



LAKWOOD CITY COUNCIL STUDY SESSION AGENDA

Tuesday, November 12, 2024

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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CALL TO ORDER

ITEMS FOR DISCUSSION:

- (4) 1. Joint Community Services Advisory Board meeting. – (Workplan)
- (6) 2. Review of 2025 Human Services Funding Recommendations. – (Memorandum)
- (12) 3. Review of 2025 Lodging Tax Funding Recommendations. – (Memorandum)
- (22) 4. Review of 2025 Fee Schedule Amendments. – (Memorandum)
- (69) 5. Review of 2025-2026 Proposed Biennial Budget. – (Memorandum)

ITEMS TENTATIVELY SCHEDULED FOR NOVEMBER 18, 2024 REGULAR CITY COUNCIL MEETING:

- 1. Proclamation recognizing Municipal Court Judge Lisa Mansfield.
- 2. Business Showcase. – *Diamond Designs*

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.

3. Authorizing the execution of a construction contract for a traffic signal at the intersection of South Tacoma Way and 92nd Street South. – (Motion – Consent Agenda)
4. Authorizing the execution of a construction contract for roadway improvements along South Tacoma Way from 96th Street South to Steilacoom Boulevard. – (Motion – Consent Agenda)
5. Authorizing the execution of a grant agreement with the Department of Commerce to upgrade permitting software and supporting tools. – (Motion – Consent Agenda)
6. Authorizing the execution of an agreement for permitting software. – (Motion – Consent Agenda)
7. Authorizing the award of a service contract to Pro-Vac for Surface Water Infrastructure Cleaning and Inspection Services. – (Motion – Consent Agenda)
8. Authorizing the award of a contract to McDonough & Sons, Inc., in the amount of \$275,437, for 2025-2030 Street Sweeping Services. – (Motion – Consent Agenda)
9. Authorizing the award of a contract to Thomson Electric Constructors, Inc, in the amount of \$350,000, for the 2025 electrical services contract. – (Motion – Consent Agenda)
10. Approving the 2025 Human Services Funding Recommendations. – (Motion – Consent Agenda)
11. Approving the 2025 Lodging Tax Funding Recommendations. – (Motion – Consent Agenda)
12. Amending Ordinance No. 766 to extend certain parameters within which the City's designated representative can finalize the terms of the City's Limited Tax General Obligation Bonds. – (Ordinance – Regular Agenda)
13. Relating to the approval of projects to be funded with revenue generated by the City of Lakewood's Transportation Benefit District and Extending the Sunset Date. – (Ordinance – Regular Agenda)

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14. Amending Chapter 3.52 of the Lakewood Municipal Code related to Utility Tax Rates. – (Ordinance – Regular Agenda)
15. Relating to ad valorem property taxes; establishing the amount to be raised in 2025 by taxation on the assessed valuation of the property of the city; and setting the property tax levy rate for 2025. – (Ordinance – Regular Agenda)
16. Amending the 2023-2024 Biennial Budget. – (Ordinance – Regular Agenda)
17. Adopting the 2025-2026 Biennial Budget. – (Ordinance – Regular Agenda)
18. Adopting amendments to Title 18A of the Lakewood Municipal Code, 2024 Development Regulation Code Updates. – (Ordinance – Regular Agenda)
19. Amending Lakewood Municipal Code Chapters 18A.10.20 and 18A.30 to address 2SSB 5290 Local Project Review, Chapter 36.70B RCW; and establishing an effective date. – (Ordinance – Regular Agenda)
20. Setting the 2025 Fee Schedule. – (Resolution – Regular Agenda)
21. Establishing the 2025 Docket of Comprehensive Plan Land Use, Zoning Map and Policy Amendments. – (Resolution– Regular Agenda)

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.



COMMUNITY SERVICES ADVISORY BOARD WORK PLAN AND SIGNIFICANT ACCOMPLISHMENTS

Members:

Chair: Kyle Franklin
Vice-Chair: Darrin Lowry
Laurie Maus
Michael Lacadie
Denise Nicole Franklin
Shelby Taylor
Gregory Wraggs
Jerry Tagala

Council Liaison:

City Staff Support:

Director – Mary Dodsworth
Coordinator – Shannon Bennett
Jeff Gumm, CDBG/HOME Program Manager
Martha Larkin, CDBG/HOME Program Coordinator

Meeting Schedule:

Third Wednesday, 5:30pm, American Lake Room

Accomplishments:

Date:	Topic(s):
1/17	Discussed spend strategies for opioid settlement funds and agreed to procure a community needs consultant through issuing a Request for Proposal (RFP) or Request for Qualifications (RFQ) inviting the community to submit project bids in 2025.
3/25	Presented human services funding priorities and finalize application and rating tool to Council.
6/18	Reviewed City Council feedback on human services funding priorities and finalized application and rating tool.
6/25	Released 2025/26 human services funding application w/ August 9 th due date.
August	Reviewed and rated 29 human services funding applications.
9/25	Deliberated on application ratings
10/8&9	Held virtual applicant interviews



11/12 Presented 2025/26 human services funding recommendations to Council

(Current Year) Work Plan:

1. 2025 human services contract performance
2. 2026 human services funding recommendations
3. Approve 2024 Consolidated Annual Performance Evaluation Report (CAPER)
4. Public hearing on community development housing and service needs
6. Opioid Funds distribution recommendation
7. Approve Draft CDBG/HOME 5 Year Consolidated Plan (Con Plan)



TO: Mayor and City Council

FROM: Shannon Bennett, Human Services Coordinator

THROUGH: Tho Kraus, Deputy City Manager *Tho Kraus*

DATE: November 12, 2024

SUBJECT: Human Services Funding Recommendations

ATTACHMENTS: A. 2025/26 Human Services Funding Recommendations
B. Five Biennium (10-year) Human Services Funding History

SUMMARY

Since incorporation the City of Lakewood has been a consistent human services funding source using 1% of its general funds to support services and programs assisting Lakewood's most vulnerable residents. Although funding levels and programs have varied over the last ten (10) years, the City has managed to address the complex needs of an ever-changing community. The Community Services Advisory Board (CSAB) completed their review of the application process and is presenting their 2025/26 funding recommendations.

BACKGROUND

In early 2024, the City started preparing for the 2025/26 Human Services funding process.

- March 7 –Lakewood Promise Advisory Board (LPAB) reviewed funding strategies and community needs and opioid settlement funds
- March 13 –Community Collaboration reviewed funding strategies and community needs and opioid settlement funds.
- March 25 – City Council approves funding priorities, application and rating tool, a \$25k maximum grant amount, and facilitating a two (2) year funding cycle; second year funding based on year one (1) performance.
- June – Outreach and public notices.
 - ✓ City website (Human Services and City RFP pages)
 - ✓ TNT Public Notice
 - ✓ General Announcement to interested parties including agencies funded in 2024, LPAB and Community Collaboration (256 Mail Chimp list), city manager reports, and other entities who requested notification.

- June 26 –Human Services Grant application released on City website with an August 9th deadline.
- July 2 – Virtual applicant workshop.
- August 9 – CSAB received twenty-nine (29) proposals from twenty-two (22) agencies requesting \$850,050. Anticipated funding: \$510,000.
- August & September - CSAB rates applications.
- September 25 - CSAB deliberates on application ratings.
- October 8&9 - virtual applicant interviews conducted.
- October 16 – CSAB finalizes funding recommendations.
- November 12 – CSAB provides recommendations for 2025/26 allocations to the City Council (“Council”).

Funding Strategies

At the March 25th study session, Council approved the following funding strategies.

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

Agency Requirements

All programs sponsor agencies recommended for funding should meet the following criteria:

- Requested funds are for serving Lakewood residents only;
- Proposed service fulfills an identified community need;
- Proposed service meets City funding strategies;
- Partnerships are in place to avoid duplication of effort;
- Service locations are easily accessible to Lakewood residents;
- Demonstrates the ability to track performance and measure service outcomes;
- Demonstrates the ability to meet the City’s contracting standards and reporting requirements, including financial audits and liability insurance;
- Maintains an appropriate balance between administration overhead & program costs;
- Demonstrates good standing with the IRS; and,
- Demonstrates an active and engaged board of directors.

CURRENT STATUS

Funding Deliberations

CSAB members individually scored the applications. All ratings were tallied, and an average score was created. The proposals were ranked in order by average score from highest to lowest. Program funding requests far exceeded the available resources, so CSAB created the following criteria used for recommending specific dollar amounts based on ranking for each strategy.

1. Highest rated proposals in each priority are recommended to receive up to \$25,000;
2. Second highest rated proposals are recommended to receive up to \$20,000;
3. Third highest rated proposals are recommended to receive up to \$16,000;
4. Fourth highest rated proposals are recommended to receive up to \$15,000; and
5. Fifth and Sixth rated proposals are recommended to receive up to \$12,000.

Communities in Schools of Lakewood (CISL) submitted four (4) applications seeking \$100k in total. Based on their application scores, CISL would have qualified to receive up to \$72,000. Although members recognize the incredible work CISL does for our youth and are recommending all four programs be funded, CSAB members felt it was problematic giving one agency a large portion of available funding, so CSAB is recommending reduced 2025/26 funding for each program.

Rebuilding Together South Sound is receiving \$341,250 in ARPA funds through 12/31/26 (current balance of \$229,71) so CSAB is not recommending 2025/26 funding.

Team Wrk provides a safe and inclusive program that promotes responsible gaming and fosters character development through a focus on digital literacy, online safety, and STEM-related skills. With a strong emphasis on social-emotional learning and mentorship, the program aims to create a supportive environment where students can grow both personally and academically. This program aligns with Council's vision. CSAB is recommending 2025/26 funding.

RECOMENDATIONS

The CSAB is recommending twenty-eight (28) programs for 2025/26 human services funding for Lakewood City Council consideration. Program funding recommendations range from \$9,000 to \$25,000 plus an annual allocation to support Lakewood's Promise Advisory Board. See attachment A

NEXT STEPS

- November 21st - Council considers and anticipate approval of Human Service funding and CSAB funding recommendations.
- November through December – Contract development

- January 2025 – Contract readiness meeting with all agencies to prepare for 2025/26 funding

ATTACHMENTS

Attachment A: CSAB recommended funding programs and associated amounts.

Attachment B: Five biennium (ten year) Human Services funding history 2015 to present. The top of the chart highlights in green the organizations that have consistently received funding for the past ten (10) years or five (5) biennium. The chart lists organizations in descending order by number of biennium's during which they have received human services funding.

Agency Name	Program(s)	Priority	Funding Requested	Funding Recommendation	Avg. Score
Making a Difference	Eloise's Cooking Pot Food Bank Delivery Program	Access to Food	\$25,000.00	\$ 25,000.00	41.5
Nourish	Nourishing Food For Families	Access to Food	\$30,000.00	\$ 20,000.00	41.2
Emergency Food Network	Co-Op Food Purchasing	Access to Food	\$25,000.00	\$ 16,000.00	41
Tillicum Community Center	Emergency Services Food Bank Plus Clothing	Access to Food	\$25,000.00	\$ 15,000.00	40.8
St Leos	Feeding the Hungry in Lakewood	Access to Food	\$25,000.00	\$ 12,000.00	40
Emergency Food Network	Home Delivery	Access to Food	\$25,000.00	\$ 12,000.00	39.7
		Total Access to Food	\$155,000.00	\$ 100,000.00	
Greater Lakes Mental Health Care	Behavioral Health Contact Team (BHCT)	Access to Health and Behavioral Health	\$25,000.00	\$ 25,000.00	41.8
Lindquist Dental	Uncompensated Dental Care	Access to Health and Behavioral Health	\$25,000.00	\$ 20,000.00	41.3
Community Health Care	Behavioral Health Services	Access to Health and Behavioral Health	\$15,000.00	\$ 15,000.00	40.2
Asia Pacific Cultural Center	Mental Health	Access to Health and Behavioral Health	\$55,300.00	\$ 15,000.00	37.5
Pierce County Project Access	Donated Care and General Operating	Access to Health and Behavioral Health	\$20,000.00	\$ 12,000.00	33
		Total Access to Health & Behavioral Health	\$140,300.00	\$ 87,000.00	
Rebuilding Hope	Advocacy and Therapy Sexual Assault Victim Services	Crisis Stabilization	\$24,750.00	\$ 24,750.00	41.5
Tillicum Community Center	Referrals for Assistance and Community	Crisis Stabilization	\$25,000.00	\$ 20,000.00	40.8
		Total Crisis Stabilization	\$49,750.00	\$ 44,750.00	
Lakewood's Promise	The 5 Promises	Emotional Supports & Youth Programming	\$0.00	\$ 35,250.00	N/A
Communities in Schools	High School In-School Supports	Emotional Supports & Youth Programming	\$25,000.00	\$ 22,000.00	44.3
Communities in Schools	McKinney Vento In School Supports	Emotional Supports & Youth Programming	\$25,000.00	\$ 17,000.00	43
B&GC	Social / Emotional Learning	Emotional Supports & Youth Programming	\$25,000.00	\$ 20,000.00	43
Oasis	Supports for LGBTQ+ Youth in Lakewood	Emotional Supports & Youth Programming	\$25,000.00	\$ 16,000.00	42.7
Communities in Schools	Elementary In- School Supports	Emotional Supports & Youth Programming	\$25,000.00	\$ 12,000.00	42.3
Communities in Schools	Middle School In-School Supports	Emotional Supports & Youth Programming	\$25,000.00	\$ 9,000.00	42.2
Asia Pacific Cultural Center	PLOT Youth	Emotional Supports & Youth Programming	\$80,000.00	\$ 12,000.00	37
Safe Streets	Health is Wealth Youth Program	Emotional Supports & Youth Programming	\$90,000.00	\$ 12,000.00	34.8
Team Work	Wrk Zone	Emotional Supports & Youth Programming	\$25,000.00	\$ 25,000.00	33.8
		Total Emotional Supports & Youth Programming	\$345,000.00	\$ 180,250.00	
The Rescue Mission	Family Shelter & Emergency Services	Housing Assistance and Homeless Prevention	\$15,000.00	\$ 15,000.00	39.7
LASA	Emergency Shelter	Housing Assistance and Homeless Prevention	\$25,000.00	\$ 20,000.00	38
STEP	Preventing Homelessness for Military & Veteran Families	Housing Assistance and Homeless Prevention	\$25,000.00	\$ 20,000.00	38
LASA	Client Services & Hygiene Center	Housing Assistance and Homeless Prevention	\$25,000.00	\$ 16,000.00	37
Tacoma Pro Bono	HJP Homelessness Prevention Legal Aid - Crisis Stabilizaton	Housing Assistance and Homeless Prevention	\$25,000.00	\$ 15,000.00	35.2
Rebuilding Together	Community Revitalization Partnership	Housing Assistance and Homeless Prevention	\$25,000.00	\$ -	35
Tacoma Pro Bono	HJP Homelessness Prevention Legal Aid - Housing Asst	Housing Assistance and Homeless Prevention	\$25,000.00	\$ 12,000.00	34.8
		Total Housing Assistance & Homeless Prevention	\$165,000.00	\$ 98,000.00	
29 Total Applications / 22 Agencies		Total Funding Recoomendations	\$855,050.00	\$ 510,000.00	


Attachment B: 5 BIENNIUM (10 YEAR) HUMAN SERVICES FUNDING HISTORY (2015-2024)

Organization	Program or Services	2015/16 Biennium	2017/18 Biennium	2019/2020 Biennium	2021/22 Biennium	Current Biennium
Communities in Schools	After School Program	\$49,000.00	\$46,500.00	\$35,000.00	\$52,500.00	\$50,000.00
Community Health Care	Primary Medical Care + Tillicum	\$24,000.00	\$5,000.00	\$40,000.00	\$28,000.00	\$30,000.00
Emergency Food Network	Food Delivery Program	\$43,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$45,000.00
Lakewood's 5 Promises to Youth	Youth Services Coordination	\$43,000.00	\$43,000.00	\$50,000.00	\$25,000.00	\$65,300.00
Nourish Pierce County	Food Banks Program	\$33,500.00	\$50,000.00	\$40,000.00	\$50,000.00	\$45,000.00
Rebuilding Together South Sound	Rebuilding Together Program	\$33,500.00	\$20,000.00	\$28,000.00	\$28,000.00	\$50,000.00
Lindquist Dental	Children Dental Services	\$21,000.00	\$29,000.00	\$28,000.00	\$30,000.00	\$50,000.00
St. Leo's Food Connection	Mobile Food Program	\$18,000.00	\$10,000.00	\$32,000.00	\$50,000.00	\$30,000.00
Rebulding Hope; Sexual Assault Center	Advocacy and Therapy	\$18,000.00	\$30,500.00	\$28,000.00	\$25,000.00	\$45,000.00
YWCA Pierce County	Domestic Violence Shelter, Legal, Child Serv	\$36,000.00	\$50,000.00	\$60,000.00	\$36,000.00	\$45,000.00
Organization	Program or Services	5 out of 5 Bienniums				
Pierce County AIDS Foundation	Oasis Youth Center	\$12,000.00	\$14,000.00	\$25,000.00	\$32,500.00	
Boys and Girls Club Lakewood	After School Programs Youth 8 - 18	\$24,000.00	\$25,000.00	\$40,000.00	\$42,500.00	
Catholic Community Services	Emergency Housing	\$28,000.00	\$32,000.00	\$30,000.00	\$28,000.00	
Pierce County AIDS Foundation	Medical Case Management	\$22,500.00	\$18,000.00	\$20,000.00		\$14,850.00
Greater Lakes Mental Health	Behavioral Health Team & Emergency Assist	\$63,000.00	\$50,000.00	\$50,000.00	\$50,000.00	
YMCA	Teen Late Night Program	\$15,000.00	\$20,000.00	\$16,000.00	\$42,500.00	
Tacoma Rescue Mission	Family Shelter	\$24,000.00	\$30,000.00		\$24,000.00	\$30,000.00
Organization	Program or Services	4 out of 5 Bienniums				
St. Leo Food Connection	Summer Meals Program	\$6,000.00	\$5,100.00	\$28,000.00		
Pierce County Project Access	Donated Care			\$25,000.00	\$25,000.00	\$30,000.00
Tacoma Community House	Victims Legal Advocacy Program	\$24,000.00	\$24,000.00	\$37,500.00		
Organization	Program or Services	3 out of 5 Bienniums				
South Sound Outreach Services	Outreach Program	\$39,500.00	\$40,000.00			
LASA	Housing for Homeless Families / Emergency	\$12,000.00				\$30,000.00
St. Leo's Food Connection	Backpack Program	\$6,000.00	\$4,500.00			
Pierce College	Lakewood Computer Clubhouse	\$28,000.00	\$28,000.00			
Caring for Kids	Ready to Learn Fair & School Supplies	\$20,000.00	\$10,000.00			
LASA	Outreach Program Client Center		\$45,000.00	\$37,500.00		
Asian Pacific Cultural Center	Promised Leaders of Tomorrow				\$40,000.00	\$45,000.00
Making a Difference Foundation	Eloise's Cooking Pot Food Delivery				\$31,000.00	\$45,000.00
Organization	Program or Services	2 out of 5 Bienniums				
Organization	Program or Services	One Biennium				
Multicultural Child & Family Hope Center	Culturally Accessible Free Food Distribution					\$45,000.00
Oasis Youth Center	Provides a safe place for LGBTQ children					\$40,000.00
Children's Therapy Center	Therapy program for children with special needs					\$45,000.00
Emergency Food Network	Co-Op Program					\$45,000.00
Your Money Matters	Financial Literacy Program for BIPOC Youth					\$30,000.00
Franciscan Health System	Children's Immunization	\$24,000.00				
Tillicum Community Center	Emergency Food Assistance				\$30,000.00	
Good Samaritan Hospital	Caregiver Respite & Support					
Metro Development Council	Family Support & Treatment Center	\$6,000.00				
Beecher's Foundation	Pure Food Kids Project		\$25,000.00			
Centerforce	Community Inclusion for Adults w/Disabilities			\$20,000.00		
Community Health Care	Adult Dental Services	\$12,000.00				\$30,000.00
WWEE (Courage 360)	ReachPlus Employment Program	\$15,000.00				
Springbrook Connections	Direct Services & Resource Connections				\$25,000.00	
LASA	Hygeine Stations					\$45,000.00
		2015/16	2017/18	2019/20	2021/22	Current Biennium
Grand Total HS Biennial Funding Allocations		\$685,000.00	\$704,600.00	\$720,000.00	\$745,000.00	\$930,150.00



TO: Mayor and City Councilmembers

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

THROUGH: Tho Kraus, Deputy City Manager 

DATE: November 12, 2024

SUBJECT: Review of 2024 Lodging Tax Funding Allocations

ATTACHMENTS: Draft LTAC Minutes from September 20, 2024 Retreat

Overview

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

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

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

Lodging Tax Advisory Committee

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

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

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

2024 Estimated Funds Available for 2025 Grant Awards

	Restrictions on Use		Total
	4%	3% (Restricted)	
Total Estimated Funding Available for 2025 Grant Awards	Reserved for tourism, promotion, acquisition of tourism related facilities, or operation of tourism related facilities.	Reserved for acquisition, construction, expansion, marketing, and management of convention facilities.	
Estimated Ending Balance, 12/31/2024	\$1,324,752	\$2,366,457	\$3,691,209
Less Required for CPTC McGavick Center	\$0	(\$101,850)	(\$101,850)
Total	\$1,324,752	\$2,264,607	\$3,589,359

Grant Requests

On July 29, 2024, the City solicited for and received 18 proposals requesting \$1,146,000.

