



LAKEWOOD CITY COUNCIL AGENDA

Monday, November 21, 2022

7:00 P.M.

City of Lakewood

6000 Main Street SW

Lakewood, WA 98499

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 participate via Zoom by either visiting <https://us02web.zoom.us/j/86872632373> or calling by telephone: Dial +1(253) 215- 8782 and enter participant ID: 868 7263 2373.

Virtual Comments: If you would like to provide virtual Public Comments or Testimony on Public Hearings during the meeting, you will need to join the Zoom meeting as an attendee by calling by telephone Dial +1(253) 215- 8782 and enter participant ID: 868 7263 2373 or visiting <https://us02web.zoom.us/j/86872632373>.

By Phone: For those participating by calling in by telephone (+1(253) 215- 8782 and enter participant ID: 868 7263 2373), to use the "Raise Hand" feature press *9 on your phone, to be called upon by the Mayor during the Public Comments or Public Hearings portion of the agenda. Your name or the last three digits of your phone number will be called out when it is your turn to speak. When using your phone to call in you may need to press *6 to unmute yourself. When you are unmuted please provide your name and city of residence. Each speaker will be allowed (3) three minutes to speak during the Public Comment and at each Public Hearing.

By ZOOM: For those using the ZOOM link (<https://us02web.zoom.us/j/86872632373>), upon entering the meeting, please enter your name or other chosen identifier. Use the "Raise Hand" feature to be called upon by the Mayor during the Public Comments or Public Hearings portion of the agenda. When you are unmuted please provide your name and city of residence. Each speaker will be allowed (3) three minutes to speak.

Outside of Public Comments and Public Hearings, all attendees on ZOOM will continue to have the ability to virtually raise your hand for the duration of the meeting. You will not be acknowledged and your microphone will remain muted except for when you are called upon.

Page No.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PROCLAMATIONS AND PRESENTATIONS

- (4) 1. Proclamation recognizing Native American Heritage Month.
– *Nisqually Tribal Council*

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.

2. Presentation of the 2022 Governor's Smart Communities Award.
– Keri Sallee, Washington State Department of Commerce

PUBLIC COMMENTS

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

- (5) A. Approval of the minutes of the City Council meeting of November 7, 2022.
- (12) B. Approval of the minutes of the City Council study session of November 14, 2022.
- (16) C. Motion No. 2022-92

Authorizing the execution of an agreement with BERK Consulting related to the 2024 Comprehensive Plan Periodic Review.
- (43) D. Motion No. 2022-93

Accepting a donation, in the amount of \$15,000, from Amazon for the Lakewood Yoga/Welcome Walk Program and SummerFEST.
- (44) E. Motion No. 2022-94

Accepting a donation, in the amount of \$18,500, from Virginia Mason for the Lakewood Farmers Market, SummerFEST and Lakewood Yoga/Welcome Walk Program.
- (45) F. Items filed in the Office of the City Clerk:
 1. Planning Commission meeting minutes of October 19, 2022.

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

PUBLIC HEARINGS AND APPEALS

- (48) This is the date set for a public hearing on the 2023 Lakewood Comprehensive Plan and Zoning Map amendment docket.

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.

ORDINANCE(64) Ordinance No. 777

Relating to ad valorem property taxes; establishing the amount to be raised in 2023 by taxation on the assessed valuation of the property of the City; and setting the property tax levy rate.

(69) Ordinance No. 778

Amending the 2021-2022 Biennial Budget.

(82) Ordinance No. 779

Adopting the 2023-2024 Biennial Budget.

RESOLUTION(86) Resolution No. 2022-14

Setting the City of Lakewood 2023 Fee Schedule.

UNFINISHED BUSINESS**NEW BUSINESS**(117) Motion No. 2022-95

Approving the 2023 Lodging Tax funding recommendations.

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

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.

CITY OF LAKEWOOD



PROCLAMATION

WHEREAS, Washington state is home to 29 federally recognized Indian tribes and in Lakewood the Nisqually and Steilacoom people were the first inhabitants of the land, using what was once a prairie as a ready source of food and a gathering place; and

WHEREAS, Lakewood is committed to supporting and strengthening government-to-government relationships with our tribal neighbors and recognizes the contributions of Indigenous people are woven deeply into our rich tapestry; and

WHEREAS, the City and the Nisqually Indian Tribe are engaged in a collaborative partnership to develop interpretive installations on public lands within the city that feature the unique culture and history of the Nisqually Indian Tribe; and

WHEREAS, a pilot project is slated for Fort Steilacoom Park that will add Native art and cultural interpretive markers along the 1.7-mile Nisqually Loop Trail that will include descriptions of traditional uses of the area, information about the Nisqually Tribe, Chief Leschi's legacy, and Lushootseed language; and

WHEREAS, the City would like to recognize that we are on the lands of the Nisqually and Steilacoom people, and acknowledge the history of dispossession that allowed for the growth of our community; and

WHEREAS, despite this painful history, Indigenous peoples, their governments, and their communities have persevered and flourished as teachers and scholars, scientists and doctors, writers and artists, business leaders and elected officials, heroes in uniform, and so much more, making immeasurable contributions to our country's progress; and

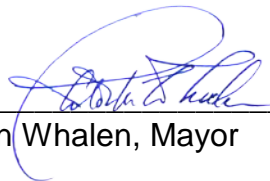
WHEREAS, the City offers it respect to the Nisqually and Steilacoom people and their Elders and reaffirms its commitment to preserve the traditions and culture of the tribes and to honor the unique heritage of our first inhabitants.

NOW, THEREFORE, BE IT RESOLVED that the Lakewood City Council does hereby proclaim November, 2022 as

Native American Heritage Month

in the City of Lakewood and calls upon all residents to commemorate this month with appropriate programs and activities.

PROCLAIMED this 21st day of November, 2022.


Jason Whalen, Mayor



LAKEWOOD CITY COUNCIL MINUTES

Monday, November 7, 2022

City of Lakewood

6000 Main Street SW

Lakewood, WA 98499

<https://www.youtube.com/user/cityoflakewoodwa>

Telephone via Zoom: +1(253) 215-8782

Participant ID: 868 7263 2373

CALL TO ORDER

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

ROLL CALL

Councilmembers Present: 7 – Mayor Jason Whalen, Deputy Mayor Mary Moss, Councilmembers Mike Brandstetter, Don Anderson, Patti Belle, Linda Farmer and Paul Bocchi.

PLEDGE OF ALLEGIANCE

The Clover Park High School JROTC presented the colors. The Lakes High School Choir led by Director Alonso Brizuela sang the U.S. National Anthem. Mayor Whalen paused for a moment of silence and led the Pledge of Allegiance. The Lakes High School Choir led by Director Alonso Brizuela sang the Armed Forces Medley.

PROCLAMATIONS AND PRESENTATIONS

Proclamation declaring November 11, 2022 as Veterans Day and the month of November 2022 as Veterans Appreciation month.

MAYOR WHALEN AND CITY COUNCILMEMBERS PRESENTED A PROCLAMATION DECLARING NOVEMBER 11, 2022 AS VETERANS DAY AND THE MONTH OF NOVEMBER, 2022 AS VETERANS APPRECIATION MONTH TO LTC HERMAN (BERNARD) WEST, 2/2 STRYKER BRIGADE COMBAT TEAM.

Proclamation recognizing the Korean Women's Association (KWA) 50th Anniversary.

MAYOR WHALEN PRESENTED A PROCLAMATION RECOGNIZING THE KOREAN WOMEN'S ASSOCIATION 50TH ANNIVERSARY TO MYUNG PARK, BOARD CHAIR, KOREAN WOMEN'S ASSOCIATION.

Youth Council Report.

Youth Councilmember Hank Jones who was joined by Adrianna Bhan shared that at today's meeting students heard from Pierce County representatives who spoke about youth engagement and the Sustainability 2030 Plan. Adrianna Bhan shared that students heard from Communications Manager Brynn Grimley about ways to expand

the Youth Council's online and social media presence. She shared that applications are due for the Center for Quality Communities scholarship program and University of Washington Presidential scholarship.

Clover Park School District Report.

Clover Park School District (CPSD) Boardmember Alyssa Anderson Pearson shared that CPSD is hiring for several vacant positions and job postings can be found on the website. She shared that there was a \$5 million bond savings due to a refinance and the Facilities Advisory Committee will reconvene this year to review and prioritize facility improvements, CPSD has partnered with Hazel Health for a health services resource program for students and families are encouraged to return their free and reduced price meal applications. She reported that Covid recovery continues in the schools and spoke about the Inside Schools Newsletter, which highlighted what local levy funds support. Discussion ensued.

Mayor Whalen congratulated Lakes High School students Cruize Corvin who placed 1st and Zander Trevino who placed 8th in the Washington State Cross County 3A boys state championship.

PUBLIC COMMENTS

The City Council received written comments in advance of the meeting from James Dunlop, Paul Harvey, Shawn Hill, Christina Manetti and Judith Manetti.

Speaking before Council were:

Douglas Wallace, Lakewood resident, spoke about the tree canopy goals, the proposed tree preservation code amendments and about properties that have been clear-cut for redevelopment.

John Kloster, Lakewood resident, spoke about Washington Boulevard road improvements and questioned whether the landscaping impacts were necessary.

Addo Aequitas, Panther Party, spoke about the proposal to cut virtual public comments, the bureaucratic process and cutting down of trees.

Licentia Immortalis, Panther Party, spoke about the tree canopy goals and in support of putting people before profit and listening to the people.

James Dunlop, Lakewood resident, spoke in support of designating the Garry Oak the official tree of the City.

Jeff Richards, Lakewood resident, spoke about Boy Scouts from Troop 53 who are in attendance this evening learning how local government operates.

Dennis Haugen, Sioux Falls, spoke about impacts of drugs such as fentanyl, open boards and in support of Tiffany Smiley for Washington State Senator.

Christina Manetti, Lakewood resident, spoke in support of designating the Garry Oak the official tree of the City and in support of the preservation and protection of trees.

Eric Seibel, Lakewood resident, thanked the City Council for creation of the Tree Advisory Ad Hoc Committee and in support of the proposed tree preservation code amendments.

Tichomir Dunlop, Lakewood resident, spoke in support of tree conservation and designating the Garry Oak the official tree of the city.

Docere Pharmakis, Panther Party, spoke about comments made by the Master Builders Association regarding the life span of trees verses buildings and defending freedom.

Bunchy Carter, Lakewood resident, spoke about elected officials not listening to or being concerned for those who elect them.

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

- A. Approval of the minutes of the City Council meeting of October 5, 2022.
- B. Approval of the minutes of the City Council study session of October 10, 2022.
- C. Approval of the minutes of the City Council meeting of October 12, 2022.
- D. Approval of the minutes of the City Council retreat of October 15, 2022.
- E. Approval of the minutes of the City Council meeting of October 17, 2022.
- F. Approval of the minutes of the City Council study session of October 24, 2022.
- G. Approval of claims vouchers, in the amount of \$4,297,585.41, for the period of September 16, 2022 through October 14, 2022.
- H. Approval of payroll checks, in the amount of \$2,903,827.21, for the period of September 16, 2022 through October 15, 2022.

I. Motion No. 2022-88

Authorizing the execution of an agreement with Gordon Thomas Honeywell Governmental Affairs for State government relations services.

J. Motion No. 2022-89

Authorizing the execution of an agreement with Johnston Group for Federal government relations services.

K. Motion No. 2022-90

Authorizing the award of a construction contract to Salish Construction Company, in the amount of \$95,074, for the construction of the 2022 Streetlight Installation project.

L. Motion No. 2022-91

Authorizing the award of a contract to Marles Corporation DBA Amaya Electric, in the amount of \$350,000, for the 2022 Electrical Services project.

M. Resolution No. 2022-12

Establishing December 5, 2022, as the date for a public hearing to consider the proposed vacation of that portion of 113th Street SW lying west of the westerly margin of Kendrick Street SW. within the plat of Kendrick Addition.

N. Items filed in the Office of the City Clerk:

1. Lodging Tax Advisory Committee meeting minutes of September 23, 2021.
2. Community Services Advisory Board meeting minutes of March 2, 2022.
3. American Lake – Lake Management District No.1 Advisory Board meeting minutes of July 5, 2022.
4. Community Services Advisory Board meeting minutes of September 28, 2022.
5. Planning Commission meeting minutes of October 5, 2022.

COUNCILMEMBER FARMER MOVED TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILMEMBER BOCCHI. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

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

PUBLIC HEARINGS AND APPEALS

This is the date set for a public hearing on the 2023 Property Tax Levy.

There being no public testimony, the public hearing was declared closed at 8:24 p.m.

This is the date set for a public hearing on the 2022 Year-End Budget Adjustment.

There being no public testimony, the public hearing was declared closed at 8:27 p.m.

This is the date set for a public hearing on the 2023-2024 Proposed Biennial Budget.

There being no public testimony, the public hearing was declared closed at 8:36 p.m.

ORDINANCE

Ordinance No. 775 Amending the Lakewood Critical Areas Regulations located in Lakewood Municipal Code Title 14, LMC Chapter 2.48, and LMC Sections 18A.60.030-.070, 18A.60.110, 18A.70.140, 18A.70.300-350, 18A.80.060, 18B.200.230, 18B.600, 18B.700.720, 18C.200.230, 18C.600, and 18C.700.720 related to the Tree Preservation Code.

COUNCILMEMBER ANDERSON MOVED TO ADOPT ORDINANCE NO. 775.
SECONDED BY COUNCILMEMBER BOCCHI.

COUNCILMEMBER BRANDSTETTER MOVED TO AMEND SECTION 3. TO
CHANGE THE EFFECTIVE DATE OF THE ORDINANCE TO JANUARY 25, 2022.
THERE BEING NO SECOND, THE MOTION TO AMEND FAILS.

VOICE VOTE WAS TAKEN ON ORDINANCE NO. 775 AND CARRIED
UNANIMOUSLY.

RESOLUTION

Resolution No. 2022-13 Adopting and designating the Oregon White Oak (Garry Oak) as the Official Tree of the City of Lakewood.

COUNCILMEMBER BRANDSTETTER MOVED TO ADOPT RESOLUTION NO.
2022-13. SECONDED BY DEPUTY MAYOR MOSS. VOICE VOTE WAS TAKEN
AND CARRIED UNANIMOUSLY.

At 9:56 p.m., Mayor Whalen announced that the City Council will recess for five minutes. The City Council reconvened at 10:01 p.m.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Motion No. 2022-87 Approving 2023-24 State Legislative Agenda and Policy Manual, Federal Legislative Priorities and Pierce County Policy Manual.

DEPUTY MAYOR MOSS MOVED TO ADOPT MOTION NO. 2022-87. SECONDED
BY COUNCILMEMBER BELLE. VOICE VOTE WAS TAKEN AND CARRIED
UNANIMOUSLY.

REPORTS BY THE CITY MANAGER**Review of 2023 Comprehensive Plan and Zoning Map Amendment Docket.**

Long Range and Strategic Planning Manager Tiffany Speir reviewed seven Comprehensive Plan and Zoning map amendments that have been recommended by the Planning Commission. She shared that a public hearing will be held on November 21, 2022 and final action by the City Council on December 5, 2022. Discussion ensued.

Acting City Manager Kraus shared that the Pierce County BIPOC Business Accelerator event will be held on November 8, 2022 at the McGavick Conference Center.

Acting City Manager Kraus confirmed the date of December 1, 2022 as the date for a City Council meeting with Pierce County Councilmember Jani Hitchen to review the Pierce County legislative agenda.

She shared that that the Retail Association Public Safety Summit has been rescheduled to December 9th and the City was awarded \$2.5 Million in American Rescue Plan Act (ARPA) funding from Pierce County for three sewer extension projects.

She then shared that the proposed Urban Forestry Program has been selected as a University of Washington Evans School student consulting project and the Washington State Festivals and Events Association has awarded the city an additional \$9,000 grant to supplement revenues during the pandemic.

She reported that a development proposal for a 245 unit housing unit, in the Lakewood Station District near the Sounder Station is being proposed by DEVCO and the City received a total of 205 responses to the Non-Motorized Plan Update Survey.

She then announced the following upcoming events and meetings;

- November 10, 7:00 A.M., SSMCP Elected Officials Council, Eagles Pride
- November 16, 4:00 P.M., Tacoma Pierce County Economic Development Board Annual Meeting, Tacoma Armory

CITY COUNCIL COMMENTS

Councilmember Bocchi shared that he participated in the Fall Community Clean-Up event last weekend. He spoke about funding for sewer projects and in support of becoming a Tree City.

Councilmember Farmer shared that she attended the South Sound Housing Affordability Partners (SSHA³P) meeting where they reviewed the 2023 work plan and the proposed housing toolkit.

Councilmember Anderson shared that last week he attended the Association of Defense Communities Installation Innovation Forum in Phoenix, Arizona.

Deputy Mayor Moss shared that she attended the Korean Women's Association 50th Anniversary event and a meeting with Congresswoman Strickland to provide a status update on how the city allocated American Rescue Plan Act (ARPA) funds. She also attended the Lakewood's Promise Advisory Board meeting and she will attend the SSMCP Elected Officials Council event this week.

Mayor Whalen shared this week he will participate in the Daffodil Princess judging for Lakes High School and will attend the SSMCP Elected Officials Council.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:47 p.m.

JASON WHALEN, MAYOR

ATTEST:

BRIANA SCHUMACHER
CITY CLERK



LAKEWOOD CITY COUNCIL STUDY SESSION MINUTES

Monday, November 14, 2022

City of Lakewood

6000 Main Street SW

Lakewood, WA 98499

<https://www.youtube.com/user/cityoflakewoodwa>

Telephone via Zoom: +1(253) 215-8782

Participant ID: 868 7263 2373

CALL TO ORDER

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

ROLL CALL

Councilmembers Present: 7 – Mayor Jason Whalen, Deputy Mayor Mary Moss, Councilmembers Mike Brandstetter, Don Anderson, Patti Belle, Linda Farmer and Paul Bocchi.

Community Services Advisory Board Members Present: 2 – Chair Edith Owen-Wallace and Michael Lacadie.

ITEMS FOR DISCUSSION:

Joint Community Services Advisory Board meeting.

Chair Edith Owen Wallace and Michael Lacadie introduced themselves and highlighted the 2022 Community Services Advisory Board (CSAB) work plan.

Review of 2023 Human Services funding recommendations.

Chair Edith Owen Wallace and Michael Lacadie, who were joined by Human Services Coordinator Shannon Bennett, reviewed the 2023-24 Human Services funding process and strategies which are emotional support and youth programming, access to food, access to health and behavioral health, housing assistance, homelessness prevention and crisis stabilization and advocacy. They then reviewed the recommended funding programs and associated amounts. Discussion ensued.

Review contract with BERK Consulting for the 2024 Comprehensive Plan Periodic Review.

Long Range and Strategic Planning Manager Tiffany Speir shared that the city under the Growth Management Act (GMA), is required to conduct a periodic review of its Comprehensive Plan and development regulations. The City's next periodic review must be completed by December 21, 2024 and future periodic reviews will be conducted every 10 years. She shared that it is recommended that the City hire BERK Consulting to assist in the update. She then highlighted the tasks, work program and schedule. The total of contract is \$335,000 and will be covered by grant funding. Discussion ensued.

Review of 2023 Lodging Tax funding recommendations.

Deputy City Manager Tho Kraus highlighted the 2023 Lodging Tax funding recommendations. She shared that Lakewold Gardens requested an award for capital funds although a capital project requires a degree of city ownership in the facility. Discussion ensued.

Review of 2023 Fee Schedule amendments.

Deputy City Manager Tho Kraus reviewed changes to the 2023 fee schedule. The proposed fee schedule changes are related to the tree removal and replacement permits and fees related to the parks and recreation programs. Discussion ensued.

Review of 2022 Accounts Receivable Write-Off's.

Deputy City Manager Tho Kraus shared that three items are requested to be written off for 2022 per city policy. Discussion ensued.

Review of 2023-2024 Proposed Biennial Budget.

Deputy City Manager Tho Kraus shared that adoption of the 2023-2024 proposed Biennial Budget is scheduled for November 21st. Discussion ensued related to staff support for Lakewood's Promise Advisory Board with Human Services funding and sewer projects.

ITEMS TENTATIVELY SCHEDULED FOR THE NOVEMBER 21, 2022 REGULAR CITY COUNCIL MEETING:

1. Proclamation declaring November as Native American Heritage month.
2. Presentation of the 2022 Governor's Smart Communities Award.
– *Valerie Smith, Deputy Managing Director, Washington State Department of Commerce*
3. Authorizing the execution of an agreement with BERK Consulting for the 2024 Comprehensive Plan Periodic Review. – (Motion – Consent Agenda)
4. Accepting a donation from Amazon for the Love Lakewood Yoga and Welcome Walk. – (Motion – Consent Agenda)
5. Approving the 2023 Human Services funding recommendations. – (New Business – Regular Agenda)
6. Approving the 2023 Lodging Tax funding recommendations. – (New Business – Regular Agenda)
7. Approving the 2022 Accounts Receivable Write-Off's. – (Motion – Consent Agenda)

8. This is the date set for a public hearing on the 2023 Comprehensive Plan and Zoning Map amendment docket. – (Public Hearings and Appeals – Regular Agenda)
9. Relating to ad valorem property taxes; establishing the amount to be raised in 2023 by taxation on the assessed valuation of the property of the City; and setting the property tax levy rate. – (Ordinance – Regular Agenda)
10. Amending the 2021-2022 Biennial Budget. – (Ordinance – Regular Agenda)
11. Adopting the 2023-2024 Biennial Budget. – (Ordinance – Regular Agenda)
12. Setting the City of Lakewood 2023 Fee Schedule. – (Resolution – Regular Agenda)

REPORTS BY THE CITY MANAGER

City Manager Caulfield reported that the Lakewood Sister Cities Association shared that the delegation from Gimhae, South Korea will arrive on December 4th and have proposed a meeting with city officials on December 5th for a signing of a Memorandum of Understanding formalizing the relationship and attendance at the City Council meeting.

He shared that the joint City Council and Pierce County Library System Board of Trustees meeting will be held on November 17th at 6:00 p.m., a meeting with the State Legislative Delegation will be held on November 29th at 6:00 p.m. and on December 1st at 6:00 p.m. a joint meeting with the City Council and Pierce County Councilmember Jani Hitchen.

He shared that the Tacoma Pierce County Economic Development Board will host their annual meeting on November 16th beginning at 4:00 p.m. and he complimented Assistant to the City Manager Michael Vargas for his work coordinating the Fall Community Clean-Up event.

He spoke about the street lighting project in the Oakbrook neighborhood and shared that the 13th Annual Fallen Officer Food Drive will be held on November 29th and the 6th Annual Blood Drive on November 29th and 30th.

CITY COUNCIL COMMENTS

Councilmember Bocchi shared that he will attend the Economic Development Board Annual Meeting and the Pierce County Regional Council meeting.

Councilmember Belle shared that she will attend the Economic Development Board Annual Meeting and complimented the Love Lakewood Yoga program which started this evening.

Councilmember Brandstetter thanked Councilmember Farmer for sharing the South Sound Housing Affordability Partners (SSHA³P) work plan and tool kit documents.

Councilmember Farmer shared that the next South Sound Housing Affordability Partners (SSHA³P) meeting will be held on December 2nd. Farmer shared that she was elected as Pierce County Auditor and will be submitting her resignation to the Lakewood City Council as she cannot hold two elected offices.

Councilmember Anderson congratulated Councilmember Farmer on her election. He shared that the City needs to display a Space Force Flag and committed on the Lakewood flag.

Deputy Mayor Moss shared that she provided Council Remarks at the Clover Park School District Board meeting this evening and she attended the BIPOC event.

Mayor Whalen shared that he participated in judging contestants for the Lakes High School Daffodil princess, attended the South Sound Military and Community Partnerships (SSMCP) Elected Officials Council event and the Yoga class at the Pavilion. He shared that he will attend the Economic Development Board Annual Meeting and the Pierce County Regional Council meeting this week.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:20 p.m.

ATTEST:

JASON WHALEN, MAYOR

BRIANA SCHUMACHER
CITY CLERK

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 21, 2022	TITLE: A Motion Approving a Professional Services Agreement for BERK Consulting related to the 2024 Comprehensive Plan Periodic Review	TYPE OF ACTION: ___ORDINANCE NO. ___RESOLUTION NO. <u>X</u> MOTION NO.2022-92
REVIEW: November 14, 2022	ATTACHMENTS: Draft Professional Services Agreement	___ OTHER

SUBMITTED BY: Tiffany Speir, Long Range & Strategic Planning Manager through Dave Bugher, Assistant City Manager for Development Services and John Caulfield, City Manager.

RECOMMENDATION: It is recommended that the City Council adopt this Motion.

DISCUSSION: The 2024 Periodic Review process includes a review of all elements in Lakewood's Comprehensive Plan and their associated development regulations. Lakewood has recently been awarded a total of \$335,000 in three grants by the Department of Commerce:

- \$175,000 for the 2024 Periodic Review overall that is available through 6/30/24;
- \$110,000 for middle density housing planning that is available through 6/30/23; and
- \$50,000 for climate change planning and implementation that is available through 6/30/23.

In order to complete the 2024 Periodic Review, it is necessary to hire a consultant. BERK Consulting was engaged in 2022 to assist Lakewood in producing the updated Housing Element and to review the City's housing programs. The City has prepared a professional services agreement for BERK to assist with reviewing and updating the remaining items in the Periodic Review as well as to complete the climate change and middle housing grant action items.

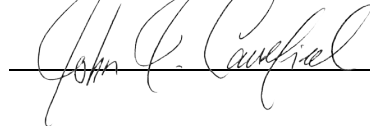
ALTERNATIVE(S): The Council could take no action on the Motion.

FISCAL IMPACT: The Motion would approve a contract with BERK Consulting totaling \$305,000. This would be fully funded through the three Commerce Grant funds awarded to Lakewood and described above.

Prepared by
Tiffany Speir, Long Range & Strategic Planning
Manager

Department Director
Dave Bugher

City Manager Review



ATTACHMENT A

PROFESSIONAL SERVICES AGREEMENT FOR 2024 COMPREHENSIVE PLAN PERIODIC REVIEW, MIDDLE HOUSING, AND CLIMATE CHANGE UPDATES

This Professional Services Agreement ("Agreement"), made and entered into this ____ day of ____, 20____, by and between the City of Lakewood, a Washington municipal corporation ("City"), and _____, _____ ("Contractor"). The City and Contractor (together "Parties") are located and do business at the below addresses which shall be valid for any notice required under this Agreement:

:	CITY OF LAKEWOOD:

The Parties agree as follows:

- 1. TERM.** The term of this Agreement shall commence on July 1, 2022 and shall continue until the completion of the Work, but in any event no later than December 31, 2024 ("Term"). This Agreement may be extended for additional periods of time upon the mutual written agreement of the City and the Contractor.
- 2. SERVICES.** The Contractor shall perform the services more specifically described in Exhibit "A", attached hereto and incorporated by this reference ("Services"), in a manner consistent with the accepted professional practices for other similar services within the Puget Sound region in effect at the time those services are performed, performed to the City's satisfaction, within the time period prescribed by the City and pursuant to the direction of the City Manager or his or her designee. The Contractor warrants that it has the requisite training, skill, and experience necessary to provide the Services and is appropriately accredited and licensed by all applicable agencies and governmental entities, including but not limited to obtaining any applicable City of Lakewood business license. Services shall begin immediately upon the effective date of this Agreement. Services shall be subject, at all times, to inspection by and approval of the City, but the making (or failure or delay in making) such inspection or approval shall not relieve Contractor of responsibility for performance of the Services in accordance with this Agreement, notwithstanding the City's knowledge of defective or non-complying performance, its substantiality or the ease of its discovery.
- 3. TERMINATION.** Either party may terminate this Agreement, with or without cause, upon providing the other party _____ days written notice at its address set forth above. The City may terminate this Agreement immediately if the Contractor fails to maintain required insurance policies, breaches confidentiality, or materially violates Section 12; and such may result in ineligibility for further City agreements.

