



LAKEWOOD CITY COUNCIL STUDY SESSION AGENDA

Monday, April 13, 2020

7:00 P.M.

Residents can virtually attend City Council meetings by watching them live on the city's YouTube channel: <https://www.youtube.com/user/cityoflakewoodwa>

Those who do not have access to YouTube can call in to listen by telephone via Zoom: Dial +1(253) 215- 8782 and enter participant ID: 151082920.

Page No.

CALL TO ORDER

ITEMS FOR DISCUSSION:

- (3) 1. Legislative Update. – *Ms. Briahna Murray and Ms. Shelly Helder, Gordon Thomas Honeywell Governmental Affairs*
- (34) 2. Review of Human Services funding recommendations. – (Memorandum)
- (69) 3. Rental Housing Safety Program Electrical Update. – (Memorandum)
- (93) 4. Review of Community Development Block Grant (CDBG) CARES Act calendar and funding recommendations. – (Memorandum)

ITEMS TENTATIVELY SCHEDULED FOR THE APRIL 20, 2020 REGULAR CITY COUNCIL MEETING:

- 1. Authorizing the award of a construction contract with Miles Resources, LLC, for the Veterans Drive improvement project. – (Motion – Consent Agenda)
- 2. Authorizing the execution of an agreement for the 2020-2025 street sweeping services. – (Motion – Consent Agenda)
- 3. Approving a site-specific rezone at 11918 and 11920 Nyanza Road SW known as the Durr rezone. – (Ordinance – Consent Agenda)
- 4. Ratifying Pierce County Ordinance 2019-70s amending the Pierce County Countywide Planning Policies and designating 14 countywide centers. – (Resolution – Consent Agenda)

Persons requesting special accommodations or language interpreters should contact the City Clerk, 253-983-7705, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.

5. Amending the Six-Year (2020-2025) Transportation Improvement Program. – (Resolution – Consent Agenda)

REPORTS BY THE CITY MANAGER**CITY COUNCIL COMMENTS****ADJOURNMENT**

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**City of Lakewood
State Government Relations Report
2020 Legislative Session**

Dear City of Lakewood,

It was a pleasure to advocate for Lakewood in Olympia throughout the 2020 legislative session. The 2020 session was the second year of the legislative biennium and, as such, was a short, 60-day session. We had the privilege of working with city staff and the city's legislative delegation to advance the city's legislative priorities.

The City of Lakewood adopts a biennial legislative agenda to align with the state's two-year legislative cycle. In the first year of the biennium, we were successful in accomplishing several items on the city's legislative agenda, including funding for the Lakewood Community Policing Program, improvements at Fort Steilacoom Park and expansion of Springbrook Park. In this second year of the biennium, the city's legislative agenda was updated to remove the accomplished items and include requests that would become a priority for the next biennium. We are pleased to share that after many months of hard work and late nights, the City of Lakewood was effective in laying the groundwork for several ambitious legislative priorities, including a financing tool to relocate the WSDOT maintenance facility at Lakewood Landing. As a direct result of Lakewood's advocacy, economic development proposals that would be of great assistance to Lakewood Landing advanced further this session than any other legislative session.

The City is fortunate to have an active and supportive legislative delegation: Senator Steve O'Ban, Rep. Christine Kilduff, Rep. Mari Leavitt, Senator Steve Conway, Rep. Steve Kirby and Rep. Melanie Morgan. We encourage the City to express great thanks to the delegation for their service to the City and the State. A special thank you is due to Rep. Christine Kilduff who announced she will not be running for re-election after 6 years of service to the citizens of Lakewood and the 28th legislative district.

Now that session is officially over, attention will turn to the 2020 November election. All members of the House of Representatives and approximately half of the members of the State Senate will face re-election. Democrats will attempt to retain their strong majority in both chambers, while Republicans will attempt to win seats. Given that the 2020 November election is also a presidential election, turnout is anticipated to be higher than usual. The outcome of the November election will also impact redistricting, which occurs every 10 years, and will follow the 2020 elections.

The ever-changing political climate requires adaptive and consistent advocacy. We look forward to working with the city throughout the interim months to continue advancing the City of Lakewood priorities and preparing for the 2021-23 legislative biennium.

Thank you,

Shelly Helder & Briahna Murray

Overview of the 2020 Legislative Session

Overview of the 2020 Legislative Session

The 2020 legislative session was the second year of the two-year legislative biennium and scheduled to be a “short” session and last 60 days. The Legislature completed its work on-schedule, adjourning at 8:15PM on the 60th and final day.

Democrats continued to hold the majority in both the House of Representatives and the State Senate. The House of Representatives was comprised of 57 Democrats and 41 Republicans and the State Senate had 27 Democrats and 22 Republicans. Democrats accomplished many of their agenda items during the 2019 legislative session. Going into the 2020 session, they cautioned that they would treat the session truly as a “short” session and only address those issues time pressing and supplemental in nature. This did not, however, prevent the Legislature from introducing, yet again, a record number of legislative proposals for consideration, and enacting significant policy changes.

The legislative session began with a great deal of discussion, but no action, on whether to expel Representative Matt Shea (R-Spokane Valley) after a report developed by an independent consultant hired by the House of Representatives found that he planned and participated in activities of domestic terrorism. There was also a great deal of concern about how to respond to I-976, which voters approved in November 2019 to reduce car tabs to \$30, and a desire to take strong action on homelessness and affordable housing. The session ended with a series of bills that attempted to get in front of the COVID-19 pandemic. Since the Legislature concluded its work, state government has focused almost exclusively on the response to COVID-19, and the Governor has indicated that a special session may be necessary if his office is not able to, under his executive authority, make all necessary policy changes and funding appropriations.

Bills introduced during the 2019 legislative session that did not pass into law “carried over” and continued to be under consideration throughout the 2020 legislative session. Additional bills were introduced in the 2020 legislative session, making for a total of 3,773 bills that were considered throughout the session. The Legislature passed 386 of these bills. In addition to all the bills the Legislature considered, the Legislature was tasked with adopting supplemental budgets, which make amendments to the 2019-21 budgets adopted during the previous legislative session. Below is a summary of each of the supplemental budgets adopted by the Legislature:

2020 Supplemental Operating Budget

The final supplemental operating budget is smaller than originally anticipated. In the final days of the legislative session budget writers reduced the budget from earlier proposals to proactively prepare for an economic downturn stemming from the COVID-19 epidemic. The February revenue forecast estimated that budget writers would have \$1.5 billion in new revenue available for the current biennium. The final budget commits \$961 million of this to new spending. This brings the state’s total biennial budget to \$53.5 billion over the biennium and leaves \$3 billion in reserves.

\$200 million was appropriated to fund public health activities to manage and mitigate for the Coronavirus epidemic. \$175 million is provided from the state’s budget stabilization account, more commonly referred to as the “rainy day fund,” and \$25 million is provided in federal funding. This policy

is enacted in House Bill 2965. The bill dedicates \$25 million of the allocated \$200 million to the COVID-19 Unemployment Account, which aids individuals temporarily laid off as a result of COVID-19. The bill also expands unemployment waiting period credits or benefits to individuals seeking employment under quarantine.

The Department of Commerce is providing \$30 million to counties under a formula grant: disbursement amounts for each county found [here](#). Funding is for counties to establish quarantine housing or additional sanitation, including handwashing stations or portable toilets, by the beginning of April. While counties are the funding recipients, they are expected to partner with cities and local health departments to determine funding uses, which must be approved by local public health jurisdictions. While the funding is flexible, preferred uses include rental/leasing of motels or motel rooms for quarantine and improvement of sanitation in existing shelter and housing. Housing must accommodate individuals experiencing homelessness, those lacking housing appropriate for self-isolation, and those displacing individuals in need of medical care in a health care facility.

Some additional items in the supplemental operating budget significant to local governments include:

- \$160 million for housing and homelessness. This includes increased funding for shelter capacity, construction of affordable housing, housing and essential needs, and permanent supportive housing.
- \$50 million for the Climate Resiliency Account.
- A one-time 3% increase for PERS 1 retirees; for local governments that have PERS 1 retirees, this will result in a cost increase at the local level. While the supplemental operating budget provides resources for its own costs, it does not provide additional resources for local governments.
- Two additional Basic Law Enforcement Academy classes are funded each fiscal year, increasing the number of classes from 19 to 21 per year. 3 classes will be held at the Spokane training center.
- Resources are provided for the Department of Fish and Wildlife to map and identify fish blocking culverts.
- A study is funded to develop a statewide medication assisted treatment program in jails.
- A study is funded to identify how to incorporate a “net ecological gain” standard into the Growth Management Act and Shoreline Management Act.
- A proviso is included that establishes a growth management stakeholder group to develop recommendations from the 2019 Ruckelshaus report.

2020 Supplemental Capital Budget

The 2019-21 biennial capital budget appropriated roughly \$3.18 billion and left \$70 million for the 2020 supplemental budget. An additional \$19.8 million was realized by adjusting various accounts within the budget, which allowed for a total supplemental capital budget of \$89.9 million. Some highlights of significant investments include:

- \$7.3 million in unspent authority from the 2017-19 capital budget is redirected to fund an additional four enhanced service facilities for long-term placement of patients discharged or diverted from the state psychiatric hospitals.
- \$7.8 million for projects that enhance shelter capacity around the state.
- \$5 million for a new competitive grant program for community and cottage housing.
- \$1 million for preservation of manufactured and mobile home communities.

- \$10 million for the Community Economic Revitalization Board for projects that construct, repair, and acquire local public facilities to encourage business development and expansion in areas seeking economic growth.
- The \$95 million that was previously allocated to the Public Works Assistance Account was maintained, but there was no change made to the ongoing diversions from the Account to the Education Legacy Account.
- \$33.7 million for the Model Toxic Control Account for cleanup projects by local governments.
- Although no additional funding is allocated toward fish barrier removal in the capital budget, the Fish Barrier Removal Board is directed to develop a comprehensive statewide culvert remediation plan that fully satisfies the requirements of the injunction. The plan will include recommendations for nonstate barrier corrections that maximize fish habitat gain and other benefits that will assist in salmon recovery. The plan is due to the Legislature by January 15, 2021.

2020 Supplemental Transportation Budget

The final supplemental transportation budget assumes that Initiative 976 will ultimately be upheld by the Court, resulting in a \$453 million loss of transportation revenue in the 2019-21 biennium. The supplemental budget authorized all project contracts that were put on "pause" prior to the beginning of the legislative session to proceed forward on schedule. To make up for the funding gap, the supplemental budget delays or reduces rail capital projects into the 21-23 biennium, delays WSDOT Public Transportation Program grants in the 21-23 biennium, makes project reductions based on updated information from WSDOT and incorporates savings from other cancelled or closed out projects. All of these are short-term strategies; several transportation accounts have negative ending fund balances in the next biennium. Altogether, there is a \$600 million shortfall for the 21-23 biennium.

The supplemental budget adds spending authority for agency needs that concern safety, security and support. Some of these investments include:

- \$6.0 million to the State Ferries System at WSDOT for training, inspections, and naval architecture support.
- \$2.3 million to the State Patrol to address backlogs of impaired driving case submissions at the state toxicology lab.
- \$13 million to WSDOT for the transition to a new back office system and customer service center for the Tolling Program.

There are a few adjustments within the final budget that both positively and negatively affect local governments:

- \$275 million for state-owned fish passage barrier correction, retaining proviso language to coordinate with Fish Barrier Removal Board on watershed approach. The budget directs WSDOT to consider factors while complying with injunction, including presence of other barriers and directs WSDOT and the Fish Barrier Removal Board to develop a statewide comprehensive plan.
- The Safe Routes to School grant program received a \$7.3 million increase for a total of \$36.5 million over the biennium and the Bicycle and Pedestrian safety grant program received an increase of \$13.3 million for a total of \$38.3 million over the course of the biennium.
- A \$10 million reduction in gas tax distribution to local governments (as a result of declining revenues).

Both the House and Senate Transportation Committee Chairs have indicated that a transportation revenue package will be needed in 2021. In light of that, dozens of legislators signed a letter indicating that the Legislature would need to adopt a low carbon fuel standard before they would be willing to vote on any transportation revenue package. The Legislature considered a low carbon fuel standard through [House Bill 1110](#), sponsored by Rep. Joe Fitzgibbon (D-Burien). The bill was originally introduced in the 2019 session and it passed the House 53-43 but died in the Senate. This session the bill passed the House again, 52-44 and was referred to the Senate Transportation committee where there was a lengthy public hearing with equal representation from supporters and those opposed. However, the bill was not voted out of the Senate Transportation committee and died. One of the primary concerns with the policy is the expectation that it will increase gas prices and not result in additional tax revenue for the state to make investments in the transportation system, which is the largest contributor of greenhouse gases. In particular, the Senate Transportation Chair is more interested in a carbon pricing policy that will reduce carbon emissions and create a revenue stream for transportation needs such as fish barrier replacement and stormwater management.

2020 November Elections on the Horizon

Now that the 2020 Legislature has concluded its work, attention will shift to the 2020 November elections. All members of the House of Representatives and approximately half the members of the State Senate will need to seek re-election to maintain their position. Several members have announced that they will not seek re-election (listed below). These positions will be filled by new legislators. Official filing week is May 11-15, during this week candidates will formally announce whether they are running.

Rep. Sherry Appleton (D-Poulsbo)

Rep. Eric Pettigrew (D-Seattle)

Rep. Christine Kilduff (D-Tacoma)

Rep. Pat Sullivan (D-Covington)

Rep. Gael Tarleton (D-Seattle) – *running for Secretary of State*

Rep. Mike Pelliciotti (D-Federal Way) – *running for State Treasurer*

Rep. Beth Doglio (D-Olympia) – *running for 10th congressional district*

Rep. Chris Gildon (R-Puyallup) – *running for the Senate to replace Sen. Hans Zeiger*

Rep. Norma Smith (R-Langley)

Rep. Richard DeBolt (R-Chehalis)

Sen. Maureen Walsh (R-Walla Walla)

Sen. Randi Becker (R-Enumclaw)

Sen. Hans Zeiger (R-Puyallup) – *running for Pierce Council Council position*

Lt. Governor Cyrus Habib

2021 Redistricting

The U.S. Census is currently underway and is scheduled to be completed by March 31, 2021. Once the census is completed, Washington State will begin the process of redistricting. Redistricting occurs every 10 years and is the process of adjusting the boundary lines of each legislative district to ensure that an equal number of people are in each district. Once the U.S. Census is complete, the Redistricting Commission will be appointed. The commission has five members: two from each of the majority party caucuses (this year, two Democrats and two Republicans), and a non-partisan, non-voting Chair. Each House and Senate caucus leader appoints one voting member to the commission in January 2021.

Lakewood Legislative Priorities

Economic Development Tools for Lakewood Landing

The city's top priority this session was passage of an economic development tool to assist with the relocation of the WSDOT maintenance facility at Lakewood Landing. To that end, we worked closely with AWC to draft legislation that would provide Lakewood with a financing tool. [House Bill 2804](#), sponsored by Rep. Davina Duerr (D-Bothell) would have provided a competitive process for the city to receive a \$1 million award for 20 years. The bill was referred to as a renewal and reform of the Local Revitalization Financing (LRF) program that was authorized by the Legislature in the mid-2000s but is no longer eligible for new awards because the state match is exhausted. The bill was introduced early in session and had two public hearings in the House Local Government and House Finance committee with panels of local government officials testifying to the value of such a tool. City Manager John Caulfield traveled to Olympia on 3 separate occasions to testify in support of the bill and share the Lakewood perspective. The bill did not make it out of the House prior to the House of Origin cutoff, but leadership indicated it was necessary to implement the budget (NTIB) and therefore not subject to cutoff. When the House operating budget was released, it referenced House Bill 2804 and the NTIB designation was confirmed.

In the last week of session, the bill was voted out of the House with near unanimous support, 94-3, with an important amendment that would have allowed the project award to be used toward the relocation and construction of a state facility. Rep. Steve Kirby sponsored this amendment at the city's request since original drafting of the proposal would not have allowed the city to use the tool for relocation of the WSDOT maintenance facility. This was a critical amendment and was not a given, Rep. Kirby fought for this amendment to be accepted on the House floor.

The Senate Ways & Means committee held a public hearing where once again, City Manager John Caulfield testified in support of the bill, along with the Mayor from Kennewick and the City Manager from Fife. There were over 2 dozen other organizations signed in support of the bill and no one was opposed. The bill was scheduled to be voted out of committee the same day as the hearing but during the executive session the bill was skipped and never made it out of committee. In speaking with several members of the committee afterwards, it was shared that concern over a looming recession in response to the COVID-19 outbreak caused hesitation in supporting a proposal that would have committed the state to \$15 million investment each year for the next 20 years. When the bill passed the House, it did so after release of the strong economic revenue forecast. The day the bill was to be voted out of the Senate committee, the stock market plunged, and COVID-19 continued to spread in Washington, causing Senators to make fiscal decisions in light of a potential recession. Although the bill did not pass, significant progress was made, and momentum was built for a revisit to the policy in the 2021 session.

In addition to supporting House Bill 2804, we advocated for passage of [House Bill 2778](#) and [House Joint Resolution 4212](#). Article IX Section, 2 of the State Constitution requires that the state tax for common schools be applied exclusively to the support of the common schools. Previous Supreme Court rulings have found that tax increment financing is unconstitutional because it diverts property tax revenues from the common schools. For this very reason, introduction of House Bill 2778 was accompanied by HJR 4212 which would have amended the state constitution to allow for tax increment financing. Both proposals had favorable public hearings in the House Finance committee and were voted out of the committee only to die in the House Rules committee. If HJR 4212 had passed both chambers with a 2/3 majority, it would

have to be approved by a majority of WA voters. Although this is an ambitious objective, the WA State Constitution has been amended 107 times, so it is not impossible. Over the interim months we will continue working with AWC and other cities to educate state legislators on the value and importance of tax increment financing for local economic development.

Multimodal Transportation Study

The supplemental transportation budget implements short term strategies to balance the biennial budget without raising new revenue and maintaining funding for existing projects. Due to the lack of resources in the multimodal transportation account from the passage of I-976, the budget does not include funding for a multimodal transportation assessment along the I-5 corridor between DuPont and Lakewood. Very few new items received funding in the supplemental budget but there was extensive discussion regarding the next transportation revenue package. Since this request has already been introduced, there will be increased opportunity to secure funding for this study next year.

However, \$235,000 is allocated to the Joint Transportation Committee to complete a study on rail safety governance best practices. This concept was included in House Bill 2287, sponsored by Rep. Mari Leavitt. The bill did not pass but much of the policy from the bill is included in the budget via proviso language.

The language states:

(a) \$235,000 of the multimodal transportation account – state appropriation is for the joint transportation committee to oversee a consultant study on rail safety governance best practices, by class of rail where applicable, and recommendations for the implementation of these best practices in Washington state. The study must assess rail safety governance for passenger and freight rail, including rail transit services, and must consider recommendations made by the national transportation safety board in its 2017 Amtrak passenger train 501 derailment accident report that are relevant to rail safety governance.