Additionally, the City had previously committed to make annual payments of \$101,850, beginning in 2007, for 20 years to Clover Park Technical College for the construction of the Sharon McGavick Student/Conference Center.

2025 Grant Award Recommendations

The LTAC was provided completed applications on September 9, 2024 for review. On September 20, 2024 the LTAC met for a half day to hear presentations by each of the applicants. The members of the committee carefully considered each request based on the following criteria:

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

Below are the Lodging Tax Advisory Committee's recommendations:

2024 Requests for 2025 LTAC Grant Funds Applicant	Total Project Cost	Funding Request			Recommended Funding			
		Non-Capital	Capital	Total	Non-Capital (4%)	Capital (3%)	Total	
Grave Concerns Association	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	15,000	-	15,000	
Historic Fort Steilacoom Association	14,000	12,000	-	12,000	12,000	-	12,000	
Asia Pacific Cultural Center	42,600	15,000	-	15,000	15,000	-	15,000	
Tacoma-Pierce County Tourism Authority	4,206,749	150,000	-	150,000	150,000	-	150,000	
Lakewood Gardens	200,000	200,000	-	200,000	200,000	-	200,000	
Lakes Cross County Booster Club	9,500	7,000	-	7,000	7,000	-	7,000	
Lakewood Chamber of Commerce	125,000	125,000	-	125,000	125,000	-	125,000	
Lakewood Chamber of Commerce - Memorial Day Concert	7,500	7,500	-	7,500	7,500	-	7,500	
Lakewood Historical Society & Museum	56,500	38,000	-	38,000	38,000	-	38,000	
Lakewood Playhouse	342,113	100,000	-	100,000	100,000	-	100,000	
Lakewood Sister Cities Association	23,950	23,500	-	23,500	23,500	-	23,500	
City of Lakewood - Marketing Promotion	80,000	80,000	-	80,000	80,000	-	80,000	
City of Lakewood - SummerFEST	270,000	210,000	-	210,000	210,000	-	210,000	
City of Lakewood - Farmers Market	93,000	78,000	-	78,000	78,000	-	78,000	
City of Lakewood - Pavilion Concert Series	54,000	30,000	-	30,000	30,000	-	30,000	
City of Lakewood - Saturday Street Festival	20,000	10,000	-	10,000	10,000	-	10,000	
City of Lakewood - Fiesta de la Familia	60,000	35,000	-	35,000	35,000	-	35,000	
City of Lakewood - MLK Beloved Community	25,000	10,000	-	10,000	10,000	-	10,000	
	\$ 5,644,912	\$ 1,146,000	\$ -	\$ 1,146,000	1,146,000	-	1,146,000	
CPTC McGavick Center - Committed, Annual Payment	\$ 101,850	\$ -	\$ 101,850	\$ 101,850	-	101,850	101,850	
	\$ 5,746,762	\$ 1,146,000	\$ 101,850	\$ 1,247,850	1,146,000	101,850	1,247,850	
					2025 Available funds =>	\$ 1,324,752	\$ 2,366,457	\$ 3,691,209
					Ending Balance =>	\$ 178,752	\$ 2,264,607	\$ 2,443,359

Next Step

On November 18, 2024, the City Council will be requested to authorize the City Manager to enter into service contracts for the provision of tourism services in 2025.

The City Council may:

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

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

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

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



LODGING TAX ADVISORY COMMITTEE (LTAC) MINUTES

Friday, September 20, 2024
Council Chambers (and via Zoom)

CALL TO ORDER

Chair Mayor Jason Whalen called the meeting to order at 8:38 a.m.

ROLL CALL (Committee members announced their presence)

Members present: **In person:** Lakewood Mayor Jason Whalen, Chair; Linda Green, Lakewood Chamber of Commerce; Dean Burke, President - Travel Tacoma.

Members Absent: DJ Wilkins, Comfort Inn and Suites; Jarnail Singh, President - Comfort Inn and Suites.

City staff present: Dana Kapla, Assistant Finance Director; Jennifer Posalski, Planning & Public Works Office Assistant.

PUBLIC COMMENTS - None.

MEETING MINUTES APPROVAL - The motion to approve the 2024 LTAC meeting minutes from September 22, 2023 passed unanimously.

OPEN PUBLIC MEETINGS ACT and Public Records

City Attorney Heidi Ann Wachter provided an annual update/training on the Open Public Meetings Act. She explained the requirement for this training and then presented the relevant information to the attendees. Ms. Wachter concluded her training and asked the members to contact the Legal Department if they have any additional questions in the future.

2024 GRANTS STATUS & FUND BALANCE – Dana Kapla, Assistant Finance Director.

Ms. Kapla provided the projected fund balance at 12/31/2024 is \$3,589,359, whereas \$1,324,752 was available for tourism, promotion, acquisition of tourism related facilities, or operations of tourism related facilities, and \$2,264,607 is available for acquisition, construction, expansion, marketing, and management of convention facilities.

2025 GRANT PROPOSAL PRESENTATIONS

Grave Concerns Association – Laurel Lemke, Chairperson

Ms. Lemke expressed gratitude to the committee for their previous meeting and offered a comprehensive overview of the organization's Mission, Vision, and Principles. She delved into the group's historical context, showcased visual aids such as maps and photos of the grave sites, and provided updates on marketing efforts and project/activity progress. Additionally, Ms. Lemke outlined past and requested funding, highlighting anticipated projects and the intended allocation of funds for current funding requests, such as markers, promotional materials, media, and to host a Military Memorial Dedication in partnership with multiple organizations.

Mayor Whalen inquired about the availability of an entry marker list that identifies all individuals with existing markers. Ms. Lemke responded that while a formal list doesn't exist, individuals can visit the organization's website to find information about markers. She also mentioned that the group is actively working to improve the marker list and develop a discovery map. Ideas for this and tool storage (as dual purpose) were discussed.

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

Secretary Lewis commenced his presentation by outlining the proposed use of HFSA's 2025 funding to enhance social media platforms (Facebook, website, etc.). He highlighted the significance of Eventbrite membership, which allows website visitors to seamlessly purchase tour tickets. This feature facilitates event planning, and the Square credit card application provides valuable reporting.

Mr. Lewis discussed the organization's internet services, digital media requirements, event needs (such as candle events), guest speaker arrangements for the 175th anniversary celebration, advertising strategies, historical information dissemination, and the engagement of a writer to feature HFSA in the Rural Light magazine. He accompanied his presentation with photos, explaining their traditions and purposes. Additionally, Mr. Lewis expressed gratitude to Tacoma Trophy for their exceptional work and announced that this would be his final presentation as Secretary and introduced that President Walter Neary would be presenting and briefly discussing the anticipated changes.

Chair Whalen thanked Joe for his hard work over the years. He raised the topic of potential capital projects, and Joe discussed ongoing construction near the building and current parking challenges. A subsequent discussion ensued.

Tacoma-Pierce County Tourism Authority - Dean Burke, President/CEO

Mr. Burke initiated his presentation by briefly discussing the organization's recent rebranding to align with a county-wide perspective. He provided an overview of the Tacoma-Pierce County Tourism Authority (TPCTA), highlighting its role as a destination marketing organization, convention & visitors bureau, and sports commission serving seven municipal contracts across Pierce County. Mr. Burke briefly described how visitors are defined and explained how the TPCTA measures hotel room night generation. He showcased marketing campaign photos and presented statistical information on room sales generated by various activities, the economic impact of tourism, historical hotel occupancy rates, visitor numbers, core market segments, and their impact on leisure tourism. He concluded with a brief summary of last year's visitor numbers, which exceeded their initial estimates.

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

Ms. Pritchard commenced her presentation by showcasing photos and requesting the same funding amount as the previous year. She expressed the APCC's longstanding goal of hosting this event within the City of Lakewood, but acknowledged the challenges encountered with Clover Park High School that have prevented local hosting the last few years but hope to in 2025.

Ms. Pritchard highlighted the significant growth of the Asian Pacific population in Lakewood since 2010 and emphasized the importance of celebrating this cultural heritage within the city. She estimated the event attendance to be around 8,000 people, although she suggested the actual number might be higher. She explained that admission is free except for those that help support the week-long event. The event format includes a prayer on the first day, youth-focused activities on days two and three, cultural education and language preservation on day four, fashion and promotions on day five, a grand dinner on day six, and a culminating day open to the public featuring a parade, dances, food, and various activities.

Ms. Pritchard concluded by acknowledging the ongoing funding support from the City of Lakewood and provided a brief historical overview of the Simonian people in Lakewood, highlighting the event's role in fostering understanding.

Member Burke commented how he supports all that they do and thanked her.

City of Lakewood PRCS – Various Events – Sally Martinez, Parks and Recreation Recreational Coordinator

Ms. Martinez began by expressing gratitude to the committee for their ongoing support of various events. She then provided an overview of the following events:

SummerFest: Ms. Martinez described SummerFest as a longstanding tradition, now in its 26th year. She emphasized its significance beyond attracting visitors and highlighted how the event contributes to a sense of community, encouraging people to relocate to Lakewood. SummerFest attracts approximately 40,000 attendees through statewide advertising and the involvement of over 200 organizations, with a focus on wellness, fitness, and art. She noted that 40% of attendees are new each year and showcased specific events and statistics from SummerFest.

Farmer's Market: The Farmers' Market has expanded to 14 weeks and Ms. Martinez discussed the survey process, shared statistics, highlighted internal events, and mentioned vendor satisfaction with the market's location, sales, layout, and arrangement of other activities. A discussion followed regarding visitor behavior at the market, the lack of September dates, the possibility of extending the market season, and potential staffing implications.

Summer Concert Concerts: The Summer Concert Series has grown in popularity, attracting attendees of all ages and cultures.

Saturday Street Festival: Ms. Martinez discussed the Jazz Night and Car Show theme of this year's festival, the origin of the participating cars, the event's quality and growth, its contribution to tourism and economic impact, its role in community development and engagement, and its cultivation of family traditions.

Fiesta De La Familia: Ms. Martinez described this remarkable event, providing a brief history of its origins and the impact of media coverage on its growth. She highlighted various events, shows, and artists featured at Fiesta De La Familia.

Martin Luther King Jr.'s Beloved Community Welcome Walk & 3 Workshops: Ms. Martinez introduced this new event, which supports the Diversity, Equity, and Inclusion (DEI) campaign. She explained the event's concepts, the keynote speaker Dr. John Scott (who his mentor was a former speechwriter for MLK Jr.), and the activities included. Ms. Martinez discussed funding support for the event, provided additional information about Dr. John Scott, listed the beloved community traits, and engaged in a discussion with committee members regarding workshops, location, and the event's potential.

Lakewood Chamber of Commerce – Memorial Day Concert - Linda Smith, President/CEO
Ms. Smith proposed a new event, the Memorial Day Concert. She explained that while Lakewood doesn't have a Veterans Day parade, the Chamber, in collaboration with its Armed Forces Connection Committee, would like to create a community-wide event to honor veterans during Memorial Day.

The concert would complement the Mountain View Memorial Service and feature both military and civilian bands, along with a commemorative ceremony. Ms. Smith requested

\$7,500 to support advertising and vendor costs. A subsequent discussion with the committee focused on the event venue and potential vendors.

Lakewold Gardens - Tourism – Justin Henderson, Executive Director, Lori Scharmach, Board of Trustee

Justin Henderson, the new Executive Director of Lakewold Gardens, began his presentation by introducing himself and sharing his relevant work experience. He expressed gratitude for the previous year's award, which significantly impacted the garden's marketing efforts, media presence, program offerings, and community outreach.

Looking ahead to 2025, Mr. Henderson outlined the garden's ambitious plans to expand its reach, host larger events, and attract more attendees. He highlighted the upcoming Winter Glow, Music from Home, and then discussed plans to utilize their garden venue by allowing for larger events, releasing event restrictions for events such as weddings, corporate retreats, and celebrations of life. While the garden will maintain appropriate guidelines, this flexibility aims to cater to a wider range of event needs.

Addressing questions and concerns related to recent property changes, Mr. Henderson provided insights into how these alterations may impact future events. He also introduced David LeClaire as the garden's new social consultant.

Mr. Henderson concluded his presentation by summarizing how Lakewold Gardens has effectively utilized LTAC funding to increase event capacity, enhance programs, and expand its marketing reach throughout the region.

Discussion Points

Chair Linda Smith initiated a discussion about making Lakewold Gardens more accessible to a wider audience through cost-effective measures. The group explored the possibility of offering a free day or discounts for Lakewood residents, as well as other strategies to make events more affordable for the community.

Lakes Cross Country Booster Club - Peter Johnson, President

Peter Johnson, President of the Lakes Cross Country Booster Club, began his presentation by discussing the upcoming 2024 cross country event, which was scheduled to take place the following day. He provided details about the event setup, equipment, and expected attendance, anticipating between 8,000 and 10,000 participants.

Mr. Johnson emphasized the booster club's role as a group of parents supporting the cross-country event. He presented a slideshow with statistics from the previous year, highlighting those 3,373 runners crossed the finish line, representing 111 teams from the region. Despite facing competition from an Oregon event, the 2024 competition has seen an increase to 123 club teams and middle schools, with approximately the same number of runners participating.

Mr. Johnson described the various runs during the event, the award ceremony, and provided additional statistical information regarding runner demographics and attendance. He discussed his collaboration with Brynn Grimley from the City of Lakewood on marketing strategies through the Nearcation marketing initiative.

He also explained how the booster club's equipment is utilized by other groups throughout the region and discussed the equipment, supplies, and awards purchased with last year's funding and partnerships. Mr. Johnson concluded his presentation with a summary of his hotel costs and a brief discuss on the jingle bell dash and future asks.

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

Ms. Smith began her presentation by stating the chamber's commitment to serving as the lead destination marketing organization for Lakewood. She emphasized their goal of attracting visitors and providing valuable tourist information and services to the public.

Ms. Smith explained the chamber's focus on individual consumer travel, their role as Lakewood's lead destination marketing authority, and their efforts to promote Lakewood as an affordable and attractive getaway destination. She outlined the target market, which includes Seattle-north, eastern Washington, Idaho, and Portland-south.

Ms. Smith provided data on visitor trends, marketing strategies and campaigns, the chamber's website, and upcoming videos and publications. She showcased a commercial and discussed advertising campaigns and the visitor guide and member directory.

Concluding her presentation, Ms. Smith introduced the 2025 concept for Lakewood's best-kept secret: Los Guerreros Panaderia

Mayor Whalen inquired about the types of visitors who frequent businesses in Lakewood. A brief discussion followed to explore this topic in more detail.

Lakewood Playhouse – Joesph Walsh, Producing Artistic Director

Mr. Walsh began his presentation by outlining the playhouse's goal of reestablishing its local, national, and international presence through the power of theater and community building. He expressed gratitude for the committee's support and the recently completed mural, which was created by the talented artist Jeremy Gregory, also the director of the production of "Godspell."

Mr. Walsh discussed the playhouse's plans to showcase the work of all production directors in their lobby. He then delved into their project activities, which include a journey of growth and change, rebuilding their reputation, ensuring financial responsibility and stability, developing a robust donor campaign, re-engaging with their mission, and promoting the City of Lakewood.

Mr. Walsh highlighted three key focal points: People, Programming, and Partnerships. He discussed each point, showcasing the board of directors, season directors, cast and creative team of "Godspell," programming, artwork, partnerships, and relevant statistics.

Concluding his presentation, Mr. Walsh emphasized that by focusing on culture, people, and policy, the playhouse can achieve a fiscally responsible and stable organization. He thanked the committee for their ongoing support.

Mayor Whalen initiated a discussion regarding the increased asking amount, inquiring about the reasons behind the increase.

City of Lakewood Communications – Marketing Promotions –Brynn Grimley, Communications Manager

Ms. Grimley began her presentation by discussing the accomplishments of the "NEARcation" campaign and outlining the project goal of promoting Lakewood's premier events under the NEARcation brand, aligning with the Lakewood City Council's vision and objectives.

Ms. Grimley provided a brief history of the marketing campaign, highlighting the events and statistical information supported. She explained the distribution of funding among the events, showcased the beneficiaries, and detailed the marketing and promotion strategies employed.

She then introduced the new 2025 Goals, which focus on promoting the city's premier events, maintaining a presence on well-ranked activity pages, and ensuring visibility in hotels, restaurants, and other activity pages. Ms. Grimley discussed plans to rebrand or refresh SummerFest.

Mayor Whalen inquired about statistical information regarding vendors and surrounding businesses. Ms. Grimley stated that while there is no current method to track this information within the department, there are paid services available that could provide this data at a significant cost. A discussion ensued about the potential benefits and drawbacks of acquiring this information.

Lakewood Historical Museum – Edward Voie, Vice President; Sue Scott, President

Mr. Voie began the presentation by providing a brief history of himself and introducing Sue Scott. He discussed the museum's continued growth in programs and events, while acknowledging the challenges posed by rising inflation costs.

Mr. Voie shared information about some of the museum's events and showcased photos of their theater, highlighting its prime location. Sue Scott then discussed the museum's renovation efforts, accompanied by photos, and briefly mentioned the significance of Ben, their banner.

Mr. Voie listed the films that have been displayed at the museum and showcased a photo of the bar. He highlighted the invaluable contributions of volunteers who handle fundraising, marketing, and museum operations throughout the year.

The presenters outlined the museum's expenses (\$66K) and estimated income (\$28K), revealing a shortfall of \$38K, which was the amount of their proposal request. They presented their goals, which include hosting 10 events, installing 2 markers, publishing 4 publications, maintaining 300 paid memberships, expanding the board, refreshing exhibits, and keeping the museum open 2-3 days a week.

The presentation concluded with a discussion of the museum's traffic-building programs, book library, murals, volunteers, festivals, events, and event space rental. The presenters expressed their gratitude for the committee's support.

Lakewood Sister Cities Association — International Festival - Connie Coleman-Lacadie, President

Due to last-minute changes in presentation schedules made by Chair Mayor Whalen, Ms. Coleman-Lacadie was unable to present. The committee members reviewed the proposal and funding request in her absence. After review of the proposal and funding request, the committee determined that the request was not higher than the previous year. Given this, and in light of the adjusted presentation schedule, the committee agreed to move forward with the proposal without requiring a formal presentation from Ms. Coleman-Lacadie.

GRANT FUNDING DECISIONS

Following a brief discussion, a proposal to approve proposals as submitted, totaling \$1,247,850 (\$101,850 capital and \$1,146,000 non-capital), was approved by all without further discussion.

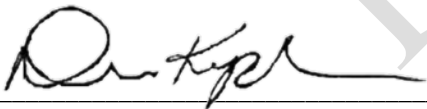
LAKWOOD LODGING TAX ADVISORY COMMITTEE RECOMMENDATIONS

2024 Requests for 2025 LTAC Grant Funds Applicant	Total Project Cost	Funding Request			Recommended Funding		
		Non-Capital	Capital	Total	Non-Capital (4%)	Capital (3%)	Total
Grave Concerns Association	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	15,000	-	15,000
Historic Fort Steilacoom Association	14,000	12,000	-	12,000	12,000	-	12,000
Asia Pacific Cultural Center	42,600	15,000	-	15,000	15,000	-	15,000
Tacoma-Pierce County Tourism Authority	4,206,749	150,000	-	150,000	150,000	-	150,000
Lakewold Gardens	200,000	200,000	-	200,000	200,000	-	200,000
Lakes Cross County Booster Club	9,500	7,000	-	7,000	7,000	-	7,000
Lakewood Chamber of Commerce	125,000	125,000	-	125,000	125,000	-	125,000
Lakewood Chamber of Commerce - Memorial Day Concert	7,500	7,500	-	7,500	7,500	-	7,500
Lakewood Historical Society & Museum	56,500	38,000	-	38,000	38,000	-	38,000
Lakewood Playhouse	342,113	100,000	-	100,000	100,000	-	100,000
Lakewood Sister Cities Association	23,950	23,500	-	23,500	23,500	-	23,500
City of Lakewood - Marketing Promotion	80,000	80,000	-	80,000	80,000	-	80,000
City of Lakewood - SummerFEST	270,000	210,000	-	210,000	210,000	-	210,000
City of Lakewood - Farmers Market	93,000	78,000	-	78,000	78,000	-	78,000
City of Lakewood - Pavilion Concert Series	54,000	30,000	-	30,000	30,000	-	30,000
City of Lakewood - Saturday Street Festival	20,000	10,000	-	10,000	10,000	-	10,000
City of Lakewood - Fiesta de la Familia	60,000	35,000	-	35,000	35,000	-	35,000
City of Lakewood - MLK Beloved Community	25,000	10,000	-	10,000	10,000	-	10,000
	\$ 5,644,912	\$ 1,146,000	\$ -	\$ 1,146,000	1,146,000	-	1,146,000
CPTC McGavick Center - Committed, Annual Payment	\$ 101,850	\$ -	\$ 101,850	\$ 101,850	-	101,850	101,850
	\$ 5,746,762	\$ 1,146,000	\$ 101,850	\$ 1,247,850	1,146,000	101,850	1,247,850
				2025 Available funds =>	\$ 1,324,752	\$ 2,366,457	\$ 3,691,209
				Ending Balance =>	\$ 178,752	\$ 2,264,607	\$ 2,443,359

ADJOURNMENT - Chair Mayor Whalen adjourned the meeting at 12:49 p.m.

