



## **LAKEWOOD CITY COUNCIL STUDY SESSION AGENDA**

Monday, January 23, 2023

7:00 P.M.

City of Lakewood

Council Chambers

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 call in to listen by telephone via Zoom: Dial +1(253) 215-8782 and enter meeting ID: 868 7263 2373

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Page No.

### **CALL TO ORDER**

### **ITEMS FOR DISCUSSION:**

- (3) 1. Western State Hospital Master Plan Update. – (Memorandum)
- (17) 2. Review amendment to interlocal agreement with Pierce College to Build a Baseball Field at Fort Steilacoom Park. – (Memorandum)
- (43) 3. Review Ordinance related to the Protection and Preservation of Public Spaces. – (Memorandum)
- (51) 5. Review process for filing vacancy on the City Council (Position 6). – (Memorandum)

### **ITEMS TENTATIVELY SCHEDULED FOR THE FEBRUARY 6, 2023 REGULAR CITY COUNCIL MEETING:**

- 1. Proclamation acknowledging Police Chief Mike Zaro for his contributions to the City of Lakewood.
- 2. Proclamation declaring the month of February 2023 as Black History Month.
- 3. Youth Council Report.
- 4. Clover Park School District Report.

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

5. Setting March 6, 2023 as the date for a public hearing on the request to vacate 113th Street SW, west of Kendrick Street SW. (Resolution – Consent Agenda)
6. Authorizing the conversion to, and sale of Lakewood Police Canine Rock as surplus property of the City of Lakewood. – (Resolution – Consent Agenda)
7. Review and approve interlocal agreement for West Pierce Fire & Recsue emergency management coalition. – ( Motion – New Business)
8. Review of 3rd Quarter (2022) Financial Report. – (Reports by the City Manager)

## **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.*



TO: Mayor and City Council

FROM: Jessica Olson, Development Services Manager  
Dave Bugher, Assistant City Manager/Community & Economic  
Development Director

THROUGH: John Caulfield, City Manager *John F. Caulfield*

DATE: January 23, 2023

SUBJECT: Current Status Western State Hospital Master Plan

ATTACHMENTS: Known Contractor/Architect List; PowerPoint Presentation

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### **PURPOSE**

The purpose of this memorandum is to provide an update on the Western State Hospital Facilities Master Plan. The updated master plan became effective after the appeal period closed on December 13, 2022. The Washington State Department of Social and Health Services (DSHS) is now pursuing permits to implement the master plan.

### **BACKGROUND**

Western State Hospital (WSH) is one of the nation's largest psychiatric institutions. The facility was first opened in 1871 and currently supports over 800 beds and staffs of more than 2,500 employees. Shortly after the City's incorporation in 1996, DSHS completed a master plan for the WSH campus, effective 1999.

The master plan permitted DSHS to implement a six-year capital facilities plan including the construction of a 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 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. The City, unsure of the actions of DOC, imposed a moratorium on the WSH Campus, and revised land use regulations for essential public facilities. The revised land use regulations made two important changes: the City became the lead agency on all related SEPA documents; and imposed restrictions on the expansion

of facilities until a new master plan had been submitted and approved by the City pertaining to the WSH Campus.

In May 2018, Governor Jay Inslee made a policy statement while visiting WSH that shifted how the State of Washington manages behavioral health. The policy shift recognizes that the needs for patients committed on a 'civil' basis are different than the needs of patients with a 'forensic' commitment. WSH has been challenged to adapt to contemporary models of care, in part due to the outdated facilities. This includes a combination of distributed residential treatment facilities and new hospital facilities for forensic care patients.

The portions of the WSH campus previously used as the Fort Steilacoom Golf Course and the existing disc golf course were designated as Open Space and Recreation (OSR) in the City of Lakewood's Comprehensive Plan, and OSR2 zoning since 1998. In the development of a new master plan, DSHS had submitted proposals to place new campus facilities in these areas and vacate existing buildings. The City was not pleased with this approach. In 2019, Ordinance No. 719 rezoned the area from OSR1 to OSR2. There are significant Oak groves throughout that portion of the property. The OSR2 zoning: 1) protects the open space resource; 2) prevents sprawl within the WSH campus; 3) provides a buffer between the WSH campus and the adjoining Oakbrook neighborhood.

That same year, 2019, discussions between the City and DSHS about an updated master plan began.

In February 2020, DSHS submitted a plan to update the 1999 WSH Master Plan. After an initial comment period, the City issued a correction letter on July 21, 2021 requesting revisions to the master plan document. After a series of revisions, the updated master plan documents were accepted on April 25, 2022; City began the process for review and adoption. As the lead agency, the City of Lakewood issued a SEPA determination of mitigated non-significance on June 6, 2022.

### **MASTER PLAN STATUS**

The DSHS proposed a complete reconstruction of Western State Hospital (WSH) and its campus through an update to the 1999 WSH Master Facilities Plan. After a public hearing on July 28, 2022, the updated master plan was approved with conditions by the Hearing Examiner on August 22, 2022, and a Request for Reconsideration with minor language changes was approved September 21, 2022. The appeal period closed December 13, 2022; the master plan is currently in place.

The updated master plan document includes the following elements:

- Planning Context
- Existing Conditions
- Goals and Project Needs
- Guiding Principles
- Facilities Development
- Access, Circulation, and Transportation
- Open Space and Landscape
- Site Security
- Utilities and Infrastructure



- Appendices containing various studies and environmental review

Between demolitions and new facilities, the total number of beds at WSH will remain at approximately 850. New facilities include the following:

1. 350-bed forensic hospital. This will require the demolition of several existing buildings.
2. 18-bed residential cottage at the Child Study and Treatment Center.
3. 48-bed community residential treatment facility (RTF), *contingent on completion of a parallel study to site community facilities throughout the region.*

Long term, the State's goal is to transition the hospital to serve primarily forensic patients and fewer civil commitment patients, which make up the majority of the approximately 850 patients on site today. To support the new buildings, infrastructure and circulation improvements are also included in the updated master plan.

The planning horizon for the 2022 Master Facilities Plan is ten (10) years from its approval date. All proposed demolition, construction, and other improvements listed in the 2022 Master Facilities Plan are anticipated to be completed within this timeframe.

*SPECIAL NOTE:* The federal court case, *Trueblood et al v. Washington State DSHS* may have a potential impact on the development of WSH. The presiding judge may modify components of the master plan. This is an area the City continues to monitor in consultation with DSHS capital facilities planning staff.

## **IMPLEMENTATION STATUS**

The City of Lakewood has been in coordination with the DSHS. From discussions, the implementation of the master plan will tentatively span three distinct phases:

1. Site Preparation and Relocation: includes remodels and additions to existing buildings and temporary structures to move staff and patients, new security fencing, and offsite transportation improvements for construction traffic.
2. Demolition and Site Development: includes phased demolition of existing structures, site engineering, utility placement, installation of construction cranes, etc.
3. Foundation and Building Construction: permitting target date by the end of 2024.

The Building Official and Development Services Manager have met with one of DSHS's consulting teams to coordinate on the overall permitting process. Site preparation has already been initiated. Permits for a portion of the remodels and additions have been submitted to CED and are under review. The security fence and temporary structures will require a Director's Determination approval prior to permitting due to the height of the fence, and since the temporary structures were not listed in the master plan. The request has been submitted and is also under review.

**Permitting:** Already, managing the WSH construction projects has proven challenging. Several areas to highlight:

1. Construction work can be categorized as piece meal. The City has multiple contractors and architects working on big and small projects; please see the attached list. This list may seem small now, but will grow throughout 2023 and 2024.

2. We have some projects where we know what the work is, but contractors and architects have not been approved by DSHS.
3. It appears to us that each construction project has its own DSHS project manager. This situation causes CED to review projects cautiously, attempting to ensure construction is properly permitted and sequenced.
4. There is also a problem with contractors obtaining permits prematurely and then having the permits expire, which causes an extraordinary amount of work for the permit technicians. Given the current situation, delays in permitting remain a possibility.
5. DSHS has placed the City in the role of a centralized project manager for all of WSH. CED should not be in this role; this is the responsibility of the property owner, DSHS. Lakewood wants one DSHS point-of-contact for all permits. The department director has intervened, and is now in conversations with the DSHS capital projects manager, Robert Hubenthal.

**Community Updates:** The WSH Campus upgrade is about a \$500M project, but there has been little discussion from DSHS as to how and keep the Lakewood community informed about ongoing activities. Again, the department director will speak with Mr. Hubenthal on this subject; however, it is recommended that City may want to seek assistance/direction from a higher level within DSHS.

**Street Improvements:** Installation of street improvements along Steilacoom Boulevard SW is based on the three phases of construction discussed previously in this memorandum. For Phase I, PWE has been in coordination with DSHS's team on the intersection improvements and signalization at the Chapel Gate intersection; this is the existing intersection located halfway between Circle Drive and Sentinel Drive. PWE and DSHS are exploring the concept of City design and installation of a temporary signal during construction and forward compatibility to allow for moving the signal at Circle Drive to the Chapel Gate location when DSHS needs to shift employee access to the new gate based on completion of Phase I construction. DSHS would fund all costs for the temporary and permanent installations.

**Annual Review:** Part of the master plan agreement was to establish an annual review related to the progress of the master plan. CED and PWE will continue to work with DSHS and their consultant teams to monitor the full scope and schedule of the project as it becomes available and will report back accordingly.

**List of Architects & Contractors, January 13, 2022***(Data is subject to change on a daily basis)*

<b>Architects</b>	<b>Contractors</b>	<b>Proposed Work</b>
Ericson McGovern Architects, Tacoma NAC Architecture, Seattle, WA Stemper AC Architects, Seattle	Pease Construction  Pease Construction TBD	Addition to Building 28.  Elevator renovation. Commercial tenant improvement – Building 28; selective demolition of eight existing doors & replacement with metal doors having serving tray and window ports.
HOK Architects, Seattle	TBD	1. Pre-application for construction of the new hospital; 2. Land use Director's Determination - Proposal of temporary modular building for displaced staff for the duration of construction of new hospital.
KMB Architects, Olympia	1. Construction Inc., Olympia 2. Chinook Roofing, Tacoma 3. Third contractor, TBD	1. Commercial tenant improvement – remodel existing locker room into a secluded section with adjoining restrooms; 2. Commercial tenant improvement – remove/replace asphalt single roofing system; 3. Re-roof Building 29.
Rack Design & Engineering, Glendale, CA	Northwest Handling System	Install four dock levelers.

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# Western State Hospital Master Plan

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Status Update to City Council  
January 23, 2023

Presentation by:

Jessica Olson, Development Services Manager

Community Development Department





# Western State Hospital

## 2022 Master Plan Update

- Update to the 1999 Master Plan
- State's goal is to transition the hospital to serve primarily forensic patients
- Ten (10) year planning horizon – to be completed by 2032





# Western State Hospital

## 2022 Master Plan Update Process

### 2019 - 2021

- Initial drafts and coordination with WA Dept. of Social and Health Services (DSHS)

### April 25

- Complete application accepted

### June / July

- Environmental Review, Staff Report, and Public Hearing Completed

### August 22

- Hearing Examiner Decision

### September 1

- DSHS Request for Reconsideration of the Hearing Examiner's Decision

### September 21

- Hearing Examiner Decision on the Request for Reconsideration

### December 13

- Appeal period closed and the Master Plan became effective

2022



# Western State Hospital

## 2022 Master Plan Update Components



Planning Context



Guiding Principles



Facilities Development



Access, Circulation, & Transportation



Open Space & Landscape



Site Security



Utilities & Infrastructure

1	SUMMARY OF STAKEHOLDER OUTREACH
2	POLICY BRIEF
3A	TRANSPORTATION IMPACT ANALYSIS
3B	TIA SUPPLEMENTAL MEMO
4	PROPERTY SURVEY
5	NATURAL RESOURCES RECONNAISSANCE
6	STORMWATER CREDIT FEASIBILITY STUDY
7	PATIENT RELEASE PROCEDURES
8	SEPA CHECKLIST

Appendices



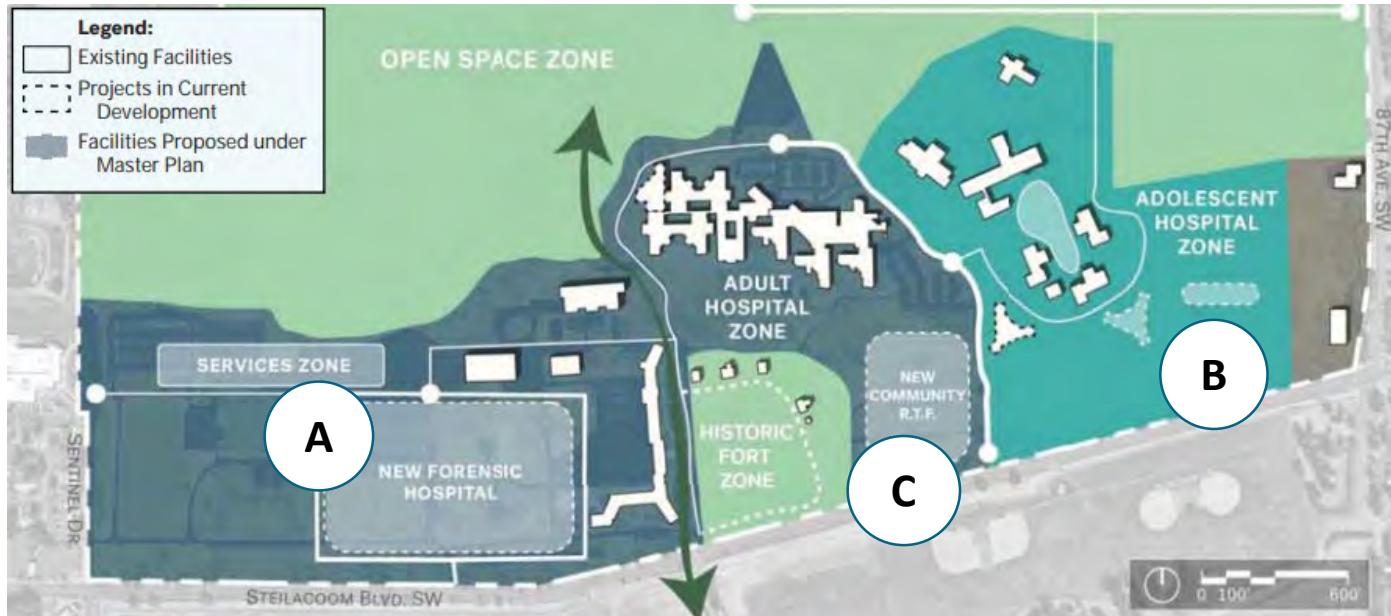


# Western State Hospital

## 2022 Master Plan Update New Facilities

Total facility bed count will not increase, new facilities include:

- A. Forensic hospital – 350 beds
- B. Residential cottage at the Child Study and Treatment Center – 18 beds
- C. Community residential treatment facility (RTF) – 48 beds, contingent on completion of a parallel study to site community facilities in the region

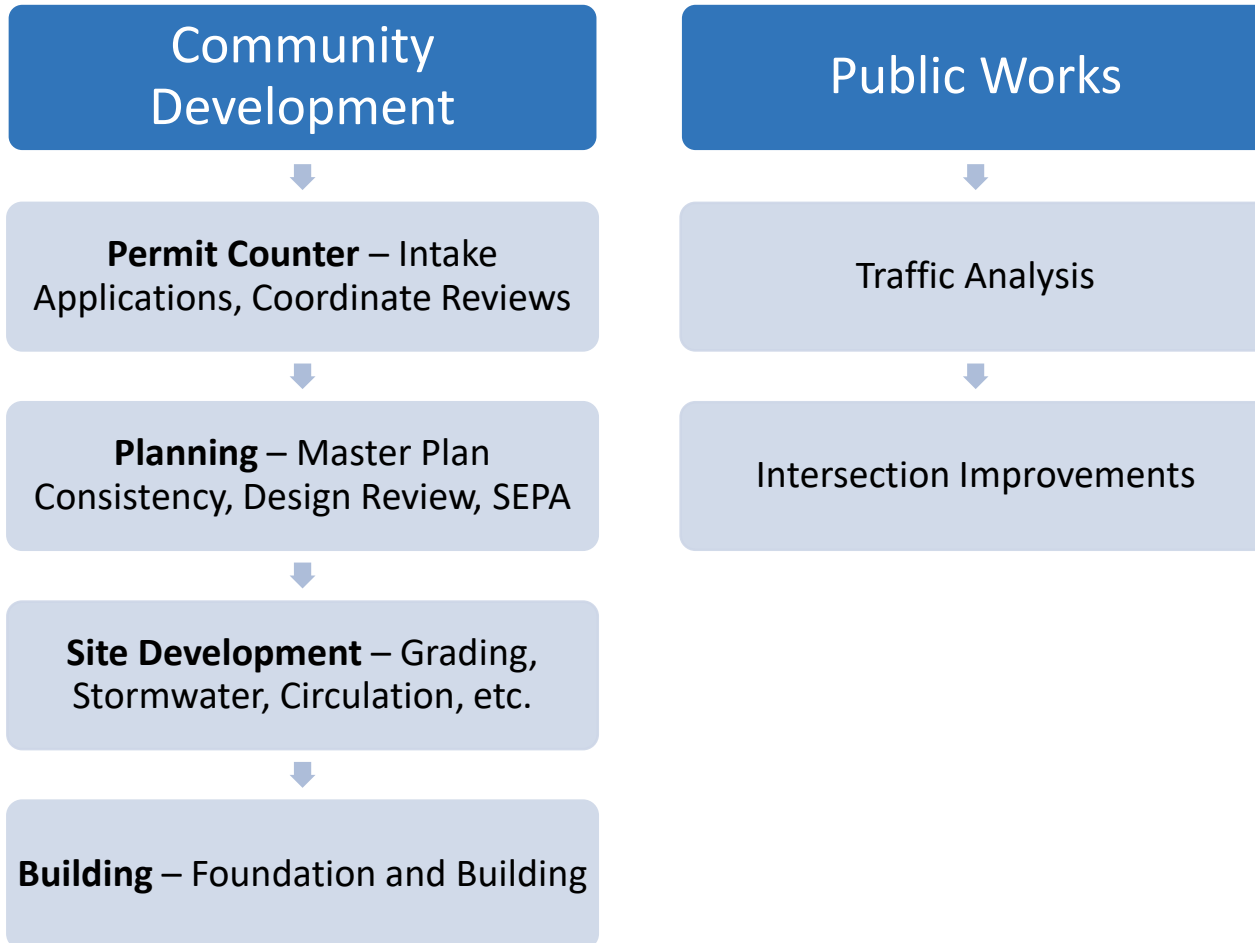






# Implementation

## Permit Review





# Proposed Project Phasing Overview

## Phase 1

- Relocation and Site Preparation

## Phase 2

- Demolition and Site Development

## Phase 3

- Foundation and Building

### Conceptual Plans





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# Thank You

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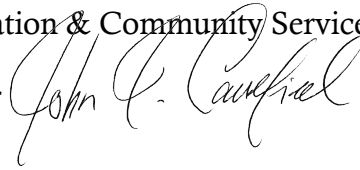
Questions?





TO: Mayor and City Councilmembers

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

THROUGH: John J. Caulfield, City Manager 

DATE: January 23, 2023

SUBJECT: ILA 2021-012 Amendment #2 Pierce College for Field 1 Ft Steilacoom Park

ATTACHMENTS: ILA 2021-012  
ILA 2021-012 Amendment #1  
ILA 2021-012 Amendment #2 Draft (approved by Pierce College)  
Exhibits A, B & C for Amendment #2  
Site Plan  
Summary Chart of Project Expansion and Estimated Project Costs  
Letter of funding commitment increase from Pierce College

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**Summary:** The City of Lakewood, in coordination with Pierce College, has completed the design phase and submitted permits in January for a ballfield improvement project at Fort Steilacoom Park (FSP) which will replace three dirt infields with synthetic turf material and develop a fourth field as a “home field complex” for the Pierce College Raiders baseball program. While reviewing estimated construction costs related to the anticipated College home field expansion, the overall cost of the home field site improvements exceeded the previous funding commitment of \$4.7M from Pierce College. Pierce College is dedicated to meet their baseball program’s long-term facility goals and needs and has committed to increase the funding needed to meet the estimated home field site improvement costs to a total of \$7M by attached letter dated 11-30-22 (attached). As noted in previous ILA’s, the City and Pierce College would outline details of shared use, maintenance, operations and project funding needs in a future ILA. That ILA (Amendment #2) and supporting documents are provided.

**Background:** The City received \$1.6 million in grant funding to replace four native soil dirt infields with turf material at FSP. Pierce College approached the City to participate and expand this project and secured \$1.6 million in funding to build a home baseball field that met the needs of the college and included field requirements of a Northwest College Athletic Association (NCAA) college baseball team. The City and the college executed an interlocal agreement (ILA) in January, 2021 to approve moving forward and memorialize this partnership. The ILA also included the desired elements of the project to include adding



synthetic infield turf to four of the baseball fields as well as adding new or enhanced dugouts, batting cages, press box, scoreboard, storage areas, backstop, spectator seating, portable mounds, fencing, safety elements and utilities to field #3 to create a home field for PC baseball at Fort Steilacoom Park.

ILA #1 was approved on October 18, 2021 and noted the proportioned contributions from the City and Pierce College to do the project design work. It was noted that although the City and College would share design costs, the College will cover 100% of the home field construction and improvement costs.

The City executed a contract with D.A. Hogan on October 20, 2021 to design the project. The original project budget was \$3.21 million. During the design process the location of the field was addressed by both the Park and Recreation Advisory Board on April 26, 2022 and City Council on May 23, 2022 resulting in a Council recommendation to locate the home field complex at field 1, previously outlined in the original ILA as field 3.

Since that time final design at the new location and construction documents have been prepared along with updated cost estimates. Prepared by DA Hogan consultants, the current estimated construction cost has exceeded original budget (see attached construction cost estimate). Total project costs including construction, taxes, contingencies, permits, construction management and WSST are projected to be \$7,518,751 as outlined in the attached project summary. All increased costs were associated with the development of the home field complex, so Pierce College has agreed to commit an additional \$1.5M bringing their total commitment to \$7M, noted in the attached commitment letter dated 11-30-22. The City's scope of work and contribution is still \$1.6 million.

**Current Status:** The City and Pierce College have worked together throughout the design and project development phases to prepare this project update. As outlined in previous ILAs, details of a shared use, maintenance, operations and funding agreement for the home field has been created for Council consideration. An ILA (Amendment #2) and supporting documents are provided. The draft documents have been reviewed by City and Pierce County legal staff and verbally agreed upon by Pierce College. Conversations with the College are also underway regarding the upcoming park entry and round-about improvement project to include a request for a potential funding allocation from the College.

**INTERLOCAL AGREEMENT BETWEEN  
THE CITY OF LAKEWOOD AND THE STATE OF WASHINGTON,  
THROUGH PIERCE COLLEGE**

THIS INTERLOCAL AGREEMENT, dated this 29<sup>th</sup> day of January, 2021, is entered into by and between the City of Lakewood, a Municipal Corporation of the State of Washington, hereinafter referred to as “City,” and Pierce College, a public community college of the State of Washington, hereinafter referred to as “College,” pursuant to the authority granted by the Washington State Interlocal Cooperation Act, Chapter 39.34 RCW.