(b) The study must include the following components:

(i)(A) An assessment of rail safety oversight in Washington state that includes: (I) The rail safety oversight roles of federal, state, regional, and local agencies, including the extent to which federal and state laws govern these roles and the extent to which these roles would be modified should the suspended federal rules in 49 C.F.R. Part 270 take effect; (II) federal, state, regional, and local agency organizational structures and processes utilized to conduct rail safety oversight; and (III) coordination activities by federal, state, regional, and local agencies in conducting rail safety oversight;

(B) An examination of rail safety governance best practices by other states for the items identified in (a) of this subsection; and

(C) Recommendations for the implementation of best practices for rail safety governance in Washington state.

(ii) The study must address the extent to which additional safety oversight of rail project design and construction is used in other states and would be a recommended best practice for Washington state.

(c) The joint transportation committee shall consult with the Washington state department of transportation, the Washington state utilities and transportation commission, sound transit, the national transportation safety board, Amtrak, the federal railroad administration, BNSF railway company, one or more representatives of short line railroads, one or more representatives of labor, and other entities with rail safety expertise as necessary.

(d) The joint transportation committee must issue a report of its findings and recommendations on rail safety governance to the transportation committees of the legislature by January 6, 2021.

Legislative Requests on the Horizon: Fort Steilacoom Park Improvements (TBD) and Wards Lake Expansion

Since this was a supplemental budget year, we knew there would be limited resources available for capital budget appropriations and the city developed priorities accordingly. We focused our energy on informing the Lakewood delegation about future city projects that would need the state's partnership in an effort to lay the groundwork for the success of future requests. Over the years the city has been incredibly successful in securing state funding for local projects and much of that is due to early legislative engagement on city projects.

Since city boundaries cover two legislative districts, the two capital projects are strategically located in each district: Fort Steilacoom Park improvements in the 28th legislative district and Wards Lake Expansion in the 29th legislative district. Over the next several months we will continue to engage city's legislators and potentially schedule a tour of each project, so members of the delegation are able to visualize the site.

Lakewood Policy Manual

Community & Economic Development

Annexation

[Senate Bill 5522](#) by [Sen. Dean Takko](#) (D- Longview) allows counties and cities to jointly initiate an annexation process for unincorporated territory by adopting an interlocal agreement. A public hearing is required, but a vote of the people is not required. Cities proposing to annex territory are required to give notice of the annexation to an adjacent city and to impacted special purpose districts and allows such an adjacent city or special purpose district to prevent the proposed annexation. Areas zoned for residential use within the annexed area must maintain a zoning designation that allows residential development for five years after the annexation. The bill was started in the 2019 session, and consistently received support from cities and counties. It passed the Legislature with bipartisan votes.

Local Authority for Land Use and Planning

[House Bill 2343](#), sponsored by [Rep. Joe Fitzgibbon](#) (D-Burien), expands options for actions cities may take to increase density. The bill is a "sequel" to House Bill 1923, which passed during the 2019 legislative session. House Bill 1923 provided cities with a menu of options to increase density or prompted cities to complete a housing action plan; this bill expands this list of options and adjusts parking requirements. The cap triggering parking requirements on affordable housing units is changed from transit service 4 times per hour to 2 times per hour. The bill limits parking requirements for multifamily housing located ¼ mile within a transit stop receiving high levels of service. Counties, as well as cities, are authorized to implement parking requirements for multifamily housing if on-street parking is infeasible for the unit. The bill also extends SEPA and GMA appeals from April 1, 2021 to April 1, 2023. AWC and the City of Lakewood supported the bill as an alternative to the proposals that included local mandates.

[House Bill 2427](#), sponsored by [Rep. Davina Duerr](#) (D- Bothell), would have added climate change as a GMA goal for Buildable Lands counties and counties over 300,000. The bill applied to Clark, King, Kitsap, Pierce, Snohomish, Spokane, Thurston, and Whatcom Counties and the cities within these counties. A

more problematic version of this bill was briefly considered and died: [House Bill 2609](#), which required climate change as a GMA goal and element and assigned emissions reductions to local governments. Neither bill provided additional funding for local governments to implement the goal. Receiving some opposition from affected local governments, an “exchange” of House Bill 2427 for [House Bill 2342](#), which changed GMA/SMA update cycles to every ten, rather than eight, years was briefly considered. Under this compromise, Benton, Clark, Franklin, King, Kitsap, Pierce, Snohomish, Spokane, Thurston, and Whatcom Counties and the cities within the would also be required to perform a housing and critical areas check-in every 5 years, if funding was provided. Applicable cities or counties would be required to update these elements if they failed to meet certain criteria. If funding was not provided, affected cities and counties would remain on the 8-year update cycle. Ultimately, caucus enthusiasm for the GMA goal waivered and House Bill 2427 did not move forward while a simplified version of House Bill 2342 passed. Adding climate change considerations to the GMA will be a topic of the stakeholder work group that is created in the state operating budget, with recommendations returning to the Legislature for consideration during the 2021 session. AWC will participate in this group.

[House Bill 2780](#) sponsored by Rep. Nicole Macri, (D-Seattle) and [Senate Bill 6536](#), sponsored by Sen. Mona Das (D- Covington), would have mandated that most cities and counties fully-planning under the GMA eliminate single-family zoning within Urban Growth Areas (UGAs). Cities over 15,000 would have been required to allow duplexes, triplexes, quadplexes, townhouses, and courtyard apartments in areas zoned for detached single family residences and within one-half mile of a major transit stop. The bill was opposed by cities and counties but supported by builders, Futurewise, and housing advocates. While stakeholder negotiations slightly narrowed the scope of the zoning mandates, the bill remained highly preemptive for most cities and fully-planning GMA counties. Ultimately local government opposition was sufficient to stop both bills, but only with concerted effort. The City of Lakewood opposed both bills.

[Senate Bill 6302](#), sponsored by [Sen. Christine Rolfes](#) (D- Bainbridge Island), would have limited a cities' ability to regulate the number of unrelated persons in a home. The bill was introduced as an attempt to remove barriers to affordable housing options for individuals who would not be able to afford a housing unit on their own, which is a noble aim. However, the drafting of the bill would have prevented use of reasonable criteria such as septic system capacity to regulate the number of occupants in a home. Cities developed an amendment to retain the authority to regulate the number of people in a home based on square footage, but the bill was never pulled from the House Rules Committee. Although this bill did not advance this session, it is likely to return in 2021.

[Senate Bill 6617](#), sponsored by [Sen. Marko Liias](#) (D- Lynnwood), removes the ability for cities to require on-site parking for accessory dwelling units within ¼ mile of a major transit stop receiving service at least every 15 minutes. Cities may implement off-street parking requirements for ADUs in areas that lack access to street parking capacity, physical space impediments, or other parking infeasibilities. Cities are also exempt from this requirement if they have amended or adopted ADU regulations within the last 4 years. New ADU requirements take effect July 1, 2021. AWC led a coalition of municipalities, including the City of Lakewood, in opposition to legislation dealing with ADU's since the 2019 session. The topic was brought forward by the Sightline Institute, a Seattle-based think tank with a mission of encouraging sustainability who view ADU's as a solution to the affordable housing crisis. The effort was also supported by building interests, which made a potent political force. SB 6617 began as a strict mandate that was strongly opposed by cities. GTHGA worked against the bill all session long. The version that

passed is far less onerous than any of the previous iterations and the fact that cities were able to so significantly change the bill should be viewed as a major victory.

Tourism

[Senate Bill 6592](#) by [Sen. Jeff Holy](#) (R- Spokane), relates to county and city Tourism Promotion Areas (TPAs) and while generally supported by local governments, did create some controversy. As passed, the bill authorizes a county with a population of 40,000 or less, or any city or town within the county, to form a TPA. The legislative authority may impose an additional charge of up to \$3 per room per night on lodging businesses located in the TPA. Signatures from lodging businesses that would pay 60 percent or more of the proposed charges must be provided in order for a legislative authority to impose an additional charge. Lodging businesses in a TPA may petition to remove charges imposed by the legislative authority. In addition, the bill requires that TPA revenues be used to attract tourists, which are defined as people who travel from more than 50 miles away. This definition has been disputed by cities and counties in the lodging tax context for a number of years, and many were concerned that including it in the TPA statute would set a precedent for the lodging tax statute. Cities and counties unsuccessfully requested that the definition be removed from the bill, which passed both chambers with near unanimity.

Parks, Recreation & Community Services

Local option parks funding

[House Bill 2625](#), sponsored by [Rep. Carolyn Eslick](#) (R- Sultan), would have authorized cities, counties, and metropolitan park districts to increase the sales tax, with voter approval, to fund park improvements, maintenance, and operations. Despite strong support for the bill, it was never pulled from the Senate Rules Committee and therefore, did not pass this legislative session.

Archaeological Sites

[Senate Bill 6519](#), sponsored by [Rep. Debra Lekanoff](#) (D- Bow), would have established additional requirements for projects that use state funding in an effort to protect archaeological and cultural sites identified by federally recognized tribes. The city supported the intent of the legislation but shared concerns with unintended consequences due to the drafting of the bill. Additionally, current review processes established by the Department of Archaeology and Historic Preservation and Executive Order 05-05 covered much of what was outlined in the bill. Parks & Recreation Director Mary Dodsworth provided specific feedback and we worked with AWC, the Governor's Office and the bill sponsor to address the concerns that prompted the legislation. The bill died this session however, it is expected there will be an updated Executive Order in the coming year.

Transportation & Infrastructure

Infrastructure Funding

The Association of Washington Cities worked with [Rep. Bill Ramos](#) (D- Issaquah) and [Sen. Joe Nguyen](#) (D- White Center) to advance legislation that would give cities and counties additional local option transportation revenue authority. This legislation was developed as in direct response to the Joint Transportation Committee study that was released in mid-2019 and estimated the statewide city transportation funding need is \$900 million per year. [House Bill 2362](#), and [Senate Bill 6652](#), would authorize cities to councilmanically increase the sales tax by up to .04 percent of 1%, impose an additional 2% utility tax (above the current 6% cap), and impose a local 2-cent fuel tax councilmanically, with an additional 2 cents that can be voter-approved. Both bills died prior to fiscal cutoff but the House

and Senate held public hearings to begin the discussion of local options that could be included in the next transportation revenue package. The city supported both bills at the public hearings.

Finance

PERS & TERS 1 Increase

[House Bill 1390](#), sponsored by [Rep. Mari Leavitt](#) (D- University Place) provide a one time 3% increase to the retirees in the Public Employees' Retirement System and the Teachers' Retirement System Plans 1. The increase is capped at \$62.50 and will go into effect on July 1, 2020. For jurisdictions who have PERS 1 retirees, this will result in a cost increase at the local level. The state provides resources for its own costs but not for local governments. The bill passed both chambers unanimously.

1% Property Tax Cap

[House Bill 2145](#), sponsored by [Rep. Gerry Pollet](#) (D- Seattle) would replace the 1% cap on annual property tax levy increases, and with population and inflation, not to exceed a 3% increase. This legislation has been requested by local governments for several legislative sessions. As with efforts in previous years, the bill did not advance this legislative session. As a reminder, the state temporarily removed the 1% cap on the state's annual property tax levy as part of the package to respond to McCleary.

Public Safety

Adult Family Homes

[House Bill 1023](#), sponsored by [Rep. Nicole Macri](#) (D- Seattle), allows an adult family home to increase capacity from 6 to 8 beds after completing a specific application and review process. The city has opposed this bill through testimony and electronic sign in over the last two years. An amendment sponsored by Senator O'Ban requires DSHS to allow the adult family home's local jurisdiction to provide recommendations as to whether or not DSHS should approve the adult family home's request to increase its bed capacity to seven or eight beds. The bill passed the House unanimously and the Senate 41-6. The law will take effect on June 11.

Religious Organization Hosting of Homeless

[House Bill 1754](#), sponsored by [Rep. Sharon Tomiko Santos](#) (D- Seattle) preempts how local jurisdictions can regulate religious organizations for hosting homeless either through encampments, indoor shelter, or safe parking. Jurisdictions that have regulations in place prior to the effective date of the bill (June 11, 2020) are grandfathered. The bill passed the Senate 42-7 and passed the House unanimously.

Enhanced Service Facilities

[House Bill 2448](#), sponsored by [Rep. Joe Schmick](#) (R- Colfax) modifies admission, eligibility, resident rights, and scope of care requirements for enhanced services facilities (ESFs). The intent of the legislation was to bring state law into alignment with how ESFs are currently being used and to expand use of ESFs throughout the state. Under the new law, admission into an ESF requires assessment by DSHS and a determination that the individual is medically and psychiatrically stable and meet at least two of the following criteria:

- ready to discharge from a state mental hospital or psychiatric unit of a hospital;
- a history of an inability to remain medically or psychiatrically stable for more than six months;
- has exhibited serious challenging behaviors within the last year;

- unable to manage their complex medication needs which has affected their ability to live in the community;
- a history of or likelihood of unsuccessful placements in other long-term care facilities or a history of rejected applications for admission to other licensed facilities based on the person's behaviors, history or needs;
- has a history of frequent or prolonged behavioral health disorder-related hospitalizations; or
- requires caregiving staff with training in providing behavioral supports to adults with challenging behaviors.

Residents of ESFs now have the authority to refuse antipsychotic medication and ESFs must provide support or services rather than treatment. The specific rights of ESF patients are removed and replaced as the same rights that are applicable to other long-term care settings. The bill passed both chambers unanimously and will take effect on June 11.

Discharge Planning Process

[House Bill 1826](#), sponsored by [Rep. Mari Leavitt](#) (D- University Place), would require the Department of Social and Health Services to disclose publicly accessible and relevant criminal history for certain persons during the discharge planning process to a less restrictive alternative. The bill would also impose a civil penalty of \$5,000 for the misuse and unauthorized disclosure of protected health information by an entity authorized to receive the information. This bill passed the House unanimously and had a public hearing in the Senate Subcommittee on Behavioral Health where Councilmember Brandstetter testified in support. The Hospital Association and the Defender's Association raised concerns with the proposal and it ultimately died in the Senate Rules committee.

Sexually Violent Predators

[House Bill 2851](#), sponsored by [Rep. Christine Kilduff](#) (D- University Place) , and [Senate Bill 6640](#), sponsored by [Sen. Steve O'Ban](#) (R- University Place), address the placement of SVPs and fair share principles. The bill directs the Department of Health to waive credential fees for a sex offender treatment provider in an underserved county. The WA State Institute for Public Policy is directed to review and report on the availability of adequate less restrictive alternative services within each county of the state. If any county lacks services, DSHS must present a plan to procure adequate services for LRAs placement consistent with fair share principles. Both bills had public hearings where the city testified in support of the proposal however, neither bill made it out of committee.

Housing

Affordable Housing

[House Bill 1590](#), sponsored by [Rep. Beth Doglio](#) (D- Olympia) authorizes cities and counties to councilmanically impose a .01 of 1% sales tax increase to fund affordable housing and behavioral health facilities. This authority exists in current law but requires voter approval. Counties will have until September 30th of this year to impose the tax and if they do not or do not impose the full tax, cities may impose the whole or remainder of the sales tax. This bill does not eliminate the option to submit the proposition to a vote of the people. The House approved the bill 52-44, and the Senate approved the bill 27-21. This law takes effect on June 11th.

[House Bill 2797](#), by [Rep. June Robinson](#) (D- Everett), makes a number of changes to the statute enacted in 2019 through [House Bill 1406](#) which allowed counties and cities to collect a portion of the state sales tax

for affordable housing purposes. HB 2797 extends, until December 31, 2021, the deadline for cities to adopt a qualifying local tax, thus making them eligible to receive the funding. A city that intends to adopt a qualifying local tax to adopt a notice of intent to do so by July 28, 2020. The bill also requires the Department of Revenue to calculate a preliminary annual maximum amount of tax distributions for each county or city levying the tax by January 1, 2021, and to calculate a final annual maximum amount of tax distributions by June 30, 2022. This change was necessary in to correct DOR's interpretation of the 2019 law which would have resulted in jurisdictions receiving less revenue than was intended. The bill authorizes cities and counties to use revenues collected from the tax on staffing related to the daily operations of permanent supportive housing. Counties are prohibited from pledging for repayment of bonds any revenues from the tax collected within cities levying the tax: (1) before July 28, 2020; or (2) before June 30, 2022, within cities that have adopted a notice of intent to authorize a qualifying local tax. The bill was widely supported by local governments and housing advocates and passed the Legislature with mixed votes.

Multi Family Property Tax Exemption

[House Bill 2620](#), sponsored by [Rep. Amy Walen](#) (D- Kirkland) and [Senate Bill 6411](#), sponsored by [Sen. Mona Das](#) (D- Covington) were the preferred vehicles for the extension of the Multifamily Property Tax Extension program. The bills were an AWC priority and removed the population eligibility threshold, allowing cities under 15,000 to use the program. Stakeholder discord and opposition from key legislators and interest groups, including the Low-Income Housing Alliance, caused both bills to die prior to the first floor cutoff. However, late in session [Rep. Nicole Macri](#) (D-Seattle) introduced [House Bill 2950](#) to continue advancing the program. The bill establishes a formal stakeholder group to try and develop consensus around the use of the MFTE program and includes representation from AWC. The bill also extends any expiring credits until the end of 2021, which was a concern for many cities currently utilizing the program. The bill received widespread support and passed the Legislature.

General Government

Public Records

[House Bill 1888](#), sponsored by [Rep. Zack Hudgins](#) (D- Tukwila) exempts month and year of birth, photographs, and payroll deduction information of public employees and volunteers held in personnel files from public disclosure requirements, but permits the news media to have access to full dates of birth and photographs. The bill passed the House and the Senate and has been delivered to the Governor's Office to be signed into law.

Plastic Bag Ban

[Senate Bill 5323](#), sponsored by [Sen. Mona Das](#) (D- Kent) bans single use plastic carry-out bags effective January 1, 2021. The bill was originally introduced in the 2019 session and was heavily negotiated over the interim months to address concerns from stakeholders. The final bill preempts local governments from enacting local carryout bag ordinances. Local government carryout bag ordinances enacted as of April 1, 2020 are preempted as of January 1, 2021. If a local ordinance has established pass-through charge of \$0.10, the pass-through charge is not preempted until January 1, 2026. Film plastic bags at least 2.25 mils thick are allowed until December 31, 2025 and thereafter they must be 4 mils thick. The decision to allow thick plastic bags was due to the lack of supply for paper bags and concern that a statewide ban on plastic would result in no available paper bags for retailers to sell to customers. To address this concern, the Department of Ecology is directed to expedite processing permits to expand

existing pulp and paper mills for the purpose of manufacturing paper bags. In December 2024 the Department of Commerce is directed to submit a report to the Legislature that addresses the effectiveness of the passthrough charge, the availability and pricing of various types of carryout bags, and the sufficiency of the pass-through charge relative to the cost of authorized bags to retail establishments. In addition, the report must include recommendations for revisions to carryout bag requirements. The bill passed the House 76-29 and the Senate 33-15.