For the full video of this meeting go to the [City of Lakewood YouTube channel](https://www.youtube.com/watch?v=9OqjFj7qcAY) and visit the following link: <https://www.youtube.com/watch?v=9OqjFj7qcAY>

Minutes:



Dana Kapla, Asst. Finance Director (Preparer)

Mayor Jason Whalen, Chair



To: Mayor and City Councilmembers

From: Tho Kraus, Deputy City Manager
Mary Dodsworth, Parks, Recreation & Community Services Director
Jeff Rimack, Planning & Public Works Director

Through: Tho Kraus, Deputy City Manager *Tho Kraus*

Date: November 12, 2024

Subject: Review of 2025 Fee Schedule Amendments

BACKGROUND

On an annual basis, the proposed fee schedule for the upcoming year is presented to the City Council for consideration and approval. Change to the proposed 2025 fee schedules are presented by in red, by section, with background/basis for the proposed change.

NEXT STEPS

Adopt 2025 Fee Schedule Amendments – November 18, 2024

ATTACHMENTS

- Summary of Recommended Changes
- 2025 Fee Resolution
- 2025 Fee Schedule (clean version)

1) Summary of Recommended Changes – Copies & Duplication

The Legal Department conducted a study based on 2023-2024 public records request data and on average it took 1.6 minutes of redaction time for every 1-minute video. The average cost (salary and benefits) of the employees performing this work is \$46.66 per hour or \$0.77 per minute.

Removed fee for engineering standards manual as they are available online and maybe printed through personal printers or private vendors such as Kinkos, Office Depot, Staples, etc.

Fee Type		Fee Amount
All		
	Taxes and Pass-Through Costs	All appropriate taxes and pass-through costs are added to fees when they are incurred, even if not specified in the fee schedule.
A. Copies/Duplication & Other Fees		
Legal/City Clerk		
	Certification of documents and Affixing City	\$0.15 per page + \$3.00
	Preparation of verbatim City Council minutes	\$50.00/hour
	Reproduction of City Council audio tapes	\$5.00
	CD-ROMs	\$1.00
Various Departments		
	Public Records:	
	Copies of Public Records	\$0.15 per page
	Scanned Public Records into Electronic Format	\$0.10 per page
	Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery.	\$0.05 cents per 4 files or attachments
	Transmission of public records in an electronic format.	\$0.10 per gigabyte
	Body Worn Camera Recording* / Video Redaction Fee	\$0.77 per minute
	Digital Storage Media or Device; Container or Envelope used to mail copies to requestor and postage/delivery charge.	Actual Cost
	Note: - Charges can be combined if more than one type applies. - Pursuant to RCW 42.56.120(2)(b), the City of Lakewood is not calculating/assessing all actual costs for copying records because to do so would be unduly burdensome for the following reasons: (1) The City does not have the resources to conduct a study to determine all actual copying costs for every actual cost type; and (2) To conduct such a study would interfere with other essential city functions; and (3) even if the City were to conduct such a study, the systems in place facilitate tasks other than public records production.	
	*Pursuant to RCW 42.56.240, the City 1) uses "redaction technology that provides the least costly commercially available method of redacting body worn camera recordings, to the extent possible and reasonable" pursuant to RCW 42.56.240(14)(f); and 2) will provide relief from the imposition of costs to those who demonstrate that they qualify for such relief pursuant to RCW 42.56.240(14)(e).	
	Non Sufficient Funds (NSF) Fee	\$25.00
	Extra Duty Contracts - Administrative Fee	\$2.00 per hour
	Extra Duty Contracts - Processing Fee	\$10.00 per invoice
	Lien Filing Fee	\$50.00 plus all recording fees
Community & Economic Development		
	Engineering Standards Manual	Cost plus 15%

2. Summary of Recommended Changes -Planning & Development Fees

General Increase in Hourly Rate

The current \$92.00 hourly rate will result in a \$600K shortfall in permit revenue achieving 100% cost recovery for 2025. Any failure to achieve full cost recovery will result in the general fund needing to make up the difference.

To avoid this the hourly rate was adjusted to \$120.00 to achieve full cost recovery. This prevents the general funds subsidizing of private development.

Base Fee

A \$90.00 non-refundable base fee was added to ensure permit intake processing costs were fully covered. In the past permits have been submitted and processed without fees being paid after a permit was deemed complete. These unpaid processing costs result in a direct impact to the general fund. The base fee will be paid at the time of submittal eliminating impacts to the general fund going forward.

Fee Type		Fee Amount
C. Planning and Development Fees		
Administrative Fee		
Base Fee		\$90.00
Technology Fee		2% of the total planning permit cost
Revenue & Finance - LMC Title 3		
Multi-Family Tax Exemption (MFTE) Applications (LMC 3.64.030)		
Conditional Certificate Application		\$800.00 \$1,000.00
Extension of Conditional Certificate of Application (going from 8 to 12 year)		\$500.00 \$625.00
Final Certificate of Application		\$500.00 \$625.00
8-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$800.00 \$1,000.00
12-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$1200.00 \$1,500.00

Business License Fees

Existing business license fees were insufficient to cover the full 2025 cost of the licensing program. Increasing licensing fees to \$90.00 allows the program to achieve full cost recovery while affording additional monies for business recruiting and retention efforts in the city.

Fee Type	Fee Amount
C. Planning and Development Fees	
BUSINESS LICENSE FEE SCHEDULE Business License & Regulation - LMC Title 5	
General Business License (GBL)	
General Business License (GBL)	\$60.00 \$90.00
Renewal of GBL	\$60.00
Specialty Business License Rates	
License Fee	
Temporary Business License	\$60.00
Temporary Business License Renewal	\$60.00
Pawnbroker Pawnshops	\$750.00 \$1,000.00
Second-hand and/or salvage dealers	\$150.00 \$250.00
Junk and/or salvage dealers	\$300.00 \$250.00
Transient Trader in second-hand property	\$53.00 \$250.00
Private Sales	No Fee
Flea Markets	\$750.00 \$1,500.00
Adult Cabaret Manager and Entertainer	\$150.00
Adult Entertainment Establishment	\$1,125.00 \$2,500.00
Panoram Premises License	\$1,125.00 \$2,500.00
Panoram Device License	\$75.00 \$250.00 per device
Panoram Owner License	\$1,125.00 \$5,000.00
Panoram Manager License	\$113.00 \$500.00
Carnivals and Circuses	\$150.00 \$250.00 per day
- Five or less machines or devices	\$75.00 \$150.00 per week*
- Five or more	\$15.00 \$25.00 per week per device*
* Alternative to device fees	\$150.00 annual fee
Wrecker License	\$150.00 \$250.00
Public Dances, Cabarets, Dance Halls and Teenager Dances	
License Fee	
Cabaret	\$750.00
Public Dance Hall	\$150.00
Public Dances (per night)	\$53.00
Public Dances (annually)	\$150.00
	(maximum of four per year)
Teenager Dances	Same as Public Dances
Massage Businesses	
License Fee	
Massage Business License	\$75.00 Based on Annual Gross Revenue
Massage Manager	\$75.00 No Fee
Bathhouses	
License Fee	
Public Bathhouse	\$750.00 \$150.00
Bathhouse Attendant	\$113.00 \$500.00
Bathhouse Manager	\$113.00 \$500.00
Other	
License Fee	
Outdoor Public Music Festivals	\$1,125.00 \$2,000.00 per day of festival event
Bondsmen	\$750.00 \$1,500.00
Theaters	\$150.00 \$250.00 per screen per year
Transfer of license fee (commercial kennel or cattery, hobby kennel, foster kennel, private kennel, grooming parlor, or pet shop)	No fee
Commercial Kennel/Cattery (6-50 dogs/cats)	\$100.00 plus \$2.00 per dog/cat \$300.00
Commercial Kennel/Cattery (over 50 dogs/cats)	\$100.00 plus \$200.00 \$500.00
Solicitors and Peddlers	\$75.00 \$150.00 per solicitor or peddler

Rental Housing Safety Program

The Rental Housing Safety Programs \$12.00 flat rate fee results annually in a \$125K +/- shortfall to 100% cost recovery for the program. Increasing the rate to a \$50.00 base fee and a \$20.00 fee per additional unit fee allows the program to achieve 100% cost recovery. This prevents the general fund from subsidizing costs that should be paid by the rental owner.

Fee Type	Fee Amount
C. Planning and Development Fees	
Rental Housing Safety Program - LMC Title 5	
Rental Housing Safety	
Permit Fee	
Detached Single Family Rental Flat Fee Per Unit	\$12.00 \$50.00
Multi-Family Rental Flat Fee Per Unit	\$12.00 \$50.00 first unit, \$20.00 each additional unit
Late Fee for Rental Housing Registration (up to one month past due):	
Any applicant or licensee who fails to make application for a Rental Housing license or renewal, within 30 days after expiration of their rental license or of the commencement of business in the case of a new rental business, shall be subject to a late application fee, computed at 100 percent of the cost of the applicable license fee.	
Certificate of Compliance	No Charge
Certificate of Compliance Transfer to New Owner	No Charge
Initial Safety Inspection	No Charge
Reinspection	\$125.00
Rental Housing Inspector's Initial Registration	\$0.00
Rental Housing Inspector's Annual Renewal	\$10.00 \$60.00

Geographical Information Systems

Changed the incremental rate of \$12.50 per 15 minutes to \$120.00 per hour.

Fee Type	Fee Amount
C. Planning and Development Fees	
Geographical Information Systems (GIS)	
LABOR COSTS: Labor costs for preparation of requested GIS information shall be billed on a quarter of an hour (15-minute) basis, at the rate of \$12.50 per fifteen (15) minute period of labor, in addition to any applicable mapping and/or electronic media costs, set forth below:	\$120.00 per hour
Standard Mapping Products	
Photo Quality Paper (11 X 17)	\$15.00 each
Wall Map (22 X 34)	\$20.00 each
Wall Map (33 X 44)	\$25.00 each
ELECTRONIC MEDIA: CD-ROM	\$15.00

Public Works

2024 fees were divided by the existing hourly rate of \$92.00/hour to determine the number of hours allotted for review based on permit type. The number of review hours was then multiplied by the new \$120.00/hour rate to determine the 2025 permit fee.

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Public Works - LMC Title 12		
Site Development Permit <i>(covers site work, including erosion control, clearing, grading and drainage)</i>		
	Project Value	Permit Fee
	\$0 - 15,000	\$920.00
	\$15,001 - \$50,000	\$1,840.00
	\$50,001 - \$150,000	\$4,600.00
	\$150,001 - \$1,000,000	\$8,280.00
	Over \$1,000,001	\$16,560.00
Project Value is defined as the value of all improvements outside the building footprint.		
Right-of-Way Development Fees		Permit Fee
Right-of-Way Permit <i>(authorization to use right-of-way for minor construction, parking or other non-intrusive use)</i>		\$184.00 \$240.00 plus any staff time in excess of 2 hours at \$92.00 \$120.00 per hour
Annual Right-of-Way Permit <i>(authorization for utility companies to use right-of-way for non-intrusive maintenance activities)</i>		\$500.00 \$680.00
Oversize Load Permit <i>(all vehicles in excess of legal weight or size limitations according to RCW 46.44 shall obtain an oversize load permit prior to operating on Lakewood streets)</i>		Individual \$184.00 \$240.00 Annual \$552.00 \$680.00 Additional costs shall apply if police escorts or signal technician work is required.
Reinspection Fee <i>(to cover cost of each reinspection, required in conjunction with a Right-of-Way Permit, necessary to assure compliance with the requirements of the permit)</i>		\$92.00 \$680.00
General Inspection Fee <i>(for inspection not otherwise listed)</i>		\$92.00 per hour \$680.00
Miscellaneous Permits <i>(any Public Works permit not covered by the fee schedule, if performed by an employee)</i>		Rate will be based on actual hourly costs, plus benefits (30%), operating costs (16%) and central services costs (16%) \$680.00
Professional Services Contracts <i>(any private or public professional service contract needed)</i>		Rate will be billed 100%, plus 10% administrative charges \$680.00
Pavement Degradation Fee (PDF): <i>(recovers loss in pavement serviceability due to pavement cuts):</i>		
	Road Material, Type, PCI Score	PDF Fee
	Flexible, High Volume, In moratorium	\$85.00 per square yard
	Flexible, High Volume, PCI 100-85	\$42.00 per square yard
	Flexible, High Volume, PCI 84-70	\$34.00 per square yard
	Flexible, High Volume, PCI 69-50	\$25.00 per square yard
	Rigid, High Volume, In moratorium	\$164.00 per square yard
	Rigid, High Volume, PCI 100-85	\$82.00 per square yard
	Rigid, High Volume, PCI 84-70	\$66.00 per square yard
	Rigid, High Volume, PCI 69-50	\$49.00 per square yard
	Flexible, Med-Low Volume, In moratorium	\$54.00 per square yard
	Flexible, Med-Low Volume, PCI 100-85	\$27.00 per square yard
	Flexible, Med-Low Volume, PCI 84-70	\$22.00 per square yard
	Flexible, Med-Low Volume, PCI 69-50	\$16.00 per square yard
	Rigid, Med-Low, In moratorium	\$142.00 per square yard
	Rigid, Med-Low, PCI 100-85	\$71.00 per square yard
	Rigid, Med-Low, PCI 84-70	\$57.00 per square yard
	Rigid, Med-Low, PCI 69-50	\$43.00 per square yard
Right-of-Way Vacation Permit <i>("Sale" or vacation of city right-of-way to abutting property owners)</i>		\$1,840.00 \$1,920.00
Street Opening Permit <i>(Used to install new or repair/upgrade existing private and public facilities located in a street right-of-way; includes pavement cuts, excavation, traffic control, etc.)</i>		\$920.00 \$120.00 plus any staff time in excess of 10 hours at \$92.00 \$120.00 per hour

Environmental

Fees were recalculated using the new hourly rate of \$120.00.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
SEPA & Wetland Fees Environmental - LMC Title 14	
Projects Inside Downtown Subarea Plan Boundaries	
SEPA-Notice of Consistency with Planned Action State Environmental Policy Act (Process I and II applications LMC section)	\$120.00
Downtown Subarea Planned Action Transportation Mitigation Fee (TMF)	\$2,174.00 \$2,718.00 per PM peak hour
All Project Areas	
Permit Fee	
Critical Area Review	\$1,565.00
Flood Plain Agreement	\$480.00
Written Shoreline Exempt Determination (The fee applies only to requests for a written determination by the Community and Economic Development Planning & Public Works Department that the project is exempt from the Shoreline Master Program.)	\$150.00 \$190.00
Revised SEPA Determination	\$720.00
Environmental Impact Statement (EIS)	\$3,200.00 \$4,000.00 plus preparation at contract rate to be determined
SEPA-State Environmental Policy Act Checklist-Flat Rate (LMC Section)	\$1,565.00
SSDP - Shoreline Substantial Development Permit	\$2,300.00 \$3,000.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
SCUP - Shoreline Conditional Use Permit/Shoreline Variance	\$2,300.00 \$3,000.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Reasonable Use Exception other than residential (RUE)	\$1,840.00 \$2,300.00 plus \$2,500.00
⁽¹⁾ Hearing Examiner Fees	
Where Examiner Review is required for any related use permit, appeal, etc., the applicant is responsible for and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.	

Residential & Commercial Flat Fee

2024 fees were divided by the existing hourly rate of \$92.00 to determine the number of hours allotted for review based on permit type. The number of review hours was then multiplied by the new \$120.00 hourly rate to determine the 2025 permit fee. Fees were recalculated using the new hourly rate.

Six (6) different permit types were reduced to two (2) and a single fee was developed for demolition permits.

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Building & Construction Fees - LMC Title 15		
GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS Building Permit Fees		
Plan Review Fees		
Plan review fees shall be 65 percent (65%) of the Building Permit Fee with a minimum fee of one hour (\$92.00) Plan review for residential site-specific base plans shall be \$500.		
Residential & Commercial	Plan review fees shall be 65 percent (65%) of the Building Permit Fee (Min 1 hour)	
Residential Building Permits Flat Fee		Permit Fee
Manufactured Home Setup Permit		\$240.00
Manufactured Home installed in a mobile home park		\$240.00
Demolition Permit-Single Family (including duplex)		\$200.00 \$240.00
Re-Roofing		\$240.00
Spa or Hot Tub		\$240.00
Pool		\$240.00
Commercial Building Flat Fee Permits		Permit Fee
Certificate of Occupancy		\$240.00
Temporary building installation and removal (i.e. job shack/office)		\$240.00
Demolition Permit- Commercial/Multi-Family (including mobile home parks)		\$240.00
	Less than 10,000 square feet	\$200.00
	10,000 to 100,000 square feet	\$400.00
	100,000 square feet or more	\$600.00
Other		
	Single Family (including duplex)	\$200.00
	Residential Accessory Building	\$100.00
	Mobile Home Setup Permit	\$184.00
Basic Development/Plan Set Fees		Permit Fee
Plan sets approved for construction which may be used multiple times on different lots.		
Setup Fee for Establishing a Basic Plan Set		\$240.00
Establish Basic Plan Set (See Valuation Table for Building Permit fee)		1/2 Residential Permit Fee
Utilization of Basic Plan Set		65% Residential Permit Fee and \$230
Revisions of Issued Building Permit (exempt from base application fee)		Permit Fee
Commercial Building Permits		\$720.00
Residential Building Permits		\$360.00

Miscellaneous Fees

Expedited plan review rates for LMC 12, 14, 15, 16, 18 were implemented as a new process for 2025. A 30% surcharge is being provided to cover planning & public works personnels time handling and inspecting the projects.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Miscellaneous Fees	
<p>Reinspection Fee-Per occurrence Whenever an Inspection is requested but the project is not yet ready for inspection, if access to the site is prevented, or if temporary silt and erosion control measures are not in place, a fee shall be paid of an hourly rate beginning with the third inspection for the same issue.</p>	<p>Permit Fee \$120.00</p>
<p>Investigation Fee Whenever any work for which a permit is required by this code has commenced without first obtaining such permit, an investigation fee shall be paid in an amount equal to the permit fee for such project, in addition to the required plan review and permit fees</p>	<p>\$120.00</p>
<p>Expedited Plan Review Building</p>	<p>City will retain the 65% Plans review Fee</p>
<p>Expedited Plan Review LMC Title: 12, 14, 15, 16, 18</p>	<p>30% in addition to the application cost</p>
<p>Washington State Building Code Council - surcharge per building permit. There is imposed a fee of six dollars and fifty cents on each residential building permit and a fee of twenty-five dollars for each commercial building permit issued by a county or a city, plus an additional surcharge of two dollars for each residential unit, but not including the first unit, on each building containing more than one residential unit. (RCW 19.27.085)</p>	<p>Residential: \$6.50 for 1st unit plus \$2.00 for each additional unit Commercial: \$25.00 each</p>
<p>State Building Code Council (SBCC) Surcharge – Residential</p>	<p>\$6.50 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085</p>
<p>State Building Code Council (SBCC) Surcharge – Commercial</p>	<p>\$25.00 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085</p>

General Comments

Hourly permit rates were updated from \$92.00 to \$120.00 to ensure full cost recovery in 2025.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
General Comments	
1)	Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits may be subject to an investigative fee.
2)	Additional inspection outside of normal business hours or investigative fee rates are calculated at \$92.00 \$120.00 per hour (2 hour minimum).
3)	A reinspection fee shall be calculated at \$92.00 \$120.00 per occurrence.
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$92.00 \$120.00 per hour of staff time expended.
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$92.00 \$120.00 per hour.
6)	Expedited plan review by the use of outside consultants for plan checking and/or inspections will be the actual cost calculated by outside consultant. The consultant fees shall be paid directly to the outside consultant. Thereafter, the Building Official will adjust the City's building permit review fees.
7)	The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees as assessed.
8)	Any time the use of a building or tenant space is changed, a change of use permit is required. The fee for a change of use permit is \$250.00. If alterations to the space are to be performed, additional permits and fees may be required such as building permit, plumbing permit, mechanical permit, etc. Please note that an electrical permit may be required for changes to the electrical service or wiring.
9)	Foundation only permit for phased commercial and multifamily projects, 10 percent of the ICC Building Valuation.
10)	Shell only permits for phased commercial and multifamily building, 80 percent of the ICC Building Valuation per square foot.
11)	Review of minor additions or revisions to plans before permit issuance, \$92 per hour, minimum, one hour. Major revisions to plans will require a new plan review fee. Revisions submitted in response to plan review comments do not require additional plan review fee. Shell only permits for phased commercial and multifamily buildings, 80 percent of the ICC Building Valuation per square foot.
12)	Review of minor additions or revisions to plans after permit issuance, \$92 \$120.00 per hour, minimum, one hour.
13)	Review of deferred submittals, \$92 \$120.00 per hour, minimum one hour.
14)	Tenant improvements for shell building, 50 percent of the ICC Building valuation per square foot. Said tenant improvement is limited to nonstructural tenant alterations not included in the building permit for the new shell building. This work is limited to improvements of previously unoccupied space.
15)	Work without permits; double fees for building permits and plan review fees.
16)	Building permit extension (after two extensions have been previously authorized by the Building Official. The fee is 0.5 hours at the CED hourly rate (see Staff Review Fees under Other Fees section).

