



## LAKWOOD CITY COUNCIL STUDY SESSION AGENDA

Monday, February 27, 2017

7:00 P.M.

City of Lakewood

City Council Chambers

6000 Main Street SW

Lakewood, WA 98499

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Page No.

### CALL TO ORDER

### ITEMS FOR DISCUSSION:

- ( 3) 1. United Way presentation. – *Ms. Dona Ponepinto, President and CEO, United Way of Pierce County*
- ( 30) 2. Review of Waughop Lake Management Plan. – (Memorandum)
- ( 50) 3. Review of purchasing policies update. – (Memorandum)
- ( 85) 4. Review of alarm code and fee schedule amendments. – (Memorandum)
- (116) 5. Lakewood population projections report. – (Memorandum)

### REPORTS BY THE CITY MANAGER

### ITEMS TENTATIVELY SCHEDULED FOR THE MARCH 6, 2017 REGULAR CITY COUNCIL MEETING:

- 1. Proclamation declaring March 5, 2017 through April 28, 2017 as Pierce County READS. - *Ms. Kim Archer, Lakewood Branch Manager, Pierce County Library System*
- 2. Proclamation declaring March 13-17, 2017 as Classified School Employees Week. – *Ms. Irene Oda, President, Educational Support Personnel of Clover Park*
- 3. Youth Council Report.

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

<http://www.cityoflakewood.us>

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

4. Clover Park School District Report.
5. Amending the Lakewood Municipal Code relative to imprest funds to provide change funds for SSMCP memberships. – (Ordinance – Consent Agenda)
6. Amending the Lakewood Municipal Code relative to purchasing and contracting authority of the City Manager. – (Ordinance – Consent Agenda)
7. Adopting the city of Lakewood boundary line adjustments to include portions of Tacoma Mall Boulevard. – (Ordinance – Consent Agenda)
8. Setting Monday, April 3, 2017, at approximately 7:00 p.m., as the date for a public hearing on vacating a portion of Lakeland Avenue SE. – (Resolution – Consent Agenda)
9. Awarding a bid for street improvements on Lakewood Drive from 100<sup>th</sup> Street to Steilacoom Boulevard SW. – (Motion – Consent Agenda)
10. Awarding a bid for parking lot improvements at Ft. Steilacoom Park. – (Motion – Consent Agenda)
11. Amending the Lakewood Municipal Code relative to alarm fees. – (Ordinance – Regular Agenda)
12. Amending the fee schedule relative to alarm fees. – (Resolution – Regular Agenda)
13. Approving the purchasing policies. – (Resolution – Regular Agenda)
14. Adopting the Waughop Lake Management Plan. – (Motion – Regular Agenda)

## **COUNCIL COMMENTS**

## **ADJOURNMENT**

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# United Way of Pierce County Center for Strong Families

*Increase the number of low-income families  
that are financially stable.*

**Dona Ponepinto, President & CEO**

# COMMUNITY PROBLEM

ALICE families are typically wage earners, but are one paycheck away from poverty. The ALICE report identified that “**one in three** Pierce County households can’t afford the basics of housing, food, health care, child care, and transportation, despite working hard”.

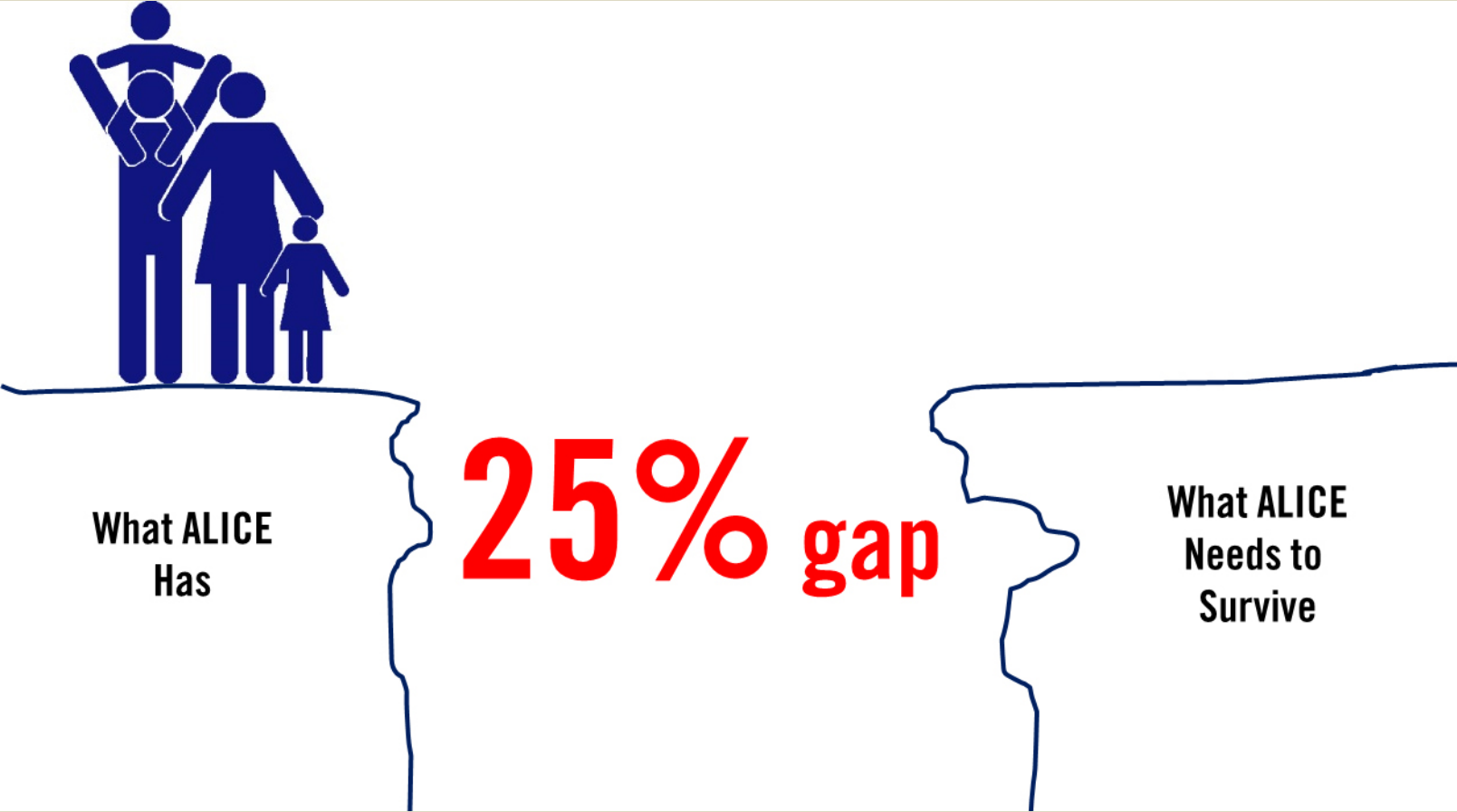
# ALICE

Asset Limited  
Income Constrained  
Employed

People who live above the federal poverty line and are working but still can't provide the basic necessities for their family.



# Reality for ALICE



# Largest Cities in the Pacific Northwest

Largest Cities (>40,000 Households)	Number of Households	Percent of Households below ALICE Threshold
Seattle, WA	297,920	27%
Portland, OR	253,021	30%
Boise City, ID	87,769	38%
Spokane, WA	86,332	45%
<b>Tacoma, WA</b>	<b>81,498</b>	<b>41%</b>
Eugene, OR	65,201	44%
Vancouver, WA	64,090	43%
Salem, OR	59,637	47%
Bellevue, WA	52,279	18%
Kent, WA	43,876	35%
Everett, WA	41,413	48%

# Cities in Pierce County

City	Number of Households	Percent of Households below ALICE Threshold
Tacoma	81,498	41%
Lakewood	24,204	47%
Ft.Lewis	2,920	51%
McChord AFB	755	53%
Spanaway	9,440	34%
Graham	8,309	20%
Parkland	13,224	44%
Midland	3,326	50%
Gig Harbor	3,352	28%
Puyallup	14,837	29%
South Hill	18,068	23%



# Household Survival Budget

Household Survival Budget, Pierce County		
	SINGLE ADULT	2 ADULTS, 1 INFANT, 1 PRESCHOOLER
<b>Housing</b>	\$608	\$964
<b>Child Care</b>	\$-	\$1,309
<b>Food</b>	\$191	\$579
<b>Transportation</b>	\$322	\$643
<b>Health Care</b>	\$114	\$456
<b>Miscellaneous</b>	\$138	\$421
<b>Taxes</b>	\$149	\$261
<b>Monthly Total</b>	\$1,522	\$4,633
<b>ANNUAL TOTAL</b>	\$18,264	\$55,596
<b>Hourly Wage</b>	\$9.13	\$27.80

Source: U.S. Department of Housing and Urban Development (HUD), U.S. Department of Agriculture (USDA), Bureau of Labor Statistics (BLS), Internal Revenue Service (IRS) and state Treasury, and ChildCare Aware, 2013; American Community Survey, 1 year estimate.

# OUR GOAL

United Way of Pierce County is focused on breaking the cycle of poverty by removing barriers and creating pathways for our children and their families to succeed and thrive.

# Center for Strong Families

*Helps people in a way that encourages a long-term commitment to increasing income, decreasing expenses, building credit and acquiring assets.*

*Earn it, Keep it, Grow it.*

**LIVE UNITED**



011  
United Way of Pierce County

# Center for Strong Families

## Key Operational Elements

- ➔ On-site *employment services* (job placement, retention, and advancement)
- ➔ On-site one-on-one *financial coaching* tailored to the needs of the working poor
- ➔ On-site *access to income supports* (public benefits, tax credits, tax return preparation)
- ➔ **Intentional/well-planned integration** of the three core services
- ➔ **Data tracking** to improve program performance



# Financial Opportunity Center Locations

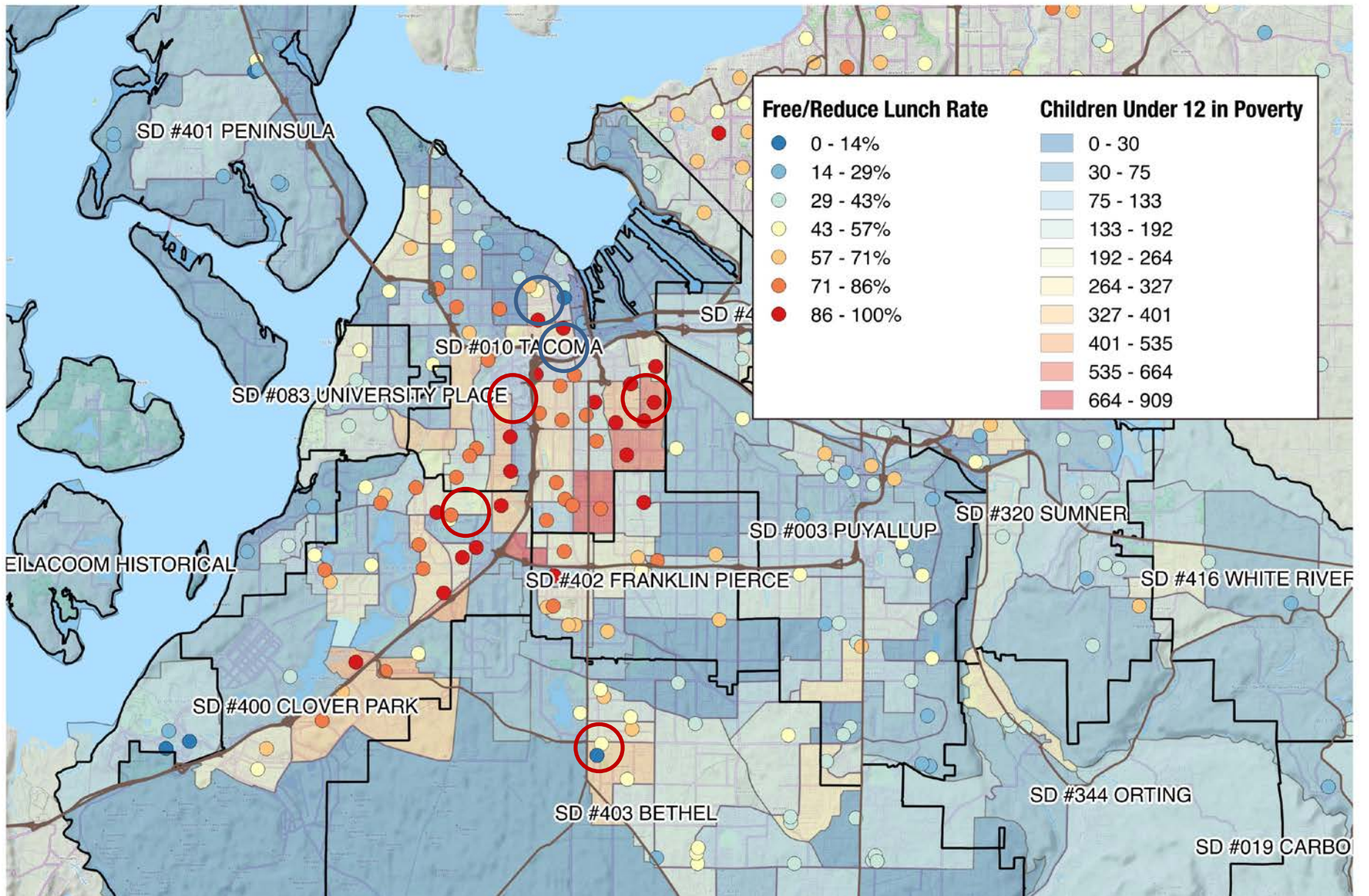


**LISC**



# UWPC's Role

- Seed Funding/Base Level
- Program Guidance
- Infrastructure
- Training and Technical Assistance
- Maintain Quality Standards
- Shared Client Data System

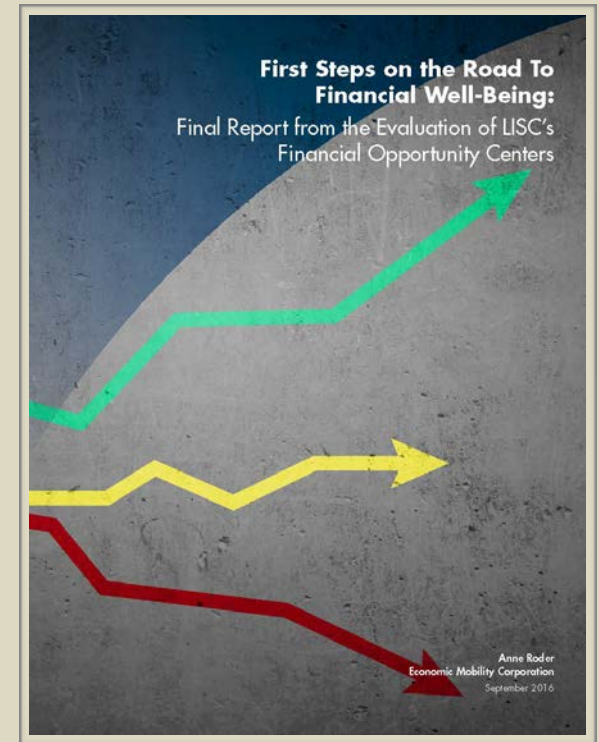


○ CSF Current Sites      ○ CSF Potential Sites

# *A New Study Shows LISC's Financial Opportunity Centers Surpass Other Programs*

*FOC clients are more likely to:*

- *be employed year-round*
- *reduce non-asset related debt*
- *build positive credit histories*

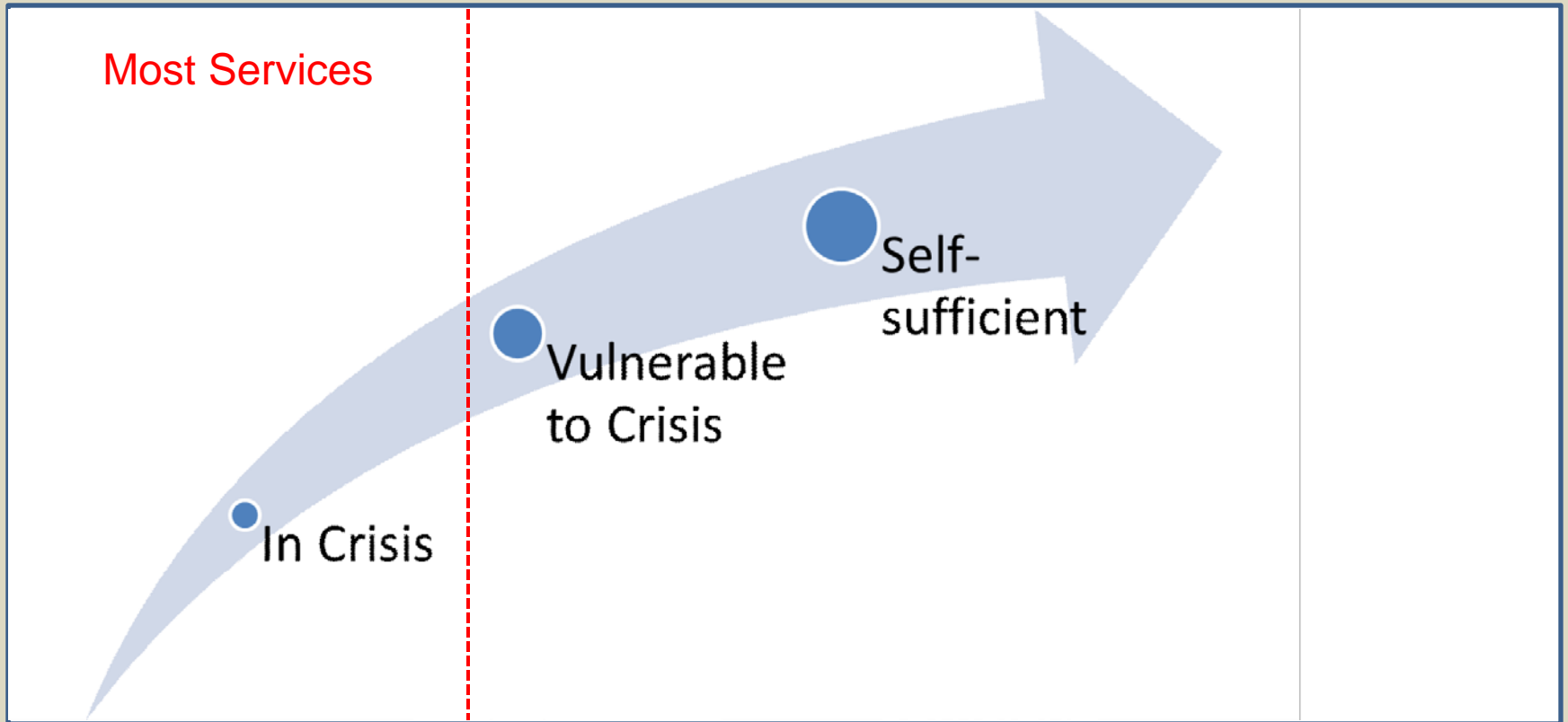




# VIDEO TESTIMONIALS

- Robert – Chicago 1:28sec
- LISC Financial Opportunity Centers 3:39sec
- FOC San Diego 3:42 sec

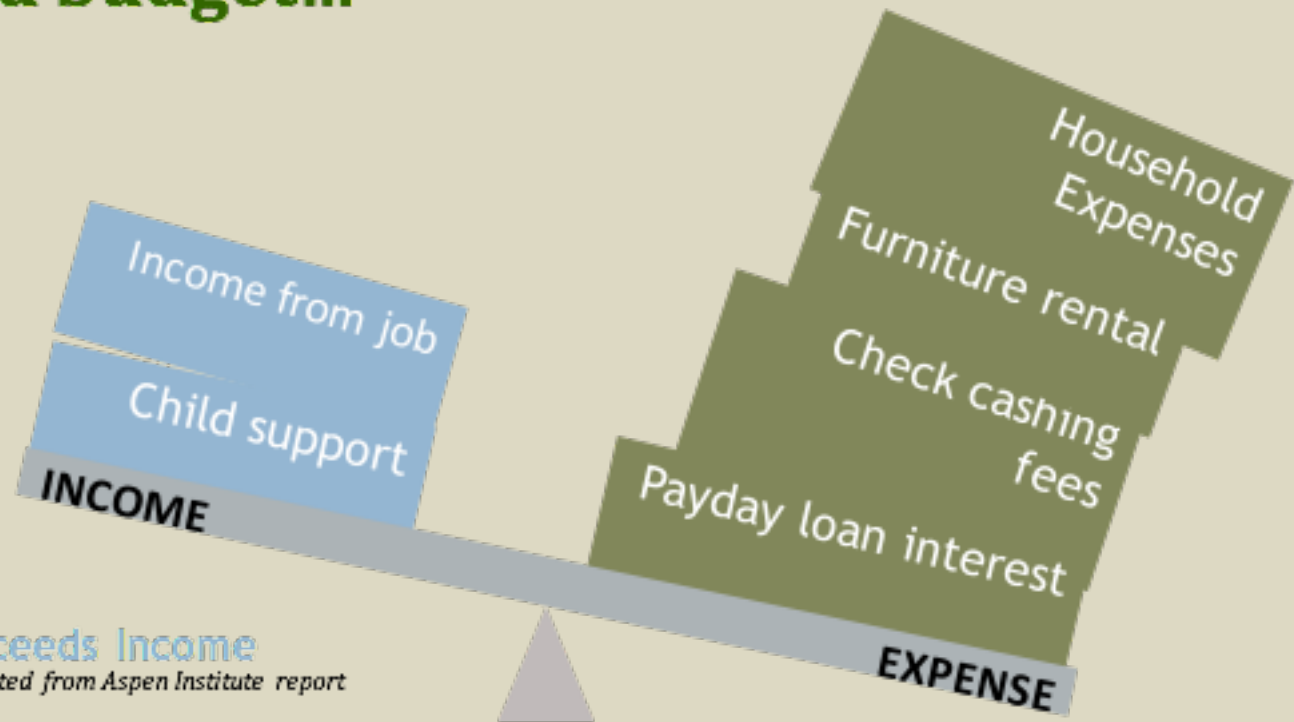
# Moving Families out of Poverty



# Cascade Effect



# Jobs are not always enough to balance a household budget...



Expense exceeds Income

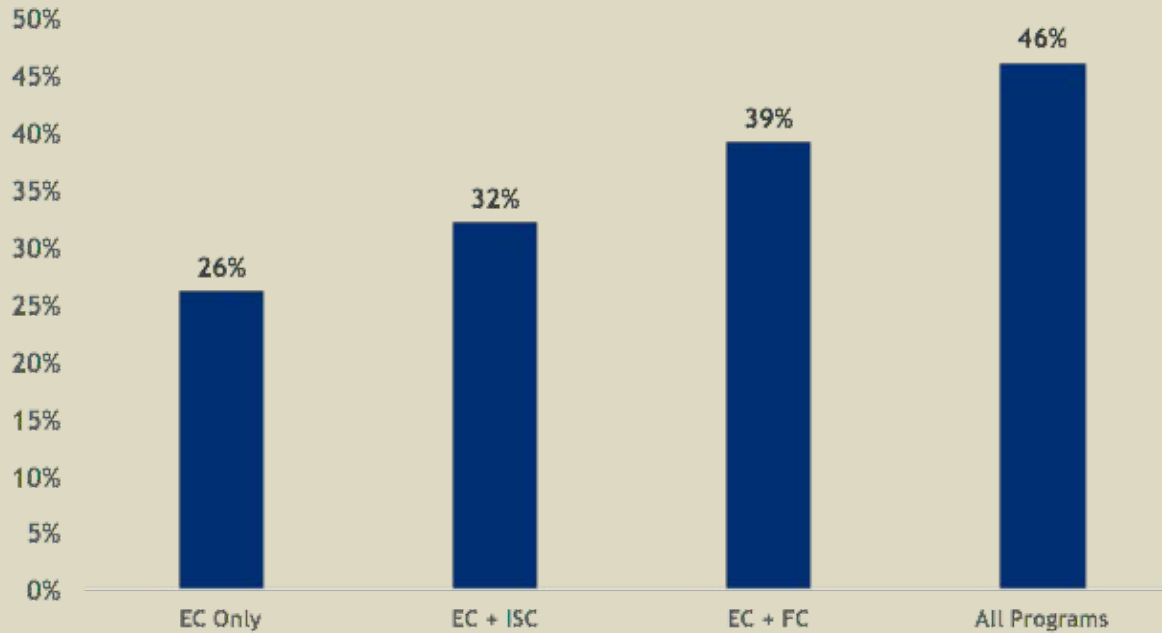
*Household scenario adapted from Aspen Institute report*