Military Affairs

Military Spouse Licensure

[House Bill 2534](#), sponsored by [Rep. Jeremie Dufault](#) (R- Selah) requires the Department of Licensing to issue a provisional professional license for service members and military spouses stationed in Washington. This was just one of the many proposals that were introduced to address concerns from military spouses regarding professional licensing delays when moving to Washington State with the military. The City and SSMCP supported this proposal however the Department of Licensing (DOL) testified with concerns. The bill was voted out of the policy committee but died in House Appropriations.

[House Bill 2730](#), sponsored by [Rep. Christine Kilduff](#) (D- University Place), allows a military spouse to terminate an employment contract without penalty when the servicemember spouse receives permanent change of station orders. The bill also initiates a demonstration campaign to increase military spouse employment within the Department of Veterans Affairs. Although the bill passed the House unanimously, it died in the Senate Rules committee. The city and SSMCP supported this bill.

Military Spouse Liaison

[Senate Bill 6626](#), sponsored by [Sen. Steve Conway](#) (D- Tacoma),, creates the position of military spouse liaison within the Department of Veterans Affairs. The liaison's primary duties include but are not limited to:

- conducting outreach to and advocating on behalf of Washington military spouses;
- providing assistance and information to military spouses seeking professional licenses and credentials or other employment;
- coordinating research on issues facing military spouses and creating informational materials to assist military spouses and their families;
- examining barriers and providing recommendations to help military spouses access high-quality child care;
- in coordination with the Department of Children, Youth, and Families, developing resources to increase access to high-quality child care for military families; and
- in coordination with the Employment Security Department, developing a common form to help military spouses quickly find meaningful employment by highlighting specific skills, training, and education.

The bill passed the House and Senate unanimously and takes effect on June 11th.

Lakewood Bill Tracking List

Bills that Passed the Legislature

Bill #	Abbrev. Title	Short Description	Status	Sponsor	Position
ESHB 1023 (SB 5396)	Adult family homes, 8 beds	Allowing certain adult family homes to increase capacity to eight beds.	Del to Gov	Macri	Oppose
EHB 1390 (SSB 5400)	PERS/TRS 1 benefit increase	Providing a benefit increase to certain retirees of the public employees' retirement system plan 1 and the teachers' retirement system plan 1.	Del to Gov	Leavitt	
3SHB 1504	Impaired driving	Concerning impaired driving. This version does not include the previously requested changes to phlebotomist training requirements. We will identify opportunities to influence this policy in future years.	Del to Gov	Klippert	Support
HB 1590	Housing tax/councilmanic	Allowing the local sales and use tax for affordable housing to be imposed by a councilmanic authority.	Del to Gov	Doglio	
ESHB 1754 (SB 5644)	Homeless hosting/religious	Concerning the hosting of the homeless by religious organizations.	Del to Gov	Santos	
ESHB 2342	Comprehensive plan updates	Aligning the timing of comprehensive plan updates required by the growth management act with the timing of shoreline master program updates required by the shoreline management act.	Del to Gov	Fitzgibbon	Support
SHB 2343 (SSB 6334)	Urban housing	Concerning urban housing supply.	Del to Gov	Fitzgibbon	
SHB 2448	Enhanced services facilities	Concerning enhanced services facilities.	Del to Gov	Schmick	
SHB 2950	Housing tax exemption	Addressing affordable housing needs through the multifamily housing tax exemption by providing an extension of the exemption until January 1, 2022, for certain properties currently receiving a twelve-year exemption and by convening a work group.	Del to Gov	Macri	
ESSB 5323 (2SHB 1205)	Plastic bags	Reducing pollution from plastic bags by establishing minimum state standards for the use of bags at retail establishments.	Del to Gov	Das	Support
ESSB 5522	City annexing/interlocal ag.	Providing code cities with the ability to annex unincorporated areas pursuant to a jointly approved interlocal agreement with the county.	Del to Gov	Takko	Support
2SSB 6231 (HB 2630)	Single-family dwellings	Providing a limited property tax exemption for the construction of accessory dwelling units.	Del to Gov	Kuderer	
ESSB 6617	Accessory dwelling units	Concerning accessory dwelling unit regulation.	Del to Gov	Liias	Oppose

Dead Bills

Bill #	Abbrev. Title	Short Description	Status	Sponsor	Position
SHB 1826	Discharge planning process	Concerning the disclosure of certain information during the discharge planning process.	H Rules 3C	Leavitt	Support
3SHB 1938	Local infra. investment prg	Creating a local infrastructure investment program to support the development of affordable workforce housing and revitalization efforts.	H Finance	Steele	Support
SHB 2185 (SB 6116)	Higher ed residency/military	Assisting spouses and dependents of active duty military by ensuring affordable access to higher education.	H Rules C	Leavitt	Support
HB 2247	Marijuana licensing/zoning	Aligning marijuana licensing decisions by the liquor and cannabis board with local zoning ordinances.	H Commerce & Gam	Goehner	
SHB 2287	Rail safety governance	Addressing the assessment of rail safety governance in Washington state.	H Rules 3C	Leavitt	Support
SHB 2301	Competency to stand trial	Concerning competency to stand trial evaluations.	H Approps	Kilduff	
HB 2362 (SB 6652)	Local transportation revenue	Addressing local transportation revenue options.	H Trans	Ramos	
ESHB 2427 (SB 6453)	Climate change/GMA	Tackling climate change as a goal of the growth management act.	H Rules 3C	Duerr	Oppose
SHB 2439	Rail investigation info.	Making rail investigation and inspection information available to certain state and local governmental entities.	H Rules R	Kilduff	Support
HB 2459	Sex offender disclosure	Increasing the public disclosure of registered sex offenders.	H Public Safety	Dye	
HB 2529 (SB 6503)	Odd-numbered year elections	Concerning odd-numbered year elections.	H State Govt & T	Gregerson	Oppose
SHB 2534	Provisional prof. licenses	Creating provisional professional licenses for service members and military spouses.	H Approps	Dufault	Support
2SHB 2570	Accessory dwelling units	Managing growth by planning and zoning for accessory dwelling units.	H Rules C	Gregerson	Oppose
SHB 2620 (2SSB 6411)	Multiple-unit dwellings/tax	Expanding the property tax exemption for new and rehabilitated multiple-unit dwellings in urban growth areas.	H Rules C	Walen	
ESHB 2625	Local parks funding options	Concerning local parks funding options.	H Rules 3C	Eslick	
HB 2639	Home sharing support grants	Creating the home sharing support grant program.	H Hous, Com Dev	Caldier	Support
SHB 2649	Homeless shelter capacity	Concerning homeless shelter capacity.	H Rules C	Ryu	

HB 2667 (SB 6681)	Energy code/residential	Increasing housing access and affordability by decreasing construction costs associated with implementing the Washington state energy code for residential buildings.	H Local Govt	Chapman	Support
EHB 2687	GMA/affordable housing plans	Planning for affordable housing under the growth management act.	H Rules 3C	Barkis	
SHB 2730	Military spouse employment	Addressing military spouse employment.	H Rules 3C	Kilduff	Support
HB 2735	Safety camera infractions	Allowing limited authority officers to issue infractions for violations detected through automated traffic safety and school bus safety cameras.	H Public Safety	Springer	
HB 2778	Community redevl. financing	Concerning community redevelopment financing in apportionment districts.	H Rules R	Sullivan	Support
HB 2780 (SSB 6536)	Single-family zones	Creating more housing options in traditionally single-family zones.	H Env & Energy	Macri	Oppose
ESHB 2786	Opioid response council	Establishing the opioid epidemic response advisory council.	H Rules 3C	Robinson	
ESHB 2804	Local government infrastrct	Addressing local government infrastructure.	H Rules 3C	Duerr	Support
HB 2850	Archaeological sites	Protecting archaeological and cultural sites by state and local governments and all recipients of state funding.	H State Govt & T	Lekanoff	
HB 2851 (SB 6640)	Conditionally released SVPs	Placing and treating conditionally released sexually violent predators.	H Public Safety	Kilduff	Support
HB 2886	Local government permitting	Concerning local government permitting and land use decisions.	H Local Govt	Gildon	
HB 2910 (SB 6436)	Sexual predator release	Concerning the conditional release of sexually violent predators to less restrictive alternatives.	H Public Safety	Griffey	Support
HJR 4212	Community redevl. financing	Providing for community redevelopment financing in apportionment districts.	H Rules R	Sullivan	Support
SB 6116 (SHB 2185)	Higher ed residency/military	Assisting spouses and dependents of active duty military by ensuring affordable access to higher education.	S Higher Ed & Wo	O'Ban	Support
SB 6186	Homelessness diversion	Prioritizing homelessness diversion services.	S Housing Stabil	Zeiger	
SSB 6266	Seizure & forfeiture reports	Concerning seizure and forfeiture reporting.	S Ways & Means	Padden	
SSB 6302	Home occupant load limits	Prohibiting local governments from limiting the number of unrelated persons occupying a home.	S Rules 3	Rolfes	
SB 6321	NTSB recommend. compliance	Addressing the compliance of certain national transportation safety board recommendations.	S Transportation	O'Ban	Support
SSB 6328	Local infra. investment prg	Creating a local infrastructure investment program to support the development of affordable housing,	S Ways & Means	Warnick	Support

		workforce housing, and revitalization efforts.			
SSB 6334 (SHB 2343)	Urban housing	Concerning urban housing supply.	S Rules X	Salomon	Support
2SSB 6411 (SHB 2620)	Multiple-unit dwellings/tax	Expanding the property tax exemption for new and rehabilitated multiple-unit dwellings in urban growth areas.	S Rules X	Das	
SB 6436 (HB 2910)	Sexual predator release	Concerning the conditional release of sexually violent predators to less restrictive alternatives.	S Human Svcs, Re	Rolfes	Support
SB 6503 (HB 2529)	Odd-numbered year elections	Concerning odd-numbered year elections.	S State Govt/Tri	Nguyen	Oppose
SB 6519	Archaeological sites	Requiring protection of archaeological and cultural sites by state agencies, local governments, and all recipients of state revenue.	S State Govt/Tri	McCoy	Oppose
SSB 6536 (HB 2780)	Single-family zones	Creating more housing options in traditionally single-family zones.	S Rules X	Das	Oppose
SSB 6586	Electric vehicles/per mile	Implementing a per mile charge on electric and hybrid vehicles.	S Rules 2	Saldaña	
SB 6600	Licensure of state hospitals	Requiring licensure of state hospitals.	S Behavioral Hea	O'Ban	
SB 6640 (HB 2851)	Conditionally released SVPs	Placing and treating conditionally released sexually violent predators.	S Human Svcs, Re	O'Ban	Support
SB 6652 (HB 2362)	Local transportation revenue	Addressing local transportation revenue options.	S Transportation	Nguyen	Support
SB 6680	Affordable housing funding	Providing a local government option for the funding of essential affordable housing programs.	S Housing Stabil	Lovelett	

2020 LEGISLATIVE SESSION END OF SESSION REPORT

CITY OF LAKEWOOD

GORDON THOMAS HONEYWELL GOVERNMENTAL AFFAIRS
SHELLY HELDER & BRIAHNA MURRAY

2020 SESSION OVERVIEW

- Second year of the 2-year legislative biennium
- 60-day short legislative session
- Democrats maintain majority in both chambers
- Focus was on adopting supplemental operating, capital, & transportation budgets
- Bills from 2019 carry over to 2020 and 2,363 additional bills introduced, totaling 3,773 bill considered
- 386 bills passed into law
- 24 vetoed in full, 14 partially vetoed

2020 SUPPLEMENTAL OPERATING BUDGET SUMMARY

- State fiscal year/operating budget runs July 1, 2019-June 30, 2021
- Supplemental operating budget amends the budget adopted in 2019
- In February, \$1.5 billion in new revenue forecasted for the 2019-21 biennium
- The supplemental budget adopted by the Legislature was smaller than originally anticipated to prepare for a decline in state revenues caused by COVID-19 epidemic
- However, it still spent \$961 million of \$1.5 billion of new revenue spent.
- The Governor used his veto authority to reduce spending an additional \$235 million.
- Total amount of new spending = \$726 million

2020 SUPPLEMENTAL CAPITAL BUDGET SUMMARY

- Supplemental capital budget amends the budget adopted in 2019
- Approximately \$70 million in bond revenue remaining from 2019
- Additional \$19.8 million identified after adjusting various cash accounts
- Total supplemental capital budget: \$89.9 million
- Priority to fund local projects that had not received funding in 2019

2020 SUPPLEMENTAL TRANSPORTATION BUDGET SUMMARY

- Supplemental transportation budget amends the budget adopted in 2019
- I-976 caused a \$453 million revenue shortfall in the 2019-21 Transportation Budget
- Prior to session, Governor paused all project contracts to give the Legislature with flexibility on how to resolve the revenue shortfall
- The supplemental transportation budget approved by the Legislature allowed all paused project contracts to proceed forward on schedule
- Pushed out projects that were delayed or canceled to balance the 2019-21 budget, but created a long-term revenue shortfall: Future years of Connecting Washington no longer balanced
- Increased pressure to adopt a transportation revenue package

LEGISLATIVE PRIORITIES: OVERVIEW

2019-20 Legislative Successes

- \$621,000 for Community Policing Program at Western State Hospital
- \$1.015 million for Fort Steilacoom Turf Infields
- \$773,000 for Springbrook Park Expansion and Clover Creek Restoration

2020 Legislative Priorities

- Economic Development Tools for Lakewood Landing
- Multimodal Transportation Study
- Legislative Requests on the Horizon: Fort Steilacoom Park Improvements and Wards Lake Park Expansion

ECONOMIC DEVELOPMENT TOOLS FOR LAKEWOOD LANDING

- House Bill 2804
 - Sponsored by Rep. Davina Duerr (D-Bothell)
 - AWC priority
 - Allocates \$15 million to the Local Revitalization Financing (LRF) program for awards up to \$1 million each
 - Advanced further this session than any other session
- House Bill 2778/ House Joint Resolution 4212
 - Authorized tax increment financing

MULTIMODAL TRANSPORTATION STUDY

- Requested \$250,000 to conduct a multimodal transportation study
- The state's multimodal account was the hardest hit with the passage of I-976
- Support from members of the delegation but very few legislative requests were funded in the supplemental budget
- The budget does include funding for a rail safety governance study that will take into consideration the NTSB recommendations from the 2017 Amtrak Train Derailment (Rep. Mari Leavitt)

LEGISLATIVE REQUESTS ON THE HORIZON

- Lakewood has had incredible success in past years, partially due to the advance work
- Fort Steilacoom Park Improvements
- Wards Lake Expansion

POLICY MANUAL HIGHLIGHTS

- House Bill 2342 – Comprehensive Plan Update Timeline
- Senate Bill 6617 – Accessory Dwelling Units
- House Bill 1023 – Adult Family Homes
- Senate Bill 5323 – Statewide Plastic Bag Ban
- SSMCP – administrative funding for the Defense Community Compatibility Account

ADDITIONAL LEGISLATIVE ITEMS

- Potential special session due to COVID-19
- 2020 November Elections and Retirements
- 2021 redistricting after the Census

FINAL COMMENTS

- Please thank the members of the Lakewood legislative delegation – Senator Steve O'Ban, Rep. Christine Kilduff, Rep. Mari Leavitt, Senator Steve Conway, Rep. Melanie Morgan and Rep. Steve Kirby
- Lobbying is a year-round effort - over the interim, we will focus on:
 - Financing tool for Lakewood Landing
 - Transportation priorities
 - Capital budget requests for Fort Steilacoom Park and Wards Lake Expansion

THANK YOU!

QUESTIONS?

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TO: Mayor and City Council

FROM: Brian Humphreys, Human Services Coordinator

THROUGH: John Caulfield, City Manager 

DATE: April 13, 2020

SUBJECT: Human Services Funding Recommendations

ATTACHMENTS: 1. Community Needs Assessment & Strategy PowerPoint
2. 2019 Human Services Funded Programs Summary
3. 12-year Human Services Funding History
4. Draft Application for 2021-22 funding
5. Draft Rating Criteria for 2021-22 funding

Since incorporation the City of Lakewood has been a consistent human services funding source using 1% of its general funds to support services and programs assisting Lakewood residents. Over the past twelve years funding levels have varied; the City has still effectively managed its resources to address the complex needs of an ever-changing community.

For this session we will discuss the issues of (A) affordable housing and homelessness and (B) youth mental health based on the results of our community needs assessment, show how we are collaborating within Human Services and with Community Development to address these issues, and present our recommendations for 2021-22 human services funding strategies based on that context.

The City's human services funding currently supports 18 non-profit organizations that provide 24 unique programs. The human services funding strategies are divided into five strategy areas:

- **Emotional Supports and Youth Programs** - 6 programs, \$93,000 - after-school programs, youth services, support for youth in school, and Lakewood's Promise
- **Access to Food** - 4 programs, \$75,000 – bulk food purchases and distribution for mobile services and food banks
- **Access to Health and Behavioral Health** - 6 programs, \$73,500 – services for adults with disabilities, medical case management and donated care, dental care, and therapy for survivors of sexual assault

- **Housing Assistance** - 4 programs, \$57,750 – emergency shelter, home repair, homeless prevention services
- **Other Crisis Stabilization Services** - 4 programs, \$60,750 – behavioral health intervention, legal and advocacy services for survivors of assault, domestic violence, and other crimes

The timeframe to allocate the 2021-22 human services funding is:

- June – public notices and outreach
 - City website (community services page)
 - Subtimes
 - TNT Public Notices
 - Social Media (Facebook pages)
 - Article in Lakewood Connections magazine
 - General Announcement to interested parties including LMCC, Lakewood’s Promise, Community Collaboration (377 Mail Chimp list)
- July 6 - release a request for proposals
- July 15 - conduct a virtual workshop for organizations
- August 22 - receive applications
- September - the Community Services Advisory Board (CSAB) will rate applications
- October - CSAB will review and deliberate
- November – CSAB will deliver recommendations for allocation to the City Council

Logistics & Requirements for potential funded organizations:

- Application agencies are non-profit (501c3), education or government entities
- Must provide independent fiscal reviews, tax filings or financial audits
- Non-discriminatory practice policies & registered as e-verify employer
- Liability insurance coverage and professional insurances
- Contracted agencies that maintain performance expectations receive second-year funding
- Quarterly service reports are submitted with a cost reimbursement request.
- The current funding “ceiling” is \$25,000 and the “floor” is \$8,000
- Organizations can currently apply for funding for more than one organization (potentially exceeding the ceiling in total for one organization)

Attachment One is a presentation that summarizes the results of the community needs assessment we conducted in 2019 along with additional research regarding areas of greatest need, provides context about what divisions in the City are already doing about those needs, and how that context lead to CSAB’s recommendations for 2021-22 human services funding strategies.

Attachment Two summarizes the 2019 outcomes of the programs supported by human services funds.

Attachment Three illustrates the City’s human services funding history from 2009 to present. The top of the chart highlights in green the organizations that have consistently received funding for the past twelve years or six biennia. The chart lists organizations in descending order by number of bienniums during which they have received human services funding.

Attachments Four & Five are the updated application and rating criteria documents. The documents are largely identical to the 2018 versions, with several questions added or consolidated which are highlighted, and which the CSAB members will review.