Mechanical Permit Fees

Flat rate fees were updated from \$92.00/hour to \$120.00/hour to ensure full cost recovery in 2025.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Mechanical Permit Fees (exempt from base application fee)	
New Single Family Residences and Duplex (per unit) Flat Fee	\$175.00 \$240.00
Residential (Prescriptive Design)	\$175.00 \$240.00
Commercial and Non-Prescriptive Residential	Per Valuation w/ Minimum \$175.00
New Commercial Building and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.	
Project Valuation	Permit Fee
Up to \$5,000	\$85.00
\$5,000 - \$100,000	\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
> \$100,000	\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.

Mechanical Review Fees

Added new equipment unit schedule and fee for thermostat.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Mechanical Review Fees	
When plan reviews and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit Fee.	
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below:	
Equipment Unit Schedule Description	Fee
Permit Issuance	\$34.00
Issuing supplemental permits	\$12.00
Furnaces up to and including 100,000 BTU	\$22.00
Furnaces over 100,000 BTU	\$29.00
Appliance vents	\$12.00
Repair or additions to A/C systems	\$22.00
Boilers, compressors and absorption systems up to and including 3 horsepower	\$29.00
Boilers, compressors and absorption systems over 3 horsepower and including 15 horsepower	\$53.00
Boilers, compressors and absorption systems over 15 horsepower and including 30 horsepower	\$76.00
Boilers, compressors and absorption systems over 30 horsepower and including 50 horsepower	\$100.00
Boilers, compressors and absorption systems over 50 horsepower	\$123.00
Air handlers up to and including 25 tons	\$18.00
Air handlers over 25 tons	\$29.00
Evaporative coolers	\$41.00
Ventilation and exhaust (fans and hoods)	\$18.00
Incinerators, domestic type	\$29.00
Incinerators, international type	\$41.00
Each gas piping from 1 to 5 outlets	\$12.00
- Additional outlets per outlet	\$3.00
Thermostat	\$12.00
Miscellaneous	\$18.00

Plumbing Permit Fees

Flat rate fees were updated from \$92.00/hour to \$120.00/hour to ensure full cost recovery in 2025..

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Plumbing Permit Fees	Permit Fee
New Single Family Residences and Duplex (per unit) flat fee	\$225.00 \$240.00
New Commercial Buildings and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.	
Project Valuation	Fee
Up to \$5,000	\$85.00
\$5,000 - \$100,000	\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,000 and up	\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.

Plumbing Review Fees

Added notes to clarify fees and additional charges.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Plumbing Review Fees	Permit Fee
When plans and/or inspections are required, the plan review fee shall be calculated at 25% of the Permit Fee.	
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below.	
Equipment Unit Schedule	Fixture Fee
Permit Issuance	\$34.00
Issuing supplemental permits	\$12.00
Furnaces up to and including	\$22.00
Each plumbing fixture with one trap	\$12.00
Each building sewer	\$22.00
Each drain for indoors rainwater system	\$12.00
Each cesspool	\$35.00
Each private sewage disposal system	\$59.00
Each water heater and vent	\$12.00
Each gas piping from 1 to 5 outlets	\$12.00
General	
1) All fees included plan review and two inspections	
2) Additional inspections fee will be calculated at the rate of \$93.50 per hour.	
3) After hour inspection fees will be calculated at the rate of \$140.25 per hour with a minimum of 2 hours.	
4) Work without permit: fees will be doubled for work being conducted without approved permits.	

Fire Permits

Rates were adjusted by West Pierce Fire and Rescue to achieve 100% cost recovery of their operating costs.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Fire Permit Fees - LMC Title 15	
Fire Alarm Systems	
Tenant Improvements (1st four zones)	\$215.00 plus \$6.00 (per
- Additional zones	\$54.00 (each)
Residential (one and two-family dwellings)	\$215.00 plus \$6.00 (per
Commercial and Multi-Family (1st four zones)	\$325 plus \$6.00 (per device)
- Additional zones	\$54.00 (each)
- Sprinkler supervision only	\$270.00
Fire Alarm Permit Fee for upgrading of an existing system	50 percent (50%) of the fee
Fire Alarm Plan Review Fee	25 percent (25%) of the
Underground Sprinkler Supply	
<i>(includes plan review, inspection and testing)</i>	
Underground Sprinkler Supply	\$325.00 \$280.00
New Suppression Systems (Halon, CO2, Dry Chemical, FM200, Integren, etc.): Alternative Suppression Systems	
- 1 to 5 nozzles	\$200.00 \$280.00
- Over 5 nozzles	\$200.00 \$280.00 plus \$20.00 per
- Bottle(s)	\$30.00 per bottle
Above Ground Fire Sprinkler Systems	
Permit Fee	
The fee for fire sprinkler systems shall be based on the Building Permit Fee Table. The valuation shall be based on the per square foot figure of sprinkler systems as established by policy in accordance with nationally-recognized standards.	
Plan Review Fee (for the fire sprinkler systems are in addition to the permit fee)	25 percent (25%) of the permit fee, with a minimum of \$125.00.
Tenant Improvements (relocation and addition to existing system)	valuation 20 percent (20%)
System	
\$270.00	
Standpipes (includes review, inspection and	
Permit Fee	
Temporary Standpipe	\$162.00 \$187.00
Class I	\$184.00 \$374.00
Class II	\$297.00 \$187.00
Class III	\$318.00 \$187.00

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Other Fire Code Construction permits	
Compressed Gases—Install, Modify, Repair or Abandon	\$200.00 \$280.00
Cryogenic Fluids—Install or Modify	\$200.00 \$280.00
Emergency Responder Communication Coverage System - Install or Modify	\$200.00 \$280.00
Energy Storage Systems	\$374.00
Fire Pumps Installations (includes review, inspection and testing fees)	\$540.00 \$280.00
Fuel Cell Power Systems	\$280.00
Gas Detection Systems	\$280.00
High-Piled Combustible Storage	\$280.00
Industrial Ovens—Installation	\$125.00 \$280.00
LP Gas—Installation of Storage and/or Distribution System	\$200.00 \$187.00
Motor Vehicle Repair Rooms and Booths	\$280.00
Private Fire Hydrants	\$187.00
Smoke Control or Smoke Exhaust Systems	\$280.00
Special Event Structure	\$187.00
Spraying or Dipping Operations—Installation or Modification of Spray Booths, Room or Dip Tank	\$200.00 \$280.00
Temporary Membrane Structures or Tents	\$187.00
Flammable and Combustible Liquids	
Commercial Power Generator Installations (includes review, inspection and testing fees)	\$350.00
Installation of Modification of Commercial Tank, Piping or Distribution System	\$250.00
Installation of Modification to Pipeline System	\$125.00
Removal of Abandoned Tank in Place of Residential Tank	No Fee
Removal or Abandoned in Place of Residential Tank	\$55.00
Hazardous Materials	
Permit Fee	
New facility plan review – up to 2 hours plan review time and inspection	\$374.00
Plan review over 2 hours	\$93.50 per hour
System or facility modifications	\$280.00
Hazardous Materials—Installation, Repair, Abandon or Remove a Facility	\$125.00
Other Fees	
–Additional inspection fees may be	\$50.00 for each additional inspection
–After hours inspections	\$75.00 hour (1-hour minimum)
Battery Systems – Capacity over 50 Gallons	\$125.00
Emergency Responder Radio Coverage System – Install or Modify	\$200.00
Solar/Polarvoltaic Power Systems (Commercial)—Installation and Modification	\$125.00
Fireworks Fees	
1) Fees for temporary fireworks stand permit	\$100.00
1)-2) Fees for a public display permit	\$245.00 \$280.00
2)-3) A liability insurance policy (ies) is/are required in accordance with the Fireworks Ordinance for both fireworks stands and public displays as follows: - \$500,000 for injuries to any one person in one accident or occurrence; - \$1,000,000 for injuries to two or more persons in any one accident or occurrence; - \$500,000 for damage to property in any one accident or occurrence; and/or - \$1,000,000 combines single limit for any one accident or occurrence	
3)-4) A bond for clean-up is required in accordance with the Fireworks Ordinance for all fireworks stands (in a bond or cashiers check)	\$500.00

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
False Fire Alarms	
In the event of more than two false alarms in any 12 month period, the Fire chief may charge a fee for fire department response as specified below:	
- First and Second False Alarms	No Fee
- Third False Alarm	\$100.00
- Fourth and Additional False Alarms	\$250.00
EXCEPTION: False alarms resulting from the failure of a fire alarm service technician notifying the central, proprietary or remote monitoring station shall be billed at the rate of \$250.00 for each occurrence.	\$270.00 for each occurrence
Fire Code Permit Fees	
All fire code operational permits required by section 105.5 shall be assessed a fee.	\$110.00
The following are annual fees, except where noted, in accordance with Section 105 of the International Fire Code.	
Permit charges may be waived by the Fire Chief or Fire Marshal for the following: Activities of Washington State non-profit corporations and/or civic or fraternal organizations which possess an IRS tax exempt status. Proof of IRS tax exempt shall be presented at the time of permit application. Non-profit organizations may be charged 1/2 of the listed occupancy permit fees. However, any group shall be assessed a full permit fee if the approved conditions of the permit are modified or not adhered to by the applicant.	
Permit Type	Fee
Aerosol products	\$110.00
Aircraft Refueling Vehicle	\$110.00
Amusement Buildings	\$110.00
- Haunted House - Commercial	\$110.00
- Bazaars, Boutiques, Booths or	\$110.00
- Flea Markets	\$110.00
Aviation Facilities	\$110.00
Carnivals and Fairs	
- Commercial	\$110.00
- Fairs, Bazaars, Farmers Market,	\$110.00
- Special Events - Outdoors	\$110.00
Cellulose Nitrate Film	\$110.00
Combustible Dust Producing	\$110.00
Combustible Fiber Storage	\$110.00
Compressed Gases	\$110.00
Covered and Open Mall Buildings	\$110.00
- Kiosks, Concessions, Booths, Etc.	\$110.00
- Used for Assembly (Limited)	\$110.00
- Use of Open Flame (Limited)	\$110.00
- Display of Flammable Liquid or	\$110.00
Cryogenic Fluid	\$110.00
Cutting and Welding	\$110.00
Dry Cleaning	\$110.00
Dust Producing Operations	\$110.00
Explosives - Manufacture, Store, Handling, Sale or Use	\$110.00
Fireworks Stand, Limited	\$110.00
Flammable/Combustible Liquids	\$110.00
Fruit and Crop Ripening	\$110.00
Fumigation and/or Insecticidal	\$110.00
Hazardous Material - Store, Transport, Dispense, Use or Handle	\$110.00
HPM Facilities	\$110.00
High Pile Storage	\$110.00
Hot Work Operations	\$110.00
Industrial Ovens	\$110.00
Liquid or Gas Filled Vehicles/Equipment in Assembly Bldgs.	\$110.00
Lumber Yards and Woodworking	\$110.00

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Magnesium-		\$110.00
Mall (Covered)		\$110.00
-Kiosks, Concessions, Booths, etc:		\$110.00
-Used for Assembly (Limited)		\$110.00
-Use Open Flame, etc. (Limited)		\$110.00
-Display Flammable Liquid or		\$110.00
Motor Vehicle Fuel Dispensing-		\$110.00
Organic Coatings		\$110.00
Ovens-Industrial		\$110.00
Parade Floats (limited)		\$110.00
Place of Assembly		\$110.00
Haunted House-Commercial		\$110.00
Bazaars, Boutiques, Booths or		\$110.00
Flea Markets		\$250.00
Other Special Events (Limited)		\$110.00
Pyrotechnical Special Effects-		\$110.00
Radioactive Material		\$110.00
Refrigeration Equipment		\$110.00
Repair Garages		\$110.00
Spraying and Dipping		\$110.00
Tents and Canopies		\$110.00
Tire and Storage		\$110.00
Welding and Cutting		\$110.00
Equipment Unit Schedule		Permit Fee
- Additional outlets per outlet		\$3.00
Each waste incinerator		\$12.00
Water piping or water treating system		\$12.00
Repair or alteration of drainage or vent		\$12.00
Backflow device for lawn sprinklers		\$12.00
Vacuum breakers from 1 to 5		\$12.00
- Additional units over 5 per each		\$3.00
Backflow device for other systems over 2 inches in diameters		\$24.00
Cross connection of reclaimed water system		\$47.00
Each graywater system		\$59.00
Medical gas system from 1 to 5 outlets		\$71.00
- Additional outlets over 5 per each		\$12.00
Tax Incentive Urban Use Center Fees		
-Application Fee		\$150.00 plus \$25.00 per multi-family unit, up to a maximum fee not to exceed \$300.00
-Pierce County Assessor Processing Fee (specific to the Tax Incentive Urban Use Center Application Fee)		\$100.00
-Extension to Conditional Certificate		\$50.00

Land Use Subdivision

2024 fees were divided by the existing hourly rate of \$92.00/hour to determine the number of hours allotted for review based on permit type. The number of review hours was then multiplied by the new \$120.00/hour rate to determine the 2025 permit fee.

Staff Consultation was added for pre-permit activity which allows for a 30-minute meeting with staff that can within 12 months be credited to a permit on the same parcel the staff consult was for.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Land Use & Subdivision - LMC Title 18	
Plat/Subdivision Fees Pre Permit Activity	
Staff Consult (cross-functional mix of review team members thlp identify potential requirement for developing a single residential parcel (30 minute maximum))	Permit Fee \$240.00
Pre-Application Conference (detailed analysis, department prepares a meeting summary)	\$150.00 \$480.00 - Of this amount, \$100.00 \$240.00 can be applied to related permits filed within sixty (60) 365 days of the preapplication conference
Hourly Rate Meeting (specific to LMC or project conditions, 1 hour minimum)	\$120.00
Administrative Land Subdivision & Land Use Decisions (Type I & II)	
Permit Fee	
Short Plat Subdivision (SPLAT)	
Preliminary Plat	\$3,850.00 plus \$100.00 per lot; plus \$2,500 hearing examiner deposit (#)
Preliminary Amendment	\$1,565.00
Final Plat	\$2,869.00 \$2,750.00 plus \$50.00 per lot
Plat Alterations (after final plat approval) Final Alteration	\$1,434.00 \$2,500.00 plus \$2,500 hearing
Short Plat	\$3,500.00
Short Plat Amendments	\$1,000.00
Binding Site Plans (BSP)	\$2,200.00 \$2,869.00
Binding Site Plan Alteration	\$1,434.00
Boundary Line Adjustments (BLA)/Lot Recording Fees	\$600.00 Fees Not Included
Hearing Examiner and City Council Decisions (Type III & IV)	
If an application requires a Hearing Examiner decision, fees will be assessed. ⁽¹⁾	
Permit Type	
Permit Fee	
Conditional Use Permits (CUP) ⁽¹⁾	\$2,869.00 \$2,200.00 plus \$2,500.00 hearing examiner deposit (#)
Conditional Use Permit-Minor Modification	\$717.00
Conditional Use Permit-Major Modification ⁽¹⁾	\$1,434.00
Conditional Use Permit-Shoreline ⁽¹⁾	\$2,869.00
Plat Amendment (before final plat approval) Plats Preliminary (PPLAT) ⁽¹⁾	\$4,565.00 + \$100.00 per lot
Preliminary Amendment - Minor Type II	\$1,565.00 \$660.00 plus \$100 per lot; \$2,500.00 hearing examiner deposit (#)
Preliminary Amendment - Major Type III ⁽¹⁾	\$2,680.00 \$1,320.00 plus \$100 per lot; plus \$2,500.00 hearing examiner deposit (#)
Final	\$2,869.00
Final Alteration ⁽¹⁾	\$1,565.00
Public Master-Facilities Master Plan	\$2,869.00 \$2,200.00 plus \$2,500.00 hearing examiner deposit (#)

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Variances If an application requires a Hearing Examiner decision, fees will be assessed ⁽¹⁾	Permit Fee
Critical Area/Engineering/Shoreline/Zoning	
Variance Type I	\$520.00
Variance Type II	\$780.00
Variance Type III (1)	\$1,565.00
Critical Area/Engineering/Shoreline/Zoning	\$780.00
Major Variances	\$1,200.00 plus \$2,500.00 hearing examiner deposit ⁽²⁾
Major Variances for single family dwelling - (where project valuation does not exceed \$12,000)	\$660.00
Administrative Variances	\$400.00
Administrative Use Permits	\$1500.00
Temporary Use Permits	\$200.00
Major Modifications of Permit Approval	1/2 of original permit cost
Minor Modifications of Permit Approval	1/4 of original permit cost
Appeals & Reconsiderations	Permit Fee
If an application requires a Hearing Examiner decision, Fees will be assessed ⁽¹⁾	Permit Fee
Reconsideration of a Decision of the Hearing Examiner ⁽¹⁾	\$391.00 \$300.00 plus \$2,500.00 hearing examiner cost deposit ⁽²⁾
Appeal of the Administrative Officer's Decision ⁽¹⁾	\$587.00 \$450.00
Appeal of SEPA Determination ⁽¹⁾	\$587.00 \$450.00
Requests for Amendments to Plans & Regulations	Permit Fee
If an application requires a Hearing Examiner decision, Fees will be assessed (1)	Permit Fee
Amendments to the Comprehensive Plan & other related policy documents	\$2,740.00 \$2,100.00
Amendments to Development Regulations	\$3,391.00 \$2,600.00
Amendments to the Shoreline Master	\$4,173.00 \$3,200.00
Site-Specific Rezone	\$4,043.00 \$3,100.00
Small Wireless Facilities Fees	Permit Fee
Small Wireless Franchise Fee Deposit. Requires a deposit of \$5,000.00 with Small Wireless franchise application. The deposit is intended to cover all administrative expenses incurred by the City (including staff/consultant related time) associated with the review of each franchise application and associated franchise negotiations. Additional fees may apply if additional staff/consultant related time is necessary. Any application fee deposit monies not used for administrative expenses associated with the review of each franchise application and franchise negotiation will be returned to the applicant following the approval or denial of the franchise by the City Council. This administrative fee excludes normal permit fees required for work within the City Rights-of-way. City personnel will be tracking all hours expended for each Small Wireless application review and franchise negotiation. This deposit may also be applied to administrative costs associated with negotiate a Master License Agreement for Small Wireless Facilities on City Facilities.	\$5,200.00 Deposit \$5,000.00
Small Wireless Facilities Fees (per facility)	Permit Fee
Small Wireless Facility Permit Fee (per facility)	\$100.00
Small Wireless Facility Annual ROW Access Fee (in lieu of ROW permits)	\$280.00 \$270.00
Small Wireless Facility Pole Attachment Fee ("Rent" per facility on City facilities) - This fee is prorated based on the number of days covered from Rent Commencement Date to December 31.	\$280.00 \$276.75
Small Wireless Facility Pole Replacement Fee (per replaced pole)	\$280.00 \$1,000.00

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Significant Tree Removal Permit	Permit Fee
<p><u>Note:</u></p> <p>1. All fees subject to technology fee surcharge, rounded to the nearest whole number.</p> <p>2. Tree removal permit is separate from any SEPA application fee and related mitigation.</p> <p>3. For subarea plans, the tree removal fee is charged based on the underlying zoning.</p>	
Off-Site Tree Replacement Permit, three (3)-inch (when trees are not being replaced onsite)	\$588.00 \$450.00 for each replacement tree.
Offsite Tree Replacement Permit, two (2)-inch (when trees are not being replaced onsite); <i>In the event that a 3-inch tree stock is not available, a lesser size tree may be substituted as approved by the Director or designee.</i>	\$350.00 for each replacement tree.
Removal of trees, all types and species, in association with rights-of-way and/or utility easements	No permit required; public agency, and/or utility is required to provide notification to the City.
Permit to Establish a Heritage Tree Designation	Permit required, \$200.00 \$250.00
Permit to Remove Heritage Tree Designation	Permit required, \$200.00 \$250.00
Tree Removal Permit - Single Family & Mixed Residential Zoned Lots	
Permit Fee	
<p>Tree Removal Permit - Single Family & Mixed Residential Zoned Lots (R1, R2, R3, R4, MR1,</p> <ul style="list-style-type: none"> • Zoned lots less than 10,000 square feet in size and: <ul style="list-style-type: none"> - No Garry oaks located thereon; - Lot not a part of a shoreline setback; and - Lot not located in a critical area. • Zoned lots less than 10,000 square feet in size and: <ul style="list-style-type: none"> - With one (1) or more Garry oaks located thereon; and/or - Lot within a shoreline setback; and/or - Lot located within a critical area. • Zoned lots greater than 10,000 square feet in size. • Zoned lots greater than 10,000 square feet in size and: <ul style="list-style-type: none"> - One (1) or more Garry oaks is located thereon; and/or - Lot is located in a shoreline setback; and/or - Lot is located in a critical area. 	