- Net income (NI) is negative for **20% of all working FOC participants**
- Workforce services alone - not enough to tip the scale
- Most workforce programs don't ask about expense

# Bundling Works!



Job Placement by Program Mix



# FOC STRENGTHS

- Focus on long term client financial stability
- Build off of existing infrastructure – Not starting from scratch
- Data is used to improve client service and FOC program
- Large network of FOCs (80+) to share knowledge and best practice
- Use the coaching approach to meet the clients needs

# Employment Coaching

- Employment placement and career improvement — and the ability to find or transition to good jobs — is the basis for a family's financial security. Services might include:
  - Employment/training
  - Job readiness training
  - Occupational training
  - Basic education
  - Transitional jobs
  - Job placement
  - Retention support

# Financial Coaching

- All Centers offer one-on-one financial coaching for long-term financial interventions. Services might include:
  - 1:1 coaching
  - Financial education workshops
  - Credit report review
  - Budget and balance sheet creation/review
  - Credit building loans
  - Savings vehicles
  - Secure credit cards
  - Medical debt resolution



# Income Supports Access

- CSF clients are employed or will become employed, but their wages and benefits are often insufficient to meet their daily needs. Income supports, such as food stamps or the Earned Income Tax Credit play a key role in helping working families pay for their everyday living expenses.
  - Benefits screening
  - Benefit application
  - Tax prep services/EITC

# CSF 7 Principles

1. offer core services – **credit, income, and assets**
2. **integrate service delivery**, “bundled” and sequenced
3. **financial counseling** for all clients and motivate and support them with culturally competent staff
4. provide access to **public and private benefits**
5. **continued engagement w/ clients** over 2-3 years
6. **evaluate, learn from and share data**
7. promote the Center for Strong Families through the power of a common brand and marketing

# CENTER FOR STRONG FAMILIES DASHBOARD

The Center for Strong Families Initiative responds to the problem of persistent poverty, financial instability, and low-wage stagnation among families.

## Goals 2016-2017

**2**

Sites

**\$286,595**

2016 Investment

**200**

Families 6/17

## Total Enrollment

**99**

Enrolled

**50%**

Total Enrolled

**95**

Active

## Client Outcomes

### CSF FFT Reports

Baseline Financial Assessment: **66**

--> Median Credit Score: **620**

--> Median Monthly Income: **\$1,282**

--> Avg. Wage Goodwill Olympics: **\$12.49**

--> Avg. Wage Sound Outreach: **\$12.24**

Attending Education/Training Program: **22**

Completed Education/Training Program: **23**

Job Placements: **36**

Subsequent Financial Assessment: **2**

--> Net Income going up: **N/A**

--> FICO Credit Going Up: **N/A**

--> Decreased Expenses: **N/A**

Report Updated: **01/05/17**

## 5 Year Goals (2016 - 2021)

**6**

Sites

**\$2,578,808**

Projected Expenses

**2,400**

Families by July 2021

## Integration of Core Services

**12%**

1 of 3

**22%**

2 of 3

**66%**

3 of 3

## Fin. Coaching

**2**

Subsequent CFAs

### CSF Project Timeline

Task	Status	Start Date	End Date	Comments
Development of CSF	●	08/24/15	11/02/15	
RFP Process	●	10/05/15	03/01/16	
Pre-planning	●	03/07/16	04/29/16	
<b>Phase 1: Implementation</b>	●	05/08/16	03/31/17	
Credit Builders Alliance	●	06/06/16	06/06/16	
Client Tracking System (ETO)	●	06/06/16	06/06/16	
LISC Training (Client Flow/ETO)	●	06/07/16	06/08/16	
National Network Meeting (Chicago)	●	06/27/16	06/29/16	
<b>Start-up &amp; Enrollment</b>	●	07/01/16	07/01/16	
Enrolling Clients and Data Accuracy	●	08/01/16	03/31/17	
September Presentation TPU Leadership	●	09/01/16	09/01/16	
Network Breakfast Club Meeting	●	10/07/16	10/07/16	
LISC CSF Site Visits	●	10/26/16	10/26/16	
CSF Training at CPTC	●	11/01/16	11/01/16	
Salesforce Client Database Review	●	11/07/16	11/07/16	



<https://app.smartsheet.com/b/publish?EQBCT=5c5ccd7d51fb494b9ed5f6d645528eaf>



## Focus On **Employment Services & Training**

Get help finding and receiving employment and training.

### TOPICS

- > [Job Training in High Demand Industries](#)
- [Job Search Assistance and Placement](#)
- [Job Seeking Skills and Guidance](#)
- [Job Training and Employment Programs](#)
- [Jobs and Training for Adults with Developmental Disabilities](#)
- [Unemployment Financial Assistance – Apply for Unemployment by Calling 1-800-318-6022 or Visit <https://esd.wa.gov>](#)

### Partner News

#### United Way of Pierce County's Center for Strong Families

Our Financial and Career Coaches can help you:

- Land careers that pay a family-wage
- Improve your credit score
- Access public benefits you qualify for

Center for Strong Families' services are located in your neighborhood and provide access to high-quality, one-on-one career and financial coaching when you need them. Our coaches will work with you over an extended period of time to help you increase your income, decrease your expenses, and acquire new assets.

Get connected with a coach today! Call South Sound 2-1-1 to find a Center for Strong Families near you and other critical resources.

### Helpful Links

#### [Career Bridge](#)

Find the education and training you need to get the job you want.

CENTER FOR STRONG FAMILIES

**THANK YOU**

**LIVE UNITED**



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United Way of Pierce County



To: Mayor and City Councilmembers  
From: Don Wickstrom, Public Works Director  
Through: John J. Caulfield, City Manager *John J. Caulfield*  
Date: February 21, 2017  
Subject: Waughop Lake Management Plan - [here](#)

The City Council is aware that the City received a grant from the Department of Ecology to prepare a management plan for Waughop Lake in order to develop strategies to protect and improve the lake uses currently impaired by excess nutrients in the lake. We are in the final stages of completing the plan. You received a final draft version of the plan to review.

We've invited the main authors of the plan, Mike Milne, Vice President and Chief Scientist at Brown and Caldwell, and Dr. Jim Gawel, Associate Professor of Environmental Chemistry and Engineering at the University of Washington Tacoma, to present the results of the data collected from the lake and the recommendations of the plan.

In summary, the recommendation is to address the excess nutrients in the lake bottom sediment, which is the primary source of the algae blooms. The first phase would consist of treating the whole lake with alum. The second phase, if feasible, would consist of dredging the lake.

After review and discussion of the data and the recommendations, the plan will be back to the City Council for formal adoption on March 6<sup>th</sup>.

City of Lakewood

# Waughop Lake Management Plan

February 27 | 2017



# Waughop Lake Has Long History of Cyanobacteria Blooms

- Historic farming contributed substantial nutrient loads to lake
- High levels of toxins during cyanobacteria (blue green algae) blooms
- City of Lakewood applied for state grant to develop Lake Management Plan





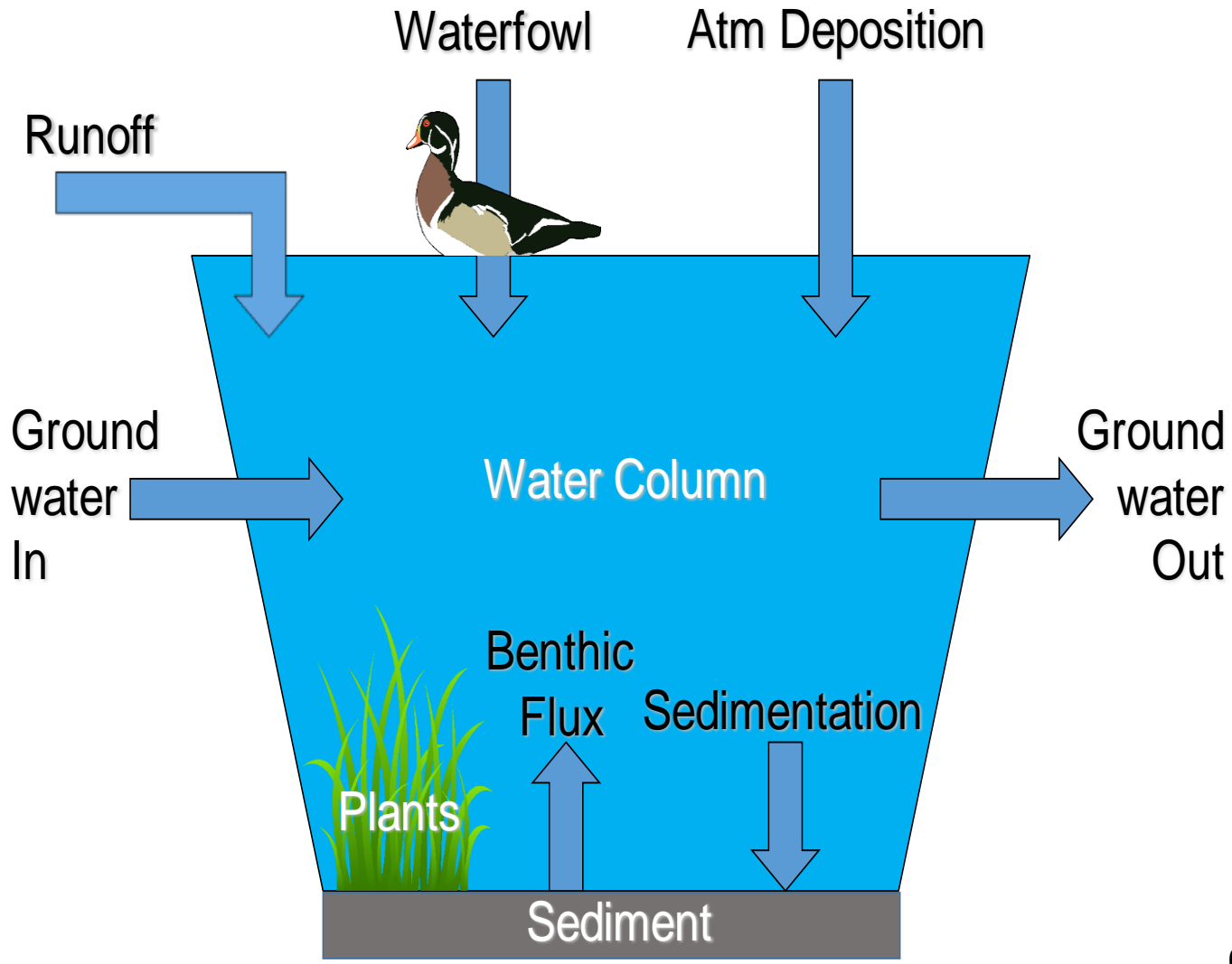
# Why Worry about Cyanobacteria?

- Unsightly and noxious odors
- Can be toxic to wildlife, pets and swimmers
- Can affect lake water chemistry
- Dead algae can deplete oxygen from bottom waters

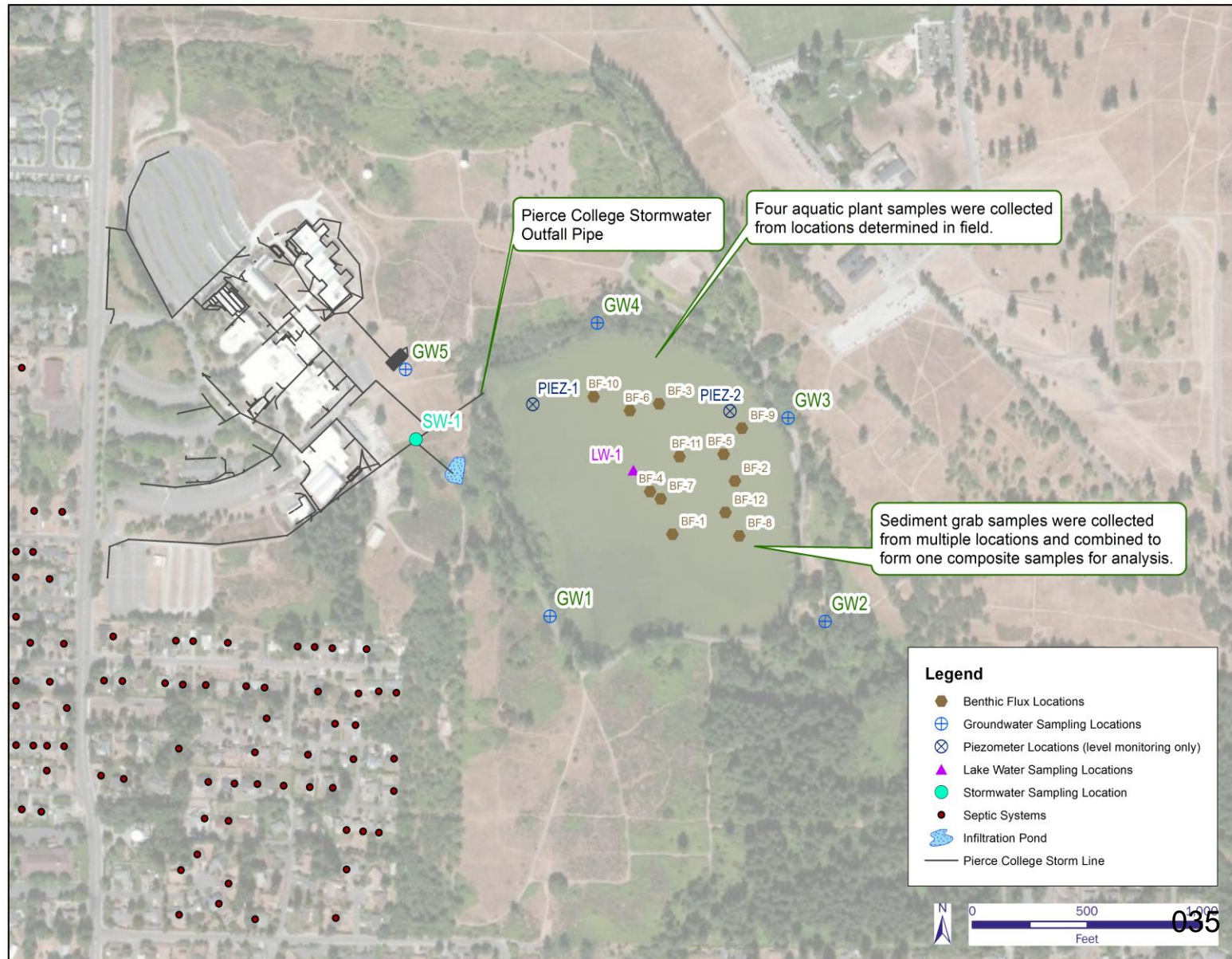


Algae bloom in Waughop Lake

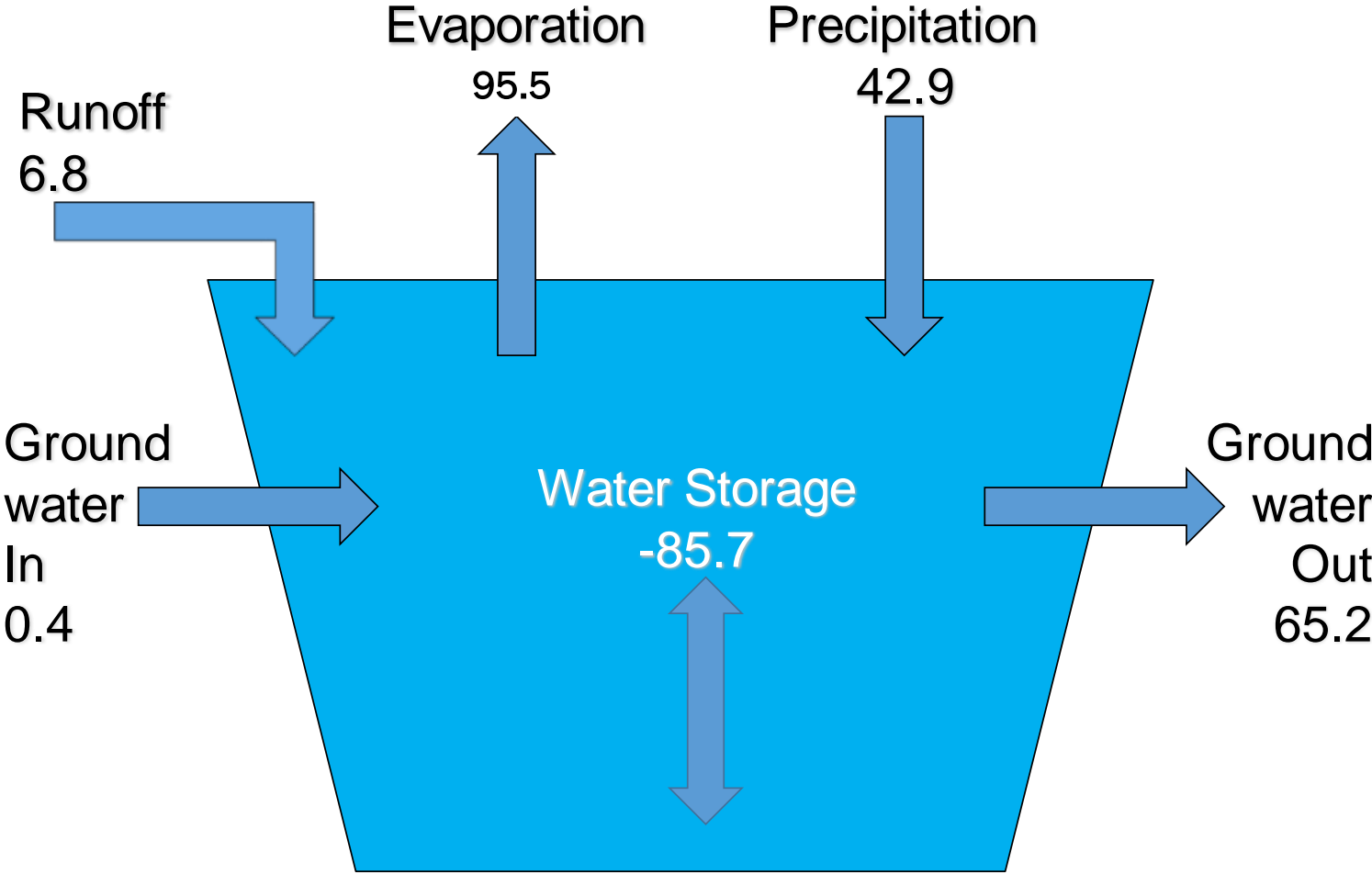
# Waughop Lake Conceptual Model



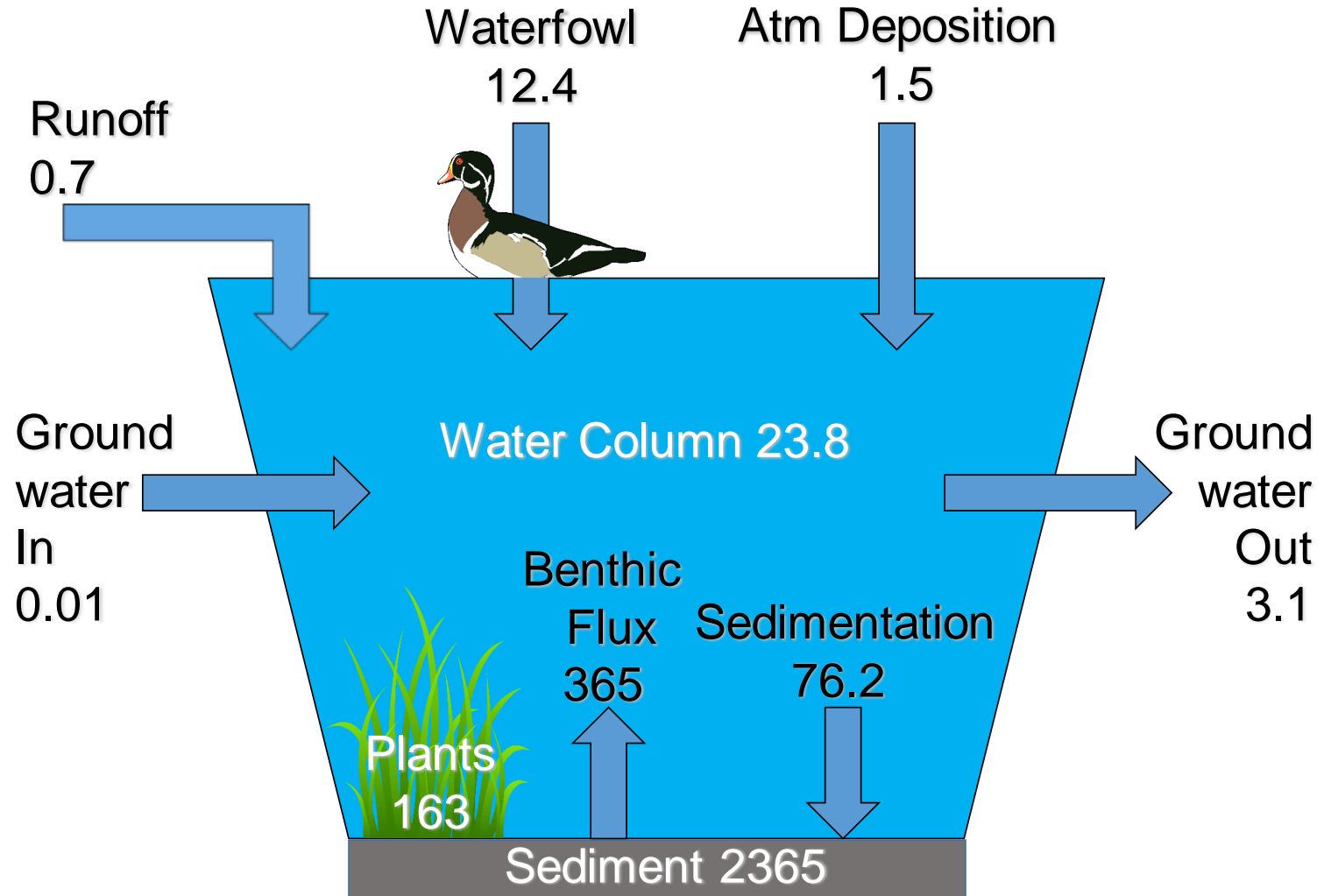
# Waughop Lake Monitoring Program 2014-15