2020 Human Services Funding Recommendations

The Lakewood's Promise and Community Services Advisory Boards held a joint meeting on March 11th to agree on a recommendation. They believe that, since Lakewood's Promise is the more strategic board focusing on family homelessness prevention and youth mental health, the human services funding should be viewed as supporting a more comprehensive list of partners to provide support services directly to youth or to prevent homelessness. Therefore, their recommendation is to leave the current five funding areas as they are, but with some clarifying definitions:

- **Emotional Supports and Youth Programming:** "Direct services for children and youth"
- **Access to Food:** "Providing or distributing food to Lakewood youth and families in a variety of ways"
- **Access to Health and Behavioral Health:** "Access to healthcare services"
- **Housing Assistance & Homelessness Prevention:** "Preventing homelessness in our community"
- **Crisis Stabilization and Advocacy:** "Making community connections and referrals to advocacy and support services"

Community Needs Survey

- The advisory boards crafted a joint survey
- 315 responses were collected online and at community conversations
- Initial results informed the advisory boards' 2020 work plans
- This narrative is being memorialized in a report and strategic plan
- This narrative describes significant needs in the community, what we are already doing, and how we are collaborating within and between divisions



Community Needs Survey

**Affordable Housing
and Homelessness**

Safety

**Youth Mental
Health**



Safety

“Homelessness in our neighborhood has brought property crime, car prowls, break ins”

“Reduce crime. Reduce drug related crimes leading to homelessness”

“Homelessness, drug control, safety”

“Crack down on crime, homelessness, and drugs”

“Enforce the laws. The library is not a homeless shelter”

“More jobs and less tolerance for panhandlers”

“Help the homeless and put the druggies in jail, rehab or something”

“Let police enforce laws regarding homeless and drug abusers”



Human Services 2020 Areas of Emphasis

**Affordable Housing
and Homelessness**

**Youth Mental
Health**

**2021-22 Human
Services Funding**



Affordable Housing and Homelessness

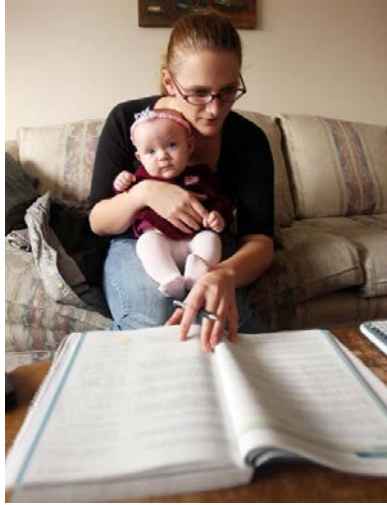
WHO ARE WE SERVING?



“I’d rather have cash”



Homelessness Prevention



Homelessness Prevention

- Median home value in Lakewood (October 2019): \$335,000 (Redfin)
- Home values predicted to rise 5.2% over the next year
- Median rent in Lakewood is \$1,595 and \$1,200 for “low end” (Zillow)
- Average hourly rate in Lakewood: \$17.31 (Payscale)
- Should be spending no more than \$900/month on rent



Homelessness Prevention

- At \$13/hr, should be spending no more than \$700 on rent
- To afford \$1,200/month you should earn \$23/hr
- To afford \$1,500/month you should earn \$29/hr
- A living wage for Pierce County for 1 adult w/ 1 child is \$26.02 (MIT)
- A living wage for Pierce County for 1 adult w/ 2 children is \$30.80



HOMELESSNESS
PREVENTION &
ADVERSE
CHILDHOOD
EXPERIENCES
(ACES)



ABUSE



Physical



Emotional



Sexual

NEGLECT



Physical



Emotional

HOUSEHOLD DYSFUNCTION



Mental Illness



Incarcerated Relative



Mother treated violently



Substance Abuse



Divorce

Homelessness Prevention

ADVERSE CHILDHOOD EXPERIENCES (ACES)

- More than half the general population experiences at least one ACE
- More than 25% experience two or more ACES
- One in eight experience four or more ACES
- Children below the poverty line are 5x more likely to experience four or more ACES



Homelessness Prevention

What the City is doing (CDBG/HOME programs):

- Increase housing density
 - Incentivize developers
 - Zoning and land use policy (ADUs)
 - Find ways to build affordable housing units
- Preserve housing stock
- Expand economic opportunity



Homelessness Prevention

The Promise 2020 work plan includes partnering on a workforce development initiative to:

- Identify current and future family wage jobs
- Identify pathways to attain those jobs
- Raise awareness in the communities of those pathways

A Lakewood-focused workforce development committee is being convened by Dr. Joyce Loveday from Clover Park Technical College, who is also vice-chair for the Promise board



Human Services 2020 Areas of Emphasis

Homelessness
Prevention



Youth Mental
Health

2021-22 Human
Services Funding



Youth Mental Health



The Fairfax County Youth Survey shows that children and teens with **three or more** protective factors are more likely to:

Manage stress

Make better choices

Develop healthy habits

The many factors that help children and teens succeed include:



Having parents or guardians who are available to help



Participating in after-school activities



Having adults in the community to talk to



Accepting responsibility for their actions



Having teachers who recognize and praise good effort

Human Services

2020 Areas of Emphasis

Homelessness Prevention ✓

- Identify current and future living wage jobs, identify pathways to attain those jobs, and raise awareness in the communities of those pathways

Youth Mental Health ✓

- Promote and support a 3 to Succeed campaign

2021-22 Human Services Funding

- RFP to be released July 6, 2020



Snapshot of the City of Lakewood's Coordinated Plan to Address the Issue of Affordable Housing and Homelessness for Families

Long-Term Strategy

Housing Stock

Economic
Growth

Community & Economic
Development

Medium-Term Strategy

Family-wage
Workforce
Development

Youth Mental
Health
Initiative

Human Services:
Lakewood's Promise &
Community Collaboration

Short-Term Strategy

Human Services Funding

- Access to Food
- Health & Behavioral Healthcare
- Stabilization
- Housing
- Youth

Human Services:
Funding for support services to
prevent homelessness and support
youth

City of Lakewood 2020 Human Services Funded Programs

Agency	Program	Contract Outputs LR = Lakewood Residents	2019 Goal	2019 Outputs	%	Site Visit Results (Good, Fair, Poor)
YWCA	CHILDREN'S PROGRAM	LR Served	Tracking	16	N/A	Good
		Children's services and legal advocacy hours	150	218	145%	
BOYS & GIRLS CLUB	LAKEWOOD TEEN PROGRAM	LR Served	365	396	108%	Good
		Average attendance	60	149	248%	
YMCA	FRIDAY LATE NITES	LR Served	350	629	180%	Good
		Late Nights held	70	75	107%	
PC AIDS FOUNDATION	OASIS CENTER FOR LGBTQ YOUTH	Center days offered	200	178	89%	Good
		LR Served	(Tracking)	118	N/A	
COMMUNITIES IN SCHOOLS OF LAKEWOOD	SCHOOL-WIDE SUPPORTS	LR Served	200	341	171%	Good
		Students receiving case management	(Tracking)	256	N/A	
		Support activities	75	138	184%	
City of Lakewood	Lakewood's Promise					
EMOTIONAL SUPPORTS TOTAL		TOTAL LR SERVED		827		
EMERGENCY FOOD NETWORK	CO-OP FOOD PURCHASING	LR Served	20,000	20,703	104%	Good
		Visits at Lakewood locations	160,000	136,476	85%	
		Lbs of food distributed	1,600,000	2,141,328	134%	
NOURISH PC	NUTRITIOUS FOOD FOR FAMILIES	LR Served	8,500	8,356	98%	Good
		Meals provided to LR	500,000	860,229	172%	
ST. LEO FOOD	LAKEWOOD CHILDREN'S PROGRAM	LR Served	3,400	3,020	89%	Good
	SPRINGBROOK MOBILE	Meals provided to LR	200,000	172,817	86%	
FOOD TOTAL		TOTAL LR SERVED		20,990		
CENTERFORCE	COMMUNITY INCLUSION FOR ADULTS WITH	LR served	70	47	67%	Fair*
		Services provided	500	2,487	497%	
*The Human Services Coordinator conducted a second site visit to develop a corrective plan for 2020, which included identifying more realistic numbers and a new metric to replace "Services provided" with a more outcome-based goal based on employment rates and wages of participants.						
PC AIDS FOUNDATION	MEDICAL CASE MANAGEMENT	Active Lakewood clients	60	64	107%	Good
		Case management contacts	50	181	362%	
LINDQUIST DENTAL	UNCOMPENSATED CARE FUND	LR Served	142	207	146%	Good
		Cost of care per visit	(Tracking)	\$48.33	N/A	
COMMUNITY HEALTH CARE OF	LAKEWOOD PROMPT CARE	LR Served	600	1,600	267%	Good
		Prompt care visits	1,200	1417	118%	

REBUILDING HOPE	THERAPY SERVICES	LR Served	9	11	122%	Good
		Therapy hours	128	271	212%	
PC PROJECT ACCESS	DONATED CARE	LR Served	75	107	143%	Good
		Value of care	\$300,000	\$346,071	115%	
HEALTH & BEHAVIORAL HEALTH TOTAL		TOTAL LR SERVED		1,284		
YWCA	DOMESTIC VIOLENCE SHELTER	Shelter bed nights provided	2,000	2,625	131%	Good
		LR Served	(Tracking)	38	N/A	
LASA	HOMELESS PREVENTION	LR Served	175	213	122%	Good
		Basic needs and essential services provided	150	173	115%	
		Case management hours	525	523.25	100%	
CATHOLIC COMMUNITY	FAMILY HOUSING NETWORK	LR Served	200	364	182%	Good
		Bed nights provided	15,000	25,229	168%	
REBUILDING TOGETHER	REBUILDING DAY/YEAR ROUND SERVICES	LR Served	9	15	167%	Good
		Home repair projects	4	8	200%	
		Value of repair projects	\$24,000	\$29,342	122%	
HOUSING ASSISTANCE TOTAL		TOTAL LR SERVED		358		
GREATER LAKES	BEHAVIORAL HEALTH CONTACT TEAM	LR Served	300	293	98%	Good
		Calls for service	450	531	118%	
		Referrals to community services	125	188	150%	
YWCA	LEGAL SERVICES PROGRAM	LR Served	Tracking	82	N/A	Good
		Legal Serices provided	500	892	178%	
TACOMA COMMUNITY HOUSE	CLIENT ADVOCACY	LR Served	20	17	85%	Good
		Case management hours	150	120	80%	
		Safety plans & legal processes executed	50	65	130%	
REBUILDING HOPE	ADVOCACY PROGRAM	LR Served	28	35	125%	Good
		Advocacy hours	175	262	150%	
STABILIZATION TOTAL		TOTAL LR SERVED		313		
Total Requests		TOTAL LR SERVED	23,772			

City of Lakewood Human Services Funding History

Organization	Program or Services	2009/10 Biennium	2011/12 Biennium	2013/14 Biennium	2015/16 Biennium	2017/18 Biennium	Current Biennium
Boys and Girls Club Lakewood	After School Programs Youth 8 - 18	\$ 100,000.00	\$ 40,000.00	\$ 20,000.00	\$ 24,000.00	\$ 25,000.00	\$ 40,000.00
Catholic Community Services	Emergency Housing	\$ 14,000.00	\$ 14,000.00	\$ 40,000.00	\$ 28,000.00	\$ 32,000.00	\$ 30,000.00
Communities in Schools	After School Program	\$ 42,000.00	\$ 31,500.00	\$ 30,000.00	\$ 49,000.00	\$ 46,500.00	\$ 35,000.00
Community Health Care	Primary Medical Care + Tillicum	\$ 27,000.00	\$ 46,000.00	\$ 15,000.00	\$ 24,000.00	\$ 5,000.00	\$ 40,000.00
Emergency Food Network	Food Distribution Program	\$ 30,000.00	\$ 45,000.00	\$ 40,000.00	\$ 43,000.00	\$ 50,000.00	\$ 50,000.00
Lakewood's 5 Promises to Youth	Youth Services Coordination	\$ 20,000.00	\$ 52,000.00	\$ 52,000.00	\$ 43,000.00	\$ 43,000.00	\$ 50,000.00
Pierce County AIDS Foundation	Medical Case Management	\$ 25,000.00	\$ 27,000.00	\$ 24,000.00	\$ 22,500.00	\$ 18,000.00	\$ 20,000.00
St. Leo Food Connection	Summer Meals Program	\$ 5,000.00	\$ 7,000.00	\$ 4,000.00	\$ 6,000.00	\$ 5,100.00	\$ 28,000.00
St. Leo's Food Connection	Mobile Food Program	\$ 14,000.00	\$ 19,000.00	\$ 24,800.00	\$ 18,000.00	\$ 10,000.00	\$ 32,000.00
YWCA Pierce County	Domestic Violence Shelter, Legal, Child Services	\$ 72,000.00	\$ 49,500.00	\$ 24,800.00	\$ 36,000.00	\$ 50,000.00	\$ 60,000.00
Organization	Program or Services	5 out of 6 Bienniums					
Caring for Kids	Ready to Learn Fair & School Supplies	\$ 27,200.00	\$ 44,000.00	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00	
Nourish Pierce County	Food Banks Program		\$ 18,000.00	\$ 30,000.00	\$ 33,500.00	\$ 50,000.00	\$ 40,000.00
LASA	Outreach Program Client Center	\$ 18,500.00	\$ 11,500.00	\$ 17,000.00		\$ 45,000.00	\$ 37,500.00
Oasis Youth Center	Oasis Youth Center		\$ 26,000.00	\$ 16,000.00	\$ 12,000.00	\$ 14,000.00	\$ 25,000.00
Rebuilding Together South Sound	Rebuilding Together Program		\$ 6,200.00	\$ 16,000.00	\$ 33,500.00	\$ 20,000.00	\$ 28,000.00
Tacoma Rescue Mission	Family Shelter	\$ 40,000.00	\$ 20,000.00	\$ 40,000.00	\$ 24,000.00	\$ 30,000.00	
Organization	Program or Services	4 out of 5 Bienniums					
Franciscan Health System	Children's Immunization	\$ 46,000.00	\$ 38,000.00	\$ 29,400.00	\$ 24,000.00		
Greater Lakes Mental Health	Behavioral Health Team & Emergency Assistance	\$ 32,000.00			\$ 63,000.00	\$ 50,000.00	\$ 50,000.00
LASA	Housing for Homeless Families	\$ 39,000.00	\$ 41,500.00	\$ 30,000.00	\$ 12,000.00		
Lindquist Dental	Children Dental Services			\$ 20,000.00	\$ 21,000.00	\$ 29,000.00	\$ 28,000.00
Rebuidling Hope; Sexual Assault Center	Advocacy and Therapy	\$ 20,000.00			\$ 18,000.00	\$ 30,500.00	\$ 28,000.00
Pierce College	Lakewood Computer Clubhouse		\$ 40,000.00	\$ 40,000.00	\$ 28,000.00	\$ 28,000.00	
Organization	Program or Services	3 out of 5 Bienniums					
Clover Park School District	Early Learning Consortium	\$ 100,000.00	\$ 40,000.00	\$ 30,000.00			
Communities in Schools	Champions Mentor	\$ 21,500.00	\$ 26,000.00	\$ 26,000.00			
Korean Women's Association	We Are Family Home	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00			
South Sound Outreach Services	Outreach Program			\$ 20,000.00	\$ 39,500.00	\$ 40,000.00	
St. Leo's Food Connection	Backpack Program			\$ 5,000.00	\$ 6,000.00	\$ 4,500.00	
TACID	HELP & ACCESS Programs	\$ 12,000.00	\$ 15,000.00	\$ 8,500.00			
Tacoma Coummunity House	Victims Legal Advocacy Program				\$ 24,000.00	\$ 24,000.00	\$ 37,500.00
YMCA	Teen Late Night Program				\$ 15,000.00	\$ 20,000.00	\$ 16,000.00
Organization	Program or Services	2 out of 5 Bienniums					
Good Samaritan Hospital	Caregiver Respite & Support	\$ 20,000.00		\$ 19,000.00			
Metro Development Council	Family Support & Treatment Center		\$ 17,500.00		\$ 6,000.00		
Pierce County Community Connections	ChildReach Developmental Screening		\$ 18,000.00	\$ 15,000.00			
Tillicum Community Center	Emergency Food Assistance	\$ 28,000.00	\$ 20,000.00				
WWEE (Courage 360)	ReachPlus Employment Program			\$ 15,000.00	\$ 15,000.00		
Organization	Program or Services	One Biennium					
Beecher's Foundation	Pure Food Kids Project					\$25,000.00	
Centerforce	Community Inclusion for Adults w/Disabilities						\$ 20,000.00
Community Health Care	Adult Dental Services				\$ 12,000.00		
Mary Bridge Hospital	Children's Grief and Loss Support		\$ 15,000.00				
Pierce County Project Access	Donated Care						\$ 25,000.00
Lakewood Multicultural Coalition	Empowerment & Inclusion						\$ 3,000.00
Tacoma PC Health Department	CPSD Dental Services		\$ 21,000.00				
		2009/10	2011/12	2013/14	2015/16	2017/18	Current
Grand Total HS Biennial Funding Allocations		\$ 773,200.00	\$ 768,700.00	\$ 681,500.00	\$ 700,000.00	\$ 704,600.00	\$ 723,000.00
							\$ 4,351,000.00

AGENCY NAME: _____

PROGRAM/PROJECT NAME: _____

NEW OR EXISTING PROGRAM?: NEW ☐ EXISTING ☐

PROGRAM AREAS (CHOOSE ONE):

- ☐ **Emotional Supports and Youth Programming:** "Direct services for children and youth"
- ☐ **Access to Food:** "Providing or distributing food to Lakewood youth and families in a variety of ways"
- ☐ **Access to Health & Behavioral Healthcare:** "Access to healthcare services"
- ☐ **Housing Assistance & Homelessness Prevention:** "Preventing homelessness in our community"
- ☐ **Crisis Stabilization & Advocacy:** "Making community connections and referrals to advocacy and support services" A few tweaks to the titles and brief, clarifying descriptions

TOTAL NUMBER OF CLIENTS SERVED BY THIS PROGRAM IN 2019: _____

NUMBER OF LAKEWOOD CLIENTS TO BE SERVED IN 2020: _____

What percentage of the total number of clients serve by this program in 2020 are anticipated to be Lakewood residents?: _____

PROGRAM DESCRIPTION (LIMIT TO ONE - THREE SENTENCES):

Organizations selected to receive human services funding must be able to comply with the following contract requirements:

- Provide proof of general liability insurance coverage of at least \$1 million
- Provide quarterly reports and invoices with back up documentation
- Provide your 501(c)3 determination letter
- Provide E-verify determination letters as necessary
- Commit to an annual site visit by City of Lakewood staff
- Retain client records for seven years

BUDGET AT A GLANCE:

City of Lakewood Funds Requested:	\$
Other Program Funds:	\$
Total Program Budget:	\$

Past City of Lakewood funding received in the past five years, year and amount (n/a if not applicable).