WITNESSETH:

WHEREAS, the City and College, hereinafter referred to collectively as “Parties,” work to improve the community in general and the City of Lakewood specifically; and

WHEREAS, the Parties have each identified a need within the City to expand current sport fields at Fort Steilacoom Park; and

WHEREAS, the sport field improvements would address the existing need for a home baseball field for Pierce College as well as supporting a variety of City managed leagues and tournaments, both public and private; and

WHEREAS, expansion of the sport fields will enhance the activities available at the park and encourage use of the parks to their full extent while preserving the integrity of the property and the park experience of others; and

WHEREAS, the parties have mutual interest in improvements to the sport fields; and

WHEREAS, the City has received funding to add synthetic turf to the infields and is ready to move forward with the planning, design and implementation of the improvements; and

WHEREAS, the College is able to provide additional financial support to provide synthetic turf and a variety of other improvements to enhance one of the fields to meet the specific needs of a Northwest Athletic Conference (NWAC) college team; and

WHEREAS, it is financially efficient and will reduce impact to the site and park visitors to do all the improvements at the same time; and

WHEREAS, the parties have worked together pursuant to an interlocal agreement that details the obligations and responsibilities of the parties appropriate to the knowledge of the parties and stage of the project at that time,

WHEREAS, the parties will benefit from a clear statement of the contributions and responsibilities from the Parties in order to accomplish the project enumerated herein; and

NOW, THEREFORE, in exchange for the mutual promises enumerated herein, the Parties enter into the following Interlocal agreement.

- I. **PROJECT DESCRIPTION:** This agreement provides approval from both Parties to enhance and redevelop four ball fields in Fort Steilacoom Park, a 350+ acre site located in Lakewood, Washington, hereinafter referred to as the “Project”. The project will include adding synthetic infield turf to four of the baseball fields as well as adding new or enhanced dugouts, batting cages, press box, scoreboard, storage areas, backstop, spectator seating, portable mound, fencing, safety elements and utilities to one field (field #3), creating a home field for Pierce College baseball.
- II. **PURPOSE:** The purpose of this Agreement is to identify and document the current intentions, obligations and responsibilities related to the Project. The Parties intend to address any items not identified in this agreement related to the Project cooperatively.
- III. **RESPONSIBILITIES:** The parties commit to ensuring construction of the ballfields through performance of certain tasks and contribution of funding as follows:
- A. The City shall perform the following tasks:
    - a. Routine maintenance and operation as owner of Fort Steilacoom Park;
    - b. Responsibilities as fiscal agent for the project;
    - c. Coordinate all permits necessary to update the facilities;
    - d. Manage and make all final decisions during the construction period; and
    - e. Own the facility and be responsible for management, maintenance and operations of all improved areas.
  - B. The College shall perform the following tasks:
    - a. Provide details, documentation and timely payments relating to all costs associated with the home field improvements; to include all additional labor, materials, overhead, equipment, over runs and proportionate costs for planning, permitting and project management.
    - b. Provide inspections and decisions during construction period.
    - c. Support future maintenance of improved areas.
  - C. The responsible party for each component part shall pay for and execute any and all necessary tasks and agreements to accomplish that component part.
  - D. In addition to costs incidental to completing the above tasks, the Parties agree to the following financial contributions:

<b>Fort Steilacoom Park Sport fields project</b>	<b>Revenues and expenditures not to exceed</b>
<b>Funding Sources</b>	
City of Lakewood *	\$ 1,600,000
Pierce College	\$ 1,600,000
<b>Total Project Revenues</b>	<b>\$ 3,200,000</b>
* includes approved parks CIP and anticipates 2021 YAF grant for \$350,000	



E. Ongoing Agreement to be Executed at Project Conclusion

On or before completion of the Project, the Parties will execute an Agreement addressing the details of the City's ownership of improvements and Pierce College's rights to use, along with other details of the access, maintenance, operations, facility replacement and use of the updated fields going forward.

IV. **CITY SPECIFICALLY RESERVES THE FOLLOWING AUTHORITY:**

- a. Naming rights to the completed Project and/or any part of the Project will be in accordance with City of Lakewood ordinances and policies.
- b. Ensuring both parties comply with all state purchasing and public bidding laws.
- c. All project management or fiscal decisions during the construction period.

V. **AMENDMENTS.** This Agreement reflects the agreement of the parties based on the project and their respective resources as currently known and understood. This agreement may only be amended by written agreement between the City of Lakewood and Pierce College. This Agreement shall constitute the entire agreement between the Parties, unless the Parties otherwise agree in writing, signed by both Parties.

VI. **SEVERABILITY.** If any section of this Agreement is adjudicated to be invalid, such action shall not affect the validity of any section not so adjudged.

VII. **LIMITATION OF LIABILITY.** Each party to this Agreement will be responsible solely for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

VIII. **GOVERNING LAW AND THIRD PARTY RIGHTS.** This Memorandum shall be governed by the laws of the State of Washington and there shall be no third party beneficiaries to this Memorandum.

IX. **SURVIVAL AND NON-WAIVER.** The provisions of this Section shall survive the expiration or termination of this Memorandum with respect to any event occurring prior to such expiration or termination. The failure of either party to insist upon strict performance of any provision of this Memorandum shall not constitute a waiver of any right to insist upon such performance at a later time.

X. **TERM AND TERMINATION.** This Memorandum shall terminate on January 19, 2030, unless terminated sooner as provided herein. Either party may terminate this Memorandum without cause upon the giving of thirty (30) days written notice of the intent to terminate. Any financial obligations created by either party in advance of the termination will be the full responsibility of the associated

party. This Memorandum must be extended for additional periods by written agreement of the parties.

**XI. TERMINATION FOR NON-ALLOCATION OF FUNDS.** If the legislature does not allocate funds to the City or to Pierce College or severely reduces City or Pierce College funding, both Parties may, by thirty (30) days written notice, beginning on the third day after the postmark, terminate or suspend this Agreement, in whole or in part. If this Agreement is so terminated or suspended, Pierce College shall be liable only for payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of the termination or the period before and after the suspension. Additionally, Pierce College must provide proof of the lack of appropriations as well as not appropriate funds for the same or similar Services within the term of this Agreement. Furthermore, all amounts due and payable by Pierce College prior to the fiscal year for which funds were not appropriated are to remain in full effect.

**XII. EFFECTIVE DATE.** This Memorandum shall be effective on the last date entered below.

**IN WITNESS WHEREOF**, the parties hereto executed with their signatures this agreement on the date first above set forth.

**CITY OF LAKEWOOD**



John J. Caulfield, City Manager

Dated: January 29, 2021

Attest:



Briana Schumacher, City Clerk

**PIERCE COLLEGE**



Michele L. Johnson, Chancellor and CEO

Approved as to Form:



Heidi Ann Wachter, City Attorney

**AMENDMENT No. 1**  
**To Contract No. 2021-012**  
**BETWEEN THE CITY OF LAKEWOOD AND**  
**THE STATE OF WASHINGTON THROUGH PIERCE COLLEGE**

THIS AMENDMENT (Amendment No. 2), dated this 20th day of October 2021, is entered into by and between the City of Lakewood, a Municipal Corporation of the State of Washington, hereinafter referred to as "City," and Pierce College, a public community college of the State of Washington, hereinafter referred to as "College," hereinafter referred to collectively as "Parties".

- 1. AMENDMENT COMPENSATION.** The Parties agree to the following financial contributions as listed in the chart below and in relation to the executed agreement with DA Hogan and to include future amendments as noted in section V of the agreement.


Fort Steilacoom Park- Artificial Turf Infields															
A+E Scope Fees Funding Contribution Breakdown Services															
Responsible Party	%	Survey	%	Geotech	%	Design	%	Electrical	%	Architectural	%	Civil	%	Structural	TOTAL
City of Lakewood	75	\$9,405.00	75	\$21,120.00	40	\$49,500.00					75	\$33,825.00			\$113,850.00
Pierce Community College	25	\$3,135.00	25	\$7,040.00	60	\$74,250.00	100	\$26,215.00	100	\$12,100.00	25	\$11,275.00	100	\$11,500.00	\$145,515.00
DA Hogan Fees Schedule B Total*		\$12,540		\$28,160		\$123,750		\$26,215		\$12,100		\$45,100		\$11,500	\$259,365.00
*amounts exceeding totals from contract DA Hogan exhibit B to be allocated at %'s responsible party shown above (at contract hourly rates) or based on responsible party scope															

- 2. GENERAL PROVISIONS.** All other terms and provisions of the original Agreement, together with any prior amendments thereto, not modified by this Amendment, shall remain in full force and effect. Any and all acts done by either Party consistent with the authority of the amendment, together with any prior amendments thereto, after the previous expiration date and prior to the effective date of this Amendment, is hereby ratified as having been performed under the Agreement, as modified by any prior amendments, as it existed prior to this Amendment. The provisions of Section V of the Agreement shall apply to and govern this Amendment. The parties whose names appear below swear under penalty of perjury that they are authorized to enter into this Amendment, which is binding on the parties of this contract.

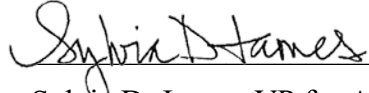
- 3. EFFECTIVE DATE.** This Memorandum shall be effective on the last date entered below.

**IN WITNESS WHEREOF**, the parties hereto executed with their signatures this agreement on the date first above set forth.

**CITY OF LAKEWOOD**

  
 John J. Caulfield, City Manager

**PIERCE COLLEGE**

  
 Sylvia D. James, VP for Administrative Services

Dated: October 20, 2021

Attest: B. Schumacher  
Briana Schumacher, City Clerk

Approved as to Form:  
Heidi Ann Wachter  
Heidi Ann Wachter, City Attorney

**AMENDMENT No. 2**  
**To Contract No. 2021-012**  
**BETWEEN THE CITY OF LAKEWOOD AND THE STATE OF**  
**WASHINGTON THROUGH PIERCE COLLEGE**

**THIS AMENDMENT** (Amendment No 2), dated this \_\_\_\_ day of \_\_\_\_, 2023, is, entered into by and between the City of Lakewood, a Municipal Corporation of the State of Washington, hereinafter referred to as “City,” and Pierce College, a public community college of the State of Washington, hereinafter referred to as “College,” hereinafter referred to collectively as “Parties” pursuant to the authority granted by the Washington State Interlocal Cooperation Act, Chapter 39.34 RCW.

**WHEREAS**, On January 29, 2021, the Parties executed an **Interlocal Agreement, City Contract No. 2021-012 (Agreement)**, to expand and improve the fields at Ft. Steilacoom Park. Specifically, the Agreement provides approval from both Parties to enhance and redevelop four ball fields in Fort Steilacoom Park, (Project). The Project includes adding synthetic infield turf to four of the baseball fields as well as adding new or enhanced dugouts, batting cages, press box, scoreboard, storage areas, backstop, spectator seating, portable mound, fencing, safety elements and utilities to one field (field #3), creating a home field for Pierce College baseball; and

**WHEREAS**, the Agreement establishes the Parties’ responsibilities as follows:

- A.** The City shall perform the following tasks:
  - a.** Routine maintenance and operation as owner of Fort Steilacoom Park;
  - b.** Responsibilities as fiscal agent for the project;
  - c.** Coordinate all permits necessary to update the facilities;
  - d.** Manage and make all final decisions during the construction period; and
  - e.** Own the facility and be responsible for management, maintenance and operations of all improved areas.
- B.** The College shall perform the following tasks:
  - a.** Provide details, documentation and timely payments relating to all costs associated with the home field improvements; to include all additional labor, materials, overhead, equipment, over runs and proportionate costs for planning, permitting and project management.
  - b.** Provide inspections and decisions during construction period.
  - c.** Support future maintenance of improved areas.
- C.** The responsible party for each component part shall pay for and execute any and all necessary tasks and agreements to accomplish that component part.

**WHEREAS**, On October 20, 2021, the Parties amended the Agreement in **Amendment No. 1** to Contract No 2021-012, which amendment verified financial contributions in relation to an executed agreement with DA Hogan in the total amount of \$259,365; and

**WHEREAS**, By letter dated November 30, 2022 Pierce College acknowledged the need for additional resources to complete the home field complex and committed to provide a total of \$6,000,000, which total includes the initial \$1,600,000 Pierce College previously committed to pay:

<b>Fort Steilacoom Park Sport fields project</b>	<b>Revenues and expenditures not to exceed</b>
<b>Funding Sources</b>	
City of Lakewood	\$ 1,600,000
Pierce College	\$ 6,000,000
<b>Total Project Revenues</b>	<b>\$ 7,600,000</b>

**WHEREAS**, The Agreement states that on or before completion of the Project, the Parties “will execute an Agreement addressing the details of the City’s ownership of improvements and Pierce College’s rights to use the home field complex, along with other details of the access, maintenance, operations, facility replacement and use of the updated fields going forward”; and

**WHEREAS**, The Pierce College Home Field, originally referred to as field 3, will now be referred to as field 1, and herein referred to as the ‘Home Field Complex’ as identified in **Exhibit A**

**NOW, THEREFORE**, in exchange for the mutual promises enumerated herein, the Parties now execute this Second Amendment to the Agreement to address the details of the City’s ownership of improvements and Pierce College’s rights to use, along with other details of the access, maintenance, operations, facility replacement and use of the Home Field Complex going forward, and more specifically, as follows:

**1. Access & Use:** The City shall create and maintain the master schedule for use and access to the Home Field Complex described in **Exhibit B**, attached and incorporated herein. Use will be appropriate to the site to prevent undue wear and tear or damage beyond reasonable use. The Parties agree to abide by and enforce the Code of Conduct outlined in the Field Use Policy, which is attached and incorporated as **Exhibit C**.

Field use priority shall be given to the College to support their baseball program. Advance notice of the College game schedule shall be given to the City by December 31<sup>st</sup> each year for the following season. After February 1<sup>st</sup> each year, additional City programs and activities and College use shall be scheduled on a first-come, first-serve basis through standard City booking procedures.

College priority access schedule for home field:

January 15<sup>th</sup> – May 31<sup>st</sup> (7AM-9PM weekends, 12PM-8PM weekdays)

September 1<sup>st</sup> – October 31<sup>st</sup> (7AM-9PM weekends, 12PM-8PM weekdays)

**2. Facility Operations, Maintenance & Replacement:** The parties commit to ensuring the maintenance of the baseball fields through performance of certain tasks and contributions of funding as defined in the Operations, Maintenance & Replacement Plan, which is attached and incorporated herein as Exhibit B.

The City and the College will each supply its own field, maintenance and batting facility equipment & consumable supplies in order to fulfill their respective use and tasks. Maintenance equipment may be cooperatively purchased and utilized by each party supporting regular and routine field maintenance activities defined in Exhibit B. Access to storage areas for use and maintenance equipment shall be accessible to both parties at all times of the year.

Incidents of vandalism or graffiti will be responded to by appropriate party within 48 hours. Repair, replacement or cleanup will be based on situation, available resources, and safety.

City shall serve as fiscal agent for all shared replacement & improvements of the Homefield Complex at the time of the expenditure. City may transfer responsibility as fiscal agent with thirty (30) days' written notice to the College when the College is responsible for a majority of the improvement.

**POINT OF CONTACT:** Each party will designate contacts for the purpose of managing and maintaining home field or amending this agreement.

The City: PRCS Director, Mary Dodsworth, Phone (253) 983-7741

The College: Athletics Director, Duncan Stevenson, Phone (253) 964-6612

**3. Supervision & Security:** The City reserves the right to cancel or postpone any scheduled use of the Home Field Complex due to unanticipated circumstances, conflicts, safety or compromised integrity of the facility and disregard of field use policy outlined in Exhibit C. Presence in the park after hours shall be subject to LMC 8.76.400 and authorized by the City special use permit. It is the responsibility of the party, for approved usage after established park hours, to include security and supervision of event areas and participants.

**4. Reimbursement for Utilities:** Reimbursement of utilities associated with the use of the Home Field Complex will be assessed based on priority use dates and the responsibility of the Party.

**5. Fees & Cost Sharing:** Per LMC Chapter 8.76.150 'Facility Use - Sale of Goods or Services' all revenue associated with park facilities for financial gain shall be subject to concession contracts or by special use permit issued by the City Parks Recreation and

Community Services Department. Registration and use fees will be retained by the collecting party.

**6. Operational Review:** A biennial review will be conducted by the Parties to review use, operations, maintenance fees and replacement costs over a 2 year period.

**7. Conflict Resolution:** In the event of a disagreement or dispute to the terms outlined in this agreement, or if one party determines that the other is not fulfilling the performance obligations established by this agreement, the objecting party shall give written notice of its complaint to the other party. The party receiving the complaint shall, within fourteen (14) calendar days, correct the situation and confirm the correction in writing or reject the complaint. If rejecting the complaint, the receiving party shall explain why it is rejecting the complaint. If the representatives are unable to resolve the conflict, the issue shall be referred to the College President and the City Manager for resolution.

**8. Mutual Indemnification and Liability Coverage:**

**A.** The College shall indemnify and hold the City and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the City arising out of, in connection with, or incident to the execution of this Agreement and/or the College's performance or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the City, its agents, employees, and/or officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the College; and provided further, that nothing herein shall require the College to hold harmless or defend the City, its agents, employees and/or officers from any claims arising from the sole negligence of the City, its agents, employees, and/or officers. No liability shall attach to the City by reason of entering into this Agreement except as expressly provided herein.

**B.** The City shall indemnify and hold the College and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the College arising out of, in connection with, or incident to the execution of this Agreement and/or the City's performance or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the College, its agents, employees, and/or officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the City; and provided further, that nothing herein shall require the City to hold harmless or defend the College, its agents, employees and/or officers from any claims arising from the sole negligence of the College, its agents, employees, and/or officers. No liability shall attach to the College by reason of entering into this Agreement except as expressly provided herein.

**C.** Each party shall carry general liability coverage with limits of \$5 million per occurrence and \$10 million in aggregate coverage. Coverage through a self-insured risk pool is acceptable.



**9. TERM AND TERMINATION.** This Memorandum shall terminate on December 31, 2052, unless terminated sooner as provided herein. Either party may terminate this Memorandum without cause upon the giving of ninety (90) days written notice of the intent to terminate beyond an initial depreciation period of 10 years (December 31, 2034). Any financial impacts or obligations created by either party in advance of the termination will be the full responsibility of the associated party. This Memorandum must be extended for additional periods by written agreement of the parties, and renewable every 10 years through written agreement by both parties.

**10. TERMINATION FOR NON-ALLOCATION OF FUNDS.** If the State or the City does not allocate funds or severely reduces City or Pierce College funding, both Parties may, by thirty (30) days written notice, beginning on the third day after the postmark, terminate or suspend this Agreement, in whole or in part. If this Agreement is so terminated or suspended, Pierce College shall be liable only for payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of the termination or the period before and after the suspension. Additionally, Pierce College and City must provide proof of the lack of appropriations as well as not appropriate funds for the same or similar Services within the term of this Agreement. Furthermore, all amounts due and payable by Pierce College prior to the fiscal year for which funds were not appropriated are to remain in full effect.

**11. GENERAL PROVISIONS.** All other terms and provisions of the original Agreement, together with any prior amendments thereto, not modified by this Second Amendment, shall remain in full force and effect. Any and all acts done by either Party consistent with the authority of the amendment, together with any prior amendments thereto, after the previous expiration date and prior to the effective date of this Amendment, is hereby ratified as having been performed under the Agreement, as modified by any prior amendments, as it existed prior to this Amendment. The provisions of Section V of the Agreement shall apply to and govern this Second Amendment. The parties whose names appear below swear under penalty of perjury that they are authorized to enter into this Second Amendment, which is binding on the parties of this contract.

**12. GOVERNING LAW AND THIRD PARTY RIGHTS.** This Memorandum shall be governed by the laws of the State of Washington and there shall be no third party beneficiaries to this Memorandum.

**13. SEVERABILITY.** If any section of this Agreement is adjudicated to be invalid, such action shall not affect the validity of any section not so adjudged.

**14. EFFECTIVE DATE.** This Memorandum shall be effective on the last date entered below.

**IN WITNESS WHEREOF**, the parties hereto executed with their signatures this agreement on the date first above set forth.

**CITY OF LAKEWOOD**

**PIERCE COLLEGE**

\_\_\_\_\_

John J. Caulfield, City Manager

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_

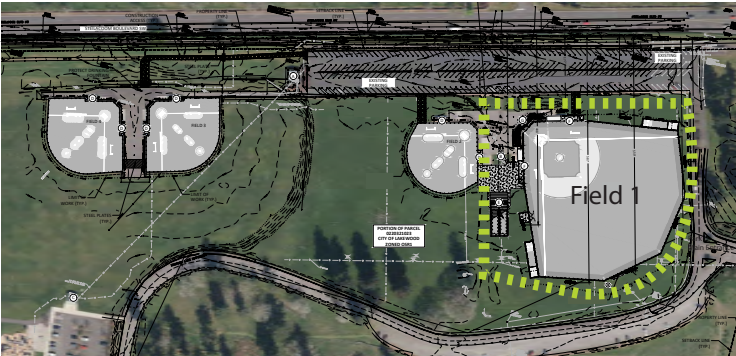
Briana Schumacher, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_