# Hydrology Model Summary (ac-ft)



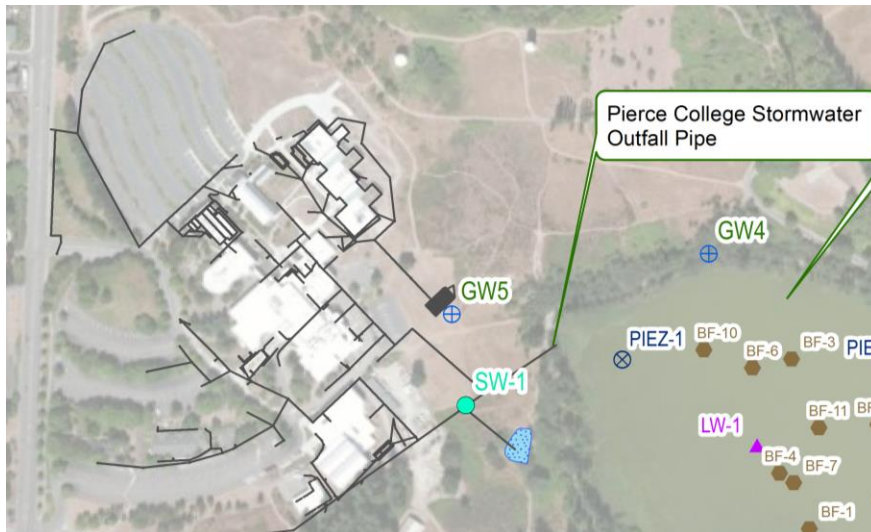
# Phosphorus Model Summary (kg)



# Waughop Lake Monitoring Results

- Direct rainfall was main water source to lake
- Phosphorus is limiting nutrient for aquatic plants
- Lake is eutrophic to hypereutrophic
- Water near lake bottom becomes anoxic
- When anoxic, bottom sediments release large amount of phosphorus into the lake water
- Septics and stormwater appear minor sources
- Bottom sediment is rich in phosphorus and internal loading is the primary source of P to lake

# Recent Sewage Discharge to Lake Traced to Malfunctioning Lift Station



Pierce College has capped the overflow line and is fixing the lift station

# Potential Lake Management Measures – Initial Screening

Watershed	In-Lake		
Stormwater treatment/removal	Hypolimnetic aeration or oxygenation	Mechanical removal (algae/plants)	Nutrient input reduction
Septic system improvement or sewerage	Vigorous epilimnetic mixing	Selective water withdrawal	Enhanced grazing (fish, zooplankton)
Waterfowl management	Circulation and destratification	Algaecides	Bottom-feeding fish removal
Public education	Dilution and flushing	Phosphorus inactivation	Fungal/bacterial/viral pathogens
	Drawdown	Sediment oxidation	Competition and allelopathy
	Dredging	Settling agents	Floating wetlands
	Light-limiting dyes and surface covers	Selective nutrient addition	Pump and treat system



# Measures that Passed Initial Screening

Watershed	In-Lake		
Stormwater treatment/removal	Hypolimnetic aeration or oxygenation	Mechanical removal (algae/plants)	Nutrient input reduction
Septic system improvement or sewerage	Vigorous epilimnetic mixing	Selective water withdrawal	Enhanced grazing (fish, zooplankton)
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	Light-limiting dyes and surface covers	Selective nutrient addition	Pump and treat system

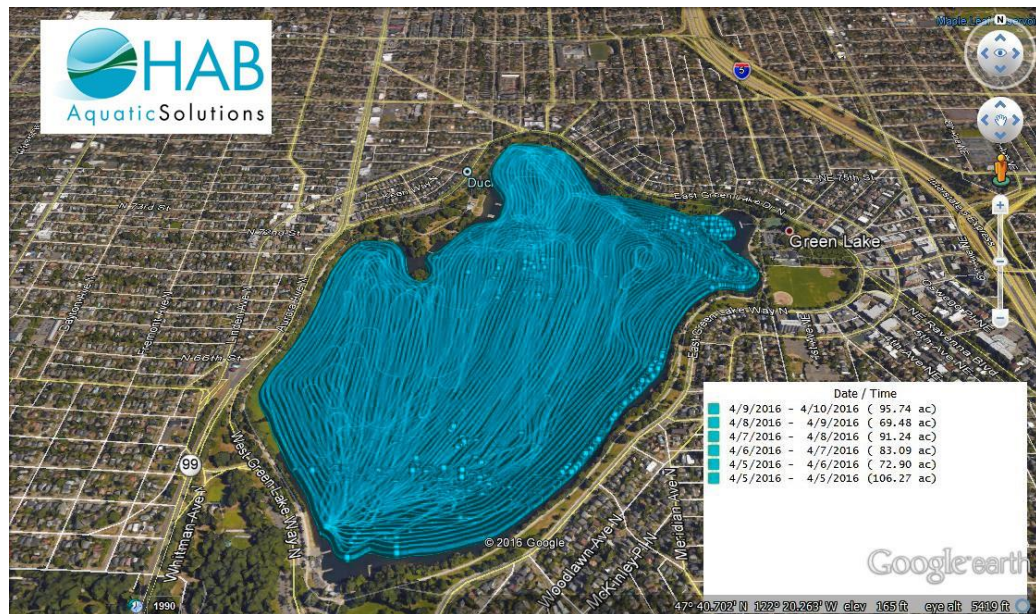
# Hydraulic Dredging



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# Green Lake Alum Treatment, Seattle 2016

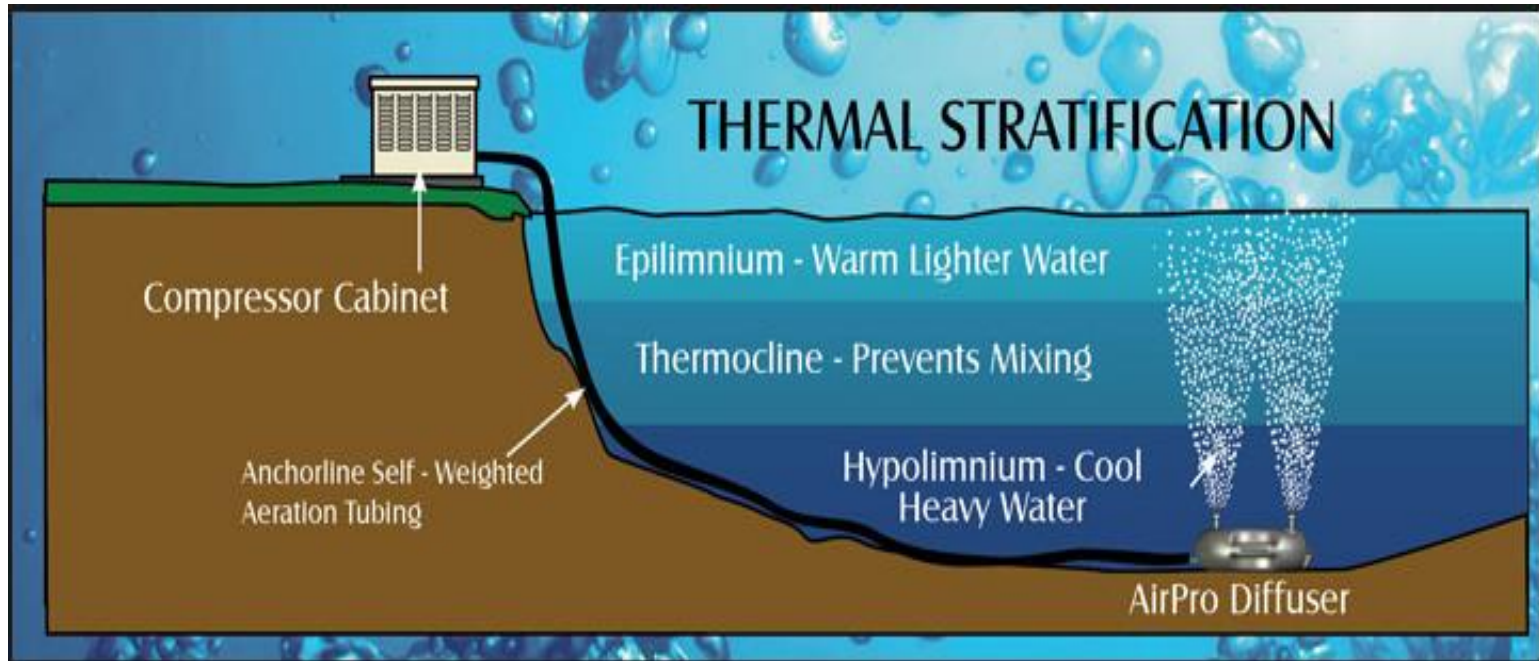
- 259 acres
- Average depth = 13 ft
- Max depth = 30 ft
- Urban lake with stormwater inputs
- Two previous applications in 1991 & 2004



- 6-day application (4/16)
- 81,744 gal of alum
- 40,905 gal of sodium aluminate



# Aeration/Vigorous Epilimnetic Mixing



# Dixie Drain Treatment Facility, Boise, ID



045

Table 3-2 Management measures that used initial screening options for control of cyanobacteria

Option	Planning-level cost estimates		20-year costs (capital+ ongoing)	Water quality benefit	How soon will water quality benefits occur?	How long will water quality benefits last?	Other potential benefits?	Other potential impacts/costs?
	Initial	Ongoing						
Dredging (hydraulic, “wet” excavation, or “dry” excavation)	Costs could vary widely based on dredging and disposal methods.  Onsite disposal ranges from \$2.7M–\$12.0M.  Offsite disposal ranges from \$8.5M–\$15.0M.	None	\$2.7M–\$17.9M, depending on disposal and treatment requirements	Highest. Would remove ~100 years of phosphorus enriched sediment.	< 1 year	Long term	Increased lake depth, more groundwater inflow, more fish habitat.	Permitting challenges. Habitat disturbance during dredging. Equipment staging on shoreline. Odor from dredge spoils. Onsite dewatering/ disposal would require large area. Truck traffic (if offsite disposal is necessary.)
Phosphorus inactivation with whole-lake treatment	\$210k for prep and initial treatment.	\$120k every 3–10 years.	\$0.7M (assumes follow-up treatment every 5 years)	High initially, slow decline over time.	Immediate	3–10 years	Minimal infrastructure, no conflicts with other lake uses.	Could increase macrophyte growth. Would need to be repeated every 3–10 yrs.
Lake bottom water aeration and mixing	\$1.9M	\$20k/year	\$2.3M	Medium to high. Would increase DO, reduce phosphorus release from sediment, disrupt cyanobacteria blooms. Could be configured to include alum emitter.	2 years	Long term	Few conflicts with other uses. Increased DO should improve fish habitat.	Blower building would be required. Energy use.
Pump and treat: chemical treatment	\$1.5M	\$80k/year	\$3.1M	Medium	1 year	Long term	Flexible operation. Higher treatment capacity than wetland treatment system. Learning opportunity for college students.	Would require ~3 acres of land. Temporary impacts during construction.
Pump and treat: constructed wetlands	\$3.1M	\$100k/year	\$5.1M	Medium (less than chemical treatment)	1 year	Long term	Flexible operation. Increased habitat for birds and other wildlife. Learning opportunity for college students.	Would require ~9 acres of land. Temporary impacts during construction.

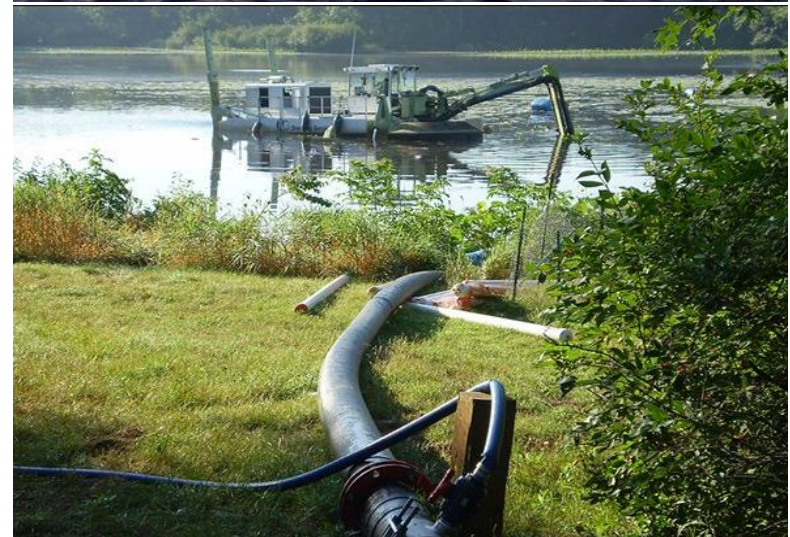
# Recommended Approach

## Phase 1

- Treat with alum
- Monitor lake
- Collect sediment cores to refine costs & develop bid documents for dredging
- Pursue funding

## Phase 2

- Dredge (if sufficient funds)
- If insufficient funds for dredging:
  - Perform follow-up alum treatment, or
  - Pilot test aeration/mixing system



# Potential Funding Sources

- State budget allocation
- Grants
- Special purpose district
  - Lake management district
  - Local improvement district
- Flood Control Zone Management District



A group of five people are gathered on a gravel shore next to a lake. A man in a dark blue t-shirt with 'UFW' on it and a cap stands in the center. To his left, a woman in a black jacket and blue jeans is gesturing. To his right, a woman in a blue jacket and blue jeans stands with her back to the camera. Further right, a man in a blue jacket and grey pants is looking towards the group. A small boat is partially visible on the water. The background features a dense forest of trees under a cloudy sky.

Questions?



To: Mayor and City Councilmembers  
From: Tho Kraus, Assistant City Manager/Administrative Services  
Through: John J. Caulfield, City Manager *John J. Caulfield*  
Date: February 27, 2017  
Subject: Proposed Purchasing Policies Update

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### **Background**

The proposed purchasing policies amends Resolution 1999-39 adopted by the City Council in November 1999. Major changes in the proposed policies include:

- Reference applicable state law and that the City’s policy is in accordance with the RCW, including all future amendments, additions and deletions;
- Modernize and clarify language;
- Logical arrangement of subject matter; and
- Eliminate definitions sections (many are defined in state law or policy, and some are more policy related then definitions);
- Update vendor list to reflect the use of MRSC rosters (City does not maintain its own list); and
- Separate and/or eliminate procedures from policy.

The following items were discovered as part of the purchasing policies review and changes and/or development of procedures/documents are necessary:

- Per LMC 2.08.020 Duties of the City Manager “The City Manager shall be the chief purchasing agent, and shall have purchasing and contracting authority on individual purchases or contracts up to \$10,000, and as provided by the City’s Purchasing Policy, with contracts over \$10,000 subject to Council approval.” Under the current purchasing policies, the City Manager’s purchasing and contract authority is set at \$50,000. The City Manager’s authority remains unchanged in the proposed policies. An amendment to the code will be presented to the City Council (consent agenda item), which will remove the \$10,000 authorization and instead, reflect the limits in accordance with the City’s purchasing policies.

- Resolution 1999-39 amends Resolution R16-95 and Resolution 1996-40. Resolution R16-95 (known as 1995-16) was a resolution establishing travel policies and reimbursement of expenses incurred while on city business. Essentially 1999-39 eliminated the travel and reimbursement policies of R16-95 (1995-16). The travel and reimbursement policies will need to be reviewed, updated, and presented to the City Council for adoption in the future.
- The City does not have a clear set of procedures for employees to follow in terms of contracts and purchasing (how to determine, the appropriate contract, the routing process, whether competitive bidding is required and how to go about the process, retainage and performance bond requirements, etc.). There are also other related items that should be included in the set of procedures, including, but not limited to:
  - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200);
  - Suspension and Debarment and process for obtaining verification and certification;
  - E-Verify requirement and process;
  - Combining related procedures including but not limited to surplus and disposal, fleet and equipment purchase and replacement, donations acceptance, bid advertising, bid packets, and bid opening processing; and
  - Various forms (i.e. sole source justification, emergency public work contract, advance travel requests, contract routing form, informal quotations log, W-9 form, Labor & Industries notice of completion for retainage release and internal retainage release checklist).

This internal procedures document is a comprehensive document requiring much time and effort to produce and involves coordination with many departments. A substantial document is currently under development and will be presented to the City Council as an informational item in the future.

### **Next Steps**

- Resolution to Adopt Proposed Purchasing Policy – March 6, 2017
- Ordinance to amend LMC 2.08.020 Duties of the City Manager – March 6, 2017 (Consent Agenda)
- Resolution for Travel and Reimbursement Policy – Date To be Determined
- Contracts, Purchasing and Related Procedures (Internal Manual) – Date to be Determined

### **Attachments**

- Proposed Purchasing Policies
- Current Purchasing Policies Adopted in Resolution 1999-39

## **CITY OF LAKEWOOD PURCHASING POLICIES**

### **GENERAL PROVISIONS**

- Section 1. Purpose.
- Section 2. Application.
- Section 3. Federal funds.
- Section 4. Grants.
- Section 5. Professional service contracts.
- Section 6. Responsibility for purchasing.
- Section 7. Authority to execute.
- Section 8. Routine expenses.
- Section 9. Recycling procurement policy.

### **COMPETITIVE BIDDING PROCESS**

- Section 10. Bid limits.
- Section 11. Competitive bidding.
- Section 12. General standards for determining lowest responsible bidder.
- Section 13. Cancellation of requests for bids or requests for proposals.
- Section 14. Specifications.
- Section 15. City procurement records.
- Section 16. Unauthorized purchases.

### **EXCEPTIONS TO COMPETITIVE BIDDING REQUIREMENT**

- Section 17. Cooperative purchasing.
- Section 18. Emergency procurement.
- Section 19. Other exemptions.

### **MATERIALS, SUPPLIES AND EQUIPMENT**

- Section 20. Small purchases.
- Section 21. Inspection and testing.
- Section 22. Purchases for special events.

### **PUBLIC WORKS OR IMPROVEMENTS**

- Section 23. Definition of public works.
- Section 24. Plans and specifications – Estimates – Publication – Emergencies.
- Section 25. Small works roster.
- Section 26. Bonds and bid security - Noncollusion affidavit — Insurance.
- Section 27. Administrative procedures.

## **GENERAL PROVISIONS**

### **Section 1. Purpose.**

The purpose of the City of Lakewood Purchasing Policies (“Policies”) is to protect and advance the public interest by providing for the fair and equitable treatment of all persons involved in the purchasing process, by maximizing the purchasing value of public funds, by providing safeguards for maintaining a purchasing system of quality and integrity, and by following state law.

### **Section 2. Application.**

These Policies apply to the award of contracts by the City for:

- (1) purchases of materials, supplies, and equipment;
- (2) public works and improvements;
- (3) maintenance; and
- (4) other goods and services.

These Policies do not apply to:

- (1) the reimbursement of business expenses incurred by employees
- (2) purchase and/or lease of real estate;
- (3) lease agreements for materials, supplies and equipment unless the agreement is in excess of fifty thousand dollars (\$50,000); and
- (4) professional and non-professional service contracts as defined in Section 5.

### **Section 3. Federal Funds.**

When a purchase involves the expenditure of federal funds, purchasing shall be conducted in accordance with any applicable federal law or regulation.

### **Section 4. Grants.**

Nothing in this chapter shall prevent the City from complying with the terms and conditions of any grant, gift or bequest which is otherwise consistent with law.

### **Section 5. Professional service contracts.**

- A. General. Professional services, including but not limited to contracts for architectural, engineering, legal and consulting services, are not subject to the requirements of these Purchasing Policies. Contracts for architectural and engineering services shall be awarded in accordance with Chapter 39.80 RCW. For purposes of this section, “professional services” are those services involving labor, skill, education and special knowledge and where the labor and skill involved is predominately mental or intellectual, rather than physical or manual.
- B. Publication. At least once a year, on behalf of the City, Municipal Research and Services Center of Washington (“MRSC”) shall publish in a newspaper of general circulation within the City a notice of the existence of the consulting services roster or rosters and solicit statements of qualifications from firms providing consulting services. Such advertisements will include information on how to find the address and telephone number of a representative of the City who can provide further details as to the City’s projected needs for consulting services. Firms or persons providing consulting services shall be added to appropriate MRSC roster or rosters at any time that they submit a written request and necessary records.