4. COMPENSATION.

4.1 Amount. In return for the Services, the City shall pay the Contractor an amount not to exceed a maximum amount and according to a rate or method as delineated in Exhibit "B", attached hereto and incorporated by this reference. The Contractor agrees that any hourly or flat rate charged by it for its services contracted for herein shall remain locked at the negotiated rate(s) for the Term. Except as otherwise provided in Exhibit "B", the Contractor shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of this Agreement.

4.2 Method of Payment. On a monthly basis, the Contractor shall submit a voucher or invoice in the form specified by the City, including a description of what Services have been performed, the name of the personnel performing such Services, and any hourly labor charge rate for such personnel. The Contractor shall also submit a final bill upon completion of all Services. Payment shall be made on a monthly basis by the City only after the Services have been performed and within thirty (30) days after receipt and approval by the appropriate City representative of the voucher or invoice. If the Services do not meet the requirements of this Agreement, the Contractor will correct or modify the work to comply with the Agreement. The City may withhold payment for such work until the work meets the requirements of the Agreement.

4.3 Non-Appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will not be obligated to make payments for Services or amounts incurred after the end of the current fiscal period, and this Agreement will terminate upon the completion of all remaining Services for which funds are allocated. No penalty or expense shall accrue to the City in the event this provision applies.

5. INDEMNIFICATION.

5.1 Contractor Indemnification. Contractor shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Public Entity, its officers, officials, employees, and volunteers, the Contractor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

5.2 Industrial Insurance Act Waiver. It is specifically and expressly understood that the Contractor waives any immunity that may be granted to it under the Washington State industrial insurance act, Title 51 RCW, solely for the purposes of this indemnification. Contractor's indemnification shall not be limited in any way by any limitation on the amount of damages, compensation or benefits payable to or by any third party under workers' compensation acts, disability benefit acts or any other benefits acts or programs. The Parties acknowledge that they have mutually negotiated this waiver.

5.3 Survival. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

6. **INSURANCE**. The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

6.1. No Limitation. Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

6.2. Minimum Scope of Insurance. Contractor shall obtain insurance of the types and coverage described below:

- a. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
- b. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO CG 20 26.
- c. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- d. Professional Liability insurance appropriate to the Contractor's profession.

6.3. Minimum Amounts of Insurance. Contractor shall maintain the following insurance limits:

- a. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- b. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- c. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

6.4. Other Insurance Provision. The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any Insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Contractor's insurance and shall not contribute with it.

6.5. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

6.6. Verification of Coverage. Contractor shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the

additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

6.7 Notice of Cancellation. The Contractor shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

6.8 Failure to Maintain Insurance. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Contractor from the Public Entity.

6.9 Public Entity Full Availability of Contractor Limits. If the Contractor maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Contractor.

6.10 Survival. The provisions of this Section shall survive the expiration or termination of this Agreement.

7. **WORK PRODUCT.** All originals and copies of work product, including plans, sketches, layouts, designs, design specifications, records, files, computer disks, magnetic media or material which may be produced or modified by Contractor while performing the Work shall belong to the City upon delivery. The Contractor shall make such data, documents, and files available to the City and shall deliver all needed or contracted for work product upon the City's request. At the expiration or termination of this Agreement, all originals and copies of any such work product remaining in the possession of Contractor shall be delivered to the City.

8. **BOOKS AND RECORDS.** The Contractor agrees to maintain books, records, and documents which sufficiently and properly reflect all direct and indirect costs related to the performance of the Work and maintain such accounting procedures and practices as may be deemed necessary by the City to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject, at all reasonable times, to inspection, review or audit by the City, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

9. **INDEPENDENT CONTRACTOR.** The Parties intend that the Contractor shall be an independent contractor and that the Contractor has the ability to control and direct the performance and details of its work, the City being interested only in the results obtained under this Agreement. The City shall be neither liable nor obligated to pay Contractor sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax which may arise as an incident of employment. Contractor shall take all necessary precautions and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the contract work and shall utilize all protection necessary for that purpose. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work. The Contractor shall pay all income and other taxes due except as specifically provided in Section 4. Industrial or any other insurance that is purchased for the benefit of the City, regardless of whether such may provide a secondary or incidental benefit to

the Contractor, shall not be deemed to convert this Agreement to an employment contract. If the Contractor is a sole proprietorship or if this Agreement is with an individual, the Contractor agrees to notify the City and complete any required form if the Contractor retired under a State of Washington retirement system and agrees to indemnify any losses the City may sustain through the Contractor's failure to do so.

10. CONFLICT OF INTEREST. It is recognized that Contractor may or will be performing professional services during the Term for other parties; however, such performance of other services shall not conflict with or interfere with Contractor's ability to perform the Services. Contractor agrees to resolve any such conflicts of interest in favor of the City. Contractor confirms that Contractor does not have a business interest or a close family relationship with any City officer or employee who was, is, or will be involved in the Contractor's selection, negotiation, drafting, signing, administration, or evaluating the Contractor's performance.

11. EQUAL OPPORTUNITY EMPLOYER. In all services, programs, activities, hiring, and employment made possible by or resulting from this Agreement or any subcontract, there shall be no discrimination by Contractor or its subcontractors of any level, or any of those entities' employees, agents, subcontractors, or representatives against any person because of sex, age (except minimum age and retirement provisions), race, color, religion, creed, national origin, marital status, or the presence of any disability, including sensory, mental or physical handicaps, unless based upon a bona fide occupational qualification in relationship to hiring and employment. This requirement shall apply, but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor shall comply with and shall not violate any of the terms of Chapter 49.60 RCW, Title VI of the Civil Rights Act of 1964, the Americans With Disabilities Act, Section 504 of the Rehabilitation Act of 1973, 49 CFR Part 21, 21.5 and 26, or any other applicable federal, state, or local law or regulation regarding non-discrimination.

12. GENERAL PROVISIONS.

12.1 Interpretation and Modification. This Agreement, together with any attached Exhibits, contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no prior statements or agreements, whether oral or written, shall be effective for any purpose. Should any language in any Exhibits to this Agreement conflict with any language in this Agreement, the terms of this Agreement shall prevail. The respective captions of the Sections of this Agreement are inserted for convenience of reference only and shall not be deemed to modify or otherwise affect any of the provisions of this Agreement. Any provision of this Agreement that is declared invalid, inoperative, null and void, or illegal shall in no way affect or invalidate any other provision hereof and such other provisions shall remain in full force and effect. Any act done by either Party prior to the effective date of the Agreement that is consistent with the authority of the Agreement and compliant with the terms of the Agreement, is hereby ratified as having been performed under the Agreement. No provision of this Agreement, including this provision, may be amended, waived, or modified except by written agreement signed by duly authorized representatives of the Parties.

12.2 Assignment and Beneficiaries. Neither the Contractor nor the City shall have the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other Party. If the non-assigning party gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent. Subject to the foregoing, the rights and obligations of the Parties shall inure to the benefit of and be binding upon their respective successors in interest, heirs and assigns. This Agreement is made and entered into for the sole protection and

benefit of the Parties hereto. No other person or entity shall have any right of action or interest in this Agreement based on any provision set forth herein.

12.3 Compliance with Laws. The Contractor shall comply with and perform the Services in accordance with all applicable federal, state, local, and city laws including, without limitation, all City codes, ordinances, resolutions, regulations, rules, standards and policies, as now existing or hereafter amended, adopted, or made effective.

12.4 Contractor's Employees – Employment Eligibility Requirements. The Contractor and any subcontractors shall comply with E-Verify as set forth in Lakewood Municipal Code Chapter 1.42. E-Verify is an Internet-based system operated by United States Citizenship and Immigration Services in partnership with the Social Security Administration. E-Verify is free to employers and is available in all 50 states. E-Verify provides an automated link to federal databases to help employers determine employment eligibility of new hires and the validity of their Social Security numbers. The Contractor shall enroll in, participate in and document use of E-Verify as a condition of the award of this contract. The Contractor shall continue participation in E-Verify throughout the course of the Contractor's contractual relationship with the City. If the Contractor uses or employs any subcontractor in the performance of work under this contract, or any subsequent renewals, modifications or extension of this contract, the subcontractor shall register in and participate in E-Verify and certify such participation to the Contractor. The Contractor shall show proof of compliance with this section, and/or proof of subcontractor compliance with this section, within three (3) working days of the date of the City's request for such proof.

12.5 Contractor's Employees - Department of Retirement Systems (DRS) Retiree Return to Work Verification Process. The City's obligation to comply with DRS Retiree Return to Work Verification Process extends to Independent Contractors and Third Party Workers. Contractor and any subcontractors shall provide worker information as requested by the City. The Contractor shall provide such requested information, and/or proof of subcontractor compliance with this section, within three (3) working days of the date of the City's request for same.

12.6 Enforcement. Time is of the essence of this Agreement and each and all of its provisions in which performance is a factor. Adherence to completion dates set forth in the description of the Services is essential to the Contractor's performance of this Agreement. Any notices required to be given by the Parties shall be delivered at the addresses set forth at the beginning of this Agreement. Any notices may be delivered personally to the addressee of the notice or may be deposited in the United States mail, postage prepaid, to the address set forth above. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing. Any remedies provided for under the terms of this Agreement are not intended to be exclusive, but shall be cumulative with all other remedies available to the City at law, in equity or by statute. The failure of the City to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect. Failure or delay of the City to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of the City to declare one breach or default does not act as a waiver of the City's right to declare another breach or default. This Agreement shall be made in, governed by, and interpreted in accordance with the laws of the State of Washington. If the Parties are unable to settle any dispute, difference or claim arising from this Agreement, the exclusive means of resolving that dispute, difference, or claim, shall be by filing suit under the venue, rules and jurisdiction of the Pierce County Superior Court, Pierce County, Washington, unless the parties agree in writing to an alternative process.

If the Pierce County Superior Court does not have jurisdiction over such as suit, then suit may be filed in any other appropriate court in Pierce County, Washington. Each party consents to the personal jurisdiction of the state and federal courts in Pierce County, Washington and waives an objection that such courts are an inconvenient forum. If either Party brings any claim or lawsuit arising from this Agreement, each party shall pay all its legal costs and attorney's fees and expenses incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by law; provided, however, nothing in this paragraph shall be construed to limit the Parties' rights to indemnification under Section 5 of this Agreement.

12.7 Execution. Each individual executing this Agreement on behalf of the City and Contractor represents and warrants that such individual is duly authorized to execute and deliver this Agreement. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and with the same effect as if all Parties hereto had signed the same document. All such counterparts shall be construed together and shall constitute one instrument, but in making proof hereof it shall only be necessary to produce one such counterpart. The signature and acknowledgment pages from such counterparts may be assembled together to form a single instrument comprised of all pages of this Agreement and a complete set of all signature and acknowledgment pages. The date upon which the last of all of the Parties have executed a counterpart of this Agreement shall be the "date of mutual execution" hereof.

[Signature page follows]

IN WITNESS, the Parties hereto have caused this agreement to be executed the day and year first above written.

Date: _____

CITY OF LAKEWOOD

John J. Caulfield, City Manager

ATTEST:

Briana Schumacher, City Clerk

APPROVED AS TO FORM:

Heidi Ann Wachter, City Attorney

Corporate:

Notary's signature _____
 Notary's printed name _____

 Notary Public in and for the State of Washington.
 My commission expires _____

Notary's signature _____
 Notary's printed name _____
 Notary Public in and for the State of Washington.
 My commission expires _____

EXHIBIT “A”

SERVICES

Provide a complete description of any services that the Contractor will render including any limitations or requirements, special methods, and any instructions on how to do the services, reports or track the services.

1. The Contractor shall do or provide the following:

City of Lakewood Comprehensive Plan Update

Scope of Work | November 9, 2022

Overview

The City of Lakewood intends to update the Housing Element of its Comprehensive Plan with a deadline for adoption by June 2024. BERK will support this effort with two phases of work. Phase 1 will include an evaluation of selected existing housing programs with an eye towards the development of possible recommendations for comprehensive plan amendments. Phase 2 will focus on production of the updated Housing Element in close coordination with City staff and grounded in the statutory and policy requirements for the 2024 Periodic Review and the Department of Commerce Missing Middle Housing Grant focus.

Phase 2 also includes engagement efforts to vet the Climate Change Element implementation strategy with the public and stakeholders. Updating the Tillicum Neighborhood (subarea) Plan will be a focus for engagement as well, and will benefit the Missing Middle Housing evaluation and recommendations. Last, the effort will culminate in a periodic review of the Comprehensive Plan.

Task 1, Phase 1: April 2021 – September 2022

Task 1-1. Kick-Off and Project Management

BERK will facilitate a kick-off meeting with City staff to clarify project needs and schedule. Based on this meeting, BERK will finalize the workplan and budget.

Task 1-2. Current Housing Needs Assessment

BERK will analyze available data to assess current gaps in the housing supply when comparing housing needs by income level to the affordability of the current housing stock. We will also address selected themes such as incomes and cost burden by tenure or household type to help quantify different kinds of needs that aren't being met by the current market. This work will help inform the analysis and recommendations in Tasks 1-3 and 1-4. It will also be integrated with the projected housing needs assessment in Task 1-7.

Task 1-3. Evaluate Selected Housing Programs and Regulations

BERK will conduct a high-level evaluation of two housing programs to inform recommendations to increase the effectiveness in achieving the City's housing goals. These evaluations would include review of available data, targeted interviews with program staff and key stakeholders, and proforma analysis to evaluate impacts of programs on the development feasibility under current and anticipated market conditions.

Task 1-3.1 Evaluate Effectiveness of Current Multifamily Tax Exemption Program

- Review available city permit data to evaluate usage of the program over the last six years. Summarize unit types and locations (zones and residential target area). Summarize typical affordability level of these new units compared to AML.
- Conduct example proforma analysis based on the current and anticipated rental market conditions to determine if the subsidy is necessary to encourage new market-rate development. In other words, would the City likely see a decline in multifamily development if the MFTE program were modified to require setting aside income-qualified units? And would this change have a negative impact on the availability of moderate-cost housing?
- Assess current residential target areas and whether expansions or new designated areas are warranted.
- Summarize findings in a technical memo.

Task 1-3.2 Evaluate Housing Incentives Program and Options for Update

- Review current Housing Incentives Program (18A.90.020) and available data about usage of incentives over past six years.
- Review market data and other studies to determine if there are examples of multifamily developers in Pierce County that have built mixed-income developments using MFTE and/or other incentives.

- Conduct proforma analysis to determine the relative impacts of each incentive on development feasibility for a mixed-income project compared to a 100% market rate project.¹ Determine if the incentives are sufficient to increase rate of return.
- Develop a proposed scenario with potential modifications to the Housing Incentives Program, including a 20-year MFTE option in return for setting aside income-qualified units.
- Interview City staff and affordable housing developers to identify potential non-financial barriers to encouraging mixed-income affordable housing production in Lakewood.
- Summarize findings in a technical memo.

Task 1-3.3. Develop Recommendations for Comprehensive Plan and Code Amendments

Based on a review of findings from Tasks 1-3.1 and 1-3.2 with City staff, as well as consideration of City priorities, BERK will develop one or more recommendations for comprehensive plan and code amendments. These recommendations will be developed in collaboration with City staff. BERK will support staff through the adoption process by conducting additional analysis needed to support the recommendation(s), creating a technical memo of findings, and presenting to the Planning Commission and/or City Council.

Task 1-4. Identify Strategies for Effective Regional Collaboration

Lakewood is participating in a new intergovernmental affordable housing initiative called the South Sound Housing Affordability Partners (SSHAP). The partnership is in its set-up phase and identifying its initial workplan. The City would like information on how best to participate in and leverage the regional collaboration to achieve its affordable housing goals.

BERK will meet with City staff to clarify the City's specific information needs related to intergovernmental housing initiatives and what it hopes to achieve by participating in the collaboration. Based on this conversation, BERK will collect information, project examples, and insights about implementation from other regional collaborations such as the Regional Coalition for Housing (ARCH housing) in East King County and the South King County Housing and Homelessness Partnership (SKCHHP) in South King County, among others. Research activities will include desk research and interviews with project administrators or collaboration members. BERK will synthesize the findings and develop recommendations for participating in the collaborative and evaluating new opportunities that emerge as part of SSHAP. Findings will be presented in a technical memo.

¹ See [Pierce County Affordable Housing Incentives Evaluation](#) for an example. Particularly slides 14-15.

Task 1, Phase 2: October 2022 – June 2023

Task 1-5. Phase 2 Housing Element Engagement

The following tasks align with the Lakewood Missing Middle Grant. BERK will complete each listed step to prepare a deliverable that fits the grant requirements.

- Step 1-5.1 Conduct 6-8 pre-engagement interviews with local community-based organizations around engagement capacity, best practices for community outreach and feedback on housing needs within Lakewood.
- Step 1-5.2 Develop initial community engagement plan based off pre-engagement findings and in partnership with the City of Lakewood in mitigating identified barriers for participation.
- Step 1-5.3 In partnership with community-based organizations, refine community engagement plan as needed, prepare informational material for the public, and conduct public outreach efforts.

Deliverables:

- 6-8 pre-engagement interviews.
- Public Engagement Plan, draft and final after one round of review. Activities may be amended over time as the plan progresses provided that plan changes are mutually agreed.
- Public Engagement Results, preliminary draft and revised for decision maker review.

Task 1-6. Housing Element Audit

BERK will review the housing goals, objectives, and policies in the current Housing Element to answer the following questions:

- Are there portions of the plan inconsistent with GMA, Pierce County Countywide Planning Policies, or other applicable state, regional, or local laws?
- What additional topics need to be addressed to comply with HB 1220 changes to the GMA?
- Which portions of the element need to be updated to reflect current conditions?
- Are any goals and policies too general, too specific, unclear, or inconsistent with current needs?
- Are there any updates that would make the element more effective or implementable?

BERK will summarize audit results in a report that identifies recommended revisions, consultant and staff responsibilities, and a timeline for completion. This will support the Missing Middle Grant Step 2 assessment.

Task 1-7. Projected Housing Needs Assessment

Task 1-7 provides an updated housing needs assessment consistent with recent Growth Management Act laws and Commerce Guidance.

- Task 1-7.1. BERK will **collect and analyze data** to prepare an **updated housing needs assessment** consistent with the updated requirements for RCW 36.70A.070(2). This will include the following topics:

Topic	Source
Population projection	Pierce County Countywide Planning Policies
Projected housing needs by income level	Countywide projections and guidance for disaggregation will be available from WA Dept of Commerce (Commerce), expected January 2023. BERK would provide support to Lakewood as needed during any city-county process to disaggregate projected needs by city.
Existing and projected housing needs for emergency housing, shelters, and permanent supportive housing	Commerce will release data for counties by January 2023. BERK would provide support to Lakewood as needed during any city-county process to disaggregate projected needs by city.
Land capacity	BERK analysis of Pierce County Buildable Lands Report (2021) to address new requirement to determine capacity for projected needs by income level as well as emergency and permanent supportive housing and moderate density housing. Relevant guidance from Commerce forthcoming (Jan 2023).

BERK will prepare a **Racial Equity Report** consistent with Missing Middle Grant Step 2, renumbered below:

- Step 1-7.2 Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including: zoning that may have a discriminatory effect; disinvestment; and infrastructure availability.
- Step 1-7.3 Identify areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations.
- Step 1-7.4 Evaluate displacement risk of very low, low, and moderate income households.
- Step 1-7.5 Evaluate displacement risk of individuals from racial, ethnic, and religious communities which have been subject to discriminatory housing policies in the past.
- Step 1-7.6 Evaluate displacement risk of locally owned businesses.
- Step 1-7.7 Develop policies and regulations to address and begin to undo the impacts of local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing.

- Step 1-7.8 Develop anti-displacement strategies, including strategies to minimize displacement of low-income residents resulting from redevelopment.
- Step 1-7.9 Develop anti-displacement policy documents that include a schedule of programs and actions to implement the anti-displacement strategies including a timeline.

BERK will complete Step 3 of the Missing Middle Grant and prepare a **Missing Middle housing staff report**, renumbered below:

- Step 1-7.10 Review and evaluate the current housing element and other policies to support middle housing.
- Step 1-7.11 Review buildable lands report and current residential land uses for potential to allow middle housing, or where station areas or higher intensity uses might be defined, or where commercial areas might be converted or residential or mixed-use development.
- Step 1-7.12 Review current programs, development regulations, impact fees, system development charges, and permitting processes as to how they might encourage or discourage the development of multiunit housing.
- Step 1-7.13 Consider bonus densities and incentives for affordable housing to accompany any changes in zoning that increase density.
- Step 1-7.14 Gather data, analyze and review to understand the realistic potential of the various changes. Conduct financial feasibility analysis of developing new various housing typologies in various zones.

Deliverable:

- Middle housing staff report on changes needed to support middle housing, including recommended changes to policies, regulations, fee structures, incentives and permitting procedures for consideration with periodic update.

Task 1-8. Produce Housing Element for the Comprehensive Plan Update

Based on the findings from the audit and needs assessment in Tasks 1-6 and 1-7, and guidance from City staff, BERK will prepare an updated Housing Element. Key details such as needed support for engagement will be determined in collaboration with City staff. Draft zoning code text to authorize middle housing types on at least 30% of lots currently zoned as single family or low density residential will be developed. BERK will prepare a preliminary and revised Housing Element and a preliminary and revised code draft. The draft will be shared with stakeholders per the Public Participation Plan in Task 1-5.

Deliverable:

- Draft code and Comprehensive Plan text and maps that authorize middle housing types on at least 30% of lots currently zoned as single family or low density residential to be reviewed a part of the 2024 Comprehensive Plan periodic update.

Task 2: Climate Grant Public Engagement

To support Climate Grant Action 3, BERK will help conduct the Public Engagement Process for ECCC Implementation Plan, refined and renumbered below. **This public engagement will be coordinated with other project engagement efforts to reduce the risk of public burnout and increase participation.**

- 2-1. Review the Energy & Climate Change Chapter (ECCC) Implementation Plan and prior engagement.
- 2-2. Public Engagement Process for ECCC Implementation Plan: Establish schedule for public engagement (e.g., creating and convening advisory committee meetings, developing, and managing a project website, holding open houses and pop-up events, and briefing policymakers, the Youth Commission, and the Planning Commission).
- 2-3. Conduct public engagement efforts, anticipated to include the following based on Task 2-2:
 - Based on the budget and resources, BERK will facilitate an Ad Hoc Committee established by the City Council or convene a focus group of interested stakeholders. Three meetings are assumed for the committee/group.
 - BERK will create engagement material for a project website and two pop-up events.
 - BERK will attend two briefings (either Youth Commission or Planning Commission or joint meetings).
 - These tasks may be revised within the overall level of effort anticipated consistent with the public participation plan.

Deliverable:

- Public Engagement Findings & Recommendations

Task 3: Subarea Plan Updates

Lakewood adopted a Tillicum Subarea Plan in 2011. In 2022, the City identified the key action items and which items were completed and which were outstanding, and desires to update the subarea plan as part of the periodic review. Establishing a vision, conditions and trends, and new policies to implement the neighborhood's future is needed. The Tillicum subarea plan will benefit from the Missing Middle Grant outcomes and the recent periodic update of the Shoreline Master Program and planning around the Joint Base Lewis McChord (JBLM).

3-1. Subarea Plan Engagement

A plan for engagement for the subarea will be developed. Stages of engagement are anticipated to include:

- Visioning Engagement (we anticipate informal interviews or focus groups with community leaders such as the Tillicum Leadership Team identified in Action A-1; postcards/survey; pop-ups and workshops for each area; all to be defined in the engagement plan)
- Draft Plan Engagement (we anticipate a story map or brochure and open house/workshop to share the draft plan for each area)

- Legislative Meetings (we anticipate one briefing each with the Planning Commission and City Council and otherwise providing information for staff to share with these bodies over time; engagement could be dovetailed with the rest of the Comprehensive Plan for efficiencies)

3-2. Tillicum Neighborhood Plan Update Phase 2

BERK will conduct the following activities to create a revised Tillicum Neighborhood Plan:

- Review & Audit Subarea Plan
- Summarize Subarea Trends and Conditions: Develop descriptions, graphs, and maps that address key topics, anticipated to include:
 - Housing, Equity & Displacement Evaluation (see Task 1-7)
 - Environment, Shorelines
 - Land Use/Community Design
 - Services (parks/youth recreation or activities, schools, safety)
 - Circulation (bike/pedestrian connections between residential areas, Union Avenue SW, and Harry Todd Park; transit stop needs with Pierce Transit)
- Subarea Vision & Plan Revisions: Based on engagement results and findings of the trends and conditions, develop a subarea plan vision and policies that update the current subarea plan.
- Preliminary & Draft: Prepare a preliminary draft and public review draft subarea plan. As part of the Comprehensive Plan Update, develop a final plan.

Task 4: Comprehensive Plan Update

4-1. Public Participation and Engagement

BERK will develop and implement an engagement plan to coordinate:

- Foundation/Visioning: With this task BERK would affirm the current vision and adapt it to reflect more recent community trends and visions from the Comprehensive Plan engagement. We will integrate Missing Middle engagement results and Climate implementation engagement results. We anticipate vetting the vision with a sounding board of Youth Council, PC, other commissions.
- Draft Plan: With the issuance of the Draft Plan a combination of online and in person engagement could include a project website, survey, story map, and open house.
- Legislative Workshops & Hearings: In person workshop with draft plan and virtual attendance at other meetings to be efficient with budget. Provide materials to support City staff.
- Tribal Coordination: Interviews and invitation to participate consistent with the tribal-city consultation protocols and per recent Growth Management Act updates.

Note that these activities will be coordinated with efforts for public engagement as part of the climate change and subarea plan tasks in this scope.

4-2. Plan Audit & Template

BERK will:

- Review of the current plan in reference to the Washington Department of Commerce Checklist and VISION 2050 checklist and prepare recommended areas of focus to guide the periodic update.
- A reader-friendly Word template for the Comprehensive Plan Elements to help share and streamline the plan.

4-3. Element Inventory & Trends Update

Based on recent updates to VISION 2050 and Pierce County Countywide Planning Policies, allocated growth targets, and results of other prior tasks, BERK will prepare updated elements including inventory text and develop preliminary draft policy amendments:

- Plan Foundation: Vision & Framework, Consistency, Public Participation
- Land Use, Essential Public Facilities
- Economic Development
- Tribal Coordination
- Implementation

It is assumed that the City will prepare maps for the Land Use Element, and targeted maps for other elements not otherwise created in Tasks 1 and 3 by BERK.

The Transportation Element and Appendix will be audited by The Transpo Group as a subconsultant to BERK. See Attachment A. Depending on the findings, The Transpo Group could be engaged to develop evaluation with the model last updated for the Downtown Plan and Station Area Plan, considering Land Use Element adjustments. A set aside is retained in the budget for the evaluation. Should the findings require more resources, this scope and fee may be amended to reduce effort elsewhere or to add budget as the case may be.

Other elements are anticipated to be prepared by City staff or other consultants and peer reviewed by BERK, including:

- Capital Facilities (BERK peer review)
- Utilities (BERK peer review)
- Element Coordination: Parks, Shorelines (City integrate other recent plans into template with BERK review)

4-4. Plan Update

Based on the effort in Task 4-3 and one round of staff review, BERK will prepare a print check and public draft plan. Based on Planning Commission initial input, BERK will develop a hearing draft plan. **Following the public hearing with the Planning Commission, BERK will develop the final plan.**

Deliverables:

- Draft Plan
- Hearing Draft Plan
- Final Plan

4-5. Development Regulations

A subconsultant, The Watershed Company, will be engaged to conduct an abbreviated best available science / regulatory audit considering recent Washington State Growth management Act rule updates (address likely Commerce GMA rule updates regarding Ecology guidance on critical aquifer recharge areas, State guidance on Fish and Wildlife Habitat Conservation Areas, and adaptive management and monitoring). Further work on policies and code would be determined based on results and City needs. The budget sets aside an amount similar to other community periodic review evaluations.

BERK will develop a regulation audit based on the Comprehensive Plan Update (non-missing middle). This may be implemented over time or in conjunction with Missing Middle code amendments.

