakewood Municipal Code; relative to processes and deadlines for mandatory connection to sewer.

WHEREAS in 2011, the City of Lakewood extended sewer service to the Tillicum neighborhood, and under the current Lakewood Municipal Code properties are required to connect in a timely manner to the sewer;

WHEREAS, Seventy-three properties are subject to mandatory connections on or before November 1, 2016; and

WHEREAS it is desirable from a property redevelopment perspective and from an administrative perspective to extend the timeframe for compliance from 5 years to 10 years from the date that sewer is available to properties.

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

Section 1: Section 12A.15.060 Lakewood Municipal Code (LMC) entitled, “Mandatory Connection,” is amended to read as follows:

A. After service and recording of a Notice of Availability an interim on-site septic system may be allowed to remain in use for ten years from the date of recording. Any extension beyond five years shall require certification by the Tacoma-Pierce County Health Department that the existing septic system is in good working order. ~~An interim on-site septic system will be allowed to remain in use after the passage of such date only if the property owner applies for and receives a deferral of the requirement to connect as outlined in LMC 12A.15.090 and 12A.15.100.~~ The use of an interim on-site septic system after the longer of any deferrals or expiration of the allowed use of such interim on-site septic system is prohibited.

B. Use of interim on-site septic systems on property within the City of Lakewood shall be discontinued, and connection to the public sewer system mandated, upon the occurrence of any the following events:

1. When a septic tank, drain field or other private sewerage disposal system becomes inoperable in accordance with the provisions determination of the authorized public health official or authority;
2. Should the City receive a permit or application proposing a change that intensifies in the use of a structure or residence served by an interim on-site septic system, connection to the public sewer system will be mandated prior to issuance of a certificate of occupancy or prior to issuance of any applicable permit, license or approval;

3. Prior to issuance of a certificate of occupancy for a newly constructed structure upon a property;
4. Upon the sale of a property within the City, the purchaser shall be required to connect to the public sewer system prior to occupancy or use of a structure;
5. As necessary to meet planning and development regulations, including issuance of discretionary permits, land use variances and site development permits where the public health, safety and welfare would be served by mandating connection to the public sewer system;
6. Should lands, buildings or structures be found to exist in a state of public nuisance or in a condition that violates any applicable public health or building code, law or regulation, through issuance of an order to repair or remove such condition, in the discretion of the City Manager, or designee thereof, the owner may be ordered to connect to an available public sewer in order to cure such condition or violation.
7. At the time that any property is proposed to be subdivided, subjected to a binding site plan, or subject to the formation of a condominium.

Section 2: 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 day of June 6, 2016.

CITY OF LAKEWOOD

---

Don Anderson, Mayor

Attest:

---

Alice M. Bush, MMC, City Clerk

Approved as to Form:

---

Heidi A. Wachter City Attorney