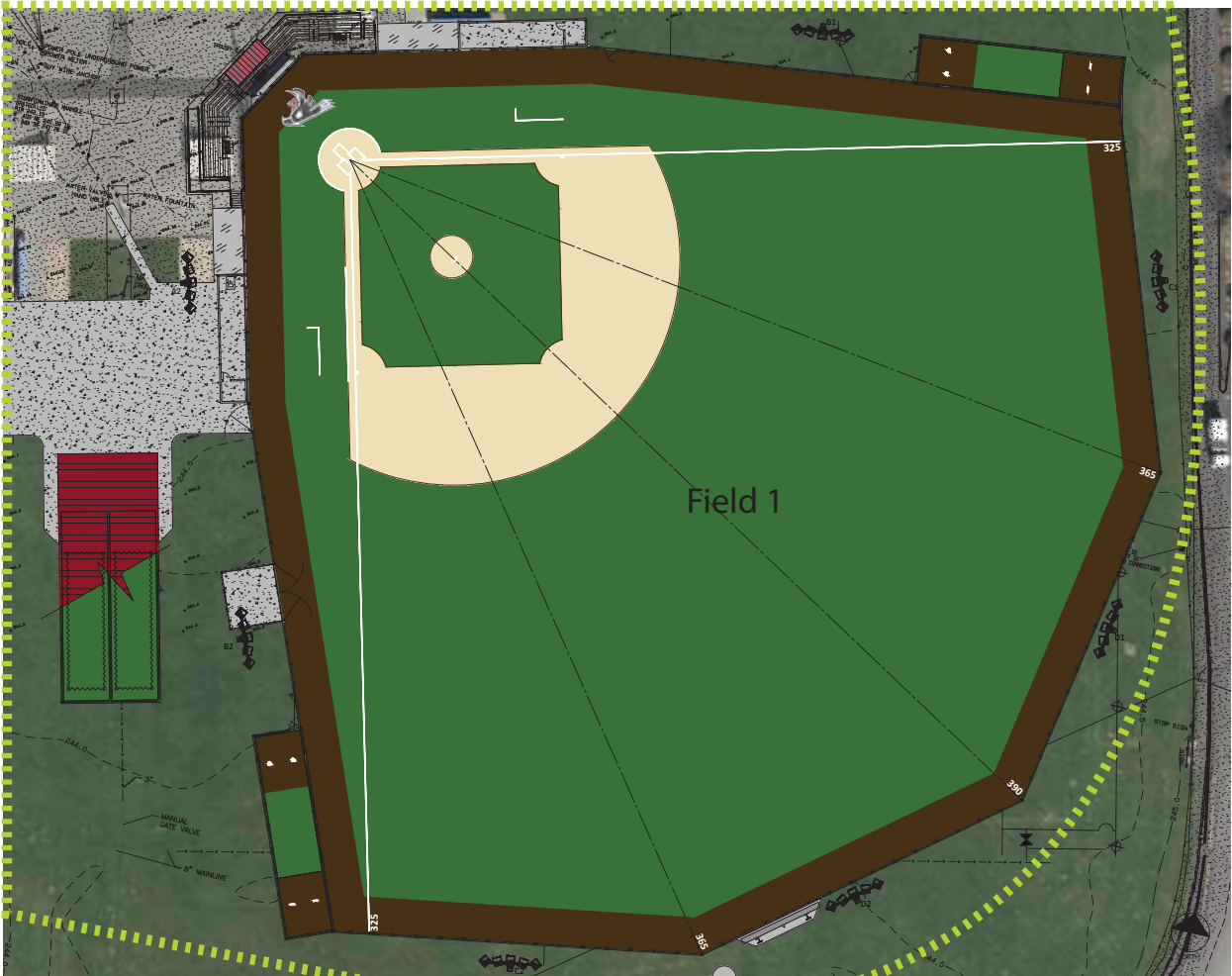
Heidi Wachter, City Attorney

(Exhibit A) Home Field Complex  
Fort Steilacoom Park



..... Home Field Complex extent 'Field 1'

baseball fields Ft. Steilacoom Park



# Operations Maintenance & Replacement Plan

## Home Field Complex (EXHIBIT B)

<b>Task Description</b>	<b>City</b>	<b>Pierce College</b>
<b><u>Full Turf Replacement</u></b> <ul style="list-style-type: none"> <li>Replacement between Years 10 – 12 (2033-34)</li> <li>Cost in 2022 dollars is \$1,350,000</li> </ul>	25%	75%
<b><u>Turf Repair</u></b> <ul style="list-style-type: none"> <li>Inspect the field for loose seams and makes repairs</li> </ul>	June-Aug As Needed	January-May September-October As Needed
<b><u>High Wear Turf Routine Replacement</u></b> <b>a. Home Plate, Bases, and Batter's On Deck Circle</b> <ul style="list-style-type: none"> <li>Frequency replacement is every 3-years.</li> </ul> <b>b. Pitcher's Mound</b> <ul style="list-style-type: none"> <li>Frequency replacement is 2-3 months while college is in season</li> </ul> <b>c. Batter's box areas</b> <ul style="list-style-type: none"> <li>Frequency replacement is 2x year</li> </ul>	As needed June-Aug	a. 100%  b. 100%  c. 100%
<b><u>Wind Screen Replacement</u></b> <ul style="list-style-type: none"> <li>Frequency replacement is 1x year</li> </ul>	0%	100%
<b><u>Dugouts and Press Box Routine Painting</u></b> <ul style="list-style-type: none"> <li>Frequency is every 2 years</li> </ul>	0%	100%
<b><u>Vandalism by Graffiti Damage</u></b> <ul style="list-style-type: none"> <li>Reviewed within 48 hours and addressed by party on case by case basis</li> </ul>	TBD	TBD
<b><u>Fencing, Scoreboard, Lighting, Bleachers. Press Box, Flag Pole &amp; Batting Facility Repairs*</u></b> <ul style="list-style-type: none"> <li>Cost to be assessed for each occurrence</li> </ul>	TBD	TBD
<b><u>Routine Field Maintenance</u></b> <ul style="list-style-type: none"> <li>Filling/restoring rubber pellets in low spots</li> <li>On- Field Debris removal</li> <li>On-Field Washing using water hoses</li> <li>Pitcher's Mound Restoration</li> <li>Empty Trash Cans into Park's Central Dumpster</li> <li>Sweeping of Dugouts, Press Box and Viewing Stands.</li> </ul>	June -August Nov – Dec	January – May September -October
<b><u>10. Utilities</u></b> Utilities associated with field use to be metered and reimbursed to City	100% June -August Nov - Dec	100% January - May September -October

## **PIERCE COLLEGE RAIDERS HOME FIELD COMPLEX USE POLICIES AND CODE OF CONDUCT (Exhibit C)**

To protect the field surface and maximize the lifespan of synthetic turf fields, the City of Lakewood asks that every team official, coach, player, spectator, and parent be aware of the following rules & regulations for use of the synthetic turf field.

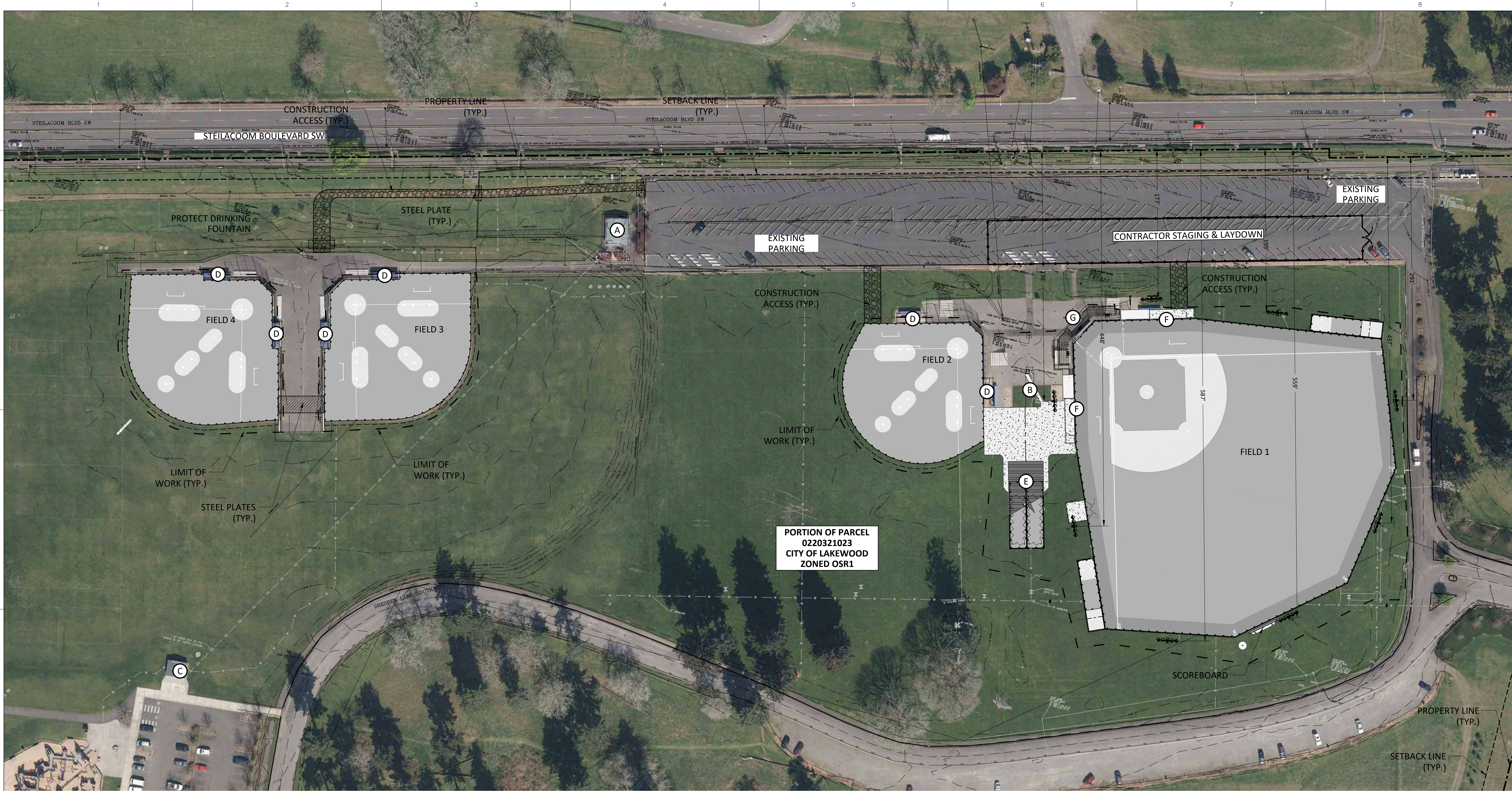
### **Coaches are responsible for the conduct and behavior of players and spectators on the field.**

- A. Only water is permitted. No flavored drinks are allowed (soda, juice, Gatorade). Glass and other breakable containers are prohibited.
- B. No food allowed on synthetic turf surface. All food including gum, sunflower seeds, nuts and chewing tobacco are prohibited.
- C. No dogs or pets are allowed on the synthetic turf surface. Dogs or other animals are only allowed on the grass perimeter.
- D. Suntan lotions, oils or creams of any kind that may stain the turf are prohibited. Sunblock should be applied before entering the synthetic turf area.
- E. Athletic footwear must consist of molded rubber cleats (less than 1 inch), turf shoes or running shoes. Metal cleats/spikes and high heeled shoes are prohibited. Athletic footwear should be clean and free of mud.
- F. Marking or taping on the synthetic turf surface is prohibited.
- G. Vehicles of any kind including but not limited to automobiles, bicycles, scooters, skateboards, RC cars, planes, drones, or other vehicles that use fuel are prohibited.
- H. Sharp or blunt equipment are prohibited including chairs, benches, flags, shade structures, tents, stakes, and umbrellas. No temporary or permanent equipment shall be staked down onto the synthetic surface
- I. Large objects, including goals that need to be moved across the field should be carried or have turf wheels. Dragging heavy items or equipment across the field may cause significant damage.

### **User Responsibilities**

1. You are responsible to leave the field cleaner than you found it and ready for the next user. Following practices and/or games please inspect the field and remove anything left by your players or spectators such as trash, athletic tape, or equipment.
2. Any foreign substances, including bodily fluids, should be removed and rinsed as quickly as possible. Thoroughly rinse and avoid slippery areas that could result in injury. Immediately report the location of accident or injury resulting in bodily fluids (blood, vomit, urine, etc.) on the turf to City staff.
3. Inspect your playing area before and after practices & games and immediately report any areas of the playing surface that are damaged or deficient.
4. Educate your players, parents and spectators about the Synthetic Turf Rules & Regulations to minimize damages to the playing surface.





**TAX DESCRIPTION**

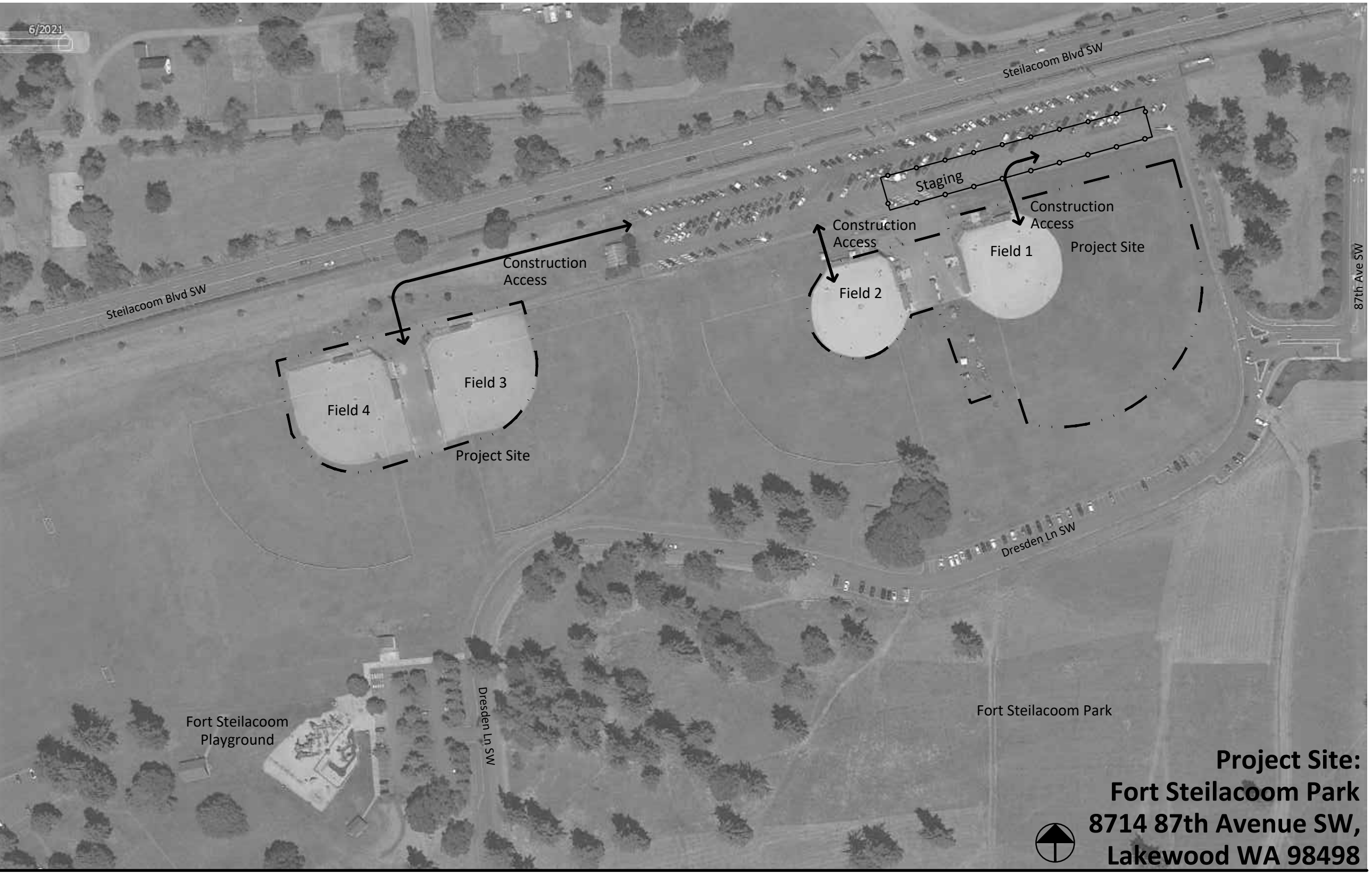
Section 33 Township 20 Range 02 Quarter 34 THAT POR OF FOLL DESC PROP LY S OF STEILACOOM BLVD GOVT LOTS 9, 10, 11, 12 & 13 OF SE OF NW & NE OF SW & S 1/2 OF SW IN SEC 33 DESC AS COM AT A PT 28.08 CHAINS S 20 DEG W OF NE COR OF VAN BUSKIRK DLC ON E BDRY THEREOF TH RUNNING S 20 DEG W ALG E BDRY OF SD DLC 494.52 FT TO SE COR OF SD DLC TH W 267.2 FT TO SEC LI BET SEC 32 & 33 TH N ALG SD SEC LI TO S BDRY OF LD CYD BY FRANK CLARK & LENA CLARK TO TERRITORY (NOW STATE OF WA) PER DEED DATED DECEMBER 17, 1879 TH E ALG S BDRY OF SD LD CYD BY CLARK TO SD TERRITORY TO POB ALL OF SD LD BEING IN JOHN VAN BUSKIRK DLC EXC THAT POR IF ANY OF STEILACOOM BLVD & EXC HEWITT STEILACOOM RD (ELWOOD DR) ALSO EXC THAT POR DEDICATED TO P CO FOR R/W FOR ELWOOD DR SW PER AFN'S 2239509 & 2708165 EASE OF REC APPROVED SUBD BY CY OF LAKEWOOD 5/31/17 OUT OF 02-20-32-1-000 SEG 2018-0053 JP 07/12/17 JP

**BUILDINGS KEY**

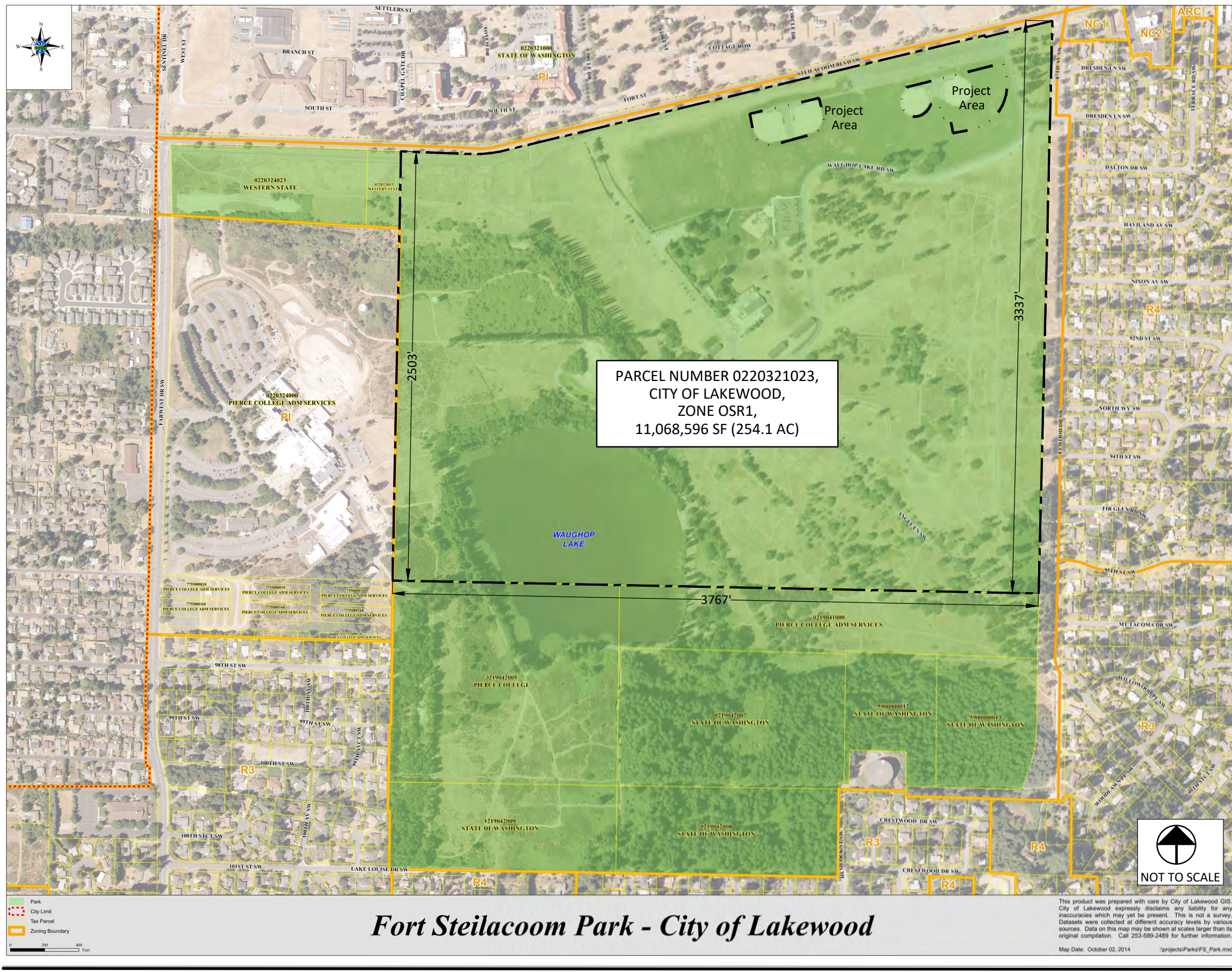
- (A) EXISTING BUILDING TO REMAIN
- (B) EXISTING BUILDING TO REMAIN
- (C) EXISTING BUILDING TO REMAIN
- (D) EXISTING DUGOUT TO REMAIN
- (E) PROPOSED COVERED BATTING CAGE BUILDING WITH STORAGE (40'x24')
- (F) PROPOSED COVERED DUGOUTS WITH STORAGE (54'x11')
- (G) PROPOSED COVERED PRESSBOX

**LAYOUT LEGEND**

- INFILLED SYNTHETIC TURF
- ASPHALT PAVING
- CONCRETE
- PROPOSED CHAINLINK FENCE AND CONCRETE CURB
- PROPOSED CHAINLINK FENCE
- PROTECT EXISTING CHAINLINK FENCE TO REMAIN
- TEMPORARY FENCE AROUND STAGING AREA
- PROPERTY LINE
- SETBACK LINE - 25' FRONT YARD SETBACK
- LIMIT OF WORK
- FIELD LIGHTING



**VICINITY MAP**



**PARCEL MAP**

REVISION

DATE

CITY OF LAKEWOOD WA

1996

FORT STEILACOOM PARK

ATHLETIC FIELD IMPROVEMENTS

DA HOGAN

1450 114th Ave SE, Suite 225  
Bellevue, WA 98004

p. 206.285.0400  
www.dahogan.com

CITY OF WASHINGTON

LANDSCAPE ARCHITECT

NORTH

0 50' 100'

SCALE: 1" = 50'

95% CONSTRUCTION DOCUMENTS

DATE 11-10-22

SCALE 1"=50'

DRAWN CPW

CHECKED EIG

COPYRIGHT © 2022 D.A. HOGAN & ASSOCIATES

PROJECT SITE PLAN

SHEET C010

File: F-01 Fort Steilacoom Park CURRENT 20x42.dwg Plotted by: Corneilow Date: 09-Nov-22 2:46:58pm



## Ft. Steilacoom Infield Improvements Project Cost Update 1-23-23

May 2022 Esitimated Total Project Costs			Updated Total Project Costs		
Revenues		Total	Revenues		Total
YAF (RCO)		350,000	YAF (RCO)		350,000
Dept of Commerce		994,700	Dept of Commerce		994,700
Pierce College Funds		4,472,339	Pierce College Funds		6,000,000
General		15,300	General		15,300
REET		250,000	REET		240,000
Total Revenue		<b>6,082,339</b>	Total Revenue		<b>7,600,000</b>
		74% PC/ 26% City			
Expenses		Total	Expenses		Total
Design & Engineering		433,738	Design & Engineering *current contract		345,265
*Construction Cost		4,337,385	Construction Cost *includes mngmt.		5,879,907
Contingencies		660,609	Contingencies 11%		669,239
Permits & Const. Mgt.		216,869	Permits 2%		117,598
WSST 10%		433,738	WSST 10%		587,991
Total Project Cost		<b>6,082,339</b>	Total Project Cost		<b>7,600,000</b>
		74% PC/ 26% City			
Construction Summary		Construction Cost	Construction Summary		Construction Cost
Fields 1-4 infield turf		1,418,000	Fields 2-4		815,393
fencing/ grading		412,335	base electrical improvements		256,500
			field 1 *all amentities*		
			scoreboard, bleachers,		
			press box, batting facility, lighting,		
base electrical improvements		165,000	flagpole,dugouts		2,145,000
scoreboard 10 inning display w/ name		100,000	field 1 base improvements		973,175
dugouts masonry w/ storage		215,000	field 1 turf		622,788
bleachers 250 cap. & press box		240,000	site prep all fields		52,900
outfield turf field 3		892,050			
batting facility/ storage		325,000			
field 3 lighting		570,000			
*Total Sum Construction Costs		<b>4,337,385</b>			
Project Timeline			Subtotal Construction Costs		
Site inventory	6 weeks	11/30/2021	sum field 1 improvements w/		
Design	50 weeks	10/28/2022	75% site prep costs		4,037,138
Council Review Expanded Design		3/28/2022	Markup & General Conditions 20.84%		841,340
Permitting	20 weeks	6/2/2023	PC A+E Responsibility (145,515+85,900)		231,415
Bidding	4 weeks	6/30/2023	(DA Hogan Cont + amendment)		
Council Approval Construction		7/17/2023	Additional soft costs (22%)		888,170
Contracting Construction	4 weeks	8/14/2023			
Construction	25 weeks	2/12/2024	<b>Total Field 1 Estimated Project Costs</b>		<b>5,998,063</b>
Closeout	4 weeks	6/1/2024			

November 30, 2022

To: John J. Caulfield City Manager City of Lakewood

Subject: Fort Steilacoom Park, Athletic Fields Improvements,

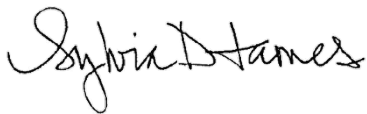
Mr. Caulfield,

I am writing this letter to commit the additional support of Pierce College to the Fort Steilacoom Park Athletic Fields Improvements by the City of Lakewood.