4-6. Coordinated SEPA

It is anticipated that existing SEPA documents largely address City growth patterns through 2044, including the Downtown Planned Action EIS and Station Area Planned Action expanded checklist, as well as the Puget Sound Regional Council's VISION 2050 EIS. BERK will also confirm that the citywide growth estimates in the modeling for the two SEPA planned actions are similar to the expected growth targets. Based on the prior environmental review and status of the City's transportation model, the following documents are anticipated:

- Expanded Checklist: Evaluate Housing Element, Subarea Plans, remainder of Comprehensive Plan (Task 1, 3, and 4)
- Prepare a Draft Determination (DS/notice of adoption or DNS depending on nature of proposal)

Schedule and Deliverables

Task, Deliverables and Date

Task	Deliverable	Date
1-1	Project kick-off	April 2022
1-4	SSHAP recommendations	May 2022
1-2	Current housing needs assessment	July 2022
1-3.1	Draft MFTE program evaluation findings	August 2022
1-3.2	Draft Housing Incentives Program evaluation findings	August 2022
1-3.3	Draft comp plan amendment recommendations and supporting materials	September 2022
1-4	Identify Strategies for Effective Regional Collaboration	May 2022
New Scope	Housing, Climate, and Comprehensive Plan	
1-5	Housing Element Engagement Plan	October-November 2022
	CBO subcontracts	November-December 2022
	Materials	January 2023
1-6	Draft housing element audit	October-November 2022
1-7	Projected housing needs assessment	Draft January 2023, Final June 2023
1-8	Draft housing element update	Draft in April 2023, Final in June 2023
2	Climate Grant Public Engagement Schedule	October 2022 (draft) November 2022 (refined)
2	Climate Grant Public Events	February 2023
2	Climate Grant Engagement Results	March 2023
3	Subarea Plan (Tillicum)	Initiate Fall 2022, Complete Fall 2024, schedule to be developed with engagement plan
3	Comprehensive Plan	Complete Critical Areas Ordinance update June 2023; Audit Fall 2022, Initiate Winter 2023, Complete Fall 2024, schedule to be developed with engagement plan

Phase 1 Budget

A cost estimate for Tasks 1-4 (Phase 1) is included below.

Phase 1 Cost Estimate

BERK Consulting						
	Kevin Ramsey Associate Principal I	Dawn Couch Senior Associate II	Andrew Bjorn Senior Associate II	Lisa Johnson Associate III	Hayden Campell Associate II	Total Hours and Estimated Cost by Task
2022 Hourly Rate	\$195	\$175	\$175	\$165	\$145	
Task 1: Project Kick-off and Management						
Subtotal	6	2	2	0	0	10 \$1,870
Task 2: Current Housing Needs Assessment						
Subtotal	16	2	0	0	40	58 \$9,270
Task 3: Evaluate Key Housing Programs and Regulations						
3.1 Review MFTE	4		40	12		
3.2 Review Housing Incentives Program	4		48	16		
3.3 Comp Plan Recommendations	16		30	8		
Subtotal	24	0	118	36	0	178 \$31,270
Task 4: SHHAP Recommendations						
Identify specific information needs	2	4				
Research and interviews		6		8		
Develop recommendation	2	12		4		
Subtotal	4	22	0	12	0	38 \$6,610
Total Estimated Hours	50	26	120	48	40	284
Cost (Hours*Rate)	\$9,750	\$4,550	\$21,000	\$7,920	\$5,800	\$49,020
Subtotal Consultant Cost	\$49,020					
Market Data Fee: CoStar	\$950					
Estimated Project Total	\$49,970					

A total of \$3,685 has been billed separately outside of grant funding, with an additional \$45,335 to be billed under the Missing Middle grant funding.

Cost Estimate

Task	Hours	Budget
<i>Housing Element (Phase 1)</i>		<i>\$45,335</i>
Task 1: Housing Element Phase 2 & Missing Middle Grant	620	\$94,460
Task 2: Climate Change Elements (public engagement, CAO update? Dev. Reg. Review? Comp. Plan Audit?)	331	\$49,895
Task 3: Subarea Plan Updates – Tillicum	446	\$44,390
Task 4: Comprehensive Plan Update	406	\$67,120
Labor Cost		\$255,865
CBO Engagement, Missing Middle		\$10,000
Set Aside: BAS		\$18,000
Transportation Phase 1: Transpo		\$7,500
Set Aside: Transportation		\$12,500
Project Expenses at ~<1% of Project Budget		\$1,135
Estimated Project Total		\$305,000

Attachment A: Scope of Services, The Transpo Group

Client Name:	BERK	
Project Name:	Lakewood Transportation Element Update	
Exhibit Dated:	September 1, 2022	TG: 1.22324

Scope of Services

Based on discussions with the staff from BERK, Transpo Group has prepared the following scope of services for the Lakewood Transportation Element update. This scope is focused on Phase 1 of the work to update the Transportation Element, with Phase 2 anticipated as future work based on the results of Phase 1.

- Phase 1. Transportation Element Audit
- Phase 2. Transportation Element Updates (Future Work)

Phase 1: Transportation Element Audit

The purpose of the audit is to understand the level of effort needed to update the Lakewood Transportation Element to meet PSRC certification standards and maintain consistency with the other components of the Comprehensive Plan.

Review Land Use Forecasts in Model

Transpo will review the Lakewood Travel Demand Model that was updated based on recent subarea plans and associated land use assumptions. These land use assumptions will be compared to the currently adopted Comprehensive Plan and growth targets (as assumed in the original Lakewood Travel Demand Model).

Review Available Data and Other Changes

Transpo will obtain from the City recent traffic counts to understand available data in the area. The traffic counts will be compared to the technical appendix of the last Transportation Element to determine the magnitude of traffic changes. Transpo will also review regional traffic data sets from WSDOT or Pierce County to determine if regional traffic growth projections in the area need updating. Transpo will also note how non-motorized planning in the City has been updated since the Comprehensive Plan was updated.

Evaluate Magnitudes of Trip Growth

Transpo will use the land use changes identified to determine the magnitude of change in trip growth based on land use differences and the general locations within the City where change is expected. Transpo will identify areas approaching LOS standards.

Summarize Phase 2 Scope Options

Based on the results of the audit, Transpo will summarize potential options for the Phase 2 analysis that will support the Comprehensive Plan update but account for variables such as data availability, magnitude of changes, and level of effort.

City/BERK Support

- *Previous traffic studies, traffic counts, and subarea plans*

Consultant Deliverables

- *Draft and final technical memorandum*

Phase 2: Transportation Element Updates (Future Work)

The scope and level of effort of Phase 2 would depend on the outcomes of Phase 1.

Schedule and Fee

We anticipate that Task 1 is anticipated to cost up to \$7,500.

EXHIBIT "B"

COMPENSATION

1. Total Compensation: In return for the Services, the City shall pay the Contractor an amount not to exceed Three hundred five thousand and /100 Dollars () and Washington State sales tax equal to and no/100 Dollars (\$) for a total amount not to exceed and no/100 Dollars (\$).

2. Method of Compensation:

REQUEST FOR COUNCIL ACTION

**DATE ACTION IS
REQUESTED:**

November 21, 2022

TITLE: Donation Acceptance
Amazon

TYPE OF ACTION:

— ORDINANCE NO.

— RESOLUTION NO.

X MOTION NO. 2022-93

— OTHER

REVIEW:

November 21, 2022

ATTACHMENTS:

SUBMITTED BY: Mary Dodsworth, Parks, Recreation and Community Services Director

RECOMMENDATION: It is recommended that the City Council authorize the City Manager to accept a \$15,000 sponsorship from Amazon.

DISCUSSION: Lakewood Municipal Code (LMC) 1.51 requires Council approval for donations over \$5,000. Amazon has offered the City a total of \$15,000 in sponsorships for 2023. We plan to use the funds to support a number of City projects and events, to include:

- **Lakewoods Yoga/Meditation/Welcome Walk Program:** \$5,000 is to market the program and pay for instructor so we can provide the program at low cost to participants.
- **SummerFEST:** \$10,000 to sponsor SummerFEST advertising, promotional materials, and professional services costs.

ALTERNATIVE(S): The City could not accept the donation and either cover the cost of these event costs with city generated funds or reduce the amount of advertising, promotional materials and entertainment at the City events.

FISCAL IMPACT: \$15,000 revenue offset to City General Fund. Budget will be updated at 2023 mid-year budget adjustment.

Mary Dodsworth

Prepared by

Mary Dodsworth

Department Director


City Manager Review

REQUEST FOR COUNCIL ACTION

**DATE ACTION IS
REQUESTED:**

November 21, 2022

TITLE: Donation Acceptance
Virginia Mason Franciscan
Health

TYPE OF ACTION:

— ORDINANCE NO.

— RESOLUTION NO.

— MOTION NO. 2022-94

— OTHER

REVIEW:

November 21, 2022

ATTACHMENTS:

SUBMITTED BY: Mary Dodsworth, Parks, Recreation and Community Services Director

RECOMMENDATION: It is recommended that the City Council authorize the City Manager to accept an \$18,500 sponsorship from Virginia Mason.

DISCUSSION: Lakewood Municipal Code (LMC) 1.51 requires Council approval for donations over \$5,000. Virginia Mason Franciscan Health has offered the City a total of \$18,500 in sponsorships for 2023. We plan to use the funds to support a number of City projects and events, to include:

- **Lakewoods Farmers Market:** \$7,500 is to provide market healthy bucks for youth as well as advertising and market totes.
- **SummerFEST:** \$7,500 to sponsor SummerFEST to cover cost of advertising, promotional materials, and professional services costs.
- **Yoga/Meditation/Walking Program:** \$3,500 to help offset the costs of instructors.

ALTERNATIVE(S): The City could not accept the donation and either cover the cost of these event costs with city generated funds or reduce the amount of advertising, promotional materials and entertainment at the City events.


FISCAL IMPACT: \$18,500 revenue offset to City General Fund. Budget will be updated at 2023 mid-year budget adjustment.

Mary Dodsworth

Prepared by

Mary Dodsworth

Department Director


City Manager Review



PLANNING COMMISSION MEETING MINUTES

October 19, 2022

Hybrid In-Person/Virtual Meeting via ZOOM
6000 Main Street SW, Lakewood, WA 98499

Call to Order

Mr. Ryan Pearson, Vice-Chair called the hybrid ZOOM meeting to order at 6:30 p.m.

Roll Call

Planning Commission Members Present: Ryan Pearson, Vice-Chair; Paul Wagemann, Phillip Combs, Brian Parsons, and Robert Estrada

Planning Commission Members Excused: Don Daniels, Chair; and Linn Larsen

Commission Members Absent: None

Staff Present: David Bugher, Assistant City Manager, Development Services; Tiffany Speir, Long Range & Strategic Planning Manager; and Karen Devereaux, Administrative Assistant

Council Liaison: Paul Bocchi (not present)

Approval of Minutes

The minutes of the meeting held on October 19, 2022 were approved as written by voice vote M/S/C Wagemann/Combs. The motion carried unanimously, 5 - 0.

Agenda Updates

Staff requested that the

Commissioners were notified that members of the Community Service Advisory Board were in attendance to hear the Puget Sound Regional Council presentation later in the meeting.

Public Comments

Mr. Glen Spieth spoke in opposition of the proposed LASA expansion citing unsightly piles of furniture left out on the roadway near 59th Ave and Gravelly Lk Dr SW.

Public Hearings

2023 Comprehensive Plan Amendment Docket

The October 5 Public Hearing on the docket of potential 2023 Comprehensive Plan amendments (23CPAs) had been kept open until noon on October 19. Ms. Speir stated that no additional public comments had been received. Mr. Pearson closed the public comment and public hearing.

Unfinished Business

2023 Comprehensive Plan Amendment Docket

The Planning Commission reviewed the public comments received on the proposed 23CPAs as well as the CED's recommendation on each proposed amendment.

2023-01 *Request to redesignate/rezone Parcel 0220352126 (8821 John Dower Rd SW) from Multifamily (MF)/Multifamily 1 (MF1) to Corridor Commercial (CC)/Commercial 1 (C1).*

2023-02.1 *Request to redesignate/rezone parcel numbers 0219024020 and 0219024021 (5626 and 5634 Main St SW, respectively), and 0219024022 (10604 Davisson Rd SW) from Multifamily (MF)/Multifamily 3 (MF3) to Downtown/Central Business District (CBD);*

- 2023-03 *Request to redesignate/rezone parcel(s) 0219111038, -1040, and 3097000312 (5820 112th St. SW) from Mixed Residential (MR)/Mixed Residential 1 (MR1) to Open Space & Recreation (OSR)/ Open Space & Recreation 2 (OSR2).*
- 2023-04 *Request to redesignate/rezone the following parcel(s):*
- 5130001640 (5516 Fairlawn Dr. SW) and -1650 (5520 Fairlawn Dr. SW) from Residential (R)/Residential 4 (R4) to Neighborhood Business District (NBD)/Neighborhood Commercial 2 (NC2); and
 - 5130001660 (8966 Gravelly Lake Dr. SW), and -1671 (8956 Gravelly Lake Dr. SW) from Arterial Corridor (ARC)/Arterial Residential-Commercial (ARC) to Neighborhood Business District (NBD)/Neighborhood Commercial 2 (NC2)
- 2023-05 Allow permanent supportive housing (PSH) and transitional housing (TH) within the City's Commercial 1, 2, and 3 zones.
- 2023-06 Amend Policy LU-5.3 to reflect changes in allowed types of funding for financial and relocation assistance for people displaced as a result of construction and development projects
- 2023-07 Rezone Parcel 880900340 from Residential/Residential 3 (R3) to Open Space & Recreation (OSR)/Open Space & Recreation 1 (OSR 1) for expansion of Wards Lake Park.
- 2023-08 Update of Comprehensive Plan text regarding Western State Hospital to reflect adoption of new Master Plan (continued from 2021 amendment cycle);

The City CED did not recommend including proposed amendment 2023-01 because it was a site-specific rezone that must be considered per LMC 18A.30 Part VII (Rezone and Text amendments.)

The CED recommended adding 22 parcels (62701000010, -020, -030, -040, -050, -060, -070, -080, -090, -100, -115, -116, -117, -118, -120, -130, -141, and -151; and 6720100160, -170, -180, and -191 to the proposed amendment 2023-02 to incorporate a logical boundary to the Downtown Subarea and the Central Business District zone.

MOTION: To approve Resolution 2022-08 recommending to the City Council the 2023 docket of Comprehensive Plan Land Use/ Zoning Map and Policy Amendments reflecting the addition of 22 parcels to proposed amendment 2023-02 to incorporate a logical boundary to the Downtown Subarea and the Central Business District zone.

M/S/C COMBS/WAGEMANN. DISCUSSION.

PASSED, 5-0.

The City Council would begin reviewing Planning Commission Resolution 2022-08 on November 7.

New Business

2024 Comprehensive Plan Periodic Review Process – Housing Part 2

Ms. Speir introduced guest speaker Laura Benjamin from Puget Sound Regional Council who presented information on the regional planning policies and growth targets for local housing. Ms. Benjamin's presentation centered around VISION 2050 and the Regional Housing Strategy.

Ms. Speir then presented information regarding Lakewood's two draft Housing Needs Assessments as provided by Commerce that was broken out by income band (0-30% AMI, 30-

50% AMI, 50-80% AMI, 80-100% AMI and 120%+ AMI.) The final numbers of housing units per income band would be set following a countywide discussion of which method to use at the Pierce County Regional Council and then the County Council level.

Ms. Speir also presented information about potential changes to the City residential zoning and allowed uses in each zone in order to accommodate 2044 growth numbers.

Report from Council Liaison

None

Reports from Commission Members and Staff

The Commission would hear from Lakewood Department Directors and Program Managers regarding Land Use, Parks & Recreation, Economic Development, and Transportation at the remaining Planning Commission meetings in 2022.

Next Regular Meeting would be held as a hybrid in-person/ZOOM meeting on November 2, 2022 at 6:30 PM.

Meeting Adjourned at 7:49 p.m.



Don Daniels, Chair
Planning Commission 11/02/2022



Karen Devereaux, Recording Secretary
Planning Commission 11/02/2022



TO: City Council
FROM: Tiffany Speir, Long Range & Strategic Planning Manager
DATE: November 21, 2022
SUBJECT: Proposed 2023 Lakewood Comprehensive Plan and Zoning Map Amendment (23CPA) Docket
ATTACHMENT: Language for Proposed 2023 Comprehensive Plan Amendments (23CPA) 2023-01 through 2023-09 (**Attachment A**)

DISCUSSION

On October 19, the Planning Commission approved Resolution 2022-08 recommending seven (7) proposed amendments for the 23CPA Docket:

2023-02 Request to:

- redesignate/rezone parcel numbers 0219024020 and 0219024021 (5626 and 5634 Main St SW, respectively), and 0219024022 (10604 Davisson Rd SW) from Multifamily (MF)/Multifamily 3 (MF3) to Downtown/Central Business District (CBD);
- redesignate/rezone parcels 62701000010, -020, -030, -040, -050, -060, -070, -080, -090, -100, -115, -116, -117, -118, -120, -130, -141, -151 from Single Family (SF)/Residential 4 (R4) to Downtown/Central Business District (CBD); and
- redesignate parcels 6720100160, -170, -180, -191 from Multifamily (MF)/Multifamily 1 (MF1) to Downtown/Central Business District (CBD.)

2023-03 Request to redesignate/rezone parcel(s) 0219111038, -1040, and 3097000312 (5820 112th St. SW) from Mixed Residential (MR)/Mixed Residential 1 (MR1) to Open Space & Recreation (OSR)/ Open Space & Recreation 2 (OSR2).

2023-04 Request to:

- redesignate/rezone parcels 5130001640 (5516 Fairlawn Dr. SW) and -1650 (5520 Fairlawn Dr. SW) from Residential (R)/Residential 4 (R4) to Neighborhood Business District (NBD)/Neighborhood Commercial 2 (NC2); and
- 5130001660 (8966 Gravelly Lake Dr. SW), and -1671 (8956 Gravelly Lake Dr. SW) from Arterial Corridor (ARC)/Arterial Residential-Commercial (ARC) to Neighborhood Business District (NBD)/Neighborhood Commercial 2 (NC2)

- 2023-05** Allow permanent supportive housing (PSH) and transitional housing (TH) within the City's Commercial 1, 2, and 3 zones.
- 2023-06** Amend Policy LU-5.3 to reflect changes in allowed types of funding for financial and relocation assistance for people displaced as a result of construction and development projects.
- 2023-07** Request to redesignate/rezone parcel 880900340 from Single Family (SF)/Residential 3 (R3) to Open Space & Recreation (OSR)/Open Space & Recreation 1 (OSR 1) for expansion of Wards Lake Park.
- 2023-08** Update of Comprehensive Plan maps and text regarding Western State Hospital to reflect adoption of new Master Plan (continued from 2021 amendment cycle.)

The City Council held a study session on November 7 to review the recommendations from the Planning Commission. After review and discussion, the City Council directed that a new potential amendment be added to the docket list regarding LU-2.25 related to removing the requirement for a property owner to live in either a primary residence or the property's accessory dwelling unit. This has been added in Attachment A as potential amendment **2023-09**.

Also on November 7, the City Council adopted Ordinance 775 establishing new tree code regulations. One of the recommendations from the Tree Advisory Committee was to adopt a 40% tree canopy goal for 2050; this goal has been added as new potential amendment **2023-01**.

The City Council is holding a public hearing regarding the potential list of amendments 2023-01 through 2023-09 for the 2023 Comprehensive Plan Amendment docket on November 21, 2022.

ATTACHMENT A

2023-01 Request to add a tree canopy goal of 40% by 2050 to the Comprehensive Plan at LU-60.4.

3.12.6 Urban Forestry

GOAL LU-60: Institute an urban forestry program to preserve significant trees, promote healthy and safe trees, and expand tree canopy coverage throughout the City.

Policies:

- LU-60.1: Establish an urban forestry program for the City.
- LU-60.2: Promote planting and maintenance of street trees.
- LU-60.3: Provide for the retention of significant tree stands and the restoration of tree stands within the City.
- LU-60.4: Work towards a citywide goal of 40% tree canopy cover by the year 2050. Consider opportunities to increase canopy and environmental equity when evaluating tree canopy distribution.

2023-02

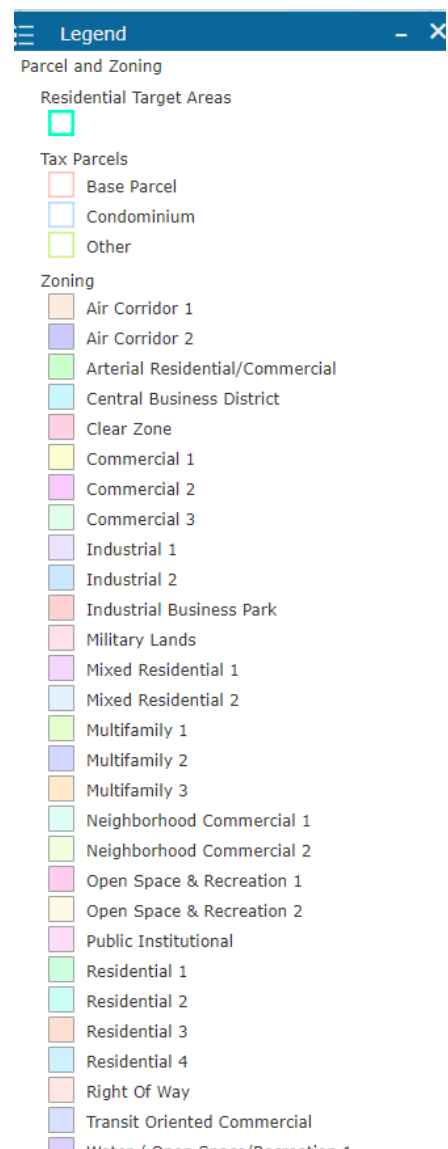
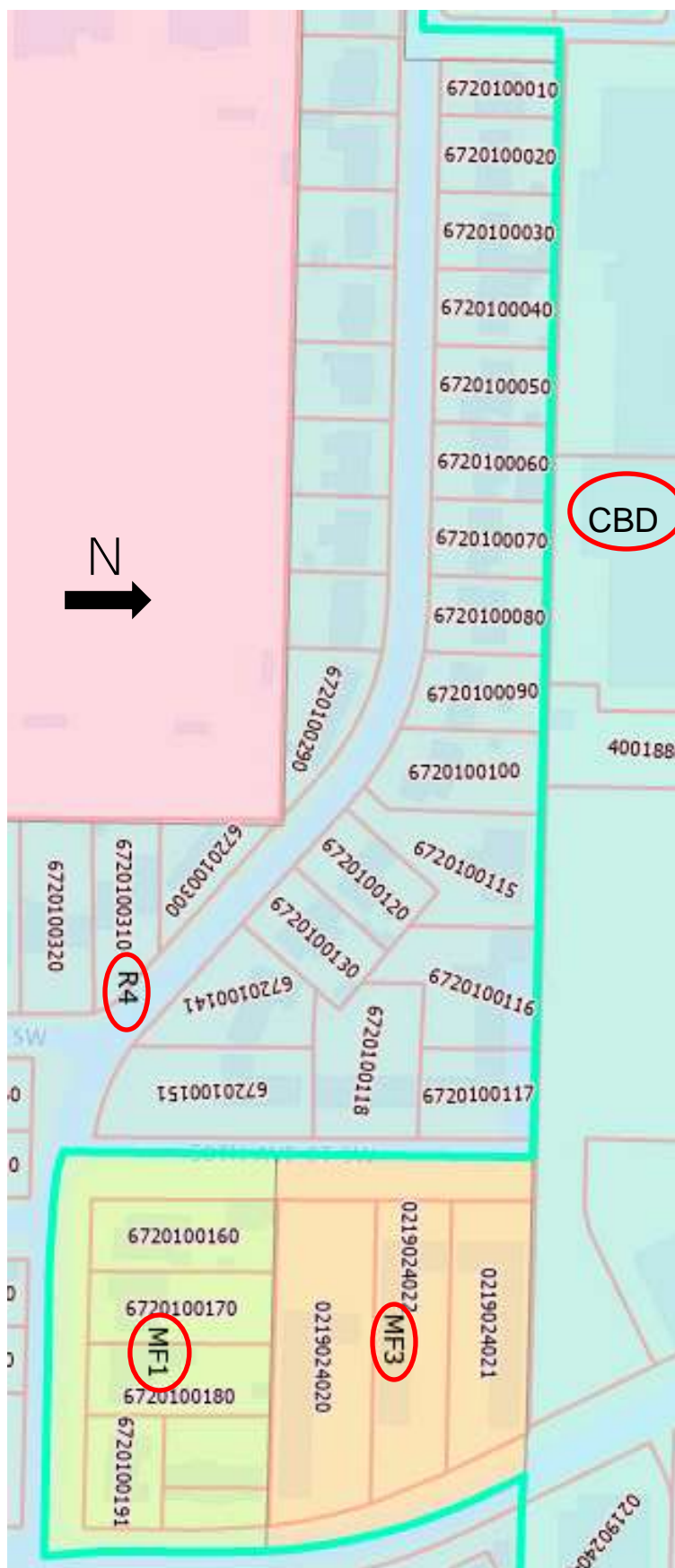
Request to:

- **redesignate/rezone parcel numbers 0219024020 and 0219024021 (5626 and 5634 Main St SW, respectively), and 0219024022 (10604 Davisson Rd SW) from Multifamily (MF)/Multifamily 3 (MF3) to Downtown/Central Business District (CBD);**
- **redesignate/rezone parcels 62701000010, -020, -030, -040, -050, -060, -070, -080, -090, -100, -115, -116, -117, -118, -120, -130, -141, -151 from Single Family (SF)/Residential 4 (R4) to Downtown/Central Business District (CBD);**
- **redesignate parcels 6720100160, -170, -180, -191 from Multifamily (MF)/Multifamily 1 (MF1) to Downtown/Central Business District (CBD.)**

Parcels 0219024020, 0219024021 and 0219024022 are immediately outside the Downtown Subarea Plan boundaries. They are within a Residential Target Area (RTA), meaning they are eligible for the City's MFTE program. They are currently bounded by Multifamily 1 (MF1) zoning to the south, Residential 4 (R4) to the east and west, and Central Business District (CBD) to the north.

The applicant who submitted the request to rezone these three (3) parcels wishes to remove the existing apartment building and its surface parking in order to construct a new building with approximately 200 housing units and 200 parking stalls.

Upon review of the original application, the Planning Commission is recommending rezoning 22 additional parcels in the amendment that are also immediately adjacent to the Downtown Subarea Plan and Central Business District (CDB) zone, or are immediately adjacent to the parcels the private applicant identified in their application. A map of all of the parcels included in this amendment is located on the following page.