--

The 2020 annual agency budget: \$ _____

AUTHORIZED SIGNATURE OF APPLICANT: To the best of my knowledge and belief, all information in this application is true and correct. The applicant's governing body has duly authorized this document and if funded will comply with all contractual obligations.

Signature of Authorized Representative: _____

Typed Name and Title: _____

Date Signed: _____

CITY OF LAKEWOOD

2021-22

HUMAN SERVICES FUNDING APPLICATION

Applicants must answer the following questions and provide the requested information in response to this funding application. Please be sure to complete the entire application, including the required budget forms and attachments.

A. Organizational Information

- 1) Provide the organization name, mailing address, physical office address, phone number (include area code) and e-mail address. If the applicant's organization also has a separate office location within Lakewood, please provide information for both the primary and Lakewood office locations.

Organization Legal Name: _____

Mailing Address (include City and Zip Code):

Physical Street Address (include City and Zip Code): _____

Main Business Phone Number (include area code): _____

Website Address: _____

- 2) Provide the name(s) and title(s) of the person(s) authorized to execute a contract on behalf of the organization.

Executive Officer Name and Title:

Email Address: _____

Phone Number (include area code): _____


- 3) Provide the name(s) and title(s) of the person(s) who serves as the organization's primary point of contact (if different).

Contact Name and Title: _____

Email Address: _____

Phone Number (include area code): _____

- 4) Provide the names and number of years the agency has been in business under current or previous names or additional assumed business names.



- 5) Provide the federal tax identification number for the applicant's organization. _____

SUMMARY OF SERVICES**1) PROGRAM DESIGN**

- 1a) Provide a detailed description of the program services to be provided.

DRAFT

CITY OF LAKEWOOD 2021-22 HUMAN SERVICES FUNDING APPLICATION

- 1b) Describe which City of Lakewood's Human Services funding strategy best fits this program design (Access to Health, Emergency Food, Emotional Supports, Housing Assistance, or Stabilization Services) and why.

- 1c) What percentage of Lakewood residents directly impacted or served by this program are children (0-15 years) and/or youth (16-24 years)? *New question*

☐ 0-50%

☐ 51-75%

☐ >75%

- 1d) What are your outreach or engagement strategies to Lakewood residents? Or, how do Lakewood residents find you? *Same question, clearer wording*

2) **SERVICE COORDINATION & PARTNERSHIPS**

- 2a) Does your organization collaborate with others and/or link clients to other resources in the community, such as health and behavioral health services, employment services, veterans' services, benefits advocacy and others? If so, how is this achieved and to what services?

Consolidated two similar questions

DRAFT

3) **EFFECTIVE PRACTICES**

- 3a) Describe the program's measurable outcomes. What are the enduring benefits for Lakewood residents and communities?

DRAFT

- 3b) How do you ensure the quality of this program? How do you incorporate client voice?

Consolidated two questions; clarified language

DRAFT

4) **ACCESSIBILITY & ELIBILITY**

4a) What criteria is used to determine eligibility for program participation?

DRAFT

4b) How is this program tailored or adapted to reach diverse populations through language, other communications, or physical accommodations?

DRAFT

4c) Describe your organization's commitment to diversity, equity and inclusion.

[New question](#)

B. DATA COLLECTION

5) How does the program collect and track client data? If it does not, please explain why.

C. PROGRAM BUDGET

- 6a) Budget Narrative - Provide comments on the Program Budget below or provide more details that are relevant for the reviewer to better understand the program budget:

(This area is intentionally left blank for the budget narrative.)

PROGRAM BUDGET

- 6b) Simplified

Category	Amount Requested this Application (\$)
Personnel	
Admin	
Direct Costs	
Other	
Total	

CITY OF LAKEWOOD

2021 - 2022 HUMAN SERVICES FUNDING APPLICATION

D. ATTACHMENTS (Provide the following documents, attach to the applications, and complete the attachment check list below)

- ☐ A list of Board of Directors which includes the member's full name, occupation or affiliation, as well as identifying the principle officers of the board.
- ☐ A copy of the most recent available Board of Directors meeting minutes
- ☐ Internal Revenue Service (IRS) tax-exempt determination letter for applicant organizations with a 501 (c) 3 tax status
- ☐ A copy of the organization's last I-990 tax filing or end of year financial statement.
- ☐ A copy of the agency's 2020 operating budget (income and expense)

CITY OF LAKEWOOD

2021-2022 HUMAN SERVICES PROPOSAL RATING SHEET

RATER'S INITIALS _____

RATER'S TOTAL SCORE _____

PROGRAM NAME _____

I.) **Program primarily serves Lakewood residents** _____

(2) 50-75% of participants served are Lakewood residents

(1) >75% of participants served are Lakewood residents

(0) Less than 50% of participants served are Lakewood residents

New question: benefit Lakewood-focused orgs who will be good partners

II.) **Is the organization's total operating budget less than \$1 million?** _____

(2) Yes

(0) No

New question: A small benefit for a local 501c3 without professional grant writers.

1a) **Provide a detailed description of the program services** _____

(2) Provides a clear description of program offerings easy to follow

(1) Some details are missing from the description or difficult to follow

(0) Unclear program description

1b) **Best fit with City of Lakewood's Human Services funding strategy** _____

(6) Demonstrates understanding of the strategy and a clear plan to move the needle

(3) Demonstrates some understanding of the strategy or a clear work plan related to it

(0) Does not demonstrate sufficient understanding of, or alignment with, the strategy

Weighted: this is worth more points now because it is important

1c) **Primarily serves Lakewood children and/or youth** _____

(4) >75%

(2) 51-75%

(0) 0-51%

New question: advantage to children and youth-serving programs (Promise bump)

1d) **Lakewood residents will have access to these services?** _____

(2) Offers program services in Lakewood to ensure access for Lakewood

(1) Clearly describes how outreach in Lakewood happens

(0) Not clear how and where clients are contacted and connect to services

2a) **Collaboration and client connections** _____

(2) Demonstrates effective collaboration and client connection

(1) Demonstrates some collaboration and client connection

(0) Does not demonstrate sufficient collaboration or client connection

3a) **Community need statement and justification for services** _____

(6) Convincingly demonstrates need and impact

(3) Somewhat demonstrates need and impact

(0) Does not demonstrate sufficient need or impact


Weighted: this is worth more points now because it is important

- 3b) Quality Assurance and Client Voice** _____
(2) Demonstrates the program is of high quality and client-centered
(1) Somewhat demonstrates the program is of high quality and client-centered
(0) Does not sufficiently demonstrate quality or inclusion of client voice
- 4a) Program eligibility and outreach** _____
(2) There are clear criteria to determine eligibility or client referral source
(1) Screening or client referrals occur outside the agency's control
(0) Not clear who is eligible
- 4b) Making accommodations for diverse populations** _____
(2) Clear intent to address all potential barriers for accessing services
(1) Program is able to address some but not all potential barriers
(0) Not clear on barriers and how accommodations are made
- 4c) Commitment to equity** _____
(2) Demonstrates strong commitment to equity
(1) Demonstrates some or moderate commitment to equity
(0) Does not demonstrate sufficient commitment to equity
New question
- 5a) Collection and tracking client data.** _____
(2) There is a clear and formal process to collect, monitor and report data
(1) The data collection process is informal, incomplete or time limited
(0) The data collection process does not exist or very limited
- 6a) Budget Narrative** _____
(2) Provides a clear description and demonstrates appropriate use of funds
(1) Provides a somewhat clear description or appropriate use of funds
(0) Does not provide a clear description and appropriate use of funds
- 6b) Program Budget** _____
(2) Budget is consistent with the budget narrative
(0) Budget has errors or is inconsistent with the budget narrative
- Grand Total (40 possible)** _____
(Please transfer this score to the top of the front page)



TO: Mayor and City Councilmembers

FROM: David Bugher, Assistant City Manager for Development Services,
Rafik Gindy, Building Official, and Jeff Gumm, Housing Program
Manager

THROUGH: John J. Caulfield, City Manager 

DATE: April 13, 2020 (Council Study Session)

SUBJECT: Rental Housing Safety Plan Electrical Repairs (GFCIs)

Introduction: This report follows up a March 9, 2020 Study Session discussion on the appropriateness of requiring the installation of ground fault circuit interrupters (GFCIs or GFIs) for properties subject to Ordinance No. 644, the City's residential housing safety program. It will also provide a brief update on GFCIs, four options for City Council to consider for future program enforcement, and a recommendation for GFCI enforcement under the city's rental housing safety program.

A quick review of what a GFCI is and where they are typically found.

Ground-fault circuit interrupter (GFCI) is a device intended for the protection of personnel that functions to de-energize a circuit or portion thereof within an established period of time when current ground exceeds the values established for the device. The intent of the GFCI is to protect personnel from being energized when a fault occurs. The main function is to one's health against faults in the electrical wiring not to protection against fire from electrical spark or overcharge. A ground fault circuit interrupter (GFCI) can help prevent electrocution. If a person's body starts to receive a shock, the GFCI senses this and cuts off the power before he/she can be injured.

GFCIs are generally installed where electrical circuits may accidentally come into contact with water. They are most often found in kitchens, bath and laundry rooms, or even out-of-doors or in the garage where electric power tools might be used.

While the GFCI device can be used prevent some electrical fires and reduce the severity of other fires by interrupting the flow of electric current, the primary function of a GFCI device is to protect persons from severe or fatal electric shock.

GFCI types. There are three types of GFCIs:

- Receptacle-type. This is the most common type GFCI and is similar to a common wall outlet and is designed to protect a specific electrical outlet or location.
- Circuit Breaker. This type of GFCI is installed at the electrical panel location and protects all receptacles on that individual circuit. This installation is most commonly seen in new construction, although it may be retrofit into existing applications.
- Temporary or Portable. These are typically installed in some small appliances (hair dryer, garbage disposer, etc.) and various outdoor electric tools (i.e. contractor equipment, mower, trimmer, etc.) to protect a specific electrical appliance.

Update on cost to install GFCIs? The initial installation estimate of \$260 to install two outlets within a residential unit, were discovered to be high. Further review of costs has determined the cost would more likely be \$190 - 210, including minimum trip charge, material, and labor. Were additional GFCI outlets installed, this number would be significantly reduced due to efficiencies of scale and reduction in travel time for the electrician. This estimate could be further reduced if a single GFCI circuit breaker could be installed to control all required outlets along a specific circuit.

Other cities with rental housing programs, do they require installation of GFCIs? Online inspection checklists were reviewed for those cities that have rental housing programs. Bellingham, Seattle, and Kent do not require the installation of GFCIs. Tukwila and Pasco require GFCIs.

Regulatory Requirements: GFCIs are regulated under the city's rental housing safety program through adoption of Ordinance No. 644.

KEY POINT →

1. City Ordinance No. 644, Section 5 allows the City Manager or Designee, to adopt administrative procedures consistent with Chapter 5.60, Residential Housing Safety Program (RHSP) of the Lakewood Municipal Code (LMC), and chapter 59.18 RCW.

Administrative procedures pertaining to GFCIs are found in the single family/duplex and multifamily inspection checklist (Article 7.3 - Receptacles). Please see Attachments 1 and 2. The specific criteria:

(Electrical) Receptacles:

- Laundry rooms shall have not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall have at least one receptacle. All bathroom outlets and kitchen outlets within 6' of a water source shall be protected by a ground fault circuit interrupter.

What is RHSP enforcing during rental inspections? Inspection of all rental properties includes the GFCI requirement as identified as article 7.3 for all rental properties regardless of age of construction, specifically:

- Bathrooms and Kitchens. All bathroom and kitchen outlets within 6’ of a water source should be GFCI protected at the outlet location or at the electrical panel. Kitchen outlets serving a refrigerator are not required to have GFCI protection as the outlet is typically inaccessible, and if tripped, the owner would likely not be able to access the outlet to reset the GFCI.
- Laundry Room. Outlets in laundry rooms within 6’ of a water source should be GFCI protected at the outlet location or at the electrical panel (washing machines are not considered a water source, only a laundry basin or other type sink is considered a water source). Laundry outlets serving a washing machine are not required to have GFCI protection as the outlet is often inaccessible, and if tripped, the owner would likely not be able to access the outlet to reset the GFCI.
- No other GFCI protection is required.

GFCI enforcement options:

Option 1: No change to current administrative rule requiring GFCI protection in kitchen, bathroom, and laundry room where outlets are within 6’ of water source.

Pros	Cons
No changes to implement.	City received some complaints of GFCI requirement.
Consistent inspection protocol for all units previously inspected and units yet to be inspected.	Potentially costly repairs of older electrical systems.
Continues life safety requirement for all units regardless of age of construction.	

Option 2: No GFCI requirement in RHSP inspection protocol.

Pros	Cons
Repair cost eliminated for property owners.	Inspection requirement not consistent for units previously inspected and those yet to be inspected.
Ease of inspection- one less item to inspect on rental checklist.	Discontinues life safety requirement for all rental units.
No complaints received from property owners.	Potential electrical deficiencies or modification not enforced.

Option 3: Maintain “existing conditions” as described in the building codes. “Existing conditions” would allow a property owner to maintain existing conditions provided the conditions met code at the time of construction and no modification of systems have been made requiring upgrading to “newer” building code.

Pros	Cons
Repair cost potentially reduced for property owners.	Inspection requirement not consistent for units previously inspected and those yet to be inspected.
Allows existing buildings to remain if unmodified.	Discontinues life safety requirement for all rental units.
No complaints received from property owners.	Additional work required of inspector to determine code at time of construction and to review permitting to ensure no modification or upgrades have been made.

Option 4: Require all units constructed 1975-or newer to have GFCI protection to all bathroom and kitchen outlets within 6’ of a water source. This option would eliminate laundry room GFCI requirement.

Pros	Cons
Repair cost to property owners reduced from current GFCI requirement.	Inspection requirement not consistent for units previously inspected and those yet to be inspected; however, this option is substantially similar to initial program requirement.
Allows existing buildings to remain if unmodified.	Discontinues life safety requirement for rental units constructed prior to 1975.
Strikes a middle ground to GFCI enforcement.	City personnel to determine year of construction for all properties; however, potential electrical deficiencies or modification may not be enforced.
Complies with NEC adoption of GFCI protection in 1975.	

Recommendation for GFCI inspection protocol. Option 4 (GFCI protection 1975 and newer) is recommended in favor of Option 1 (No change to inspection protocol) as it addresses concerns noted by citizens, retains electrical shock hazard protections for renters, and reasonably retains consistent protocols for units previously inspected and those yet to be inspected.

Attachments:

Lakewood RHSP SFR/Duplex Checklist

Lakewood RHSP Multifamily Checklist, Part 1

Lakewood RHSP Multifamily Checklist, Part 2



RENTAL HOUSING SAFETY PROGRAM INSPECTION CHECKLIST

City of Lakewood, Community Development Department
6000 Main Street SW, Lakewood, WA 98499
Telephone: (253) 589-2489 Fax: (253) 983-2661

Multi-Family
Checklist
(triplex & larger)

Part 1 -
General Property
& Common Areas

Rental Property Address:	Owner Name:	
<input type="text"/>	<input type="text"/>	
Rental Property Contact (Name & Phone #):	Rental Property Registration Number:	
<input type="text"/>	<input type="text"/>	
Inspector:	Date and Time of Inspection:	Total # of Units:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: A box checked with pass requires no action; a box checked with fail denotes a deficiency or an aspect of the property requiring corrective action. Failed items with an asterisk (*) and in bold face are deemed life-safety items and must be corrected and pass re-inspection within 10 days; all other failed items must pass re-inspection within 60 days. All items must pass to receive a Certificate of Compliance.

Type of Inspection		<input type="checkbox"/> Initial	<input type="checkbox"/> Re-Inspection
1.	EXTERIOR SITE CONDITIONS		
		Pass	Fail
1.1.	Address: Units shall have the house or unit number clearly displayed on the front or side facing the street. Numbers shall be not less than 4" in height and minimum stroke width of 0.5".	<input type="checkbox"/>	<input type="checkbox"/>
1.2.	Exterior Site: Exterior property areas and premises shall be maintained in a clean, safe, and sanitary condition. All areas shall be free from garbage, debris, or conditions that would endanger the health and safety of the residents.	<input type="checkbox"/>	<input type="checkbox"/>
1.3.	Motor Vehicles: Property remains free of inoperable or apparently inoperable vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
1.4.	Exhaust Vents: Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public/private property or that of another tenant(s).	<input type="checkbox"/>	<input type="checkbox"/>
1.5.	Accessory Structures: Accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>
1.6.	Defacement of Property: Property remains free of graffiti or other markings.	<input type="checkbox"/>	<input type="checkbox"/>
1.7.	Grounds Maintenance: Property and surrounding landscape properly maintained and kept free of noxious weeds and overgrown vegetation.	<input type="checkbox"/>	<input type="checkbox"/>
1.8.	Exterior Walkways: Walkways are free of excessively cracked or crumbly concrete, or other condition(s) that cause the walkway to be unsafe for tenant(s) use. Cracks larger than 3/8" in height differential of slopes listing more than 2% are considered unsafe.	<input type="checkbox"/>	<input type="checkbox"/>
1.9.	Driveway/Parking: All driveways and parking spaces are maintained in good repair and are free from hazards.	<input type="checkbox"/>	<input type="checkbox"/>
1.10.	Drainage: The property is free of improper drainage causing excessive pooling or ponding. Drainage is maintained so as not to cause soil saturation detrimental to structures and lot usage.	<input type="checkbox"/>	<input type="checkbox"/>
1.11.	*Garbage Disposal: Property has adequate refuse removal for tenant(s). Garbage or rubbish shall not accumulate outside of trash receptacles.	<input type="checkbox"/>	<input type="checkbox"/>
1.12.	*Rodents, Vermin or Insects: The property is free of infestation of rodents, vermin, insects, or other pests.	<input type="checkbox"/>	<input type="checkbox"/>
Comments or Corrective Actions: <input type="text"/>			
2.	EXTERIOR BUILDING CONDITIONS		
		Pass	Fail



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Multi-Family
Checklist
(triplex & larger)