The original funds commitment letter provided \$4,472,339. Pierce College will increase the total commitment to \$6,000,000 for improvements to baseball field #1.

We look forward to our continued partnership and collaboration.

Sincerely,



Sylvia D. James

Vice President for Administrative Services Pierce College District

[SJames@pierce.ctc.edu](mailto:SJames@pierce.ctc.edu)

253-964-6510



1 **Fort Steilacoom Park**  
2 **Athletic Field Improvements**  
3 **Construction Cost Estimate, w/Field 1 Turf RFP**



4 Prepared for: City of Lakewood WA, Peirce College

5 rev. 11-10-22 ejg / Basis: 95% CDs 11-10-22

Description / Item	Quantity	Unit	Unit Cost	Est. Cost	Total
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9 Conversion of soil/grass surfaces to synthetic turf. Development of Field 1 to a complete NCAA Baseball Game & Practice Facility, including full fencing & ball control, lighting, masonry dugouts, grandstand with press box, flag pole, scoreboard, and indoor batting facility. Fields 2-4 infield conversion only, no other work. Field 1 synthetic turf surfacing via Sourcewill / AstroTurf RFP. Fields 2-4 synthetic turf included in the Site Work Contract.

11 <b>Site Preparation &amp; TESC</b>	233,658.00	sf			
12 Construction Survey & Staking	1.00	ls	10,000.00	10,000.00	
13 Temporary Erosion Control Facilities	4.00	ls	3,500.00	14,000.00	
14 TESC Maintenance & SWPPP Compliance	4.00	mo	750.00	3,000.00	
15 Temporary Security Fencing	1,200.00	lf	2.00	2,400.00	
16 Selective Demolition; Sawcutting & Disposal, ACP	4,500.00	sf	3.00	13,500.00	
17 Selective Demolition; Irrigation	1.00	ls	10,000.00	10,000.00	
18 <b>Section Total</b>					\$ 52,900

20 <b>Electrical &amp; Related Systems</b>					
21 Selective Demolition / Existing Panels	1.00	ls	5,000.00	5,000.00	
22 Selective Demolition, Poles, Vaults, Overhead	1.00	ls	7,500.00	7,500.00	
23 New Service, Pole, and Drop	1.00	ls	40,000.00	40,000.00	
24 Transformer, Panels, interior	1.00	ls	50,000.00	50,000.00	
25 Dugout Lighting, Outlets, Wiring, Complete	2.00	ea	3,250.00	6,500.00	
26 Press Box SubPanel & Wiring	1.00	ls	2,500.00	2,500.00	
27 Batting Facility Lighting & Outlets	1.00	ls	40,000.00	40,000.00	
28 Conduit & Wiring	1.00	ls	50,000.00	50,000.00	
29 Hand Holes	1.00	ls	30,000.00	30,000.00	
30 Data / Internet Service	1.00	ls	25,000.00	25,000.00	
31 <b>Section Total</b>					\$ 256,500

33 <b>Infield Surface Conversion, Field 2 Only</b>	24,700.00	sf			
34 Stripping, Clearing & Grubbing	24,700.00	sf	0.10	2,470.00	
35 Irrigation System Selective Demolition	1.00	ls	1,500.00	1,500.00	
36 Excavation, 12", w/onsite disposal	915.00	cy	18.00	16,470.00	
37 Trenched Subsurface Drainage, 4" Perf. CPEP	1,650.00	lf	12.00	19,800.00	
38 SD Collector, 6" CPEP	260.00	lf	24.00	6,240.00	
39 Infiltration Facility, 8" Perf. CPEP	120.00	lf	32.00	3,840.00	
40 Fenceline Curb @ Ex. Backstop	235.00	lf	20.00	4,700.00	
41 Perimeter Edge Anchor	580.00	lf	9.00	5,220.00	
42 Washwater Mainline Extension	100.00	lf	11.00	1,100.00	
43 Irrigation Reconfiguration / Retrofit	1.00	ls	2,500.00	2,500.00	
44 Subgrade Fine Grading	24,700.00	sf	0.10	2,470.00	
45 Structural Soil Fabric	2,745.00	sy	1.50	4,117.50	
46 Base Course Permeable Aggregate (8.25", 1.6ton/cy)	1,000.00	ton	50.00	50,000.00	
47 Top Course Permeable Aggregate (2", 1.6 ton/cy)	245.00	ton	65.00	15,925.00	
48 Top Course Aggregate Fine Grading	24,700.00	lf	0.10	2,470.00	
49 2.25" Slit Film Synthetic Turf, Sand/SBR Infill, Competitive	24,700.00	sf	4.65	114,855.00	
50 Bases & Anchors	6.00	ea	400.00	2,400.00	
51 Home Plate	1.00	ea	325.00	325.00	
52 Portable Pitching Mounds	2.00	ea	2,000.00	4,000.00	
53 On Deck Circle, Portable	2.00	each	400.00	800.00	
54 Catchers Mat	1.00	each	625.00	625.00	
55 BP Hitting Mat	1.00	ea	325.00	325.00	
56 <b>Subtotal Field 2</b>					\$ 262,153

1 **Fort Steilacoom Park**  
2 **Athletic Field Improvements**  
3 **Construction Cost Estimate, w/Field 1 Turf RFP**



4 Prepared for: City of Lakewood WA, Peirce College

5 rev. 11-10-22 ejg / Basis: 95% CDs 11-10-22

Description / Item	Quantity	Unit	Unit Cost	Est. Cost	Total
<b>Surface Conversion, Fields 3 &amp; 4</b>	<b>57,250.00</b>	<b>sf</b>			
Stripping, Clearing & Grubbing	57,250.00	sf	0.10	5,725.00	
Irrigation System Selective Demolition	2.00	ls	1,500.00	3,000.00	
Excavation, 2.5", w/onsite disposal	440.00	cy	18.00	7,920.00	
Subsurface Drainage Connections/Penetrations	255.00	ea	6.00	1,530.00	
Perimeter Edge Anchor	1,320.00	lf	9.00	11,880.00	
Washwater Mainline Extension	100.00	lf	11.00	1,100.00	
Irrigation Reconfiguration / Retrofit	2.00	ls	2,500.00	5,000.00	
Subgrade Fine Grading	57,250.00	sf	0.10	5,725.00	
Geotextile	6,360.00	sy	2.25	14,310.00	
UltraBase Drainage Panel	57,250.00	sf	3.75	214,687.50	
2.25" Slit Film Synthetic Turf, Sand/SBR Infill, Competitive	57,250.00	sf	4.65	266,212.50	
Bases & Anchors	12.00	ea	400.00	4,800.00	
Home Plate	2.00	ea	325.00	650.00	
Portable Pitching Mounds	4.00	ea	2,000.00	8,000.00	
On Deck Circle, Portable	2.00	each	400.00	800.00	
Catchers Mat	2.00	each	625.00	1,250.00	
BP Hitting Mat	2.00	ea	325.00	650.00	
<b>Subtotal Fields 3 &amp; 4</b>					<b>\$ 553,240</b>
<b>Field 1, Field Construction</b>	<b>127,600.00</b>	<b>sf</b>			
Existing Fence Demolition	1.00	ls	3,000.00	3,000.00	
Stripping, Clearing & Grubbing	127,600.00	sf	0.10	12,760.00	
Irrigation System Selective Demolition & Retrofit	1.00	ls	10,000.00	10,000.00	
Excavation, 1.0' w/onsite disposal	4,725.00	cy	18.00	85,050.00	
Subsurface Drainage, 4" Perforated CPEP	8,500.00	lf	12.00	102,000.00	
8" Solid CPEP SD	450.00	lf	32.00	14,400.00	
Type 2 MH	2.00	ea	3,750.00	7,500.00	
Flow Control Device	1.00	ea	1,250.00	1,250.00	
Infiltration Facilities	230.00	lf	65.00	14,950.00	
Subgrade Fine Grading	127,600.00	sf	0.10	12,760.00	
8.25" Base Course Permeable Aggregate, 1cy = 1.6 ton	5,175.00	ton	50.00	258,750.00	
2" Top Course Permeable Aggregate	1,260.00	ton	65.00	81,900.00	
Top Course Fine Grading	127,600.00	sf	0.10	12,760.00	
Irrigation Reconfiguration / Retrofit	1.00	ls	12,500.00	12,500.00	
Seeded Perimeter Restoration w/Organic Amendment	20,000.00	sf	0.35	7,000.00	
30' Chain Link Fencing / Backstop (A)	110.00	lf	325.00	35,750.00	
Stop Boards, 36" @ Backstop	110.00	lf	180.00	19,800.00	
10' Chain Link Fencing / 15' Ball Control Netting (C)	335.00	lf	285.00	95,475.00	
10' Chain Link Fence w/ Top Middle & Bottom Rail (D)	980.00	lf	65.00	63,700.00	
4' Chain Link Fence w/ Top & Bottom Rail (E)	240.00	lf	45.00	10,800.00	
Wind Screen @ 10' CLF	980.00	lf	27.00	26,460.00	
Fence Safety Cap @ 10' and 4' CLF	1,220.00	lf	6.00	7,320.00	
Fence Distance Signs	5.00	ea	225.00	1,125.00	
Transomed Chain Link Gates, Single Leaf, 5' width	3.00	ea	700.00	2,100.00	
Double Swing Gate 16' (2 x8')	16.00	lf	125.00	2,000.00	
Concrete Perimeter Curbing	2,645.00	lf	25.00	66,125.00	
Stopboard Padding, 110' x3'	330.00	sf	18.00	5,940.00	
<b>Sub Total Field 1 Field Construction</b>					<b>\$ 973,175</b>

1 **Fort Steilacoom Park**  
2 **Athletic Field Improvements**  
3 **Construction Cost Estimate, w/Field 1 Turf RFP**



4 Prepared for: City of Lakewood WA, Peirce College

5 rev. 11-10-22 ejg / Basis: 95% CDs 11-10-22

Description / Item	Quantity	Unit	Unit Cost	Est. Cost	Total
<b>Field 1 Structures &amp; Accessory Features</b>					
Field Lighting - Above Ground Supply & Installation	1.00	ea	625,000.00	625,000.00	
Covered Masonry Dugouts, 10' x54' with Storage	2.00	ea	150,000.00	300,000.00	
Grandstands, Elevated, Ramps & Stairs, per Seat	285.00	ea	400.00	114,000.00	
Press Box, Elevated, Pre-Engineered	1.00	ea	100,000.00	100,000.00	
PEMB Batting Facility, w/Storage, 120' x40' w/AC Paving	4,800.00	sf	185.00	888,000.00	
Scoreboard	1.00	ea	100,000.00	100,000.00	
Flag Pole, Internal Halyard, 40'	1.00	ea	18,000.00	18,000.00	
<b>Sub Total Field 1 Structures</b>					<b>\$ 2,145,000</b>
<b>Construction Subtotal</b>					
					<b>\$ 4,242,968</b>
<b>Contractor Markup &amp; General Conditions</b>					
	<b>20.97% of</b>		<b>4,242,967.50</b>		
Insurance (1%)	1.00% of		4,242,967.50	42,429.68	
Bonding (1.5%)	1.50% of		4,242,967.50	63,644.51	
Mobilization (5%)	5.00% of		4,242,967.50	212,148.38	
General Conditions, Overhead, & Profit (12.5%)	12.50% of		4,242,967.50	530,370.94	
Construction Superintendence & Project Management	5.00	mo	7,000.00	35,000.00	
Temporary Facilities (Sanitation, Security, Admin.)	5.00	mo	1,200.00	6,000.00	
<b>Section Total</b>					<b>\$ 889,594</b>
<b>Sitework Construction Total</b>					
					<b>\$ 5,132,561</b>
<b>Field 1 Synthetic Turf, Purchasing Cooperative</b>					
	<b>134,170.00</b>	<b>sf</b>			
Infield Diamond: AstroTurf RootZone 3D3 Blend 2.0" Grn	6,800.00	sf	4.65	31,620.00	
Infield Fan: AstroTurf RootZone Diamond-i RBI 2.0" Tan	10,970.00	sf	4.75	52,107.50	
All Other "Grass": AstroTurf RootZone 3D3 Blend 2.25" Grn	86,155.00	sf	4.45	383,389.75	
Warning Track: AstroTurf RootZone Diamond-i RBI 2.0" Brn	23,675.00	sf	4.75	112,456.25	
Bullpens: AstroTurf RootZone Diamond-i RBI 2.0" Grn/Tan	3,440.00	sf	4.75	16,340.00	
Batting Facility: AstroTurf 3D3 HD Blend 2.0" Grn	3,130.00	sf	4.65	14,554.50	
Baseball Markings Complete, White	1.00	ea	5,000.00	5,000.00	
Synthetic Turf Materials - Surplus	1.00	ls	1,500.00	1,500.00	
Synthetic Turf Materials - Surplus Batters Box Inserts	12.00	ea	225.00	2,700.00	
Pre-shipment Testing	1.00	ls	1,620.00	1,620.00	
G-Max Testing	1.00	ea	1,500.00	1,500.00	
<b>Field 1 Synthetic Turf Subtotal</b>					<b>622,788.00</b>
<b>FSP Athletic Field Improvements, Construction Total</b>					
					<b>5,755,349.00</b>
Note: Does not include WSST, Permit Fees except OTC plumbing and electrical, Construction Materials Testing and Special Inspections, Design & Professional Services fees, or Construction Management.					

1 **Fort Steilacoom Park**  
2 **Athletic Field Improvements**  
3 **Construction Cost Estimate, w/Field 1 Turf**



4 Prepared for: City of Lakewood WA, Peirce College

5 rev. 11-10-22 ejg / Basis: 95% CDs 11-10-22

Description / Item	Quantity	Unit	Unit Cost	Est. Cost	Total
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9 Conversion of soil/grass surfaces to synthetic turf. Development of Field 1 to a complete NCAA Baseball Game & Practice Facility, including full fencing & ball control, lighting, masonry dugouts, grandstand with press box, flag pole, scoreboard, and indoor batting facility. Fields 2-4 infield conversion only, no other work. Field 1 synthetic turf surfacing via Sourcewill / AstroTurf RFP. Fields 2-4 synthetic turf included in the Site Work Contract.

11 <b>Site Preparation &amp; TESC</b>	233,658	sf			
12 Construction Survey & Staking	1.00	ls	10,000.00	10,000.00	
13 Temporary Erosion Control Facilities	4.00	ls	3,500.00	14,000.00	
14 TESC Maintenance & SWPPP Compliance	4.00	mo	750.00	3,000.00	
15 Temporary Security Fencing	1,200.00	lf	2.00	2,400.00	
16 Selective Demolition; Sawcutting & Disposal, ACP	4,500.00	sf	3.00	13,500.00	
17 Selective Demolition; Irrigation	1.00	ls	10,000.00	10,000.00	
18 <b>Section Total</b>					\$ 52,900

20 <b>Electrical &amp; Related Systems</b>	116,000.00	sf			
21 Selective Demolition / Existing Panels	1.00	ls	5,000.00	5,000.00	
22 Selective Demolition, Poles, Vaults, Overhead	1.00	ls	7,500.00	7,500.00	
23 New Service, Pole, and Drop	1.00	ls	40,000.00	40,000.00	
24 Transformer, Panels, interior	1.00	ls	50,000.00	50,000.00	
25 Dugout Lighting, Outlets, Wiring, Complete	2.00	ea	3,250.00	6,500.00	
26 Press Box SubPanel & Wiring	1.00	ls	2,500.00	2,500.00	
27 Batting Facility Lighting & Outlets	1.00	ls	40,000.00	40,000.00	
28 Conduit & Wiring	1.00	ls	50,000.00	50,000.00	
29 Hand Holes	1.00	ls	30,000.00	30,000.00	
30 Data / Internet Service	1.00	ls	25,000.00	25,000.00	
31 <b>Section Total</b>					\$ 256,500

33 <b>Infield Surface Conversion, Field 2 Only</b>	24,700.00	sf			
34 Stripping, Clearing & Grubbing	24,700.00	sf	0.10	2,470.00	
35 Irrigation System Selective Demolition	1.00	ls	1,500.00	1,500.00	
36 Excavation, 12", w/onsite disposal	915.00	cy	18.00	16,470.00	
37 Trenched Subsurface Drainage, 4" Perf. CPEP	1,650.00	lf	12.00	19,800.00	
38 SD Collector, 6" CPEP	260.00	lf	24.00	6,240.00	
39 Infiltration Facility, 8" Perf. CPEP	120.00	lf	32.00	3,840.00	
40 Fenceline Curb @ Ex. Backstop	235.00	lf	20.00	4,700.00	
41 Perimeter Edge Anchor	580.00	lf	9.00	5,220.00	
42 Washwater Mainline Extension	100.00	lf	11.00	1,100.00	
43 Irrigation Reconfiguration / Retrofit	1.00	ls	2,500.00	2,500.00	
44 Subgrade Fine Grading	24,700.00	sf	0.10	2,470.00	
45 Structural Soil Fabric	2,745.00	sy	1.50	4,117.50	
46 Base Course Permeable Aggregate (8.25", 1.6ton/cy)	1,000.00	ton	50.00	50,000.00	
47 Top Course Permeable Aggregate (2", 1.6 ton/cy)	245.00	ton	65.00	15,925.00	
48 Top Course Aggregate Fine Grading	24,700.00	lf	0.10	2,470.00	
49 2.25" Slit Film Synthetic Turf, Sand/SBR Infill, Competitive	24,700.00	sf	4.65	114,855.00	
50 Bases & Anchors	6.00	ea	400.00	2,400.00	
51 Home Plate	1.00	ea	325.00	325.00	
52 Portable Pitching Mounds	2.00	ea	2,000.00	4,000.00	
53 On Deck Circle, Portable	2.00	each	400.00	800.00	
54 Catchers Mat	1.00	each	625.00	625.00	
55 BP Hitting Mat	1.00	ea	325.00	325.00	
56 <b>Subtotal Field 2</b>					\$ 262,153

1 **Fort Steilacoom Park**  
2 **Athletic Field Improvements**  
3 **Construction Cost Estimate, w/Field 1 Turf**



4 Prepared for: City of Lakewood WA, Peirce College

5 rev. 11-10-22 ejg / Basis: 95% CDs 11-10-22

Description / Item	Quantity	Unit	Unit Cost	Est. Cost	Total
<b>Surface Conversion, Fields 3 &amp; 4</b>	<b>57,250.00</b>	<b>sf</b>			
Stripping, Clearing & Grubbing	57,250.00	sf	0.10	5,725.00	
Irrigation System Selective Demolition	2.00	ls	1,500.00	3,000.00	
Excavation, 2.5", w/onsite disposal	440.00	cy	18.00	7,920.00	
Subsurface Drainage Connections/Penetrations	255.00	ea	6.00	1,530.00	
Perimeter Edge Anchor	1,320.00	lf	9.00	11,880.00	
Washwater Mainline Extension	100.00	lf	11.00	1,100.00	
Irrigation Reconfiguration / Retrofit	2.00	ls	2,500.00	5,000.00	
Subgrade Fine Grading	57,250.00	sf	0.10	5,725.00	
Geotextile	6,360.00	sy	2.25	14,310.00	
UltraBase Drainage Panel	57,250.00	sf	3.75	214,687.50	
2.25" Slit Film Synthetic Turf, Sand/SBR Infill, Competitive	57,250.00	sf	4.65	266,212.50	
Bases & Anchors	12.00	ea	400.00	4,800.00	
Home Plate	2.00	ea	325.00	650.00	
Portable Pitching Mounds	4.00	ea	2,000.00	8,000.00	
On Deck Circle, Portable	2.00	each	400.00	800.00	
Catchers Mat	2.00	each	625.00	1,250.00	
BP Hitting Mat	2.00	ea	325.00	650.00	
<b>Subtotal Fields 3 &amp; 4</b>					<b>\$ 553,240</b>
<b>Field 1, Field Construction</b>					
Existing Fence Demolition	1.00	ls	3,000.00	3,000.00	
Stripping, Clearing & Grubbing	127,600.00	sf	0.10	12,760.00	
Irrigation System Selective Demolition & Retrofit	1.00	ls	10,000.00	10,000.00	
Excavation, 1.0' w/onsite disposal	4,725.00	cy	18.00	85,050.00	
Subsurface Drainage, 4" Perforated CPEP	8,500.00	lf	12.00	102,000.00	
8" Solid CPEP SD	450.00	lf	32.00	14,400.00	
Type 2 MH	2.00	ea	3,750.00	7,500.00	
Flow Control Device	1.00	ea	1,250.00	1,250.00	
Infiltration Facilities	230.00	lf	65.00	14,950.00	
Subgrade Fine Grading	127,600.00	sf	0.10	12,760.00	
8.25" Base Course Permeable Aggregate, 1cy = 1.6 ton	5,175.00	ton	50.00	258,750.00	
2" Top Course Permeable Aggregate	1,260.00	ton	65.00	81,900.00	
Top Course Fine Grading	127,600.00	sf	0.10	12,760.00	
Irrigation Reconfiguration / Retrofit	1.00	ls	12,500.00	12,500.00	
Seeded Perimeter Restoration w/Organic Amendment	20,000.00	sf	0.35	7,000.00	
30' Chain Link Fencing / Backstop (A)	110.00	lf	325.00	35,750.00	
Stop Boards, 36" @ Backstop	110.00	lf	180.00	19,800.00	
10' Chain Link Fencing / 15' Ball Control Netting (C)	335.00	lf	285.00	95,475.00	
10' Chain Link Fence w/ Top Middle & Bottom Rail (D)	980.00	lf	65.00	63,700.00	
4' Chain Link Fence w/ Top & Bottom Rail (E)	240.00	lf	45.00	10,800.00	
Wind Screen @ 10' CLF	980.00	lf	27.00	26,460.00	
Fence Safety Cap @ 10' and 4' CLF	1,220.00	lf	6.00	7,320.00	
Fence Distance Signs	5.00	ea	225.00	1,125.00	
Transomed Chain Link Gates, Single Leaf, 5' width	3.00	ea	700.00	2,100.00	
Double Swing Gate 16' (2 x8')	16.00	lf	125.00	2,000.00	
Concrete Perimeter Curbing	2,645.00	lf	25.00	66,125.00	
Stopboard Padding, 110' x3'	330.00	sf	18.00	5,940.00	
<b>Sub Total Field 1 Field Construction</b>					<b>\$ 973,175</b>

1 **Fort Steilacoom Park**  
2 **Athletic Field Improvements**  
3 **Construction Cost Estimate, w/Field 1 Turf**



4 Prepared for: City of Lakewood WA, Peirce College

5 rev. 11-10-22 ejg / Basis: 95% CDs 11-10-22


Description / Item	Quantity	Unit	Unit Cost	Est. Cost	Total
<b>Field 1 Synthetic Turf, Sole Source</b>	<b>134,170.00</b>	<b>sf</b>			
Infield Diamond: AstroTurf RootZone 3D3 Blend 2.0" Grn	6,800.00	sf	4.65	31,620.00	
Infield Fan: AstroTurf RootZone Diamond-i RBI 2.0" Tan	10,970.00	sf	4.75	52,107.50	
All Other "Grass": AstroTurf RootZone 3D3 Blend 2.25" Grn	86,155.00	sf	4.45	383,389.75	
Warning Track: AstroTurf RootZone Diamond-i RBI 2.0" Brn	23,675.00	sf	4.75	112,456.25	
Bullpens: AstroTurf RootZone Diamond-i RBI 2.0" Grn/Tan	3,440.00	sf	4.75	16,340.00	
Batting Facility: AstroTurf 3D3 HD Blend 2.0" Grn	3,130.00	sf	4.65	14,554.50	
Baseball Markings Complete, White	1.00	ea	5,000.00	5,000.00	
Synthetic Turf Materials - Surplus	1.00	ls	1,500.00	1,500.00	
Synthetic Turf Materials - Surplus Batters Box Inserts	12.00	ea	225.00	2,700.00	
Pre-shipment Testing	1.00	ls	1,620.00	1,620.00	
G-Max Testing	1.00	ea	1,500.00	1,500.00	
<b>Field 1 Synthetic Turf Subtotal</b>					<b>622,788.00</b>
<b>Field 1 Structures &amp; Accessory Features</b>					
Field Lighting - Above Ground Supply & Installation	1.00	ea	625,000.00	625,000.00	
Covered Masonry Dugouts, 10' x54' with Storage	2.00	ea	150,000.00	300,000.00	
Grandstands, Elevated, Ramps & Stairs, per Seat	285.00	ea	400.00	114,000.00	
Press Box, Elevated, Pre-Engineered	1.00	ea	100,000.00	100,000.00	
PEMB Batting Facility, w/Storage, 120' x40' w/AC Paving	4,800.00	sf	185.00	888,000.00	
Scoreboard	1.00	ea	100,000.00	100,000.00	
Flag Pole, Internal Halyard, 40'	1.00	ea	18,000.00	18,000.00	
<b>Sub Total Field 1 Structures</b>					<b>\$ 2,145,000</b>
<b>Construction Subtotal</b>					<b>\$ 4,865,756</b>
<b>Contractor Markup &amp; General Conditions</b>	<b>20.84% of</b>		<b>4,865,755.50</b>		
Insurance (1%)	1.00% of		4,865,755.50	48,657.56	
Bonding (1.5%)	1.50% of		4,865,755.50	72,986.33	
Mobilization (5%)	5.00% of		4,865,755.50	243,287.78	
General Conditions, Overhead, & Profit (12.5%)	12.50% of		4,865,755.50	608,219.44	
Construction Superintendence & Project Management	5.00	mo	7,000.00	35,000.00	
Temporary Facilities (Sanitation, Security, Admin.)	5.00	mo	1,200.00	6,000.00	
<b>Section Total</b>					<b>\$ 1,014,151</b>
<b>Sitework Construction Total</b>					<b>\$ 5,879,907</b>

145 Note: Does not include WSST, Permit Fees except OTC plumbing and electrical, Construction Materials Testing and Special Inspections, Design & Professional Services fees, or Construction Management.