- C. Professional Architectural and Engineering Services. The MRSC Rosters will distinguish between professional architectural and engineering services as defined in RCW 39.80.020 and other consulting services and will announce generally to the public the City's projected requirements for any category or type of professional or other consulting services. The City reserves the right to publish an announcement on each occasion when professional services or other consulting services are required by the agency and to use paper and/or other electronic rosters that may be kept on file by appropriate City departments.

#### **Section 6. Responsibility for purchasing.**

- A. General. The City Manager or designee shall be responsible for all City purchasing under these Policies except where otherwise provided. The Assistant City Manager/Administrative Services or designee shall administer these Policies.
- B. Duties. In accordance with the Purchasing Policies, the Assistant City Manager/Administrative Services or designee shall:
1. Purchase or supervise the purchase of all materials, supplies, equipment and nonprofessional services and award of all public works and improvement contracts by the City;
  2. Sell, trade or otherwise dispose of surplus personal property belonging to the City. The City Manager shall be responsible for the disposal of real property;
  3. Establish and maintain programs for specifications development, contract administration and inspection and acceptance, in cooperation with City departments using the items purchased;
  4. Propose operational procedures consistent with these Policies relating to the execution of his or her duties. Such procedures shall be followed by all City departments. These operational procedures are subject to prior approval of the City Manager; and
  5. Determine liability and property damage insurance requirements, including but not limited to coverage requirements, limits of liability, necessary endorsements and other matters relating to insurance, for any contract entered into by the City under these Policies.

#### **Section 7. Authority to execute.**

Every contract under these Policies where the annual cost to the City for such contracts is:

- A. Fifty thousand dollars (\$50,000) or less including addenda the City Manager or designee is authorized to sign such contracts on behalf of the City;
- B. More than fifty thousand dollars (\$50,000), approval of the City Council is required for such contracts.

#### **Section 8. Routine expenses.**

Routine expenses such as utilities charges, claims and judgments, witness fees, governmental taxes and governmental fees for licenses and permits may be acquired, ordered or paid in the best interests of the City within budget appropriations or other City Council authorization therefor.

## **Section 9. Recycling procurement policy.**

- A. Intent. In accordance with RCW 35A.40.210, 35.22.620(10) and 39.30.040 including all future amendments, additions and deletion, the City of Lakewood finds it desirable to adopt a procurement policy promoting the use of recycled products and recyclable products by the City of Lakewood departments, thereby stimulating the demand for these products and helping to develop markets for materials that have been diverted from the solid waste stream.
- B. Use of recycled Materials. All City of Lakewood departments shall use recycled products and recyclable products whenever practicable and reasonable.

## **COMPETITIVE BIDDING PROCESS**

### **Section 10. Bid Limits.**

The competitive bidding process outlined in Section 20 is required whenever the estimated cost of a tangible personal property (materials, supplies and equipment not in connection with public works projects) is between \$9,999 and \$25,000.

The competitive bidding process outlined in Section 11 is required whenever the estimated cost of a tangible personal property (materials, supplies and equipment not in connection with public works projects) is greater than \$25,000.

The competitive bidding process outlined in Section 11 is required whenever the estimated cost of a purchase of materials, supplies and equipment, or a contract for public work or improvement (including the cost of materials, supplies, equipment and labor), will exceed the sums as set forth in RCW 35A.40.210 and 35.22.620(3) including all future amendments, additions and deletions.

Whenever the estimated cost of the public work or improvement is less than the bid limit as stated above a contract for the public work or improvement may be awarded in the manner authorized by Section 21 (small works roster). The public work or improvement may be performed by City employees within the limits and to the extent authorized by state law.

### **Section 11. Competitive bidding.**

- A. General. Any purchase of material, supplies, and equipment, or any contract for public works or improvements where the cost thereof exceeds the bid limit in Section 10 shall be by competitive bidding in accordance with RCW 35A.40.210 and 35.22.620(6) including all future amendments, additions and deletions, except for purchases and contracts made pursuant to Sections 17 (cooperative purchasing), 18 (emergency) and 19 (sole source).
- B. Request for Bids. Request for bids issued which shall include the specifications and the contractual terms and conditions applicable to the procurement. The request for bid may be changed or amended by the City provided the change is issued in writing at least three (3) business days prior to the bid opening date. Such changes will be furnished to all interest vendors in the form of an addendum. Any material information provided to a prospective bidder with regard to a request for bid shall be furnished to all bidders on the vendor list receiving a copy of the original request for bid. Oral interpretations of contract terms and conditions shall not be binding on the City unless confirmed in writing by the City and provided to all bidders at least three (3) business days before bid opening. The City will not be responsible for oral

interpretations not confirmed in writing by the City giving the interpretation at least twenty-four (24) hours before bid opening.

- C. Public Notice. Public notice of the request for bids shall be given not less than fourteen (14) calendar days prior to the date set forth therein for the opening of bids unless another timeline is deemed necessary by the City Manager or designee. Such notice shall be published, at least once in a newspaper of general circulation. The public notice shall state the date and time of bid opening. Bids not received by the date and time stated for bid opening will not be accepted or considered.
- D. Bid Opening. Sealed bids shall be received by the City Clerk or designee, at any time within regular business hours and shall be identified as bids on the envelope. Bids shall be date and time stamped when received by the City. Bids shall be opened in public by the City Clerk or designee at the time and place stated in the request for bids. The amount of each bid, and such other relevant information as the City Manager or designee deems appropriate, together with the name of each bidder, shall be announced and recorded. The record and each bid shall be open to public inspection. The City Clerk or designee shall tabulate the bids and submit them to the concerned department, which will make appropriate recommendations to the City Manager. Bids which are received, but which do not identify the request to bid or the time for bid opening may be opened, but solely for identification purposes. All late bids or late withdrawal request will be date and time recorded.
- E. Bid Evaluation. Bids shall be evaluated based on the specifications and other relevant evaluation criteria set forth in the bid specifications. The evaluation criteria shall be objectively measurable whenever possible, and may include such factors as discounts, transportation costs, and total or life cycle costs, inspection or testing which has been done of the product bid, quality, workmanship, delivery time, and suitability for a particular purpose.
- F. Bid Irregularities. Except where otherwise provided in these Policies, bids containing irregularities may be accepted by the City for consideration. Any action concerning the bid(s) containing irregularities shall be at the discretion of the City Manager and/or City Council in accordance with the provisions of law. The call for bids for all bids shall state the reserved right of the City to reject any and all bids and to waive irregularities in any provided that no bidder shall be permitted to gain unfair advantage over other bidders by action of the City Council pertaining to this section.
- G. Correction or withdrawal of errors; Cancellation of Awards. Correction or withdrawal of inadvertent errors in bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted by the City to the extent allowed by law.
  - (1) Mistakes discovered before bid opening may be corrected by bidder withdrawing the original bid and submitting a corrected bid to the City before the bid opening. If there is not sufficient time prior to bid opening to withdraw the original bid and submit a corrected bid, the bidder, or an authorized representative, may correct the mistake on the face of the original bid; provided the official opening time has not yet been reached. A corrected bid must be stamped upon resubmission.
  - (2) Mistakes discovered during or after bid opening may not be corrected. If the bidder submits evidence in writing satisfactory to the City Manager and City Attorney that a mistake has been made by the bidder in the calculation of its bid, the City Manager may



allow the bid to be withdrawn; provided, that the claim of mistake and the evidence in support thereof must be made and provided within 3 business days after the bid has been opened. Compliance with this section within the specified time limit shall relieve the bidder of forfeiture of its bid bond if the City Manager and City Attorney approve the bid withdrawal.

- H. Award or rejection of bids. The recommended bids over fifty thousand dollars (\$50,000) shall be submitted to the City Council by the City Manager. The City Council may award the bid to the lowest responsive, responsible bidder in accordance with Section 12, or may reject all bids in its sole discretion. The contract shall be considered and/or awarded to the lowest responsible bidder whose bid meets the specifications and evaluation criteria set forth in the request for bids.
- I. Recalling for bids. The City Council may reject any or all bids and/or call for further bids. If no responsive, responsible bid is received on the first call, the City may readvertise and make a second call, or may enter into a contract without any further call.

### **Section 12. General standards for determining lowest responsible bidder.**

In accordance with RCW 39.04.350 including all future amendments, additions and deletions to determine the lowest responsive, responsible bidder, in addition to price, the following may be considered:

- A. The ability, capacity and skill of the bidder to perform the contract;
- B. Whether the bidder can perform the contract promptly, or within the time specified, without delay or interference;
- C. The reputation, experience and efficiency of the bidder;
- D. The quality of performance of previous contracts by the bidder;
- E. The previous and existing compliance by the bidder with laws and ordinances relating to contracts or services;
- F. The sufficiency of the financial resources and ability of the bidder to perform the contract;
- G. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- H. The number and scope of conditions attached to the bid.

### **Section 13. Cancellation of requests for bids or requests for proposals.**

In accordance with processes set forth in RCW 39.26.160 including all future amendments, additions and deletions, a request for bids may be canceled at the discretion of the City Manager or Designee. The reasons therefor shall be made part of the contract file. Each request for bids issued by the City shall state that the request may be canceled. Notice of cancellation shall be sent to all parties that have been provided with a copy of the request. The notice shall identify the request for bids and state briefly the reasons for cancellation.

## **Section 14. Specifications.**

- A. Maximum Practicable Competition. All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage maximum free and open competition in satisfying the City's needs. The policy enunciated in this section applies to all specifications including but not limited to those prepared for the City by architects, engineers, designers, and drafters.
- B. "Brand Name or Equivalent" Specification. Brand name or equivalent specifications may be used when the City Manager or designee determines that use of a brand name or equivalent specification is in the City's best interest.
- C. Brand Name Specification. Because use of a brand name specification is often restrictive of competition, it may be used only when the City Manager or designee makes a written determination that only the identified brand name item or items will satisfy the City's needs.
- D. Experience Clause Restrictions. Experience clauses requiring prospective bidders to have a record of satisfactory operation or performance may only be used if such requirements have been adequately justified in writing and approved by the City Manager or designee.

## **Section 15. City procurement records.**

- A. Procurement File. All determinations and other written records pertaining to the request to bid, award, or performance of a contract shall be maintained for the City in a contract file by the City Department.
- B. Retention of Procurement Records. All procurement records shall be retained and disposed of by the City in accordance with state law and city ordinances, regulations and guidelines. If a contract is being funded in whole or in part by assistance from a federal agency, then all procurement records pertaining to that contract shall be maintained in accordance with any applicable requirements of federal law.

## **Section 16. Unauthorized purchases.**

Any purchase or contract made contrary to the provisions hereof and except as authorized by the City's operational procedures shall not be approved by any city officer and the City shall not be bound thereby, except as may be required or provided by law.

## **EXEMPTIONS TO COMPETITIVE BIDDING REQUIREMENTS**

### **Section 17. Cooperative purchasing.**

The City Manager or designee is authorized to recommend to the City Council that it join in cooperative purchasing arrangements with other public agencies similarly authorized. Any cooperative purchasing agreement shall comply with RCW 39.34.030(3) including all future amendments, addition and deletions and set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties. Any cooperative purchasing agreement shall be governed by the requirements of state law in regard to competitive bidding when applicable. In addition, City Manager or designee may utilize existing contracts or proposed solicitations of other local, state, or federal agencies to procure

materials, supplies, and equipment for the City consistent with legal requirements if such methods of procurement would foster economy and efficiency.

### **Section 18. Emergency procurement.**

Notwithstanding any other provisions of these Policies, the City Manager or designee may, in accordance with RCW 35A.40.210, 35.22.620(6), and 39.04.280 including all future amendments, additions and deletions, make or authorize others to make emergency procurement of materials, supplies, equipment, or construct public works projects without complying with the competitive requirements of these Purchasing Policies when there exists a threat to public health, welfare, or safety or where the City may suffer a substantial monetary loss by reason of the time required to follow regular purchasing procedures; provided, that such emergency procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the procurement file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, and a listing of the item(s) procured under the contract, which shall be reported to the City Council.

### **Section 19. Other exemptions.**

- A. The City Manager or designee is authorized to make open market purchases without obtaining competitive bids or quotations therefor in accordance with RCW 35A.40.210, 35.22.620(6) and 39.04.280 including all future amendments, additions and deletions under the following conditions:
  1. Items of Special Design. When an item required is of special design, shape or manufacture to match or fit in with an existing installation and competitive bidding is impracticable;
  2. Surplus or Distress Sales. When it is possible to procure obvious bargains in surplus or distress material, supplies or equipment.
  3. Items for Quick Delivery. When the obtaining of competitive bids or quotations will cause delay resulting in an appreciable loss to the City.
- B. Small Items Not Stocked, Blanket Purchase Orders. The Assistant City Manager/Administrative Services or designee is authorized to establish blanket purchase orders with local vendors for the purchase of items which are not stocked by the departments of the City and are available at usual market prices. Such local vendors shall be selected based on best overall price policies, breadth and depth of stocks and delivery service.
- C. Sole Source Procurement. A contract for the purchase of materials, supplies or equipment may be awarded without complying with the bidding requirements of this chapter when the City Manager or designee determines in writing, after conducting a good faith review of available sources, that there is only one source for the required materials, supplies or equipment. A record of sole source procurement shall be maintained that lists each contractor's name, the amount and type of each contract, and a listing of the items(s) procured under each contract.

## **MATERIALS, SUPPLIES AND EQUIPMENT**

### **Section 20. Small purchases.**

- A. General. Any purchase of materials, supplies or equipment not exceeding the bid limit specified in Section 10 shall be considered a “small purchase” and shall be made in accordance with RCW 39.04.190 including all future amendments, additions or deletions. The City Manager or designee shall adopt purchase procedures whereby the requirements of Section 11 shall not apply. Insofar as it is practical, three businesses shall be solicited to submit quotations. The Assistant City Manager/Administrative Services or designee shall keep a record of all small purchases and quotations submitted in competition thereon and such records shall be open for public inspection during regular office hours. The City Manager or designee shall consider and/or award the purchase order on small purchases to such vendor as the City Manager or designee determines to have submitted the lowest responsive, responsible quotation, in accordance with the provisions of this chapter.
- B. Filing of statements on awards to other than vendor submitting lowest quotation. When the award for a small purchase is not given to the vendor submitting the lowest quotation, a statement of the reasons for placing the order elsewhere shall be prepared and filed with the other papers relating to the transaction.
- C. Rejection of quotations. The City Manager or designee shall have the authority to reject all quotations or parts thereof, with regard to a small purchase of any materials, supplies, or equipment when he/she determines the public interest will be served thereby, and upon concurrence with department directors and upon rejection of such quotations shall include the reason therefor in the records of the transaction.

### **Section 21. Inspection and testing.**

The City Manager or designee shall inspect or supervise the inspection of all deliveries materials, supplies, or equipment to determine their conformance with the specifications set forth in the request to bid.

- A. Inspection by Using Department. The City Manager or designee may authorize a using department having the staff and facilities for adequate inspection to inspect all deliveries made to such using departments, under operational procedures.
- B. Tests. The City Manager or designee may require chemical and physical tests of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with the specifications. In the performance of such tests, he/she shall have the authority to make use of laboratory facilities of any outside laboratory.

### **Section 22. Purchases for special events.**

The City Manager may promulgate procedures to govern the purchase of supplies, such as food, beverages, decorations and awards, for public events and employee activities, including employee of the year recognition, volunteer recognition and ceremonial openings of public facilities.

## **PUBLIC WORKS OR IMPROVEMENTS**

### **Section 23. Definition of public works.**

RCW 39.04.010 including all future amendments, additions and deletions is incorporated by reference.

### **Section 24. Plans and specifications - Estimates–Publication - Emergencies.**

Plans and/or specifications, and an estimate of the cost of such work must be filed with the City Manager or designee when a public work or improvement is necessary. The City Manager or designee shall approve the plans, specifications and estimates of cost and the original draft or a certified copy filed with the City Clerk or designee before further action is taken.

If it is determined that it is necessary or advisable to execute such public work or improvement by any means, e.g., force account, or method other than by contract, and it appears that the estimated probable cost of executing the work will exceed the amount as set forth in RCW 39.04.020 including all future amendments, additions and deletions, then, at least fifteen days before the work is begun, the City Clerk or designee shall cause such estimate, together with a description of the work, to be published at least once in a newspaper of general circulation within the City; except that when any emergency requires the immediate execution of such public work or improvement, upon finding of the existence of an emergency by the authority having power to direct such public work or improvement to be done, duly entered of record, publication of description and estimate may be made within seven days after the commencement of the work.

### **Section 25. Small works roster.**

As an alternative to general competitive bidding requirements set out in Section 11, the following small works roster procedures are established for use by the City pursuant to RCW 39.04.155 including all future amendments, additions and deletions.

- A. Cost. The City need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars (\$300,000), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the City may use the Small Public Works Roster procedures for public works projects as set forth within this Section. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
- B. Publication. At least once a year, on behalf of the City, Municipal Research and Services Center of Washington (“MRSC”) shall publish in a newspaper of general circulation within the City a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to appropriate MRSC Roster(s) at any time that they submit a written request and necessary records. The City may require master contracts to be signed that become effective when a specific award is made using a small works roster.
- C. Telephone or Written Quotations. The City shall obtain telephone, written or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the

mandatory bidder responsibility criteria in RCW 39.04.350(1) and may establish supplementary bidder criteria under RCW 39.04.350(2).

- (1) A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- (2) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) to three hundred thousand dollars (\$300,000), the City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that **quotations** on the work are being sought. The City has the sole option of determining whether this notice to the remaining contractors is made by:

- (a) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
  - (b) mailing a notice to these contractors; or
  - (c) sending a notice to these contractors by facsimile or email.
- (3) At the time bids are solicited, the City representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
  - (4) A written record shall be made by the City representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.
- D. Limited Public Works Process. If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars (\$35,000), the City may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the City will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the City may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, materialmen, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the City shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The City shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

- E. Determining Lowest Responsible Bidder. The City Council shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the City Council may call for new bids. A responsible bidder shall be a registered and/or licensed contractor who meets the mandatory bidder responsibility criteria established by RCW 39.04.350 and who meets any supplementary bidder responsibility criteria established by the City.
- F. Award. All of the telephone bids or quotations shall be collected and presented at the same time to the City Council for consideration, determination of the lowest responsible bidder, and award of the contract.

**Section 26. Bonds and bid security-Noncollusion affidavit-Insurance.**

- A. Requirement for Bid Security. Bid security shall be required for all competitive bidding for public work or improvement contracts in accordance with RCW 39.08.010 and 39.08.030 including all future amendments, additions and deletions. Bid security shall be of a type and in a form established by the City Manager or designee and approved by the city attorney or designee, which may include a bond provided by a surety company authorized to do business in this state, or the equivalent in cash, cashier's or certified check and shall be included in the bid package. Bid security shall be required on bids for materials, supplies and equipment only if determined necessary by the City Manager or designee.
- B. Amount of Bid Security. Bid security shall be in an amount equal to at least five percent (5%) of the amount of the bid or in another amount as determined by the purchasing manager.
- C. Rejection of Bids for Noncompliance with Bid Security Requirements. When the request for bid requires submittal of bid security, noncompliance will result in rejection of the bid.
- D. Withdrawal of Bids. If a bidder is permitted to withdraw its bid before award as provided in Section 11(G), the bidder's bid security shall be returned.
- E. Contract Performance and Payment Bonds. When required — Amounts. When a public works or improvement contract is awarded as a result of a call for bids under Section 11(H) of these Purchasing Policies, the following bonds or security shall be delivered to the City and shall become binding on the parties upon the execution of this contract:
  - (1) A performance bond satisfactory to the City Attorney or designee, executed by a surety company authorized to do business in this state or otherwise secured in manner satisfactory to the City for an amount equal to one hundred percent of the price specified in the contract.
  - (2) A payment bond satisfactory to the City Attorney or designee, executed by a surety company authorized to do business in this state or otherwise secured in a manner satisfactory to the City for the protection of all persons supplying labor and

material to the contractor or its subcontractors for the performance of the work provided for in the contract. The bond shall be in an amount equal to one hundred percent of the price specified in the contract.

- F. Authority to Require Additional Bonds. Nothing in this section shall be construed to limit the authority of the City to require a performance bond or other security in addition to the bonds specified herein.
- G. Noncollusion Affidavit. As part of any bid submitted, the bidder shall be required to warrant that the bid is a genuine bid and that he or she has not entered into collusion with any other bidder or any other person by submitting with his or her bid an executed and notarized noncollusion affidavit on a form approved by the City Attorney.
- H. Insurance. Contracts for public works and improvements shall contain such requirements for the provision of insurance by the contractor as are determined by the Assistant City Manager/Administrative Services or designee.

**Section 27. Administrative procedures.**

The City Manager may promulgate procedures for the purpose of administering public works improvement contracts. Such procedures may define the levels of authority pertaining to review and approval of contract change orders.



RESOLUTION NO. 1999-39

A RESOLUTION of the City of Lakewood, Washington, providing  
for the amendment of the City of Lakewood Purchasing Policy

WHEREAS, in connection with the incorporation of the City of Lakewood and the commencement of municipal functions, the City Council authorized and approved the establishment of policies to guide the City's expenditure of public funds and the making of purchases for various municipal purposes; and,

WHEREAS, that policy, the City of Lakewood Purchasing Policy, was adopted by Resolution No. R16-95, and later amended through Resolution No. 1996-40; and,

WHEREAS, following the adoption of Resolution No. R16-95 and Resolution No. 1996-40, and the implementation of the City of Lakewood Purchasing Policy, further review of the policy has taken place; and,

WHEREAS, it has been determined that certain changes and refinements to the policy could be made that would provide greater convenience to potential vendors and to the purchasing needs of the City and add clarity to the guidelines of the policies, among which would be matching the contract dollar threshold to levels that accommodate a distinction between those contracts that have been more specifically approved in the budget process and those that have not; and,

WHEREAS, in order to provide for as efficient and cost effective purchasing as possible, it is appropriate to amend the City of Lakewood Purchasing Policy, to specify such a contract dollar distinction.