Part 1 -
General Property
& Common Areas

2.1.	Exterior Surfaces: Exterior surfaces (other than decay-resistant woods) are protected from the elements and decay by means of protective covering or treatment. Exterior surfaces are maintained in good repair, and are structurally sound and water tight.	<input type="checkbox"/>	<input type="checkbox"/>
2.2.	Foundation: Foundation is structurally sound, free of open cracks and breaks, is firmly supported and plumb, and is kept in a condition that prevents entry by rodents or other pests.	<input type="checkbox"/>	<input type="checkbox"/>
2.3.	*Structural Components/Members: Structural components/members are structurally sound, free of deterioration, are properly anchored, and are capable of safely supporting imposed live and dead loads.	<input type="checkbox"/>	<input type="checkbox"/>
2.4.	*Exterior Walls: Exterior walls are maintained in a safe and sound condition, protected from deterioration, are weatherproof and water tight, and are free of holes, breaks, and loose or rotting materials.	<input type="checkbox"/>	<input type="checkbox"/>
2.5.	*Roofs and Drainage: The roof and flashing is sound, water tight, and does not have defects that admit rain. Roof drainage is adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters, and downspouts are maintained in good repair. Roof water is not to be discharged in a manner that creates a public nuisance.	<input type="checkbox"/>	<input type="checkbox"/>
2.6.	*Decorative Features & Overhang Extensions: Decorative features and overhangs are maintained and in good repair with proper anchorage and in safe condition.	<input type="checkbox"/>	<input type="checkbox"/>
2.7.	*Windows and Skylights: Every window and skylight is in sound condition, good repair and weather tight. Openable windows are easily openable and capable of being held in position by window hardware. All glazing is free of cracks or holes. Every openable basement window shall be protected against entry of rodents. Note: If unmodified, glazing shall be in conformance with installation and location standards in place at the time of construction.	<input type="checkbox"/>	<input type="checkbox"/>
2.8.	*Doors: Every door is in sound condition, good repair and weather tight. Glazing in doors shall be free of cracks or holes. Doors with locks are easily operable and secure the door tightly. Doors providing access/egress to a dwelling unit are equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the International Building Code. Note: If unmodified, glazing shall be in conformance with installation and location standards in place at the time of construction.	<input type="checkbox"/>	<input type="checkbox"/>
2.9.	*Stairs and Decks: Every exterior stairway, deck, porch, balcony, and all appurtenances attached thereto, are maintained structurally sound, in good repair, with proper anchorage, and capable of supporting the imposed loads. Components are complete and adequately protected from decay.	<input type="checkbox"/>	<input type="checkbox"/>
2.10.	*Handrails and Guards: Every exterior handrail and guard is firmly fastened and capable of supporting normally imposed loads and is maintained in good condition. Components are complete and adequately protected from decay. Every stair that has more than four risers shall have a handrail on one side of the stair and every portion of stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30" above the floor or grade shall have guards. Rails and guards shall comply with the code in place at time of construction. Note: If modified, rails and guards shall comply with typical standards: Rails- 34-38" in height measured vertically above the nosing of the tread or finished floor of the landing or walking surface; Guards- not less than 42" in height measured above the floor or walking surface.	<input type="checkbox"/>	<input type="checkbox"/>
2.11.	Chimney: <input type="checkbox"/> Not Present Chimneys or similar appurtenances are maintained structurally safe and sound, and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

3. MEANS OF EGRESS

		Pass	Fail
3.1.	*Egress: A safe, continuous and unobstructed path of travel is provided from any point in building or structure to the public way. Means of egress shall comply with the International Fire Code. Aisles shall comply with the International Fire Code and shall be unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>



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3.2.	*Emergency Escape Openings: Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction and shall be in accordance with the International Existing Building Code. Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices permitted provided the minimum net clear opening complies with the code in effect at time of construction and such devices are releasable or removable from interior without use of key, tool or force greater than that required for normal operation.	<input type="checkbox"/>	<input type="checkbox"/>
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Comments or Corrective Actions:

4. INTERIOR BUILDING CONDITIONS - COMMON AREAS ONLY

		Pass	Fail
4.1.	*Structural Components/Members: Structural components/members are structurally sound, free of deterioration, are properly anchored, and are capable of safely supporting the imposed loads.	<input type="checkbox"/>	<input type="checkbox"/>
4.2.	*Interior Surfaces: Interior surfaces, including windows and doors, are maintained in good, clean and sanitary condition. The interior is free of peeling, chipping/flaking or abraded paint; loose or damaged plaster/sheetrock; decayed wood or other defective surface conditions present that would exceed a combined 4 sf.	<input type="checkbox"/>	<input type="checkbox"/>
4.3.	*Stairs and Walking Surfaces: Every stair, ramp, landing, balcony, porch or other walking surface is maintained in sound condition and good repair.	<input type="checkbox"/>	<input type="checkbox"/>
4.4.	*Handrails and Guards: Every handrail and guard is firmly fastened and capable of supporting normally imposed loads and is maintained in good condition. Handrail and guard shall comply with height and location as specified above in Exterior Building Conditions, Article 2.10.	<input type="checkbox"/>	<input type="checkbox"/>
4.5.	*Interior Doors: Every interior door is fit reasonably well within its frame and be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.	<input type="checkbox"/>	<input type="checkbox"/>
4.6.	*Ventilation: All habitable spaces and bathrooms have not less than one operable window that complies with the International Property Maintenance Code (IPMC). Bathrooms and kitchens may comply with the ventilation requirements through the use of mechanical ventilation, provided the mechanical system is operational and is discharged to the outdoors and not recirculated. Clothes dryer exhaust ventilation are installed independent of other systems and vent directly to the exterior.	<input type="checkbox"/>	<input type="checkbox"/>
4.7.	*Lighting: All habitable rooms have not less than one window facing directly to the outside or to a court. In apartment buildings with three or more units, all common halls and stairways are lit at all times with not less than a 60-watt bulb (or equivalent) for each 200 sf of floor area. All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe occupancy of the space and utilization of the appliances, equipment and fixtures. Note: Windows not required in rooms unmodified from their original construction; in bathrooms and kitchens provided the room has an artificial light source and ventilation in accordance with Article 4.6; or in rooms lacking exterior wall access.	<input type="checkbox"/>	<input type="checkbox"/>
4.8.	*Fire-Resistance-Rated Assemblies (including Opening Protectives): Required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions and floors are maintained and in good, operable condition.	<input type="checkbox"/>	<input type="checkbox"/>
4.9.	*Rodents, Vermin or Insects: The property is maintained so as to be free from infestation of rodents, vermin, insects or other pests.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

5. ROOM SIZE/REQUIREMENTS

		Pass	Fail
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Part 1 -
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5.1.	Minimum Room Width/Height: Width- All habitable rooms, other than a kitchen, shall be not less than 7' in any dimension. Kitchens shall have a minimum clear passageway of 3' between counterfronts and appliances or counterfronts and walls. Height- All habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms, and habitable basement areas shall have a minimum clear ceiling height of 7'. Note: If room(s) remains unmodified from original construction, minimum room dimension may comply with code in place at time of construction. Additional exemptions provided under Article 404.3 of the IPMC; Efficiency/Studio unit exemptions provided under Article 404.6 of the IPMC.	<input type="checkbox"/>	<input type="checkbox"/>
5.2.	*Prohibited Use: Kitchens and nonhabitable spaces are not being used for sleeping purposes.	<input type="checkbox"/>	<input type="checkbox"/>
5.3.	*Food Preparation: All spaces used for food preparation contain suitable space and equipment to store, prepare and serve foods in a sanitary manner.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

6. HEATING & PLUMBING SYSTEMS

		Pass	Fail
6.1.	*Heat Source: Common areas used for gathering, bathrooms and toilet rooms shall be provided with heating facilities capable of maintaining a room temperature of 68°F. Cooking appliances and portable unvented fuel-burning space heaters are not to be used as a means to provide required heating.	<input type="checkbox"/>	<input type="checkbox"/>
6.2.	*Fuel-burning Appliances: Any gas, wood, or fuel-burning appliance is of an approved type, properly installed, has gas shutoff valve within 3' of appliance, and maintained in safe working order.	<input type="checkbox"/>	<input type="checkbox"/>
6.3.	*Plumbing Connection: Every plumbing fixture is properly connected to either a public water system or to an approved private water system, and to either a public sewer system or and approved private sewage disposal system.	<input type="checkbox"/>	<input type="checkbox"/>
6.4.	*Plumbing Lines: All plumbing supply lines, waste lines, sewer lines, venting and plumbing stacks are functioning properly and are free from obstructions, leaks, or defects.	<input type="checkbox"/>	<input type="checkbox"/>
6.5.	*Plumbing Fixtures: All plumbing fixtures, devices and appurtenances are functioning properly and have sufficient volume of water to function as designed. All fixtures are maintained in a safe and sanitary condition.	<input type="checkbox"/>	<input type="checkbox"/>
6.6.	*Water Heating Facilities: Water heating facilities are properly installed, seismically secured (<i>seismically secured</i> means- anchored or strapped in upper one-third and lower one-third of appliance), and maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a minimum temperature of 110° F and maximum temperature of 120° F. An approved combination temperature and pressure-relief valve and relief valve discharge pipe (vented to outside to within 6" of ground, where required) shall be properly installed and maintained on all water heaters. Gas-burning water heaters shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided. Water heaters with an ignition source, where installed in a garage, shall have the ignition source elevated not less than 18" above floor (<i>ignition source</i> means- flame, spark or hot surface capable of igniting flammable vapors or fumes).	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

7. ELECTRICAL SYSTEMS

		Pass	Fail
7.1.	*Service: The size of the service for gathering and common areas is appropriate for appliance and equipment usage in accordance with NFPA 70. The electrical service panel is clearly marked, has a protective face plate with no exposed knockouts or missing breakers/fuses, is clear of obstructions a minimum of 30" in front of panel, and is not located inside a closet.	<input type="checkbox"/>	<input type="checkbox"/>
7.2.	Receptacles: All habitable spaces (i.e. spaces in structure for living, eating or cooking) have at least two separate operable receptacles.	<input type="checkbox"/>	<input type="checkbox"/>



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General Property
& Common Areas

7.3.	Receptacles: Laundry rooms shall have not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall have at least one receptacle. All bathroom outlets and kitchen outlets within 6' of a water source shall be protected by a ground fault circuit interrupter.	<input type="checkbox"/>	<input type="checkbox"/>
7.4.	*Receptacles: All receptacle outlets have the appropriate faceplate cover for the location.	<input type="checkbox"/>	<input type="checkbox"/>
7.5.	*Electrical Hazards: The electrical system is free of faulty electrical receptacles or switches, damaged or exposed wiring, improper wiring or improper fusing.	<input type="checkbox"/>	<input type="checkbox"/>
7.6.	*Electrical Hazards: Flexible or extension cords are not used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.	<input type="checkbox"/>	<input type="checkbox"/>
7.7.	*Luminaires: Every public hallway, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room has not less than one operable electric luminaire.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

8. FIRE SAFETY

		Pass	Fail
8.1.	*Fire Extinguishers: Where fire extinguishers are present, extinguishers must be accessible, properly mounted, and have a current service tag. Portable extinguisher is present in area(s) where flammable or combustible liquids are stored, used or dispensed.	<input type="checkbox"/>	<input type="checkbox"/>
8.2.	*Storage of Combustibles: All boiler rooms, mechanical rooms and electrical equipment rooms are free from the storage of combustible materials. Combustible materials are not stored in exits or enclosures for stairways or ramps.	<input type="checkbox"/>	<input type="checkbox"/>
8.3.	*Storage of Fueled Equipment: Fueled equipment is not stored, operated or repaired within the building; except in rooms constructed for such use or where approved by the fire code official and the fuel capacity does not exceed 10 gallons and the building is equipped throughout with an automatic sprinkler system.	<input type="checkbox"/>	<input type="checkbox"/>
8.4.	*Storage of Fueled Equipment: Vehicles powered by flammable liquids, Class II combustible liquids or compressed flammable gases are not stored within the living space.	<input type="checkbox"/>	<input type="checkbox"/>
8.5.	*Storage in Buildings: Storage of materials is orderly and stacks are stable. Storage of materials maintains a 2' clearance to the ceiling in nonsprinklered areas and not less than 18" below sprinkler head deflectors in sprinklered areas. Storage in plenums is not permitted.	<input type="checkbox"/>	<input type="checkbox"/>
8.6.	*Fire Alarm System: If the building is equipped with a fire alarm system, the annual service of the system has been performed within the last year by a qualified fire alarm company.	<input type="checkbox"/>	<input type="checkbox"/>
8.7.	*Fire Sprinkler System: If the building is equipped with a fire sprinkler system, the annual service for the fire sprinkler system has been performed within the last year by a qualified sprinkler company. Sprinkler heads have not been removed, capped or tampered with and are in good working order in accordance with the International Fire Code.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

9. SWIMMING POOLS, SPAS AND HOT TUBS

☐ Not Applicable

		Pass	Fail
9.1.	General: Pools, spas and hot tubs are maintained in a clean and sanitary condition, and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>



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Multi-Family
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Part 1 -
General Property
& Common Areas

9.2.	*Enclosures: Pools, hot tubs and spas containing more than 24" in depth are completely surrounded by a fence or barrier not less than 48" in height above the finished ground level measured on the side of the barrier away from the pool, hot tub or spa. Gates are self-closing and self-latching (gate shall positively close and latch when released from an open position of 6" from the gatepost). Where self-latching device is less than 54" above the bottom of the gate, the releasing mechanism shall be located on the pool side of the gate. Exception: Hot tub or spa with a safety cover that complies with ASTM F 1346.	<input type="checkbox"/>	<input type="checkbox"/>
9.3.	Luminaires: Pool and spa luminaires over 15 V shall have ground fault circuit interrupter protection.	<input type="checkbox"/>	<input type="checkbox"/>
Comments or Corrective Actions: _____			
10. ELEVATORS		<input type="checkbox"/> Not Applicable	
		Pass	Fail
10.1.	General: Elevator is maintained in compliance with ASME A17.1. The most current certificate of inspection of the elevator is displayed within the elevator, is available for public inspection in the office of the building operator or is posted in a publicly conspicuous location approved by the code official.	<input type="checkbox"/>	<input type="checkbox"/>
10.2.	Operation & Maintenance: In buildings with more than one elevator, not less than one elevator is maintained in operation at all times the building is occupied. Buildings with only one elevator are permitted to have the elevator temporarily out of service for testing or servicing. In building with only one elevator, if it is being tested or serviced at the time of this inspection, check fail, note in comments, and require re-inspection.	<input type="checkbox"/>	<input type="checkbox"/>
Comments or Corrective Actions: _____			

INSPECTION RESULT	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail – Corrections Needed
<input type="checkbox"/> Re-Inspection Not Required	<input type="checkbox"/> Re-Inspection Required By _____ (date)
Comments: _____	
<input type="checkbox"/> Uninhabitable	A structure/building shall be considered uninhabitable if it meets the following definition: <i>IBC [A] 116.1 Conditions. Structures or equipment that are or hereby become unsafe, insanitary or deficient because of inadequate light and ventilation, or that constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or that involve illegal or improper occupancy or inadequate maintenance.</i> Note: A structure/building that is determined to be uninhabitable is required to be inspected by the City of Lakewood Building Department.

Certification of Inspection: By my signature, I certify that I have personally inspected this property and that this property ☐ does ☐ does not comply with the standards set forth in the City of Lakewood Rental Housing Safety Inspection Program as authorized by LMC 5.60. I also understand that knowingly submitting a falsified certificate of inspection is a gross misdemeanor punishable with a fine up to five thousand dollars (\$5,000). I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Inspector Signature

Date and Place of Signature



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Multi-Family
Checklist
(triplex & larger)

Part 1 -
General Property
& Common Areas

Submittal of Inspection: By my signature, I certify that I am authorized to submit the information provided in this checklist to the City of Lakewood in accordance with the City of Lakewood Rental Housing Safety Inspection Program as authorized by LMC 5.60. I understand this rental property must comply with all the provisions of the Rental Housing Safety Inspection Program and that I will be required to submit a certificate of inspection no later than once every five years for this property. I also understand that knowingly submitting a falsified certificate of inspection is a gross misdemeanor punishable with a fine up to five thousand dollars (\$5,000). I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Owner/Designated Manager Signature

Date and Place of Signature

Note: Completed submittal to include Part 1 - General Property & Common Areas Checklist for each rental property, and Part 2 - Individual Rental Unit Checklist for each and every rental unit subject to inspection pursuant to LMC 5.60.

Permit and Inspection May Be Required

Note: Correction of failed inspection items involving electrical, plumbing, mechanical or structural systems and their components may require permit. Please verify with your utilities provider for electrical and gas repairs and the City of Lakewood Building Department for mechanical, heating or structural repairs if a permit is necessary.



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Multi-Family
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Part 2 -
Individual Rental
Unit(s)

Rental Property Address: <input type="text"/>	Owner Name: <input type="text"/>	
Rental Property Contact (Name & Phone #): <input type="text"/>	Rental Property Registration Number: <input type="text"/>	
Inspector: <input type="text"/>	Date and Time of Inspection: <input type="text"/>	Unit # Inspected: <input type="text"/>

Note: A box checked with pass requires no action; a box checked with fail denotes a deficiency or an aspect of the property requiring corrective action. Failed items with an asterisk (*) and in bold face are deemed life-safety items and must be corrected and pass re-inspection within 10 days; all other failed items must pass re-inspection within 60 days. All items must pass to receive a Certificate of Compliance.