To: Mayor and City Councilmembers

From: Heidi Ann Wachter, City Attorney

Through: John Caulfield, City Manager 

Date: January 23, 2023

Subject: Protection and Preservation of Public Spaces

This is to revisit proposed legislation regarding the protection and preservation of public spaces. Original consideration was held on [October 24, 2022](#). The updated proposal adds the following:

**Environmental protection, specifically of the watershed**

The cities of Spokane and Tacoma each address the impact of camping on the waters of the city. [City of Spokane ordinance C36272, recently adopted into Title 12 of the Spokane Municipal Code](#) and [City of Tacoma amended substitute ordinance 28831, as amended, passed October 11, 2022](#). The at-issue camping does not take place in the context of infrastructure such as restrooms. Occasionally, campsites become popular and thus the impact of camping involves significant impact on the area used, though impact results even from a single person living proximate to water without infrastructure.

Like the City of Tacoma, the waters of the City of Lakewood are part of the watershed that flows into Tribal fishing waters. Thus activity that negatively impacts the watershed ultimately impacts Tribal fishing rights.

The City of Kent similarly focuses on the impact of the activity on the property used. The Kent ordinance prohibits camping “on public property and locations on which unlawful camping is destructive to the property’s intended purpose. [City of Kent proposed ordinance 4443, repealing Chapter 8.09 of the Kent City Code and replacing it with a new chapter.](#)

**Use of public property**

In addition to impact on waters throughout the City is consideration for the impact of camping in any public place. The original draft ordinance presented prohibited storing belongings on city-owned property overnight. The current proposal prohibits such storage on any publicly owned property.

\*\*\*\*\*

Many cities have adopted legislation similar to what is proposed to this City Council. Case law continues to hold against cities for such legislation when there is no available shelter for the individual in violation of the legislation.

In [\*Martin v. Boise\*](#), the court declared that a governmental entity cannot “criminalize conduct that is an unavoidable consequence of being homeless – namely sitting, lying, or sleeping.”

Similarly, [\*Johnson v. City of Grants Pass\*](#) began as a class action lawsuit approximately six weeks after the *Martin* opinion. Grants Pass had passed several ordinances related to the regulation of sleeping outside, which, taken together, made it nearly impossible to sleep outside with any form of bedding or shelter, or in a vehicle, on public land. This case is now petitioning to the U.S. Supreme Court for consideration and the International Municipal Lawyer’s Association is preparing supportive briefing (Amicus, or “friend of the Court” briefing).

Under the City’s current Code and under this legislation, enforcement requires confirmation that the City has available options for shelter.



ORDINANCE NO. XXX

AN ORDINANCE of the City Council of the City of Lakewood, Washington, creating Chapter 9.15 of the Lakewood Municipal Code entitled “Occupation of Public Property”.

WHEREAS, pursuant to Article XI, Section 11 of the Washington Constitution and RCW 35A.11.020, the City of Lakewood is authorized to regulate public property; and

WHEREAS, public property is intended to be used by the public for public purposes, including daily City operations, park recreational use, pedestrian, bicycle and vehicular transportation and other public uses; and

WHEREAS, there is an awareness that when the unhoused population does not have available overnight shelter, public property can be unavailable to the general public for its intended purposes; and

WHEREAS, the City of Lakewood has expanded its human services programs by dedicating 1% of its general fund to growing its partnerships with local non-profit organizations for the purpose of improving its coordination of existing services, including programs specifically related to improving the lives of the unhoused residents of the city; and

WHEREAS, in partnership with Pierce County and the City of Tacoma the City of Lakewood allocated \$1,000,000 to the Low Income Housing Institute (LIHI) Hosmer Housing LLC, to acquire and convert property to an emergency shelter for homeless households, now known as “Aspen Court”; and

WHEREAS, in *Martin v City of Boise*, the Ninth Circuit Court of Appeals held that the Eighth Amendment to the United States Constitution prohibits cities from enforcing ordinances criminalizing camping on public property when there is no available shelter; and

WHEREAS, in *Johnson v. City of Grants Pass*, the Ninth Circuit Court of Appeals again ruled unconstitutional a city’s ordinance prohibiting sleeping outside when there is no available sheltered space; and

WHEREAS, this Ordinance makes it unlawful to occupy and store personal property on public property overnight, but suspends enforcement against those experiencing homelessness if overnight shelter is not available; and

WHEREAS, the City Council finds that the regulatory requirements within this ordinance are necessary to promote public health, safety and welfare by preserving public use of public spaces for which they are intended; and

WHEREAS, camping alongside Lakes, Rivers, Waterways, Creeks and Streams, including

but not limited to: Shoreline Environments protected under the adopted Shoreline Management Program; and Critical Areas and Resource Lands Regulations (wetlands, critical aquifer recharge areas, fish and wildlife habitat areas), under the adopted Critical Areas Ordinance (collectively referred to hereinafter as “Protected Waters” as shown on the attached map), contributes to littering and human waste being found in and around the Protected Waters; and

WHEREAS, Protected Waters can serve as habitat for Endangered Species Act species; and

WHEREAS, critical habitat supporting endangered species is degraded by the litter and human waste that are a component of illegal camping; and

WHEREAS, the City’s critical areas preservation section of its Shoreline Master Program specifically calls out for concern for “any activity which would destroy the natural vegetation; result in a significant change in critical habitat, water temperature, physical, or chemical characteristics; or alter natural contours and/or substantially alter existing patterns of tidal, sediment, or storm water flow on any land which meets the classification standards for any critical area,” and

WHEREAS, camping alongside the Protected Waters and impacting the associated watershed affects not only public health and safety generally, but also specific Tribal treaty fishing rights, and the ability of Tribes to practice the Treaty protected right to harvest and consume fish and shellfish; and

WHEREAS, prohibiting camping within 200 feet of the Protected Waters will protect the integrity of the Protected Waters, and protect the Tribal members and their fishing rights as well as the local community who enjoy and recreate along these protected waters.

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

**Section 1.** A new chapter of the Lakewood Municipal Code, Chapter 9.15, entitled “Occupation of Public Property” is hereby created.

**Section 2.** That Section 9.15.010 entitled “Purpose” is hereby created to read as follows:

It is the purpose of this chapter to promote public health, safety, and welfare by preserving for public use public spaces.

**Section 3.** That Section 9.15.015 entitled “Definitions” is hereby created to read as follows:

“Available overnight shelter” means a public or private facility, with an available overnight space, open to person(s) experiencing homelessness at no charge, which must be located within a 35-mile radius with the starting point of Lakewood City Hall, and to which the city facilitates transport.

“Occupy” means to evidence an intent to remain in a place, at least overnight. Intent can be evidenced by setting up tents, shelter, or bedding, for example.

“Protected Waters” means Shoreline Environments protected under the adopted Shoreline Management Program; and Critical Areas and Resource Lands Regulations (wetlands, critical aquifer recharge areas, fish and wildlife habitat areas), under the adopted Critical Areas Ordinance.

“Personal property” means an item(s) recognizable as belonging to a person, has apparent utility or value in its current condition, and is not hazardous.

“Public property” means all parks, streets, rights-of-way, sidewalks and any other property belonging to any public entity within the City of Lakewood.

“Store” means to put aside or accumulate for use when needed, to put for safekeeping, or to place or leave in a location.

“Wetland” or "wetlands" means areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Wetlands do not include those artificial wetlands intentionally created from nonwetland sites, including, but not limited to, irrigation and drainage ditches, grass-lined swales, canals, detention facilities, wastewater treatment facilities, farm ponds, and landscape amenities, or those wetlands created after July 1, 1990, that were unintentionally created as a result of the construction of a road, street, or highway. Wetlands may include those artificial wetlands intentionally created from nonwetland areas created to mitigate conversion of wetlands. Wetlands are specifically protected under the City’s Shoreline Management Program and Critical Areas Ordinance.

**Section 4.** That Section 9.15.020 entitled “Unlawful occupation of public property” is hereby created to read as follows:

Unless caused by city action, or otherwise authorized by city code, city contract or permit, it shall be unlawful for any person to occupy public property.

**Section 5.** That Section 9.15.025 entitled “Unlawful storage of personal property on public property” is hereby created to read as follows:

A. Unless caused by city action, or otherwise authorized by city code, city contract or permit, it shall be unlawful for any person to store personal property on any public property overnight.

B. Removal of Personal Property. The city may remove unlawfully stored personal property after the city provides necessary notice and an opportunity to be heard. The city shall facilitate the storage of personal property if required by law.

**Section 6.** That section 9.15.027 entitled “Protection against harm to Protected Waters”

No person may cause harm to any Protected Waters in the City of Lakewood or the natural areas that buffer these Protected Waters. No person may do any of the following:

1. Build or erect a structure of any type along the Protected Waters or drive a nail or other object into any tree or other natural vegetation for the purpose of building a shelter or any other structure, or for affixing an object to any tree or other natural vegetation.
2. Dig on the banks of any Protected Waters.
3. Move boulders, destroy vegetation, pave roads or paths, or otherwise reconfigure the natural landscape or other City-approved development on the banks of any Protected Waters.
4. Drive, park or bring any vehicle onto any portion of the banks of any Protected Waters that is not designated for vehicle traffic and/or parking.
5. Discharge garbage, refuse, or human or animal waste along the banks or into any Protected Waters.

**Section 6.** That Section 9.15.030 entitled “Enforcement” is hereby created to reads as follows:

The city shall not enforce the provisions of Lakewood Municipal Code 9.15.020 or 9.15.025 against persons experiencing homelessness if there is no available overnight shelter that can be used by that particular person. If available overnight shelter is available, the shelter space must be offered to the person(s) experiencing homelessness, along with other available human services. Only if the shelter space is refused can the provisions of Lakewood Municipal Code 9.15.020 and 9.15.025 be enforced against persons experiencing homelessness.

**Section 7.** That Section 9.15.035 entitled “Rules” is hereby created to reads as follows:

The Chief of Police is hereby authorized to adopt rules, regulations, administrative policies, and procedures for implementing the provisions of this chapter.

**Section 8.** That Section 9.15.040 entitled “Penalty for violations” is hereby created to reads as follows:

A. Violation of any of the provisions of this chapter is a misdemeanor, and shall be punished as follows:

1. First Offense. Any person violating any of the provisions of this chapter shall, upon conviction of such violation, be punished by a fine of not more than \$1,000 or by imprisonment not to exceed 90 days, or by both such fine and imprisonment.

2. Second Offense. Any person who violates any of the provisions of this chapter, upon conviction of such violation, a second time within a five-year period shall be guilty of a misdemeanor, punishable by a fine of not more than \$1,000 or by imprisonment not to exceed 90 days, or by both such fine and imprisonment. One hundred dollars of the fine and one day of imprisonment shall not be suspended or deferred.

3. Third or Subsequent Offense. Every person who violates any of the provisions of this chapter, upon conviction of such violation, a third or more times within a five-year period shall be guilty of a misdemeanor, punishable by a fine of not more than \$1,000 or by imprisonment not to exceed 90 days, or by both such fine and imprisonment. Five hundred dollars of the fine and five days' imprisonment shall not be suspended or deferred.

4. Prior to imposing any fine for violation of this chapter, the court shall make an inquiry as to a person's ability to pay. If a person is unable to pay the monetary penalty set forth in subsection (A)(1), (2) or (3) of this section, the court is explicitly authorized to order performance of community service or work crew in lieu of a monetary penalty.

**Section 9.** The implementation of this ordinance shall be applied to any individuals who occupy the public property illegally. The offer of assistance, including food and available shelter shall be documented.

**Section 10.** Severability. If any portion of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances shall not be affected.

**Section 11.** Effective Date. That this Ordinance shall be in full force and effect thirty (30) days after publication of the Ordinance Summary.

ADOPTED by the City Council this XX day of February, 2023.

CITY OF LAKEWOOD

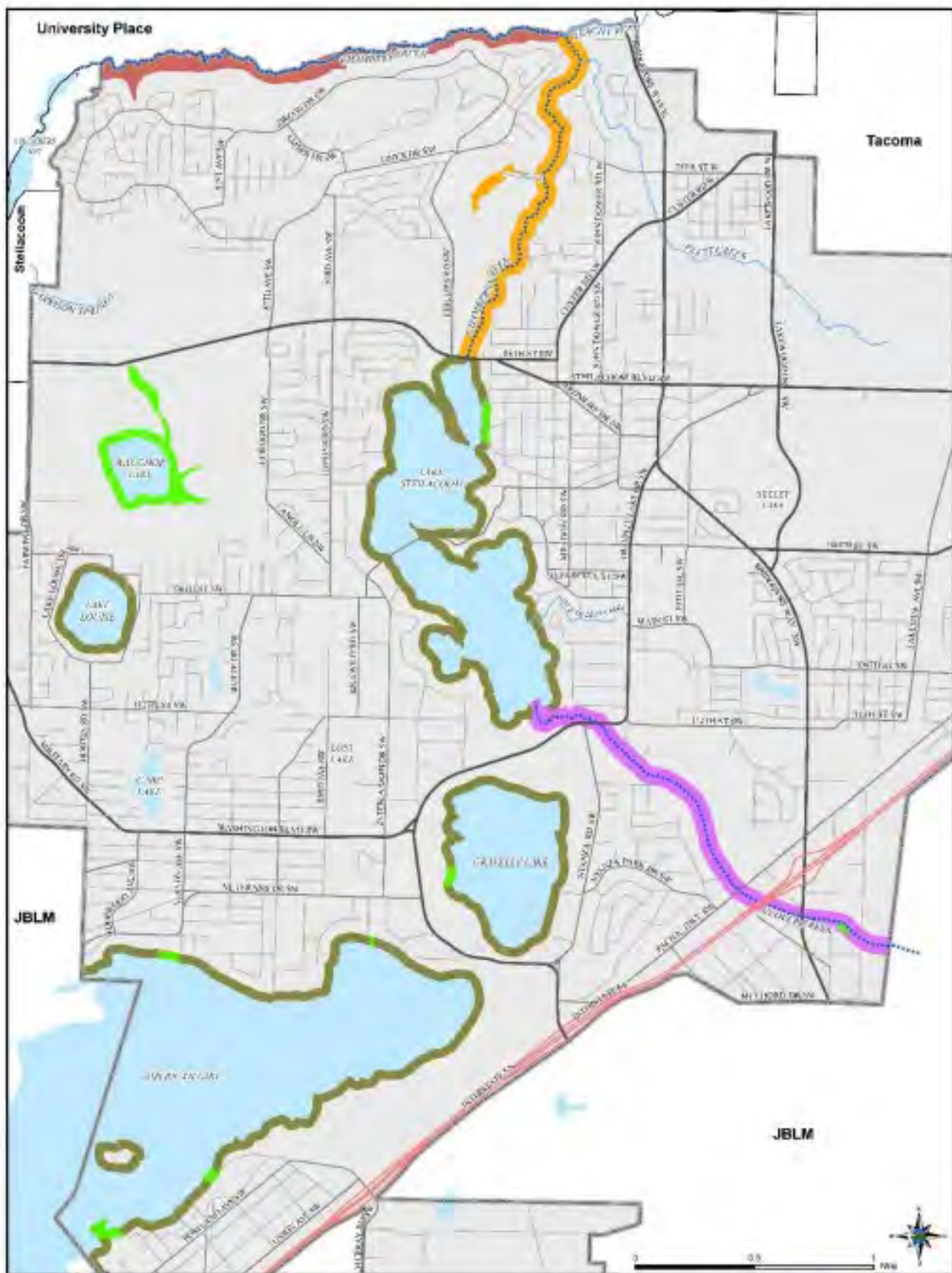
Attest:

\_\_\_\_\_  
Jason Whalen, Mayor

\_\_\_\_\_  
Briana Schumacher, City Clerk

Approved as to Form:

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



City of Lakewood Shoreline Master Program  
Figure 1: Environment Designations

**Legend**

- Coscochy Environment
- Natural Environment
- Shoreline Residential Environment
- Urban Park Environment
- Urban Stream Protection Environment
- Aquatic Environment
- Streams (Designated Aquatic Environment)
- Lakewood City Boundary
- Surrounding Jurisdictions



Shoreline includes but not limited to shoreline depicted on this map are approximate. They have not been formally delineated or surveyed and are intended for planning only. Additional site-specific information may be needed to confirm/verify information shown on this map.

This project was prepared with funds from the City of Lakewood Department of Finance and Information Systems (DFIS). City of Lakewood expressly disclaims any liability for any inaccuracies which may exist hereon. This is not a survey. Data was verified in different accuracy levels by various sources. Call 253-112-2899 for further information.

Map created: January 26, 2005  
Updated: April 04, 2019

**Figure 1**



TO: Mayor and City Councilmembers

FROM: Briana Schumacher, City Clerk

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

DATE: January 23, 2023

SUBJECT: Review process for filing a vacancy on the Lakewood City Council (Position 6)

At the [December 12, 2022](#) City Council study session the City Council discussed the process for filing a vacancy on the City Council. On December 16, 2022 the City began soliciting candidates to fill the anticipated vacancy. Applications were accepted through January 13, 2023. Twelve candidate applications were presented to the City Council at the January 17, 2023 meeting.

#### **Special Meeting Date Options:**

##### Option 1

Tuesday, February 14  
Wednesday, February 15

##### Option 3

Tuesday, February 21  
Wednesday, February 22

##### Option 5

Tuesday, February 28  
Wednesday, March 1

##### Option 2

Wednesday, February 15  
Thursday, February 16

##### Option 4

Wednesday, February 22  
Thursday, February 23

##### Option 6

Wednesday, March 1  
Thursday, March 2

Below is a proposed interview and selection process overview based on the process that the City Council employed in 2020 when recruiting for then-Councilmember John Simpson's vacancy and discussion at the January 17, 2023 City Council meeting.

#### **Interview Overview**

Timing: 15 minutes allotted for each candidate  
• Scripted time: 14 minutes • Transitional time: 1 minute

Introductory Statement: (2 minutes)

Interview Questions: (2 minutes each / 10 minutes total)

- 1) What skills, talent or diversity of background would you bring to the City Council?
- 2) How would the aforementioned attributes help you be an effective Councilmember on Day 1?
- 3) What is your vision for the City of Lakewood?
- 4) What are the top three priorities you believe the City Council should focus on in 2023?
- 5) With all the qualified candidates we are interviewing, why you; why now?

Closing Statement: (2 minutes)

## **Selection Process**

The City Council narrows to one successful candidate employing selection rounds as follows:

Round 1 – Each Councilmember identifies by vote a “top four.” There shall be no more than one vote per candidate on this list by any individual Councilmember. Upon completion of all votes, the top four (more in the event of ties at the top) become the list for Round 2.

Round 2 – Each Councilmember identifies by vote a “top three” from the list resulting from Round 1. There shall be no more than one vote per candidate on this list by any individual Councilmember. Upon completion of all votes, the top two (more in the event of ties at the top) become the list for Round 3.

Round 3 – Each Councilmember identifies by vote a “top two.” There shall be no more than one vote per candidate on this list by any individual Councilmember. Upon completion of all votes, the top two (more in the event of ties at the top) become the list for the final round.

Final Round – Each Councilmember shall identify by vote a top candidate from the final list. Upon completion of all votes, the top candidate is selected.

Councilmembers are called upon to identify their top candidates as they would be for any roll call. The City Clerk has random orders that are used for this purpose and used a fresh order for each round.


In the event that this process does not yield the desired results, or if the results become obvious earlier than anticipated by this process, any Councilmember may make whatever motion they deem appropriate. Such motion and subsequent action shall be governed by Robert’s Rules of Order.





TO: Mayor and City Councilmembers

FROM: Briana Schumacher, City Clerk

THROUGH: John J. Caulfield, City Manager 

DATE: January 23, 2023

SUBJECT: Applications for appointment to Lakewood City Council Position 6

Candidate:

Ames, Charles  
Brown, La'Reya  
Herr, Mark  
Hill, Shawn  
Jones, Jeffery  
Lauricella, Trestin  
Manetti, Christina  
Peters, Darwin  
Quintana, Amanda  
Thomas, Bryan  
Witkoe, Ken  
Wolf, Tod

Mr. Mayor, Deputy Mayor, esteemed Councilmembers,

I earnestly seek to fill the vacancy on the Council having these considerations;

PAST -

I have advocated for Lakewood residents even when I personally had nothing to gain.

*Only* person to speak on behalf of residents for Rental Housing Safety.

*Only* person to hold the Lakewood Police accountable, yet support them at the Fallen Four Canned Food Drive for several years.

*One foot in the future*; handed out masks at own expense six years ago as Chair of the Public Safety Advisory Committee- two years before COVID-19, inquired about slow speed Amtrak tests of a now retired Councilmember and water testing, negated by this same member. Later both were found to be unsatisfactory.

PRESENT -

Have attended every Advisory Board and every Neighborhood Association meeting in the past. I am aware councilmembers express concern about the diversity of the Council. No councilmember has *ever* been selected from the Springbrook neighborhood. This could be finally addressed.

Have worked with numerous elected officials; local, county, district, state and federal.

VISION -

- + Mil-to-vet local transitional resources
  - + Workshop and implement homeless outreach stand-downs
  - + Author weekly podcast/video historical reports
  - + Implement safety measures at traffic hotspots
  - + Shadow City departments, create and bolster City volunteer options
  - + Incentivize recreational attractions, go from fireworks to drone light shows, for example
  - + Create Small Business Nursery Zone
  - + Enable Neighborhood Associations of all six districts and facilitate networking among them.
- Solidify back-and-forth dialogue, petitions with residents. Create target task force for troublesome apartment residences. Deny slumlord owners of having multiple properties and discourage offshore property ownership.