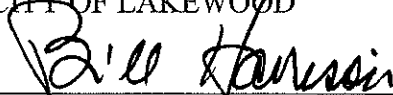
NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON HEREBY RESOLVES as follows:

Section 1. Purchasing Policy Amended. The purchasing policy established for the City of Lakewood, Washington, as initially adopted by the City Council in Resolution No. R16-95 and amended by Resolution 1996-40, is hereby amended as reflected in the policy document attached hereto, marked as Exhibit "A" and incorporated herein by this reference.

Section 2. Effective Date. This resolution shall be in full force and effect upon passage and signatures hereon.

PASSED by the City Council this 15<sup>th</sup> day of November, 1999.

CITY OF LAKEWOOD

  
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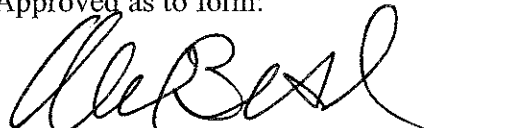
Bill Harrison, Mayor

Attest:

  
\_\_\_\_\_

Alice M. Bush, CMC/AAE, City Clerk

Approved as to form:

  
\_\_\_\_\_

Daniel B. Heid, City Attorney

## Exhibit "A"

City of Lakewood Finance & Network Information Systems <b>Policies &amp; Procedures</b>
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<b>SUBJECT:</b> Purchasing	<b>INDEX:</b> Purchasing
	<b>NUMBER:</b> 400:079 <u>400:079.1</u>

<b>Effective Date:</b> <del>11-13-95</del> 11-18-96	<b>Supersedes:</b> 400:003 dated <del>11-13-95</del> 400:079 dated 11-18-96	<b>Page</b> 1	<b>Of:</b> <del>17-18</del>	<b>Prepared By:</b> Budget & Finance Transition Team & Galen	<b>Approved By:</b> City Council
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**1.0 PURPOSE:**

1.1 To establish rules and regulations applicable to the purchase and/or lease of materials, equipment, services and supplies by, through, or under authority of or delegated by the City Manager.

**2.0 ORGANIZATIONS AFFECTED:**

- 2.1 Finance
- 2.2 The several departments
- 2.3 Various Vendors

**3.0 REFERENCES:**

- 3.1 Purchasing Policy as adopted as Resolution No. R16-95 by the City Council on 11-13-95, amended by Resolution No. 1996-40 dated November 18, 1996, and by Resolution No. 1999- 39 dated November 15, 1999.
- 3.2 Internal Control

**4.0 POLICY:**

4.1 It shall be the policy of the City of Lakewood to establish a set of procedures and policies defined to purchasing and setting the parameters for purchasing authority and other related guidelines.

## 5.0 DEFINITIONS:

- 5.1 **An Equal:** Is material, equipment or supply which is equal to or exceeds the quality, performance and usefulness of the brand, model or specifications designated as the standard.
- 5.2 **An "informality" or "irregularity"** Is one which is merely a matter of form or is some immaterial variation from the exact requirements of the invitation for bids, having no effect or merely a trivial or negligible effect on quality, quantity, or delivery of the supplies or performance of the services being procured, and the correction or waiver of which would not affect relative standing of, or be otherwise prejudicial to, bidders.
- 5.3 **Awarded Contract/Agreement:** Means an agreement between the City of Lakewood and a vendor, entered into pursuant to the formal or informal purchasing process as decided by the threshold level set by the City Council.
- 5.4 **Bid:** Means an offer to perform a contract to purchase, supply material, equipment, services, or supplies in response to a formal solicitation by the City of Lakewood.
- 5.5 **Bidder:** One who submits a bid.
- 5.6 **Blanket Purchase Order:** An agreement between the City and a vendor where the vendor will supply any and all goods or services merchandised for a one-year period in quantities determined by City requirements and indicated on the purchase requisition.
- 5.7 **Central Stores:** A central location where consumable supplies are stored and used by the several departments through a central stores requisition.
- 5.8 **Competitive (formal & Sealed) Bid:** A process that is used for purchasing a product with a price of ~~\$9,999.99 or more~~ over \$25,000.00 other than Public Works Projects. The process involves preparing a formal document preparation such as: 1. **Request For Qualifications (RFQ)**. 2. **Request For Proposal (RFP)**. 3. **Request For Quotes (RFQ-1)**, etc..

- 5.9 **Competitive (Informal-) Bid:** A process that is used for purchasing a product with a price range between \$5,000– \$9,999.99 and \$25,000.00. A process that is used to collect financial data on the product that is desired to be purchased by the department from a minimum of three vendors which are identified on the "**Informal Bidding Worksheet**". The contacted vendors are to be informed that this is an informal bid process and whereas the city may award the contract/agreement based upon the information they supply. Telephone solicitations are approved for this process.
- 5.10 **Contract for Public Works Projects:** As identified in RCW as follows: RCW 35.23.352; 35.22.650; 35.22.630; 35.22.620. Notwithstanding the provisions hereof, the provisions of said statutes or their successor statutes shall control the handling of Public Works projects.
- 5.11 **Description:** Means identifying information distinctly and plainly set forth and sufficiently portrayed and explained to insure that the products or service under consideration is uniquely identified.
- 5.12 **Emergency Purchases:** Means a purchase made in response to unforeseen circumstances beyond the control of the City which represent a real, immediate and material threat to the public interest or property of the City.
- 5.13 **Governmental Inter-Local Agreements:** A signed or authorized agreement between the City of Lakewood and other jurisdictions whereby the City of Lakewood may use their existing purchasing agreement with a specific vendor for a specific product. The agreement shall be in force as deemed by the parties involved.
- 5.14 **Invitation To Bid:** Means the procedure used in the formal sealed bid procedure.
- 5.15 (Deleted).
- 5.16 **Request For Quotation:** Means the procedure used when purchases are solicited in accordance with Small Works Roster or vendor list requirements as contained in state law. The request and the quote in response may be either written or oral as specified.
- 5.17 **Single Source Purchase.** Where purchases of goods or services or equipment can be obtained from only one known vendor.

- 5.18 **Specifications:** Explicit requirements furnished with an invitation to bid or request for a quotation upon which a purchase order or contract is to be based. Specifications set forth the characteristics of the equipment, material, supplies, or services to be purchased or sold so as to enable the bidder or vendor to determine and understand that which is to be supplied or sold. This information may be either in terms of physical characteristics or performance requirements to both.
- 5.19 **Taxing Authorities:** Any governmental entity that has taxing authorities within the State of Washington. These entities may include but not limited to: Schools, Municipalities, Districts, Ports, Counties, State.
- 5.20 **Vendor:** Means supplier of goods and/or services.
- 5.21 **Vendor Discount:** A local "City of Lakewood" vendor that shall be given a credit of up to 1 % of the amount of the vendor contract, not to exceed the amount of tax revenue received by the City stemming from the vendor contract.

**6.0 PROCEDURES:**

- 6.01 Ordering and receiving of Goods and Services
  - 6.01.1 Each department shall have a specified staff representative that will: 1. Prepare the Purchase Requisition. 2. Ordering of the product (except for Public Works Projects/Contracts where their contracts/projects will be prepared by the Engineering Manager or designee in accordance with the identified RCW's). 3. Receiving (shall identify the items received on the packing slip, sign, date and return the packing slip and/or the Vendor's invoice to the Finance Department for processing).
- 6.02 Procedure for the Purchase Of Tangible Personal Property greater than (>)  
~~\$9,999.99~~ \$25,000.00
  - 6.02.1 If the product has a value over ~~\$9,999.99~~ \$25,000.00, the Competitive Bid (*formal & Sealed*) process shall follow:

- 6.02.1.1 The Ordering department shall prepare the official document called, RFQ, RFP, or similar document for the printing and release to the public either in newspapers or professional trade journals. The ordering department shall prepare bid specification and advertise for bids. The bid to be mailed to a sufficient number of prospective bidders to elicit adequate competition, such vendors being drawn from established vendor lists and from an other source thought to be of advantage to the city.
  - 6.02.1.2 The ordering department is to register the bid and other related bid information to the City Clerk such as: 1. Pre-Bid conferences (if applicable). 2. Opening Time of the sealed bids. 3. Due date of the sealed bids. 3. Notice of award of the bid. 4. Bid Bonds, if applicable. 5. Any other information that is pertinent to the bid process.
  - 6.02.1.3 The ordering department shall send a copy of the RFP, RFQ to the designee purchasing agent.
  - 6.02.1.4 The ordering department will then evaluate the bids to the specifications set in the official document and make determinations as to: 1. The lowest bid. 2. The bid that meant all of the specifications. One determined to be the best for the city, the ordering department may release the contract/agreement to the vendor whose bid came in lowest that meant the specifications. If the lowest bid did not meet specifications, the ordering department may award the contract/agreement to the next lowest bidder that meant the identified specifications in the official document.
- 6.03 Procedure for the Purchase Of Tangible Personal Property between ~~\$5,000 and \$9,999.99~~ and \$25,000.00.
- 6.03.1 If the product has a value between ~~\$5,000 to \$9,999.99~~ and \$25,000.00, the Competitive Bid (*Informal*) process shall follow:

6.03.1.1 The ordering department shall prepare an **"Informal Bidding Worksheet"** with a minimum of three vendors contacted and which they provided an informal bid to the City and is noted on the worksheet. The contacted vendors are to be informed that this is an informal bid process and whereas the city may award the contract/agreement based upon the information they supply.

6.03.1.2 A copy of the completed worksheet shall be provided to the designee. In addition, the Auditing Officer may: 1. Audit the informal sheet 2. Verify amounts and vendors contacted.

6.03.1.3 After review by the ordering department and purchasing agent, the ordering department may release the contract/agreement to the vendor whose bid came in lowest that meant the specifications. If the lowest bid did not meet specifications, the ordering department may award the contract/agreement to the next lowest bidder that meant the specifications. If the lowest bid did not meet specifications, the ordering department may award the contract/agreement to the next lowest bidder.

6.04 Purchase of items from an exclusive Vendor (Single Purchase Vendor).

6.04.1 If a product is handled exclusively by a single vendor and which product is needed by the City, the City Manager or designee shall exempt the purchasing requirements as set forth in either the formal or informal competitive process. A letter from the requesting department to the City Manager is to identify the single vendor and why there are no other vendors that are able to compete for the product along with the cost of the product. (*A letter is required from*) the City Manager in order to authorize the expenditure under the single purchase vendor clause. The Purchase Requisition and/or Purchase Order is to identify on the face that this is a single purchase vendor and should be accompanied with the letter from the requesting department and the City Manager stating the conditions of the order.



6.05 Governmental Inter-Local Agreements:

6.05.1 The City Manager is authorized to sell to, acquire from, or use any supplies, material, or equipment belonging to any agency, political subdivision, or unit of local government of this State including, but not limited to, special purpose and local service districts, any agency of the State government, and any agency of the United States. The City of Lakewood is authorized to enter into inter-local agreements with other taxing authorities that have established contracts and/or agreements with a vendor and which the identified vendor can provide a needed goods or services to the City of Lakewood. The agreement needs to be authorized in writing from the other taxing authority and addressed to the designee purchasing agent as authorization to use their existing contract/agreement.

6.05.2 The City Manager or his/her designee shall have authority to join with the above-described units of government in cooperative purchasing plans when the best interests of the City would be served thereby; provided that each of the participating units shall be separately invoiced by the vendors for purchases made under such plans, and the City of Lakewood shall not be obligated for purchases other than those required for its own use

6.06 Existing Vendor where the city has awarded a purchasing contract/agreement:

6.06.1 Once the City has awarded a contract/agreement with a vendor, the City may use that vendor until such time the city deems in its best interest to secure another vendor for specific goods and services. The designee purchasing agent will audit purchases to make sure the city is receiving the best product for the best price.

6.7 Emergency Purchases

6.07.1 In the event of an emergency when the public interest or property of the City would suffer material injury or damage by delay, upon declaring the existence of such emergency and reciting the facts constituting same, the City Council, by ordinance or resolution, may waive the requirements of the "PROCEDURE FOR PURCHASE OF TANGIBLE PERSONAL PROPERTY" section. Emergency expenditures which are not specifically enumerated in "Emergency Expenditures--Non-debatable Emergencies" RCW 35A.33.080 shall follow hearing notices before expenditures as prescribed in RCW 35A.33.090. Non-debatable Emergencies, as listed in 35A.33.080, shall follow the ordinance requirements as detailed in said

RCW. The City Manager shall report to the City Council within 30 days of City Council's declaration of an emergency, and provide a written determination of the basis for the emergency, and for the basis of selection of the particular vendor(s), a copy of which is to be attached to the Purchase Requisition/Order. The City Manager's report shall include such statements as are necessary to fully explain the facts which constitute the emergency, and the estimated or final amount required to meet it. Purchases/contracts involving an emergency circumstance shall be approved by the City Manager when the cost exceeds ~~\$9,999.99~~ \$25,000.00; provided that no contract or purchase shall be consummated to expend any money or incur any liability in excess of amounts appropriated by ordinance.

#### 6.08 Time of Bid or Bid Withdrawal

6.08.1 The bidding or quoting time shall be as determined by the City. All invitations to bid shall provide sufficient time to allow bidders an opportunity to prepare and submit their bid. The City shall have the discretion to lengthen or shorten bid or quote time should special circumstances or needs dictate a longer or shorter time frame. All bids and withdrawals must be received on or before the time specified on the bid, at the place designated in the bid document. No deviations will be allowed, and late bids and timely withdrawals will be returned unopened.

6.08.2 All bids shall be date stamped, prior to opening. Precautions will be taken to insure security in respect to the bids. Bids which are received, but which do not identify the invitation to bid or the time for bid opening may be opened, but solely for identification purposes, and only by official designated personnel. All late bids or late withdrawal requests will be date and time recorded.

#### 6.09 Amendment of Invitation to Bid

6.09.1 An invitation to bid may be changed or amended by the City provided the change is issued in writing at least 3 business days prior to the bid opening date. Such changes will be furnished to all interested vendors in the form of an addendum. Any material information provided to a prospective bidder with regard to an invitation to bid shall be furnished to all bidders on the vendor list receiving a copy of the original invitation. Oral interpretations of contract terms and conditions shall not be binding on the City unless confirmed in writing by the City and provided to all bidders at least 3 business days before bid opening.

6.10 Vendor Lists

6.10.1 Vendor lists are categorized according to commodities and are maintained and updated at least semi-annually by the City. Vendor lists are used by City to determine vendors from which to solicit bids.

6.11 Criteria for Qualifications

6.11.1 A vendor's eligibility for inclusion on a vendor list shall be based upon the following factors:

- 6.11.1.1 The financial standing and responsibility of the vendor;
- 6.11.1.2 The vendor's facilities for production, distribution, and service;
- 6.11.1.3 The length of time the vendor has successfully been in business;
- 6.11.1.4 The vendor's performance on previous contracts;
- 6.11.1.5 The ready availability to the City of the vendor's sales and service capacities.
- 6.11.1.6 Such other information as may be secured concerning a vendor's ability to satisfactorily perform a contract for the City.

6.12 Nonacceptance

6.12.1 If an application to be placed on the vendor list is refused, the applicant shall be advised in writing as to the reason for nonacceptance.

6.13 Removal or Suspension

6.13.1 The City may remove or suspend a vendor from any vendor list for cause. The City will notify the vendor of his/her removal in writing, with the reason for removal, and will forward a copy to the City Manager. Examples of reasons for removal or suspension include, but are not limited to, the following:

- 6.13.1.1 Illegal acts(s);
- 6.13.1.2 Failure to respond, without good cause, to 3 consecutive invitations to bid at the same commodity description;
- 6.13.1.3 Unreasonable number of "No Bid" responses;
- 6.13.1.4 Any material failure to perform, e.g., delivery, quality;

- 6.13.1.5 Any significant detrimental change in supplier status, e.g., financial condition, lines carried, service ability;
- 6.13.1.6 Unauthorized product substitution, or representation of an alternate (an item which deviates in respect to features, performance, or use, from the brand, model, or specification designated as a standard--whether or not such deviation constitutes an improvement) as an equal (item which is equal to or exceeds the quality, performance, and use of the brand, model, or specifications designated as the standard); or
- 6.13.1.7 Discriminatory practices.

#### 6.14 Appeal

- 6.14.1 Any vendor removed from a vendor list or who is not placed on the vendor list after request, may appeal the decision to the City Manager or his/her designee. If such an appeal is to be made, it must be submitted in writing within 10 days of notification of the action taken.

#### 6.15 Reapplication or Reinstatement

- 6.15.1 If a vendor's application to be placed on a vendor list has been refused, or if the vendor has been removed from the vendor list, the vendor may reapply to be placed on a vendor list, or apply for reinstatement when the causes for removal have been corrected. Such acceptance or reinstatement shall be under such terms and conditions as the City determines is appropriate in the circumstances; including, but not limited to, performance bonds, retainage payment upon satisfactory completion terms, etc.

#### 6.16 Bid Bonds

- 6.16.1 In all transactions where sealed bids are required, the City may require a bid bond payable to the City in an amount not less than 5% of the total bid, and with such surety or sureties as may be determined by the department. In these instances where the bid is for an annual contract to supply an undetermined quantity of goods at a fixed price, quantity to be determined by the City's future requirements, the City may determine the amount of the bid bond, which amount shall approximate 5% of the total contract price. In determining the total contract price, the City shall consider the City's prior purchasing history and its anticipated future requirements. Bid bonds may be in the form of a certified or cashier's

check or a bid bond payable to the City or City designated banking institution. Personal or company checks are not acceptable. Bid bonds shall be retained by the City until the contract is executed. Bid bonds and certified and cashier's checks will be returned after the bid is awarded. Failure to submit a bid bond or its permitted alternative in specified form will be a cause for rejection. When a bid bond is required, the bidder shall covenant that he/she will enter into a contract, if offered. Violation of this covenant will result in forfeiture of the bond or its equivalent payment of the same into the City General Fund as and for liquidated damages.

6.17 Telegraphed or Fax Bids

6.17.1 Telegraphed or facsimile (*faxed*) bids will not be accepted unless approved in advance by the City. Telegraph or facsimile withdrawals will be accepted on all bids timely received. If the City gives prior approval of a bid transmittal or withdrawal by facsimile, the original document (*bid or withdrawal of bid request*) must be sent and postmarked within 1 business day of the facsimile transmittal.

6.18 Telephone Bids

6.18.1 Telephoned bids will be accepted *in the informal process*. In order to withdraw a telephone bid, a written withdrawal is required to be received by the City no later than 3 days prior to awarding the bid.

6.19 Hand Carried Bids

6.19.1 Hand-carried bids must be delivered to the City.

6.20 Form of the Bid

6.20.1 To receive consideration, bids and quotes shall be made on the form provided by the City. If a letter is used to supplement the City bid form, it must meet the satisfaction of the City, be properly headed and signed, properly marked on the outside of the envelope, and received by the time specified.

6.20.2 All bids and quotes must be filled out in ink or typewritten and properly signed by an authorized representative of the vendor. All changes and/or erasures shall be initialed in ink. Unsigned bids or quotes will be rejected on opening.

## 6.21 Standard Specifications

6.21.1 Specifications contained in the invitation to bid will, where practical, be nonrestrictive so as to provide an equal basis for competition and participation by an optimum number of qualified bidders. Unless otherwise specifically provided in the invitation to bid, reference to any equipment, material, or supplies by trade name, make, or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. All bids which offer a different trade name, make, or catalog number must state whether the item offered is equal or an alternate (as defined in the "Definitions" section of this policy), and literature which describes the item offered must be provided when available. The final decision as to whether the item is an equal or a satisfactory alternate shall rest with the City.

## 6.22 Interpretation of Specifications

6.22.1 In the event of discrepancies or omissions in the bid specifications, or doubt as to their meaning, the bidder shall immediately notify the City in writing. In response, written instructions and/or addenda as required shall be sent to all interested parties. The City will not be responsible for oral interpretations not confirmed in writing by the City giving the interpretation at least 24 hours before bid opening.

## 6.23 Request for Samples, Descriptive Literature

6.23.1 The City reserves the right to ask for samples, competitive demonstrations, and/or descriptive literature at bidder's expense. If not destroyed in testing or required for quality control, bidders may request return of samples at their expense.

## 6.24 Alternate Bid

6.24.1 The City shall have the discretion to accept an alternate bid if it can be shown that the alternate substantially conforms to the bid specifications. If a bidder represents an article as being "an equal" when in fact it is "an alternate", the bid may be disregarded.

6.25 Pre-bid Conferences

6.25.1 Pre-bid conferences may be scheduled by the City to answer any questions regarding the specifications, or, after interested vendors have reviewed the specification, to discuss proposed changes.

6.26 Award

6.26.1 A contract shall be awarded to the lowest responsible bidder (or bidders, where multiple awards are appropriate) based upon the following criteria:

- 6.26.1.1 The price, including the effect of term discounts and taxes. Price may be determined by life-cycle costing if so indicated in the invitation to bid;
- 6.26.1.2 The quality of the material or services proposed to be supplied, their conformity with specifications, and the purposes for which they are required;
- 6.26.1.3 The ability, capacity, and skill of the bidder to perform the contract and provide the services required;
- 6.26.1.4 The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- 6.26.1.5 Whether the bidder can perform the contract within the time specified;
- 6.26.1.6 The quality of performance of previous contracts or services;
- 6.26.1.7 The previous and existing compliance by the bidder with the laws relating to the contract or services;
- 6.26.1.8 Servicing resources, capability, and capacity;
- 6.26.1.9 Lack of uniformity or interchangeability if such factors are important;
- 6.26.1.10 The energy efficiency of the project product as projected throughout the anticipated useful life of the product;
- 6.26.1.11 Such other information as may be secured having a bearing on the decision to award the contract;
- 6.26.1.12 All things being equal, the bids shall be resolved by a flip of the coin in the presence of witnesses.
- 6.26.1.13 Reference checks will be required and recorded as part of the verification process.

## 6.27 Partial Award

6.27.1 The City shall have the discretion to award on an "all or nothing" basis or to accept any portion of the items bid, excluding others, unless the bidder stipulates all or nothing on the bid.

## 6.28 Standard Certificate of Award

6.28.1 A standard certificate of award, or in the case of a direct purchase, a purchase order will normally be mailed to the successful vendor.

## 6.29 Rejection

6.29.1 No notice will be sent to unsuccessful bidders.

## 6.30 Acceptance of Terms

6.30.1 Acceptance shall be expressly limited to the terms and conditions of the contract/bid prescribed by the City. All material alterations, additional terms, or different terms proposed by the bidder shall be and are rejected unless otherwise provided for in writing by the City.