Type of Inspection		<input type="checkbox"/> Initial	<input type="checkbox"/> Re-Inspection
1. RENTAL UNIT IDENTIFICATION			
		Pass	Fail
1.1.	Unit Identification: Units shall have the house or unit number clearly identified and displayed on each rental unit. Unit or house numbers shall be placed on the unit's door or on the front of the unit facing the street. Numbers shall be not less than 4" in height and minimum stroke width of 0.5".	<input type="checkbox"/>	<input type="checkbox"/>
Comments or Corrective Actions: _____			
2. EXTERIOR BUILDING CONDITIONS			
		Pass	Fail
2.1.	*Windows and Skylights: Windows and skylights are in sound condition, good repair and weather tight. Openable windows are easily openable and capable of being held in position by widow hardware. All glazing is free of cracks or holes. Every openable basement window shall be protected against entry of rodents. Note: If unmodified, glazing shall be in conformance with installation and location standards in place at the time of construction.	<input type="checkbox"/>	<input type="checkbox"/>
2.2.	*Doors: Exterior doors are in sound condition, good repair and weather tight. Glazing in doors shall be free of cracks or holes. Doors with locks are easily operable and secure the door tightly. Doors providing access/egress to a dwelling unit are equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the International Building Code. Note: If unmodified, glazing shall be in conformance with installation and location standards in place at the time of construction.	<input type="checkbox"/>	<input type="checkbox"/>
2.3.	*Private Decks, Balconies, Porches and Stairways: Every exterior deck, porch, balcony, stairway, and all appurtenances attached thereto, are maintained structurally sound, in good repair, with proper anchorage, and capable of supporting the imposed loads. Components are complete and adequately protected from decay.	<input type="checkbox"/>	<input type="checkbox"/>
2.4.	*Handrails and Guards for Private Decks, Balconies, Porches and Stairways: Every exterior handrail and guard is firmly fastened and capable of supporting normally imposed loads and is maintained in good condition. Components are complete and adequately protected from decay. Every stair that has more than four risers shall have a handrail on one side of the stair and every portion of stair, landing, balcony, porch, deck, ramp or other walking surface that in more than 30" above the floor or grade shall have guards. Rails and guards shall comply with the code in place at time of construction. Note: If modified, rails and guards shall comply with typical standards: Rails- 34-38" in height measured vertically above the nosing of the tread or finished floor of the landing or walking surface; Guards- not less than 42" in height measured above the floor or walking surface.	<input type="checkbox"/>	<input type="checkbox"/>



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Part 2 -
Individual Rental
Unit(s)

Comments or Corrective Actions:

3. MEANS OF EGRESS

		Pass	Fail
3.1.	*Egress: A safe, continuous and unobstructed path of travel is provided from any point in building or structure to an egress door without traveling through a garage. The egress door shall have a clear width of not less than 32" and height not less than 78" and shall open to the public way. Means of egress shall comply with the International Fire Code.	<input type="checkbox"/>	<input type="checkbox"/>
3.2.	*Emergency Escape Openings: Basements, habitable attics and sleeping rooms shall have not less than one operable emergency escape and rescue opening. Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction and shall be in accordance with the International Existing Building Code. Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices permitted provided the minimum net clear opening complies with the code in effect at time of construction and such devices are releasable or removable from interior without use of key, tool or force greater than that required for normal operation. Emergency openings shall have a net clear opening of 5.7 sf with a minimum height of 24" and minimum width of 20" (openings at grade or below grade shall be allowed a net clear opening of 5 sf). Window wells shall have a horizontal projection and width no less than 36" in either direction and shall be equipped with a permanently affixed compliant ladder if depth exceeds 44".	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

4. INTERIOR BUILDING CONDITIONS

		Pass	Fail
4.1.	*Structural Components/Members: Structural components/members are structurally sound, free of deterioration, are properly anchored, and are capable of safely supporting the imposed loads.	<input type="checkbox"/>	<input type="checkbox"/>
4.2.	Interior Surfaces: Interior surfaces, including windows and doors, are maintained in good, clean and sanitary condition. The interior is free of peeling, chipping/flaking or abraded paint; loose or damaged plaster/sheetrock; decayed wood or other defective surface conditions present that would exceed a combined 4 sf.	<input type="checkbox"/>	<input type="checkbox"/>
4.3.	*Stairs and Walking Surfaces: Every stair, ramp, landing or other walking surface is maintained in sound condition and good repair.	<input type="checkbox"/>	<input type="checkbox"/>
4.4.	*Handrails and Guards: Every handrail and guard is firmly fastened and capable of supporting normally imposed loads and is maintained in good condition. Handrail and guard shall comply with height and location as specified above in Exterior Building Conditions, Article 2.4.	<input type="checkbox"/>	<input type="checkbox"/>
4.5.	Interior Doors: Every interior door is fit reasonably well within its frame and be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.	<input type="checkbox"/>	<input type="checkbox"/>
4.6.	*Ventilation: All habitable spaces and bathrooms have not less than one openable window that complies with the International Property Maintenance Code (IPMC). Bathrooms and kitchens may comply with the ventilation requirements through the use of mechanical ventilation, provided the mechanical system is operational and is discharged to the outdoors and not recirculated. Clothes dryer exhaust ventilation are installed independent of other systems and vent directly to the exterior.	<input type="checkbox"/>	<input type="checkbox"/>
4.7.	Lighting: All habitable rooms have not less than one window facing directly to the outside or to a court. All spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe occupancy of the space and utilization of the appliances, equipment and fixtures. Note: Windows not required in rooms unmodified from their original construction; in bathrooms and kitchens provided the room has an artificial light source and ventilation in accordance with Article 4.6; or in rooms lacking exterior wall access.	<input type="checkbox"/>	<input type="checkbox"/>
4.8.	*Fire-Resistance-Rated Assemblies (including Opening Protectives): Required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions and floors are maintained and in good, operable condition.	<input type="checkbox"/>	<input type="checkbox"/>



RENTAL HOUSING SAFETY PROGRAM INSPECTION CHECKLIST

City of Lakewood, Community Development Department
6000 Main Street SW, Lakewood, WA 98499
Telephone: (253) 589-2489 Fax: (253) 983-2661

Multi-Family
Checklist
(triplex & larger)

Part 2 -
Individual Rental
Unit(s)

4.9.	*Smoke Detectors: Smoke detectors must be installed in the following locations: 1) On the ceiling or wall outside each separate sleeping area in the immediate vicinity of bedrooms; 2) in each room used for sleeping purposes; and 3) in each story, including basements but not including crawl space and uninhabited attics. Smoke detectors to be maintained in good working order. Note: Individual smoke detectors are not required were a building fire alarm system is installed and properly maintained in accordance with Section 907 of the International Fire Code.	<input type="checkbox"/>	<input type="checkbox"/>
4.10.	*Carbon Monoxide Detectors: Carbon monoxide detectors must be installed in the hallway centrally located outside all sleeping areas and shall be maintained in good working order.	<input type="checkbox"/>	<input type="checkbox"/>
4.11.	*Rodents, Vermin or Insects: The property is maintained so as to be free from infestation of rodents, vermin, insects or other pests.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

5. ROOM SIZE/REQUIREMENTS

		Pass	Fail
5.1.	Minimum Room Width/Height: Width- All habitable rooms, other than a kitchen, shall be not less than 7' in any dimension. Kitchens shall have a minimum clear passageway of 3' between counterfronts and appliances or counterfronts and walls. Height- All habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms, and habitable basement areas shall have a minimum clear ceiling height of 7'. Note: If room(s) remains unmodified from original construction, minimum room dimension may comply with code in place at time of construction. Additional exemptions provided under Article 404.3 of the IPMC; Efficiency/Studio unit exemptions provided under Article 404.6 of the IPMC.	<input type="checkbox"/>	<input type="checkbox"/>
5.2.	Room Area: Every living room shall not contain less than 120 sf and every bedroom not less than 70 sf. Note: If room(s) remains unmodified from original construction, minimum room size may comply with code in place at time of construction.	<input type="checkbox"/>	<input type="checkbox"/>
5.3.	*Prohibited Use: Kitchens and nonhabitable spaces are not being used for sleeping purposes.	<input type="checkbox"/>	<input type="checkbox"/>
5.4.	*Food Preparation: All spaces used for food preparation contain suitable space and equipment to store, prepare and serve foods in a sanitary manner.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

6. HEATING & PLUMBING SYSTEMS

		Pass	Fail
6.1.	*Heat Source: Dwelling is provided with heating facilities capable of maintaining a room temperature of 68°F in all habitable rooms, bathrooms, and toilet rooms. Cooking appliances and portable unvented fuel-burning space heaters are not to be used as a means to provide required heating.	<input type="checkbox"/>	<input type="checkbox"/>
6.2.	*Fuel-burning Appliances: Any gas, wood, or fuel-burning appliance is of an approved type, properly installed, has gas shutoff valve within 3' of appliance, and maintained in safe working order.	<input type="checkbox"/>	<input type="checkbox"/>
6.3.	*Plumbing Connection: Every plumbing fixture is properly connected to either a public water system or to an approved private water system, and to either a public sewer system or and approved private sewage disposal system.	<input type="checkbox"/>	<input type="checkbox"/>
6.4.	Plumbing Lines: All plumbing supply lines, waste lines, sewer lines, venting and plumbing stacks are functioning properly and are free from obstructions, leaks, or defects.	<input type="checkbox"/>	<input type="checkbox"/>
6.5.	*Plumbing Fixtures: Dwelling unit has its own shower or bathtub, lavatory, water closet and kitchen sink. Lavatory is placed in the same room as the water closet or located in close proximity to the door leading directly into the room containing the water closet.	<input type="checkbox"/>	<input type="checkbox"/>



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Part 2 -
Individual Rental
Unit(s)

6.6.	*Plumbing Fixtures: All plumbing fixtures, devices and appurtenances are functioning properly and have sufficient volume of water to function as designed. All fixtures are maintained in a safe and sanitary condition.	<input type="checkbox"/>	<input type="checkbox"/>
6.7.	*Water Closet Accessibility: Every bedroom has access to at least one water closet and one lavatory without passing through another bedroom.	<input type="checkbox"/>	<input type="checkbox"/>
6.8.	*Water Heating Facilities: Water heating facilities are properly installed, seismically secured (<i>seismically secured</i> means- anchored or strapped in upper one-third and lower one-third of appliance), and maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a minimum temperature of 110° F and maximum temperature of 120° F. An approved combination temperature and pressure-relief valve and relief valve discharge pipe (vented to outside to within 6" of ground, where required) shall be properly installed and maintained on all water heaters. Gas-burning water heaters shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided. Water heaters with an ignition source, where installed in a garage, shall have the ignition source elevated not less than 18" above floor (<i>ignition source</i> means- flame, spark or hot surface capable of igniting flammable vapors or fumes).	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

7. ELECTRICAL SYSTEMS

		Pass	Fail
7.1.	*Service: The dwelling unit is served by a three-wire, 120/240 volt, single-phase electrical service having a minimum rating of 60 amperes. The electrical service panel is clearly marked, has a protective face plate with no exposed knockouts or missing breakers/fuses, is clear of obstructions a minimum of 30" in front of panel, and is not located inside a closet.	<input type="checkbox"/>	<input type="checkbox"/>
7.2.	Receptacles: All habitable spaces (i.e. spaces in structure for living, sleeping, eating or cooking) have at least two separate operable receptacles.	<input type="checkbox"/>	<input type="checkbox"/>
7.3.	Receptacles: Laundry rooms shall have not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall have at least one receptacle. All bathroom outlets and kitchen outlets within 6' of a water source shall be protected by a ground fault circuit interrupter.	<input type="checkbox"/>	<input type="checkbox"/>
7.4.	*Receptacles: All receptacle outlets have the appropriate faceplate cover for the location.	<input type="checkbox"/>	<input type="checkbox"/>
7.5.	*Electrical Hazards: The dwelling unit is free of faulty electrical receptacles or switches, damaged or exposed wiring, improper wiring or improper fusing.	<input type="checkbox"/>	<input type="checkbox"/>
7.6.	*Electrical Hazards: Flexible or extension cords are not used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.	<input type="checkbox"/>	<input type="checkbox"/>
7.7.	*Luminaires: Every hallway, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room has not less than one operable electric luminaire. All habitable rooms must have an operable electric luminaire; bedrooms may have two outlets in place of luminaire.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

8. FIRE SAFETY

		Pass	Fail
8.1.	*Storage of Fueled Equipment: Vehicles or equipment powered by flammable liquids, Class II combustible liquids or compressed flammable gases are not stored within the living space.	<input type="checkbox"/>	<input type="checkbox"/>
8.2.	*Storage in Buildings: Storage of materials is orderly and stacks are stable. Storage of materials maintains a 2' clearance to the ceiling in nonsprinklered areas and not less than 18" below sprinkler head deflectors in sprinklered areas. Storage in plenums is not permitted.	<input type="checkbox"/>	<input type="checkbox"/>



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- 8.3. ***Fire Sprinkler System:**
If the building is equipped with a fire sprinkler system, sprinkler heads have not been removed, capped or tampered with and are in good working order in accordance with the International Fire Code.

☐☐

Comments or Corrective Actions:

INSPECTION RESULT

☐ Pass

☐ Fail – Corrections Needed

☐ Re-Inspection Not Required

☐ Re-Inspection Required By

(date)

Comments:

☐ Uninhabitable

An individual unit shall be considered uninhabitable if it meets the following definition:
IBC [A] 116.1 Conditions. Structures or equipment that are or hereby become unsafe, insanitary or deficient because of inadequate light and ventilation, or that constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or that involve illegal or improper occupancy or inadequate maintenance.
Note: A unit determined to be uninhabitable is required to be inspected by the City of Lakewood Building Department.

Certification of Inspection: By my signature, I certify that I have personally inspected this property and that this property ☐ does ☐ does not comply with the standards set forth in the City of Lakewood Rental Housing Safety Inspection Program as authorized by LMC 5.60. I also understand that knowingly submitting a falsified certificate of inspection is a gross misdemeanor punishable with a fine up to five thousand dollars (\$5,000). I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Inspector Signature

Date and Place of Signature

Submittal of Inspection: By my signature, I certify that I am authorized to submit the information provided in this checklist to the City of Lakewood in accordance with the City of Lakewood Rental Housing Safety Inspection Program as authorized by LMC 5.60. I understand this rental property must comply with all the provisions of the Rental Housing Safety Inspection Program and that I will be required to submit a certificate of inspection no later than once every five years for this property. I also understand that knowingly submitting a falsified certificate of inspection is a gross misdemeanor punishable with a fine up to five thousand dollars (\$5,000). I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Owner/Designated Manager Signature

Date and Place of Signature

Note: Completed submittal to include Part 1 - General Property & Common Areas Checklist for each rental property, and Part 2 - Individual Rental Unit Checklist for each and every rental unit subject to inspection pursuant to LMC 5.60.

Permit and Inspection May Be Required

Note: Correction of failed inspection items involving electrical, plumbing, mechanical or structural systems and their components may require permit. Please verify with your utilities provider for electrical and gas repairs and the City of Lakewood Building Department for mechanical, heating or structural repairs if a permit is necessary.



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Single
Family/
Duplex
Checklist

Rental Property Address: <input type="text"/>	Owner Name: <input type="text"/>
Rental Property Contact (Name & Phone #): <input type="text"/>	Rental Property Registration Number: <input type="text"/>
Inspector: <input type="text"/>	Date and Time of Inspection: <input type="text"/>

Note: A box checked with pass requires no action; a box checked with fail denotes a deficiency or an aspect of the property requiring corrective action. Failed items with an asterisk (*) and in bold face are deemed life-safety items and must be corrected and pass re-inspection within 10 days; all other failed items must pass re-inspection within 60 days. All items must pass to receive a Certificate of Compliance.

Type of Inspection		<input type="checkbox"/> Initial	<input type="checkbox"/> Re-Inspection
1.	EXTERIOR SITE CONDITIONS		
		Pass	Fail
1.1.	Address: Units shall have the house or unit number clearly displayed on the front or side facing the street. Numbers shall be not less than 4" in height and minimum stroke width of 0.5".	<input type="checkbox"/>	<input type="checkbox"/>
1.2.	Exterior Site: Exterior property areas and premises shall be maintained in a clean, safe, and sanitary condition. All areas shall be free from garbage, debris, or conditions that would endanger the health and safety of the residents.	<input type="checkbox"/>	<input type="checkbox"/>
1.3.	Motor Vehicles: Property remains free of inoperable or apparently inoperable vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
1.4.	Exhaust Vents: Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public/private property or that of another tenant(s).	<input type="checkbox"/>	<input type="checkbox"/>
1.5.	Accessory Structures: Accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>
1.6.	Defacement of Property: Property remains free of graffiti or other markings.	<input type="checkbox"/>	<input type="checkbox"/>
1.7.	Grounds Maintenance: Property and surrounding landscape properly maintained and kept free of noxious weeds and overgrown vegetation.	<input type="checkbox"/>	<input type="checkbox"/>
1.8.	Exterior Walkways: Walkways are free of excessively cracked or crumbly concrete, or other condition(s) that cause the walkway to be unsafe for tenant(s) use. Cracks larger than 3/8" in height differential of slopes listing more than 2% are considered unsafe.	<input type="checkbox"/>	<input type="checkbox"/>
1.9.	Driveway/Parking: All driveways and parking spaces are maintained in good repair and are free from hazards.	<input type="checkbox"/>	<input type="checkbox"/>
1.10.	Drainage: The property is free of improper drainage causing excessive pooling or ponding. Drainage is maintained so as not to cause soil saturation detrimental to structures and lot usage.	<input type="checkbox"/>	<input type="checkbox"/>
1.11.	*Garbage Disposal: Property has adequate refuse removal for tenant(s). Garbage or rubbish shall not accumulate outside of trash receptacles.	<input type="checkbox"/>	<input type="checkbox"/>
1.12.	*Rodents, Vermin or Insects: The property is free of infestation of rodents, vermin, insects, or other pests.	<input type="checkbox"/>	<input type="checkbox"/>
Comments or Corrective Actions: 			
2.	EXTERIOR BUILDING CONDITIONS		
		Pass	Fail



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Single
Family/
Duplex
Checklist

2.1.	Exterior Surfaces: Exterior surfaces (other than decay-resistant woods) are protected from the elements and decay by means of protective covering or treatment. Exterior surfaces are maintained in good repair, and are structurally sound and water tight.	<input type="checkbox"/>	<input type="checkbox"/>
2.2.	Foundation: Foundation is structurally sound, free of open cracks and breaks, is firmly supported and plumb, and is kept in a condition that prevents entry by rodents or other pests.	<input type="checkbox"/>	<input type="checkbox"/>
2.3.	*Structural Components/Members: Structural components/members are structurally sound, free of deterioration, are properly anchored, and are capable of safely supporting imposed live and dead loads.	<input type="checkbox"/>	<input type="checkbox"/>
2.4.	*Exterior Walls: Exterior walls are maintained in a safe and sound condition, protected from deterioration, are weatherproof and water tight, and are free of holes, breaks, and loose or rotting materials.	<input type="checkbox"/>	<input type="checkbox"/>
2.5.	*Roofs and Drainage: The roof and flashing is sound, water tight, and does not have defects that admit rain. Roof drainage is adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters, and downspouts are maintained in good repair. Roof water is not to be discharged in a manner that creates a public nuisance.	<input type="checkbox"/>	<input type="checkbox"/>
2.6.	*Decorative Features & Overhang Extensions: Decorative features and overhangs are maintained and in good repair with proper anchorage and in safe condition.	<input type="checkbox"/>	<input type="checkbox"/>
2.7.	*Windows and Skylights: Every window and skylight is in sound condition, good repair and weather tight. Openable windows are easily openable and capable of being held in position by widow hardware. All glazing is free of cracks or holes. Note: If unmodified, glazing shall be in conformance with installation and location standards in place at the time of construction.	<input type="checkbox"/>	<input type="checkbox"/>
2.8.	*Doors: Every door is in sound condition, good repair and weather tight. Glazing in doors shall be free of cracks or holes. Doors with locks are easily operable and secure the door tightly. Doors providing access/egress to a dwelling unit are equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the International Residential Code. Note: If unmodified, glazing shall be in conformance with installation and location standards in place at the time of construction.	<input type="checkbox"/>	<input type="checkbox"/>
2.9.	*Stairs and Decks: Every exterior stairway, deck, porch, balcony, and all appurtenances attached thereto, are maintained structurally sound, in good repair, with proper anchorage, and capable of supporting the imposed loads. Components are complete and adequately protected from decay.	<input type="checkbox"/>	<input type="checkbox"/>
2.10.	*Handrails and Guards: Every exterior handrail and guard is firmly fastened and capable of supporting normally imposed loads and is maintained in good condition. Components are complete and adequately protected from decay. Every stair that has more than four risers shall have a handrail on one side of the stair and every portion of stair, landing, balcony, porch, deck, ramp or other walking surface that in more than 30" above the floor or grade shall have guards. Rails and guards shall comply with the code in place at time of construction. Note: If modified, rails and guards shall comply with typical standards: Rails- 34-38" in height measured vertically above the nosing of the tread or finished floor of the landing or walking surface; Guards- not less than 36" in height measured above the floor or walking surface.	<input type="checkbox"/>	<input type="checkbox"/>
2.11.	Chimney: <input type="checkbox"/> Not Present Chimneys or similar appurtenances are maintained structurally safe and sound, and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>
Comments or Corrective Actions: _____			
3. MEANS OF EGRESS			
		Pass	Fail
3.1.	*Egress: A safe, continuous and unobstructed path of travel is provided from any point in building or structure to an egress door without traveling through a garage. The egress door shall have a clear width of not less than 32" and height not less than 78" and shall open to the public way. Means of egress shall comply with the International Fire Code.	<input type="checkbox"/>	<input type="checkbox"/>