On council, I can accomplish this in a single year. I am retired and will devote myself to seeing Lakewood lead. But I realize no man is an island. Let's make Lakewood a world-class leader.

Charles Ames  
Lakewood, Wa  
(253)304-4415

# Charles Ames

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Address: 12615 47th Avenue #11  
Lakewood, WA 98499  
Mobile: (253) 304-4415  
E-mail: kinsmed@yahoo.com

## Work -

Washington National Guard 253-512-8000 7 years  
Public Affairs Office, Headquarters Camp Murray, Tacoma, WA  
Photojournalist - arrange photo shoots and interviews, escort media, marketing, development and support of command PowerPoint presentations, project newsletter editor for WA. Military Academy.

**Assets -** \* Operation Iraqi Freedom veteran, National Defense Service Medal recipient

\* Springbrook Pacific Neighborhood Association President, City of Lakewood

\* Public Safety Advisory Cmte, City of Lakewood, 2-term Chair

\* President, Harrison Preparatory School Parent Teacher Organization

\* Lakewood Arts Task Force, inaugural member and first donor

\* certified Veteran Service Officer

\* Past Commandant, Marine Corps League, Detachment #504, Pierce County

\* The Suburban Times citizen correspondent, monthly vet column editor

\* Pierce College alum; President's List & Phi Theta Kappa

\* 2yr Communications Technology certificate, Bates, student president

\* graduate of Lakewood Police Citizens Academy

\* subscribed to 4 newspapers, including The News Tribune

La'Reya Brown

### Letter of Intent

My name is La'Reya Brown, and I was born and raised in Pierce county. I received the Posse Foundation scholarship to Boston University in 2016. I graduated with a Bachelor of Science in Behavioral Health in 2020. During my undergraduate studies, I participated in many community service opportunities, such as building ramps for people with disabilities through the United Cerebral Palsy of Middle Tennessee non-profit. I am also committed to bettering the education system. During my undergraduate studies, I was committed to the Re-Making STEM Project. Re-Making STEM allowed me to network with middle school STEM teachers in Cambridge, Massachusetts. As a native of Lakewood, Washington, I am interested in filling Position 6 for the Lakewood City Council.

I am committed to bettering the Lakewood community. I have noticed many areas of concern. For example, more measures must be implemented concerning our homeless population. There have been continuous window break-ins to our Lakewood businesses. I have spoken to two Lakewood natives who have been in business for 20+ years. I am also concerned about the temporary closing of the Lakewood Pierce County Library, which provides books and internet access to the Lakewood community. These are just some of the many areas of concern that we could address to better the Lakewood community. I am eager to learn more about other issues our society faces as a city councilman. I have the disposition, resolve, and aptitude to fulfill Position 6. At every opportunity, I dream, plan, write down my goals, and commit to achieving them.

## LA'REYA BROWN

lareyabrown@gmail.com | 323-717-7892 | Lakewood, WA 98499

### EDUCATION

**Boston University, Sargent College of Health and Rehabilitation Sciences** | Boston, MA Bachelor of Science in Behavior and Health May 2020

### TEACHING EXPERIENCE

**Childcare Development Center**, Lakewood, WA June 2016 - current *Lead Preschool Teacher*

- Constructed lesson plans with the lead teacher for a classroom of 15 children (4-5 years). Gradually strengthened children's reading and writing skills to meet requirements of Washington Early Achievers.

**Clover Park School District, Lakewood**, WA May 2020 - current Substitute Teacher

- Practice classroom management to ensure a safe social and emotional environment for children with behavioral problems to promote youth development.

### RESEARCH EXPERIENCE

**Technical Education Resource Center: Re-Making STEM**, Cambridge, MA February 2019 - May 2020 *Education Research Intern*

- Transcribe five hours of a creative play education workshop consisting of nine middle school learners and six educators.
- Engage in a six-hour/day one-week workshop with four eighth grade students and two educators where ideas and creative play are modeled.

**Tufts Visiting & Early Research Experience: Tufts Department of Education**, Medford, MA June 2019 - August 2019 *Education Research Intern*

- Produced field notes for a six-hour workshop at Malden High School consisting of 14 educators and discussed ways to incorporate creative play into future lesson plans.
- Established project governance after research training during a 10-week qualitative interpretive research project later accepted into NARST 2020 Annual Conference.
- Compiled video data and a transcript of a one-day interview with three eighth grade students creating codes, memos, and video logs. Relayed data to education researchers including the Tufts director of Elementary Education.
- Reported findings and results during a three-minute lightning talk focused on how and what youth gain through creative practices and implications these practices hold for learning.

### VOLUNTEER EXPERIENCE

**Intergenerational Literacy Program**, Boston, MA September 2016 - May 2020 *Literacy Tutor*

- Identified picture books for 11 children (3-4 years old) and monitor children's abilities to build storylines and draw connections based on images in each book.
- Structured an ongoing activity for 11 children to foster real-life decision-making knowledge and practice classroom management to ensure student involvement and skill development.

- Collaborated with a team of adult and children tutors including administration management to encourage leadership development and enhance tutoring practices, such as communication and body language.

## **HONORS & AWARDS**

- Posse Foundation Leadership Scholarship 2016 - 2020
- Technical Education Resource Center Scholar 2019
- Tufts Visiting & Early Research Experiences Scholar 2019
- National Science Foundation - Research Experience for Undergraduates 2019
- National Association of Research in Science Teaching (NARST) Annual International Conference 2020

## **LEADERSHIP & ACTIVITIES**

**Research** | Boston University Undergraduate Research Opportunities 2019 – 2020

**Research** | Boston University Wheelock School of Education - Emerging Scholars Program 2019 – 2020

**Mentor** | Sargent Transfer Peer Mentor Program 2019 - 2020

**Service Volunteer** | SwipesForBoston 2018 - 2020

**Active Member** | Wandering Minds Theater 2016 - 2017

**Service Volunteer** | Alternative Service Breaks: Nashville, TN 2016 – 2017

## **PRESENTATIONS**

- **Keynote Address** | “Object Manipulation,” Tufts Visiting and Early Research Experience August 2019

## **CERTIFICATIONS**

- Blood Borne Pathogens Training Certification 2016 - 2021
- First Aid & CPR Certification 2016 - 2021

## **SKILLS**

- *Computer:* Microsoft, Excel, PowerPoint, iMovie,
- *Research:* Transcribing, Video Logging, Field Note Taking, and Analytic Memos

# Mark A. Herr

6428 Wildaire Rd SW, Lakewood, WA 98499 - 360-951-5540 - mark.herrjr@gmail.com

13 January 2023

Briana Schumacher  
City Clerk  
6000 Main Street SW  
Lakewood, WA 98499

Dear Ms. Schumacher,

In response to the Lakewood City Council's announcement seeking interested parties to fill Position 6, vacated by Councilmember Linda Farmer, please accept this letter as my notification of interest.

I have been a Lakewood resident since April of 2020 and currently reside at 6428 Wildaire Rd SW behind the old library. I spent 18 years serving in the United States Army and now own multiple businesses in Pierce and Thurston County since leaving the service for medical reasons in October of 2019.

My resume is attached with this letter for the council's review of my education, work, and life experience. I hope to bring my 20+ years of experience to the task of participating in the execution of our city's business and day to day function and decision making. As a business owner, I feel I can bring a unique perspective and a pragmatic approach to helping solve the challenges presented to the council as well as being a link between citizens of Lakewood and the Council.

Thank you to the City Council for your time and consideration of allowing me to fill this vacancy and be one of the handful of civic leaders to help guide our wonderful city to continued greatness, success, and prosperity.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark A. Herr', written in a cursive style.

Mark A. Herr

# MARK A. HERR

## BUSINESS OWNER

6428 Wildaire Rd SW  
Lakewood, WA 98499

360-951-5540

mark.herrjr@gmail.com

### OBJECTIVE

I desire to use my experience of solving problems and overcoming obstacles as a Soldier in austere combat environments in addition to my time in civilian life owning businesses operating in challenging economic and social environments to help guide the direction of the City of Lakewood by joining the Lakewood City Council.

### EDUCATION

Associate of Arts

Western Iowa Technical  
Community College

Sioux City, IA

2014

### EXPERIENCE

*July 2002 – October 2019*

Service Member • Infantryman, Recruiter • United States Army

*July 2019 - Present*

Owner • Elite Cleaning of Washington • Olympia, WA

*September 2021 - Present*

Owner • Hammond Knoll • Tacoma, WA

### KEY SKILLS

Marketing  
Project Management  
Budget Management  
Business Development  
Conflict Resolution  
Interpersonal Communication

### COMMUNICATION

As a business owner I communicate daily with vendors, clients, and staff and balance the needs of each of these interested groups with the needs of my business. The skills I developed while running Army recruiting offices throughout the country certainly aid me in delivering solutions that meet or exceed all of those competing needs.

### LEADERSHIP

In addition to running my businesses, I have deployed to Iraq as a sniper team leader and as a squad leader in 2003 and 2006. I have mentored youth in the Cub Scouts as a den leader, umpired Little League Baseball, and most recently joined the Rotary Club of Lakewood.

### REFERENCES

Jason Whalen, President, Rotary Club of Lakewood, Lakewood, WA / [jwhalen@cityoflakewood.us](mailto:jwhalen@cityoflakewood.us)



January 13, 2023

Dear Council Members:

I would like to fill the temporary vacancy in the City Council for District 5. My background and enthusiasm make me a good candidate for this position.

I am a long time Lakewood resident who has a passion for the community. I have worked toward the betterment of the schools in our local district, and to protect the local environment through participation in community cleanup and beautification projects.

I own and operate two local businesses and have numerous community connections in terms of both my business and non-profit activities. I have a history of working with diverse groups of people who don't always agree on process and procedure, and I have a great respect for Council business. I have reached out to the current Council on city matters that I find to be of great import and am eager for the opportunity to take part in the essential task of decision making for our great city.

Thank you for taking the time to read my cover letter and examine my resume in order to consider me for this temporary position on the Lakewood City Council for District 5.

Warmest Regards,

*Shawn C Hill*

Shawn C. Hill

# Resume for Employment

## Personal Information

Shawn C. Hill  
8906 Lawndale Ave SW,  
Lakewood, WA 98498  
p: (253) 468-6957  
e: [ht8906@msn.com](mailto:ht8906@msn.com)

## Employment Goal

Supplement my self-employment as an appraiser in the fluctuating Real Estate market with civic engagement.

## Employment Skills

I have established and maintained my own company and do business under the name of KMC Appraisal Services. I handle every task associated with running a business from implementation of software and hardware purchases to research and report presentation to accounts receivable.

I have most recently been selected as an alternate on the Pierce County Board of Equalization. This part time work involves hearing the tax appeals of residents and making decisions on the veracity thereof. I have started a t-shirt business which allows me to express my creative side. I am a board member and Committee Chair for a newly created non-profit organization which benefits young dancers. I am a current West Pierce C.E.R.T. member and Team Leader and have volunteered on numerous community projects. I have recently become a member of the Garry Oak Coalition and have collaborated with them, and the Ivy League of the Lake City Community Church on neighborhood Ivy eradication projects. Finally, I am a long-time Clover Park School District volunteer and a life-long Girl Scout volunteer.

### Salary Requirements

The published stipend is adequate.

### Certifications

I am a Washington state certified residential real estate appraiser  
I have a current reseller's permit in conjunction with my supplementary income.

### Education

I earned a Bachelor of Science Degree in Marketing Management from WGU in 2018. I have also taken numerous appraisal courses offered by local Real Estate schools culminating in a state examination by which I received and currently maintain a state certification in the field. Prior to that, I completed several courses at Pierce College Fort Steilacoom, and attended High School at The Bush School in Seattle.

### Professional References

Chris Dorsch	Seattle, WA	(206) 390-8339	Real Estate
Kari Hovde	Puyallup, WA	(253) 549-9643	Non-Profit
Rachel Adler	Lakewood, WA	(253) 983-4564	C.E.R.T.

### Personal References

Marsha White-Wofford	Lakewood, WA	(253) 640-5249
Tommie Oakley	Puyallup, WA	(253) 254-4538
Steven Bowles	Lakewood, WA	(253)-831-6362

## Letter Of Interest: Lakewood City Council (Open Seat)

Most of my political life has spent registering voters or volunteering on campaigns. Not long ago, I wondered why I never put my name in a ballot, why I was always in the background. About three years ago, I invested my personal time looking at Offices or positions I could run for. As with so many others, the money required to run a successful campaign precluded this. Then, this path was put before me.

I have been a resident of Lakewood, consistently, since February 2012. Lately, it seems crime and homelessness have gotten worse, far worse than I can live with. I believe if I can be appointed to this seat I can facilitate laws and ordinances to combat aggressive lawlessness and lessen some of the suffering I see - DAILY. Given the rise in drug use and abuse, a more consistent form of intervention will be required, in conjunction with defined paths to success. The City of Lakewood could be that place where the right formula can be attained.

I can't promise that I would remain on the Council, I understand the seat is up for reelection in a few months. I'll use any success in the near term as a barometer to run for a Full Term. Thank you for your consideration.

Jeffery Jones  
6112 112th ST SW #39  
Lakewood, WA 98499  
(360) 486-4084  
[tangozulu23@hotmail.com](mailto:tangozulu23@hotmail.com)

Jeffery R. Jones  
6122 112th ST SW #39  
Lakewood, WA 98499  
360 486 4084  
tangozulu23@hotmail.com

October 2012 - Present: King County Department of Transportation/Metro Division - Equipment Service Worker/Lead: Inspect, Fuel, service and clean King County Metro coaches, to include; oil, coolant, window washer fluid and tire pressures. Ensure coaches are in kept in a clean and presentable manner for public use. When needed, perform coach changes on Metro routes with coaches that are experiencing mechanical failure. Professional accomplishments/requirements: Washington Class "B" commercial license; to include Air Brake endorsement and Passenger Endorsement.

October 2012 - until RETIRED (August 2017): United States Army Reserve: Petroleum Supply Sergeant. Duties: Managing four Soldiers in the transfer, storage, testing and distribution of petroleum products. As we are attached to an aviation unit, we are tasked with meeting the fuel requirements of twelve MH 67 Chinook helicopters. Responsible for the training and administrative needs of an eighteen Soldier Platoon.

September 2005 - October 2012 US Army: Petroleum Supply Sergeant. Duties and responsibilities included managing ten Soldiers tasked with maintenance and upkeep of Military equipment with a total dollar value of 2.3 million dollars. Supervising personnel in the accomplishment of military missions and non combat responsibilities, to include: Battalion, Company and Barracks areas. Specific Duties entailed transfer, storage and distribution of petroleum products, report writing, budgeting, and physical maintenance of personnel. Other specific duties included security of government buildings and assets. Awarded the Army's "Good Driver Badge" for 10,000 incident free miles.

September 2001 - September 2005 US Navy: Personnel Support Petty officer. Duties and responsibilities included leading and supervising four personnel in the accomplishment of generating and upkeep of personnel records, qualifications, armed rover, pier sentry, dependency data, travel claims, school assignments, processing ID cards and barracks maintenance (while assigned to Shore Duty at Naval Security Group Fort Gordon, GA).

Other employment before September 2001

- Soboba Indian Casino - Tribal officer (Casino/Reservation Security - F/T)
- Ted R Young (TRY) Security - Security Officer (P/T)
- Chief Auto Parts - Automotive Customer Service (P/T)
- Pedley Propane - Meter Reader (F/T)
- Disneyland - Security officer (P/T)

US Navy - Yeoman Petty Officer Third Class (USS PRINCETON CG 59) (Active Duty F/T)

Qualifications, Awards and Certifications

- Combat Lifesaver Qualified - Advanced First Aid and CPR
- Army Good Driver Badge - For operating Military Vehicles over 10,000

accident/incident free miles

- Combat Marksmanship Training Course - Advanced Weapons Handling
- Appointed Unit Prevention Leader - Administering Unit Drug and Alcohol Program (Drug testing)
- Graduate of Disneyland's Customer Service University

To: Briana Schumacher, City Clerk, City of Lakewood

Application for: "City Council Position 6"

Date: January 10, 2023

Hello Briana,

Thank you for taking the time to consider my application to serve our community as a member of City Council. I believe I have the experience needed to successfully serve in such a critical and complex role from my nearly two decades of experience at Boeing where I have directed the development and implementation strategies for multiple large (\$100M+), engineering, IT, manufacturing and operations projects from initiation through delivery and customer support. For the last 10 years, I have also served as an engagement and employee retention leader who has implemented employee development and mentoring systems across multiple business units. Along the way, I have trained and served as an Organizational Change Management champion, creating the tiered structures to enable stakeholder success through communication, engagement, and accountability.

Over the past 6 years, I have also served as the CFO and Treasurer for a Tacoma non-profit where I've managed the entirety of the financial strategy and the responsibility for bookkeeping and government compliance. Across these roles, I've been fortunate to lead a diverse workforce of business analysts, machinists, engineers, scientists, managers, IT, finance, and other functions. I truly believe that top performing teams come from the most diverse perspectives.

A few high points of my years at Boeing include:

- Managing the “Digital Transformation Strategic Roadmap” of multiple (Engineering, Operations, and Supply Chain) systems to a new, integrated common architecture. Serving as the Systems Integration Program Manager with oversight of the implementation across 20+ domestic and international sites.
- Leading the R&D team for the Boeing 777X Wing, where I managed the cost, schedule, and technology KPIs for over 140 people – with a \$100M annual budget, reporting status to a VP-level audience on a weekly basis.
- Managing the entire life cycle of the Boeing 787 Composite Floor Beams, from initial R&D through hiring and managing the operations (factory) personnel, to managing the engineering team responsible to offload the work to international and domestic suppliers.
- Leading the Puyallup Composites Manufacturing Center 777X Integration Team to successfully launch a new airplane through an existing, legacy production line. Building the team, shifting the culture, developing the plan, and executing on our commitments to safely deliver on schedule and on budget.

In addition to my experience, I have an Associate's degree from Pierce College, a BS in Mechanical Engineering from Saint Martin's University in Lacey, and an MBA from Seattle University. As a proud Lakewood resident for my entire life, a Clover Park HS Graduate, and an Eagle Scout I have seen our community grow through significant challenges.

The City Council's Vision Statement resonates with my core values, leadership experience, and management style, and I am excited to use them to help engage and motivate our community. While my public sector experience is limited, I believe my innovation and strategy leadership experience, coupled with my management style and passion for growing others, will enable me to drive continuous improvement for our City.

Thank you!

Trestin Lauricella



# Trestin Lauricella

253-222-8393

[trestin@gmail.com](mailto:trestin@gmail.com)

## Senior Engineering Leader and Program Manager

People-First Senior Leader and Program Manager with over 17 years of Boeing leadership experience across Engineering, Operations, Supply Chain, IT, and finance. Successfully developed and implemented management and production systems for major aircraft structures and optimized for performance, safety, and cost. Responsible for company cost savings of *over \$2B*, and repeatedly managed project portfolios of over \$100M annually across multiple business units.

### Strategic Leadership and Integration - Relevant History:

15 years of work across multiple functions, including over 12 years in management.

- Change Management, Business and Technical Performance – Proven history of developing and facilitating Organizational Change Management practices to accomplish key cost, schedule, and technical performance metrics across programs. Established the 777-9 Empennage IPT and led the integration strategy which validated the production system and delivered the empennage safely, on schedule, below cost targets, and within technical requirements.
- Cross-Functional Executive Partnerships – Established and actively maintaining key relationships with fellow executives across the company - Operations, Quality, EHS, Supply Chain and our Engineering Core functions. Models “Seek, Speak, & Listen” to consistently anticipate stakeholder needs and partner for mutual success.
- Functional Excellence – led the development and implementation of processes, tools, and technology for company-wide integration of operations, engineering, supply chain, IT, and business functions for Digital Transformation impacting all production programs. Coordinated daily with business unit leaders and program executives.
- Engineering, Build-Plan, and Affordability – Engineering IPT leader responsible for development, execution, and delivery of the production system and build-plan for the 777-9 Empennage at the Composites Manufacturing Center. Recognized and awarded by the 777 executive team for the “*relentless pursuit and capture of affordability targets which enabled sales programs to key customers*”.
- Quality, Operations, and Engineering Partnership – Over 15 years of leadership history both directly and in support of operations and quality across BCA Fabrication sites. Led the operations teams for 787-9 programs for Advanced Developmental Composites, then led the Production Engineering teams responsible to enable their quality, safety, and technical performance.

### Personal Core Values:

- **People Development** – As a Servant-Leader, I succeed through the growth and development of my peers and subordinates. By fostering an inclusive environment where diversity is celebrated, I serve as a performance amplifier.
- **Strategic Problem Solving** – As an Engineer, I’m passionate about tackling complex problems, finding solutions, and developing the strategic roadmaps to drive success.
- **Making an Impact** – As a Global Citizen and Change Agent, I focus on where our team and I make the greatest difference for the company, for ourselves, and for the world at large. Understanding and teaching why “*what we do matters*” – connecting people, protecting our communities, and safeguarding our environment.

# Trestin Lauricella

253-222-8393

[trestin@gmail.com](mailto:trestin@gmail.com)

## Experience:

### **Enterprise Engineering Strategy Integration Senior Manager      2021-Present**

*Boeing Enterprise Engineering – Digital Transformation*

- Integration liaison between functional Chief Architects and Digital Transformation Program Management Team. Drives communication and collaboration among executive leaders to align requirements and program plans.
- Conducts integration activities including interface and schedule negotiations and facilitation of architecture readiness reviews.

### **Digital Enterprise Strategy Senior Manager / Chief Architect      2020-2021**

*Boeing Global Services – Business and IT Architecture*

- Chief BGS Voting Representative in Enterprise-level Change Board activities (business, financial and technical), serving BGS business and functional strategy and aligning the enterprise architecture strategy to accommodate BGS needs.
- Led the development of the Business Architecture and the execution of the implementation strategy to deliver enterprise systems across BGS. Refocused BGS SOW and **identified 2021 program cost reduction of 30%.**

### **Digital Enterprise Strategy Engineering Manager**

**2018-2020**

*Boeing Fabrication Division – Core Engineering, Auburn, WA*

- Managed the integration and communications between all (24+) domestic and international BCA Fabrication Business Units and the 2CES Program Office.
- Served as the Fabrication leadership representative to each of the bedrock teams (Engineering [PLM], Operations [MOM], and Supply Chain [ERP]) – providing a voice for the 15,000+ fabrication employees impacted by the 2CES rollout.

### **BCA Fabrication 777-9 Empennage Leader, Eng. Manager**

**2015-2018**

*Boeing Fabrication Division – Composites Manufacturing Center (CMC), Frederickson, WA*

- **Led the development of the production system and built the Integrated Product Team** for the 777-9 empennage at the Frederickson, WA site.
- Directed the Tier 2 groups (Design Engineering, Supplier Management, Tooling, Facilities, Operations, Finance, Equipment Engineering, and Production Engineering) to ensure performance to plan and production readiness for on-time delivery.
- Led the affordability team and successfully **identified and booked savings of over \$1M per airplane for the 777-9 Empennage - saving over \$2B for the life of the program.**

### **BCA Fabrication 787, 777-9 Production Engineering Manager**

**2014-2015**

*Boeing Fabrication Division – Advanced Developmental Composites, Seattle, WA*

- Production Engineering Leader responsible for the successful sourcing and knowledge transfer of technology to multiple domestic and international 787-9 and 787-10 suppliers, while protecting the Boeing supply chain in alignment with the Fabrication Division strategy.