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Significant Tree Removal Permit		Permit Fee
Tree Removal Permit - Other Zones		Permit Fee
Tree removal permit – Multifamily zoned lots (MF1, MF2, MF3)		
<ul style="list-style-type: none"> • Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees. 		Permit required, \$125.00 \$100.00
<ul style="list-style-type: none"> • Lots within critical areas, shoreline setback, and/or with Garry oak tree(s). 		Permit required, \$250.00 \$200.00
Tree removal permit – Industrial zoned lots (I1, I2, IBP)		
<ul style="list-style-type: none"> • Lots not within critical areas and/or shoreline setback, —and/or with no Garry oak trees. 		Permit required, \$100.00
<ul style="list-style-type: none"> • Lots within critical areas, shoreline setback, —and/or with Garry oak tree(s). 		Permit required, \$200.00
Tree removal permit – Commercial, mixed-use, neighborhood commercial zones		
<ul style="list-style-type: none"> • Lots not within critical areas and/or shoreline setback, —and/or with no Garry oak trees. 		Permit required, \$100.00
<ul style="list-style-type: none"> • Lots within critical areas, shoreline setback, —and/or with Garry oak tree(s). 		Permit required, \$400.00
Tree removal permit – Lots within the OSR1 zoning district		
Tree removal permit – Lots within the OSR2 zoning district		
Tree removal permit – Lots within the P/I zoning district.		
Permit is required because the proposed code may require replacement trees.		Permit required, \$125.00

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Tree Emergency Removal Permit		Permit Fee
Tree Emergency Removal Permit		
<ul style="list-style-type: none"> • Single family zoned lots 		Permit required, \$125.00 No permit required, no fee.
<ul style="list-style-type: none"> • All other zoned properties located in the City of Lakewood. 		Permit required, \$125.00
Permit is required because the proposed code may require replacement trees.		No permit required, no fee.
Annexation Petitions		Permit Fee
	Notice of Intent to Commence	\$400.00 \$320.00
	Petition to Annex	\$3,260.00 \$2,500.00

Activity and Related Fees Removed from Fee Schedule

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

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Miscellaneous Planning Fees		
Accessory Living Quarters		\$100.00
Design Review		\$200.00
	Application fees may be reduced by 50% if the application is for a mixed use building. Fee reduction applies to site plan review/zoning certification and design review. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.	
Time Extensions		\$240.00
Other Fees		
Staff Review Fees (includes re-inspection and investigative fees, and additional staff review when the processing of the application exceeds the application base fees as outlined in the fee schedule.)		\$92.00 per hour
Development Agreement		\$2500.00
Final Certification of Occupancy/Site		\$100.00
Home Occupation		\$200.00
Limited Home Occupation		\$50.00
Downtown Subarea Park Fee-in-Lieu of Common Open Space Construction		Up to 50% of valuation of required common open space (100 sq. ft. required per dwelling unit); see LMC-18B-530
Written Zoning Determination by the Assistant City Manager for Development		\$250.00
WTF Administrative Use Permit		\$800.00
WTF Conditional Use Permit		\$2,000.00
SEPA & Wetland Fees		
Written SEPA Exempt Determination (The fee applies only to requests for a written determination by the Community & Economic Development Department that the project is exempt from the requirements of SEPA.)		\$50.00
Environmental Checklist for applicable Process I and II applications located outside of Downtown Subarea Plan Boundaries		\$550.00
Environmental Checklist for applicable Process III, IV, and V applications (e.g. conditional use permits, variances, shoreline substantial development permits, plats, master plans, and land use map/text changes located outside of the Downtown Subarea Plan Boundaries		\$1,840.00
Environmental Checklist for applicable Process V applications (e.g. generalized or comprehensive ordinance text amendments, area-wide amendments, annexations, and adoption of new planning-related ordinance)		Staff review hourly rate; \$2,500.00 deposit is required
Environmental Checklist for projects inside of Downtown Subarea Plan Boundaries		\$50.00
Residential RUE		\$500.00
Additional SEPA Review (See WAC 197-11-335)		No charge, except any third-party consultant costs to the City.

C. Planning and Development Fees (continued)	
Miscellaneous Planning Fees	
Accessory Living Quarters	\$100.00
Design Review	\$200.00
	Application fees may be reduced by 50% if the application is for a mixed-use building. Fee reduction applies to site plan review/zoning certification and design review. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed-use development where the commercial and residential uses are not located within the same building.
Time Extensions	\$240.00
Other Fees	
Staff Review Fees (includes re-inspection and investigative fees, and additional staff review when the processing of the application exceeds the application-base fees as outlined in the fee schedule.)	\$92.00 per hour
Development Agreement	\$2500.00
Final Certification of Occupancy/Site	\$100.00
Home Occupation	\$200.00
Limited Home Occupation	\$50.00
Downtown Subarea Park Fee in Lieu of Common Open Space Construction	Up to 50% of valuation of required common open space (100 sq. ft. required per dwelling unit); see LMC 18B.530
Written Zoning Determination by the Assistant City Manager for Development	\$250.00
WTF Administrative Use Permit	\$800.00
WTF Conditional Use Permit	\$2,000.00
SEPA & Wetland Fees	
Written SEPA Exempt Determination (The fee applies only to requests for a written determination by the Community & Economic Development Department that the project is exempt from the requirements of SEPA.)	\$50.00
Environmental Checklist for applicable Process I and II applications located outside of Downtown Subarea Plan Boundaries	\$550.00
Environmental Checklist for applicable Process III, IV, and V applications (e.g. conditional use permits, variances, shoreline-substantial development permits, plats, master plans, and land use map/text changes located outside of the Downtown Subarea Plan Boundaries	\$1,840.00
Environmental Checklist for applicable Process V applications (e.g. generalized or comprehensive ordinance text amendments, area-wide amendments, annexations, and adoption of new planning-related ordinance)	Staff review hourly rate; \$2,500.00 deposit is required
Environmental Checklist for projects inside of Downtown Subarea Plan Boundaries	\$50.00
Residential RUE	\$500.00
Additional SEPA Review (See WAC 197-11-335)	No charge, except any third-party consultant costs to the City.

3. Summary of Recommended Changes – Parks and Recreation Programs

Event Deposit

Refundable as long as there is no damage. Helps protect the City if there is damage or additional facility and staff fees.

Additional Fees

Staff coordinates two- and three-day events that include dry camping onsite. City code allows camping by special use permit.

Facility Use Cancellation/Reschedule/Refund

Clarified wording for category.

Fee Type	Fee Amount
DG: PARKS AND RECREATION PROGRAMS (Facility/Use)	
Parks, Recreation & Community Services	
Special Use Permit*	
Events	\$200.00 - \$500.00
Street Festivals and Major events	\$1000.00 - \$5,000.00
Event Deposit	\$250.00 – \$500.00 per event 50% of event permit fee
Event and Facility Staff	\$40.00
Additional event fees and services may include permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, camping , etc)	Market rate + 15%
Alcohol Permit Fee ** (must be purchased in addition to a special use permit)	
Small events	\$200.00
Large events	\$500.00
Major events	\$1,000.00
** Special conditions apply	
Facility Use Cancellation/Reschedule Fees/Refund	
Recreation Administrative Fee	\$10.00 (non-refundable)
- Special Use Permit - less than 30	(0%) 100% retained by City
- Special Use - 31-60 days prior to use	(50% refunded) 50% retained by City
- Special Use - more than 61 days	(75% refunded) 25% retained by City

Large shelters at Regional Parks

Compared a dozen other parks in the area. Lakewood is on the low end of the average. Fee has not increased in over 10 years.

Small shelters at Regional Parks

Compared other parks in the area. \$100 is the average. Recommending an increase of \$25 to align with the increase for the large shelters as well as limited places to rent so highly desired facilities.

Pavilion

Compared like facilities at other parks in the area. Lakewood is on the low end of the average. Recommending an increase to meet market rate. Fee includes staffing cost for facility attendant.

Pavilion Deposit

Refundable as long as there is no damage. Helps protect city investment if there is damage or if additional facility and/or staff fees are required due to early /late use.

Additional Hourly Fee

Recommending an increased hourly rate for activities that are longer than 8 hours, start or end outside of operational hours or to discourage renters not complying with contracted times. This fee will offset staff and facility expenses for impacts outside of regular operations.

Custodial Charge

Changed title to clarify that a custodian will sanitize the facility after use. City typically contracts for services. Recommending an increase to \$200 to keep up with market rate.

Fee Type	Fee Amount
DG. PARKS AND RECREATION PROGRAMS (Facility/Use) - continued	
Fort Steilacoom Park, American Lake Park and Harry Todd Park	
Large Picnic Shelters-per day, year round	
May require a special use permit.	\$200.00 \$225.00
Small Picnic Shelters - per day, year round	
May require a special use permit.	\$100.00 \$125.00
Pavilion	
Hourly Rate (4 hour minimum)	\$150.00 \$200.00 per hour
Additional Hourly fee if over 8 hours, before/after operational hours or contracted hours	\$250.00 per hour
Deposit (*refundable)	\$500.00 50% of rental cost
Cleaning Fee Custodial Charge	\$185.00 \$200.00

Home Baseball Field Hourly Fee

Clarification that the hourly rate only applies to weekdays.

Fee Type	Fee Amount
DG. PARKS AND RECREATION PROGRAMS (Facility/Use) - continued	
Fort Steilacoom Park, American Lake Park and Harry Todd Park	
Home Baseball Field Complex (Field 1)	
Home Field -per day	\$600.00
Home Field - hourly rate (Monday- Friday) (2 hour minimum)	\$70.00
Lights	\$25 per hour
Scoreboard	\$25 per hour
Facility Staff	\$40 per hour
Batting Cage	\$50 per hour

Jumpy House Permits

Removing the ability for personal use of blow-up jumpy houses at the park. Jumpy Houses are considered high risk and require additional requirements to be met to include L&I inspections and insurance per our risk management pool recommendations. Individuals shelter renters are not disclosing this activity or following proper protocols which can put the city at risk. Jumpy Houses can still be included as part of a special use permit as additional logistics and risk management elements are included and verified for compliance.

Neighborhood Shelters

Comparison with other parks in the area. \$100 is the average. Recommending an increase to \$80 to continue to support local use.

Fee Type	Fee Amount
DG. PARKS AND RECREATION PROGRAMS (Facility/Use) - continued	
Other Fees	
Open Space: Requires a special use permit.	\$100.00 - \$200.00
Jumpy House Permits—Must be inspected and requires insurance.	\$20.00 each
Non-Refundable Vendor Application Fee	\$25.00
Advertising Banner	\$100.00 per day
Concessions	\$25.00 - \$50.00 per day
Additional Staff Fee	Hourly rate of staff
Parking, camping and other revenue collected by renter for event	15% of gross revenue
In addition, an hourly rate will be charged for repairs or additional cleaning.	
Neighborhood Shelters (Active, Wards, Springbrook Parks)	
May require a special use permit.	\$60.00 \$80.00 per day

4. Renumbered Sections

Renumbered Police related fees due based on changes above.

Fee Type	Fee Amount
EL. ANIMAL CONTROL LICENSING FEES	
Police	

Fee Type	Fee Amount
FM. BURGLAR/SECURITY ALARM PERMIT FEES	
Police	

RESOLUTION NO. 2024-14

A RESOLUTION of the City Council of the City of Lakewood, Washington, setting the City of Lakewood 2025 Fee Schedule.

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

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

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

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

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

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

Section 3. This Resolution shall be in full force and effect January 1, 2024.

PASSED by the City Council this 18th day of November, 2024.

CITY OF LAKEWOOD

Jason Whalen, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter City Attorney

PROPOSED 2025 FEE SCHEDULE

Resolution 2024-14 Adopted by City Council on November 18, 2024

Fee Type		Fee Amount
All		
	Taxes and Pass-Through Costs	All appropriate taxes and pass-through costs are added to fees when they are incurred, even if not specified in the fee schedule.
A. Copies/Duplication & Other Fees		
Legal/City Clerk		
	Certification of documents and Affixing City	\$0.15 per page + \$3.00
	Preparation of verbatim City Council minutes	\$50.00/hour
	Reproduction of City Council audio tapes	\$5.00
	CD-ROMs	\$1.00
Various Departments		
	Public Records:	
	Copies of Public Records	\$0.15 per page
	Scanned Public Records into Electronic Format	\$0.10 per page
	Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery.	\$0.05 cents per 4 files or attachments
	Transmission of public records in an electronic format.	\$0.10 per gigabyte
	Body Worn Camera Recording* / Video Redaction Fee	\$0.77 per minute
	Digital Storage Media or Device; Container or Envelope used to mail copies to requestor and postage/delivery charge.	Actual Cost
	Note: - Charges can be combined if more than one type applies. - Pursuant to RCW 42.56.120(2)(b), the City of Lakewood is not calculating/assessing all actual costs for copying records because to do so would be unduly burdensome for the following reasons: (1) The City does not have the resources to conduct a study to determine all actual copying costs for every actual cost type; and (2) To conduct such a study would interfere with other essential city functions; and (3) even if the City were to conduct such a study, the systems in place facilitate tasks other than public records production.	
	*Pursuant to RCW 42.56.240, the City 1) uses "redaction technology that provides the least costly commercially available method of redacting body worn camera recordings, to the extent possible and reasonable" pursuant to RCW 42.56.240(14)(f); and 2) will provide relief from the imposition of costs to those who demonstrate that they qualify for such relief pursuant to RCW 42.56.240(14)(e).	
	Non Sufficient Funds (NSF) Fee	\$25.00
	Extra Duty Contracts - Administrative Fee	\$2.00 per hour
	Extra Duty Contracts - Processing Fee	\$10.00 per invoice
	Lien Filing Fee	\$50.00 plus all recording fees
B. City Hall Rental Fees - Two-hour minimum reservation required for facility use		
	Cleaning Fee (non-refundable)	\$50.00 (Saturday & Sunday only)
	City staff attendant	Hourly rate of City staff attendant.
	Up to a 15% Administrative charge may be added to actual expenses. In addition, an hourly rate fee will be charged for repairs or additional cleaning that is required as a result of an event.	

Fee Type	Fee Amount
C. Planning and Development Fees	
Administrative Fee	
Base Fee	\$90.00
Technology Fee	2% of the total planning permit cost
Revenue & Finance - LMC Title 3	
Multi-Family Tax Exemption (MFTE) Applications (LMC 3.64.030)	
Conditional Certificate Application	\$1,000.00
Extension of Conditional Certificate of Application (going from 8 to 12 year)	\$625.00
Final Certificate of Application	\$625.00
8-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)	\$1,000.00
12-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)	\$1,500.00
Business License & Regulation - LMC Title 5	
General Business License (GBL)	
General Business License (GBL)	\$90.00
Specialty Business License Rates	
License Fee	
Temporary Business License	\$60.00
Temporary Business License Renewal	\$60.00
Pawnbroker Pawnshops	\$1,000.00
Second-hand and/or salvage dealers	\$250.00
Junk and/or salvage dealers	\$250.00
Transient Trader in second-hand property	\$250.00
Private Sales	No Fee
Flea Markets	\$1,500.00
Adult Entertainment Establishment	\$2,500.00
Panoram Premises License	\$2,500.00
Panoram Device License	\$250.00 per device
Panoram Owner License	\$5,000.00
Panoram Manager License	\$500.00
Carnivals and Circuses	\$250.00 per day
- Five or less machines or devices	\$150.00 per week*
- Five or more	\$25.00 per week per device*
* Alternative to device fees	\$150.00 annual fee
Wrecker License	\$250.00
Public Dances, Cabarets, Dance Halls and Teenager Dances	
License Fee	
Cabaret	\$750.00
Public Dance Hall	\$150.00
Public Dances (per night)	\$53.00
Public Dances (annually)	\$150.00 (maximum of four per year)
Teenager Dances	Same as Public Dances
Massage Businesses	
License Fee	
Massage Business License	Based on Annual Gross Revenue
Massage Manager	No Fee

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Business License & Regulation - LMC Title 5 (continued)	
Bathhouses	License Fee
Public Bathhouse	\$150.00
Bathhouse Attendant	\$500.00
Bathhouse Manager	\$500.00
Other	License Fee
Outdoor Public Music Festivals	\$2,000.00 per day of festival event
Bondsman	\$1,500.00
Theaters	\$250.00 per screen per year
Transfer of license fee (commercial kennel or cattery, hobby kennel, foster kennel, private kennel, grooming parlor, or pet shop)	No fee
Commercial Kennel/Cattery (6-50 dogs/cats)	\$300.00
Commercial Kennel/Cattery (over 50 dogs/cats)	\$500.00
Solicitors and Peddlers	\$150.00 per solicitor or peddler
Rental Housing Safety Program - LMC Title 5	
Rental Housing Safety	Permit Fee
Detached Single Family Rental Flat Fee Per Unit	\$50.00
Multi-Family Rental Flat Fee Per Unit	\$50.00 first unit, \$20.00 each additional unit
Late Fee for Rental Housing Registration (up to one month past due):	
Any applicant or licensee who fails to make application for a Rental Housing license or renewal, within 30 days after expiration of their rental license or of the commencement of business in the case of a new rental business, shall be subject to a late application fee, computed at 100 percent of the cost of the applicable license fee.	
Certificate of Compliance	No Charge
Certificate of Compliance Transfer to New Owner	No Charge
Initial Safety Inspection	No Charge
Reinspection	\$125.00
Rental Housing Inspector's Initial Registration	\$0.00
Rental Housing Inspector's Annual Renewal	\$60.00
Geographical Information Systems (GIS)	
LABOR COSTS: Labor costs for preparation of requested GIS information shall be billed on a quarter of an hour (15-minute) basis.	\$120.00 per hour

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Public Works - LMC Title 12		
Site Development Permit		
	Project Value	Permit Fee
	\$0 - 15,000	\$920.00
	\$15,001 - \$50,000	\$1,840.00
	\$50,001 - \$150,000	\$4,600.00
	\$150,001 - \$1,000,000	\$8,280.00
	Over \$1,000,001	\$16,560.00
Project Value is defined as the value of all improvements outside the building footprint.		
Right-of-Way Development Fees		Permit Fee
Right-of-Way Permit (authorization to use right-of-way for minor construction, parking or other non-intrusive use)		\$240.00 plus any staff time in excess of 2 hours at \$120.00 per hour
Annual Right-of-Way Permit (authorization for utility companies to use right-of-way for non-intrusive maintenance activities)		\$680.00
Oversize Load Permit (all vehicles in excess of legal weight or size limitations according to RCW 46.44 shall obtain an oversize load permit prior to operating on Lakewood streets)		Individual \$240.00 Annual \$680.00 Additional costs shall apply if police escorts or signal technician work is required.
Reinspection Fee (to cover cost of each reinspection, required in conjunction with a Right-of-Way Permit, necessary to assure compliance with the requirements of the permit)		\$680.00
General Inspection Fee (for inspection not otherwise listed)		\$680.00
Miscellaneous Permits (any Public Works permit not covered by the fee schedule, if performed by an employee)		\$680.00
Professional Services Contracts (any private or public professional service contract needed)		\$680.00
Pavement Degradation Fee (PDF): (recovers loss in pavement serviceability due to pavement cuts):		
	Road Material, Type, PCI Score	PDF Fee
	Flexible, High Volume, In moratorium	\$85.00 per square yard
	Flexible, High Volume, PCI 100-85	\$42.00 per square yard
	Flexible, High Volume, PCI 84-70	\$34.00 per square yard
	Flexible, High Volume, PCI 69-50	\$25.00 per square yard
	Rigid, High Volume, In moratorium	\$164.00 per square yard
	Rigid, High Volume, PCI 100-85	\$82.00 per square yard
	Rigid, High Volume, PCI 84-70	\$66.00 per square yard
	Rigid, High Volume, PCI 69-50	\$49.00 per square yard
	Flexible, Med-Low Volume, In moratorium	\$54.00 per square yard
	Flexible, Med-Low Volume, PCI 100-85	\$27.00 per square yard
	Flexible, Med-Low Volume, PCI 84-70	\$22.00 per square yard
	Flexible, Med-Low Volume, PCI 69-50	\$16.00 per square yard
	Rigid, Med-Low, In moratorium	\$142.00 per square yard
	Rigid, Med-Low, PCI 100-85	\$71.00 per square yard
	Rigid, Med-Low, PCI 84-70	\$57.00 per square yard
	Rigid, Med-Low, PCI 69-50	\$43.00 per square yard
Right-of-Way Vacation Permit ("Sale" or vacation of city right-of-way to abutting property owners)		\$1,920.00
Street Opening Permit (Used to install new or repair/upgrade existing private and public facilities located in a street right-of-way; includes pavement cuts, excavation, traffic control, etc.)		\$120.00 plus any staff time in excess of 10 hours at \$120.00 per hour

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Environmental - LMC Title 14	
Projects Inside Downtown Subarea Plan Boundaries	
SEPA-Notice of Consistency with Planned Action State Environmental Policy Act (Process I and II applications LMC section)	\$120.00
Downtown Subarea Planned Action Transportation Mitigation Fee (TMF)	\$2,718.00 per PM peak hour trip generated
All Project Areas	
Permit Fee	
Critical Area Review	\$1,565.00
Flood Plain Agreement	\$480.00
Written Shoreline Exempt Determination (The fee applies only to requests for a written determination by the Planning & Public Works Department that the project is exempt from the Shoreline Master Program.)	\$190.00
Revised SEPA Determination	\$720.00
Environmental Impact Statement (EIS)	\$4,000.00 plus preparation at contract rate to be determined
SEPA-State Environmental Policy Act Checklist-Flat Rate (LMC Section)	\$1,565.00
SSDP - Shoreline Substantial Development Permit	\$3,000.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
SCUP - Shoreline Conditional Use Permit/Shoreline Variance	\$3,000.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Reasonable Use Exception other than residential (RUE)	\$2,300.00 plus \$2,500.00 hearing examiner
⁽¹⁾ Hearing Examiner Fees	
Where Examiner Review is required for any related use permit, appeal, etc., the applicant is responsible for and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.	