The site development standards and form-based code regulations for the CBD zone within the Downtown Subarea and LMC Title 18B would allow for higher building heights and higher density than is allowed in the MF1 zone:

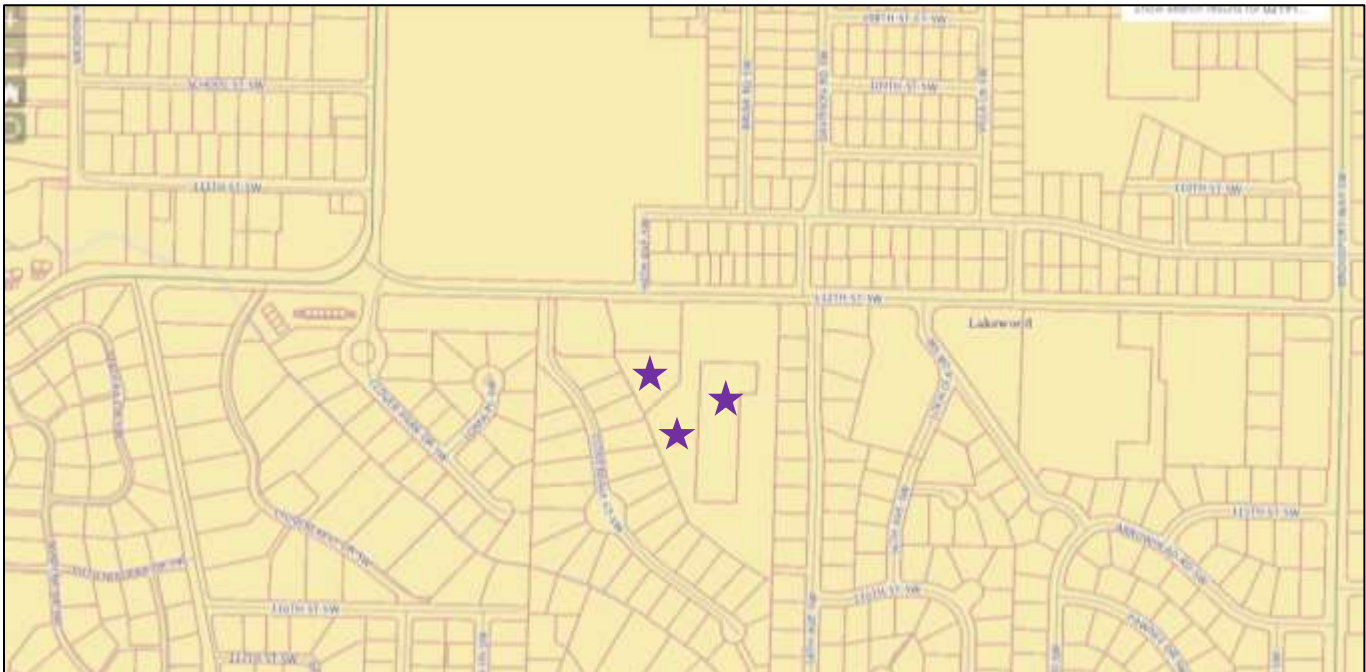
Zone and Density	MF3 54 dua	CBD 80+ dua
-------------------------	-------------------	--------------------

If rezoned to CBD and changing the Downtown Subarea Plan boundaries to include the parcels in question, the parcels would be located within the Town Center Incentive Transition Overlay (TCI-O) as defined in LMC 18B.200.210. This would mean the parcels would be available for master planning per LMC 18B.700.720, and while stand-alone residential development is prohibited in the TCI-O, mixed-use development incorporating multifamily residential uses is allowed.

2023-03 Request to redesignate/rezone parcel(s) 0219111038, -1040, and 3097000312 (5820 112th St. SW) from Mixed Residential (MR)/Mixed Residential 1 (MR1) to Open Space & Recreation (OSR)/ Open Space & Recreation 2 (OSR2).

Per Ordinance 629, these parcels were rezoned from OSR to MR1 in 2015 at the request of the Lakewood Racquet Club, which was thinking at the time that parcels would be developed and sold for revenue to operate the Club. Parcels 0219111040 and -1038 currently have split zoning, with part of each zoned MR1 and part zoned OSR2.

The Club is now requesting that the zoning for all three parcels be returned to OSR2 in order to be able to create six (6) new tennis courts for children, senior and family tennis.



2023-04 Request to Redesignate/Rezone parcel(s) for development of permanently low income housing:

- 5130001640 (5516 Fairlawn Dr. SW) and -1650 (5520 Fairlawn Dr. SW) from Residential (R)/Residential 4 (R4) to Neighborhood Business District (NBD)/Neighborhood Commercial 2 (NC2); and

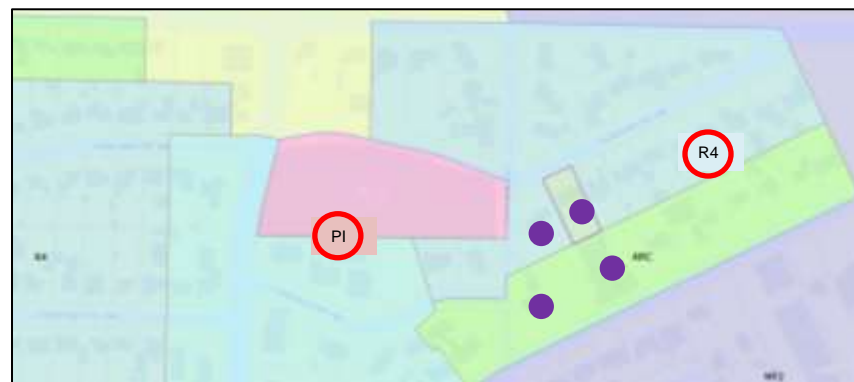
- 5130001660 (8966 Gravelly Lake Dr. SW), and -1671 (8956 Gravelly Lake Dr. SW) from Arterial Corridor (ARC)/Arterial Residential-Commercial (ARC) to Neighborhood Business District (NBD)/Neighborhood Commercial 2 (NC2)

LASA is planning to construct 25 permanently low income housing units with 1, 2, and 3 bedrooms as part of the third phase of its four-phase master plan for “Gravelly Lake Commons.” LASA plans to construct a fourth phase including a day care and 30 more permanently low income units. The parcels included in this application are where phases 3 and 4 would be located and would rezone them to the NC2 which would allow for higher density on the parcels.



As currently planned, Gravelly Lake Commons Phase 3 includes construction of 25 new affordable housing units in four separate two and three-story buildings that would include a total of 4 one-bedroom, 11 two-bedroom and 10 three bedroom units. Each unit has a private balcony or patio. Shared Laundry is provided for the one and two-bedroom units while the three bedroom units have in unit washer and dryers. Site work includes a

designated playground, parking, dumpster and recycling enclosure, landscaping and irrigation.



Type of Use	Use	R4 6.4 dnu	ARC 15 dnu	NC2 35 dnu
Lodging	Bed and breakfast guest houses	C	-	-
	Hostels	-	-	-
	Hotels and motels	-	-	-
	Short term vacation rentals	P	P	P
	Accessory caretaker's unit	-	-	P
Residential Uses	Accessory dwelling unit	P	-	-
	Babysitting care	P	P	P
	Boarding house	C	-	-
	Cottage housing	P	-	-
	Co-housing (dormitories, fraternities and sororities)	-	-	P
	Detached single family	P	P	-
	Two family residential, attached or detached dwelling units	C	P	P
	Three family residential, attached or detached dwelling units	-	-	-
	Multifamily, four or more residential units	-	P	P
	Mixed use	-	-	P
	Family daycare	P	P	P
	Home agriculture	P	P	-
	Home occupation	P	-	-
	Mobile home parks	C	-	-
	Mobile and/or manufactured homes, in mobile / manufactured home parks	C	-	P
	Residential accessory building	P	P	P
	Rooms for the use of domestic employees of the owner, lessee, or occupant of the primary dwelling	-	-	-
	Small craft distillery	P	-	P
	Specialized senior housing	-	-	P
	Accessory residential uses	P	P	P

2023-05 Allow permanent supportive housing (PSH) and transitional housing (TH) within the City’s Commercial 1, 2, and 3 zones.

RCW 35A.21.430 states, “A code city shall not prohibit transitional housing or permanent supportive housing in any zones in which residential dwelling units or hotels are allowed.” The RCW also states “[r]easonable occupancy, spacing, and intensity of use requirements may be imposed by ordinance on permanent supportive housing, transitional housing, indoor emergency housing, and indoor emergency shelters to protect public health and safety.”

“Permanent Supportive Housing” is defined in state law as subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors (RCW 36.70A.030 (19).)

“Transitional Housing” is defined in state law as a project that provides housing and supportive services to homeless persons or families for up to two years and that has as its purpose facilitating the movement of homeless persons and families into independent living (RCW 84.36.043 (2)(c).)

Permanent Supportive Housing is currently undefined in the Lakewood Municipal Code (LMC), but is not Lakewood’s defined “group homes” or “adult family homes” that are currently regulated under LMC Title 18A:

“Adult family home” means a residential home in which a person or persons provide personal care, special care, room and board to more than one (1) but not more than eight (8) adults who are not related by blood or marriage to the person or persons providing the services (see RCW 70.128.010.) Adult family homes shall serve those with functional limitations and are not intended to serve those with a history of violence, including sex offenses. See also “Group Homes.”

The LMC defines “transitional housing” as:

[H]ousing that provides homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing may be used to cover the costs of up to twenty-four (24) months of housing with accompanying supportive services. Program participants must have a lease (or sublease) or occupancy agreement in place when residing in transitional housing.

The following Lakewood land use zones currently allow hotels and/or residential dwelling units either conditionally or outright:

	Zoning Classifications									
Description(s)	R1, R2, R3, R4,	MR1, MR2	MF1, MF2, MF3	ARC, NC1, NC2	TOC, CBD	C1, C2, C3	IBP, I1, I2	OSR1, OSR2	PI	ML, CZ, AC1, AC2
Hotels	-	-	-	-	x	x	-	-	-	-
Residential	x	x	x	x	x	x	-	-	-	-

Under Lakewood’s current LMC 18A.40.120, the following land use zones currently allow Permanent Supportive Housing (PSH) and Transitional Housing (TH) either conditionally or outright:

	Zoning Classifications									
Description(s)	R1, R2, R3, R4,	MR1, MR2	MF1, MF2, MF3	ARC, NC1, NC2	TOC, CBD	C1, C2, C3	IBP, I1, I2	OSR1, OSR2	PI	ML, CZ, AC1, AC2
PSH	x	x	x	x	x	-	-	-	x	-
TH	x	x	x	x	x	-	-	-	x	-

In order to comply with RCW 35A.21.430, the allowed uses within the City’s C1, C2 and C3 zones must be amended to include PSH and TH.

It should be noted that per the same statute, “[r]easonable occupancy, spacing, and intensity of use requirements may be imposed by ordinance on permanent supportive housing, transitional housing, indoor emergency housing, and indoor emergency shelters to protect public health and safety.”

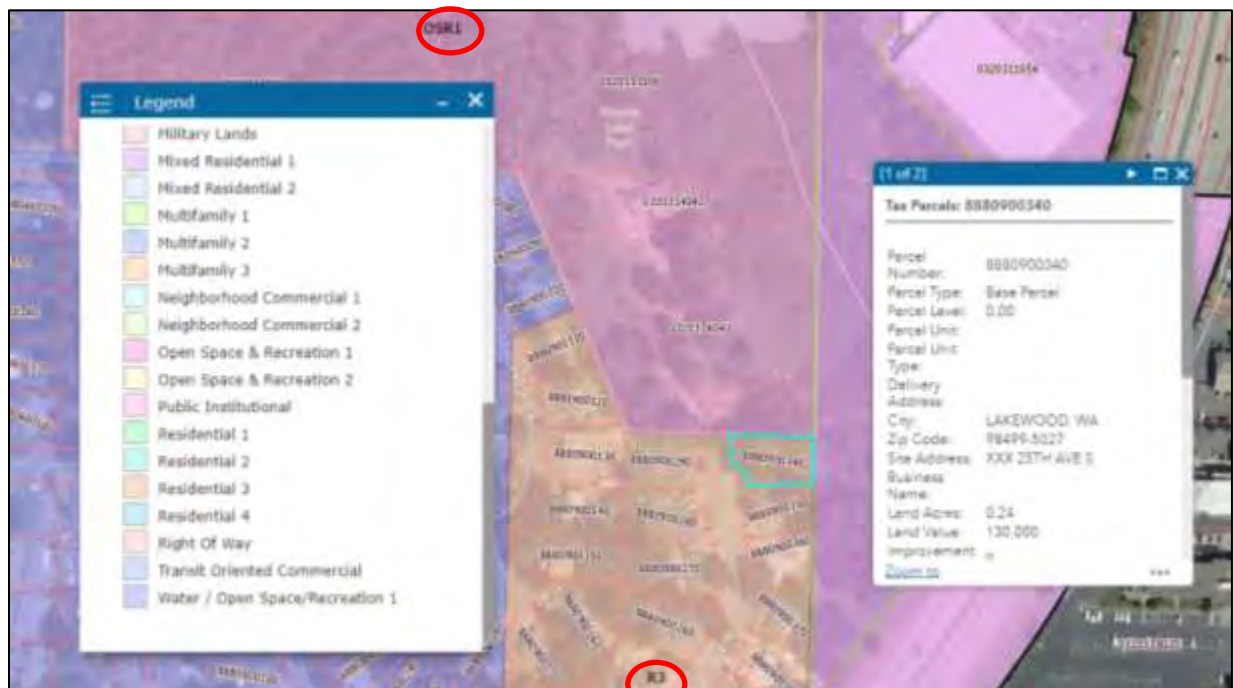
2023-06

Amend Policy LU-5.3 to reflect changes in allowed types of funding for financial and relocation assistance for people displaced as a result of construction and development projects as follows:

LU-5.3: Enforce the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended by the Uniform Relocation Act Amendments of 1987 and any subsequent amendments, to provide financial and relocation assistance for people displaced as a result of construction and development projects ~~using federal funds~~. Lakewood shall also enforce Section 104(d) of the Housing and Community Development Act of 1974, as amended, requiring the replacement of low- and moderate-income housing units that are demolished or converted to another use in connection with a CDBG project.

2023-07 Rezone Parcel 880900340 from Residential/Residential 3 (R3) to Open Space & Recreation (OSR)/Open Space & Recreation 1 (OSR 1) for expansion of Wards Lake Park

The City purchased parcel 880900340 with grant funds in 2020. It is immediately adjacent to Ward's Lake Park. Phase 2 of the City's Ward's Lake Park CIP improvements can be expanded to include this parcel once it is zoned OSR1.



2023-08 Update of Comprehensive Plan text regarding Western State Hospital to reflect adoption of new Master Plan (continued from the 2021 Comprehensive Plan amendment cycle)

On August 22, 2022, the Lakewood Hearing Examiner issued a Final Decision on the DSHS conditional use permit and master plan application to amend the 1999 Western State Hospital (WSH) Master Facilities Plan for a major reconstruction of the WSH campus. On August 30, the Department of Social and Health Services filed a request for reconsideration on the Hearing Examiner's Decision, and on September 21, the Hearing Examiner issued a Decision on the Request for Reconsideration. The appeal period on the decision ends December 13, 2022.

Edits to the following Comprehensive Plan and related LMC text and maps will be presented to the Planning Commission once the WSH Master Plan is approved and after the City Council takes action to include the amendment in the 2023 Comprehensive Plan amendment docket.

3.2.7 Housing Characteristics

* * *

I. Group Quarters

There were 1,544 people living in group quarters in Lakewood at the time of the 2010 census, the most recent data available. This was equal to 2.7% of the total population in Lakewood. Group quarters includes Western State Hospital which is a regional facility serving 19 counties in Washington. There were 794 people counted residing at the psychiatric hospital.

* * *

3.8 Western State Hospital (WSH)

Shortly after the City's incorporation in 1996, the state Department of Social and Health Services (DSHS) completed a master plan for the WSH campus. In 1998, DSHS applied for and received a public facilities permit from the City to formally acknowledge the proposed improvement projects within the master plan. The scope of work under the public facilities permit formed a basis upon which DSHS could then seek capital appropriations for projects upon the WSH Campus. The WSH public facilities permit (LU98059) was approved by the Hearing Examiner on September 22, 1998, and formally ratified by the City after adoption of an interlocal agreement in March 30, 1999. This action permitted DSHS to implement a six year capital facilities plan including the construction of a 163,000 square foot replacement legal offender unit. The plan, in part, was to include the demolition of a women's work release building which in past years was operated by the state Department of Corrections (DOC); demolition was to take place in 2004.

However, the women's work release building was not demolished. In February 2005, the City became aware of a plan by DOC to relocate the Tacoma-based Progress House, a work release facility to the WSH campus, in place of the women's pre-release facility which had been closed. Media

surrounding the action made it appear that DOC was not going to pursue a siting process, as required by law, or potentially, City permits to undertake the move. The City, unsure of the actions of DOC, imposed a moratorium on the WSH Campus. The City also instituted revised land use regulations for essential public facilities. Legal action ensued. Both the moratorium and the revised land use amendments were eventually upheld. To-date, the current master plan adopted in 1999 for WSH has never been updated. Only minor additions/alterations have been permitted on the WSH campus.

GOAL LU-40: Recognize the unique nature of federal patent lands at Western State Hospital and Fort Steilacoom Golf Course.

Policies:

LU-40.1: Work with DSHS to update the Western State Hospital Campus Master Plan.

LU-40.2: Enforce the City's public facilities master plan process confirming that: 1) appropriate provisions are made for infrastructure and/or services; 2) approval criteria and mitigation measures are incorporated into project approvals; and 3) the safety of the general public, as well as workers at, and visitors to, Western State Hospital is ensured.

LU-40.3: Avoid as much as possible incompatible uses on the WSH campus which could adversely impact existing uses, adjoining properties, or adversely impact at-risk or special needs populations, including but not limited to children and the physically or mentally disabled.

* * *

7.1 Sanitary Sewers

Sewer service in the City of Lakewood is almost entirely provided by Pierce County Public Works and Utilities. Sewer service was recently expanded to serve the Tillicum and Woodbrook communities. The Town of Steilacoom provides sewer service to Western State Hospital. Steilacoom has indicated that its facilities serving the Western State Hospital currently have additional growth capacity. The City of Tacoma provides sewer service to the Flett subdivision, and to commercial and residential users located in northeast Lakewood (80th Street and 84th Streets). Figure 7.2 describes the locations of all major sewer trunk lines within Lakewood.

* * *

7.1.1 Other Water Purveyors

Minor portions of the city are served by the Southeast Tacoma Mutual Water Company, and the City of Tacoma. Continued service to these areas is expected to be adequate for the 20-year planning period. Western State Hospital provides its own water service. There are also private wells servicing existing mobile home parks scattered throughout Lakewood.

2023-09 Remove language from LU-2.25 requiring that a property owner occupy either the primary or secondary unit.

LU-2.25: Support accessory dwelling units as strategies for providing a variety of housing types and as a strategy for providing affordable housing, with the following criteria:

- ~~Ensure owner occupancy of either the primary or secondary unit;~~
- Allow both attached and detached accessory dwelling units and detached carriage units, at a maximum of one per single-family house, exempt from the maximum density requirement of the applicable zone;
- Require an additional parking space for each accessory dwelling unit, with the ability to waive this requirement for extenuating circumstances; and
- Allow a variety of entry locations and treatments while ensuring compatibility with existing neighborhoods.

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED:

November 21, 2022

TITLE: An **ORDINANCE** of the City Council setting the 2023 Levy for the City of Lakewood's collection of property tax.

TYPE OF ACTION:

X ORDINANCE NO. **777**

 RESOLUTION

 MOTION

 OTHER

REVIEW:

November 7, 2022

October 24, 2022

ATTACHMENTS:

1. **ORDINANCE**
2. **Preliminary Certification** of Assessed Values from the Pierce County Assessor's Office for tax collections in 2023.
3. Pierce County **Assessor's Property Tax Worksheet** for the calculation of the levy lid cap – levy rate for the City of Lakewood and for budget year 2023.

SUBMITTED BY: Tho Kraus, Deputy City Manager

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

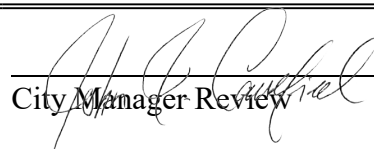
DISCUSSION: Per state statute, the City is authorized to increase its property tax annually up the lesser of Implicit Price Deflator (IPD) or one percent (1%). The IPD for 2023-2024 as of September 25, 2022 is 6.457% which means the City can take the full 1% levy increase in 2023 without the City Council adopting a declaration of substantial need. The September 25 data release is the final release on or before the September 25 statutory deadline in RCW 84.55.005. The City has enacted the 1% increase since 2006.

ALTERNATIVES: The City Council may choose to set the limit factor at less than 1.0%; however that would negatively impact the City's finances.

FISCAL IMPACT: The 2023 proposed property tax levy totals \$7,786,285 based on the 1% limit factor. The 2023 1% increase equates to \$76,042 and the cumulative impact of not taking the 1% increase in 2023 over the 6-year period (2023-2028) is approximately \$468,000.

Tho Kraus

Department Director


City Manager Review

ORDINANCE NO. 777

AN ORDINANCE of the City Council of the City of Lakewood, Washington, relating to ad valorem property taxes; establishing the amount to be raised in 2023 by taxation on the assessed valuation of the property of the City; and setting the property tax levy rate for 2023.

WHEREAS, the City Council of the City of Lakewood has met and considered its budget for the budget years 2023/2024; and

WHEREAS, the City Council conducted the public hearing on the 2023 property tax levy on November 7, 2022; and

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

WHEREAS, the district's actual levy amount from the previous year was \$7,612,341.72; and

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

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

SECTION 1. Increase in the Highest Lawful Levy. The highest lawful levy for collection in 2023 is \$7,604,185.53, plus additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and administrative refunds. The preliminary levy limit calculation includes: 1.0% limit factor increase of \$76,041.86; additional revenue from new construction in the amount of \$89,417.62; administrative refunds in the amount of \$8,268.41; and an increase from state-assessed property in the amount of \$8,371.58 for a total preliminary 2023 property tax levy of \$7,786,285.00.

SECTION 2. Dollar and Percentage Increase from the 2022 Actual Property Tax Levy. The dollar amount of the increase over the actual 2022 levy of \$7,612,341.72 (which is the regular levy of \$7,604,185.53 plus administrative refunds of \$8,156.19) is \$67,885.67 and .08918 percent. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and administrative refunds.

SECTION 3. Estimated Tax Levy. The estimated 2023 regular property tax levy is established at the maximum 101 percent limit. The annual amount of property taxes and rates necessary to raise the estimated budget revenue in 2023 is hereby levied upon real and personal

property subject to taxation in the City as follows:

Estimated 2023 Tax Levy

True and Fair Value of Tax Base: \$10,968,596,101

Estimated Levy Rate: \$0.7099

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

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

ADOPTED by the City Council this 21st day of November, 2022.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney



Pierce County

Mike Lonergan, Assessor-Treasurer

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

September 9, 2022

OFFICIAL NOTIFICATION TO: LAKEWOOD

RE: 2022 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	10,968,596,101
Highest lawful regular levy amount since 1985	7,604,185.53
Last year's actual levy amount (including refunds)	7,612,341.72
Additional revenue from current year's NC&I	89,417.62
Additional revenue from annexations (RCW 84.55)	0.00
Additional revenue from administrative refunds (RCW 84.69)	8,268.41
<i>No additional revenue from administrative refunds will be allowed if you are limited by your statutory rate limit.</i>	
Last year's additional revenue from increase in state-assessed property	8,371.58

FOR EXCESS LEVY

Taxable Value	10,813,078,540
Timber Assessed Value	-
Total Taxable Excess Value	10,813,078,540
New Construction and Improvement Value	110,279,621

*If you need assistance or have any questions regarding this information, please contact Kim Alflen
253.798.7114 kim.alflen@piercecountywa.gov*



Pierce County

Mike Lonergan, Assessor-Treasurer

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

HIGHEST LAWFUL LEVY LIMIT 2022 FOR 2023

LAKEWOOD
> 10,000

REGULAR TAX LEVY LIMIT:

	2021
A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy</u> [refund levy not included] times limit factor (as defined in RCW 84.55.005).	7,604,185.53 1.0100000 7,680,227.39
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	110,279,621 0.810826295054 89,417.62
C. Last year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	76,305,348 76,305,348 0.00 0.810826295054 8,371.58
D. REGULAR PROPERTY TAX LIMIT (A + B + C)	7,778,016.59

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	7,778,016.59 10,968,596,101 0.709116874975
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00 0.709116874975 0.00
G. NEW LEVY LIMIT FOR ANNEXATION (D + F)	7,778,016.59
H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	7,778,016.59 8,268.41 7,786,285.00
I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)	7,786,285.00
J. Amount of levy under statutory rate limitation.	10,968,596,101 3.375000000000 37,019,011.84
K. LESSER OF I OR J	7,786,285.00

2023 PRELIMINARY.xlsx, highest lawful

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED:

November 21, 2022

REVIEW:

November 7, 2022

October 24, 2022

TITLE: An Ordinance amending the 2022 Budget

ATTACHMENTS:

- Ordinance & Exhibits
- Memo

TYPE OF ACTION:

ORDINANCE NO. **778**

RESOLUTION NO.

MOTION

OTHER

SUBMITTED BY: Tho Kraus, Deputy City Manager

RECOMMENDATION: It is recommended that the City Council adopt this Ordinance amending the City's 2022 Budget.

DISCUSSION: The Revised Code of Washington (RCW) Chapter 35A.34 stipulates that a public hearing be held in connection with the modification process. Following the RCW guidelines, the City held a public hearing on the 2022 Year-End Budget Adjustment ordinance on November 7, 2022. The proposed budget adjustment makes the following types of modifications to 2022: incorporate items previously approved by Council; appropriate projects funded by grants and contributions; and new allocations.

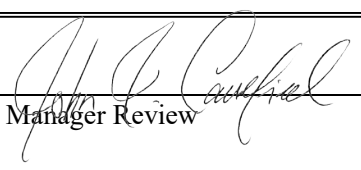
ALTERNATIVE(S): The City Council may approve the budget ordinance with modifications.

FISCAL IMPACT: The proposed budget adjustment for all funds:

Year 2022:

- No change to beginning fund balance, revised estimate remains at \$58.93M;
- Increases revenues by \$7.72M, resulting in a revised estimate of \$133.73M;
- Increases expenditures by \$7.77M, resulting in a revised estimate of \$158.99M; and
- Decreases ending fund balance by \$0.55M, resulting in a revised estimate of \$33.67M.

Tho Kraus
Department Director


City Manager Review

ORDINANCE NO. 778

AN ORDINANCE of the City Council of the City of Lakewood, Washington, adopting the 2021/2022 Biennial Budget.

WHEREAS, the tax estimates and budget for the City of Lakewood, Washington, for the 2021/2022 fiscal biennium have been prepared and filed on October 5, 2020 as provided by Titles 35A.34 and 84.55 of the Revised Code of Washington; and

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

WHEREAS, the City Council of the City of Lakewood having held a public hearing on November 2, 2020, and having considered the public testimony presented; and

WHEREAS, the City Council of the City of Lakewood adopted Ordinance No. 746 on November 16, 2020 implementing the 2021/2022 Biennial Budget; and

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 754 on May 17, 2021 implementing the 2020 Carry Forward Budget Adjustment; and

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 760 on November 15, 2021 implementing the 2021/2022 Mid-Biennium Budget Adjustment; and

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 761 on November 15, 2021 implementing the American Rescue Plan Act (ARPA) funded programs adopted by the City Council on September 20, 2021 via Ordinance 759; and

WHEREAS, the City Council of the City of Lakewood adopted Ordinance 770 on May 16, 2022 implementing the 2022 Carry Forward Budget Adjustment; and

WHEREAS, the City Council of the City of Lakewood finds it necessary to revise the 2022 Budget to: incorporate items previously approved by the City Council; appropriate projects funded by grants and contributions; and include new allocations on an exception basis; and

WHEREAS, the City Council of the City of Lakewood having held a public hearing on the 2022 Year-End Budget Adjustment on November 7, 2022.

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

Section 1. Budget Amendment. The budget for Year 2022, as set forth in Ordinance 770, Section 1 and as shown in Exhibit A (Current Revised Budget by Fund – Year 2022) is amended to adopt the revised budget for Year 2022 in the amounts and for the purposes as shown on Exhibit B (Revised Budget by Fund – Year 2022).

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

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

Section 4. Effective Date. This Ordinance shall be in full force and effect for the fiscal years 2021 and 2022 five (5) days after publication as required by law.