# Trestin Lauricella

253-222-8393

[trestin@gmail.com](mailto:trestin@gmail.com)

## **BCA PD 777-9 Wing Fab R&D Leader, Engineering Manager** 2012 - 2014

*Boeing Commercial Airplanes Product Development, Seattle, WA*

- Responsible for the portfolio planning, forecasting, and management of **over \$100M** annually, split across 4 interdependent Design/Build Teams, made up of multiple disciplines and organizations (BCA Fabrication Division, BR&T, PD Structures, Design Engineering, etc.)
- Management responsibility of approximately 130 employees.

## **BCA Fabrication 787-9 Operations Manager** 2010 – 2012

*Boeing Fabrication Division – Advanced Developmental Composites, Seattle, WA*

- **Designed the production system** and subsequently **led the manufacturing operations** of composite floor beams to support the 787-9 program, from initial product development through full scale production.

## **BCA Boeing Research and Development Engineer** 2005 - 2010

*Composites Manufacturing Center (CMC), Frederickson, WA*

- Provided composites material and process engineering support in the detailed fabrication of 777 Empennage and 787 vertical fin parts.

## Education and Training:

MBA – Seattle University, 2007

BS Mechanical Engineering – St. Martin's University, 2005

PMP – in work, estimated completion 1Q2023.

Certificate in Additive Manufacturing Design and Production (MIT), 2018

Boeing Leadership Development Excellence (LDE/LX) Program Alum 2010

Certificate in Composites Manufacturing Technology (Ore. Tech), 2009

SAFe Agile / Scrum Leader Training – Boeing, 2018

Boeing Production System and Boeing Structured Problem Solving, 2014

Program Management Best Practices (PMBP) – Boeing, 2021

## External Affiliations:

The [Rachel Lynn Henley Foundation](#) (non-profit) – CFO/Director of Strategy

State of Washington Licensed Engineer in Training (EIT)

Eagle Scout

Friday, January 13, 2022

To the Members of the City Council:

I would like to be considered for Linda Farmer's seat on the City Council. I confirm that I am a current resident of Lakewood.

I have lived here since 1972, growing up playing on Charles Rough's farm off of Bridgeport, and attending the Montessori preschool in Oakbrook, Dower Elementary and Charles Wright Academy before getting my undergraduate degree at Brown University in Rhode Island, and my master's and doctorate at the University of Washington in Seattle.

Raised here since I was a very small child, I am strongly connected to Lakewood and would like the chance to help insure that it remains a beautiful, healthy and inviting place to live, while welcoming new faces and accommodating quality affordable housing and economic opportunities for its people.

Over the last few years I have demonstrated my commitment to Lakewood and its interests. Since March 2021, I have been a member of the City's Landmarks and Heritage Advisory Board, and I am currently its vice-chair. I have been an active campaigner for the City's environment, helping to highlight the importance of the urban tree canopy, with particular emphasis on Garry oaks.

One of my strong points is my ability to find a common language with people having a variety of perspectives, from all walks of life. I honed these skills for over a decade working for foreign correspondents in Europe, when I arranged and interpreted during interviews, whose subjects ranged from coal miners to government ministers, from retirees to a Nobel laureate.

More recently, I have put these skills to use in my meetings with the Lakewood Water District's board of commissioners, library system director, scientists and researchers, non-profit leaders, elected representatives, government employees from all levels and a large number of people from across Lakewood's cultural and political landscape.

I believe my sincere interest in this city's well-being, combined with those communication skills, natural curiosity and extensive academic preparation in research and critical thinking, would make me well-suited to the tasks facing a city council member. In addition, my years spent in other cities and cultures would provide the insights of an outsider "on the inside". Hopefully, this would provide inspiration for new strategies and more thinking outside the box.

I would be honored to serve my hometown in such a position.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Christina Manetti".

Christina Manetti, Ph.D.

## CURRICULUM VITAE

**Christina Manetti**

6925 Hillgrove Lane SW, Lakewood, WA 98499-1934 USA

Landline: +1 253 582 0922; Cell: +1 253 341 3331; Email: manetti@u.washington.edu

Date of Birth: January 1, 1968

Place of Birth: Oak Park, IL, USA

Citizenship: US, Italian; Foreign Slovak status

### EDUCATION:

**University of Washington**, Seattle, Washington, USA

**Ph.D., Eastern European History, 1998**

Dissertation: "Sign of the Times: The Znak Circle and Catholic Intellectual Engagement in Communist Poland, 1945-1976"

**M.A., Eastern European History, 1993**

Thesis: "Turning Stalinism into Activism: The Polish Intelligentsia and the Thaw, 1954-1959"

**Brown University**, Providence, Rhode Island, USA

**B.A., History and Russian Studies, 1989**

*Phi Beta Kappa, Magna Cum Laude*

**Evergreen State College**, Olympia, WA, training in the use of the Statistical Package for the Social Sciences (data analysis) and statistics, summer term 1986

**Charles Wright Academy**, Tacoma, WA, 1979-1985

### FELLOWSHIPS:

- **Fulbright-Hays Fellowship**, 1997-1998
- **International Research and Exchange Board (IREX) Fellowship**, 1997-1998
- **Polish Ministry of Education** scholarship, 1997-1998
- **Fascell Fellowship**, US Embassy Warsaw, State Department & Department of Education, 1995
- **Foreign Language and Area Studies Fellowships**, for Polish & Czech, 1991-4
- **Slovak Ministry of Education** scholarship, 1993
- **Kościuszko Foundation** scholarships, 1992, 1994

## TEACHING EXPERIENCE:

**Instructor**, beginning adult class, Polish Language School of the Polish Home, Seattle, 2016-

**Instructor**, for private Polish, German, Russian, Slovak, Czech lessons, ongoing

**Instructor**, Tacoma German Language School, beginning adult, 2015-6; teenager class, 2018

**Lecturer**, University of Washington, Department of Slavic Languages and Literatures – second year Polish, 2012-2013

**Lecturer**, Bratislava International School of Liberal Arts - taught seminar on postwar European history for second year students, 2008 and 2011

**Lecturer**, Institute of Applied Linguistics, Polish to English translation for final-year master's students, U. of Warsaw, 1999-2001, 2003

**Teaching Assistant (history)**, Dept. of History, U. of Washington, 1994-5, 1996-7 for World Civilization courses in Ancient, Medieval and Modern European history

**Teaching Assistant (Polish)**, Slavic Dept., U. of Wash., 1994-5, 1996-7

**Lecturer**, Russian & East European Studies Program, U. of Warsaw, 1998-2002  
- classes on current affairs and historical topics related to East Central Europe

**Rose Writing Fellow**, peer writing tutor, Brown U., 1987-1989  
- competitively selected; involved intensive course on the teaching of writing

**Lecturer, Slovak culture and language**, Bellevue Comm. College, WA, seminars, 1993-1996

**ESL Teaching**, schools and tutoring programs, Slovakia, Poland & US, 1985-2002, currently

## OTHER HISTORY-RELATED EMPLOYMENT:

Polish-related research assistant for history professor at the University of Washington, resulting in book: [\*Unsettled\*](#). Read, translated and summarized Polish newspaper articles from the immediate postwar period. 2016-2017

Book-length translation from Polish of book on martial law by preeminent Polish historian Andrzej Paczkowski, published as *Revolution and Counterrevolution in Poland, 1980-1989: Solidarity, Martial Law, and the End of Communism in Europe* (University of Rochester Press, 2015)

Selection and translation of Polish texts for an anthology of primary sources published by Oxford University Press, [\*The Communist Experience: A Global History through Sources\*](#); 2009-2010

Translation, summary and selection of Slovak and Polish materials for professors from Dayton University and Vassar College, 2009

Tutoring in Polish language, for Fulbright history professor from Ohio U., 2009

## PROFESSIONAL AFFILIATIONS:

- Association for Slavic, East European, and Eurasian Studies, past member, 1991-2013
- Slovak Studies Association      • Polish Studies Association      • American Translators Association

## LANGUAGES:

- **Polish:** native fluency      • **Czech:** (reading) very good      • **Russian:** very good
- **Slovak:** near-native fluency      • **German:** very good      • **Spanish:** studied to high level, but not in current use
- **Italian and Slovene:** spoken at home

## TRANSLATION EXPERIENCE:

### Advanced language study at:

Czech language, including translation: University of Washington, 1990-1995

Polonicum Institute, Warsaw U., 1992

U. of Ljubljana, Slovenia, 2001

Comenius University, Bratislava, 1993

Goethe Institute, West Berlin, 1989-1990

U. of Wash.: Russian → English translation, 1990-5

## Selected Work Experience and Projects:

- *Chicago Tribune*, National Public Radio, *USA Today*, *Washington Post*, Knight Ridder, *Ecumenical News Int'l*: interpreter/assistant/photographer for correspondents in Slovakia and Poland, 1996-2012, with occasional assignments continuing remotely
- Research and translation of articles on postwar Polish refugees in the UK for a University of Washington professor's NEH-funded book project, 2016
- Czech text on medieval manuscript *Codex Gigas* for Kungliga Biblioteket Stockholm, June 2007
- YIVO, New York, translations for "Encyclopaedia of East European Jewry", 2005-2007
- Microsoft, three Polish and Slovak language projects, 2002-2003
- Ravensbrück Project, Lund U. Library, Sweden: translation of camp survivor testimonies, 2000-2
- Jewish Historical Institute, Warsaw, survivor testimonies, other texts 2001-2003
- Institute of National Remembrance, Poland, on Polish-Jewish relations, July 2002-2003
- Institute for Public Affairs, Warsaw, Poland – 2003 - 2007
- Institute for Political Studies, Academy of Science, Warsaw, Poland – 2002 - 2007 Adam Mickiewicz Institute, Warsaw, materials and essays on various aspects of Polish culture and Polish-Jewish history, 2001-present
- Stanisław Lem, authorized translation of his book *Okamgnienie*, 2000
- Various translations: *Krasnogruda* (Sejny), *Przegląd Wschodni*, *Obóz*, journals on E. European themes; *Polish Sociological Review*; *Dialogue & Universalism*; economics texts, Dept. of Economics; European Institute for Regional & Local Development, U. Warsaw; *Revue Européenne de l'Histoire*; *Donosy*
- Foundation for Social and Economic Initiatives, Warsaw, 1992-3, 1997-2002
- various Slovak (1994-present) and Russian interpretation and translation work (1987-1996)

## **OTHER EMPLOYMENT:**

**ProQuest Information & Learning**, selection and summary of articles in Polish and Czech classical music journals, 2003-2016

**English language editor, monograph and articles on Russian literature** by Karin Sarsenov, 2001, 2008-2010

**Field Analyst**, Greenberg Quinlan Rosner Research, Washington DC, for translation, press reviews, and research work during parliamentary political campaign in Poland, 2001

**U.S. Embassy, Warsaw**, on Fascell Fellowship, U.S. State Department, 1995

**Slavic and East European Section**, Suzzallo Graduate Library, searching, ordering and processing new and older East European and Russian books for the Slavic collection, U. of Wash., 1990-4

## **INTERESTS AND HOBBIES:**

**Classical music:** pianist; special interest in Early Music and chamber works; taught music as a volunteer at the local elementary school

**Restoring old houses and neglected gardens:** a love born of necessity

**Traveling, Baking, Cooking:** especially related to Central Europe

**Languages:** Slavic languages, but not only



**December 27, 2022**

## **Lakewood City Council**

### **Letter of interest, city council position 6**

Hello Lakewood City Council,

My name is Darwin Peters II, and I would like to express my interest in the City Council position 6 vacancy.

I grew up in a military family and we were stationed to McChord AFB in 1995. From then until now I have either attended school or lived in Lakewood apart from the time that I served in the Army. I am proud to live and serve the City of Lakewood and I believe that serving as a part of the Lakewood City Council would allow me to be of even greater service to our community. I currently serve on several boards, and work with many groups. Some of these include Communities in Schools – Lakewood, Clover Park School District CTE Advisory Board, Lakewood Arts Commission, and more. In some of these groups I serve in a leadership role and others I do not. Regardless of the position my goal is to work with others in effort to continue to grow, develop, and strengthen the City of Lakewood.

In addition to my volunteer activities, I have an associate degree in film and am pursuing my bachelor's in cinematography. I am the owner of a media production company in Lakewood and have worked for a few nonprofit organizations also in Lakewood. If I am appointed to this position I will maintain the same commitment to service, collaboration, community engagement, mentorship, and leadership as I have over the years. Thank you for reading this letter of interest. I hope to speak with the council more about how I can serve our city, and the various communities within it.

RESPECTFULLY,

*Darwin Peters II*

DARWIN PETERS II

Darwin  
Peters II  
Creative Director

Contact

Address  
Lakewood, WA, 98499

Phone  
(912) 492-5414

E-mail  
darwin.peters17@gmail.com

Skills

Strategic leadership

Written Communication

Teamwork and  
Collaboration

Staff Management

Policies and procedures

Volunteer oversight

Organization and Time  
Management

Training and Development

Critical Thinking

Self-Motivated

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Work History

2022-12 - Current	<p>Adjunct Instructor</p> <p><i>Clover Park Technical College, Lakewood, WA</i></p> <ul style="list-style-type: none"><li>• Created and implemented course agendas, lesson plans and activities to successfully meet course objectives.</li><li>• Improved student performance by defining clear goals and communicating performance metrics.</li><li>• Managed development of Digital Entertainment Design and Production program for use in expansion of curriculum delivery options for entry-level students.</li><li>• Engaged students with insightful and compelling classroom discussion of topics relevant to coursework to boost student learning and retention.</li></ul>
2020-12 - Current	<p>Creative Director</p> <p><i>Focus Productions, Tacoma, WA</i></p> <ul style="list-style-type: none"><li>• Orchestrates photo sessions by choosing photographers, stylists, and cosmetic artists</li><li>• Manages campaigns with specific focuses in order to meet customer needs and creative visions</li><li>• Evaluates and approved image retouch work, mechanicals, and art proofs to deliver quality results</li><li>• Prepares shoots, transports camera equipment, and is responsible for picture or video composition, lighting, and post-production</li><li>• Oversees post-production activities by performing editing, color corrections and motion graphic design, guaranteeing high production value</li><li>• Edits all photos and videos using Adobe Creative Suite, with excellence and proficiency.</li></ul>
2020-01 - 2020-05	<p>Member Services Director</p> <p><i>YMCA of Pierce and Kitsap Counties, Lakewood, WA</i></p>

- Developed and maintained collaborative relationships with community organizations and agencies related to branch programs and visions
- Partnered with local school district to help provide at risk youth with sponsored memberships
- Hired, supervised, and coached 15 employees on membership services strategies and customer service to optimize performance.

2019-01 -  
2020-01

## Student Engagement Specialist

*The REACH Center, Tacoma, WA*

- Managed case load of 75 students for Summer Jobs 253 program by providing guidance on workplace expectations and program guidelines
- Assisted in providing education and training that focused on communication, financial literacy, career navigation, and other practical skills
- Helped at risk youth connect with resources and opportunities that are otherwise not available to them.

2018-01 -  
2019-01

## District Manager

*Boost Mobile, Tacoma, WA*

- Managed all daily operations and sales for 12 locations in Pacific Northwest
- Revitalized operations and realigned plans to better capture new opportunities and take advantage of changes in customer habits
- Met and exceeded company sales objectives through marketing, social networking, and leveraging advertising and promotional programs
- Through implementation of sales practices and behaviors saw sales increase by over 300% in less than 30 days.

2017-04 -  
2018-01

## Talent & Training Director

*Chick-fil-A, Tacoma, WA*

- Assisted in increasing store profits through effective training and improving inventory control procedures and standards
- Designed and delivered new employee training program for over 100 employees that successfully

integrated company's vision and mission to instill a creative and dynamic culture

- Responsible for recruitment, hiring, and training of new team members, resulting in a 66% employee retention rate, 16% above average for fast food restaurants
- Partnered with local high school in implementing Chick-fil-A's Leader Academy, a leadership program for high school students.

2016-11 -  
2017-04

## Assistant Store Manager

*Spring Mobile Communications, Beaverton, OR*

- Provided support to the store manager including running the daily operations of the store, supervising employees, and leading sales efforts during store manager absence
- Selected as Business Manager for the store facilitating business account acquisitions, and conversions
- Increased profits through effective sales training and improving inventory control procedures and standards
- Improved customer satisfaction scores by over 20%, by conducting training to get employees to standard with the company customer service expectations
- Created short and long-term goals and action plans to support execution of store, district, and company initiatives achieving both operational excellence, and sales results.

2014-08 -  
2016-10

## Lead Retail Sales Consultant

*AT&T Mobility, Hinesville, GA*

- As a Small Business, Subject Matter Expert worked with store management to develop a plan to increase CRU attainment, resulting in a month over month increase of over 50% attainment
- Assisted store management in daily operations of the store providing support for both management and RSC's
- Handled all administrative aspects of the sale including completing customer contracts and

warranties, pulling products from inventory, accepting customer payments and filing the completed orders

- Provided efficient, courteous customer service while assisting customers in all aspects, including recommending products and services.

2009-03 -  
2014-05

## Human Resources Supervisor

*U.S. Army, Fort Stewart, GA*

- Supervised, trained, and provided leadership to 15 employees ensuring a 50% increase in promotions within department
- Conducted personnel management and readiness for large organization of over 3,700 employees
- Developed and managed strength management database, providing management with real time data on staffing needs within organization
- Hand selected over 32 personnel to advance from Human Resources Specialist to Human Resources Supervisor to support over 3,700 personnel.

## Education

2022-08 -  
Current

### Bachelor of Arts: Digital Cinematography

*Full Sail University - Winter Park, FL*

2020-08 -  
2022-06

### Associate of Applied Science: Digital Entertainment and Design Production

*Clover Park Technical College - Lakewood, WA*

- Member of Phi Theta Kappa

## Volunteer Experience

- Board Director, Communities in Schools - Lakewood
- Board President, King Cobras Athletic Club - Lakewood, WA
- Business Chair, CPSD CTE Advisory Board, Visual Communications Committee - Lakewood, WA
- Parent & Student Liaison, Eight Twenty-Eight Group
- Media Director, Heir Academy Football Club

- Volunteer Coach, Lochburn Lions Wrestling team
- Committee Member, PCLS Community Advisory Committee - Pierce County, WA
- Committee Member, Equity Review Committee - Pierce County, WA

# AMANDA QUINTANA

10717 Butte Dr SW Lakewood, WA 98498 · 253-468-0444

[amandaquintana@batestech.edu](mailto:amandaquintana@batestech.edu) · [www.linkedin.com/in/amanda-quintana-6113a23](http://www.linkedin.com/in/amanda-quintana-6113a23)

Lakewood City Council  
6000 Main Street SW  
Lakewood, WA 98499  
[bschumacher@cityoflakewood.us](mailto:bschumacher@cityoflakewood.us)

## DEAR LAKEWOOD CITY COUNCIL,

My name is Amanda Quintana. I am a wife, mother, employee, and long-time resident of Lakewood, WA. I am an interested candidate for the open position in the Lakewood City Council. I have lived 40 years, my entire life, in Pierce County. 17 of those years I have resided in Lakewood specifically. As someone who benefits from the outdoor parks and facilities in Lakewood, someone who attends church in the community, has children in the Clover Park School District and works locally, I have a vested interest in the flourishing of our city and the surrounding areas. I would like to be a bigger part of the ongoing development of Lakewood. My qualifications for this position are as follows:

- Educator- 15+ year's higher education at multiple local institutions, including adjunct positions at Pierce College Fort Steilacoom, full time at Bates Technical College.
- Community contributor- volunteer at Lake City Community church in both programs within the church and outreach programs for the community.
- College Council Member- 3 years of experience on the council for Bates Technical College
- Curriculum and Assessment Chair- 2 years chairing this committee at Bates Technical College, as well as 2 years as co-chair and a total of over 4 years on the committee
- E-learning Committee member, Bates Technical College
- Bachelor's degree from Pacific Lutheran University in Spanish and Global Studies
- Master's in Education degree from University of Washington, Tacoma

I appreciate your consideration of the passion, skills and vested interest I have conveyed in this application for the open Lakewood City Council position and look forward to speaking more about the ongoing improvement of the city with the council.

Sincerely,  
Amanda Quintana

**ACADEMIC QUALIFICATIONS**

M.Ed. Curriculum and Instruction University of Washington, WA  
Honors 3.92 GPA

B.A. Spanish and Global Studies Pacific Lutheran University, WA  
Cum Laude 3.72 GPA

Quality Matters Certification in Online Education Design

LMS Management

E-Learning Committee

Curriculum and Assessment Chair

College Council

TESOL Certification LinguaEdge.com

Group Fitness Certification Mixxedfit

**CREDITS IN MAJOR TEACHING FIELD**

- Education 36 Graduate credit hours
- ELL 12 Graduate credit hours
- TESOL 50 hour course

**CAREER****LPN IBEST Faculty-Curriculum and Instruction,  
Online Instructional Design 2016-PRESENT**

*Bates Technical College, Tacoma WA*

- Curriculum and assessment management at institutional level, program level and course level in live classroom and LMS
- Identified educational and cultural needs in nursing program and worked extensively with colleagues in online and flipped classroom, hybrid and online planning along with curriculum development and instruction
- Focus on instructional design for course construction and implementation and technical support for students using SME guidance of nursing faculty
- Created a template for LMS (Canvas) courses in the LPN program to ensure consistency in our online/flipped instruction experience
- Implemented a process of online certification of courses through e-learning
- Aligned course standards and outcomes to program and institutional standards and outcomes with appropriate rigor
- Assisted in program and institutional accreditation processes

**AREAS OF EXPERTISE***E-learning*

- Quality Matters
- LMS: Canvas,

*Blackboard, Angel &**Sakai*

- College &  
Career Readiness  
Standards

- Adult Education
- K-12 Common Core

**PROFESSIONAL SKILLS**

*Curriculum Development*

*Adult Learning*

*QM Online Certified Courses*

*Grant Writing/Management*

*Project Management*

*Writing & Research*

*Presentation*

*Program Development*

*Student Retention*

*Student Progression*

*Computer Proficiency*

*Team Building*

*Teacher Training*

*Career Pathways*

*Grant Writing*

*IBEST*

*Curriculum and Assessment*

*Committee Chair*

*E-learning committee member*



- Provided lessons and support on reading and study skills to help students make the most of their study time.
- Created and implemented contextualized LPN/Basic Skills content for LPN students online and in the classroom
- Met with students outside of class to work time management and study skills
- Implemented QM (Quality Matters) standards in nursing online courses
- Worked in concert with Workforce Education for student funding.

## **ADJUNCT FACULTY- COLLEGE SUCCESS AND PHYSICAL EDUCATION 2022-Present**

*Pierce College, Lakewood WA*

- Online instruction in college success for running start students and new college students
- Align outcomes tailored specifically to the student's personal experience and college and career goals
- Collaborate with department head and other instructors to improve the construction and delivery of the course
- Align material to equitably meet the needs of a diverse group of students

## **PHYSICALED INSTRUCTOR 2018-2021**

*Pacific Lutheran University, Tacoma WA*

- Provided face to face and online physical education classes using TABATA and Dance Fitness formats for a total conditioning aerobic workout that students will choose to maintain for a lifetime
- Included online support for students in SAKAI including at home work out information and additional assignments
- Advised students on options to support their health in the classroom and maintain fitness without causing injury
- Developed and provided remote instruction in the Sakai LMS during COVID-19

## **ESL/ABE/GED AND HIGH SCHOOL+ COORDINATOR AND INSTRUCTOR 2008-2016**

*Bates Technical College, Tacoma WA*

- Developed and taught online CANVAS courses for HS+/ABE students-3 courses now QM certified- in all subjects
- Contextualized English content within other core courses
- Created and implemented contextualized English content for classes in Gen Ed/HS21/GED/ABE/ESL classes of varying levels
- Created and maintained the High School+ database for advising and transcription
- Created curriculum based on ELL, Common Core and Career and College Readiness Standards
- Met with students outside of class to help with family literacy skills for their children in K-12 public school systems
- Effective and intense collaboration with multiple departments, deans, program coordinators, and program managers.
- Work in concert with Workforce Education for student funding.