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Building & Construction Fees - LMC Title 15	
Building Permit Fees	
Building Permit fees shall be based upon valuation. The valuation shall be determined by the Building Official. For most projects the square footage costs in the most current Building Valuation Data Table published by the International Code Council (ICC) may be employed. For projects not covered by the table construction estimation tools such as Construction Cost Data by R.S. Means or the BNI Construction Costbook may be referenced as a guide.	
Administrative Fee - Includes a technology fee equal to 2% of the total building permit cost.	
Permit fees shall be calculated from valuation in the following manner:	
Valuation	Corresponding Permit Fee
\$0 - \$500	\$30.00
\$501 - \$2,000	\$30.00 for the first \$500.00 plus \$4.00 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 - \$25,000	\$90.00 for the first \$2,000.00 plus \$17.50 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,001 - \$50,000	\$492.50 for the first \$25,000.00 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 - \$100,000	\$805.00 for the first \$50,000.00 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 - \$500,000	\$1,255.00 for the first \$100,000.00 plus \$7.25 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 - \$1,000,000	\$4,155.00 for the first \$500,000.00 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
\$1,000,001 - \$5,000,000	\$7,155.00 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$5,000,000.
\$5,000,001 and up	\$23,155.00 for the first \$5,000,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof.
Plan Review Fees	
Residential & Commercial	Plan review fees shall be 65 percent (65%) of the Building Permit Fee (Min 1 hour)
Residential Building Permits Flat Fee	
Manufactured Home Setup Permit	\$240.00
Manufactured Home installed in a mobile home park	\$240.00
Demolition Permit-Single Family (including duplex)	\$240.00
Re-Roofing	\$240.00
Spa or Hot Tub	\$240.00
Pool	\$240.00
Commercial Building Flat Fee Permits	
Certificate of Occupancy	\$240.00
Temporary building installaton and removal (i.e, job shack/office)	\$240.00
Demolition Permit- Commercial/Multi-Family	\$240.00

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Basic Development/Plan Set Fees	
Plan sets approved for construction which may be used multiple times on different lots.	Permit Fee
Setup Fee for Establishing a Basic Plan Set	\$240.00
Establish Basic Plan Set (See Valuation Table for Building Permit fee)	1/2 Residential Permit Fee
Utilization of Basic Plan Set	65% Residential Permit Fee and \$230.00
Revisions of Issued Building Permit (exempt from base application fee)	
Permit Fee	
Commercial Building Permits	\$720.00
Residential Building Permits	\$360.00
Miscellaneous Fees	
Permit Fee	
Reinspection Fee-Per occurrence Whenever an Inspection is requested but the project is not yet ready for inspection, if access to the site is prevented, or if temporary silt and erosion control measures are not in place, a fee shall be paid of an hourly rate beginning with the third inspection for the same issue.	\$120.00
Investigation Fee Whenever any work for which a permit is required by this code has commenced without first obtaining such permit, an investigation fee shall be paid in an amount equal to the permit fee for such project, in addition to the required plan review and permit fees	\$120.00
Expedited Plan Review Building	City will retain the 65% Plans review Fee
Expedited Plan Review LMC Title: 12, 14, 15, 16, 18	30% in addition to the application cost
Washington State Building Code Council - surcharge per building permit. There is imposed a fee of six dollars and fifty cents on each residential building permit and a fee of twenty-five dollars for each commercial building permit issued by a county or a city, plus an additional surcharge of two dollars for each residential unit, but not including the first unit, on each building containing more than one residential unit. (RCW 19.27.085)	Residential: \$6.50 for 1st unit plus \$2.00 for each additional unit Commercial: \$25.00 each

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
General Comments	
1)	Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits may be subject to an investigative fee.
2)	Additional inspection outside of normal business hours or investigative fee rates are calculated at \$120.00 per hour (2 hour minimum).
3)	A reinspection fee shall be calculated at \$120.00 per occurrence.
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$120.00 per hour of staff time expended.
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$120.00 per hour.
6)	Expedited plan review by the use of outside consultants for plan checking and/or inspections will be the actual cost calculated by outside consultant. The consultant fees shall be paid directly to the outside consultant. Thereafter, the Building Official will adjust the City's building permit review fees.
7)	The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees as assessed.
8)	Any time the use of a building or tenant space is changed, a change of use permit is required. The fee for a change of use permit is \$250.00. If alterations to the space are to be performed, additional permits and fees may be required such as building permit, plumbing permit, mechanical permit, etc. Please note that an electrical permit may be required for changes to the electrical service or wiring.
9)	Foundation only permit for phased commercial and multifamily projects, 10 percent of the ICC Building Valuation.
10)	Shell only permits for phased commercial and multifamily building, 80 percent of the ICC Building Valuation per square foot.
11)	Review of minor additions or revisions to plans before permit issuance, \$92 per hour, minimum, one hour. Major revisions to plans will require a new plan review fee. Revisions submitted in response to plan review comments do not require additional plan review fee. Shell only permits for phased commercial and multifamily buildings, 80 percent of the ICC Building Valuation per square foot.
12)	Review of minor additions or revisions to plans after permit issuance, \$120.00 per hour, minimum, one hour.
13)	Review of deferred submittals, \$120.00 per hour, minimum one hour.
14)	Tenant improvements for shell building, 50 percent of the ICC Building valuation per square foot. Said tenant improvement is limited to nonstructural tenant alterations not included in the building permit for the new shell building. <u>This work is limited to improvements of previously unoccupied space.</u>
15)	Work without permits; double fees for building permits and plan review fees.
16)	Building permit extension (after two extensions have been previously authorized by the Building Official. The fee is 0.5 hours at the CED hourly rate (see Staff Review Fees under Other Fees section).
Mechanical Permit Fees (exempt from base application fee)	
New Single Family Residences and Duplex (per unit) Flat Fee	\$240.00
Residential (Prescriptive Design)	\$240.00
Commercial and Non-Prescriptive Residential	Per Valuation w/ Minimum \$175.00
New Commercial Building and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.	
Project Valuation	Permit Fee
Up to \$5,000	\$85.00
\$5,000 - \$100,000	\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
> \$100,000	\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Mechanical Review Fees	
When plan reviews and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit Fee.	
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below:	
Equipment Unit Schedule Description	Fee
Permit Issuance	\$34.00
Issuing supplemental permits	\$12.00
Furnaces up to and including 100,000 BTU	\$22.00
Furnaces over 100,000 BTU	\$29.00
Appliance vents	\$12.00
Repair or additions to A/C systems	\$22.00
Boilers, compressors and absorption systems up to and including 3 horsepower	\$29.00
Boilers, compressors and absorption systems over 3 horsepower and including 15 horsepower	\$53.00
Boilers, compressors and absorption systems over 15 horsepower and including 30 horsepower	\$76.00
Boilers, compressors and absorption systems over 30 horsepower and including 50 horsepower	\$100.00
Boilers, compressors and absorption systems over 50 horsepower	\$123.00
Air handlers up to and including 25 tons	\$18.00
Air handlers over 25 tons	\$29.00
Evaporative coolers	\$41.00
Ventilation and exhaust (fans and hoods)	\$18.00
Incinerators, domestic type	\$29.00
Incinerators, international type	\$41.00
Each gas piping from 1 to 5 outlets	\$12.00
- Additional outlets per outlet	\$3.00
Thermostat	\$12.00
Miscellaneous	\$18.00
Plumbing Fees	Permit Fee
New Single Family Residences and Duplex (per unit) flat fee	\$240.00
New Commercial Buildings and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.	
Project Valuation	Fee
Up to \$5,000	\$85.00
\$5,000 - \$100,000	\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,000 and up	\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Plumbing Review Fees	Permit Fee
When plans and/or inspections are required, the plan review fee shall be calculated at 25% of the Permit Fee.	
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below.	
Equipment Unit Schedule	Fixture Fee
Permit Issuance	\$34.00
Issuing supplemental permits	\$12.00
Furnaces up to and including	\$22.00
Each plumbing fixture with one trap	\$12.00
Each building sewer	\$22.00
Each drain for indoors rainwater system	\$12.00
Each cesspool	\$35.00
Each private sewage disposal system	\$59.00
Each water heater and vent	\$12.00
Each gas piping from 1 to 5 outlets	\$12.00
General	
1) All fees included plan review and two inspections	
2) Additional inspections fee will be calculated at the rate of \$93.50 per hour.	
3) After hour inspection fees will be calculated at the rate of \$140.25 per hour with a minimum of 2 hours.	
4) Work without permit: fees will be doubled for work being conducted without approved permits.	
Fire Permit Fees - LMC Title 15	
Fire Alarm Systems	Permit Fee
Tenant Improvements (1st four zones)	\$215.00 plus \$6.00 (per
- Additional zones	\$54.00 (each)
Residential (one and two-family dwellings)	\$215.00 plus \$6.00 (per
Commercial and Multi-Family (1st four zones)	\$325 plus \$6.00 (per device)
- Additional zones	\$54.00 (each)
- Sprinkler supervision only	\$270.00
Fire Alarm Permit Fee for upgrading of an existing system	50 percent (50%) of the fee
Fire Alarm Plan Review Fee	25 percent (25%) of the
Underground Sprinkler Supply	Permit Fee
Underground Sprinkler Supply	\$280.00
Alternative Suppression Systems	Permit Fee
- 1 to 5 nozzles	\$280.00
- Over 5 nozzles	\$280.00 plus \$20.00 per nozzle over 5
- Bottle(s)	\$30.00 per bottle
Above Ground Fire Sprinkler Systems	Permit Fee
The fee for fire sprinkler systems shall be based on the Building Permit Fee Table. The valuation shall be based on the per square foot figure of sprinkler systems as established by policy in accordance with nationally-recognized standards.	
Plan Review Fee (for the fire sprinkler systems are in addition to the permit fee)	25 percent (25%) of the permit fee, with a minimum of \$125.00.
Tenant Improvements (relocation and addition to existing system)	valuation 20 percent (20%)
Standpipes (includes review, inspection and	Permit Fee
Temporary Standpipe	\$187.00
Class I	\$374.00
Class II	\$187.00
Class III	\$187.00

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Other Fire Code Construction permits	
Permit Fee	
Compressed Gases	\$280.00
Cryogenic Fluids	\$280.00
Emergency Responder Communication Coverage System - Install or Modify	\$280.00
Energy Storage Systems	\$374.00
Fire Pumps	\$280.00
Fuel Cell Power Systems	\$280.00
Gas Detection Systems	\$280.00
High-Piled Combustible Storage	\$280.00
Industrial Ovens	\$280.00
LP Gas	\$187.00
Motor Vehicle Repair Rooms and Booths	\$280.00
Private Fire Hydrants	\$187.00
Smoke Control or Smoke Exhaust Systems	\$280.00
Special Event Structure	\$187.00
Spraying or Dipping	\$280.00
Temporary Membrane Structures or Tents	\$187.00
Flammable and Combustible Liquids	
Permit Fee	
Commercial Power Generator Installations (includes review, inspection and testing fees)	\$350.00
Installation of Modification of Commercial Tank, Piping or Distribution System	\$250.00
Installation of Modification to Pipeline System	\$125.00
Removal of Abandoned Tank in Place of Residential Tank	No Fee
Removal or Abandoned in Place of Residential Tank	\$55.00
Hazardous Materials	
Permit Fee	
New facility plan review – up to 2 hours plan review time and inspection	\$374.00
Plan review over 2 hours	\$93.50 per hour
System or facility modifications	\$280.00
Fireworks Fees	
1) Fees for a public display permit	\$280.00
2) A liability insurance policy(ies) is/are required in accordance with the Fireworks Ordinance for both fireworks stands and public displays as follows: - \$500,000 for injuries to any one person in one accident or occurrence; - \$1,000,000 for injuries to two or more persons in any one accident or occurrence; - \$500,000 for damage to property in any one accident or occurrence; and/or - \$1,000,000 combines single limit for any one accident or occurrence	
3) A bond for clean-up is required in accordance with the Fireworks Ordinance for all fireworks stands (in a bond or cashiers check)	\$500.00

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
False Fire Alarms	
In the event of more than two false alarms in any 12 month period, the Fire chief may charge a fee for fire department response as specified below:	
- First and Second False Alarms	No Fee
- Third False Alarm	\$100.00
- Fourth and Additional False Alarms	\$250.00
EXCEPTION: False alarms resulting from the failure of a fire alarm service technician notifying the central, proprietary or remote monitoring station shall be billed at the rate of \$250.00 for each occurrence.	\$270.00 for each occurrence
Fire Code Permit Fees	
All fire code operational permits required by section 105.5 shall be assessed a fee.	\$110.00
Permit charges may be waived by the Fire Chief or Fire Marshal for the following: Activities of Washington State non- profit corporations and/or civic or fraternal organizations which possess an IRS tax exempt status. Proof of IRS tax exempt shall be presented at the time of permit application. Non-profit organizations may be charged 1/2 of the listed occupancy permit fees. However, any group shall be assessed a full permit fee if the approved conditions of the permit are modified or not adhered to by the applicant.	
Equipment Unit Schedule	Permit Fee
- Additional outlets per outlet	\$3.00
Each waste incinerator	\$12.00
Water piping or water treating system	\$12.00
Repair or alteration of drainage or vent	\$12.00
Backflow device for lawn sprinklers	\$12.00
Vacuum breakers from 1 to 5	\$12.00
- Additional units over 5 per each	\$3.00
Backflow device for other systems over 2 inches in diameters	\$24.00
Cross connection of reclaimed water system	\$47.00
Each graywater system	\$59.00
Medical gas system from 1 to 5 outlets	\$71.00
- Additional outlets over 5 per each	\$12.00

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Land Use & Subdivision - LMC Title 18		
Pre Permit Activity		Permit Fee
Staff Consult (cross-functional mix of review team members thlp identify potential requirement for developing a single residential parcel (30 minute maximum))		\$240.00
Pre-Application Conference (detailed analysis, department prepares a meeting summary)		\$480.00 - Of this amount, \$240.00 can be applied to related permits filed within 365 days of the preapplication conference
Hourly Rate Meeting (specific to LMC or project conditions, 1 hour minimum)		\$120.00
Administrative Land Subdivision & Land Use Decisions (Type I & II)		Permit Fee
Short Plat Subdivision (SPLAT)		
Preliminary		\$3,850.00
Preliminary Amendment		\$1,565.00
Final		\$2,869.00
Final Alteration		\$1,434.00
Binding Site Plans (BSP)		\$2,869.00
Binding Site Plan Alteration		\$1,434.00
Hearing Examiner and City Council Decisions (Type III & IV)		
If an application requires a Hearing Examiner decision, fees will be assessed. ⁽¹⁾		
Permit Type		Permit Fee
Conditional Use Permits (CUP) ⁽¹⁾		\$2,869.00
Conditional Use Permit-Minor Modification		\$717.00
Conditional Use Permit-Major Modification ⁽¹⁾		\$1,434.00
Conditional Use Permit-Shoreline ⁽¹⁾		\$2,869.00
Plats Preliminary (PPLAT) ⁽¹⁾		\$4,565.00 + \$100.00 per lot
Preliminary Amendment - Minor Type II		\$1,565.00
Preliminary Amendment - Major Type III ⁽¹⁾		\$2,680.00
Final		\$2,869.00
Final Alteration ⁽¹⁾		\$1,565.00
Public Facilities Master Plan		\$2,869.00

Fee Type		Fee Amount
C. Planning and Development Fees (continued)		
Variations If an application requires a Hearing Examiner decision, fees will be assessed ⁽¹⁾		Permit Fee
Critical Area/Engineering/Shoreline/Zoning		
	Variance Type I	\$520.00
	Variance Type II	\$780.00
	Variance Type III (1)	\$1,565.00
Critical Area/Engineering/Shoreline/Zoning		\$780.00
Appeals & Reconsiderations		
If an application requires a Hearing Examiner decision, Fees will be assessed ⁽¹⁾		Permit Fee
Reconsideration of a Decision of the Hearing Examiner ⁽¹⁾		\$391.00
Appeal of the Administrative Officer's Decision ⁽¹⁾		\$587.00
Appeal of SEPA Determination ⁽¹⁾		\$587.00
Requests for Amendments to Regulations		
If an application requires a Hearing Examiner decision, Fees will be assessed (1)		Permit Fee
Amendments to the Comprehensive Plan & other related policy documents		\$2,740.00
Amendments to Development Regulations		\$3,391.00
Amendments to the Shoreline Master Program		\$4,173.00
Site-Specific Rezone		\$4,043.00
Small Wireless Facilities Fees		Permit Fee
Small Wireless Franchise Fee Deposit. Requires a deposit with Small Wireless franchise application. The deposit is intended to cover all administrative expenses incurred by the City (including staff/consultant related time) associated with the review of each franchise application and associated franchise negotiations. Additional fees may apply if additional staff/consultant related time is necessary. Any application fee deposit monies not used for administrative expenses associated with the review of each franchise application and franchise negotiation will be returned to the applicant following the approval or denial of the franchise by the City Council. This administrative fee excludes normal permit fees required for work within the City Rights-of-way. City personnel will be tracking all hours expended for each Small Wireless application review and franchise negotiation. This deposit may also be applied to administrative costs associated with negotiate a Master License Agreement for Small Wireless		\$5,200.00 Deposit
Small Wireless Facilities Fees (per facility)		Permit Fee
Small Wireless Facility Annual ROW Access Fee (in lieu of ROW permits)		\$280.00
Small Wireless Facility Pole Attachment Fee ("Rent" per facility on City facilities) - This fee is prorated based on the number of days covered from Rent Commencement Date to December 31.		\$280.00
Small Wireless Facility Pole Replacement Fee (per replaced pole)		\$280.00

Fee Type	Fee Amount
C. Planning and Development Fees (continued)	
Significant Tree Removal Permit	Permit Fee
<p><u>Note:</u></p> <p>1. All fees subject to technology fee surcharge, rounded to the nearest whole number.</p> <p>2. Tree removal permit is separate from any SEPA application fee and related mitigation.</p> <p>3. For subarea plans, the tree removal fee is charged based on the underlying zoning.</p>	
Off-Site Tree Replacement Permit, three (3)-inch (when trees are not being replaced onsite)	\$588.00 for each replacement tree.
Removal of trees, all types and species, in association with rights of-way and/or utility easements	No permit required; public agency, and/or utility is required to provide notification to the City.
Permit to Establish a Heritage Tree Designation	Permit required, \$250.00
Permit to Remove Heritage Tree Designation	Permit required, \$250.00
Tree Removal Permit - Single Family & Mixed Residential Zoned Lots	Permit Fee
Zoned lots less than 10,000 square feet in size and: - No Garry oaks located thereon: - Lot not a part of a shoreline setback: and - Lot not located in a critical area.	No permit required.
Zoned lots less than 10,000 square feet in size and: - With one (1) or more Garry oaks located thereon; and/or - Lot within a shoreline setback; and/or - Lot located within a critical area.	No permit required.
Zoned lots greater than 10,000 square feet in size. Zoned lots greater than 10,000 square feet in size and: - One (1) or more Garry oaks is located thereon: and/or - Lot is located in a shoreline setback: and/or - Lot is located in a critical area.	Permit required, \$125.00 Permit required, \$125.00
Tree Removal Permit - Other Zones	Permit Fee
• Lots not within critical areas and/or shoreline setback, and/or with no Garry oak trees.	Permit required, \$125.00
• Lots within critical areas, shoreline setback, and/or with Garry oak tree(s).	Permit required, \$250.00
OSR1 zoning district	Permit required, but no fee.
OSR2 zoning district.	Permit required, \$375.00
P/1 zoning district.	Permit required, \$125.00
Permit is required because the proposed code may require replacement trees.	Permit required, \$125.00
Tree Emergency Removal Permit	Permit Fee
• Single family zoned lots	Permit required, \$125.00
• All other zoned properties located in the City of Lakewood.	Permit required, \$125.00
Annexation Petitions	Permit Fee
Notice of Intent to Commence	\$400.00
Petition to Annex	\$3,260.00