ADOPTED by the City Council this 21st day of November, 2022.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

EXHIBIT A
CURRENT REVISED BUDGET BY FUND - YEAR 2022
Per Ord. 770 Adopted on May 16, 2022

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
General Government Funds:	\$ 14,192,297	\$ 11,397,149	\$ 25,589,446	\$ 49,562,830	\$ 20,958,234	\$ 70,521,064	\$ 50,110,626	\$ 28,426,055	\$ 78,536,681	\$ 17,573,829
001 General	9,832,230	7,918,425	17,750,655	41,090,266	2,116,996	43,207,262	42,297,813	4,770,563	47,068,376	13,889,541
101 Street	-	23,781	23,781	2,416,099	140,586	2,556,685	2,416,099	164,367	2,580,466	-
103 Transportation Benefit District	1,522,753	58,671	1,581,424	835,000	-	835,000	640,000	1,718,000	2,358,000	58,424
104 Hotel/Motel Lodging Tax Fund	1,845,842	459,590	2,305,432	1,000,000	-	1,000,000	800,000	53,393	853,393	2,452,039
105 Property Abatement/RHSP/1406	-	649,622	649,622	409,800	507,610	917,410	409,800	1,157,232	1,567,032	-
106 Public Art	-	120,224	120,224	45,000	-	45,000	45,000	120,224	165,224	-
180 Narcotics Seizure	-	192,000	192,000	-	-	-	-	192,000	192,000	-
181 Felony Seizure	-	36,198	36,198	-	-	-	-	36,198	36,198	-
182 Federal Seizure	-	143,505	143,505	-	-	-	-	143,505	143,505	-
190 CDBG	-	1,513,495	1,513,495	595,000	2,692,587	3,287,587	595,000	4,206,082	4,801,082	-
191 NSP	-	254,676	254,676	42,000	-	42,000	42,000	254,676	296,676	-
192 SSMCP	172	32,127	32,299	227,500	9,021,842	9,249,342	227,500	9,054,141	9,281,641	-
195 Public Safety Grants	-	-	-	132,328	555,687	688,015	132,328	555,687	688,015	-
196 ARPA (American Rescue Plan Act)	-	-	-	-	5,922,926	5,922,926	-	5,922,926	5,922,926	-
201 GO Bond Debt Service	-	-	-	1,689,938	-	1,689,938	1,689,938	-	1,689,938	-
202 LID Debt Service	120,624	(1,674)	118,950	245,641	-	245,641	287,530	77,061	364,591	-
204 Sewer Project Debt	737,708	(3,616)	734,092	834,258	-	834,258	527,618	-	527,618	1,040,732
251 LID Guaranty	132,968	125	133,093	-	-	-	-	-	-	133,093
Capital Project Funds:	\$ 4,687,531	\$ 12,296,227	\$ 16,983,758	\$ 14,965,218	\$ 28,431,043	\$ 43,396,261	\$ 15,200,098	\$ 39,041,156	\$ 54,241,254	\$ 6,138,765
301 Parks CIP	24,118	3,364,104	3,388,222	982,000	10,365,524	11,347,524	982,000	13,661,911	14,643,911	91,835
302 Transportation CIP	471,881	6,517,692	6,989,573	11,748,198	17,816,882	29,565,080	11,423,998	20,151,725	31,575,723	4,978,930
303 Real Estate Excise Tax	3,554,315	1,526,148	5,080,463	1,800,000	173,637	1,973,637	2,664,100	4,390,000	7,054,100	-
311 Sewer Project CIP	637,217	888,283	1,525,500	435,020	75,000	510,020	130,000	837,520	967,520	1,068,000
Enterprise Fund:	\$ 2,826,849	\$ 8,149,029	\$ 10,975,878	\$ 7,615,476	\$ (3,000,000)	\$ 4,615,476	\$ 7,259,041	\$ 3,940,544	\$ 11,199,585	\$ 4,391,769
401 Surface Water Management	2,826,849	8,149,029	10,975,878	7,615,476	(3,000,000)	4,615,476	7,259,041	3,940,544	11,199,585	4,391,769
Internal Service Funds:	\$ 4,927,965	\$ 449,115	\$ 5,377,080	\$ 5,532,426	\$ 1,948,621	\$ 7,481,047	\$ 5,622,670	\$ 1,618,221	\$ 7,240,891	\$ 5,617,236
501 Fleet & Equipment	4,453,142	143,937	4,597,079	755,720	964,141	1,719,861	1,007,720	308,563	1,316,283	5,000,657
502 Property Management	269,300	305,178	574,478	798,917	148,142	947,059	703,917	473,320	1,177,237	344,300
503 Information Technology	205,523	-	205,523	2,275,339	523,843	2,799,182	2,208,583	523,843	2,732,426	272,279
504 Risk Management	-	-	-	1,702,450	312,495	2,014,945	1,702,450	312,495	2,014,945	-
Total All Funds	26,634,642	\$ 32,291,520	\$ 58,926,162	\$ 77,675,950	\$ 48,337,898	\$ 126,013,848	\$ 78,192,435	\$ 73,025,976	\$ 151,218,411	\$ 33,721,599

EXHIBIT B
PROPOSED REVISED BUDGET BY FUND - YEAR 2022

Fund	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance
	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	Prior Amount	Adjustment	Revised	
General Government Funds:	\$ 25,589,446	-	25,589,446	\$ 70,521,064	\$ 7,577,666	\$ 78,098,730	\$ 78,536,681	\$ 7,627,666	\$ 86,164,347	\$ 17,523,829
001 General	17,750,655	-	17,750,655	43,207,262	225,000	43,432,262	47,068,376	275,000	47,343,376	13,839,541
101 Street	23,781	-	23,781	2,556,685	20,000	2,576,685	2,580,466	20,000	2,600,466	-
103 Transportation Benefit District	1,581,424	-	1,581,424	835,000	-	835,000	2,358,000	-	2,358,000	58,424
104 Hotel/Motel Lodging Tax Fund	2,305,432	-	2,305,432	1,000,000	-	1,000,000	853,393	-	853,393	2,452,039
105 Property Abatement/RHSP/1406	649,622	-	649,622	917,410	-	917,410	1,567,032	-	1,567,032	-
106 Public Art	120,224	-	120,224	45,000	-	45,000	165,224	-	165,224	-
180 Narcotics Seizure	192,000	-	192,000	-	126,102	126,102	192,000	126,102	318,102	-
181 Felony Seizure	36,198	-	36,198	-	26,960	26,960	36,198	26,960	63,158	-
182 Federal Seizure	143,505	-	143,505	-	20,100	20,100	143,505	20,100	163,605	-
190 Grants	1,513,495	-	1,513,495	3,287,587	-	3,287,587	4,801,082	-	4,801,082	-
191 NSP	254,676	-	254,676	42,000	-	42,000	296,676	-	296,676	-
192 SSMCP	32,299	-	32,299	9,249,342	30,000	9,279,342	9,281,641	30,000	9,311,641	-
195 Public Safety Grants	-	-	-	688,015	246,386	934,401	688,015	246,386	934,401	-
196 ARPA (American Rescue Plan Act)	-	-	-	5,922,926	6,883,118	12,806,044	5,922,926	6,883,118	12,806,044	-
201 GO Bond Debt Service	-	-	-	1,689,938	-	1,689,938	1,689,938	-	1,689,938	-
202 LID Debt Service	118,950	-	118,950	245,641	-	245,641	364,591	-	364,591	-
204 Sewer Project Debt	734,092	-	734,092	834,258	-	834,258	527,618	-	527,618	1,040,732
251 LID Guaranty	133,093	-	133,093	-	-	-	-	-	-	133,093
Capital Project Funds:	\$ 16,983,758	\$ -	\$ 16,983,758	\$ 43,396,261	\$ -	\$ 43,396,261	\$ 54,241,254	\$ -	\$ 54,241,254	\$ 6,138,765
301 Parks CIP	3,388,222	-	3,388,222	11,347,524	-	11,347,524	14,643,911	-	14,643,911	91,835
302 Transportation CIP	6,989,573	-	6,989,573	29,565,080	-	29,565,080	31,575,723	-	31,575,723	4,978,930
303 Real Estate Excise Tax	5,080,463	-	5,080,463	1,973,637	-	1,973,637	7,054,100	-	7,054,100	-
311 Sewer Project CIP	1,525,500	-	1,525,500	510,020	-	510,020	967,520	-	967,520	1,068,000
Enterprise Fund:	\$ 10,975,878	\$ -	\$ 10,975,878	\$ 4,615,476	\$ -	\$ 4,615,476	\$ 11,199,585	\$ -	\$ 11,199,585	\$ 4,391,769
401 Surface Water Management	10,975,878	-	10,975,878	4,615,476	-	4,615,476	11,199,585	-	11,199,585	4,391,769
Internal Service Funds:	\$ 5,377,080	\$ -	\$ 5,377,080	\$ 7,481,047	\$ 143,000	\$ 7,624,047	\$ 7,240,891	\$ 143,000	\$ 7,383,891	\$ 5,617,236
501 Fleet & Equipment	4,597,079	-	4,597,079	1,719,861	93,000	1,812,861	1,316,283	93,000	1,409,283	5,000,657
502 Property Management	574,478	-	574,478	947,059	-	947,059	1,177,237	-	1,177,237	344,300
503 Information Technology	205,523	-	205,523	2,799,182	-	2,799,182	2,732,426	-	2,732,426	272,279
504 Risk Management	-	-	-	2,014,945	50,000	2,064,945	2,014,945	50,000	2,064,945	-
Total All Funds	58,926,162	\$ -	\$58,926,162	\$ 126,013,848	\$ 7,720,666	\$133,734,514	\$ 151,218,411	\$ 7,770,666	\$158,989,077	\$ 33,671,599



To: Mayor and City Councilmembers
 From: Tho Kraus, Deputy City Manager
 Through: John J. Caulfield, City Manager
 Date: November 21, 2022
 Subject: 2022 YND Budget Adjustment - Adoption

BACKGROUND

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

- Adjustments to incorporate items previously approved by the City Council;
- Appropriate projects funded by grants and contributions; and
- New allocations.

PROPOSED BUDGET ADJUSTMENT SUMMARY

Year 2022:

- No change to beginning fund balance, revised estimate remains at \$58.93M;
- Increases revenues by \$7.72M, resulting in a revised estimate of \$133.73M;
- Increases expenditures by \$7.77M, resulting in a revised estimate of \$158.99M; and
- Decreases ending fund balance by \$0.55M, resulting in a revised estimate of \$33.67M.

The table below provides a breakdown of the proposed budget adjustment (\$ in millions):

Fund Group	Beginning Fund Balance			Revenue			Expenditure			Ending Fund Balance		
	Current Budget	Proposed Adj	Proposed Revised Budget	Current Budget	Proposed Adj	Proposed Revised Budget	Current Budget	Proposed Adj	Proposed Revised Budget	Current Budget	Proposed Adj	Proposed Revised Budget
Total	\$ 58.93	\$ -	\$ 58.93	\$ 126.01	\$ 7.72	\$ 133.73	\$ 151.22	\$ 7.77	\$ 158.99	\$ 33.72	\$ (0.05)	\$ 33.67
General	17.75	-	17.75	43.21	0.23	43.43	47.07	0.28	47.34	13.89	(0.05)	13.84
Special Revenue	6.85	-	6.85	24.54	7.35	31.90	28.89	7.35	36.24	2.51	-	2.51
Debt Service	0.99	-	0.99	2.77	-	2.77	2.58	-	2.58	1.17	-	1.17
Capital Projects	16.98	-	16.98	43.40	-	43.40	54.24	-	54.24	6.14	-	6.14
Enterprise	10.98	-	10.98	4.62	-	4.62	11.20	-	11.20	4.39	-	4.39
Internal Service	5.38	-	5.38	7.48	0.14	7.62	7.24	0.14	7.38	5.62	-	5.62

GENERAL FUND ENDING FUND BALANCE

In support of the City's financial integrity, the City Council adopted on September 15, 2014, a set of financial policies including fund balance reserves totaling 12% of General/Street O&M Funds operating revenues.

- **2% General Fund Contingency Reserves:** The purpose of this reserve is to accommodate unexpected operational changes, legislative impacts, or other economic events affecting the City's operations which could not have been reasonably anticipated at the time the original budget was prepared.
- **5% General Fund Ending Fund Balance Reserves:** The purpose of this reserve is to provide financial stability, cash flow for operations and the assurance that the City will be able to respond to revenue shortfalls with fiscal strength.
- **5% Strategic Reserves:** The purpose of this reserve is to provide some fiscal means for the City to respond to potential adversities such as public emergencies, natural disasters or similarly major unanticipated events.

Additionally, on November 15, 2021 the City Council via Ordinance 764 established an Economic Development Opportunity Fund within the General Fund ending fund balance for the purpose of accumulating excess funds from the General Fund and other funds that are eligible to provide funding for economic development opportunity related expenditures. The set aside amount as approved in the 2021/2022 mid-biennium budget adjustment is \$1,000,000 in each year of 2021 and 2022 for a total of \$2,000,000. The City shall appropriate and use the funds as approved by the City Council.

With this proposed budget adjustment, 2022 estimated General/Street O&M Funds ending fund balance of \$13.84M equates to 32% of General/Street O&M Funds operating revenues. The proposed revised operating revenues & expenditures and ending fund balance reserves is in alignment with the City's adopted financial policies.

PROPOSED BUDGET ADJUSTMENT DETAILS

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

Fund 001 General

CD – Department of Commerce 2024 Comprehensive Plan, Grant/1-Time

Add \$175,000 in grant revenue and expenditures for the preparation of the 2024 Periodic Comprehensive Plan update in two disbursements: July 2022 and July 2023. The remaining available balance at year-end will be carried over into 2023.

CD - Department of Commerce – Early Implementation Climate Planning, Grant/1-Time

Add \$50,000 in grant revenue and expenditures for the purpose of incorporating climate action elements in the city's periodic update. This funding is valid beginning July 1, 2022 and must be completed by June 2023. The remaining available balance at year-end will be carried over into 2023.

Transfer to SSMCP, New/1-Time

Transfer \$30,000 to SSMCP for City's share of due diligence costs for future North Clear Zone property purchases. See Fund 192 SSMCP for additional information.

Transfer to Street M&O, New/1-Time

Transfer \$20,000 to Street M&O Fund for the purchase of cones and delineators. See Fund 101 Street M&O for additional information.

Fund 101 Streets O&M

PRCS – Purchase of 500 new Cones and Delineators, New/1-Time

Add \$20,000 in revenue (General Fund subsidy) and expenditures to purchase 500 new cones and delineators instead of renting them for \$4,500 per session. Participation at City events (SummerFEST, Farmers Market, and Street Festivals) has grown and there are more and more large and small park and street projects where this equipment is needed. The City is always working on logistic and needing to find ways to set up areas, route and reroute traffic and people, block off spaces or open up areas for safety. This equipment will also support Public Works Engineering and Police for incidents and accidents. The equipment works well to hold up signs on a post without having to dig a hole or pound into the ground.

Fund 180 Narcotics Seizure Fund

Narcotics Seizure Qualified Programs, New/1-Time

Add \$106,730 in narcotics seizure related revenue and add \$106,730 for qualified expenditures (\$24,500 to replace vehicle for Special Operations Unit and the remaining \$82,230 for other seizure expenditures). The purpose of this fund is to track assets seized because of involvement with the illegal sale, possession, or distribution of drugs or controlled substances. The fund also provides for the purchase of controlled substances or drugs by law enforcement officers or agents, as well as other expenses to enhance and improve law enforcement activities having a close and demonstrable relationship to enforcement of controlled substances. These funds may not be used to supplant existing funding sources.

Drug Enforcement Agency Tacoma Regional Task Force, Grant/1-Time

Add \$19,372 of revenues and expenditures for officer task force overtime. This cooperative agreement is between the U.S. Department of Justice Drug Enforcement Agency, the Tacoma Regional Task Force, and the City of Lakewood.

Fund 181 Felony Seizure Fund

Felony Seizure Qualified Programs, New/1-Time

Add \$26,960 in felony seizure related revenue and add \$26,960 for qualified expenditures. The purpose of this fund is for tracking assets seized under RCW 10.105.101 and the related expenditures. The state statute authorizes the seizure of assets that have been or was actually employed as an instrumentality in the commission or in the aiding or abetting in the commission of any felony, or which was furnished or was intended to be furnished by any person in the commission of, as a result of, or as a compensation for the commission of, any felony, or which was acquired in whole or in part with the proceeds traceable to the commission of a felony. Funds shall be used exclusively by the City in the expansion and improvement of law enforcement activity; however may not be used to supplant existing funding sources.

The Federal Equity Sharing Guidelines lists the following (funds shall be used to increase or supplement and not be used to replace or supplant):

Permissible Uses: law enforcement investigations; law enforcement training, law enforcement and detention facilities; law enforcement equipment; law enforcement travel and transportation; law enforcement awards and memorials; drug and gang education awareness programs; matching fund for grants; pro rata funding of the law enforcement agency's percentage of costs associated with supporting multi-agency items or facilities; asset accounting and tracking of expenditures of federally shared funds; language assistance services in connection with law enforcement activity; transfers of cash to other law enforcement agencies; support of community-based programs (cash transfers to community-based programs are not permitted); and windfall situations to provide additional support to community –based programs.

Impermissible Uses: Salaries and benefits of permanent law enforcement personnel, except in limited circumstances (i.e. express statutory authorization, overtime of officers and investigators, new positions and temporary or not-to-exceed one year appointments and salary of an officer hired to replace an officer assigned to a task force, specialized programs that generally to not involve traditional law enforcement functions); use of forfeited property by non-law enforcement personnel; payment of education-related costs; uses contrary to the laws of the state or local jurisdiction; non-official government use of shared assets; purchase of food and beverage (except for conference and meals during local operations); extravagant expenditures extravagant expenditures or wasteful expenditures and entertainment; cash on hand, secondary accounts, and stored value cards (such as prepaid credit cards); transfers to other law enforcement agencies; purchase of items for other law enforcement agencies; costs related to lawsuits; loans; and money laundering operations.

Fund 182 Federal Seizure Fund

Federal Seizure Qualified Programs, New/1-Time

Add \$20,100 in federal seizure related revenue and add \$26,960 for qualified expenditures. The Federal Equity Sharing Guidelines lists the following (funds shall be used to increase or supplement and not be used to replace or supplant):

Permissible Uses: law enforcement investigations; law enforcement training, law enforcement and detention facilities; law enforcement equipment; law enforcement travel and transportation; law enforcement awards and memorials; drug and gang education awareness programs; matching fund for grants; pro rata funding of the law enforcement agency's percentage of costs associated with supporting multi-agency items or facilities; asset accounting and tracking of expenditures of federally shared funds; language assistance services in connection with law enforcement activity; transfers of cash to other law enforcement agencies; support of community-based programs (cash transfers to community-based programs are not permitted); and windfall situations to provide additional support to community –based programs.

Impermissible Uses: Salaries and benefits of permanent law enforcement personnel, except in limited circumstances (i.e. express statutory authorization, overtime of officers and investigators, new positions and temporary or not-to-exceed one year appointments and salary of an officer hired to replace an officer assigned to a task force, specialized programs that generally to not involve traditional law enforcement functions); use of forfeited property by non-law

enforcement personnel; payment of education-related costs; uses contrary to the laws of the state or local jurisdiction; non-official government use of shared assets; purchase of food and beverage (except for conference and meals during local operations); extravagant expenditures or wasteful expenditures and entertainment; cash on hand, secondary accounts, and stored value cards (such as prepaid credit cards); transfers to other law enforcement agencies; purchase of items for other law enforcement agencies; costs related to lawsuits; loans; and money laundering operations.

Fund 192 South Sound Military Communities Partnership

SSMCP – NCZ Due Diligence, New/1-Time

Add \$30,000 in revenue and expenditures for due diligence costs associated with the next North Clear Zone property purchase. The City submitted the DCCA application for state funding in September 2022 for the purchase of Puget Paving parcels. The application required the City to identify the share of its cost as part of the cost share agreement between the City and State. The amount requested is for the City's share of due diligence with the Army Cooperative Agreement and includes estimated costs for appraisals, boundary survey, ESA, legal fees, and title search.

Fund 195 Public Safety Grants

Washington Traffic Safety Commission – Impaired Driving Emphasis, Grant/1-Time

Add a total of \$4,375 in grant revenue and expenditures to bring grant total to \$12,752 for WTSC Impaired Driving Emphasis grant. No local match is required. The grant provides funding for overtime wages and related benefits for law enforcement personnel to participate in scheduled local and multi-jurisdictional DUI patrols. The grant period is October 2021 – September 2022.

Washington Traffic Safety Commission – Seatbelts, Grant/1-Time

Add \$3,687 in grant revenue and expenditures to bring total grant allocation to \$6,187 for grant period. No local match is required. The grant provides funding for overtime wages and related benefits for law enforcement personnel to participate in scheduled local seatbelt patrols. The grant period is October 2021 – September 2022.

Emergency Management Performance (EMPG), Grant/1-Time

Add \$62,565 in grant revenues and expenditures for partial reimbursement of the Emergency Management Coordinator's position shared with the West Pierce Emergency Management Coalition. The coalition is comprised of the Cities of Lakewood and University Place, Town of Steilacoom and West Pierce Fire and Rescue. This grant requires a match of local funds of \$82,434 which is provided by the balance of the Coordinator's salary paid by the coalition. The coalition's apportionment is calculated as follows: Coordinator's position cost less the EMPG grant; remaining balance is allocated 40% West Pierce Fire District and 60% allocated to the cities of Lakewood, University Place, Town of Steilacoom based on population as provided by Washington State Office of Fiscal Management (OFM). The City's portion of the local match is included in the existing General Fund budget. The grant-funding period is June 1, 2022-August 31, 2023. The remaining available balance at year-end will be carried over into 2023.

Bulletproof Vest Partnership, Grant/1-Time

Add \$14,800 in grant revenue and expenditures for FY-2022 new award for vests purchased from April 1, 2022 through August 31, 2024. This funding is for armored vests that meet the National Institute of Justice applicable ballistic and stab resistant standards for officers. There is a 50% local match required. This match is already budgeted in the General Fund. The remaining available balance at year-end will be carried over into 2023.

Pierce County STOP Violence against Women Training Grant/1-Time

Add \$5,073 in grant revenue and expenditures. The purpose of this grant is to provide funding for training of two police officers to attend the annual Sexual Victims of Assault training conference held in Dallas, Texas in May 2022. The training encompasses responding effectively, identifying and responding to violent crimes that include crimes of sexual assault, domestic violence, stalking, and dating violence against victims eleven years of age or older. The grant period is January 2022 – December 2022.

Washington State Patrol- Mobile Impaired Driving Unit (MIDU), Grant/1-Time

Add \$15,000 in grant revenue and expenditures for mobile impaired driving unit grant. These funds are for providing a certified Medical Assistant Phlebotomist to work in conjunction with the WSP various locations around the State of Washington. The contract period is June 2022 – September 2022.

WTSC – PC Regional Phlebotomy, Grant/1-Time

Add \$98,400 in grant revenue and expenditures. This grant provides funding for the Pierce County Regional Phlebotomy 2022 Traffic Safety Grant Project. The program is aimed at training 20 law enforcement officers within Pierce County Region 5 to receive training to become licensed Washington State Phlebotomists. The funding provides wages for police officer regular time to attend classes, tuition, fees, books, physician oversight, supplies and recertification fees. The grant period is from March 25, 2022 through June 30, 2023. The remaining available balance at year-end will be carried over into 2023.

US DOJ Justice Assistance Grant – Helmets and Exterior Vests, Grant/1-Time

Add \$41,486 in grant revenue and expenditures. This grant is for the purpose of purchasing helmets and exterior vest public safety equipment for the Lakewood Police Department. The grant period is from October 2022-September 2025. The remaining available balance at year-end will be carried over into 2023.

Fund 501 Fleet & Equipment

PD – Replace 2013 Ford interceptor #40711, New/1-Time

Add \$50,000 in revenues and expenditures for replacement of police vehicle #40711 that was involved in a collision and declared a total loss. The revenue is a transfer in of insurance proceeds received and accounted for in the Risk Management Fund.

MC – Additional Funds for Municipal Court Transit Van, New/1-Time

Add \$16,000 for the replacement of Municipal Court transit van (from \$54,000 to \$70,000). Due to materials supply shortages, Ford was unable to fill the City's original order. As a result, Ford offered the City priority for the 2023 transit van at a significantly higher price due to inflation, material cost increase and supply chain demands. Source is General Fund savings.

PK – New Mower for Street Landscape Program, New/1-Time

Add \$12,000 for the purchase of a new 48" Z Track Mower to support the Street Landscape program. Currently there are 1.75 FTEs assigned to street landscaping. This team provides maintenance to all city buildings, traffic islands, gateways, Sounder Station and along city streets and right-of-ways. There is one mower assigned to the team. The additional Z Track Mower would allow the team to complete more work in those areas. Besides mowing, this equipment allows them to pick up trash along the streets in advance of mowing, providing more efficient use of limited resources. Source is General Fund savings.

PK – Safety Lighting & Radio Installation on Two Trucks, New/1-Time

Add \$15,000 to add safety lighting to the rears of two work trucks so they can be clearly seen by trailing vehicles and install city owned/provided radios for employee communication and safety. The existing safety lighting cannot be seen from the rear of the vehicles and the radios were not installed with the initial build of the vehicles. Source is General Fund savings.

504 Risk Management

PD – Transfer of Insurance Proceeds for Vehicle Claim #40711, New/1-Time

Add \$50,000 transfer of insurance proceeds to Fleet & Equipment Fund for the replacement of police vehicle #40711.

**2022 Year End Budget Adjustment
Summary of Proposed Requests**

	Adjustment Ongoing/ Type 1-Time		Year 2022	
			Revenue	Expenditure
Grand Total - All Funds			\$7,720,666	\$ 7,770,666
Total - Fund 001 General			\$ 225,000	\$ 275,000
CD - 2024 Comprehensive Plan Grant	Grant	1-Time	175,000	175,000
CD - Dept of Commerce Climate Plan Grant	Grant	1-Time	50,000	50,000
Transfer to SSMCP for Future North Clear Zone Due Diligence	New	1-Time	-	30,000
General/Street Fund Subsidy - Cones & Delineators	New	1-Time	-	20,000
Total - Special Revenue Funds			\$ 7,352,666	\$ 7,352,666
Total - Fund 101 Street O&M			\$ 20,000	\$ 20,000
Cones & Delineators	New	1-Time	20,000	20,000
Total - Fund 180 Narcotics Seizure	-	-	\$ 126,102	\$ 126,102
Replace Special Operations Unit Vehicle & Narcotics Seizure Qualified Programs	New	1-Time	106,730	106,730
Drug Enforcement Agency Tacoma Regional Task Force	Grant	1-Time	19,372	19,372
Total - Fund 181 Felony Seizure	-	-	\$ 26,960	\$ 26,960
Qualified Seizure Programs	New	1-Time	26,960	26,960
Total - Fund 182 Federal Seizure	-	-	\$ 20,100	\$ 20,100
Qualified Seizure Programs	New	1-Time	20,100	20,100
Total - Fund 192 SSMCP			\$ 30,000	\$ 30,000
Due Diligence for Future North Clear Zone Property Purchases	New	1-Time	30,000	30,000
Total - Fund 195 Police Grants			\$ 246,386	\$ 246,386
WA Traffic Safety Commission - Impaired Driving	Grant	1-Time	4,375	4,375
WA Traffic Safety Commission - Seatbelts	Grant	1-Time	3,687	3,687
Emergency Management Performance - West Pierce Coalition	Grant	1-Time	62,565	62,565
Bulletproof Vest Partnership	Grant	1-Time	14,800	14,800
Pierce County STOP Violence Against Women	Grant	1-Time	5,073	5,073
WA State Patrol - Mobile Impaired Driving Unit	Grant	1-Time	15,000	15,000
WA Traffic Safety Commision - Pierce Co. Regional Phlebotomy	Grant	1-Time	98,400	98,400
US Department of Justice Assistance Grant - Helmets and Vests	Grant	1-Time	42,486	42,486
Total - Fund 196 ARPA			\$ 6,883,118	\$ 6,883,118
ARPA Second Distribution	Grant	1-Time	6,883,118	6,883,118
Total - Internal Service Funds			\$ 143,000	\$ 143,000
Total - Fund 501 Fleet & Equipment			\$ 93,000	\$ 93,000
PD - Replace Totaled Vehicle #40711	New	1-Time	50,000	50,000
MC - Additional Funds for Vehicle 42161	New	1-Time	16,000	16,000
PK - New Mower for Street Landscape Program	New	1-Time	12,000	12,000
PK - Safety Lighting & Radio Installation on Two Trucks	New	1-Time	15,000	15,000
Total - Fund 504 Risk Management			\$ 50,000	\$ 50,000
Transfer Insurance Recovery to Fleet & Equipment Fund	New	1-Time	50,000	50,000

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED:

November 21, 2022

TITLE: An **ORDINANCE** of the City Council adopting the 2023/2024 Biennial Budget.