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3.2.	*Emergency Escape Openings: Basements, habitable attics and sleeping rooms shall have not less than one operable emergency escape and rescue opening. Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction and shall be in accordance with the International Existing Building Code. Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices permitted provided the minimum net clear opening complies with the code in effect at time of construction and such devices are releasable or removable from interior without use of key, tool or force greater than that required for normal operation. Emergency openings shall have a net clear opening of 5.7 sf with a minimum height of 24" and minimum width of 20" (openings at grade or below grade shall be allowed a net clear opening of 5 sf). Window wells shall have a horizontal projection and width no less than 36" in either direction and shall be equipped with a permanently affixed compliant ladder if depth exceeds 44".	<input type="checkbox"/>	<input type="checkbox"/>
Comments or Corrective Actions: _____			
4. INTERIOR BUILDING CONDITIONS			
		Pass	Fail
4.1.	*Structural Components/Members: Structural components/members are structurally sound, free of deterioration, are properly anchored, and are capable of safely supporting the imposed loads.	<input type="checkbox"/>	<input type="checkbox"/>
4.2.	Interior Surfaces: Interior surfaces, including windows and doors, are maintained in good, clean and sanitary condition. The interior is free of peeling/chipping, flaking or abraded paint; loose or damaged plaster/sheetrock; decayed wood or other defective surface conditions present that would exceed a combined 4 sf.	<input type="checkbox"/>	<input type="checkbox"/>
4.3.	*Stairs and Walking Surfaces: Every stair, ramp, landing, balcony, porch or other walking surface is maintained in sound condition and good repair.	<input type="checkbox"/>	<input type="checkbox"/>
4.4.	*Handrails and Guards: Every handrail and guard is firmly fastened and capable of supporting normally imposed loads and is maintained in good condition. Handrail and guard shall comply with height and location as specified above in Exterior Building Conditions, Article 2.10.	<input type="checkbox"/>	<input type="checkbox"/>
4.5.	Interior Doors: Every interior door is fit reasonably well within its frame and be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.	<input type="checkbox"/>	<input type="checkbox"/>
4.6.	*Ventilation: All habitable spaces and bathrooms have not less than one openable window that complies with the International Property Maintenance Code (IPMC). Bathrooms and kitchens may comply with the ventilation requirements through the use of mechanical ventilation, provided the mechanical system is operational and is discharged to the outdoors and not recirculated. Clothes dryer exhaust ventilation are installed independent of other systems and vent directly to the exterior.	<input type="checkbox"/>	<input type="checkbox"/>
4.7.	Lighting: All habitable rooms have not less than one window facing directly to the outside or to a court. All spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe occupancy of the space and utilization of the appliances, equipment and fixtures. Note: Windows not required in rooms unmodified from their original construction; in bathrooms and kitchens provided the room has an artificial light source and ventilation in accordance with Article 4.6; or in rooms lacking exterior wall access.	<input type="checkbox"/>	<input type="checkbox"/>
4.8.	*Fire-Resistance-Rated Assemblies (including Opening Protectives): Required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions and floors are maintained and in good, operable condition.	<input type="checkbox"/>	<input type="checkbox"/>
4.9.	*Smoke Detectors: Smoke detectors must be installed in the following locations: 1) On the ceiling or wall outside each separate sleeping area in the immediate vicinity of bedrooms; 2) in each room used for sleeping purposes; and 3) in each story, including basements but not including crawl space and uninhabited attics. Smoke detectors to be maintained in good working order. Note: Individual smoke detectors are not required were a building fire alarm system is installed and properly maintained in accordance with Section 907 of the International Fire Code.	<input type="checkbox"/>	<input type="checkbox"/>



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4.10.	*Carbon Monoxide Detectors: Carbon monoxide detectors must be installed in the hallway centrally located outside all sleeping areas and shall be maintained in good working order.	<input type="checkbox"/>	<input type="checkbox"/>
4.11.	*Rodents, Vermin or Insects: The property is maintained so as to be free from infestation of rodents, vermin, insects or other pests.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

5. ROOM SIZE/REQUIREMENTS

		Pass	Fail
5.1.	Minimum Room Width/Height: Width- All habitable rooms, other than a kitchen, shall be not less than 7' in any dimension. Kitchens shall have a minimum clear passageway of 3' between counterfronts and appliances or counterfronts and walls. Height- All habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms, and habitable basement areas shall have a minimum clear ceiling height of 7'. Note: If room(s) remains unmodified from original construction, minimum room dimension may comply with code in place at time of construction. Additional exemptions provided under Article 404.3 of the IPMC; Efficiency/Studio unit exemptions provided under Article 404.6 of the IPMC.	<input type="checkbox"/>	<input type="checkbox"/>
5.2.	Room Area: Every living room shall not contain less than 120 sf and every bedroom not less than 70 sf. Note: If room(s) remains unmodified from original construction, minimum room size may comply with code in place at time of construction.	<input type="checkbox"/>	<input type="checkbox"/>
5.3.	*Prohibited Use: Kitchens and nonhabitable spaces are not being used for sleeping purposes.	<input type="checkbox"/>	<input type="checkbox"/>
5.4.	*Food Preparation: All spaces used for food preparation contain suitable space and equipment to store, prepare and serve foods in a sanitary manner.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

6. HEATING & PLUMBING SYSTEMS

		Pass	Fail
6.1.	*Heat Source: Dwelling is provided with heating facilities capable of maintaining a room temperature of 68°F in all habitable rooms, bathrooms, and toilet rooms. Cooking appliances and portable unvented fuel-burning space heaters are not to be used as a means to provide required heating.	<input type="checkbox"/>	<input type="checkbox"/>
6.2.	*Fuel-burning Appliances: Any gas, wood, or fuel-burning appliance is of an approved type, properly installed, has gas shutoff valve within 3' of appliance, and maintained in safe working order.	<input type="checkbox"/>	<input type="checkbox"/>
6.3.	*Plumbing Connection: Every plumbing fixture is properly connected to either a public water system or to an approved private water system, and to either a public sewer system or and approved private sewage disposal system.	<input type="checkbox"/>	<input type="checkbox"/>
6.4.	*Plumbing Lines: All plumbing supply lines, waste lines, sewer lines, venting and plumbing stacks are functioning properly and are free from obstructions, leaks, or defects.	<input type="checkbox"/>	<input type="checkbox"/>
6.5.	*Plumbing Fixtures: Dwelling unit has its own shower or bathtub, lavatory, water closet and kitchen sink. Lavatory is placed in the same room as the water closet or located in close proximity to the door leading directly into the room containing the water closet.	<input type="checkbox"/>	<input type="checkbox"/>
6.6.	*Plumbing Fixtures: All plumbing fixtures, devices and appurtenances are functioning properly and have sufficient volume of water to function as designed. All fixtures are maintained in a safe and sanitary condition.	<input type="checkbox"/>	<input type="checkbox"/>
6.7.	*Water Closet Accessibility: Every bedroom has access to at least one water closet and one lavatory without passing through another bedroom.	<input type="checkbox"/>	<input type="checkbox"/>



RENTAL HOUSING SAFETY PROGRAM INSPECTION CHECKLIST

City of Lakewood, Community Development Department
6000 Main Street SW, Lakewood, WA 98499
Telephone: (253) 589-2489 Fax: (253) 983-2661

Single
Family/
Duplex
Checklist

- 6.8. ***Water Heating Facilities:**
Water heating facilities are properly installed, seismically secured (*seismically secured*- anchored or strapped in upper one-third and lower one-third of appliance), and maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a minimum temperature of 110° F and maximum temperature of 120° F. An approved combination temperature and pressure-relief valve and relief valve discharge pipe (vented to outside to within 6" of ground, where required) shall be properly installed and maintained on all water heaters. Gas-burning water heaters shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided. Water heaters with an ignition source, where installed in a garage, shall have the ignition source elevated not less than 18" above floor (*ignition source*- flame, spark or hot surface capable of igniting flammable vapors or fumes).

☐☐

Comments or Corrective Actions:

7. ELECTRICAL SYSTEMS

	Pass	Fail
7.1. *Service: The dwelling unit is served by a three-wire, 120/240 volt, single-phase electrical service having a minimum rating of 60 amperes. The electrical service panel is clearly marked, has a protective face plate with no exposed knockouts or missing breakers/fuses, is clear of obstructions a minimum of 30" in front of panel, and is not located inside a closet.	<input type="checkbox"/>	<input type="checkbox"/>
7.2. Receptacles: All habitable spaces (i.e. spaces in structure for living, sleeping, eating or cooking) have at least two separate operable receptacles.	<input type="checkbox"/>	<input type="checkbox"/>
7.3. Receptacles: Laundry rooms shall have not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall have at least one receptacle. All bathroom outlets and kitchen outlets within 6' of a water source shall be protected by a ground fault circuit interrupter.	<input type="checkbox"/>	<input type="checkbox"/>
7.4. *Receptacles: All receptacle outlets have the appropriate faceplate cover for the location.	<input type="checkbox"/>	<input type="checkbox"/>
7.5. *Electrical Hazards: The dwelling unit is free of faulty electrical receptacles or switches, damaged or exposed wiring, improper wiring or improper fusing.	<input type="checkbox"/>	<input type="checkbox"/>
7.6. *Electrical Hazards: Flexible or extension cords are not used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.	<input type="checkbox"/>	<input type="checkbox"/>
7.7. *Luminaires: Every hallway, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room and furnace room has not less than one operable electric luminaire. All habitable rooms must have an operable electric luminaire; bedrooms may have two outlets in place of luminaire.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

8. FIRE SAFETY

	Pass	Fail
8.1. *Storage of Fueled Equipment: Fueled equipment is not stored, operated or repaired within the building; except in rooms constructed for such use or where approved by the fire code official and the fuel capacity does not exceed 10 gallons and the building is equipped throughout with an automatic sprinkler system.	<input type="checkbox"/>	<input type="checkbox"/>
8.2. *Storage of Fueled Equipment: Vehicles powered by flammable liquids, Class II combustible liquids or compressed flammable gases are not stored within the living space.	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Corrective Actions:

9. SWIMMING POOLS, SPAS AND HOT TUBS

☐ Not Applicable

Pass Fail



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9.1.	General: Pools, spas and hot tubs are maintained in a clean and sanitary condition, and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>
9.2.	*Enclosures: Pools containing more than 24" in depth are completely surrounded by a fence or barrier not less than 48" in height above the finished ground level measured on the side of the barrier away from the pool. Gates are self-closing and self-latching (gate shall positively close and latch when released from an open position of 6" from the gatepost). Where self-latching device is less than 54" above the bottom of the gate, the releasing mechanism shall be located on the pool side of the gate. Hot tub or spa shall be equipped with a cover that complies with ASTM F 1346.	<input type="checkbox"/>	<input type="checkbox"/>
9.3.	Luminaires: Pool and spa luminaires over 15 V shall have ground fault circuit interrupter protection.	<input type="checkbox"/>	<input type="checkbox"/>
Comments or Corrective Actions: _____			

INSPECTION RESULT	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail – Corrections Needed
<input type="checkbox"/> Re-Inspection Not Required	<input type="checkbox"/> Re-Inspection Required By _____ (date)
Comments: _____	
<input type="checkbox"/> Uninhabitable	A structure/building shall be considered uninhabitable if it meets the following definition: <i>IBC [A] 116.1 Conditions. Structures or equipment that are or hereby become unsafe, insanitary or deficient because of inadequate light and ventilation, or that constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or that involve illegal or improper occupancy or inadequate maintenance.</i> Note: A structure/building that is determined to be uninhabitable is required to be inspected by the City of Lakewood Building Department.

Certification of Inspection: By my signature, I certify that I have personally inspected this property and that this dwelling ☐ does ☐ does not comply with the standards set forth in the City of Lakewood Rental Housing Safety Inspection Program as authorized by LMC 5.60. I also understand that knowingly submitting a falsified certificate of inspection is a gross misdemeanor punishable with a fine up to five thousand dollars (\$5,000). I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Inspector Signature

Date and Place of Signature

Submittal of Inspection: By my signature, I certify that I am authorized to submit the information provided in this checklist to the City of Lakewood in accordance with the City of Lakewood Rental Housing Safety Inspection Program as authorized by LMC 5.60. I understand this rental property must comply with all the provisions of the Rental Housing Safety Inspection Program and that I will be required to submit a certificate of inspection no later than once every five years for this property. I also understand that knowingly submitting a falsified certificate of inspection is a gross misdemeanor punishable with a fine up to five thousand dollars (\$5,000). I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Owner/Designated Manager Signature

Date and Place of Signature



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Permit and Inspection May Be Required

Note: Correction of failed inspection items involving electrical, plumbing, mechanical or structural systems and their components may require permit. Please verify with your utilities provider for electrical and gas repairs and the City of Lakewood Building Department for mechanical, heating or structural repairs if a permit is necessary.



TO: Mayor and City Councilmembers

FROM: David Bugher, Assistant City Manager for Development Services, and
Jeff Gumm, Housing Program Manager

THROUGH: John J. Caulfield, City Manager 

DATE: April 13, 2020 (Council Study Session)

SUBJECT: 1) Lakewood CDBG CARES Act Calendar and Funding
Recommendations; and 2) Consolidated Plan Update

Background: A special allocation of Community Development Block Grant funds was allocated Lakewood to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department is immediately allocating \$2 billion based on the fiscal year 2020 CDBG formula of which Lakewood received \$350,611.

This memorandum provides information on scheduling and provides recommendations as to how the City Council may want to use these funds. Additional information is also provided on the Consolidated Plan adoption process as events continue to evolve.

CARES Act Calendar:

April 13, 2020: Tacoma Economic Development Department reads the 2019 Annual Action Plan (AAP) amendment templates in IDIS¹.

¹ The Integrated Disbursement and Information System (IDIS) is a nationwide database which provides HUD with current information regarding the program activities underway across the Nation, including funding data. HUD uses this information to report to Congress and to monitor grantees. IDIS is the draw down and reporting system for Community Development Block Grant (CDBG), HOME Investment Partnerships

April 13 through
April 26, 2020:

Once Tacoma completes its IDIS assignment, Lakewood submits its 2019 AAP also through IDIS; however, Lakewood cannot submit 2019 AAP until Tacoma completes its IDIS assignment. At this stage Lakewood is ready to post a five (5) day comment period.

No later than
April 24, 2020:

Send notice to HUD of intent to use waivers nos. 8 and 9 on public comment period and citizen participation. Lakewood & Tacoma will create a letter for both jurisdictions to sign and email to HUD. Email to local office: CPD_COVID-19WaiverSEA@HUD.gov.

April 27 through
May 1, 2020:

These are the dates for the five (5) day comment period on Lakewood's 2019 AAP.

May 4, 2020:

By resolution, the Lakewood City Council approves the 2019 AAP and CARES Act funding allocations.

May 5, 2020:

The Tacoma City Council approves its 2019 AAP and CARES Act funding allocations.

After May 5, 2020:

Lakewood and Tacoma submit their respective 2019 AAPs to HUD through IDIS.

CARES Act Funding Allocations: Given the current situation, it is strongly recommended that the city use CARES Act funding for emergency economic development assistance. The most effective way is to provide cash grants to small businesses with possible emphasis on low-income neighborhoods².

This would be a new program to provide emergency assistance in the form of working capital grants in amounts up to \$10,000 to qualifying small businesses. Grants may be used to cover the day-to-day operating expenses of the business, such as payroll or losses due to destabilizing events. The following is the investment criteria for financial support:

- The business owner must have a low- or moderate-income (\leq 80% of the Area Median income);
- The business must have five employees or less;

(HOME), Housing Trust Fund (HTF), Emergency Solutions Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA). Grantees also use IDIS for Consolidated Planning.

² Council can also allocate the funds to small businesses with no requirement that they serve a low-income neighborhood.

- The business must have a physical establishment (it is recommended that home-based businesses be excluded from this program);
- The business must have experienced a loss of income due to COVID-19;
- The business must be located within Lakewood.

Administrative Costs to Operate a New Program: Several considerations are in play.

Rather than using the set HUD formula, city would charge the actual costs to process each application. Nevertheless, the city will need to set aside some funds for program monitoring. To be on the safe side, *for now*, set aside 20 percent for administration, \$70,122. If administrative costs are less than this number, we can roll those costs into additional loans or reprogram funds within the next fiscal year. The other option is to use the general fund to address administrative costs. This option is NOT recommended.

The total number of FTEs in the CDBG program is two. Of the two FTEs, the CDBG program manager, divides his time between CDBG, rental housing and dangerous building abatements. A new program is stretching the limits of this small office. The city may use the services of the economic development program manager to initially qualify potential applicants, PROVIDED the CDBG account is billed to cover this position's costs.

Potential Number of Businesses this Proposal would Serve: Lakewood's CDBG CARES Act allocation is modest. The total award, \$350,611, minus overhead, comes to \$280,489, would serve 28 businesses. One way to make the program go further would be to reduce the grants from \$10,000 to \$7,500 or \$5,000. An award of \$7,500 would serve 37 businesses; an award of \$5,000 would serve 56 businesses.

Consolidated Plan (FY 2020 – 2024) Update: Tacoma is having to adjust the 30-day Consolidated Plan public comment period. The dates of the 30-day comment period on the consolidated plan may shift, but it has no impact on the Lakewood City Council's May 18 public hearing and June 1 action date. However, we will continue to monitor.

On April 13, 2020, the City Council was presented with a recommendation to allocate all of its funds towards housing programs. There was no objection to this approach, although for a proposed TBRA program, the City Council wanted to provide assistance to Lakewood's senior population.

Since then, internally, there have been conversations that Lakewood's CDBG, and HOME awards have gone up from previous years, in addition to the introduction of the CAREs Act funding. Unique to HUD, this actually creates problems.

HUD has a timeliness rule. A CDBG entitlement grantee (Lakewood), in accordance with the CDBG regulations, 24 CFR 570.902, must have a balance no greater than one and one-half (1.5) times its annual grant remaining in its Line of Credit, 60 days prior to the end of the program year. HUD has a longstanding policy of reducing the next year's grant allocation if the grantee fails to be timely.

So, to provide an “insurance policy” should the city have some difficulty aligning housing fund disbursements timely, which is likely given possible COVID-19 related delays, providing economic development assistance with the CARES Act funding provides the city with some built-in flexibility to meet timeliness requirements. Additional amendment of funding is also a possibility should the city need to move funding along; however, the goal remains to stay focused on housing programs.

Recommendations: On May 4, 2020, at a regular City Council meeting, adopt a resolution that:

1. Approves an amendment to the Lakewood 2019 Annual Action Plan (AAP), incorporating a CARES Act funding allocation of \$350,611; and
2. Establishes an emergency services grant program for small businesses in the amount not exceed \$10,000 per application.

Separate from the resolution, any option to use the City’s General Fund to offset CARES Act administrative costs is NOT RECOMMENDED. The City’s General Fund is expected to experience significant financial stress brought upon by COVID-19.