*E-learning mentor*

*E-learning council for online course certification*

## **ACHIEVEMENTS**

*Established a Career Pathways-like Program for ABE students at Bates Technical College*

*Established effective systems & procedures for High School+ at Bates Technical College*

*Established Successful GED/HS+ Programs and Partnerships with: Tacoma Goodwill The Reach Center The Tacoma Rescue Mission*

## **CONTRIBUTIONS TO POST-SECONDARY EDUCATION**

*Flipped Classroom Instruction Training 2015-2016-SBCTC*

*Development of: Adult High School+ and Career Pathways Curriculum*

*High School+ Faculty Handbook- Bates Tech. College*

*Career Pathways Faculty Handbook- Bates Tech. College*

*ABE Student Transitional Guide for Career Pathways-Bates Technical College*

*High School+ Transcript Evaluation Form-Bates Technical College*

*High School+ Entrance and Registration Process- Bates Technical College*

- Collect and track student data, program completion, CASAS scores, enrollment projections, and essential reporting and coordinating with Enrollment Services and Institutional Research departments.
- Contribute to the I-BEST collaboration with ongoing communication with status of recruitment, enrollment, test scores and tracking
- Use communication and reporting tools fluently: email, word processing, spreadsheet, publishing, presentation, website, enterprise information systems, and database programs
- Utilize the student management system (HP-SMS) and ADP
- Advise incoming students regarding admission process, residency requirements, registration, financial support, payment, textbooks, and transcript evaluations for knowledge of required classes
- CASAS and COMPASS assessments, WABERS, ABE Waivers, and other intake procedures.
- Recruit prospective and current students for college level transition
- Refer students to college services that best meet students' needs
- Support students in the HS+, GED, ELL and ABE program with advising, course planning, and other assistance that enables their success and progression toward program completion; support completing students with career advising and use of the Career Center
- Develop and implement a file management system for HS+
- Sustain, encourage, and motivate HS+ and GED students through meetings, events, and online systems to improve program to student communication
- Conduct informational and orientation sessions in conjunction with faculty and the other agencies or organizations for new and existing students in both HS+ and GED programs
- Documented student progress and completed program reports
- Carried out innovative and structured instruction
- Advised students on their academic and employment goals
- Developed vocational and educational plans

## **ELL ADJUNCT FACULTY**

*Pierce College, Puyallup WA*

**2011 - 2013**

- Developed and used web-enhanced curriculum for online learning (Angel, Blackboard, CANVAS)
- Designed and implemented individualized curricula based on Washington State standards
- Assessments, CASAS testing, College Core ability and EL Civics annual projects
- Met with students and their children outside of class for family literacy skills, including tutoring their children in reading
- Developed and used student assessments, portfolios, and other outcome instruments
- Instructor for all levels of English as a Second Language
- Planned, developed and coordinated ESL civics events for campus and community
- Assessed, diagnosed, and prescribed course of study for students' language development

*Rubrics and Assessment Guides for High School+ Courses- Bates Technical College*

## **COMMUNITY SERVICE**

*Idlewild Elementary School Volunteer  
Community Organizer for low income student furniture and clothing  
Pierce College Host Family for International Students*

- Documented student progress and completed program reports
- Carried out innovative and structured instruction
- Advised students on their academic and employment goals
- Developed vocational and educational plans
- Coordinated and participated in ESL student orientations
- Related department/program needs to the Division Chair in a timely fashion
- Actively participated in the Transitional Education Division meetings
- Fulfilled all functions of a Pierce College ESL instructor
- Evaluated student progress/achievement
- Tutored and counseled students
- Advised students
- Developed and modified curriculum

## **ACADEMIC ESL INSTRUCTOR 2011-2012**

***Embassy CES Parkland WA***

- ELL Instruction for International Students transitioning to universities
- Transitioned Students into American School System
- Tracked Academic Progress
- Assessed Educational & Cultural Problems and Provided Solutions

## **BILINGUAL STORY TELLER 2011-2013**

***Pierce County Library Lakewood WA***

- Designed curriculum including stories, songs and activities in English and Spanish
- Organized group story times for all children in the library

## **ENGLISH LANGUAGE COACH 2011-2012**

***Rosetta Stone National***

- Practiced and taught English to students online from all over the world
- Organized group and individual lessons
- Attended professional developments and trainings for ELL learners in their own countries

## **PROFESSIONAL ORGANIZATIONS**

- Curriculum and Assessment Committee Chair
- CASAS
- TESOL Certification
- Quality Matters course certifications
- College Council, Bates Tech College
- E-Learning Committee, Bates Tech College

## **GRADUATE CULMINATING RESEARCH PROJECT**

- Career and College Pathways for ABE Students: Transition and Retention

## **VOLUNTEER/COMMUNITY WORK**

**FAMILY MINISTRIES VOLUNTEER 2010-PRESENT**  
*Lake City Community Church Lakewood WA*

- Implement pre-designed Bible curriculum in the classroom for 2-5 year old children using innovative and fun
- Teach songs and Bible verses to children
- Implement Power of Play in the classroom
- Assist in various children and family events including Vacation Bible School, Community BBQS and other outreach events

January 13, 2023

City of Lakewood, WA.  
Honorable Major Jason Whalen  
Lakewood City Council

Dear Council Members,

Please accept this letter of interest in filling the vacant council position 6 on the Lakewood city council.

I have been a resident of Lakewood since my childhood, having attended and graduated from Clover Park schools. My family has been involved in the community for many years, starting with my mother who was a member of the original city council and held the seat of Deputy Mayor and then Mayor. During her time in office, I had the opportunity to watch the council work to improve the lives of those in the Lakewood community and how the council strives to work together, and I would like to be a part of the work that the council continues to do.

During my time I have worked within the community by volunteering and working with city leadership in helping Lakewood a great place to live.

- Member and past chair of the Public Safety Advisory Committee.
- Member and past chair of the Civil Service Commission.
- Past member of the Police Oral Board.
- Member of the interview panel for Police Chief.
- Past Board Member of Lakewood Communities in Schools.

I currently am the Senior Vice President of Human Resources for O BEE Credit Union and feel that I will bring skills that will help the council continue to move forward.

Thank you for your consideration and I look forward to hearing from you. I may be contacted at 253-380-7164 or by email at [bryanlt56@gmail.com](mailto:bryanlt56@gmail.com) or [bthomas@obee.com](mailto:bthomas@obee.com).

Sincerely,

Bryan Thomas

## DIRECTOR OF HUMAN RESOURCES

### BRYAN THOMAS

Phone: 253.380.7164  
Email: [bryanlt56@gmail.com](mailto:bryanlt56@gmail.com)  
Address: 7102 93<sup>rd</sup> Avenue Ct SW  
Lakewood, WA 98498

### Achieving Organizational Vision through Process-Focused Execution

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Human Resources Director with a distinctive career in Human Resource management including full responsibility for HR strategies, programs, and initiatives. A progressive career within diverse business atmospheres, including hospitality and aviation industries. Broad-based HR experience encompasses designing and executing specialized human resources, training and development and employee relations programs for multiple locations. Recognized for ability to successfully communicate and partner with senior executives and employees.

Able to blend executive management and proven communication skills with hands-on experience, maintaining compliance and accountability within a host of companies and across locations. Skilled in all key aspects of organizational operations including budgeting, procurement, human capital management, process automation, training, facilities management and other support activities.

### Areas of Expertise

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EXECUTIVE LEADERSHIP | OPERATIONS | POLICY & PROCEDURE DEVELOPMENT | STRATEGIC PLANNING | PRESENTATION & PUBLIC SPEAKING  
FINANCE, BUDGETING & COST-CONTROL | HUMAN RESOURCE SYSTEMS PLANNING | RECRUITMENT METHODS & STRATEGIES  
MERGERS & ACQUISITIONS | DIVERSITY PROGRAM DEVELOPMENT | P&L MANAGEMENT | TRAINING, DEVELOPMENT & MENTORING  
COMPLIANCE & ACCOUNTABILITY | AFFIRMATIVE ACTION PROGRAM DEVELOPMENT | MANPOWER FORECASTING AND PLANNING  
COMPENSATION PROGRAMS | COLLECTIVE BARGAINING AGREEMENTS | ORGANIZATION TURNAROUND | POLICY FORMULATION

- Workplace Diversity: Establish policies that increase diversity through improved recruitment and hiring practices to ensure the selection of diverse talent, HR policies and practices. Represented company leaders in a corporate wide video discussing the awareness and importance of diversity in the workplace.
- Strategic Planning: Demonstrated success in implementing and executing both strategic and capital planning across a wide range of operations and community related organizations. Adept at aligning internal and external stakeholders to transform long-term objectives into actionable roadmaps.

### PROFESSIONAL HISTORY

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#### LEVY RESTAURANTS, Seattle, Washington

**2019–2022**

In partnership with First and Goal Hospitality, provide Sports and Entertainment Services for Century Link / Lumen Field

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Mergers | Salary Administration | Forecasting and Planning | Collective Bargaining | Affirmative Action

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#### DIRECTOR OF HUMAN RESOURCES

Direct and oversee Human Resources for 600 hundred team members in hospitality at Lumen Field; including employment, compensation / salary administration, employee benefits, training and development, and labor relations for this \$20 million hospitality company.

- People and Organization Business Partner leading the integration and partnership of FGH and Levy people, processes, and systems. Directed transition for all departments, establishing overhead savings targets, leading periodic cross-functional proposal reviews, building cost projections for proposals, and facilitating organizational governance approval of final proposals.
- Administration of all employee benefit plans and leaves (Worker's Compensation, Unemployment Compensation, health and disability insurance, Paid Time Off, FMLA leaves, employee referral, ACA compliance, etc.)
- Strategically approach compensation management to ensure the organization is prepared and equitable in matters related to compensation
- Lead the talent management process, ensuring recruitment, training and performance management efforts are aligned with the mission, strategy, and operational objectives. Integrate the leadership competencies into HR processes.

**FIRST AND GOAL HOSPITALITY, Seattle, Washington****2018–2020**

Wholly-owned subsidiary of the Seattle Seahawks and First and Goal, Inc

**Budget Development and Management | Labor Negotiations | Vendor Negotiations****MANAGER OF HUMAN RESOURCES**

Responsible for the Human Resources support of a 500 employee base for Century Link Field; conducted employee relations investigations; consulted/coached line and senior management; brokered new processes with operations, and interpreted policies.

- Lead a Human Resources management team of 25 in the development and implementation of high quality, cost-effective training workshops and materials that successfully address diversity and ensures equity in the workplace.
- Plan, direct, and implement Human Resources operating policies and procedures, ensuring services are consistent with all HR best practices and in compliance with all local, state, and federal laws.
- Collaborated with internal and external legal counsel to manage litigation. Prepared annual budget for human resource management. Streamlined human resource processes while maintaining standards of compliance and accountability.
- Automated and formatized recruiting process, expediting applicant sourcing and hiring. Developed and implemented hiring process that included training HR staff and management in interviewing techniques. Increased applicant flow and reduced time to hire 40%.

**Delaware North Sportservice – Century Link Field, Seattle, Washington****2016–2018**

Providing food, beverage and concessions for the Seattle Seahawks at Century Link Field..

**Training and Development | Dispute Resolution | Affirmative Action |****HUMAN RESOURCES MANAGER**

- Develop and deliver trainings to new and existing associates, ensuring they have a thorough understanding of their job functions, policies, procedures, and opportunities for growth.
- Handle all associate relations matters and complaints, including conducting investigations and complaint resolution. Participate in grievance process for union associates when applicable.
- Reviewed years of human resource operations and updated and corrected employment files, records and documents to ensure all core standards are maintained and in compliance.
- Ensures all confidentiality of employee's records, files, and materials

**EDUCATION**

2012

Ashford University, Clinton IA

**Masters in Organizational Management****Registered ServSafe Examination Proctor**

National Restaurant Association

Expiration: September 16, 2023

Seattle, Washington

2012

Ashford University, Clinton, IA

**Bachelor of Arts in Human Resource Management & Organizational Management****ServeSafe Certification**

National Restaurant Association

Expiration: June 6, 2022

Seattle, Washington

**MEMBERSHIPS**

Member, Society for Human Resource Management Seattle

# Ken Witkoe

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7301 91<sup>st</sup> Ave. CT SW Lakewood, WA 98498 | 253 227 7519 | [kenwitkoe@gmail.com](mailto:kenwitkoe@gmail.com)

**January 7, 2023**

Mayor Jason Whalen and Lakewood city council

City of Lakewood

6000 Main Street SW, Lakewood WA 98499

## **Mayor Jason Whalen and Lakewood city council:**

My name is Ken Witkoe and I have been a resident of Lakewood since 2004. I humbly submit my letter of interest to fill the city council seat vacated by council member Linda Farmer.

As noted in my resume, over the last three decades I have served in various volunteer opportunities in the Lakewood area – even before its incorporation. After becoming a resident of Lakewood, I served on the Arts Commission, volunteered at SummerFest running the arts Commission stage as well as helping run the dunk tank to raise funds for Lakewood Officer's Charity. I was recruited to the city from the Pierce County Sherriff's Depart to become the 1st reserve officer in Lakewood and help start the reserve program. I am the past chair, and current member, of the Public Safety Advisory Committee and am involved in other events and committees serving Lakewood including Partners for Parks.

In my review of the city's the current legislative agenda and Goals, Strategic Plan and Vision statement, I am in full agreement and wish to help see this agenda pushed forward and implemented. I would like to see continuation of the city's vision of creating attractive neighborhoods, a vibrant and welcoming downtown that encourages economic and community interest, and activities. As well as the many items the city is focused on, I would also like to explore how to foster additional entrepreneurial opportunities for our citizens. Furthermore, I would like to see the city improve the overall feelings of safety (last updated at 44%) and the feelings of safety in business areas. I believe there is a symbiotic relationship between the LPD, and organizations and programs like LASA and the Rental Housing Safety Program, that help reduce homelessness and create a safe and vibrant city. Playful and safe parks, top tier schools, community and technical colleges, embracing diversity and being supportive of JBLM, its service members and their families, are all super important components to making Lakewood a family and business friendly city.

I believe that my years of experience in the community, my willingness to work in a team environment, and commitment to be a lifelong learner will allow me to be an immediate asset on the council.

Sincerely,

Ken Witkoe



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# KEN WITKOE

kenwitkoe@gmail.com ♦ 7301 91st. Ave. CT SW Lakewood, WA 98498 ♦ 253 227 7519

## OBJECTIVE

Appointment to Lakewood City Council

## EDUCATION

South Seattle

B.A.S. Professional Technical Teacher Education and  
Instructional Design 3.99 GPA

Dean's list

Phi Theta Kappa

Marshalltown Community College

Associate of Arts

Dean's list

Phi Theta Kappa member

Outstanding Student award in speech communications  
4.0 GPA

## EXPERIENCE

Bates Technical College ♦ 2320 So. 19<sup>th</sup> St. Tacoma, WA 98405

**Instructor, Broadcast Video Production** Feb 7, 2014 – current

As the **Broadcasting/ Audio/ Video Production** instructor, I am responsible for providing competency-based training to students in a manner that prepares successful program graduates for entry-level employment in the **Broadcasting Video Production** industry. I participate collaboratively and professionally with faculty and staff to promote the general well-being of the department and college, and collective and individual interest of its staff and student body as well as the following items:

- Perform classroom and lab management in a manner that ensures a suitable learning environment.
- Develop and maintain full program curriculum documentation in accordance with the approved college format that is consistent with current industry or business standards.
- Mentor, encourage, counsel and guide students toward the completion of program requirements, course assignments, interpersonal relationships, career goals and responsible work habits
- Requisition and maintain control of and safeguard inventories of equipment and supplies assigned to the program
- Monitor program budget and assure compliance with College budget procedures.

- **Maintain and coordinate the maintenance of program computers, servers and software.**
- **Actively contribute to, and participate in, college-wide activities in support of regional accreditation and state and federal requirements.**

**Marshalltown Community College ♦ 3702 S. Center Marshalltown, IA 50158**

**Director / Producer** Sept 2012 – February 2014

**Marshalltown Television and Marshalltown Community College TV Producer and Director. Play by play announcer and feature reporter and segment producer.**

**PFS Financial Services ♦ 7301 91<sup>st</sup> Ave. CT SW Lakewood, WA 98498**

**Financial Services Consultant** Sept 2001 – August 2012

**Recruited, lead and trained personal financial consultants to passionately educate and assist families in achieving debt freedom and financial independence. I advised and educated company managers, employees, and HR personnel on company 401k, SEP, Simple, 403b and other retirement plans. I maintained constant and follow-up clients to solve service concerns and other issues as needed on a daily basis. Prepared detailed financial reports for clients current financial situations and a road-map of advice on ways to achieve their financial goals. I was required to complete state and federal training certificates and licenses as well as continuing education of financial products.**

**Eagle TV ♦ P.O. Box 1056 Ulaanbaatar, Mongolia**

**Television Station Supervisor** February 1996 – August 1998

**Supervised a staff of 20 to 25 people. In charge of planning, scheduling, and directing programming. Supervised the first ever non state-controlled newsroom in Mongolia. Assigned news projects to appropriate reporters. Made contacts and appointments with dignitaries from state and local government, as well as many directors of NGOs to discuss Eagle TV and how we could be of service in the local communities. Directed and produced news stories and local programming. In charge of all production areas. I was the English section reporter. Quality control supervisor on all productions and features.**

**Quality control supervisor and trainer for all on-air master control switching and served as traffic assistant. Produced and maintained weekly reports for the television board of directors.**

**KTBW TV 20 ♦ 1909 S. 341<sup>st</sup> Place Federal Way, WA 98003**

**Television Production Manager** February 1988 – February 1996

**Supervised and trained production and master control staff. Directed and produced live television broadcasts. As the Public Affairs director, I researched private, public, nonprofit and for-profit, businesses and scheduled appointments with city, county and state government officials and leaders of these organizations to set and perform interviews for live public affairs programs. Attended quarterly ascertainment meetings and other events as required. Met with television hosts and special guests to guide them through the live broadcast. Was on-air host/ talent of live talk show and public affairs broadcast.**

## VOLUNTEER AND COMMUNITY SERVICE

### Current

- Lakewood Public Safety Advisory Committee
- Partners for Parks, board member
- LH Bates Program Sustainability and Analysis Committee
- Harrison Prep Advisory Committee
- Clover Park School District Advisory Committee
- Union Steward – L.H. Bates
- Fife High School Advisory Committee
- LH Bates Tenure Review Committee
- Franklin Pierce School District Advisory Committee
- L.H. Bates Commencement Committee
- Tacoma Basketball Officials Association – referee (paid)

### Past

- Pierce County Sheriff's Department: Commissioned law enforcement deputy 4/1993 to 6/06
- L.H. Bates Diversity Committee Pierce County Criminal Justice Task Force – 1 year appointment
- Court Appointed Special Advocate for Children (CASA) – 2006 / 07
- Lakewood Arts Commission – 3-year board member
- Boys and Girls Clubs of America – past seasonal football coach
- University Place Youth Programs – past seasonal baseball and basketball coach.
- Official for Upward Youth Basketball 2013/14
- House of Compassion 2013/14
- L.H. Bates eLearning Committee
- L.H. Bates Health and Safety Committee 2016/20

◆ References upon request

## Tod M. Wolf

8401 112<sup>th</sup> Street SW  
Lakewood, WA 98498  
253-830-4774

City Clerk at City of Lakewood, WA  
bschumacher@cityoflakewood.us  
6000 Main Street  
Lakewood, WA 98499

January 13, 2023

Please accept this letter and attached resume as a proposal to consider me as a candidate to fill the City Council seat recently vacated by Linda Farmer.

I would very much like to continue the path I have travelled to serve and increase my connection to my community. I am sensitive to the needs and desires of Lakewood residents as a parent here for 20 years, enjoying employment, business proprietorship, and public volunteer service in almost every capacity.

I have parented children from birth to adults here, and currently have children from kindergarten through age 16. These kids have included Foster (now adopted), special needs, and teenagers! My primary interest in the management of our city's affairs and policies are tied to the needs of the diverse families here in Lakewood.

My business connections here run deep, and I am very interested in helping serve a community that is welcoming to future local businesses, as well as regional concerns that will help build a strong tax base and offer employment to our residents.

I have served on and supported many of the local civic and social organizations in Lakewood. I believe my familiar face and message will provide the council with a worthy community communicator and representative.

Warm Regards,

**Tod M. Wolf**

# **Tod M. Wolf**

8401 112<sup>th</sup> Street SW, Lakewood, WA 98498

## **Professional Summary**

**2002 - Present**

**Robi's Quik-Color Lab, Inc.** Lakewood, WA  
**DBA robis Lakewood Camera + The Print Refinery**

**Chief Operations Officer/Buyer;** Oversee all aspects of business operations. Hire/train all staff and manage incentive programs and bonuses based upon performance and productivity. Managing all areas of marketing, community outreach and communications.

**1994 - 2001**

**Tall's Camera, Inc.** Seattle, WA

**Cellular Sales Manager/Buyer;** Trained sales staff throughout 7 store chain in sales technique, and product expertise in technology sales. Implemented innovative sales modules in grocery chain stores, and at trade shows. Managed corporate-wide product acquisitions, stock levels, and buying negotiations with nation-wide manufacturers and distributors.

**1992 - 1994**

**The Bon Marche',** Seattle, WA

**Sales Associate;** Assisted clients in choosing home electronics gear, including big ticket home theater equipment. Consistently led department in home, office and telecommunications sales.

**1988 - 1992**

**The Metropolitan Performing Arts Center,** Spokane, WA

**Assistant Theatre Manager and Technician for Sound and Lighting;** Responsibilities included public relations, concessions, and technical operations for approximately 10 performances per month.

## **Education**

**Bachelor of Arts, Eastern Washington University, 1989**

Theatre Management and Technical Operations with an elective Communications minor.

Professional references available on request.

**Tod M. Wolf**

8401 112<sup>th</sup> Street SW, Lakewood, WA 98498

## Community/Civic Summary

**2017 - Present**

### **Lakewood Chamber of Commerce, Lakewood, WA**

**Board Member/Board Chair:** Acted as a team member and Board Chair planning local business-oriented events, programs and policy statements representing local business membership.

**2020 - Present**

### **Board Member Lakewood Public Safety Affairs Committee, Lakewood, WA**

**Citizen Committee Member:** This committee provides citizen input to the City Council about public safety policies, reports to the City Council and assists in assessing the compliance of City and department policies.

**2020, 2022**

### **Lakewood Arts Commission, Lakewood, WA**

**Committee Member:** The role of the Lakewood Arts commission is to assess needs, establish priorities and make recommendations for the enrichment of the community and promotion of its cultural vitality through the arts.

**2018 - 2020**

### **Larry Saunders Service Award Recognition Committee, Lakewood, WA**

**Committee Member:** The City of Lakewood, in partnership with Lakewood Community Foundation Fund (LCFF), accepts nominations to honor a citizen or organization for extraordinary service to community. Members meet and judge utilizing established criterion for the annual recognition award and accompanying grant award.

**2018 - Present**

### **Washington State Fair, Puyallup, WA**

**Photo Salon Judge:** Qualified photos for competition, and then judged for awards - photographs submitted from around the world