Fee Type	Fee Amount
D. PARKS AND RECREATION PROGRAMS (Facility/Use)	
Parks, Recreation & Community Services	
Special Use Permit*	
Events	\$200.00 - \$500.00
Street Festivals and Major events	\$1000.00 - \$5,000.00
Event Deposit	50% of event permit fee
Event and Facility Staff	\$40.00
Additional event fees and services may include permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, camping, etc)	Market rate + 15%
Alcohol Permit Fee ** (must be purchased in addition to a special use permit)	
Small events	\$200.00
Large events	\$500.00
Major events	\$1,000.00
** Special conditions apply	
Facility Use Cancellation/Reschedule/Refund	
Administrative Fee	\$10.00 (non-refundable)
Less than 30 days prior to use	(0%) 100% retained by City
31-60 days prior to use	(50% refunded) 50% retained by City
More than 61 days prior to use	(75% refunded) 25% retained by City
Boat Launch	
Per launch (Credit/Debit Cards Only)	\$15.00
Resident Season Pass	\$125.00 plus tax
Non-Resident Season Pass	\$150.00 plus tax
Overnight Pass	\$50.00
Commercial Pass	\$250.00
Outdoor Market Vendors	
Regular Stall 10x10	\$30.00
Regular Stall 10x 20 or Food Trucks	\$60.00
Regular Stall 10x30	\$90.00
Outdoor Market Vendor fees do not apply to other City special events. SummerFEST vendors, micellaneous contractors, street festivals, specialty activities, food trucks and other event fees may vary based on activity, logistics, location, anticipated guests, number of days or hours of operation, sponsorship, in-kind services, impact to the site and other conditions.	
Neighborhood Parks	
Sport Field Preparation Fees	\$25.00
Neighborhood Field use	\$20.00 per hr (no prep); \$50.00 per game fee (2.5 hrs. and one prep per day)

Fee Type	Fee Amount
D. PARKS AND RECREATION PROGRAMS (Facility/Use) - continued	
Fort Steilacoom Park, American Lake Park and Harry Todd Park	
Large Picnic Shelters-per day, year round May require a special use permit.	\$225.00
Small Picnic Shelters - per day, year round May require a special use permit.	\$125.00
Pavilion	
Hourly Rate (4 hour minimum)	\$200.00 per hour
Additional Hourly fee if over 8 hours, before/after operational hours or contracted hours	\$250.00 per hour
Deposit (*refundable)	50% of rental cost
Custodial Charge	\$200.00
*Additional rates may be charged for repairs or additional cleaning based on use of the facility.	
Fort Steilacoom Fields	
Soccer Field Use Fees	
- 1 Field	\$150.00
- 2 Fields	\$200.00
- 3 Fields	\$250.00
- 4 Fields	\$300.00
- 5 Fields	\$350.00
Field preparation (Soccer)	\$50.00 per prep
Single Soccer Field (no preparation)	\$50.00 per 60 minutes
Youth Soccer Fees	
Youth soccer teams not associated with city leagues but use city fields for league play, pay a per team fee. Field availability may vary and field prep fees apply.	
- Age 10 years and under	\$100.00 per team
- Age 11 - 18 years	\$125.00 per team
- Adult, age over 18 years	regular field use rates apply
Baseball Field (Fields 2-4) with turf Infields per field, per day	
- 1 Field	\$300.00
- 2 Fields	\$600.00
- 3 Fields	\$900.00
Turf Field Hourly rate (Monday- Friday) 2 hour minimum	\$50 per hour
Mound Change	\$50.00
Home Baseball Field Complex (Field 1)	
Home Field -per day	\$600.00
Home Field - hourly rate (Monday- Friday) (2 hour minimum)	\$70.00
Lights	\$25 per hour
Scoreboard	\$25 per hour
Facility Staff	\$40 per hour
Batting Cage	\$50 per hour
Tournament Deposit and Cancellation Fees	
- Nonrefundable tournament reservation fee (does not go towards tournament fees)	\$100 per tournament
- Tournament Deposit (<i>will go towards tournament fees</i>)	\$100.00 per field
- Tournament cancelled less than 30 days prior	50% of deposit refunded
- Tournament cancelled 31-60 days prior	75% of deposit refunded
Youth Baseball Fees	
Lakewood Youth baseball teams not associated with city leagues Field availability may vary (Monday- Friday)	\$50.00 per game fee (2.5 hours) Fields 2-4 only

Fee Type	Fee Amount
D. PARKS AND RECREATION PROGRAMS (Facility/Use) - continued	
Other Fees	
Open Space: Requires a special use permit.	\$100.00 - \$200.00
Non-Refundable Vendor Application Fee	\$25.00
Advertising Banner	\$100.00 per day
Concessions	\$25.00 - \$50.00 per day
Additional Staff Fee	Hourly rate of staff
Parking, camping and other revenue collected by renter for event	15% of gross revenue
In addition, an hourly rate will be charged for repairs or additional cleaning.	
Neighborhood Shelters (Active, Wards, Springbrook Parks)	
May require a special use permit.	\$80.00 per day
McGavick Center Facility Use/Rental	
Non-profit organizations may rent the entire facility for a flat fee of \$1,500.00. The City's available days for rental/use are limited in number each year.	

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



To: Mayor and City Councilmembers
From: Tho Kraus, Deputy City Manager
Through: Tho Kraus, Deputy City Manager *Tho Kraus*
Date: November 12, 2024
Subject: Review of 2025/2026 Proposed Biennial Budget

BACKGROUND

The purpose of this review is to allow the City Council another opportunity to discuss the proposed 2025/2026 biennial budget prior to the scheduled adoption on November 18. The schedule of open public meetings held and upcoming to review the proposed 2025/2026 biennial budget is as follows:

October 7, 2024

City Manager presentation of the Proposed 2025/2026 Biennial Budget

October 9, 2024

Department Budget Presentations:

City Council, City Manager, Parks, Recreation & Community Services, Police, Legal

October 16, 2024

Department Budget Presentations:

Municipal Court, Planning & Public Works, Administrative Services
Review of Proposed Utility Tax Rate Increase

October 28, 2024

Review of 2025 Property Tax Levy
Review of 2024 Year-End Budget Adjustment

November 4, 2024

Public Hearing on 2025/2026 Proposed Biennial Budget
Public Hearing on 2025 Property Tax Levy
Public Hearing on Utility Tax Rate Increase
Public Hearing on 2024 Year-End Budget Adjustment

November 12, 2024

Review 2025/2026 Proposed Biennial Budget
Review of 2025 Human Services Funding Recommendations
Review of 2025 Lodging Tax Funding Recommendations
Review of 2025 Fee Schedule Amendments

November 21, 2024

- Adoption of 2025/2026 Biennial Budget
- Adoption of 2025 Property Tax Levy Ordinance
- Adoption of Utility Tax Rate Increase
- Adoption of 2024 Year-End Budget Adjustment
- Adoption of 2025 Human Services Funding
- Adopting of 2025 Lodging Tax Funding
- Adoption of 2025 Fee Schedule Amendments

The 2025/2026 Proposed Biennial Budget may be viewed at:
<https://cityoflakewood.us/finance/biennial-budget/>

Changes to the original 2025/2026 Proposed Biennial Budget

The current proposed budget includes:

- 1) Increased business license fee revenue estimate by \$140,000 per year.
- 2) Increased General Fund reserves by \$16,800 in 2025 due to increase in operating revenue estimate.
- 3) Added economic development business retention and expansion efforts by \$103,520 in 2025 and \$118,840 in 2026.
- 4) Increase City Manager personnel costs by \$19,680 in 2025 and \$21,160, in accordance with employment agreement approved by the City Council on October 7, 2025.

Utility Tax Rate Increase

Included in the original proposed budget is a utility tax rate increase.

Four police officer positions, which were authorized though not funded as part of the 2023-2024 Adopted Budget are proposed to be funded as part of the 2025-2026 biennial budget. It is recommended that these four positions be funded with a 1% increase (\$500,000 per year) from 5% to 6% on the Lakeview Light and Power and Puget Sound Energy utilities.

With the new increased utility tax rate, electricity and natural gas will be consistent with majority of surrounding cities, and also consistent with the City's utility tax rate on phone/cell, cable tv, solid waste and stormwater.

The monthly impact of increasing the utility tax to 6% for the average Lakewood residential bill is as follows:

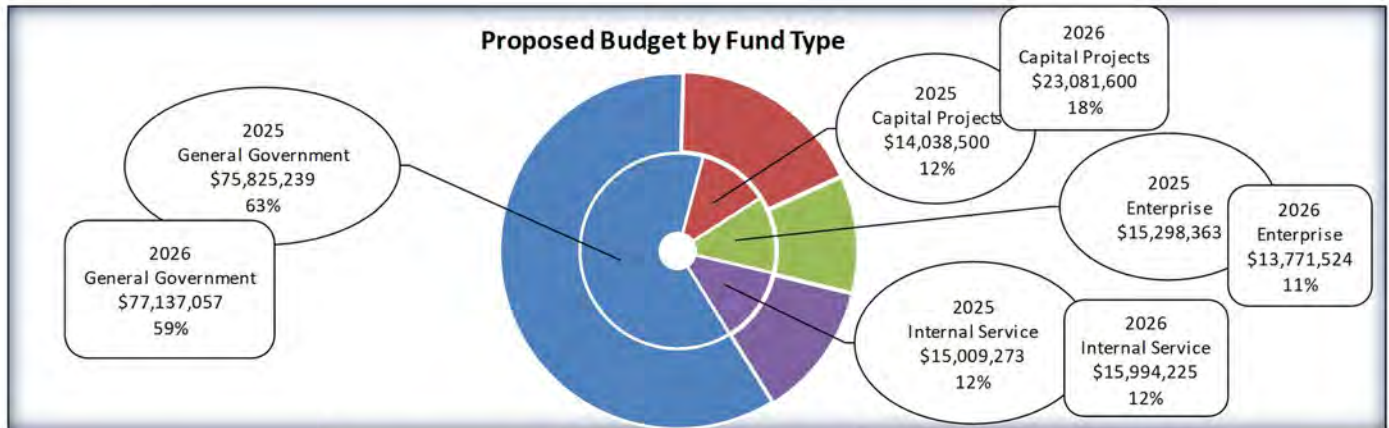
- Natural Gas: \$1.00 per month
- Electricity
 - Puget Sound Energy: \$1.63 per month
 - Lakeview Light & Power: \$1.08 per month

City	Electricity	Natural Gas
Auburn	6%	6%
Bonney Lake	6%	6%
Buckley	6%	6%
Carbonado	6%	6%
DuPont	6%	6%
Eatonville	6%	0%
Edgewood	6%	6%
Fife	6%	6%
Fircrest	6%	6%
Gig Harbor	5%	5%
Lakewood (Proposed)	6%	6%
Milton	6%	6%
Orting	6%	6%
Puyallup	4.2%	4.2%
Roy	6%	6%
Ruston	6%	0%
South Prairie	6%	6%
Steilacoom	6%	6%
Sumner	6%	6%
Tacoma	7.5%	7.5%
University Place	6%	6%

A public hearing on the utility tax rate increase is scheduled for November 4, 2024, followed by City Council consideration for adoption on November 1, 2024.

Proposed 2025/2026 Biennial Budget

The proposed budget for all funds totals \$120,171,375 in 2025 and \$129,984,406 in 2026.



Fund	2025 Proposed				2026 Proposed			
	Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance	Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance
General Government Funds:	\$ 13,336,926	\$ 62,488,313	\$ 62,269,627	\$ 13,555,612	\$ 13,555,612	\$ 63,581,445	\$ 62,803,607	\$ 14,333,450
001 General Fund	8,640,485	51,687,631	52,014,895	8,313,221	8,313,221	53,253,007	53,059,442	8,506,786
101 Street	-	3,021,668	3,021,668	-	-	3,135,225	3,135,225	-
103 Transportation Benefit District	-	835,000	835,000	-	-	835,000	835,000	-
104 Hotel/Motel Lodging Tax	3,857,464	1,351,250	1,271,250	3,937,464	3,937,464	1,351,250	1,271,250	4,017,464
105 Property Abatement/RHSP	-	777,800	777,800	-	-	486,625	486,625	-
106 Public Art	26,448	15,000	37,000	4,448	4,448	32,552	37,000	-
180 Narcotics Seizure	-	-	-	-	-	-	-	-
181 Felony Seizure	-	-	-	-	-	-	-	-
182 Federal Seizure	-	-	-	-	-	-	-	-
190 CDBG	-	553,819	553,819	-	-	550,000	550,000	-
191 Neighborhood Stabilization Prog	-	319,047	319,047	-	-	45,500	45,500	-
192 SSMCP	55,626	352,550	352,550	55,626	55,626	352,550	352,550	55,626
195 Public Safety Grants	-	-	-	-	-	-	-	-
196 ARPA	-	-	-	-	-	-	-	-
201 GO Bond Debt Service	-	2,450,772	2,450,772	-	-	2,441,294	2,441,294	-
202 LID Debt Service	-	145,328	145,328	-	-	91,294	91,294	-
204 Sewer Project Debt	663,903	978,448	490,498	1,151,853	1,151,853	1,007,148	498,427	1,660,574
251 LID Guaranty	93,000	-	-	93,000	93,000	-	-	93,000
Capital Project Funds:	\$ 392,000	\$ 13,646,500	\$ 13,423,600	\$ 614,900	\$ 614,900	\$ 22,466,700	\$ 23,081,600	\$ -
301 Parks	-	1,810,000	1,810,000	-	-	6,060,000	6,060,000	-
302 Transportation	-	9,126,000	9,126,000	-	-	13,681,000	13,681,000	-
303 Real Estate Excise Tax	-	2,402,600	2,402,600	-	-	2,400,000	2,400,000	-
311 Sewer Project	392,000	307,900	85,000	614,900	614,900	325,700	940,600	-
Enterprise Fund:	\$ 9,558,628	\$ 5,739,735	\$ 7,241,574	\$ 8,056,789	\$ 8,056,789	\$ 5,714,735	\$ 5,239,032	\$ 8,532,492
401 Surface Water Management	9,558,628	5,739,735	7,241,574	8,056,789	8,056,789	5,714,735	5,239,032	8,532,492
Internal Service Funds:	\$ 4,623,309	\$ 10,385,964	\$ 10,102,942	\$ 4,906,331	\$ 4,906,331	\$ 11,087,894	\$ 10,087,246	\$ 5,906,979
501 Fleet & Equipment	4,623,309	1,873,032	1,590,010	4,906,331	4,906,331	1,796,368	795,720	5,906,979
502 Property Management	-	942,680	942,680	-	-	956,628	956,628	-
503 Information Technology	-	3,829,155	3,829,155	-	-	4,105,045	4,105,045	-
504 Risk Management	-	3,741,097	3,741,097	-	-	4,229,853	4,229,853	-
Grand Total - All Funds	\$ 27,910,863	\$ 92,260,512	\$ 93,037,744	\$ 27,133,630	\$ 27,133,630	\$ 102,850,774	\$ 101,211,485	\$ 28,772,921
			Total Budget	\$ 120,171,375			Total Budget	\$ 129,984,406

Budget Summary

The budget includes the following key projects:

Personnel Changes to Increase Service Levels and Ensure a Balanced Budget

- The Proposed 2025-2026 Biennial Budget proposes an increase of 0.50 FTE from 222.05 FTEs adopted in 2024 to 222.55 FTEs in 2025.

Position Changes			
2024 Adopted vs 2025 Proposed	FTE	Department	Group
Positions Added			
PRA/Legal Specialist	1.00	Legal	AFSCME
GIS Analyst	1.00	P&PW	AFSCME
Capital Development Projects Manager	1.00	PRCS	AFSCME
Police Officer	4.00	Police	LPIG
Positions Eliminated			
GIS Analyst	(1.00)	Admin	AFSCME
Court Clerk	(1.00)	Court	AFSCME
Office Assistant-DV	(0.50)	Legal	AFSCME
Associate City Attorney-ARPA	(1.00)	Legal	Non-Rep
PRA/Legal Specialist-ARPA	(1.00)	Legal	AFSCME
PW Engineering Director	(1.00)	P&PW	Non-Rep
Office Assistant	(1.00)	Police	AFSCME
Total Change	0.50		

- A PRA/Legal Specialist, which was previously funded with ARPA funds is included to support body camera operations.
- The existing GIS Analyst position is reassigned from the Administrative Services Department to the newly formed Planning and Public Works Department. The Planning and Public Works Department is the main user of GIS services and aligns better the role of this program with this department's core functions and needs that will enhance the overall efficiency and effectiveness of both GIS services and department projects.
- A second Capital Project Manager is proposed given the size and scope of the City's Parks CIP program. The City has been remarkably successful procuring grants and funds to implement park improvement projects. In the next few years, the City will be managing over \$10 million in park capital improvements. Additional support is needed to ensure all the various components as well as the grant requirements are done properly, and projects are completed on time and within established budgets. Funding is within the existing Parks CIP budget.
- Four police officer positions, which were authorized though not funded as part of the 2023-2024 Adopted Budget are proposed to be funded as part of the 2025-2026 biennial budget. It is recommended that these four positions be funded with a 1% increase (\$500,000 per year) from 5% to 6% on the Lakeview Light and Power and Puget Sound Energy utilities.
- A vacant Associate City Attorney, which had been funded with ARPA funds to support body camera operations is no longer needed.

- A vacant Court Clerk position is eliminated to address decreased filings in municipal court.
 - An Office Assistant in support of victims of Domestic Violence is reduced to halftime status, which is funded through the STOP grant and is currently a half-time position. This position has gone back and forth as a full-time and half-time position and based on current caseloads; the need is a halftime position.
 - The vacant Public Works Engineering Services Director position is eliminated given the consolidation of the former Public Works Engineering and Community and Economic Development Departments into the Planning and Public Works Department.
 - An Office Assistant position, which is expected to be vacant by the end of the year is eliminated in the Police Department.
- The Proposed 2025-2026 Biennial Budget proposes a decrease of 4.00 FTEs from 222.55 FTEs proposed in 2025 to 218.55 FTEs in 2026.

Position Changes			
2025 Proposed vs 2026 Proposed	FTE	Department	Group
Positions Eliminated			
Program Coordinator-Neighborhood	(1.00)	P&PW	AFSCME
Program Coordinator-Econ Development	(0.50)	P&PW	AFSCME
Associate Planner	(1.00)	P&PW	AFSCME
Office Assistant	(1.00)	P&PW	AFSCME
Code Compliance/Safety Inspector	(0.50)	P&PW	AFSCME
Total Change	(4.00)		

It is recommended the four limited-term positions that are not funded in 2026 as part of this budget development process be reviewed for funding consideration as part of the mid-biennial budget review in third quarter 2025 should revenue funds become available for appropriation in 2026.

- As with previous biennial budgets, positions equating to 10.75 FTEs in 2025 and 6.75 FTEs in 2026 are identified as limited term positions for the upcoming biennium. The reason for this is financial. The City's available operating revenue does not allow for these positions to be recognized as ongoing, thus, to preserve the integrity of the City's finances, they are proposed only for this biennium and will be reevaluated in future biennium's just as has occurred from past biennia.