## 6.31 Opening of Bids

6.31.1 Sealed bid proposals shall be received by the City to be opened at the advertised time, date, and location in the presence of the City and City Clerk or Clerk-designee. The City shall personally and publicly open all bids, including any amendments, and read them aloud. The City Clerk or Clerk-designee shall record each bid. The bid form may not be completed, signed, or amended after official opening time. The bids must remain under control of the City. The City shall be responsible for the safeguarding of the original bids until a record of the bids has been made.

6.31.2 The City Manager or his/her designee shall award the lowest acceptable bid proposal by entering into a lawful agreement with the awardee. In all awards where the City desires to waive a bid defect, award an alternative, declare a low bidder non-responsive, or award any bid in excess of \$25,000 the award shall be referred to the City Manager with a recommendation for award. All contracts in excess of \$25,000 shall be executed by the City Manager. Copies of all awards and reasons for not accepting low bids shall be forwarded to the City Council and the City Manager within 10 days of award.



6.32 Mistakes in Bid detected prior to Bid opening

6.32.1 Mistakes in bid opening may be corrected by bidder withdrawing the original bid and submitting a corrected bid to the City before the bid opening. If there is not sufficient time prior to bid opening to withdraw the original bid and submit a corrected bid, the bidder, or an authorized representative, may correct the mistake on the face of the original bid; provided, the official opening time has not yet been reached. A corrected bid must be stamped upon resubmission.

6.33 Mistakes in bid detected during or after bid opening

6.33.1 Bidder mistakes in a bid detected during or after bid opening may not be corrected. If the bidder submits evidence in writing satisfactory to the City Manager and to the City Attorney that a mistake has been made by the bidder in the calculation of its bid, the City Manager may allow the bid to be withdrawn; provided, that the claim of mistake and the evidence in support thereof must be made and provided within 3 business days after the bid has been opened. Compliance with this section within the specified time limit shall relieve the bidder of forfeiture of its bid bond if the City Manager and City Attorney approve the bid withdrawal.

6.34 Disclosure of bid information

6.34.1 After award, the bids of all bidders shall be opened to public inspection at the offices of the City during normal office hours. The City assumes no responsibility for the confidentiality of submitted bids.

6.35 Cancellation of invitation to bid or rejection of all bids

6.35.1 The City reserves the right to reject all bids, cancel an invitation to bid, or request for proposals, and/or call for new bids. Examples of reasons for cancellation of an invitation, or request or rejection of all bids shall include but are not limited to the following:

- 6.35.1.1 Inadequate or ambiguous specifications;
- 6.35.1.2 Specifications have been revised;
- 6.35.1.3 Supplies or services being processed are no longer required;
- 6.35.1.4 Lowest responsible bid deemed not best price obtainable;
- 6.35.1.5 Bids were not independently arrived at or were submitted in bad faith, i.e. price fixing;

- 6.35.1.6 A determination is made that all the necessary requirements of the bid process have not been met;
  - 6.35.1.7 Insufficient competition;
  - 6.35.1.8 Other indications that cancellation or rejection of all bids is clearly in the best interest of the City.
- 6.36 Notice of Cancellation or rejection of bids
- 6.36.1 In the event of a cancellation of an invitation or a request, or in the event all bids are rejected, all participating bidders will be notified by mail.
- 6.37 Performance Bond
- 6.37.1 When required in the bid solicitations, the successful bidder shall be required by the City to post a performance bond or a performance/payment bond. The bond shall be in a form acceptable to the City.
- 6.38 Product Fitness
- 6.38.1 Vendor shall warrant that the articles supplied under the contract shall conform to the specifications and are fit for the purpose for which such goods are ordinarily employed.
- 6.38 Price Escalation
- 6.38.1 Vendor shall not be entitled to a price escalation except where specifically provided for in writing in the contract.
- 6.39 Change of product offered
- 6.39.1 A vendor shall not be allowed to substitute material, supplies, equipment, or services from that offered; provided, however, if the material supplies, equipment, or services offered are no longer available to the vendor for reasons beyond its control, the City may consider a request by the vendor for substitution. All such requests must be in writing, must set forth the reasons the product or service is no longer available, and if requested must be accompanied by samples, record of performance, certified copies of tests by impartial and recognized laboratories, and such additional data as the City may request. Samples and data shall be furnished sufficiently in advance to allow for investigation before a decision is made. If the change is approved, the vendor shall warrant that the substitute article is equal to or better than the specified article. If the change results in any cost

savings to the vendor, the cost savings shall be reflected in full and a reduction in price to the City.

6.40 Authorization to implement procedures

6.40.1 The City Manager or his/her designee is authorized to promulgate and adopt rules and procedures for purchasing, leasing, and contracting for all supplies, materials, and equipment for all departments of the City, and the operation procedures of purchasing stores, supplies, and mail departments, and to implement such forms, processes, and procedures as necessary to comply with the provisions of this Policy.

6.41 Federal Grants, contracts, etc.

6.41.1 When using Federal funds, the purchase will be conducted with any Federal law that is applicable.

6.41.2 Nothing in this Policy will prevent the City from complying with the terms of any approved and accepted grant, gift, or bequest which is otherwise consistent with the law.

6.42 Used Equipment

6.42.1 Because the price of used equipment may be notably less than the price of new equipment, there may be times when it would be in the best interests of the City to purchase used equipment instead of new equipment. However, used equipment may vary substantially in terms of such things as present condition, maintenance requirements, warranties and remaining useful life. Therefore, the differences in price between different items of used equipment may not be as reliable or useful in determining the most advantageous purchase of such equipment. Accordingly, when the City is interested in purchasing used equipment, the City Manager or designee is authorized to negotiate the price for purchasing used equipment without having to utilize formal or informal competitive bid procedures; provided that the City Manager or designee shall identify, in writing, the factors and considerations that support the conclusion that the agreed price for the used equipment is a fair price, consistent with the expected value of the equipment to the City

6.43 City Manager Contract Authority

6.43.1 The City Manager shall have the authority to enter into and execute contracts for and on behalf of the City, for the purchase of property or

procurement of services in furtherance of the programs of the City, without securing approval of or additional authorization from the City Council, where the total dollar amount of the contract, including addenda, does not exceed \$50,000.00; Provided that the City Manager is authorized to execute contracts in excess of \$50,000.00 without any further authorization where the funds and the subject matter of the contract were specifically provided for and approved in the City Budget for the year in which the contract is to be executed. It is further provided, however, that this authorization shall not be construed or interpreted to waive any bidding requirements or purchasing procedures except as specifically waived by the City Council.



To: Mayor and City Councilmembers

From: Tho Kraus, Assistant City Manager/Administrative Services  
 Matt Kaser, Assistant City Attorney

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

Date: February 27, 2017

Subject: Alarm Fees Schedule

**Background**

During the 2017 Fee Schedule Review, brief discussion arose regarding alarm fees. Specifically, the current municipal code sets forth some alarm fees, while the fee schedule also sets alarm fees.

In order to harmonize the municipal code and the fee schedule, it is recommended that the Council amend both chapter 9A.13 of the Lakewood Municipal Code and the fee schedule. Specifically, all dollar references contained within this chapter of the Municipal Code would be removed.

The fee schedule already accounts for most fees imposed under this chapter. It would, however, need to be amended to include four fees which are not accounted-for in the current fee schedule. Those four fees are as follows:

LMC Section (9A.13) and sections refer to current code	Current Code
.030(5)(c)	"Failure to comply and provide customer lists to the Alarm Administrator, as required, will result in a fine of \$25.00 per working day (after the initial 30-day notice expires, i.e. day 31) until the alarm installation company or monitoring company complies with the requirement. Failure to comply will also result in automatic suspension of their business permit."
.050(B)	"Failure to renew shall be classified as a use of a non-registered security alarm system and subject the Alarm Site to a suspension and late fees. (A \$100.00 fee shall be assessed to the Alarm Agreement Holding Company)"
.090(A)	"Every Alarm Installation Company and every monitoring company shall obtain a business permit from the police Alarm Administrator and pay an annual prorated fee of \$10.00 per each of their registered Alarm Users in the City of Lakewood up to a maximum payment of \$100.00. Failure to pay the annual fee within 30 days after expiration of the permit will require the payment of a late fee of \$25.00."
.090(C)	"The Alarm Administrator shall notify all known alarm users subscribing to an unregistered alarm installation company or an unregistered monitoring company that the company is unregistered and that the Chief will no longer respond to the user's alarms. A reinstatement fee of at least \$100.00 or \$10.00 per alarm user, if letters have been set by the Alarm Administrator, whichever is the greater amount, will be charged to the alarm installation company or monitoring company. This will cover the administration action costs for this Chapter."

The revised 2017 fee schedule as it relates to the four alarm fees above is proposed to be listed as follows:

<b>L. BURGLAR/SECURITY ALARM PERMIT FEES</b>	
<b>Police</b>	
The fee for burglar/security alarm systems operating within the City of Lakewood as defined in Chapter 9A.13 of the Lakewood Municipal Code are as follows:	
Annual Permit Fee	\$24.00
- for Senior Citizens or Physically Disabled	\$12.00
General False Alarm Fee	\$100.00 each incident
Robbery False Alarm Fee	\$200.00 each incident
Supplemental False Alarm Fee for Unregistered Alarm	\$100.00 each incident
Late Fee if False Alarm Fee is not paid in 30 days of invoice	\$25.00
Appeal Fee (refundable if fee is overturned)	\$50.00
Alarm Company Fee for Failure to Verify Alarm Signal	\$100.00
Alarm Company Fee for false statements concerning the inspection of an alarm site or alarm performance	\$200.00
Failure to comply and provide customer lists to Alarm Administrator	\$25.00 per working day (after the initial 30-day notice expires, i.e. day 31)
Failure to renew (assessed the Alarm Agreement Holding Company)	\$100.00
Failure to obtain a business permit from the Police alarm Administrator	\$10.00 per each registered alarm user in City, with maximum of \$100.00
Reinstatement fee for unregistered alarm installation company or unregistered company	Greater of 100.00 or \$10.00 per alarm user of letters that have been sent

### Next Steps

- Resolution to Adopt Proposed Revised 2017 Fee Resolution and Schedule – March 6, 2017
- Ordinance to Amend Section 9A.13.030 Lakewood Municipal Code (LMC) entitled, “Alarm User Permit Requirements and Fees” – March 6, 2017

### Attachments

- Proposed Revised 2017 Fee Resolution and Schedule
- Proposed Ordinance to Amend Section 9A.13.030 Lakewood Municipal Code (LMC) entitled, “Alarm User Permit Requirements and Fees”

RESOLUTION NO. 2017-XX

A RESOLUTION of the City of Lakewood City Council amending the Resolution 2016-22 City of Lakewood Fee Schedule for 2017.

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

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

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

WHEREAS, pursuant to Ordinance XXX, the City of Lakewood has sought to place all fees, charges and fines imposed under chapter 9A.13 LMC within the fee schedule; and,

WHEREAS, amendment of the fee schedule is necessary to include some of the fees, charges and fines authorized by chapter 9A.13 LMC.

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

Section 1. That the City of Lakewood fee schedule is amended to include all charges and fees for Burglar/Security Alarm Permit Fee as previously identified in the chapter 9A13 LMC and as set forth in Exhibit A.

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

Section 3. That this Resolution shall be in full force and effect concurrently with Ordinance

XXX.

PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2017.

CITY OF LAKEWOOD

Attest:

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

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

Approved as to Form:

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

DRAFT



**EXHIBIT A**  
**2017 FEE SCHEDULE**  
**Resolution 2017-XX Adopted by City Council on \_\_\_\_\_.**

Fee Type		Fee Amount
<b>All</b>		
Taxes and Pass-Through Costs	All appropriate taxes and pass-through costs are added to fees when they are incurred, even if not specified in the fee schedule.	
<b>A. Copies/Duplication/NWFT Fees</b>		
<b>Legal/City Clerk</b>		
Certification of documents and Affixing City Seal	\$0.15 per page + \$3.00	
Preparation of verbatim City Council minutes	\$50.00/hour	
Reproduction of City Council audio tapes	\$5.00	
CD-ROMs	\$1.00	
<b>Various Departments</b>		
Copies of resolutions, minutes of meetings, full municipal code, contracts, reports and other disclosable public records. <i>(No fee charged for copies of ordinances.)</i>	\$0.15 per page + mailing container, shipping/postage. Staff may in its discretion send copy jobs for outside printing, in which case, actual cost is charged.	
Non Sufficient Funds (NSF) Fee	\$25.00	
<b>Public Works</b>		
Engineering Standards Manual	Cost plus 15%	
<b>B. City Hall Rental Fees - Two-hour minimum reservation required for facility use</b>		
	Cleaning Fee (non-refundable)	\$50.00 (Saturday & Sunday only)
	City staff attendant	Hourly rate of City staff attendant.
Up to a 15% Administrative charge may be added to actual expenses. In addition, an hourly rate fee will be charged for repairs or additional cleaning that is required as a result of an event.		

**2017 FEE SCHEDULE (continued)**

Fee Type		Fee Amount
<b>C. PLANNING AND DEVELOPMENT FEES</b>		
<b>Administrative Fee</b>		
Technology Fee		2% of the total planning permit cost
<b>Plat/Subdivision Fees</b>		
Preliminary Plat		\$3,850.00 plus \$100.00 per lot; plus \$2,500 hearing examiner deposit
Plat Amendment (before final plat approval)		
	Major	\$1,320.00 plus \$100 per lot; plus \$2,500.00 hearing examiner deposit
	Minor	\$660.00 plus \$100 per lot; \$1,000.00 hearing examiner deposit
Final Plat		\$2,750.00 plus \$50.00 per lot
Plat Alterations (after final plat approval)		\$2,500.00 plus \$1,000 hearing examiner deposit
Binding Site Plans		\$2,200.00
Short Plat		\$3,500.00
Short Plat Amendments		\$1,000.00
Boundary Line Adjustments (BLA)/Lot Combination		\$600.00
Recording Fees		Fees Not Included
<b>Discretionary Land Use Permits</b>		
Conditional Use Permits		\$2,200.00 plus \$2,500.00 hearing examiner deposit
Master Facilities Plan		\$2,200.00 plus \$2,500.00 hearing examiner deposit
Major Variances		\$1,200.00 plus \$500.00 hearing examiner deposit
Major Variances for single family dwelling <i>(where project valuation does not exceed \$12,000)</i>		\$660.00
Administrative Variances		\$400.00
Administrative Use Permits		\$1500.00
Temporary Use Permits		\$200.00
Major Modifications of Permit Approval		1/2 of original permit cost
Minor Modifications of Permit Approval		1/4 of original permit cost
Shoreline Substantial Development Permit		\$2,300.00 plus \$1,000 hearing examiner deposit
Shoreline Conditional Use Permit/Shoreline Variance		\$3,100.00 plus \$1,000 hearing examiner deposit
Written Shoreline Exempt Determination <i>(The fee applies only to requests for a written determination by the Community and Economic Development Department that the project is exempt from the Shoreline Master Program.)</i>		\$150.00
<b>Appeals &amp; Reconsiderations</b>		
Reconsideration of a Decision of the Hearing Examiner		\$300.00 plus hearing examiner cost
Appeal of the Administrative Officer's Decision		\$450.00
Appeal of SEPA Determination		\$450.00
<b>Amendments to Plans &amp; Regulations</b>		
Amendments to the Comprehensive Plan & other policy documents		\$850.00
Amendments to Development Regulations		\$850.00 plus consultant fees over 4 hours
Amendments to the Shoreline Master Program		\$1,800.00

**2017 FEE SCHEDULE (continued)**

Fee Type	Fee Amount	
<b>Zoning Certification/Site Plan Review</b>		
Single family dwelling construction in residential zones are subject to the following fee schedule:		
<b>Construction Value:</b>		
\$0 - \$74,999	\$50.00	
\$75,000 - \$124,999	\$100.00	
\$125,000 - \$224,999	\$150.00	
Over \$225,000	\$300.00	
Other Developments: All new buildings or exterior tenant improvements in commercial or industrial zones, and all other construction and development activity, other than single-family dwelling construction, are subject to the following fee:		
<b>Construction Value</b>	<b>Zoning Certification Fee</b>	<b>Compliance check w/ AUP, CUP, etc.</b>
\$0 - \$99,999	\$260.00	\$50.00
\$100,000 - \$249,999	\$530.00	\$200.00
\$250,000 - \$499,999	\$790.00	\$450.00
\$500,000 - \$999,999	\$1,000.00	\$700.00
\$1,000,000 - \$4,999,999	\$2,000.00	\$1,200.00
\$5,000,000 - \$10,000,000	\$2,500.00	\$1,700.00
Over \$10,000,000	\$3,000.00	\$2,200.00
Site Plan Review without a Building Permit. The zoning certification and site plan review fee for those development projects for which no building permit is required but which requires site plan review and a zoning certification, shall be based on the value of the proposed development to be undertaken. The value of the proposed construction/development shall be determined based on professional estimates by a licensed engineer, architect, landscape designer or contractor. These estimates may include but are not limited to, grade and fill of the site, paving, placement of utilities, lighting, landscaping, and other site improvements. The combined total of the cost estimates for all development on the site shall be the established value basis for the zoning certification and site plan review fee found in the table above.		
Zoning Certification with No Site Plan Review Required	A \$20.00 fee applies to zoning certifications where only a business license is required.	
	A \$50.00 fee applies to projects where the proposed land use must be reviewed with respect to development standards, but there is no requirement for submitting a site plan, e.g. an interior tenant improvement.	
Mixed Use Buildings	Site plan review and/or zoning certification application fees may be reduced by 50% if the application is for the construction of a mixed use building. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.	

**2017 FEE SCHEDULE (continued)**

Fee Type		Fee Amount
<b>Miscellaneous Planning Fees</b>		
Accessory Living Quarters		\$100.00
Design Review		\$200.00
	Application fees may be reduced by 50% if the application is for a mixed use building. Fee reduction applies to site plan review/zoning certification and design review. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.	
Time Extensions		\$240.00
Annexation Petition		
	Notice of Intent to Commence Annexation	\$320.00
	Petition to Annex	\$2,500.00
Hearing Examiner Fees		
Where Examiner Review is required for any related use permit, appeal, etc., the applicant is responsible for and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.		
<b>Other Fees</b>		
Staff Review Fees		\$51.00 per hour
Development Agreement		\$2500.00
Pre-Application Conference		\$150.00 - Of this amount, \$100.00 can be applied to related permits filed within sixty (60) days of the preapplication conference
Final Certification of Occupancy/Site Certification		\$100.00
Home Occupation		\$200.00
Limited Home Occupation		\$50.00
Written Zoning Determination by the Assistant City Manager for Development Services		\$50.00
WTF Administrative Use Permit		\$800.00
WTF Conditional Use Permit		\$2,000.00
Non-Conforming Sign Permit Fees (LMC 18A.50.675)		
	- If the permit is obtained within ninety (90) days of receipt of notification by the City advising the applicant of the need to obtain a permit	No permit fee
	- If the permit is obtained after the ninety (90) day time period following notification by the City.	\$84.00

**2017 FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>SEPA &amp; Wetland Fees</b>	
Written SEPA Exempt Determination (The fee applies only to requests for a written determination by the Community Development Department that the project is exempt from the requirements of SEPA.)	\$50.00
Environmental Checklist	\$480.00
Environmental Impact Statement (EIS)	\$3,200.00 plus preparation at contract rate to be determined
Reasonable Use Exception other than residential (RUE)	\$1,840.00 plus \$500.00 hearing examiner costs
Residential RUE	\$500.00
Additional SEPA Review (See WAC 197-11-335)	No charge, except any third-party consultant costs to the City.
<b>Multi-Family Tax Exemption Applications (LMC 3.64.030)</b>	
Conditional Certificate Application	\$800.00
Extension of Conditional Certificate of Application	\$500.00
Final Certificate of Application	\$500.00
<b>Tree Removal/Replacement Permit Fees</b>	
Significant Tree Removal Permit	No Fees
Off-Site Tree Replacement Permit (when trees are not being replaced onsite)	\$400.00 for each replacement tree
<b>D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS</b>	
<p>Building Permit fees shall be based upon valuation. The valuation shall be determined by the Building Official. For most projects the square footage costs in the most current Building Valuation Data Table published by the International Code Council (ICC) may be employed. For projects not covered by the table construction estimation tools such as Construction Cost Data by R.S. Means or the BNI <i>Construction Costbook</i> may be referenced as a guide.</p>	
<p>Administrative Fee - Includes a technology fee equal to 2% of the total building permit cost.</p>	
<p>Permit fees shall be calculated from valuation in the following manner:</p>	
<b>Valuation</b>	<b>Corresponding Permit Fee</b>
\$0 - \$500	\$30.00
\$501 - \$2,000	\$30.00 for the first \$500.00 plus \$4.00 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 - \$25,000	\$90.00 for the first \$2,000.00 plus \$17.50 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,001 - \$50,000	\$492.50 for the first \$25,000.00 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 - \$100,000	\$805.00 for the first \$50,000.00 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 - \$500,000	\$1,255.00 for the first \$100,000.00 plus \$7.25 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 - \$1,000,000	\$4,155.00 for the first \$500,000.00 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
\$1,000,001 - \$5,000,000	\$7,155.00 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to an including \$5,000,000.
\$5,000,001 and up	\$23,155.00 for the first \$5,000,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof.