ATTACHMENTS:
Ordinance & Exhibit

TYPE OF ACTION:

X **ORDINANCE**
NO. 779

REVIEW:

Various Dates -
See Below

RESOLUTION

MOTION

OTHER

SUBMITTED BY: Tho Kraus, Deputy City Manager

RECOMMENDATION: City Council adopts this ordinance that provides for the City of Lakewood 2023/2024 Biennial Budget beginning January 1, 2023 and ending December 31, 2024.

DISCUSSION: Per state law, the City Council must adopt the 2023/2024 Biennial Budget no later than December 31, 2022. The City held many open public meetings to review the budget. The meeting dates and the topics discussed are as follows:

October 3, 2022

City Manager presentation of the 2023/2024 Proposed Biennial Budget

November 7, 2022

Public Hearing on 2023 Property Tax Levy
Public Hearing on 2023/2024 Proposed Biennial Budget

October 5, 2022

Department Budget Presentations (City Council, City Manager, Parks, Recreation & Community Services, Police, Legal)

November 14, 2022

Review of 2023 Fee Schedule Amendments
Review of 2023/2024 Proposed Biennial Budget (as needed)

October 12, 2022

Department Budget Presentations (Municipal Court, Community & Economic Development, Public Works Engineering, Administrative Services)

November 21, 2022

Adopt 2023 Property Tax Levy
Adopt 2023/2024 Biennial Budget
Adopt 2023 Fee Schedule Amendments

October 24, 2022


Review of 2023 Property Tax Levy
Review of 6-Year Financial Forecast

ALTERNATIVES: The City Council may approve the budget ordinance with modifications.

FISCAL IMPACT: The Proposed 2023/2024 Biennial budget is in compliance with the City's financial policies and is also in line with City Council Goals/Strategic Plan and the associated work plans. It is a balanced budget with operating expenditures supported by operating revenues. There is no use of one-time monies for ongoing programs and General Fund ending fund balances reserves of 12% are maintained at the end of 2024. The proposed budget also maintains current levels of service in public safety, economic development, recreation, and development services, while also providing sources for various transportation and parks improvements.

Tho Kraus

Department Director


City Manager Review

ORDINANCE NO. 779

AN ORDINANCE of the City Council of the City of Lakewood, Washington, adopting the 2023/2024 Biennial Budget.

WHEREAS, the tax estimates and budget for the City of Lakewood, Washington, for the 2023/2024 fiscal biennium have been prepared and filed on October 3, 2022 as provided by Titles 35A.34 and 84.55 of the Revised Code of Washington; and

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

WHEREAS, the City Council of the City of Lakewood having held a public hearing on November 7, 2022, and having considered the public testimony presented; and

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

Section 1. 2023/2024 Biennial Budget. The budget for the 2023/2024 biennium is hereby adopted in the amounts and for the purposes as shown in Exhibit A (“2023/2024 Proposed Biennial Budget”).

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

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

Section 4. Effective Date. This Ordinance shall be effective January 1, 2023.

ADOPTED by the City Council this 21st day of November, 2022.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

Exhibit A

2023/2024 Proposed Biennial Budget

Fund	2023 Proposed				2024 Proposed			
	Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance	Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance
General Government Funds:	\$ 21,309,004	\$ 54,253,705	\$ 58,594,205	\$ 16,968,504	\$ 16,968,504	\$ 54,102,848	\$ 57,869,295	\$ 13,202,057
001 General Fund	15,837,013	43,535,910	48,207,266	11,165,657	11,165,657	44,145,920	47,837,515	7,474,061
101 Street	-	3,792,423	3,792,423	-	-	2,958,027	2,958,027	-
103 Transportation Benefit District	58,424	835,000	835,000	58,424	58,424	835,000	835,000	58,424
104 Hotel/Motel Lodging Tax	2,677,042	1,125,000	1,125,000	2,677,042	2,677,042	1,125,000	1,125,000	2,677,042
105 Property Abatement/RHSP	-	425,500	425,500	-	-	488,000	488,000	-
106 Public Art	-	37,000	37,000	-	-	37,000	37,000	-
180 Narcotics Seizure	-	-	-	-	-	-	-	-
181 Felony Seizure	-	-	-	-	-	-	-	-
182 Federal Seizure	-	-	-	-	-	-	-	-
190 CDBG	1,513,495	553,819	553,819	1,513,495	1,513,495	550,000	550,000	1,513,495
191 Neighborhood Stabilization Prog	-	28,000	28,000	-	-	45,500	45,500	-
192 SSMCP	-	311,125	306,377	4,748	4,748	311,125	315,874	-
195 Public Safety Grants	-	-	-	-	-	-	-	-
196 ARPA	19,209	-	-	19,209	19,209	-	-	19,209
201 GO Bond Debt Service	-	2,521,978	2,521,978	-	-	2,517,754	2,517,754	-
202 IID Debt Service	-	236,692	236,692	-	-	219,765	219,765	-
204 Sewer Project Debt	1,070,728	851,258	525,150	1,396,836	1,396,836	869,757	939,860	1,326,733
251 IID Guaranty	133,093	-	-	133,093	133,093	-	-	133,093
Capital Project Funds:	\$ 6,809,757	\$ 15,162,865	\$ 21,198,625	\$ 773,997	\$ 773,997	\$ 16,388,940	\$ 17,071,470	\$ 91,467
301 Parks	-	965,000	965,000	-	-	3,115,000	3,115,000	-
302 Transportation	3,767,000	11,154,000	14,921,000	-	-	9,154,000	9,154,000	-
303 Real Estate Excise Tax	2,068,447	2,200,000	3,866,625	401,822	401,822	2,200,000	2,587,470	14,352
311 Sewer Project	974,310	843,865	1,446,000	372,175	372,175	1,919,940	2,215,000	77,115
Enterprise Fund:	\$ 4,393,180	\$ 4,731,450	\$ 5,731,863	\$ 3,392,767	\$ 3,392,767	\$ 4,847,382	\$ 4,812,468	\$ 3,427,681
401 Surface Water Management	4,393,180	4,731,450	5,731,863	3,392,767	3,392,767	4,847,382	4,812,468	3,427,681
Internal Service Funds:	\$ 5,802,936	\$ 9,200,400	\$ 9,209,630	\$ 5,793,706	\$ 5,793,706	\$ 8,864,139	\$ 8,574,688	\$ 6,083,157
501 Fleet & Equipment	5,000,658	2,898,946	2,526,520	5,373,084	5,373,084	2,479,927	2,172,320	5,680,691
502 Property Management	530,000	912,134	1,357,134	85,000	85,000	916,396	1,001,396	-
503 Information Technology	272,278	2,940,490	2,877,146	335,622	335,622	3,017,696	2,950,852	402,466
504 Risk Management	-	2,448,830	2,448,830	-	-	2,450,120	2,450,120	-
Grand Total - All Funds	\$ 38,314,877	\$ 83,348,420	\$ 94,734,324	\$ 26,928,974	\$ 26,928,974	\$ 84,203,309	\$ 88,327,921	\$ 22,804,362
			Total Budget	\$ 121,663,298			Total Budget	\$ 111,132,283

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: November 21, 2022	TITLE: 2023 Fee Schedule	TYPE OF ACTION: ORDINANCE NO. RESOLUTION NO. 2022-14 MOTION OTHER
REVIEW: November 14, 2022	ATTACHMENTS: <ul style="list-style-type: none">• 2023 Fee Resolution• 2023 Fee Schedule – Final (Clean Version)	

SUBMITTED BY: Tho Kraus, Deputy City Manager

RECOMMENDATION: It is recommended that the City Council adopt the proposed 2023 Fee Resolution.

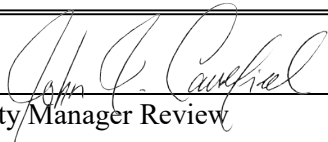
DISCUSSION: On an annual basis, the proposed fee schedule for the upcoming year is presented to the City Council for approval and consideration.

Changes to the proposed 2023 fee schedules are presented by in red, by section, with background/basis for the proposed change.

- Discussion continued on following pages –

ALTERNATIVE(S): The City Council may approve the proposed fees with modifications.

FISCAL IMPACT: N/A

Tho Kraus _____ Department Director	 _____ City Manager Review
---	--

1) Amendments to Part C. Planning and Development Fees

Fee Type	Fee Amount
C. PLANNING AND DEVELOPMENT FEES - continued	
Significant Tree Removal/Replacement Permit Fees Effective March 1, 2023 except for tree replacement costs.	
Note: 1. All fees subject to technology fee surcharge, rounded to the nearest whole number. 2. Tree removal permit is separate from any SEPA application fee and related mitigation. 3. For subarea plans, the tree removal fee is charged based on the underlying zoning.	
Significant Tree Removal Permit	No Fees
Off-Site Tree Replacement Permit, three (3)-inch (when trees are not being replaced onsite)	\$400.00 \$450.00 for each replacement tree.
Offsite Tree Replacement Permit, two (2)-inch (when trees are not being replaced onsite). <i>In the event that a 3-inch tree stock is not available, a lesser size tree may be substituted as approved by the Director or designee.</i>	\$350.00 for each replacement tree.
Removal of trees, all types and species, in association with rights of-way and/or utility easements	No permit required; public agency, and/or utility is required to provide notification to the City.
Permit to Establish a Heritage Tree Designation	Permit required, \$200.00
Permit to Remove Heritage Tree Designation	Permit required, \$200.00
Tree Removal Permit- Single Family & Mixed Residential Zoned Lots (R1, R2, R3, R4, MR1, MR2) <ul style="list-style-type: none"> • Zoned lots less than 10,000 square feet in size and: <ul style="list-style-type: none"> - No Garry oaks located thereon; - Lot not a part of a shoreline setback; and - Lot not located in a critical area. • Zoned lots less than 10,000 square feet in size and: <ul style="list-style-type: none"> - With one (1) or more Garry oaks located thereon; and/or - Lot within a shoreline setback; and/or - Lot located within a critical area. • Zoned lots greater than 10,000 square feet in size. • Zoned lots greater than 10,000 square feet in size and: <ul style="list-style-type: none"> - One (1) or more Garry oaks is located thereon; and/or - Lot is located in a shoreline setback; and/or - Lot is located in a critical area. 	No permit required, no fee. Permit required, \$100.00 Permit required, \$75.00 Permit required, \$150.00
Tree removal permit - Multifamily zoned lots (MF1, MF2, MF3) <ul style="list-style-type: none"> • Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees. • Lots within critical areas, shoreline setback, and/or with Garry oak tree(s). 	Permit required, \$100.00 Permit required, \$200.00
Tree removal permit - Industrial zoned lots (I1, I2, IBP) <ul style="list-style-type: none"> • Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees. • Lots within critical areas, shoreline setback, and/or with Garry oak tree(s). 	Permit required, \$100.00 Permit required, \$200.00
Tree removal permit - Commercial, mixed use, neighborhood commercial zones (C1, C2, C3, ARC, NC1, NC2, TOC, CBD) <ul style="list-style-type: none"> • Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees. • Lots within critical areas, shoreline setback, and/or with Garry oak tree(s). 	Permit required, \$100.00 Permit required, \$400.00
Tree removal permit - Lots within the OSR1 zoning district	Permit required, but no fee.
Tree removal permit - Lots within the OSR2 zoning district.	Permit required, \$300.00
Tree removal permit - Lots within the P/1 zoning district.	Permit required, \$100.00
Tree Emergency Removal Permit <ul style="list-style-type: none"> • Single family zoned lots • All other zoned properties located in the City of Lakewood. <i>Permit is required because the proposed code may require replacement trees.</i>	No permit required, no fee. Permit required, but no fee.

Basis/Background:

Add fees related to the Tree Preservation Code in accordance with Ordinance 775 adopted by the City Council on November 7, 2022 amending the Lakewood Critical Areas Regulations related to the Tree Preservation Code. The effective date for this change is March 1, 2023 except for tree replacement costs.

A comparison of other jurisdictions fees as it relates to tree permits is provided below.

Jurisdiction*	Type of Permit/Other	Fee (2021-2022)
Federal Way	Many non-exempt activities do not require a permit application, only written approval by the city. A tree/vegetation retention plan must be prepared by a certified arborist or a certified landscape architect. Required when removing trees in critical areas, removing trees required for retention through a permit, tree removal that would change stormwater or groundwater.	Tree removal request: \$145
Lacey	Permits are coordinated with land use applications, or with a land clearing permit, or an exemption approval from director.	Rolled into land clearing permit \$109- \$328
Olympia	Tree Permit required for non-exempt activities, or where tree removal results in not meeting tree density or is on property line or street. See Olympia flow chart .	Single Family and lots less than 2 acres Permit fee \$50
Pierce County	Reviewed as part of other land use or land clearing permits.	\$315.00 review (clearing) Hazard tree \$190-\$760
Puyallup	Landscape plan required for development greater than 4 units.	Tree removal ROW, heritage tree: \$50 Landscape plan review: \$90-\$300
Redmond	Tree removal application.	No fee for single-family zoning; \$125.69 fee for commercial, multi-family, or industrial.
Renton	Routine Vegetation Management Permit without critical areas. Required for non-exempt permits.	\$105
Sammamish	Tree removal permit or part of land use approval	Tree removal: \$132
Tacoma	ROW: Required for street tree removal or tree pruning work. Site: Reviewed with building or site development permit.	No fee tree work permits.
Tukwila*	Single family: Inventory survey Other Uses: Landscape Modification Permit	Tree and Landscape Modification Permit and Exceptions \$719.25
University Place	A tree removal permit is required when the development activity will result in the removal of more than five trees.	Tree preservation plan review Single Family: \$ 240.00 ½ acre or less sit: \$650 ½ acre to 2 acres: \$1000 Over 2 acres: \$1,375

Sources: *See other city permit fees collected by City of Seattle Tree permit fee evaluation in 2019.
<https://www.seattle.gov/documents/Departments/UrbanForestryCommission/2019/2019docs/TreePermitFees.pdf>

2) Amendments to Part G. Parks and Recreation Programs

Fee Type	Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use)	
Parks, Recreation & Community Services	
Special Use Permit*	
Events	\$200.00 - \$500.00
Colonial Plaza Street Festivals and Major events	\$1000.00 - \$5000.00
Event Deposit	\$250.00 - \$500.00 per event
Additional event fees and services (plus 15% of gross private event revenue)	Market rate + 15%
<i>* permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc)</i>	
Alcohol Permit Fee ** (must be purchased in addition to a special use permit)	
Small events	\$200.00
Large events	\$500.00
Major events	\$1,000.00
** Special conditions apply	
Facility Use Cancellation/Reschedule Fees	
- Recreation Administrative Fee	\$10.00 (non-refundable)
- Special Use Permit - less than 30 days	(0%) 100% retained by City
- Special Use - 31-60 days prior to use	(50% refunded) 50% retained by City
- Special Use - more than 61 days prior to use	(75% refunded) 25% retained by City
Outdoor Market Vendors	
	Daily Rate
Regular Stall 10x10	25 \$30.00
Regular Stall 10x 20 or Food Trucks	\$50.00
Regular Stall 10x30	\$75.00
Please note that this fee structure does not apply to all City's annual SummerFEST events. Fees for SummerFEST vendors, sporting events, contractors, street festivals, sporting event coordinators , specialty activities, food trucks and other City events elements may vary based on type of activity, logistics, location, anticipated guests, number of days or hours of operation, sponsorship, in-kind services, and other conditions.	
Neighborhood Parks	
Field Preparation Fees	\$25.00
Neighborhood Field use	\$20.00 per hr (no prep); \$50.00 per game fee (2.5 hrs. and one prep per day)
Fort Steilacoom Park and American Lake Park	
Large Picnic Shelter - Full day only May-Sep	
Off Season: October - April — Half Day 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m. —	\$100.00
Peak Season: May - September — Full Day (10:00 a.m. - 7:00 p.m.) — May require a special use permit.	\$200.00
Small Picnic Shelters - Full day only May-Sep	
Off Season: October - April — Half Day 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m. —	\$50.00
Peak Season: May - September — Full Day (10:00 a.m. - 7:00 p.m.) — May require a special use permit.	\$75.00
Pavilion	
4 Hours — Half Day 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m. —	\$500.00
7 Hours — Full Day (10:00 a.m. - 7:00 p.m.) —	\$1,000.00
Hourly Rate (2-hour minimum)	\$150.00
Cleaning Fee	\$50.00 - \$70.00 \$150.00
Additional hourly rates may be charged for repairs or additional cleaning based on use of the facility.	
Other Fees	
Open Space: Half Day (10:00 a.m. - 2:00 p.m.) or (3:00 p.m. - 7:00 p.m.) — Full Day (10:00 a.m. - 7:00 p.m.) - 4-8 hours - May Requires a special use permit.	\$100.00 - \$200.00
Additional Staff Fee	\$25.00 per hour Hourly rate of staff
In addition, an hourly rate will be charged for repairs or additional cleaning.	
Neighborhood Shelters - Full day only May-Sep	
Off Season Half day (resident/nonresident): 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m. May require a special use permit.	\$40.00 / \$50.00
Peak Season Full Day (resident/nonresident): 10:00 a.m. - 7:00 p.m. May require a special use permit.	\$60.00 / \$75.00

Basis/Background:

Special Use Permit: Increase fee for Colonial Plaza (changed to Street Festivals) and major events. Larger events have a greater impact on the park which need staff support before, during and after the event.

Facility Use Cancellation/Reschedule Fees: To clarify that the admin fee covers the cost of rescheduling rather than just refunding. Rescheduling allows the City to retain revenue within the same fiscal year.

Outdoor Market Vendors: Increase regular stall 10x10 to reflect market rate and add fee for regular stall 10x30 to meet vendor needs for larger space.

Neighborhood Parks: To clarify field use location.

Fort Steilacoom Picnic Shelters: Remove ½ day use and base fees seasonal usage. Based on past use, posted hours do not align with requests. This change will enhance user experience and allows for more flexibility of use, less confusion for PRCS personnel and user, and allows for more efficient preparation and clean up of the site.

Pavilion: Remove ½ day use and base fees on 4 and 7 hours. Also removed 2 hour minimum and increased cleaning fee based on market rate for personnel or contractor. This will enhance user experience and allows for more flexibility of use.

Open Space: The city previously created specific times for groups to use our shelters and open spaces for public and private events. We also created ½ day options to provide more opportunities for people to use the parks. The timeframes were the same year round regardless of season or daylight. Park use is growing and the session times did not match requested need and groups were requesting both times to allow for set up and clean-up of space. Also, having different events in the a.m. / pm created problems for park guests as ½ day park users didn't clean the shelter properly for the next group and people were disappointed when they got to the park for their special event. Also, unscheduled use was happening when people saw that a group wasn't coming in until later in the day and people would arrive and the space was being used by unscheduled individuals. All day use and providing reduced rates for off season will provide more options for park users.

Staff Fees: Private use and events at the park are increasing. The city needs to be able to provide supervision and support as needed and the group using the park for events should be covering the cost of the staff needed. Different categories of staff are needed based on need and availability so cost would be related to hourly rate of the staff needed. For instance, a facility attendant at pavilion, police for traffic control or maintenance worker for facility needs.

Neighborhood Shelters: More renters are attempting to use small shelters for large events. Special use permits may be required to review impact and risk to the park, event participants, park visitors, and address need for parking, traffic support, additional sanitation, security, etc.

RESOLUTION NO. 2022-14

A RESOLUTION of the City Council of the City of Lakewood, Washington, setting the City of Lakewood 2023 Fee Schedule.

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

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

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

WHEREAS, it is appropriate to add fees related to the Tree Preservation Code in accordance with Ordinance 775 adopted by the City Council on November 7, 2022 amending the Lakewood Critical Areas Regulations related to the Tree Preservation Code. The effective date for this change is March 1, 2023 except for tree replacement costs;

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

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

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

Section 3. This Resolution shall be in full force and effect January 1, 2023.

PASSED by the City Council this 21st day of November, 2022.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi A. Wachter City Attorney

2023 FEE SCHEDULE
Resolution 2022-14 Adopted by City Council on November 21, 2022

Fee Type		Fee Amount
All		
	Taxes and Pass-Through Costs	All appropriate taxes and pass-through costs are added to fees when they are incurred, even if not specified in the fee schedule.
A. Copies/Duplication		
	Legal/City Clerk	
	Certification of documents and Affixing City Seal	\$0.15 per page + \$3.00
	Preparation of verbatim City Council minutes	\$50.00/hour
	Reproduction of City Council audio tapes	\$5.00
	CD-ROMs	\$1.00
	Various Departments	
	Public Records:	
	Copies of Public Records	\$0.15 per page
	Scanned Public Records into Electronic Format	\$0.10 per page
	Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery.	\$0.05 cents per 4 files or attachments
	Transmission of public records in an electronic format.	\$0.10 per gigabyte
	Digital Storage Media or Device; Container or Envelope used to mail copies to requestor and postage/delivery charge.	Actual Cost
	Note: - Charges can be combined if more than one type applies. - Pursuant to RCW 42.56.120(2)(b), the City of Lakewood is not calculating/assessing all actual costs for copying records because to do so would be unduly burdensome for the following reasons: (1) The City does not have the resources to conduct a study to determine all actual copying costs for every actual cost type; and (2) To conduct such a study would interfere with other essential city functions; and (3) even if the City were to conduct such a study, the systems in place facilitate tasks other than public records production.	
	Non Sufficient Funds (NSF) Fee	\$25.00
	Public Works	
	Engineering Standards Manual	Cost plus 15%
B. City Hall Rental Fees - Two-hour minimum reservation required for facility use		
	Cleaning Fee (non-refundable)	\$50.00 (Saturday & Sunday only)
	City staff attendant	Hourly rate of City staff attendant.
	Up to a 15% Administrative charge may be added to actual expenses. In addition, an hourly rate fee will be charged for repairs or additional cleaning that is required as a result of an event.	

2023 FEE SCHEDULE - continued

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

2023 FEE SCHEDULE - continued

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

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES - continued		
Miscellaneous Planning Fees		
Accessory Living Quarters		\$100.00
Design Review		\$200.00
		Application fees may be reduced by 50% if the application is for a mixed use building. Fee reduction applies to site plan review/zoning certification and design review. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.
Time Extensions		\$240.00
Annexation Petition		
	Notice of Intent to Commence Annexation	\$320.00
	Petition to Annex	\$2,500.00
⁽¹⁾ Hearing Examiner Fees		
Where Examiner Review is required for any related use permit, appeal, etc., the applicant is responsible for and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.		
Other Fees		
Staff Review Fees (includes re-inspection and investigative fees, and additional staff review when the processing of the application exceeds the application base fees as outlined in the fee schedule.)		\$92.00 per hour
Development Agreement		\$2500.00
Pre-Application Conference		\$150.00 - Of this amount, \$100.00 can be applied to related permits filed within sixty (60) days of the preapplication conference
Final Certification of Occupancy/Site Certification		\$100.00
Home Occupation		\$200.00
Limited Home Occupation		\$50.00
Downtown Subarea Park Fee-in-Lieu of Common Open Space Construction		Up to 50% of valuation of required common open space (100 sq. ft. required per dwelling unit); see LMC 18B.530
Written Zoning Determination by the Assistant City Manager for Development Services		\$250.00
WTF Administrative Use Permit		\$800.00
WTF Conditional Use Permit		\$2,000.00

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES - continued		
SEPA & Wetland Fees		
Written SEPA Exempt Determination (The fee applies only to requests for a written determination by the Community & Economic Development Department that the project is exempt from the requirements of SEPA.)		\$50.00
	Environmental Checklist for applicable Process I and II applications located outside of Downtown Subarea Plan Boundaries	\$550.00
	Environmental Checklist for applicable Process III, IV, and V applications (e.g. conditional use permits, variances, shoreline substantial development permits, plats, master plans, and land use map/text changes located outside of the Downtown Subarea Plan Boundaries	\$1,840.00
	Environmental Checklist for applicable Process V applications (e.g. generalized or comprehensive ordinance text amendments, area-wide amendments, annexations, and adoption of new planning-related ordinance)	Staff review hourly rate; \$2,500.00 deposit is required
	Environmental Checklist for projects inside of Downtown Subarea Plan Boundaries	\$50.00
	Environmental Impact Statement (EIS)	\$3,200.00 plus preparation at contract rate to be determined
	Reasonable Use Exception other than residential (RUE)	\$1,840.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
	Residential RUE	\$500.00
	Additional SEPA Review (See WAC 197-11-335)	No charge, except any third-party consultant costs to the City.
	Downtown Subarea Planned Action Transportation Fee	\$2,174.00 per PM peak hour trip generated by use(s).
Multi-Family Tax Exemption (MFTE) Applications (LMC 3.64.030)		
Conditional Certificate Application		\$800.00
Extension of Conditional Certificate of Application		\$500.00
Final Certificate of Application		\$500.00
8-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$800.00
12-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$1,200.00

2023 FEE SCHEDULE - continued

Fee Type	Fee Amount
Significant Tree Removal Permit	
Note: 1. All fees subject to technology fee surcharge, rounded to the nearest whole number. 2. Tree removal permit is separate from any SEPA application fee and related mitigation. 3. For subarea plans, the tree removal fee is charged based on the underlying zoning.	
Off-Site Tree Replacement Permit, three (3)-inch (when trees are not being replaced onsite)	\$450.00 for each replacement tree.
Offsite Tree Replacement Permit, two (2)-inch (when trees are not being replaced onsite).	\$350.00 for each replacement tree.
<i>In the event that a 3-inch tree stock is not available, a lesser size tree may be substituted as approved by the Director or designee.</i>	
Removal of trees, all types and species, in association with rights-of-way and/or utility easements	No permit required; public agency, and/or utility is required to provide notification to the City.
Permit to Establish a Heritage Tree Designation	Permit required, \$200.00
Permit to Remove Heritage Tree Designation	Permit required, \$200.00
Tree Removal Permit- Single Family & Mixed Residential Zoned Lots (R1, R2, R3, R4, MR1, MR2) <ul style="list-style-type: none"> • Zoned lots less than 10,000 square feet in size and: <ul style="list-style-type: none"> - No Garry oaks located thereon; - Lot not a part of a shoreline setback; and - Lot not located in a critical area. • Zoned lots less than 10,000 square feet in size and: <ul style="list-style-type: none"> - With one (1) or more Garry oaks located thereon; and/or - Lot within a shoreline setback; and/or - Lot located within a critical area. • Zoned lots greater than 10,000 square feet in size. • Zoned lots greater than 10,000 square feet in size and: <ul style="list-style-type: none"> - One (1) or more Garry oaks is located thereon; and/or - Lot is located in a shoreline setback; and/or - Lot is located in a critical area. 	No permit required, no fee. Permit required, \$100.00 Permit required, \$75.00 Permit required, \$150.00
Tree removal permit - Multifamily zoned lots (MF1, MF2, MF3) <ul style="list-style-type: none"> • Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees. • Lots within critical areas, shoreline setback, and/or with Garry oak tree(s). 	Permit required, \$100.00 Permit required, \$200.00
Tree removal permit - Industrial zoned lots (I1, I2, IBP) <ul style="list-style-type: none"> • Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees. • Lots within critical areas, shoreline setback, and/or with Garry oak tree(s). 	Permit required, \$100.00 Permit required, \$200.00
Tree removal permit - Commercial, mixed use, neighborhood commercial zones (C1, C2, C3, ARC, NC1, NC2, TOC, CBD) <ul style="list-style-type: none"> • Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees. • Lots within critical areas, shoreline setback, and/or with Garry oak tree(s). 	Permit required, \$100.00 Permit required, \$400.00
Tree removal permit - Lots within the OSR1 zoning district	Permit required, but no fee.
Tree removal permit - Lots within the OSR2 zoning district.	Permit required, \$300.00
Tree removal permit - Lots within the P/1 zoning district.	Permit required, \$100.00
Tree Emergency Removal Permit <ul style="list-style-type: none"> • Single family zoned lots • All other zoned properties located in the City of Lakewood. <i>Permit is required because the proposed code may require replacement trees.</i>	No permit required, no fee. Permit required, but no fee.