**2017 FEE SCHEDULE (continued)**

Fee Type		Fee Amount
<b>Plan Review Fees</b>		
Plan review fees shall be 65 percent (65%) of the Building Permit Fee with a minimum fee of one hour (\$85.00)		
<b>Other Fees</b>		
	Demolition Fees	
	Single Family (including duplex)	\$200.00
	Residential Accessory Building	\$100.00
	Commercial/Multi-Family (including mobile home parks)	
	Less than 10,000 square feet	\$200.00
	10,000 to 100,000 square feet	\$400.00
	100,000 square feet or more	\$600.00
State Building Code Council (SBCC) Surcharge		\$4.50 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit over one, in accordance with RCW 19.27.085
<b>General Comments</b>		
1)	Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits may be subject to an investigative fee.	
2)	Additional inspection outside of normal business hours or investigative fe rates are calculated at \$51.00 per hour (2 hour minimum).	
3)	A reinspection fee shall be calculated at \$51.00 per occurrence.	
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$51.00 per hour of staff time expended.	
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$51.00 per hour.	
6)	The use of outside consultants for plan checking and/or inspections will be the actual plus overhead adjustments as determined by the Building Official.	
7)	The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees as assessed.	
8)	Temporary Certificate of Occupancy (TCO): \$200.00 application filing fee (nonrefundable), plus a cash guarantee or other appropriate security, including letters of credit, in the amount of 150% of the estimated work remaining. The cash guarantee or other appropriate security, shall be forfeited to the City if the work is not completed within the time period specified on the application as agreed to between the City and the property owner or authorized person acting on the property's owners behalf. In the case where such cash guarantee or other appropriate security is forfeited to the City, the proceeds therefrom shall be placed in the City's general fund.	
9)	Any time the use of a building or tenant space is changed, a change of use permit is required. The fee for a change of use permit is \$250.00. If alterations to the space are to be performed, additional permits and fees may be required such as building permit, plumbing permit, mechanical permit, etc. Please note that an electrical permit may be required for changes to the electrical service or wiring.	

**2017 FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>Mechanical Permit Fees</b>	
New Single Family Residences and Duplex (per unit) Flat Fee	\$175.00
Residential (Prescriptive Design)	\$175.00
Commercial and Non-Prescriptive Residential	Per Valuation w/ Minimum \$175.00
New Commerical Building and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.	
<b><u>Project Valuation</u></b>	<b><u>Fee</u></b>
Up to \$5,000	\$85.00
\$5,000 - \$100,000	\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
> \$100,000	\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
<b>Mechanical Review Fees</b>	
When plan reviews and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit Fee.	
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below:	
<b><u>Equipment Unit Schedule Description</u></b>	<b><u>Fee</u></b>
Permit Issuance	\$34.00
	\$12.00
Furnaces up to and including 100,000 BTU	\$22.00
Furnaces over 100,000 BTU	\$29.00
Appliance vents	\$12.00
Repair or additions to A/C systems	\$22.00
Boilers, compressors and absorption systems up to and including 3 horsepower	\$29.00
Boilers, compressors and absorption systems over 3 horsepower and including 15 horsepower	\$53.00
Boilers, compressors and absorption systems over 15 horsepower and including 30 horsepower	\$76.00
Boilers, compressors and absorption systems over 30 horsepower and including 50 horsepower	\$100.00
Boilers, compressors and absorption systems over 50 horsepower	\$123.00
Air handlers up to and including 25 tons	\$18.00
Air handlers over 25 tons	\$29.00
Evaporative coolers	\$41.00
Ventilation and exhaust (fans and hoods)	\$18.00
Incinerators, domestic type	\$29.00
Incinerators, international type	\$41.00
Each gas piping from 1 to 5 outlets	\$12.00
- Additional outlets per outlet	\$3.00
Miscellaneous	\$18.00

**2017 FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>PLUMBING PERMIT FEES</b>	
New Single Family Residences and Duplex (per unit) flat fee	\$225.00
New Commercial Buildings and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.	
<b><u>Project Valuation</u></b>	<b><u>Fee</u></b>
Up to \$5,000	\$85.00
\$5,000 - \$100,000	\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,000 and up	\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
<b>PLUMBING REVIEW FEES</b>	
When plans and/or inspections are required, the plan review fee shall be calculated at 25% of the Permit Fee.	
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below.	
<b><u>Equipment Unit Schedule</u></b>	<b><u>Fixture Fee</u></b>
Permit Issuance	\$34.00
Issuing supplemental permits	\$12.00
Furnaces up to and including 100,000 BTU	\$22.00
Each plumbing fixture with one trap	\$12.00
Each building sewer	\$22.00
Each drain for indoors rainwater system	\$12.00
Each cesspool	\$35.00
Each private sewage disposal system	\$59.00
Each water heater and vent	\$12.00
Each gas piping from 1 to 5 outlets	\$12.00
- Additional outlets per outlet	\$3.00
Each waste incinerator	\$12.00
Water piping or water treating system	\$12.00
Repair or alteration of drainage or vent	\$12.00
Backflow device for lawn sprinklers	\$12.00
Vacuum breakers from 1 to 5	\$12.00
- Additional units over 5 per each	\$3.00
Backflow device for other systems over 2 inches in diameters	\$24.00
Cross connection of reclaimed water system	\$47.00
Each graywater system	\$59.00
Medical gas system from 1 to 5 outlets	\$71.00
- Additional outlets over 5 per each	\$12.00



**2017 FEE SCHEDULE (continued)**

Fee Type	Fee Amount												
<b>E. GEOGRAPHICAL INFORMATION SYSTEMS AND OTHER FEES</b>													
<b>Geographical Information Systems (GIS)</b>													
LABOR COSTS: Labor costs for preparation of requested GIS information shall be billed on a quarter of an hour (15-minute) basis, at the rate of \$12.50 per fifteen (15) minute period of labor, in addition to any applicable mapping and/or electronic media costs, set forth below:													
<b>Standard Mapping Products</b>													
Photo Quality Paper (11 X 17)	\$15.00 each												
Wall Map (22 X 34)	\$20.00 each												
Wall Map (33 X 44)	\$25.00 each												
<b>ELECTRONIC MEDIA: CD-ROM</b>	\$15.00												
<b>Administrative Services</b>													
Extra Duty Contracts - Administrative Fee	\$2.00 per hour												
Extra Duty Contracts - Processing Fee	\$10.00 per invoice												
Lien Filing Fee	\$50.00 plus all recording fees												
<b>F. PUBLIC WORKS PERMIT FEES</b>													
<b>Administrative Fee</b>													
Technology Fee	2% of the total public works permit cost												
<b>Permits</b>													
<b>Site Development Permit</b> (covers site work, including erosion control, clearing, grading and drainage)													
<table border="1"> <thead> <tr> <th data-bbox="302 842 1057 873">Project Value</th> <th data-bbox="1057 842 1490 873">Permit Fee</th> </tr> </thead> <tbody> <tr> <td data-bbox="302 873 1057 905">\$0 - 15,000</td> <td data-bbox="1057 873 1490 905">\$500.00</td> </tr> <tr> <td data-bbox="302 905 1057 936">\$15,001 - \$50,000</td> <td data-bbox="1057 905 1490 936">\$1,000.00</td> </tr> <tr> <td data-bbox="302 936 1057 968">\$50,001 - \$150,000</td> <td data-bbox="1057 936 1490 968">\$2,500.00</td> </tr> <tr> <td data-bbox="302 968 1057 999">\$150,001 - \$1,000,000</td> <td data-bbox="1057 968 1490 999">\$4,500.00</td> </tr> <tr> <td data-bbox="302 999 1057 1031">Over \$1,000,001</td> <td data-bbox="1057 999 1490 1031">\$9,000.00</td> </tr> </tbody> </table>	Project Value	Permit Fee	\$0 - 15,000	\$500.00	\$15,001 - \$50,000	\$1,000.00	\$50,001 - \$150,000	\$2,500.00	\$150,001 - \$1,000,000	\$4,500.00	Over \$1,000,001	\$9,000.00	
Project Value	Permit Fee												
\$0 - 15,000	\$500.00												
\$15,001 - \$50,000	\$1,000.00												
\$50,001 - \$150,000	\$2,500.00												
\$150,001 - \$1,000,000	\$4,500.00												
Over \$1,000,001	\$9,000.00												
<i>Project Value is defined as the value of all improvements outside the building footprint.</i>													
<b>Right-of-Way Permit</b> (authorization to use right-of-way for minor construction, parking or other non-intrusive use)	\$150.00 plus any staff time in excess of 2 hours at \$51.00 per hour												
<b>Right-of-Way Vacation Permit</b> ("Sale" or vacation of city right-of-way to abutting property owners)	\$1000.00												
<b>Street Opening Permit</b> (Used to install new or repair/upgrade existing private and public facilities located in a street right-of-way; includes pavement cuts, excavation, traffic control, etc.)	\$500.00 plus any staff time in excess of 10 hours at \$51.00 per hour												
<b>Oversize Load Permit</b> (all vehicles in excess of legal weight or size limitations according to RCW 46.44 shall obtain an oversize load permit prior to operating on Lakewood streets)	Individual \$100.00 Annual \$300.00 Additional costs shall apply if police escorts or signal technician work is required.												
<b>Right-of-Way Tree Cutting Permit</b> (for residential or commercial cutting on or along a lot or in an area zoned for more than one single family home)	\$200.00												
<b>Reinspection Fee</b> (to cover cost of each reinspection, required in conjunction with a Right-of-Way Permit, necessary to assure compliance with the requirements of the permit)	\$51.00												
<b>General Inspection Fee</b> (for inspection not otherwise listed)	\$51.00 per hour												
<b>Miscellaneous Permits</b> (any Public Works permit not covered by the fee schedule, if performed by an employee)	Rate will be based on actual hourly costs, plus benefits (30%), operating costs (16%) and central services costs (16%)												
<b>Professional Services Contracts</b> (any private or public professional service contract needed)	Rate will be billed 100%, plus 10% administrative charges												

**2017 FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>G. PARKS AND RECREATION PROGRAMS (Facility/Use)</b>	
<b>Parks, Recreation &amp; Community Services</b>	
<b>Special Use Permit*</b>	
Small events	\$200.00
Large events	\$500.00
Major events	\$1,000.00
Additional event fees and services (plus 15% of gross private event revenue)	Market rate + 15%
<i>* permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc)</i>	
<b>Alcohol Permit Fee</b>	
Small events	\$200.00
Large events	\$500.00
Major events	\$1,000.00
<b>Facility Use Cancellation Fees</b>	
- Recreation Administrative Fee	\$10.00 (non-refundable)
- Special Use Permit - less than 30 days prior to	(0%) 100% retained by City
- Special Use - 31-60 days prior to use	(50% refunded) 50% retained by City
- Special Use - more than 61 days prior to use	(75% refunded) 25% retained by City
<b>Lakewood Senior Activity Center</b>	
Rainier Room	
- Full room (Sections A and B)	\$65.00 per hour
Classroom	\$30.00 per hour
Artroom	\$30.00 per hour
Kitchen	\$15.00 per hour
Facility Deposit	\$150.00
Cleaning Fee	\$150.00
Additional Staffing Fee	\$15.00 per hour
<b>Cancellation Fees</b>	
- Facility Deposit/Fees (less than 30 days)	(0%) 100% retained by City
- Facility Deposit/Fees (31-60 days prior)	(50% refunded) 50% retained by City
- Facility Deposit/Fees (more than 61 days prior)	(75% refunded) 25% retained by City
<b>Boat Launch</b>	
Per launch (Credit/Debit Cards Only)	\$15.00
Resident Season Pass	\$100.00
Non-Resident Season Pass	\$130.00
Overnight Pass	\$50.00
Commercial Pass	\$250.00
<b>Farmers Market</b>	<b>Daily Rate/Farmers Mrkt</b>
Regular Stall 10x10	\$25.00
10x10 Stall W/ Electricity	\$30.00
Pull-Through Stall	\$40.00
Payment Plan Processing	\$35.00
<b>Neighborhood Parks</b>	
Field Preparation Fees	\$15.00
Fields use	\$20 per hr (no prep); \$50.00 per game fee (2.5 hrs. and one prep per day)

**2017 FEE SCHEDULE (continued)**

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

**2017 FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>Neighborhood Shelters</b>	
- Half day (resident/nonresident): 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.	\$40.00 / \$50.00
- Full Day (resident/nonresident): 10:00 a.m. - 7:00 p.m.	\$60.00 / \$75.00
Youth Soccer Teams not associated with our city leagues, but who use our fields for league play, per team. Field availability may vary and field prep fees apply.	
- Age 10 years and under	\$100.00
- Age 11 - 18 years	\$125.00
- Adult, age over 18 years	\$0
Youth Baseball Teams not associated with our city leagues, but who use our fields for league play. Field availability may vary.	\$50.00 per game fee (2.5 hrs. and one prep per day)
Field Preparation (all sports)	\$45.00 per field per prep
<b>Special Event Fee</b>	
Vendor Application Fee	\$25.00
<b>McGavick Center Facility Use/Rental</b>	
Non-profit organizations may rent the entire facility for a flat fee of \$1,500.00. The City's available days for rental/use are limited in number each year.	

**2017 FEE SCHEDULE (continued)**

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

**2017 FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>Above Ground Fire Sprinkler Systems</b>	
The fee for fire sprinkler systems shall be based on the Building Permit Fee Table. The valuation shall be based on the per square foot figure of sprinkler systems as established by policy in accordance with nationally-recognized standards.	
<b>Plan Review Fee</b> <i>(for the fire sprinkler systems are in addition to the permit fee)</i>	25 percent (25%) of the permit fee, with a minimum of \$125.00.
<b>Tenant Improvements</b> <i>(relocation and addition to existing system)</i>	valuation 20 percent (20%)
<b>System</b>	\$270.00
<b>Standpipes</b> (includes review, inspection and testing fees)	
Temporary Standpipe	\$162.00
Class I	\$184.00
Class II	\$297.00
Class III	\$318.00
<b>Other Fees</b>	
- Additional inspection fees may be imposed after	\$50.00 for each additional inspection
- After hours inspections	\$75.00 hour (1-hour minimum)
Fire Pump Installations (includes review, inspection and testing fees)	\$540.00
Commercial Power Generator Installations (includes review, inspection and testing fees)	\$350.00
Battery Systems - Capacity over 50 Gallons	\$125.00
Compressed Gas Systems - Install, Modify, Repair or Abandon	\$200.00
Crogenic Fluids - Install or Modify	\$200.00
Emergency Responder Radio Coverage System - Install or Modify	\$200.00
<b>Flammable and Combustible Liquids</b>	
Installation of Modification of Commercial Tank, Piping or Distribution System	\$250.00
Installation of Modification to Pipeline System	\$125.00
Removal of Abandoned Tank in Place of Residential Tank	No Fee
Removal or Abandoned in Place of Residential Tank	\$55.00
Hazardous Materials - Installation, Repair, Abandon or Remove a Facility	\$125.00
Industrial Ovens - Installation	\$125.00
LP Gas - Installation of Storage and/or Distribution System	\$200.00
Solar/Polarvoltaic Power Systems (Commercial) - Intallation and Modification	\$125.00
Spraying or Dipping Operations - Installation or Modification of Spray Booths, Room or Dip Tank	\$200.00
<b>False Fire Alarms</b>	
In the event of more than two false alarms in any 12 month period, the Fire chief may charge a fee for fire department response as specified below:	
- First and Second False Alarms	No Fee
- Third False Alarm	\$100.00
- Fourth and Additional False Alarms	\$250.00
EXCEPTION: False alarms resulting from the failure of a fire alarm service technician notifying the central, proprietary or remote monitoring station shall be billed at the rate of \$250.00 for each occurrence.	\$270.00 for each occurrence

**2017 FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>Fire Code Permit Fees</b>	
The following are annual fees, except where noted, in accordance with Section 105 of the International Fire Code.	
Permit charges may be waived by the Fire Chief or Fire Marshal for the following: Activities of Washington State non- profit corporations and/or civic or fraternal organizations which possess an IRS tax exempt status. Proof of IRS tax exempt shall be presented at the time of permit application. Non-profit organizations may be charged 1/2 of the listed occupancy permit fees. However, any group shall be assessed a full permit fee if the approved conditions of the permit are modified or not adhered to by the applicant.	
Permit Type	Fee
Aerosol products	\$110.00
Aircraft Refueling Vehicle	\$110.00
Amusement Buildings	\$110.00
- Haunted House - Commercial (Limited)	\$110.00
- Bizaars, Boutiques, Booths or Displays	\$110.00
- Flee Markets	\$110.00
Aviation Facilities	\$110.00
Carnivals and Fairs	
- Commercial	\$110.00
- Fairs, Bazaars, Famers Market, Etc.	\$110.00
- Special Events - Outdoors	\$110.00
Cellulose Nitrate Film	\$110.00
Combustible Dust Producing Operations	\$110.00
Combustible Fiber Storage	\$110.00
Compressed Gases	\$110.00
Covered and Open Mall Buildings	\$110.00
- Kiosks, Concessions, Booths, Etc.	\$110.00
- Used for Assembly (Limited)	\$110.00
- Use of Open Flame (Limited)	\$110.00
- Display of Flammable Liquid or Gas Filled	\$110.00
Cryogenic Fluid	\$110.00
Cutting and Welding	\$110.00
Dry Cleaning	\$110.00
Dust Producing Operations	\$110.00
Explosives - Manufacture, Store, Handling, Sale or Use	\$110.00
Fireworks Stand, Limited	\$110.00
Flammable/Combustible Liquids	\$110.00
Fruit and Crop Ripening	\$110.00
Fumigation and/or Insecticidal Fogging	\$110.00
Hazardous Material - Store, Transport, Dispense, Use of Handle	\$110.00
HPM Facilities	\$110.00
High Pile Storage	\$110.00
Hot Work Operations	\$110.00
Industrial Ovens	\$110.00
Liquid or Gas-Filled Vehicles/Equipment in Assembly Bldgs.	\$110.00
Lumber Yards and Woodworking Plants	\$110.00
Magnesium	\$110.00

**2017 FEE SCHEDULE (continued)**

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



**2017 FEE SCHEDULE (continued)**

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

**2017 FEE SCHEDULE (continued)**

Fee Type	Fee Amount
<b>J. RENTAL HOUSING SAFETY PROGRAM</b>	
<b>Community &amp; Economic Development</b>	
Detached Single Family Rental Flat Fee Per Unit	\$12.00
Multi-Family Rental Flat Fee Per Unit	\$12.00
Late Fee for Rental Housing Registration (up to one month past due)	\$0.00
Certificate of Compliance	No Charge
Certificate of Compliance Transfer to New Owner	No Charge
Initial Safety Inspection	No Charge
1st Reinspection	\$90.00
2nd Reinspection	\$125.00
3rd or Subsequent Reinspection	\$200.00
Rental Housing Inspector's Initial Registration	\$0.00
Rental Housing Inspector's Annual Renewal	\$10.00
<b>K. ANIMAL CONTROL LICENSING FEES</b>	
<b>Police</b>	
The annual license fees for the ownership, keeping, or having control of dogs and/or cats in the City shall be as follows:	
- Dogs (altered)	\$20.00
- Dogs (unaltered)	\$55.00
- Cats (altered)	\$12.00
- Cats (unaltered)	\$55.00
Reduced rates for physically disabled and senior citizens, 65 years of age or older:	
- Dogs (altered)	\$10.00
- Dogs (unaltered)	\$30.00
- Cats (altered)	\$4.00
- Cats (unaltered)	\$30.00
Animals exempted from payment of fee - Guide Dog or Service Animal (with proof)	No Fee
In order to receive the fee advantage for altered dogs and cats, an individual must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.	
<b>L. BURGLAR/SECURITY ALARM PERMIT FEES</b>	
<b>Police</b>	
The fee for burglar/security alarm systems operating within the City of Lakewood as defined in Chapter 9A.13 of the Lakewood Municipal Code are as follows:	
Annual Permit Fee	\$24.00
- for Senior Citizens or Physically Disabled	\$12.00
General False Alarm Fee	\$100.00 each incident
Robbery False Alarm Fee	\$200.00 each incident
Supplemental False Alarm Fee for Unregistered Alarm	\$100.00 each incident
Late Fee if False Alarm Fee is not paid in 30 days of invoice	\$25.00
Appeal Fee (refundable if fee is overturned)	\$50.00
Alarm Company Fee for Failure to Verify Alarm Signal	\$100.00
Alarm Company Fee for false statements concerning the inspection of an alarm site or alarm performance	\$200.00
Failure to comply and provide customer lists to Alarm Administrator	\$25.00 per working day (after the initial 30-day notice expires, i.e. day 31)
Failure to renew (assessed the Alarm Agreement Holding Company)	\$100.00
Failure to obtain a business permit from the Police alarm Administrator	\$10.00 per each registered alarm user in City, with maximum of \$100.00
Reinstatement fee for unregistered alarm installation company or unregistered company	Greater of 100.00 or \$10.00 per alarm user of letters that have been sent

**City Council Ordinance/Resolutions Approving the Fee Schedule**

- Ordinance No. 18
- Resolution No. 1996-4
- Resolution No. 1996-5
- Resolution No. 1996-14
- Resolution No. 1996-32
- Resolution No. 1997-7
- Resolution No. 1997-14
- Resolution No. 1997-18
- Resolution No. 1997-31
- Resolution No. 1997-32
- Resolution No. 1998-10
- Resolution No. 1998-14
- Resolution No. 1998-16
- Resolution No. 1999-17
- Resolution No. 2000-18
- Resolution No. 2001-08
- Resolution No. 2001-11
- Resolution No. 2001-24
- Resolution No. 2001-30
- Resolution No. 2002-11
- Resolution No. 2002-28
- Resolution No. 2003-02
- Resolution No. 2003-04
- Resolution No. 2003-16
- Resolution No. 2003-21
- Resolution No. 2004-10
- Resolution No. 2006-21
- Resolution No. 2006-26
- Resolution No. 2006-34
- Resolution No. 2007-15
- Resolution No. 2008-14
- Resolution No. 2008-36
- Resolution No. 2009-25
- Resolution No. 2012-09
- Resolution No. 2012-32
- Resolution No. 2014-03
- Resolution No. 2015-14
- Resolution No. 2015-34
- Resolution No. 2016-22
- Resolution No. 2017-XX

ORDINANCE NO. XXX

AN ORDINANCE of the City Council of the City of Lakewood, Washington, amending Chapter 9A.13 of the Lakewood Municipal Code relative to Alarm Fees.

WHEREAS it is desirable to include all alarm fees within the City's fee schedule and not codified as part of the municipal code.

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

Section 1: Section 9A.13.030 Lakewood Municipal Code (LMC) entitled, "Alarm User Permit Requirements and Fees," is amended to read as follows:

A. Alarm sites must be registered.

1. An alarm user shall not operate, or cause to be operated, any alarm system without a valid alarm permit. A separate alarm permit is required for each alarm site having a distinct address or business name. A separate alarm permit is required for each alarm site with the same address having a distinct and separate alarm system (i.e., detached shops or garages on residential property). The initial alarm permit fee must be collected by the Alarm Installation Company from the alarm user. The permit fee and application form shall be sent to the Alarm Administrator within ten days after any alarm system installation or alarm system takeover.

Owners of local alarm systems are required to adhere to this Chapter and are subject to all fees (including service fees), suspensions, penalties or other requirements that are applicable.

The fee for a new initial Alarm Permit shall be collected by the Alarm Installation Company and an Alarm Permit renewal fee shall be collected by the alarm Agreement Holding Company.

2. Alarm fees. ~~The Permit, renewal, senior rate, physically disabled and other fees for an alarm permit or an alarm permit renewal shall be collected by the Alarm Agreement Holding Company shall be as set forth in the City's fee schedule. and are as follows:~~

- ~~\_\_\_\_\_ a. Permit Fee. To be set by the City fee schedule~~
- ~~\_\_\_\_\_ b. Renewal Fee. To be set by the City fee schedule~~
- ~~\_\_\_\_\_ c. Senior Rate (60 or older) (residential only): To be set by the City fee schedule~~
- ~~\_\_\_\_\_ d. Physically disabled. To be set by the City fee schedule~~

a. Residential alarm users aged 60 years and older may be charged a senior rate. In order to qualify for the senior rate, applicants must provide proof of age, be listed as the property owner or lessee and must have the alarm contract in his or her name. In order to qualify for the physically disable rate, applicants must be in accordance with RCW 46.16.381.

~~3. Late Fees. Alarm users who fail to obtain and/or make payment for an alarm permit within 30 days after notification will be assessed a late fee in the amount of \$25.00.~~

43. Refunds. No refund of a permit or permit renewal fee will be made.

54. Existing Alarm Systems.

a. Any alarm system which was installed before the effective date of this Chapter, must be registered and a permit fee collected by the Alarm Agreement Holding Company 60 days after the effective date of this Chapter. An Alarm Installation Company or Monitoring Company shall, within 30 days after begin notified in writing from the Alarm Administrator, provide a list of existing alarm users in the City of Lakewood to the Alarm Administrator to include name, address, billing address, and telephone number in a manner decided upon by the Alarm Administrator. Included shall be the permit fee for each of their alarm user customers.

b. The alarm agreement company may through a mutual written agreement have another alarm company provide the alarm user's list and collect the permit fee.

c. Failure to comply and provide customer lists to the Alarm Administrator, as required, will result in a fine, the amount of which is set forth in the City's fee schedule ~~of \$25.00~~ per working day (after the initial 30-day notice expires, i.e. day 31) until the alarm installation company or monitoring company complies with the requirement. Failure to comply will also result in automatic suspension of their business permit.

65. New Alarm Systems:

Any alarm installation company that installs an alarm system on premises within the City of Lakewood after the effective date of this Chapter must notify the Alarm Administrator within ten days after the date of installation and provide the name, address, billing address, and telephone number of the alarm user and a copy of the Customer False Alarm Prevention Checklist as well as any appropriate registration permit fee collected from the alarm user. The failure to notify in accordance with terms of this subsection shall result in a ~~\$100.00~~ administrative penalty as set forth in the City's fee schedule against the alarm installation company.

76. Upon receipt of a completed alarm permit application form and the alarm permit fee, the Alarm Administrator shall authorize response to the applicant unless:

a. The applicant has failed to pay a false alarm fee or fine assessed under this Chapter 9.31.020 (2) of the Lakewood Municipal Code.

b. An alarm permit for the alarm site has been suspended, and the violation causing the suspension has not been corrected.

87. Upon receipt of the permit application form and fee, the Alarm Administrator shall authorize response to the alarm user, which is valid for a one-year period. Renewal permits are valid for a one year period from the date of initial issuance.

98. Government entities, including but not necessarily limited to the City of Lakewood and Clover Park School Districts, must obtain permits for all alarm systems on its property under their control within the City of Lakewood, but are exempt from payment of permit and renewal fees.

Section 2: Section 9A.13.050 Lakewood Municipal Code (LMC) entitled, “Terms of Alarm User Permit; Transfer of Permit Prohibited,” is amended to read as follows:

A. An alarm permit cannot be transferred to another person or alarm site. An alarm user shall inform the Alarm Administrator of any change in the information listed on the alarm permit application within five business days after such change. Exceptions may be made at the discretion of the Alarm Administrator when the transfer proposed is among members of the family of the original permit holder or successors in interest to the property for which the permit has been issued.

B. An alarm permit shall expire one year after the date of issue, and must be renewed annually by submitting a renewal application and a renewal fee to the Alarm Administrator. The Alarm Administrator shall notify the alarm Agreement Holding Company of the need to renew their registered customers sixty (60) days prior to the expiration of the registration on a monthly basis. It is the responsibility of the Alarm Agreement Holding Company to submit the updated information and renewal fees prior to the registration expiration date. (~~A \$100.00 fee shall be assessed to the Alarm Agreement Holding Company~~).

Section 3: Section 9A.13.090 Lakewood Municipal Code (LMC) entitled, “Business Permit of Alarm Installation and Monitoring Companies,” is amended to read as follows:

A. Every Alarm Installation Company and every monitoring company shall obtain a business permit from the police Alarm Administrator and pay an annual prorated fee of ~~\$10.00~~ per each of their registered Alarm Users in the City of Lakewood up to a maximum payment of ~~\$100.00~~. ~~Failure to pay the annual fee within 30 days after expiration of the permit will require the payment of a late fee of \$25.00.~~

B. The Chief may not respond to any alarm dispatch request from any alarm installation company or monitoring company that does not possess a current valid business permit issued pursuant to this Chapter.

C. The Alarm Administrator shall notify all known alarm users subscribing to an unregistered alarm installation company or an unregistered monitoring company that the company is

unregistered and that the Chief will no longer respond to the user's alarms. A reinstatement fee of at least \$100.00 or \$10.00 per alarm user, if letters have been set by the Alarm Administrator, whichever is the greater amount, will be charged to the alarm installation company or monitoring company. This will cover the administration action costs for this Chapter.

D. The fee imposed by this Chapter is in addition to all other fees levied by the City of Lakewood. Fees under this Chapter will be as set forth in the City's fee schedule.

Section 4: Section 9A.13.110 Lakewood Municipal Code (LMC) entitled, "False Alarm Fees," is amended to read as follows:

A. An alarm user, whether registered or unregistered, alarm installation company shall pay the following fees to the Alarm Administrator for police response to any false alarm or robbery alarm. The amount of the fees shall be set by the City's fee schedule. The Alarm Administrator may waive fees imposed upon an unregistered system if the alarm user submits an application for alarm permit within ten business days after receiving notice of such violation.

~~1. Burglar False Alarm Fee: \$100.00 for each false alarm;~~

~~2. Robbery False Alarm Fee: \$200.00 for each false alarm;~~

~~3. If a false alarm fee is not paid within 30 days after the invoice is mailed, a late fee to the alarm user in the amount of \$25.00 shall be imposed.~~

~~B. Fees for false alarms by unregistered alarm systems.~~

~~In addition to the fees set forth in subsection A. above, a supplemental fee is hereby imposed upon any person operating an unregistered alarm system in the amount of \$100.00 for each false alarm. The Alarm Administrator may waive this additional fee for an unregistered system if the alarm user submits an application for alarm permit within ten business days after receiving notice of such violation.~~

~~C. If cancellation of police response occurs prior to an officer arriving at the alarm site, the response is not considered a false alarm for the purposes of fees, and no penalty will be assessed.~~

~~D. The Alarm Administrator may waive a false alarm fee due to a history of false alarms that is identified as chronic equipment failure and the alarm user has documented work orders of attempts to repair the alarm system.~~

~~E. The alarm installation company shall be assessed a fee of \$100.00 if the officer responding to the false alarm determines that an on-site employee of the alarm installation company directly caused the false alarm. Such false alarms are not included in the total number of false alarms for the alarm user.~~

~~F. A fee of \$100.00 is hereby imposed against any monitoring company that fails to verify alarm system signals as required in this Chapter.~~

~~G. A fee in the amount of \$200.00 is hereby imposed on an alarm installation company if the Alarm Administrator determines that an employee of the alarm installation company knowingly made a false statement concerning the inspection of an alarm site or the performance of an alarm system.~~

~~HD.~~ Notice of the right of appeal pursuant to this Chapter will be included with notice of any penalty.

Section 5: Section 9A.13.140 Lakewood Municipal Code (LMC) entitled, "Appeal of Determinations Regarding Alarm Permits and Fees," is amended to read as follows:

A. If the Alarm Administrator assesses a fee, suspends an alarm permit or denies the issuance, renewal or reinstatement of an alarm permit, the Alarm Administrator shall send written notice of the action and a statement of the right to appeal to the affected applicant or alarm user and the alarm installation company or monitoring company.

B. The alarm user, alarm installation company or monitoring company may appeal any action described in A. above to the designated administrator of the Police by setting forth in writing the reasons for the appeal and delivering the appeal to the police within 20 business days after receipt of notice of the action. Failure to deliver the appeal within that time period is a waiver of the right to appeal.

C. The procedure for an appeal of the Chief of Police is as follows:

1. The applicant, alarm user, alarm installation company or monitoring company may file a written request for appeal by paying an appeal fee of ~~\$50.00~~ to the City of Lakewood and setting forth the reasons for the appeal. The appeal must be entitled "Appeal from Alarm Administrator's Action." Appeal fees will be returned to the appealing party if the appeal is successful. Upon good cause shown, the designated Administrator of the Police Chief may, in the exercise of discretion, waive the appeal fee for residential alarm users.

2. The designated administrator of the Police Chief shall conduct a recorded hearing within 30 days after receipt of the request for review and shall consider the evidence submitted by the appealing party and the Alarm Administrator. The designated administrator of the Police Chief must base his/her decision on the preponderance of evidence presented at the hearing and must render a decision within 15 days after the date of the hearing. The decision shall affirm or reverse the decision or action taken by the Alarm Administrator.

~~3. Any person aggrieved by the decision of the Police Chief or the designated administrator may appeal in accordance with procedures set forth in Chapter 9.31.014 LMC.~~



43. Filing of an appeal stays any action by the Alarm Administrator to suspend an alarm permit or require the payment of a fee or penalty until the appeal process has been exhausted. This provision applies only to the action of the Alarm Administrator that is the subject of the appeal. The provision does not operate as a bar to enforcement action or violations of this Chapter that occur thereafter.

D. The Alarm Administrator of the Chief of Police or their respective designees may adjust the count of false alarms based on:

1. Evidence that false alarm was caused by action of a communications services provider (i.e. telephone, cellular, cable company);
2. Evidence that a false alarm was caused by a power outage;
3. Evidence that an alarm dispatch request was not a false alarm;
4. The occurrence of multiple alarms within a 24-hour period, which may be considered as one false alarm to allow the alarm user time to take corrective action, unless the false alarms are directly caused by the alarm user; or the Alarm Administrator may waive all of a False Alarm fee or a partial part of the fee due to extenuating circumstances or to encourage corrective action.
5. On review of fees or penalties assessed to an alarm installation company or monitoring company, the Alarm Administrator, or, if appealed, the Chief, or designee, or the administrative hearing officer, may consider whether the alarm company had engaged in a consistent pattern of violations.

Section 6: Section 9A.13.150 Lakewood Municipal Code (LMC) entitled, "Reinstatement of Suspended Alarm Permits," is amended to read as follows:

A. On the first suspension of a permit, a person whose alarm permit has been suspended may obtain reinstatement of the permit by the Alarm Administrator if the person:

1. Submits a new application and pays a \$50.00 reinstatement fee; and
2. Pays, or otherwise resolves, all outstanding fees and penalties; and
3. Submits a certification from an alarm installation company stating that the alarm system has been inspected and repaired (if necessary) by the alarm installation company; and
4. The alarm user successfully completes an on-line alarm awareness class and test or written test to waive the first alarm suspension.

B. On the second and every subsequent suspension of a permit, reinstatement may be obtained by compliance with subsection A. above and compliance with any of the following conditions that the Alarm Administrator may require:

1. Proof that an employee of the alarm installation company or monitoring company caused the false alarm.
2. Upgrade the alarm control panel to meet SIA Control Panel Standard CP-01.
3. A written statement from an independent inspector designated by the chief that the alarm system has been inspected and is in good working order.
4. Conformation that all motion detectors are properly configured.
5. Confirmation that the alarm system requires two independent zones to trigger before transmitting an alarm signal to the monitoring company.
6. Conformation that the alarm system requires two independent detectors to trigger before transmitting an alarm signal to the monitoring company.
7. Certification that the monitoring company will not make an alarm dispatch request unless the need for law enforcement response is confirmed by voice verification. This condition does not apply to residential property.
8. Certification that the monitoring company will not make an alarm dispatch request unless the need for law enforcement response is confirmed by a camera device. This condition does not apply to residential property.
9. Certification that the monitoring company will not make an alarm dispatch request unless the need for law enforcement is confirmed by a person at the alarm site.
10. The alarm user successfully completes an on-line alarm awareness class and test.

C. The Chief shall reinstate the police department's response to an alarm site as soon as is practicable after receiving notice of reinstatement from the Alarm Administrator.

Section 7: A new section 9A.13.210 entitled, "Construction," is created to read as follows:

All references to Alarm Fees in other sections of the Lakewood Municipal Code or in other legislation, shall be construed as referring to this chapter.

Section 8: 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 \_\_\_\_\_, 2017.

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: David Bugher, Assistant City Manager, Development Services

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

Date: February 27, 2017 (Study Session)

Subject: Lakewood Population Projections

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**Population allocation through the Growth Management Act:** Development of population projections under the Growth Management Act (GMA) is a shared responsibility. The process is elaborate. As directed by state statute, OFM prepares a reasonable range of possible population growth for Washington counties participating in GMA.

Next, County officials, also by law, are responsible for selecting a 20-year GMA planning target from within the range of high and low prepared by OFM. County officials select the county planning target; then within each county, population planning targets for cities, towns, and unincorporated areas are developed among all affected local jurisdictions as part of the city and county planning process.

The relevant state statutes are listed below:

- RCW 43.62.035 - State projection authority. The statute authorizes the Office of Financial Management (OFM) to prepare a 20 year growth management (GMA) population projections for all counties in Washington every five years. The projections are developed within the framework of expected state growth and are to provide a reasonable range of high and low growth for each county.

This statute also specifies the population estimates that must be used to develop the ten-year growth rates that determine which counties must comply with GMA requirements.

Before final adoption, OFM reviews the projections with local jurisdictions.

Before or after final adoption, local governments may petition OFM directly for possible revisions to GMA projections.

- RCW 36.70A.110 & RCW 36.70A.115 - Authority of local jurisdictions. Local governments shall ensure their planning policies and regulations are consistent with OFM population projections.
- RCW 36.70A.040 - Who must comply with GMA requirements. Counties with a population of fifty thousand or more and have an increase of 17 percent or more over the last ten years must conform to all GMA requirements. Counties, regardless of the population size, which have 20 percent or more increase in the previous ten years. If OFM population projections indicate that counties, which were not required to comply with GMA previously, have sufficient growth to meet the population criteria, collective actions need to be taken by both the county and city officials to comply with the regulations (RCW 36.70A.040 (5)).
- RCW 36.70A.280 - Authority of Growth Management Hearings Boards. The hearings boards have the authority to hear and determine petitions a) alleging failures to comply with the requirements of the GMA or b) claiming GMA population projections should be adjusted.

In (2) through (4) this statute specifies the state, local jurisdictions planning under GMA, and other persons as defined may petition for a hearing.

- RCW 36.70A.295 - Judicial authority. Under RCW 36.70A.295 (4b), the superior court shall not have jurisdiction to directly review or modify an OFM population projection.

**The role of the Puget Sound Regional Council (PSRC):** The Puget Sound Regional Council (PSRC) is a metropolitan planning organization that develops policies and makes decisions about transportation planning, economic development, and growth management throughout the four-county Seattle metropolitan area surrounding the Puget Sound. It is supposed to be a forum for cities, towns, counties, transit agencies, port districts, Native American tribes, and state agencies to address regional issues.

State law requires PSRC to certify that regional transit plans, countywide planning policies, and local comprehensive plans within the central Puget Sound region conform to: (1) established regional guidelines and principles, (2) the adopted long-range regional transportation plan, and (3) transportation planning requirements in the Growth Management Act. Within the central Puget Sound region, the multicounty planning policies in VISION 2040 have been established as the regional guidelines and principles under Revised Code of Washington (RCW) 47.80.026. Certification of local comprehensive plans is also a requirement for jurisdictions and agencies that intend to apply for PSRC funding or proceed with any project submitted into the Regional Transportation Improvement Program, regardless of funding source.

Further, PSRC's Interlocal Agreement, Section VII, provides direction for the review of local comprehensive plans and countywide policies (Resolution A-91-01, amended March 1998). The PSRC Council's Executive Board last updated its process for Policy and Plan

Review in September 2003. The process is also described in VISION 2040, Part IV: Implementation.

Through these processes, PSRC reviews population projections and distributions. Lakewood’s Comprehensive Plan was certified in 2012, and conditionally certified in 2016.

**How the process works...** In Pierce County, once OFM prepares its projections, the information is forwarded to the Pierce County Growth Management Coordinating Committee (GMCC). The GMCC is made up of planning officials from Pierce County and Pierce County cities and towns. The GMCC makes recommendations on the rate of growth, and how the population is to be distributed amongst unincorporated Pierce County, and the cities and towns. Usually, *after much debate*, the recommendations are forwarded to the Pierce County Regional Council (PCRC). The PCRC reviews the GMCC’s recommendations. PCRC can accept GMCC’s recommendations, make their own, or send the recommendations back to GMCC for further review. Next, both the GMCC and the PCRC recommendations are forwarded to the Pierce County Council. In turn, the County Council reviews the recommendations of GMCC and PCRC and subsequently takes action in the form of an ordinance. The county, and cities and towns then incorporate the projections and distributions into their respective comprehensive plans. The Pierce County ordinance establishing the projections is appended to the Pierce County Wide Planning Policies until it is updated or amended at a later date.

The last time the county council adopted population targets was on July 19, 2011 through adoption of Ordinance No. 2011-36s. Lakewood’s population target was established at 72,000 by the year 2030. The process took over two years.

**Current OFM Pierce County GMA historical and projected population:** The current GMA county projections were done in 2012. The period of review is from 2010 to 2040. TABLE 1 shows historical and projected population. Pierce County’s population in 2015 was 843,954 which exceeds the OFM projected population.

Unincorporated Pierce County has grown more than incorporated municipal areas between 2000 and 2015. However, based on growth targets, cities have more collective growth planned than Pierce County. The underlying problem is that it is more expensive to build in the cities, so much of the development occurs in the unincorporated areas.

**TABLE 1**  
**Pierce County Historical and Projected Population for Growth Management**

	1960	1965	1970	1975	1980	1985	1990	1995	2000
<b>Pierce County</b>	321,590	358,600	412,344	421,600	485,667	529,753	586,203	649,284	700,818
	2005	2010	2015	2020	2025	2030	2035	2040	
	756,919	795,225	831,944	876,565	923,912	967,601	1,006,614	1,042,341	

**PSRC VISION 2040 population projection for Lakewood:** PSRC’s website contains data on projected population growth for Lakewood. TABLE 2 provides details covering data from 2000 through 2040. PSRC is anticipating a two percent annual growth rate which city staff believes is unrealistic given historical patterns of growth in the Lakewood area.

**TABLE 2**  
**PSRC Lakewood Population Projections**

	Census		2025	Forecast		
	2000	2010		2030	2035	2040
<i>Population – Projected Growth Rates</i>						
Lakewood (PSRC forecast)	58,211	58,163	71,293	77,394	85,242	94,965

**Historical population growth in Lakewood:** Staff examined population data from 1970 through 2016. The data set is found In TABLE 3. The population numbers for 1970, 1980, and 1990 were based on the “Lakewood Community” and not the current city limits. These numbers are regarded as estimates and most likely contained a larger geographic area. When Lakewood incorporated, the federal Census Bureau and OFM assigned the city a population of 62,786. However, through the 2000 Census, both agencies believed that they had had overestimated Lakewood’s initial population numbers. Lakewood’s 2000 population was established at 58,293, considerably lower than the incorporation population. Lakewood petitioned OFM to readjust the population numbers; they did not. Lakewood’s growth rate has been stagnated.

**TABLE 3**  
**Historic Population, Lakewood, WA**

	<b>1970</b>	<b>1980</b>	<b>1990</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>
	48,195	54,533	58,412	62,786	62,240	62,540	63,820	58,293	58,108
<b>Lakewood</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
	58,451	58,715	58,577	58,293	58,623	58,506	58,270	58,218	58,163
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>			
	58,190	58,260	58,310	58,360	58,400	58,800			

**Population projections for Lakewood:** Staff prepared four different population projections. The data set is contained in TABLE 4. Two of the projections are slow growth projections at 0.5 percent and 1 percent. The other two projections are more aggressive at 2 percent and 5 percent. The 2 percent growth rate fits within PSRC’s projected population growth rate for Lakewood.

**TABLE 4**  
**Lakewood Population Projections**

	Census		2025	Forecast		
	2000	2010		2030	2035	2040
<i>Population – Projected Growth Rates</i>						
Lakewood (0.5% growth rate)	58,211	58,163	61,500	63,052	64,645	66,277
Lakewood (1% growth rate)	58,211	58,163	64,309	67,589	71,037	74,660
Lakewood (2% growth rate)	58,211	58,163	70,271	77,585	85,660	94,576
Lakewood (5% growth rate)	58,211	58,163	86,874	116,420	148,585	189,636

**Next Steps:** Staff would recommend that the City communicate with PSRC about the discrepancies in projected growth rates. Unless there is a significant change in growth and economic development patterns, a 2 percent growth rate seems awfully high and certainly not in keeping with past trends.

In the next couple of years, it is expected that OFM will release new planning targets in which case the county, and the cities and towns will begin the process of deliberating population projections and population distribution. This process can expect to take two years. It is anticipated that the Council will want to receive regular GMCC updates, in addition to proactive Council participation at PCRC.

**IMPORTANT ENDNOTE:** This report covers population only. Pierce County Council is also responsible for adopting housing and employment targets for Pierce County jurisdictions. These targets were not included for the ease of explanation. By way of information, PSRC challenged Lakewood’s employment capacity and that is the reason the City received conditional certification. City hired BERK to review the employment capacity numbers in relation to the Pierce County Buildable Lands Report. A final report is due out the first quarter of 2017.