2023 FEE SCHEDULE - continued

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

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued		
Plan Review Fees		
Plan review fees shall be 65 percent (65%) of the Building Permit Fee with a minimum fee of one hour (\$92.00)		
Plan review for residential site specific base plans shall be \$500.		
Other Fees		
	Demolition Fees	
	Single Family (including duplex)	\$200.00
	Residential Accessory Building	\$100.00
	Commercial/Multi-Family (including mobile home parks)	
	Less than 10,000 square feet	\$200.00
	10,000 to 100,000 square feet	\$400.00
	100,000 square feet or more	\$600.00
	Mobile Home Setup Permit	\$184.00
State Building Code Council (SBCC) Surcharge - Residential		\$6.50 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085
State Building Code Council (SBCC) Surcharge - Commercial		\$25.00 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085
General Comments		
1)	Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits may be subject to an investigative fee.	
2)	Additional inspection outside of normal business hours or investigative fee rates are calculated at \$92.00 per hour (2 hour minimum).	
3)	A reinspection fee shall be calculated at \$92.00 per occurrence.	
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$92.00 per hour of staff time expended.	
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$92.00 per hour.	
6)	Expedited plan review by the use of outside consultants for plan checking and/or inspections will be the actual cost calculated by outside consultant. The consultant fees shall be paid directly to the outside consultant. Thereafter, the Building Official will adjust the City's building permit review fees.	
7)	The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees as assessed.	
8)	Any time the use of a building or tenant space is changed, a change of use permit is required. The fee for a change of use permit is \$250.00. If alterations to the space are to be performed, additional permits and fees may be required such as building permit, plumbing permit, mechanical permit, etc. Please note that an electrical permit may be required for changes to the electrical service or wiring.	
9)	Foundation only permit for phased commercial and multifamily projects, 10 percent of the ICC Building Valuation.	
10)	Shell only permits for phased commercial and multifamily building, 80 percent of the ICC Building Valuation per square foot.	
11)	Review of minor additions or revisions to plans before permit issuance, \$92 per hour, minimum, one hour. Major revisions to plans will require a new plan review fee. Revisions submitted in response to plan review comments do not require additional plan review fee. Shell only permits for phased commercial and multifamily buildings, 80 percent of the ICC Building Valuation	
12)	Review of minor additions or revisions to plans after permit issuance, \$92 per hour, minimum, one hour.	
13)	Review of deferred submittals, \$92 per hour, minimum one hour.	
14)	Tenant improvements for shell building, 50 percent of the ICC Building valuation per square foot. Said tenant improvement is limited to nonstructural tenant alterations not included in the building permit for the new shell building. This work is limited to improvements of previously unoccupied space.	
15)	Work without permits; double fees for building permits and plan review fees.	
16)	Building permit extension (after two extensions have been previously authorized by the Building Official. The fee is 0.5 hours at the CED hourly rate (see Staff Review Fees under Other Fees section).	

2023 FEE SCHEDULE - continued

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

2023 FEE SCHEDULE - continued

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

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
E. GEOGRAPHICAL INFORMATION SYSTEMS AND OTHER FEES		
Geographical Information Systems (GIS)		
LABOR COSTS: Labor costs for preparation of requested GIS information shall be billed on a quarter of an hour (15-minute) basis, at the rate of \$12.50 per fifteen (15) minute period of labor, in addition to any applicable mapping and/or electronic media costs, set forth below:		
Standard Mapping Products		
Photo Quality Paper (11 X 17)		\$15.00 each
Wall Map (22 X 34)		\$20.00 each
Wall Map (33 X 44)		\$25.00 each
ELECTRONIC MEDIA: CD-ROM		\$15.00
Administrative Services		
Extra Duty Contracts - Administrative Fee		\$2.00 per hour
Extra Duty Contracts - Processing Fee		\$10.00 per invoice
Lien Filing Fee		\$50.00 plus all recording fees
F. PUBLIC WORKS PERMIT FEES		
Administrative Fee		
Technology Fee		2% of the total public works permit cost
Permits		
Site Development Permit (covers site work, including erosion control, clearing, grading and drainage)		
	Project Value	Permit Fee
	\$0 - 15,000	\$920.00
	\$15,001 - \$50,000	\$1,840.00
	\$50,001 - \$150,000	\$4,600.00
	\$150,001 - \$1,000,000	\$8,280.00
	Over \$1,000,001	\$16,560.00
<i>Project Value is defined as the value of all improvements outside the building footprint.</i>		
Right-of-Way Permit (authorization to use right-of-way for minor construction, parking or other non-intrusive use)		\$184.00 plus any staff time in excess of 2 hours at \$92.00 per hour
Annual Right-of-Way Permit (authorization for utility companies to use right-of-way for non-intrusive maintenance activities)		\$500.00
Pavement Degradation Fee : (recovers loss in pavement serviceability due to pavement cuts):		
	Road Material, Type, PCI Score	PDF Fee
	Flexible, High Volume, In moratorium	\$85.00 per square yard
	Flexible, High Volume, PCI 100-85	\$42.00 per square yard
	Flexible, High Volume, PCI 84-70	\$34.00 per square yard
	Flexible, High Volume, PCI 69-50	\$25.00 per square yard
	Rigid, High Volume, In moratorium	\$164.00 per square yard
	Rigid, High Volume, PCI 100-85	\$82.00 per square yard
	Rigid, High Volume, PCI 84-70	\$66.00 per square yard
	Rigid, High Volume, PCI 69-50	\$49.00 per square yard
	Flexible, Med-Low Volume, In moratorium	\$54.00 per square yard
	Flexible, Med-Low Volume, PCI 100-85	\$27.00 per square yard
	Flexible, Med-Low Volume, PCI 84-70	\$22.00 per square yard
	Flexible, Med-Low Volume, PCI 69-50	\$16.00 per square yard
	Rigid, Med-Low, In moratorium	\$142.00 per square yard
	Rigid, Med-Low, PCI 100-85	\$71.00 per square yard
	Rigid, Med-Low, PCI 84-70	\$57.00 per square yard
	Rigid, Med-Low, PCI 69-50	\$43.00 per square yard

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
F.	PUBLIC WORKS PERMIT FEES - continued	
	Right-of-Way Vacation Permit (<i>"Sale" or vacation of city right-of-way to abutting property owners</i>)	\$1,840.00
	Street Opening Permit (<i>Used to install new or repair/upgrade existing private and public facilities located in a street right-of-way; includes pavement cuts, excavation, traffic control, etc.</i>)	\$920.00 plus any staff time in excess of 10 hours at \$92.00 per hour
	Oversize Load Permit (<i>all vehicles in excess of legal weight or size limitations according to RCW 46.44 shall obtain an oversize load permit prior to operating on Lakewood streets</i>)	Individual \$184.00 Annual \$552.00 Additional costs shall apply if police escorts or signal technician work is required.
	Reinspection Fee (<i>to cover cost of each reinspection, required in conjunction with a Right-of-Way Permit, necessary to assure compliance with the requirements of the permit</i>)	\$92.00
	General Inspection Fee (<i>for inspection not otherwise listed</i>)	\$92.00 per hour
	Miscellaneous Permits (<i>any Public Works permit not covered by the fee schedule, if performed by an employee</i>)	Rate will be based on actual hourly costs, plus benefits (30%), operating costs (16%) and central services costs (16%)
	Professional Services Contracts (<i>any private or public professional service contract needed</i>)	Rate will be billed 100%, plus 10% administrative charges

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use)		
Parks, Recreation & Community Services		
Special Use Permit*		
Events		\$200.00 - \$500.00
Street Festivals and Major events		\$1000.00 - \$5,000.00
Event Deposit		\$250.00 - \$500.00 per event
Additional event fees and services (plus 15% of gross private event revenue)		Market rate + 15%
<i>* permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc)</i>		
Alcohol Permit Fee ** (must be purchased in addition to a special use permit)		
Small events		\$200.00
Large events		\$500.00
Major events		\$1,000.00
** Special conditions apply		
Facility Use Cancellation/Reschedule Fees		
- Recreation Administrative Fee		\$10.00 (non-refundable)
- Special Use Permit - less than 30 days prior to		(0%) 100% retained by City
- Special Use - 31-60 days prior to use		(50% refunded) 50% retained by City
- Special Use - more than 61 days prior to use		(75% refunded) 25% retained by City
Lakewood Senior Activity Center (two hour minimum)		
Rainier Room - Full activity room		\$65.00 per hour
Classroom		\$30.00 per hour
Art room		\$30.00 per hour
Kitchen (only if available if renting full activity room)		\$15.00 per hour
Facility Deposit		\$150.00
Cleaning Fee		\$150.00
Additional Staffing Fee		\$25.00 per hour
Cancellation Fees		
- Facility Deposit/Fees (less than 30 days)		(0%) 100% retained by City
- Facility Deposit/Fees (31-60 days prior)		(50% refunded) 50% retained by City
- Facility Deposit/Fees (more than 61 days prior)		(75% refunded) 25% retained by City
Boat Launch		
Per launch (Credit/Debit Cards Only)		\$15.00
Resident Season Pass		\$125.00 plus tax
Non-Resident Season Pass		\$150.00 plus tax
Overnight Pass		\$50.00
Commercial Pass		\$250.00
Outdoor Market Vendors		Daily Rate
Regular Stall 10x10		\$30.00
Regular Stall 10x 20 or Food Trucks		\$50.00
Regular Stall 10x30		\$75.00
Please note that this fee structure does not apply to the City events. Fees for SummerFEST vendors, contractors, street festivals, specialty activities, food trucks and other event may vary based on activity, logistics, location, anticipated guests, number of days or hours of operation, sponsorship, in-kind services and other conditions.		
Neighborhood Parks		
Field Preparation Fees		\$25.00
Neighborhood Field use		\$20.00 per hr (no prep); \$50.00 per game fee (2.5 hrs. and one prep per day)

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use) - continued		
Fort Steilacoom Park		
Large Picnic Shelter		
Off Season: October - April		\$100.00
Off Season: May - September - May require a special use permit.		\$200.00
Small Picnic Shelters - Full day only May - Sep		
Off Season: October - April		\$50.00
Off Season: May - September - May require a special use permit.		\$75.00
Pavilion		
4 Hours		\$500.00
7 Hours		\$1,000.00
Hourly Rate		\$150.00
Deposit		\$250.00 - \$500.00
Cleaning Fee		\$50.00 - \$70.00
Additional hourly rates may be charged for repairs or additional cleaning based on use of the facility.		
Sport Field Use Fees		
		<u>With one field preparation, per field, per day</u>
- 1 Field		\$200.00
- 2 Fields		\$275.00
- 3 Fields		\$350.00
- 4 Fields		\$425.00
- 5 Fields		\$500.00
		<u>Without field preparation, per day</u>
- 1 Field		\$150.00
- 2 Fields		\$200.00
- 3 Fields		\$250.00
- 4 Fields		\$300.00
- 5 Fields		\$350.00
Baseball Field #5 at Fort Steilacoom Park		\$25.00 per game or \$50.00 per day
Single Sports Field (no preparation)		\$40.00 per 60 minutes
Tournament Deposit and Cancellation Fee (A full refund or credit less		
- Nonrefundable tournament reservation fee (does not go towards tournament fees)		\$100.00
- Tournament Deposit Fee (will go towards tournament fees)		\$100.00 per field
- Tournament cancelled less than 30 days prior		50% of deposit refunded
- Tournament cancelled 31-60 days prior		75% of deposit refunded
Youth soccer teams not associated with city leagues but use city fields for league play, per team. Field availability may vary and field prep fees apply.		
- Age 10 years and under		\$100.00 per team
- Age 11 - 18 years		\$125.00 per team
- Adult, age over 18 years		regular field use rates apply
Youth baseball teams not associated with city leagues but use city fields for league play, per team. Field availability may vary and field prep fees apply.		\$50.00 per game fee (2.5 hours and one prep per day)
Field preparation (all sports)		\$50.00 per prep \$75 per mid day mound change

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
G.	PARKS AND RECREATION PROGRAMS (Facility/Use) - continued	
	Other Fees	
	Open Space: Requires a special use permit.	\$100.00 - \$200.00
	Jumpy House Permits - Must be inspected and requires insurance.	\$20.00 each
	Non-Refundable Vendor Application Fee	\$25.00
	Advertising Banner	\$100.00 per day
	Concessions	\$25.00 - \$50.00 per day
	Additional Staff Fee	Hourly rate of staff
	Parking, camping and other revenue collected by renter for event	15% of gross revenue
	In addition, an hourly rate will be charged for repairs or additional cleaning.	
	Neighborhood Shelters	
	Off Season Resident / Nonresident May require a special use permit.	\$40.00 / \$50.00
	Peak Resident / Nonresident Season May require a special use permit.	\$60.00 / \$75.00
	McGavick Center Facility Use/Rental	
	Non-profit organizations may rent the entire facility for a flat fee of \$1,500.00. The City's available days for rental/use are limited in number each year.	

2023 FEE SCHEDULE - continued

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

2022 FEE SCHEDULE - continued

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

2023 FEE SCHEDULE - continued

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

2023 FEE SCHEDULE - continued

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

2023 FEE SCHEDULE - continued

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

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
J. RENTAL HOUSING SAFETY PROGRAM		
Community & Economic Development		
Detached Single Family Rental Flat Fee Per Unit		\$12.00
Multi-Family Rental Flat Fee Per Unit		\$12.00
Late Fee for Rental Housing Registration (up to one month past due):		
Any applicant or licensee who fails to make application for a Rental Housing license or renewal, within 30 days after expiration of their rental license or of the commencement of business in the case of a new rental business, shall be subject to a late application fee, computed at 100 percent of the cost of the applicable license fee.		
Certificate of Compliance		No Charge
Certificate of Compliance Transfer to New Owner		No Charge
Initial Safety Inspection		No Charge
Reinspection		\$125.00
Rental Housing Inspector's Initial Registration		\$0.00
Rental Housing Inspector's Annual Renewal		\$10.00
K. SMALL WIRELESS FACILITIES		
Community & Economic Development		
Small Wireless Franchise Fee Deposit. Requires a deposit of \$5,000.00 with Small Wireless franchise application. The deposit is intended to cover all administrative expenses incurred by the City (including staff/consultant related time) associated with the review of each franchise application and associated franchise negotiations. Additional fees may apply if additional staff/consultant related time is necessary. Any application fee deposit monies not used for administrative expenses associated with the review of each franchise application and franchise negotiation will be returned to the applicant following the approval or denial of the franchise by the City Council. This administrative fee excludes normal permit fees required for work within the City Rights-of-way. City personnel will be tracking all hours expended for each Small Wireless application review and franchise negotiation. This deposit may also be applied to administrative costs associated with negotiate a Master License Agreement for Small Wireless Facilities on City Facilities.		\$5,000.00
Small Wireless Facility Permit Fee (per facility)		\$100.00
Small Wireless Facility Annual ROW Access Fee (in lieu of ROW permits)		\$270.00
Small Wireless Facility Pole Attachment Fee ("Rent" per facility on City facilities) - This fee is prorated based on the number of days covered from Rent Commencement Date to December 31.		\$276.75
Small Wireless Facility Pole Replacement Fee (per replaced pole)		\$1,000.00

2023 FEE SCHEDULE - continued

Fee Type		Fee Amount
L.	ANIMAL CONTROL LICENSING FEES	
	Police	
	The annual license fees for the ownership, keeping, or having control of dogs and/or cats in the City shall be as follows:	
	- Dogs (altered)	\$20.00
	- Dogs (unaltered)	\$55.00
	- Cats (altered)	\$12.00
	- Cats (unaltered)	\$55.00
	Reduced rates for physically disabled and senior citizens, 65 years of age or older:	
	- Dogs (altered)	\$10.00
	- Dogs (unaltered)	\$30.00
	- Cats (altered)	\$4.00
	- Cats (unaltered)	\$30.00
	Animals exempted from payment of fee - Guide Dog or Service Animal (with proof)	No Fee
	In order to receive the fee advantage for altered dogs and cats, an individual must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.	
M.	BURGLAR/SECURITY ALARM PERMIT FEES	
	Police	
	The fee for burglar/security alarm systems operating within the City of Lakewood as defined in Chapter 9A.13 of the Lakewood Municipal Code are as follows:	
	Annual Permit Fee	\$24.00
	- for Senior Citizens or Physically Disabled	\$12.00
	General False Alarm Fee	\$100.00 each incident
	Robbery False Alarm Fee	\$200.00 each incident
	Supplemental False Alarm Fee for Unregistered Alarm	\$100.00 each incident
	Late Fee if False Alarm Fee is not paid in 30 days of invoice	\$25.00
	Appeal Fee (refundable if fee is overturned)	\$50.00
	Alarm Company Fee for Failure to Verify Alarm Signal	\$100.00
	Alarm Company Fee for false statements concerning the inspection of an alarm site or alarm performance	\$200.00
	Failure to comply and provide customer lists to Alarm Administrator	\$25.00 per working day (after the initial 30-day notice expires, i.e. day 31)
	Failure to renew (assessed the Alarm Agreement Holding Company)	\$100.00
	Failure to obtain an alarm permit from the Police alarm Administrator	\$10.00 per each registered alarm user in City, with maximum of \$100.00
	Reinstatement fee for unregistered alarm installation company or unregistered company	Greater of 100.00 or \$10.00 per alarm user of letters that have been sent



TO: City Council
FROM: Dave Bugher, Assistant City Manager for Development Services
THROUGH: John Caulfield, City Manager
Tho Kraus, Deputy City Manager *John E. Caulfield*
CC DATE: November 21, 2022
SUBJECT: Tree Preservation, Examples of How Things Work Under the Revised Code

November 14, 2022, City Councilmember Anderson wanted additional information on how the tree preservation code would be administered, specifically as it pertained to tree removal. I was reluctant to provide examples at the meeting, given that permitting and tree replacement, if required, and depending on existing conditions, can vary significantly from property-to-property.

I have since had the opportunity to provide some scenarios of tree removal based on the proposed fee schedule. They represent three different situations in three different geographic areas of Lakewood. These samples focus on residential neighborhoods since this is where most of the requests will originate.

Scenario 1

Location: 7701 Onyx Drive SW (Oakbrook)

Lot size: 9,585 square feet

Situation - Owners request to remove a non-oak, deciduous tree in the front yard on private property. Reason for the removal, the tree is older and overhangs the roof. Owners are concerned that the tree could damage the house in a future wind storm.

Can the tree be removed? Yes.

Is a permit required? Under the code and proposed fee schedule, no permit, no fee.

Scenario 2

Location: 8611 Haviland Avenue SW (immediately east of Fort Steilacoom Park)

Lot size: 10,125 square feet

Situation - New property owners. Owners do not like the 'look' of an existing Maple tree, besides too many leaves in the gutters during the fall. Owners want to remove the tree. Maple tree has a diameter of 8-inches.

Can the tree be removed? Yes.

Is a permit required? Under the code and proposed fee schedule, yes, a permit is required, and a \$75 fee.

Scenario 3

Location: 9130 128th Street SW (north side of American Lake, east of American Lake North Park)

Lot size: 14,250 square feet

Situation - Owners want to remove a Garry oak tree. The tree is located in the 65-foot buffer zone of an existing shoreline (critical area). The Garry oak has a diameter of 8-inches; anything greater than 4-inches makes it a significant tree under the city's code.

Is a permit required? Under the code and proposed fee schedule, yes, a permit is required, and a \$150 fee.

Can the tree be removed? It depends on an arborist's evaluation and review¹, and approval of the report by the city.

- If the tree is deemed a safety hazard, and it that will not provide important wildlife habitat value, then the tree can be removed without having to provide onsite or offsite tree replacement.
- If the tree is not a safety hazard, but still provides important wildlife habitat value, then the permit request would be denied.

Follow-up question: Say the owners want to remove the oak, even though the tree is not hazardous, but provides wildlife habitat value, could the homeowners apply for onsite or offsite tree replacement?

Yes, at 2:1 replacement. Owners could plant 16-inches of trees onsite, or pay into the city's tree fund. Amount of payment, \$2,430. Another option, although we have not experienced such a request, would be for the owner to perform both - plant some trees and also pay for offsite replacement at the 2:1 ratio. A permit could be approved.

NOTE: In all three scenarios, the decision to approve, conditionally approve, or deny a permit is an administrative decision and subject to hearing examiner appeal.

¹ Property owners will have to hire an arborist.

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED:

November 21, 2022

TITLE: Lodging Tax Advisory Committee (LTAC)

Recommendations Authorizing 2023 Contracts for Tourism Services

TYPE OF ACTION:

ORDINANCE NO.

RESOLUTION NO.

MOTION NO. 2022-95

REVIEW:

November 14, 2022

ATTACHMENTS:

- Memo and draft LTAC Retreat minutes as presented to the City Council on November 14, 2022.

OTHER

SUBMITTED BY: Tho Kraus, Deputy City Manager

RECOMMENDATION: Authorize the City Manager to enter into 2023 LTAC grant contracts as recommended by LTAC with the exception of Lakewold Gardens capital funding request. Lakewold Gardens' capital request of \$400,000 spread evenly over four years for the restoration of the carriage house does not qualify for capital funds. A capital project requires a proportional degree of ownership in the facility. Therefore, capital projects where there is no city ownership are not eligible to receive funding.

DISCUSSION: Please see attached memo and draft LTAC Retreat minutes as presented to the City Council on November 14, 2022.

ALTERNATIVE(S):

1. The City Council may accept or reject any of the LTAC funding recommendations.

The City Council is not required to fund the full list of recommended recipients and may choose to make awards to some or even none of the recommended recipients, but the City Council may not award funds to any recipient that was not recommended by LTAC.

2. Return the recommendations to the LTAC for further consideration. Under this alternative, the City Council would need to provide direction as to what it desires from the committee.

The City Council may award amounts different from the LTAC's recommended amounts but only after satisfying the procedural requirement of submitting the proposed change(s) to the LTAC for review and comment at least 45 days before financial action is taken.

FISCAL IMPACT:

Recommendations totaling \$904,350 (excluding Lakewold Gardens \$400,000 capital funding request, details provided in attached memo).

Tho Kraus

Department Director


City Manager Review



To: Mayor and City Councilmembers

From: Dana Kapla, Assistant Finance Director
Tho Kraus, Deputy City Manager

Through: John J. Caulfield, City Manager

Date: November 14, 2022

Subject: Review of 2023 Lodging Tax Funding Allocations

Overview

As authorized under state law, the City of Lakewood has enacted a lodging tax. The City receives a 7% share of the taxes collected by Washington State from lodging-related businesses located within the City.

The 7% breaks down into 4% which can be used for tourism promotion, or the acquisition of tourism-related facilities, or operation of tourism-related facilities. The additional 3% is restricted to the acquisition, construction, expansion, marketing, management, and financing of convention facilities, and facilities necessary to support major tourism destination attractions that serve a minimum of one million visitors per year.

The memorandum discusses the City's Lodging Tax Advisory Committee (LTAC), the estimated funds available, how the funds may be used, grant requests and recommendations.

Lodging Tax Advisory Committee

If a city collects lodging tax, state law requires the formation of a lodging tax advisory committee. The committee must have at least five members who must be appointed by the city council. At least two of the members must represent businesses required to collect the tax, and at least two of the members of the committee must represent entities who are involved in activities authorized to be funded by the tax. The fifth member must be an elected official of the city, who shall serve as chair of the committee. There is no maximum number of participants on the lodging tax advisory committee as long as the number of members representing businesses authorized to collect the tax and those representing entities authorized to receive funding are equal. Current members are:

Chair	Represent Businesses Authorized to Collect the Tax	Represent Entities Authorized to Receive Funding
Mayor Jason Whalen	Jarnail Singh, Comfort Inn & Suites Term Expires 12/31/2025	Chelene Potvin-Bird, Travel Tacoma-Mt Rainier Tourism & Sports Term Expires 11/1/2023
	DJ Wilkins, Best Western Lakewood Term Expires 12/31/2025	Linda Smith, Lakewood Chamber of Commerce Term Expires 11/1/2023

One role of the LTAC is to consider requests for use of lodging tax funds. LTAC considers these requests through a public process, which is intended to generate comments and funding recommendations. These are forwarded to the Lakewood City Council who, in turn, reviews all of LTAC's proposals and votes yes or no to each one. The City Council cannot modify the recommended amounts or recipients provided to them by LTAC.

2022 Estimated Funds Available for 2023 Grant Awards

Total Estimated Funding Available for 2023 Grant Awards	Restrictions on Use		Total
	4%	3% (Restricted)	
	Reserved for tourism, promotion, acquisition of tourism related facilities, or operation of tourism related facilities.	Reserved for acquisition, construction, expansion, marketing, and management of convention facilities.	
Estimated Ending Balance, 12/31/2022	\$1,424,384	\$1,252,655	\$2,677,039
Less Required for CPTC McGavick Center	\$0	(\$101,850)	(\$101,850)
Total	\$1,424,384	\$1,150,805	\$2,575,189

Grant Requests

In August 1, 2022, the City solicited for and received 18 proposals requesting \$1,195,000.

Additionally, in 2007, the City entered into an agreement with CPTC (Clover Park Technical College to contribute 11% of the construction costs for the Sharon McGavick Student/Conference Center. The contribution is in equal installments of \$101,850 over 20 years, beginning in 2007. In return for the contribution, the City has use of the center for 18 days per years for a 30-year period to be used for tourism related activities. The City's practice has been to use available restricted funds for this commitment.

2023 Grant Award Recommendations

The LTAC was provided completed applications on September 9, 2022 for review. On September 22, 2022 the LTAC met for a full day to hear presentations by each of the applicants. The members of the committee carefully considered each request based on the following criteria:

- Funds available
- Past performance
- Ability to attract tourism, particularly from outside the 50 mile radius
- Strength of the applications
- City of Lakewood's desire to retain dollars for future capital project(s)

Below are the Lodging Tax Advisory Committee's recommendations:

2022 Requests for 2023 LTAC Grant Funds Applicant	Total Project Cost	Funding Request			Recommended Funding		
		Non-Capital	Capital	Total	Non-Capital (4%)	Capital (3%)	Total
Asian Pacific Cultural Center	\$ 37,500	\$ 15,000	\$ -	\$ 15,000	15,000	-	15,000
Grave Concerns	5,000	5,000	-	5,000	5,000	-	5,000
Historic Fort Steilacoom Association	14,000	12,000	-	12,000	12,000	-	12,000
Lakewold Gardens - Capital ¹	3,200,000	-	400,000	400,000	-	400,000	400,000
Lakewold Gardens - Tourism & Promotions	160,000	100,000	-	100,000	100,000	-	100,000
Lakewood Arts Book Festival Association	29,000	23,000	-	23,000	23,000	-	23,000
Lakewood Chamber of Commerce - Nights of Lights	25,000	25,000	-	25,000	25,000	-	25,000
Lakewood Chamber of Commerce - Tourism	100,000	100,000	-	100,000	100,000	-	100,000
Lakewood Historical Society & Museum	51,000	32,500	-	32,500	32,500	-	32,500
Lakewood Playhouse	26,500	25,000	-	25,000	25,000	-	25,000
Lakewood Sister Cities Association - Friendship Delegation	22,000	21,500	-	21,500	21,500	-	21,500
Lakewood Sister Cities Association - International Festival	9,500	9,000	-	9,000	9,000	-	9,000
Travel Tacoma	3,664,870	115,000	-	115,000	115,000	-	115,000
CoL - Communications	60,000	60,000	-	60,000	60,000	-	60,000
CoL - SummerFEST	145,000	135,000	-	135,000	135,000	-	135,000
CoL - Farmers Market	67,000	57,000	-	57,000	57,000	-	57,000
CoL - Summer Concert Series	30,000	30,000	-	30,000	30,000	-	30,000
CoL - Saturday Street Festivals on Motor Ave ²	30,000	30,000	-	30,000	37,500	-	37,500
	\$7,676,370	\$ 795,000	\$ 400,000	\$1,195,000	802,500	400,000	1,202,500
CPTC McGavick Center - Committed, Annual Payment	\$ 101,850	\$ -	\$ 101,850	\$ 101,850	-	101,850	101,850
	\$7,778,220	\$ 795,000	\$ 501,850	\$1,296,850	802,500	501,850	1,304,350
2023 Available funds =>					\$1,424,384	\$1,252,655	\$2,677,039
Ending Balance =>					\$ 621,884	\$ 750,805	\$1,372,689

¹ Lakewold Gardens: Requested total award of \$400,000 to be spread evenly over 4 years, however, the request does not qualify for capital funds. A capital project requires a proportional degree of city ownership in the facility. Therefore, capital projects where there is no city ownership are not eligible to receive funding.

² CoL -Saturday Street Festivals on Motor Ave: An additional \$7,500 was added under the condition a one "night event" can be added in the off-season.

Next Step

On November 21, 2022, the City Council will be requested to authorize the City Manager to enter into service contracts for the provision of tourism services in 2023.

The City Council may:

1. Accept or reject any of the LTAC funding recommendations;

The City Council is not required to fund the full list of recommended recipients and may choose to make awards to some or even none of the recommended recipients, but the City Council may not award funds to any recipient that was not recommended by LTAC.


2. Return the recommendations to the LTAC for further consideration. Under this alternative, the City Council would need to provide direction as to what it desires from the committee; or

The City Council may award amounts different from the LTAC's recommended amounts but only after satisfying the procedural requirement of submitting the proposed change(s) to the LTAC for review and comment at least 45 days before financial action is taken.

Attachments

- Draft LTAC Minutes from September 22, 2022 Retreat

ATTACHMENT: Minutes of Sept. 22, 2022 LTAC Retreat

	LODGING TAX ADVISORY COMMITTEE (LTAC) September 22, 2022 - Thursday – 8:30 A.M. Council Chambers (and via Zoom)
---	--

CALL TO ORDER

Chair Mayor Jason Whalen called the meeting to order at 8:44 a.m.

ROLL CALL (Committee members announced their presence)

Members present: **In person:** Lakewood Mayor Jason Whalen, Chair; Chelene Potvin-Bird, Vice President of Sales & Servicing/CEO - Travel Tacoma; DJ Wilkins, Comfort Inn and Suites

Members arriving after roll call: Linda Smith, President/CEO - Lakewood Chamber of Commerce and Jarnail Singh, President - Comfort Inn & Suites.

Members Absent: None

City staff present: Dana Kapla, Assistant Finance Director; Jennifer Posalski, CED Office Assistant.

PUBLIC COMMENTS - None.

MEETING MINUTES APPROVAL - The motion to approve the 2022 LTAC meeting minutes from September 23, 2021 passed unanimously.

OPEN PUBLIC MEETINGS ACT

City Attorney Heidi Ann Wachter provided an annual update to the Open Public Meetings Act. She discussed some of the challenges surrounding public disclosures and described their responsibilities. Once the training concluded she noted that the three people in attendance had been trained. Linda Smith joined late, and Ms. Wachter asked Ms. Smith if she was familiar with the public meetings act and if she had been trained. Ms. Smith indicated she had been through this many times. Member Potvin-Bird asked to describe voting when members have interest in the proposals. Ms. Wachter stated they could not vote if they had interest and described when members could have input and discussed the quorum. Chair Mayor Whalen noted that he has not seen or heard any audit finding related to LTAC, Ms. Wachter confirmed and said that it could say with confidence that there would not be one. Ms. Wachter noted that if the committee needed her assistance or had question to contact her.

2022 GRANTS STATUS & FUND BALANCE – Dana Kapla, Assistant Finance Director.

Ms. Kapla gave an overview of the Lodging Tax Advisory Committee process and described the breakdown of the Washington State's lodging taxes paid by lodging businesses. She provided a brief overview of the agreement with Clover Park Technical College relating to the McGavick Center and announced that \$2,575,189 is available for allocation in 2023 (net of McGavick lease debt service requirement). She stated \$1,424,384 was available 4%, which is the unrestricted portion that can also be used for capital, and \$1,150,805 is from the 3% that is restricted for capital purposes only. She pointed out that this information was located within the package along with a 2021 funding report. Chair Mayor Whalen wanted confirmation that his understanding of the presentation regarding the McGavick center contract and the fact that the city had no ownership of the McGavick Center at the time of the contract. Ms. Kapla confirmed.

2023 GRANT PROPOSAL PRESENTATIONS

Grave Concerns Association – Laurel Lemke, Chair Person

Ms. Lemke began by describing the Grave Concerns Association (GCA) and how they are dedicated to the restoration of the historic Western State Hospital Cemetery at Fort Steilacoom Park. Ms. Lemke explained a place of burial is very sacred and should be identified by a tombstone or grave marker. While there are many grave markers many have deteriorated or need replacement, GCA works to replace them. To do this they would like request funds for; a) create and distribute tri-fold brochures; b) create and distribute postcards; c) would like to work with Pretty Gritty Tours which is online. They would like to distribute additional information about the Graves Concerns Association and to add more historical markers. Pretty Gritty Tours could assist in with this goal.

Historic Fort Steilacoom Association (HFSA) – Joseph Lewis, Secretary

Mr. Lewis began by describing how LTAC funding has help Historic Fort Steilacoom Association get caught up with technology. They have been able to update their website, renew membership, donate money and design and purchase tickets for tours. They use the Eventbrite Application to establish capacity for tours. They are now on social media which is one way they market in addition to publishing newsletters. They are now able to host hybrid meetings using Zoom. They use the Square for processing credit cards which provide inventory control. They are now in the process of creating videos and provided examples. Mr. Lewis displayed hats, long sleeved t-shirts, and jigsaw puzzles they now have available for advertising. He also explained how they join various events and gatherings to get their information out to the public. He stated he they only needed \$12,000 this year.

Chair Mayor Whalen asked what their goals were to attract attendance. Mr. Lewis stated they are limited by volunteers and have lost some due to COVID. They have started to attract younger people, but not available during the weeks.

Chair Mayor Whalen asked if they foresee any needs for capital money for sustainability. Mr. Lewis said yes and is aware of the discussions between DSHS and the City, but they do not own the building they are currently in. Chair Mayor Whalen stated that city was in discussions with DSHS which is similar to the transfer of Fort Steilacoom Park and provided some additional information.

Member Potvin-Bird asked how they are tracking attendance over 50 miles. Mr. Lewis said their attendance is less than 20% and described how they might obtain this information.

Member Potvin-Bird asked where they get their additional funding. Mr. Lewis stated they obtain revenue from tickets, merchandise, donations, and Nisqually tribe.

Asia Pacific Cultural Center (APCC) - Faaluaina Pritchard, Executive Director

Ms. Pritchard said the APCC could not take place without LTAC support. She noted that the Pacific Islander population has continued to increase over the years in this area. She presented information on the activities in 2022 and stated how they want to instill the language and culture on the younger generation so that their culture and language will go on. She provided an overview of the activities and stated that it is a wonderful event for people from all over. She thanked the committee and hoped they would continue to support them.

Travel Tacoma Mt. Rainier Tourism & Sports - Dean Burke, President/CEO

Mr. Burke started by stating they have a lot to look forward to 2023. They are making a 42% jump in stay within the county. 2022 had a delivery goal of 63,000 in 2022 and will go to 105,000 in 2023. He explained they are seeing an increase in attendance via the Geodata tool they currently use to track information. He listed priority events such as golf, cyclocross, cross county, baseball, SummerFEST Lakewold Gardens, Colonial Plaza Asia Pacific Cultural Center, Geo-Targeting complains, and have increased capacity for larger conventions. He mentioned they are requesting a very modest increase for 2023 with the leanest team ever and setting the highest ROI values ever. Using Geodata reports, he shared many trends over time such as trips, locations/ranges from area, celebrations attendance numbers, state visitation, and demographic information, with/such as age groups, income, education and ethnicity.

Chair Mayor Whalen asked what Lakewood is missing to increase tourism. Mr. Burke stated he would love to discuss offline as the questions is very complicated.

Chair Mayor Whalen asked what he was seeing regarding to meeting size/place/attendance and that are in demand. Mr. Burke stated this is a complex question because of the pandemic recovery, but what he is seeing at the moment he is smaller meetings. However, while the big national meetings are recovering this number could increase.

Member Wilkins asked what their plans were for the Colonial Plaza. Mr. Burke said there is detail in the proposal, but their plan for 2023 is to paint a larger narrative on the larger itineraries.

Lakewold Gardens - Tourism – Susan Warner, Executive Director, Robin Echte, Contract Grant Writer. Ms. Warner thanked LTAC for their support. Ms. Warner presented a slide showing the breakdown of the requested \$100,000, which she announced was similar to last year. She then stated that their goal is to be a “garden of all seasons”. Ms. Warner presented slides with current trends for visitors, demographics, web presence, and social media. She introduced the Black Splendor series, explained their wedding series, their presence at the local farmer’s markets and State fairs. Ms. Warner introduced new exhibition series programs such as Rainbow to the Anthropocene, Artist Series, painting programs for veterans, and explained how they are a Blue Star Museum which attracts veterans. She was happy to announce their concert programs are selling out and presented information on their Halloween series, scavenger hunt, solstice lights, big nature flag, micro nature, Mayfest/Mother’s Day, and Fairyfest.

Chair Mayor Whalen asked if they had flyers available for the hotels and motel. She responded yes.

Lakewold Gardens - Capital – Susan Warner, Executive Director, Robin Echte, Contract Grant Writer. Ms. Warner explained that the capital was for the restoration of the carriage house on the property which is the first building the visitor’s encounter. She stated that it is in need of rehabilitation and is the oldest building on the property. This building houses admission and their garden shop. She provided the history of the building and provided a rendering of their design. This new space would continue to contain admissions and garden shop, but then would also include exhibition space, education studio, and greeting rooms. The space would be flexible for community use. The total cost of renovation will be \$3.2M and was happy to say that they are over \$2M in their fund raising. The State’s Heritage Capital Fund is investing approximately \$800,000. She explained that this restoration will be available not only for the communities but for our schools. She show drawing for new restrooms, meeting rooms, activity rooms, new greenhouse, large doors that open to outdoor space, garden shop, admission office, upstairs/roof area. Ms. Warner asked that the City support this endeavor as an investment of \$400,000 over 4 years and in exchange the City would have access to this building for City use, similar to Clover Park.

Member Potvin-Bird asked how they plan to cover other costs. Ms. Warner stated they have increased their budget to support these new projects and have many foundations approaching them to support and described the other current funding.

Chair Mayor Whalen added that the rationale in building the facility increases their sustainability by having these new programs. Chair Mayor Whalen explained the need for this mid-size space. Committee then discussed space size further.

Lakewood Historical Society (LHS) - Phil Raschke, Board member; Sue Scott, President.

Ms. Scott presented the members with their latest newsletter about museums and introduced Mr. Raschke. Mr. Raschke started by providing a brief history of the museum and presented photos of their history, renovation, and changes. He then presented photos of their welcome flag, theater history show casing motion activated film, historic cabin with QR code, introduced the one-room Byrd School which was the beginning of the Clover Park School District, described how the buffalo soldier influenced Lakewood's growth, and introduced Lakewood's first mayor, Lt. Ret. William Harrison. Mr. Raschke stated how their current 8 volunteers (no paid staff) plan, maintain, conduct fundraising events, and operate the museum with a total operating cost of \$60,950 per year. He detailed their revenue and described how they would still have an operating shortfall of \$32,500. Their current goal is to host 10 historical events, place 2 historical markers, publish 4 publications (Prairie Gazette), maintain current paid memberships, increase their board, and refresh and maintain the museum. He then described a few of their featured stories, historical markers, historical films, and book program.

Lakewood Arts Festival Association – Phil Raschke, Vice Chair

Mr. Raschke provided a brief history. He stated that when they started with the Lakewood Art Commission they wanted to do something with film therefore they created a film festival in Lakewood. It started as the Asian FilmFest which was then combined with International FilmFest. This is how Film and Art and Book (FAB) was born. They had an overwhelming response which led to creation of a presence on Facebook, website and email. Mr. Raschke presented information on the 6th Annual Lakewood Festival (FAB) and told stories of visiting authors and special guests. He explained FAB is a one-of-a-kind festival with a unique combination of creative endeavors which has peaked interest from a broad section to the public. Mr. Raschke stated that their copy right brand "FAB" has proven to be a superb marketing technique. He then went on to describe the schedule for the 10th Annual Festival and the films, authors, musicians, presentations, displays, and award ceremony that have been included in this festival. Mr. Raschke then described some of the expenses they would use with City's funding such as maintain current schedules, international films, juried of fine arts/arts/graphics, marketing, and add a military art display, local tribal displays, a 3-dimensional art, youth art displays and REEL LIFT 96.

Chair Mayor Whalen asked what their attendance is. Mr. Raschke stated there was an approximately 20,100.

Member Potvin-Bird ask how do they track attendee zip code. Mr. Raschke stated they collect upon entry.

Chair Mayor Whalen suggested incentivizing free registration to track information where people come from.

Chair Mayor Whalen stated he understood admission is free and at what point will you be charging to recoup money. Mr. Raschke stated that because they are in growing stage they are not ready. Discussion occurred on ways to grow attendance.

Lakewood Chamber of Commerce – Tourism - Linda Smith, President/CEO

Ms. Smith stated they will be focused on the individual consumer (leisure) traveler through 2023. They serve travelers driving to Lakewood to overnight, shop, dine and tour the area while their focus market is Seattle-north, eastern Washington, Idaho and Portland south. Ms. Smith stated they would like to maintain operation of the information center 7 days a week, create and distribute informational publications, maintain online presence, produce destinations videos/guides and commercials, and partner with umbrella organization such as Travel+Tacoma. She presented information about the center, brochures, calendar-of-events, visitor guides/directory, and their website. She described what can be found on their website such as antiques, zoos, dining, accommodations, churches, parks, B&Bs, historical information, local attractions, events, tours, and a page for each of their partners. Here one can share information and provide reviews for travelers. Ms. Smith presented information on the “Continue to Drive Tour Ad Campaign”, their visitor guide, foodie road trip, international road trip, seasonal ads. She presented their concept for next year which is “Our Best Kept Secrets”.

Chair Mayor Whalen asked to if the City had any missing links. Ms. Smith stated Lakewood has a plethora of beauty but not many indoor attractions for all year around.

Member Potvin-Bird stated how the industry needed more resources to support tourism.

Lakewood Chamber of Commerce – Nights of Blue Lights

Ms. Smith mentioned that this event is the way to brand the community for the holiday season. She presented a history of the origins of the blue lights. She explained it started with decorating the Colonial Plaza theatre and how people travelled from all over to see the blue lights. This tradition was kept alive through the 70s and began to wane. The blue lights blazed again after the tragedy in Lakewood November 29, 2009. Ms. Smith would like to, once again, propose that Lakewood be branded as City of Blue lights this holiday season. She presented photos of some of the 55 businesses that took part in the past year’s event. The Chamber had lights installed for 38 businesses. Ms. Smith stated that they plan to kick off the event with an outdoor gathering prior to the Christmas Parade.

Chair Mayor Whalen asked what they do with the funds. Ms. Smith stated that the funds are used for marketing, materials, and labor to install the lights for the business that request the lights.

Lakewood Arts Foundation, Lakewood Community Playhouse dba Lakewood Playhouse and Lakewood Institute of Theatre – Paige Hansen – Vice President

Ms. Hansen gave thanks for the support and provided a history of Lakewood Playhouse. She stated that the Playhouse has been operating for 84 seasons. She described the uniqueness of their round theatre. People come from all over to see a show with the unique setting and the type of shows they present. She provided information about some of their shows, talent, directors, and attendees. Their mission statements states that they nurture students of all ages, at all stages, by offering a variety of education and performance opportunities, and empowers life skill through the experience of theatre. Ms. Hansen stated the pandemic effected their season, but plans to consolidate and rebuild. Their 2022 season will be shortened and plan to announce shows shortly. She was happy to announce they have received an angel donor that will help to support the Playhouse. She thanked the committee for prior support and hope they will continue their support and would it go to advertising. There is a population of approximately 876,000 in Pierce County and they estimate only 6,000 know about the Playhouse. They plan to reach a larger population through marketing and quality shows.

Member Wilkins ask what are some of the strategies they have for the new funding source. Ms. Hansen said they plan to put up large posters, create more press releases, advertise among a larger area, and by the word of mouth.

Chair Mayor Whalen asked how their facilities are holding up. Ms. Hansen stated the donation from the angel donor will be addressing issues with the side shed, roof, yard, storage, lobby refreshment, backstage and dressing room.

City of Lakewood PRCS – SummerFEST - Sally Martinez, Parks and Recreation Coordinator.

Ms. Martinez started by showing an advertisement for the event. She stated that radio ads are the key component for getting their information out. Sponsors Amazon and TwinStar Credit Union were new sponsors for 2021. Ms. Martinez stated because radio ads are expensive she has obtained the radio stations as sponsors to reduce this cost, which included 186 commercials heard by over 1 million people. Free advertising was also provided by Seattle Ballooning Company, Museum of Glass Hot Shop and other vendors. Ms. Martinez presented a variety of marketing reports, photos, and event information. With their sponsorship, and 25,000 people attending in attendance in 2021 Ms. Martinez says they are in their sweet spot. Based on their space and parking they do not want the festival larger or smaller. Ms. Martinez stated that it's important they have resources for print, radio, digital, posters, signs, banners, sticker, and swag for their marketing campaign. She presented information and videos from some of the entertainment and activities they had in 2021 and described how they had "something for everyone". Lastly, she presented photos of some of the 185 vendors, visitors, support, the drone show, and announced July 15, 2023 will be SummerFest 2023.

Member Potvin-Bird noted LTAC funding has increased and wanted to know what her expectation moving forward was. Ms. Martinez stated she now knows what is needed and that this should be the last increase to operate fully.

Chair Mayor Whalen asked how much money was used from the general fund subsidy. Ms. Martinez stated \$23,000 from the City, along with support from LTAC and sponsorships.

City of Lakewood PRCS – Farmers Market - Sally Martinez, Parks and Recreation Coordinator

Ms. Martinez opened by stating this last season was beyond successful. She thanked the committee for their sponsorship. She stated the market was moved from the parking lot to the grounds and could tell it was successful due to the increased attendance. In 2022, she estimates that she get 5,000 visitors a day which has increased sales. Ms. Martinez presented slides that support the growth of the market and believes it was due to funding increase. This year's market added SNAP and EBT, which brings money to our vendors but has increased the need for additional staff. She presented photos from this year's market. The location adjustment has provided vendors and attendees with more trees for shade, more room for Food Trucks, additional seating, more parking, and linear walkways for better accessibility and near the pavilion for the Concert Series. She provided many photos and videos from the event and provided a list of the type of vendors you can find at the market along of views of the market and diversity of the attendees.

Member Potvin-Bird asked how many people attend this year. Ms. Martinez stated 4K to 5K and will not change locations again as this is perfect.

Chair Mayor Whalen ask what their total cost was. Ms. Martinez said it was \$67,000 due to additional staffing. The city subsidizes \$20,000 plus LTAC funding and vendor fees. Ms. Martinez stated she will continue the marketing strategy and conduct surveys to obtain information from attendees.

City of Lakewood PRCS – Summer Concert Series - Sally Martinez, Parks and Recreation Coordinator

Ms. Martinez stated she did not need to ask for additional money as this is the right amount. She presented a video of the concert series and photos of the attendees and the artists. She noted that attendees are from all different backgrounds and having a great time. Ms. Martinez stated she has already booked the 6 or 7 bands for next year.

Chair Mayor Whalen asked why bands were not playing in the pavilion. Ms. Martinez stated the artists preferred outside of the pavilion due to the sound baffling problems. Mayor Whalen stated this is a good opportunity to ask for capital funding and may need to request for it next year.

City of Lakewood PRCS – Saturday Streets Festival – Sally Martinez, Parks and Recreation Coordinator

Ms. Martinez thanks the committee for their funding. She stated they had 4 events which were May through September. She highlighted the Jazz night and Car Show and presented information on awards activity, roaming entertainment, face painting, games, market vendors, live music, crafts, fire department, food trucks, and great partners. She also provided detail on the Fiesta la Familia event and proceeded to present the entertainment, food, sponsors, and activities that were included in the event.

Chair Mayor Whalen stated there are not a lot of activities during the shoulder months and wanted to know if she'd consider having a night market. Ms. Martinez stated it was hard to get food and vendor trucks during this time as they their regular day markets and didn't think a night market would work, but suggested perhaps a food truck rally could work. Discussion on night market or other types of events continued. After some discussion they concluded another market might be able to take place and Ms. Martinez could look into it.

Lakewood Sister Cities Association – Gimhae Delegation– Connie Coleman-Lacadie, President

Ms. Coleman-Lacadie introduced herself and thanked the committee for their support. Their sister cities are Okinawa, Japan; Bauang, Philippines; Gimhae, South Korea; and Danzhou, People's Republic of China, and mission is to promote relationships with international cities by providing cultural, social, educational, and governmental opportunities and encouraging trade, tourism, and economic development. Due to the pandemic they were unable to meet in person in 2021 and 2022 but did conduct meetings virtually. She stated that in 2021 the City of Lakewood hosted an art contest that included 80 submissions from Gimhae students, which one made the cover of Lakewood's Connection magazine. The City will host a commemorating ceremony to become a Sister City with Gimhae December of 2022. She thanked the committee for being flexible with the funding support due to the pandemic and travel adjustments due to the pandemic.

Chair Mayor Whalen asked if we pay for their lodging for their visits. Ms. Coleman-Lacadie stated they pay for all the travel to our city except for the airfare to the US. In turn, when we visit them, they do the same.

Chair Mayor Whalen asked if the Lt Governor has been included. Ms. Coleman-Lacadie stated state government has been invited (and attended) along with the Chamber, school districted, and City officials.

Lakewood Sister Cities Association — International Festival Kathleen Hoban, Vice President

Ms. Coleman-Lacadie stated that the international festival was their largest event. They have hosted 15 years at Sharon McGavick Center & Fort Steilacoom Pierce College to support student exchange. The students from the student exchanged helped created posters promoting the international festival, host calligraphy and origami booths, volunteer in the community and complete an internship in the field of

study with local businesses. In 2016 they jointed SummerFest which increased attendance by over 5,000 and continues to grow each year they participate. She presented photos, activities, entertainment, and other information from past events. Ms. Coleman-Lacadie noted that they have increased the request because of increased costs and the increased participation. She thanked the committee again for their support.

Chair Mayor Whalen asked if they work with or issues with the timing with the Asian Pacific Cultural Center. Ms. Coleman-Lacadie stated they had not except for one hiccup when they both had entertainment programs at once, but not since then. She said she has worked with the Asian Pacific Cultural Center for many years and they work well together.

City of Lakewood Communications – Imaging Promotions 2022 –Brynn Grimley, Communications Manager

Ms. Grimley stated they are requesting funding to continue the Nearcation campaign. The Nearcation campaign was created from the pandemic which is consistent with the City Council vision and goals. The LTAC support would go to support website management, content development focused on promoting Lakewood as a destination for special event, park exploration, restaurant crawls, business visits, and overnight stays. Ms. Grimley presented the marketing and promotion history and provided highlights from the current campaign, such as 523K video views, 3,799 total clicks, 360K YouTube impressions, and 163K Facebook impressions from paid ads. Goals for 2023 are to generate new content, increase outreach, and focus on overnight stays and attendance to local events. She stated beneficiaries will be residents, businesses, and others by raising awareness of Lakewood’s attractions, spurring development to create more economic activity, and increase tourism.

Member Potvin-Bird stated that Nearcation, like Travel+Tacoma, they are marketing for extended stays.

GRANT FUNDING DECISIONS

LTAC deliberations commenced to determine the amount of grants to be awards.

Basis for Awards and Other Recommendations

- Asian Pacific Cultural Center - The committee granted the full amount requested of \$15,000.
- Grave Concerns - The committee granted the full amount requested of \$5,000.
- Historic Fort Steilacoom Association - The committee granted the full amount requested of \$12,000.
- Lakewold Gardens - Capital - The committee granted the full amount requested of \$400,000 spread evenly over 6 years under the condition it is allowable.
- Lakewold Gardens - Tourism & Promotions - The committee granted the full amount requested of \$100,000.
- Lakewood Arts Book Festival Association - The committee granted the full amount requested of \$23, 000 and asks they track attendance.
- Lakewood Chamber of Commerce - Nights of Lights - The committee granted the full amount requested of \$25,000.
- Lakewood Chamber of Commerce - Tourism - The committee granted the full amount requested of \$100,000.
- Lakewood Historical Society & Museum - The committee granted the full amount requested of \$32,500.
- Lakewood Playhouse - The committee granted the full amount requested of \$25,000.
- Lakewood Sister Cities Association - Friendship Delegation - The committee granted the full amount requested of \$21,500.
- Lakewood Sister Cities Association - International Festival - The committee granted the full amount requested of \$9,000.
- Travel Tacoma - The committee granted the full amount requested of \$115,000.
- CoL - Communications - The committee granted the full amount requested of \$60,000.
- CoL - SummerFEST - The committee granted the full amount requested of \$135,000.
- CoL - Farmers Market - The committee granted the full amount requested of \$57,000.
- CoL - Summer Concert Series - The committee granted the full amount requested of \$30,000.
- CoL - Saturday Street Festivals on Motor Ave - The committee granted the full amount requested of \$30,000 and added an additional \$7,500 under the condition a one "night event" be added to their schedule during the off-season for a total of \$37,500.

LAKEWOOD LODGING TAX ADVISORY COMMITTEE RECOMMENDATIONS

2022 Requests for 2023 LTAC Grant Funds

Applicant	Funding Request			Recommended Funding			
	Non-Capital	Capital	Total	Non-Capital (4%)	Capital (3%)	Total	Notes
Asian Pacific Cultural Center	\$ 15,000	\$ -	\$ 15,000	15,000	-	15,000	
Grave Concerns	5,000	-	5,000	5,000	-	5,000	
Historic Fort Steilacoom Association	12,000	-	12,000	12,000	-	12,000	
Lakewold Gardens - Capital	-	400,000	400,000	-	400,000	400,000	Total award to be spread evenly over 4 years (\$100,00/yr) under the condition it is allowable.
Lakewold Gardens - Tourism & Promotions	100,000	-	100,000	100,000	-	100,000	
Lakewood Arts Book Festival Association	23,000	-	23,000	23,000	-	23,000	Ask that they track attendance.
Lakewood Chamber of Commerce - Nights of Lights	25,000	-	25,000	25,000	-	25,000	
Lakewood Chamber of Commerce - Tourism	100,000	-	100,000	100,000	-	100,000	
Lakewood Historical Society & Museum	32,500	-	32,500	32,500	-	32,500	
Lakewood Playhouse	25,000	-	25,000	25,000	-	25,000	
Association - Friendship Delegation	21,500	-	21,500	21,500	-	21,500	
Association - International Festival	9,000	-	9,000	9,000	-	9,000	
Travel Tacoma	115,000	-	115,000	115,000	-	115,000	
CoL - Communications	60,000	-	60,000	60,000	-	60,000	
CoL - SummerFEST	135,000	-	135,000	135,000	-	135,000	
CoL - Farmers Market	57,000	-	57,000	57,000	-	57,000	
CoL - Summer Concert Series	30,000	-	30,000	30,000	-	30,000	
CoL - Saturday Street Festivals on Motor Ave	30,000	-	30,000	37,500	-	37,500	An additional \$7,500 was added under the condition a one "night event" can be added in the off-season
	\$ 795,000	\$ 400,000	\$ 1,195,000	802,500	400,000	1,202,500	
CPTC McGavic Center (Committee, Annual Payment)	\$ -	\$ 101,850	\$ 101,850	-	101,850	101,850	
	\$ 795,000	\$ 501,850	\$ 1,296,850	802,500	501,850	1,304,350	

It was moved and seconded that the final allocation be approved.

With no further discussions, the motion to approve the recommended amounts was passed unanimously.

ADJOURNMENT - Chair Mayor Whalen adjourned the meeting at 4:32 p.m.

For the full video of this meeting go to the [City of Lakewood YouTube channel](https://www.youtube.com/watch?v=MtC8xg2AfoA) and visit the following link: <https://www.youtube.com/watch?v=MtC8xg2AfoA>

Minutes:

Dana Kapla, Asst. Finance Director (Preparer)

Mayor Jason Whalen, Chair

DRAFT