FTE				
Limited Term Positions	2025	2026	Department	Funding Source
Program Coordinator-Neighborhood	1.00	-	P&PW	One-time General Fund
Program Coordinator-Econ Development	0.50	-	P&PW	One-time General Fund
Program Coordinator-Econ Development	0.50	0.50	P&PW	One-time ARPA Funds
Associate Planner	1.00	-	P&PW	One-time General Fund
Office Assistant	1.00	-	P&PW	One-time General Fund
Code Compliance/Safety Inspector	0.50	-	P&PW	One-time General Fund
Code Compliance/Safety Inspector (RHSP)	0.50	0.50	P&PW	RHSP Fees/Abatement Funds
Program Assistant (Property Abatement)	0.80	0.80	P&PW	Abatement Funds
Program Assistant (RHSP)	0.20	0.20	P&PW	RHSP Fees
Program Coordinator (CDBG)	0.25	0.25	P&PW	CDBG
Parks Development Project Manager	2.00	2.00	PRCS	Parks CIP
Maintenance Worker	1.00	1.00	PRCS	One-time General Fund
Office Assistant-Domestic Violence	0.50	0.50	Legal	STOP Grant
PRA & Legal Specialist	1.00	1.00	Legal	One-time General Fund
Total Change	10.75	6.75		

- The result, as in previous years, is that our residents and businesses, those who we serve, will not see or experience any reductions in City services. The changes outlined above will allow the City to maintain fiscal integrity and stewardship while increasing services in Lakewood City Council priority areas, specifically in the areas of community engagement, public safety, economic development, environmental protection and preservation, human services, housing and homelessness, diversity, equity, inclusion and belonging, transportation, parks and sewer infrastructure improvements, and a wide range of community events.

Advancements in Economic Development

- Focus on Downtown and Lakewood Station District development, as well as citywide development (e.g., the I-5 retail frontage along Pacific Highway South, Woodbrook Industrial Business Park, International District, Springbrook and Tillicum) to meet various growth targets;
- Implementation of the Western Hospital Master Facility Plan in partnership with DSHS;
- Acquire suitable real estate within the downtown area for the development of an urban park(s) and multi-generational community center and initiate the process to develop a downtown master park plan that incorporates multi-generational recreational activities and gathering spaces, that may include a splash pad, play areas, walking and connector pathways and seating areas;
- Initiate a planning and feasibility study funded with a \$1.1 million federal RAISE grant to evaluate the Downtown Subarea transportation corridors and identify improvements to include a “green loop”. This study will examine the construction constraints of multimodal transportation improvements in the Lakewood Downtown Subarea Plan. The outcome of the study will be a strategic and prioritized implementation plan for construction of transportation improvements based on constraints, financial feasibility, available grant funding, and safety improvements;

- Initiate launch of Urban Forestry Program;
- Develop the Five Year 2025-2029 Consolidated Plan (CDBG and HOME); and
- Proactively represent the City and participate at SSHAP, PSRC and PCRC to include sub-group meetings of GMCC and TCC.

Advancements in Infrastructure Improvements

- Implement eight new park improvements projects plus project support totaling \$7.9 million; and
- Implement seventeen new transportation improvement projects plus project support totaling \$22.8 million.

Advancements in Public Safety

- Commitment to setting aside 1% of General Fund for human and social services to include food security, homelessness and mental illness;
- Expand and enhance Veteran’s Treatment Court and Community Court;
- Focus on Community Engagement to increase Community-Based Policing;
- Reduce Crime and Fear of Victimization;
- Reduce Traffic Collisions to Create Safer Communities;
- Increase Use of Technological Advancements in Public Safety;
- Enhance Police Officer Training, Wellness and Support;
- Develop a plan for a real time crime center using grant funding;
- Develop an abbreviated Citizen’s Academy for the Youth Council and high school students;
- Implementation of the Rental Housing Safety Program (RSHP) to include a change in fees to eliminate the City’s General Fund subsidy;
- Proactive Abatement Program; and
- Evaluate, and if feasible transition municipal court operations from in-house to a contracted service.

Advancements in Fiscal Responsibility

- Provide strong and transparent financial reporting with a focus on full disclosure to include the preparation of the biennial budget, Popular Annual Financial Report (PAFR), Comprehensive Annual Financial Report (CAFR), six-year financial forecast, performance measures, and manage and monitor the City’s ARPA program;

- Implement new Enterprise Resource Planning (ERP) system to replace current financial system;
- Evaluate implementation of new permitting system to include an update to permit review processes and timelines to comply with SB 5290; and
- Continued focus on cybersecurity measures.

Advancements in Transparency

- 30th Anniversary of Cityhood Celebration;
- Strengthen the City's relationships and opportunities for collaboration with neighborhood groups, associations, JBLM, local schools and institutions and advisory boards and committees and expand to include a more robust volunteer program;
- Grow the City's social media reach to expand access to information about City operations and events;
- Provide for an annual Youth Summit to engage teens regarding community issues, enhance communication and gather information for program expansion;
- Act and serve in a leadership capacity in national, state, regional and local affairs;
- Develop and implement a proactive County, State and Federal legislative agenda that promotes and protects the interests and needs of the Lakewood community;
- Finalize and implement a Diversity, Equity, Inclusion, and Belonging (DEIB) Strategic Plan;
- Continue City's leadership and contribution to the South Sound Military and Communities Partnership (SSMCP) with a focus on transportation, housing, childcare services, JBLM regional economic analyses report, State Defense Community Capability Account (DCCA), climate change study, occupational licensing to reduce barriers for military spouses, and the North Clear Zone (NCZ);
- Continue to expand and grow with the number of events and participation sponsored by the City each year;
- Update the Lakewood Legacy Plan;
- Partner with Historic Fort Steilacoom Association and DSHS to secure ownership of Historic Fort Steilacoom property;
- Initiate the creation of a City public art collection;
- Expand programs and services for older adults at various locations around the City; and
- Implement outdoor adventure programming to include narrated hikes, education, conservation and stewardship opportunities, summer camps and other activities using our Lakewood parks, lakes and outdoor spaces.

Capital Improvement Funds

It is critical that adequate funding be dedicated to maintaining aging infrastructure. The 2025 and 2026 capital budget, which includes parks, transportation, and sewers, amounts to \$14,038,500 and \$23,081,600, respectively. It reflects an allocation of resources that have been identified as a high priority goal by the Lakewood City Council.

Funding in support of parks and transportation is a combination of city, county, state and federal grants coupled with dedicated City capital revenue such as fuel taxes, transportation benefit district funds, real estate excise taxes (REET), storm water fees (SWM) and a Tax-Increment Financing (TIF) in support of downtown revitalization with a specific focus on a downtown park(s). These monies provide the critical leverage needed to effectively compete and be awarded millions in grant funds for much needed infrastructure improvements.

Parks Capital Fund

Between 2015 and 2024, the City will have completed or initiated 57 park improvement projects totaling \$47.7 million at a number of City parks to include Fort Steilacoom Park, Springbrook Park, Harry Todd Park and Wards Lake Park. Park CIP projects are heavily supported by grants and other partnerships.

Park improvement investments are proposed to continue in the 2025-2026 biennium with a key focus on new downtown park(s) and water access at Lake Steilacoom to include major improvements at Edgewater Park and a street end pilot project and the development of a plan in partnership with camp Murray for boat launch improvements on American Lake.

Funding totaling \$7,870,000 (includes grants and state capital budget awards) is allocated in support of nine park improvements projects plus project support for 2025 and 2026 as outlined in the following table.

Proposed Park Projects		2025	2026
1	Park Equipment Replacement	\$ 20,000	\$ 20,000
2	Park Playground Resurfacing	15,000	15,000
3	Project Support	100,000	100,000
4	Edgewater Park **	500,000	500,000
5	FSP H-Barn Complex Restoration & Renovation **	1,000,000	3,000,000
6	Street End Pilot Project	75,000	425,000
7	Downtown Park(s) and Multi-Generational Community Center	-	2,000,000
8	Lakewood Water District Property Development (in-kind services)	-	-
9	Camp Murray Boat Launch Improvements	100,000	-
Total		\$ 1,810,000	\$ 6,060,000
** Funding contingent upon anticipated grants & state capital budget.			

Park improvement projects for 2025 and 2026 include:

- Parks Equipment Replacement and Playground Resurfacing: This budget provides funds to support the replacement of park and playground equipment to include picnic tables, drinking fountains, benches, damaged playground pieces and required playground fall material and resurfacing. The City can offset and/or expand program costs by allowing private individuals and groups to purchase memorial benches at the parks for \$1,000 to \$1,500 each, which includes installation by the City and a plaque. Funds are also used for Eagle Scout and other community projects that occur throughout the year.

- Edgewater Park: This 2.8-acre linear park is relatively undeveloped. In 2006 the City replaced the boat launch at the park, but no additional improvements have been made for the past 18 years. A park master plan was completed in 2024 that also provides the opportunity for the City to apply for grant funds to implement the plan. Project enhancements would include park pathways and ADA access, swimming area, environmental restoration, fishing pier, parking and a new boat launch. Design, engineering and permitting would occur between 2025 and 2027 followed by construction in 2027 and 2028.

The following is a list of grants and state capital budget requests totaling \$4,050,000 million that have been applied for and requested to support the development of this park site.

Park Project	Grant Type	Grant Amount	Application Date	Notification Date
Edgewater Park	ALEA	\$ 500,000	Summer 2024	Spring 2025
Edgewater Park	WWRP	2,200,000	Summer 2024	Spring 2025
Edgewater Park	Boating Facilities Program	1,000,000	Summer 2024	Spring 2025
Edgewater Park	State Capital Budget	350,000	Summer 2024	Spring 2025
TOTAL		\$ 4,050,000		
WWRP: Washington Wildlife and Recreation Program (state)				
ALEA: Aquatic Lands Enhancement Account				

- Fort Steilacoom Park H-Barn Complex Restoration & Renovation: The City and Partners for Parks have agreed to a partnership to restore and renovate the H-Barn at Fort Steilacoom Park. A previous analysis developed by Partners for Parks estimated that the cost to make these improvements totals \$7.5 million. Partners for Parks is committed to undertake a capital fund raising campaign to raise \$3.5 million coupled with the City contributing \$4.0 million. The City's contribution would include \$2.0 million in bonds financed with City LTAC funds, \$1.75 million in grants and other financial resources to include potentially Pierce County LTAC funds, and a \$250,000 state capital budget request. Since this is City owned property, the City will begin planning and design in 2025 to include the development of more finite cost estimates financed with Partner for Parks funds. Construction would occur beginning in 2026 and 2027 and will be dependent upon both Partners for Parks and the City securing the funds necessary to construct the improvements.

Fort Steilacoom Park H-Barn Complex Restoration & Renovation Project	Funding	
	Type	Amount
Partners for Parks	Private Campaign	\$ 3,500,000
City of Lakewood		
City LTAC Funds	City LTAC	2,000,000
Grants and other financial resources	Grants	1,750,000
State Capital Budget	State	250,000
Subtotal City of Lakewood		4,000,000
TOTAL		\$ 7,500,000

- Street End Pilot Project: In 2022, the Parks and Recreation Advisory Board (PRAB) street ends report that was developed in 2009 was updated to include a more comprehensive update on each street end in terms of site feasibility and financial costs. The result was the City Council providing direction for PRAB to identify one site to be developed as a pilot

project as part of the 2025-2026 biennium. PRAB has recommended the Westlake Avenue street end as the pilot project based on established criteria, project goals, scoring, site factors and feasibility of completing the project within the biennium. This project is funded with ARPA funds with design, planning, and community outreach occurring in 2025 followed by construction in 2026.

- Downtown Park(s) and Multi-Generational Community Center: A key City Council goal and priority is to identify and acquire suitable real estate within the downtown area for the development of an urban park(s) and multi-generational community center. This work was initiated in 2024 and is expected to continue into 2025. Once completed, the development of a downtown master park plan that incorporates multi-generational recreational activities and gathering spaces, which may include a splash pad, play areas, walking and connector pathways and seating areas will get underway in 2026. This process will include the engagement of architects, landscape designers, community stakeholders, and residents.
- Lakewood Water District Property Development: The City and Lakewood Water District have had conversations about a partnership to develop a property (6502 127th Street SW and 6434 127th Street SW) owned by the District totaling 0.52 acres into a neighborhood park in the Nyanza neighborhood. Neighborhood parks are typically less than 5 acres and provide access to essential park amenities of open space and playground facilities and can help provide an open space within one-half mile of every resident. Neighborhood parks are designed to encourage easy access on foot and to support unstructured, spontaneous activities, including active and passive recreation. An evaluation of this opportunity to include community outreach and engagement would occur in 2026. Any future development would be dependent upon the outcome of this community process.
- Camp Murray Boat Launch Improvements: The City and Camp Murray are in the process of entering into a Memorandum of Understanding (MOU) to develop a Camp Murray Boat Launch Joint Master Plan for improvements at the boat launch on American Lake. The purpose of the Master Plan is to increase equitable access to American Lake via the Camp Murray Boat Launch, particularly for the residents of the Tillicum and Woodbrook neighborhoods, who have limited public access to lakes in the City due to geographic and economic conditions. The Master Plan will also address the needs of the community and may include the following: ADA-accessible walkways and site amenities, security lighting, parking lot improvements, boat launch improvements, fencing and placemaking signage. And it will ensure boat launch improvements address City, Lakewood Police Department, West Pierce Fire and Rescue, and Camp Murray operational needs, security, and mission readiness. The development of the Master Plan will occur in 2025 and is funded with City ARPA funds. Once completed, the City will pursue state grants to implement the Master Plan to include Washington Recreation and Wildlife Program (WWRP), Aquatic Lands Enhancement Account (ALEA) and Land and Water Conservation Fund (LWCF), which would occur in 2027 followed by design and permitting in 2028 and construction in 2029/2030.

Transportation Capital Fund

Between 2015 and 2024, the City will have completed or initiated 103 transportation improvement projects totaling over \$152.5 million including pavement preservation, pavement overlays, street and sidewalk improvements, traffic signals, neighborhood safety, and LED streetlights.

In 2024, the City and Sound Transit entered into a funding agreement whereby Sound Transit is providing funding totaling \$31.6 million to design and construct transportation projects to further the goals of increasing access to and ridership at the Lakewood Sounder Station. This agreement will provide for the design and reconstruction of 4.5 miles of roadway via 13 separate projects in the Springbrook, Ponders, Lakeview, and Lakewood Station neighborhoods. The projects will reconstruct existing roadways with new street lighting, curbs and sidewalks. Design is anticipated to commence in fall 2024 and construction will be complete for all the 13 projects by the end of 2029. The partnership and ability of the City to secure these funds is a significant milestone and the improvements will be transformational for these neighborhoods. For the upcoming biennium, the City is expected to invest another \$22,807,000. The following table illustrates this commitment. This budget includes funding in support of eighteen transportation improvement projects plus project support totaling \$9,126,000 for 2025 and \$13,681,000 in 2026.

Proposed Transportation Projects		2025	2026
1	Streetlights: New LED Lights	\$ 185,000	\$ -
2	Safety: Neighborhood Traffic Safety/Traffic Calming	27,000	30,000
3	Minor Capital & Major Maintenance	270,000	270,000
4	Chip Seal Program: Local Access Roads	400,000	400,000
5	Streets: Mt Tacoma Drive - Interlaaken to Whitman	150,000	3,800,000
6	Streets: Nyanza Road SW	4,300,000	-
7	Sound Transit: 115th Street CT SW - Bridgeport Way to Sound Transit ROW	-	260,000
8	Sound Transit: Kendrick from 111th St SW to 108th ST SW Roadway	210,000	1,820,000
9	Sound Transit: Clover Park HS-112th Sidewalks: Gravelly Lake Dr to Bridgeport	185,000	3,575,000
10	Sound Transit: Sidewalks - 47th Ave SW - 121st St SW to Pacific Highway S	-	235,000
11	Streets: 100th Street; 59th to South Tacoma Way	-	318,000
12	Streets & Sidewalks: Interlaaken; 112th to Washington Blvd (Design)	1,915,000	-
13	Sound Transit: Sidewalks-McChord Dr/New York Ave-PHS to Bridgeport	600,000	500,000
14	Sound Transit: Sidewalks-Lincoln Ave -McChord Dr to San Francisco Ave	-	100,000
15	Sound Transit-Sidewalks: Clover Creek Dr	-	150,000
16	Roadway Restoration: 112th-South Tacoma Way to Steele St	71,000	1,174,000
17	RAISE Grant-Planning: Lakewood Downtown Feasibility Study	300,000	500,000
18	Personnel, Engineering & Professional Services	513,000	549,000
Total		\$ 9,126,000	\$ 13,681,000

Transportation improvement projects for 2025 and 2026 include:

- Streetlights -- New LED Lights: The City will continue to invest in streetlights each year. It is anticipated the new LED streetlights program will be completed in 2025 except for areas of the City with underground utilities, specifically the Oakbrook neighborhood. Those areas are anticipated to be evaluated for consideration in future biennia. The 2025 appropriation will install 40 more LED streetlights along the neighborhood to the northwest of Onyx Drive SW.

- Safety -- Neighborhood Traffic Safety/Traffic Calming: This annual program provides funding to make minor capital improvements to include traffic studies, community outreach, signage, pavement markings, radar feedback signs, speed humps, and engineering to improve safety in neighborhoods.
- Minor Capital and Major Maintenance: This annual program allows the City to take a proactive approach in support of pavement patching, street paint striping, roadway markings, and driveway and sidewalk panel replacement. This program also includes \$10,000 in 2025 to conduct a feasibility study to evaluate future options on Interlaaken Bridge that includes community input, traffic flow alternatives and impacts, open public spaces, pedestrian access, safety, environmental impact, community needs, and long-term sustainability.
- Chip Seal Program – Local Access Roads: The City’s chip seal program is an annual program that restores residential roads showing their age from time and weather. Chip seal is a common, proactive and cost-effective pavement maintenance practice that extends the service life of a road by seven to ten years.
 - Chip Seal Program (2025): The chip seal program will be spread out north-south along areas between 100th Street SW and 112th Street SW and east-west between Lake Steilacoom and Lakeview Avenue SW. Some patching and crack sealing will be done ahead of the chip seal application.
 - Chip Seal Program (2026): The chip seal program will be spread out north-south along areas between Mt Tacoma Drive SW and 108th St SW and east-west between Gravelly Lake Drive and South Tacoma Way. Some patching and crack sealing will be done ahead of the chip seal application.
- Streets: Mt. Tacoma Drive – Interlaaken to Whitman Avenue: Mt. Tacoma Drive is a minor arterial connecting the Interlaaken Bridge to the west side of the City with the Town Center. This project will install new curb, gutter and sidewalk (one side), street lighting, associated storm drainage and pavement reconstruction between Interlaaken Drive along Mt. Tacoma Drive to Whitman Avenue. A roundabout at Meadow and Mt. Tacoma Drive will be evaluated as part of the design process.
- Streets: Nyanza Road SW: This project will complete the Gravelly Lake loop and close the loop from I-5 to the Lakewood Towne Center with approximately 5,400 lineal feet of new road surface, curb, gutter, sidewalks, shared use path, streetlights, storm water systems, and associated traffic signal improvements at the north end of Nyanza. The project will include an evaluation of a roundabout at the north end of Nyanza and if not possible, a mast arm signal will be installed to replace the existing signal poles and wires.
- Sound Transit: 115th Street CT SW - Bridgeport Way to Sound Transit ROW: 115th Street CT SW is a local access dead end street that connects Bridgeport Way to the Lakewood Sounder Station. The street lacks sidewalk and street lighting. This project will build new curb, gutter, sidewalk, and street lighting improvements along the north side of 115th Street Ct SW from Bridgeport Way to the Lakewood Sounder Station. It will include a new Rectangular Rapid Flashing Beacon Crossing along Bridgeport Way at the north side of 115th Street CT SW for pedestrian crossing. Additionally, the NW corner of Bridgeport Way and Pacific Highway South will be reconfigured to allow bus traffic to use NB Bridgeport from Pacific Highway.

- Sound Transit: Kendrick from 111th Street SW to 108th Street SW Roadway: Kendrick Street is a local access street within the Lakewood Station Subarea that has a direct tie to the Lakewood Sounder Station. Sidewalk along this segment do not exist and street lighting is limited due to power pole availability. This project will construct new curb and gutter, sidewalk, street lighting, bike facilities, storm drainage, striping, and pavement on Kendrick Street SW between 111th Street SW and 108th Street SW. Additional improvements include a sidewalk connection along 111th from Occident to 112th and a sidewalk extension from Sharondale to 108th along the east side of Halcyon.
- Sound Transit: Clover Park HS/112th Street SW Sidewalks: Gravelly Lake Drive SW to Bridgeport Way SW: This project will install curb, gutter, and sidewalks on 112th Street between Gravelly Lake Drive and Bridgeport Way SW. Phase 1 was conducted in 2023 and included sidewalks on the north side of 112th Street SW between Gravelly Lake Drive SW to Highland Ave SW, which was funded with a Safe Routes to Schools grant. This phase will build new curb, gutter, sidewalks, ADA compliant ramps, bike lanes, drainage, and streetlights as appropriate on the remainder of the 112th Street SW between Gravelly Lake Drive and Bridgeport Way SW. Both sides of the road will be completed as necessary to finish the roadway improvements.
- Sound Transit: Sidewalks - 47th Avenue SW to 121st Street SW to Pacific Highway SW: 47th Avenue SW is a local access street connecting the Springbrook neighborhood to Pacific Highway Sand the Lakewood Sound Transit Station. This project will complete new curb, gutter, sidewalks, bike lanes, street lighting, drainage, roadway surface on 47th Avenue SW.
- Streets: 100th Street, 59th to South Tacoma Way: This long corridor has been set up in a multi-phase approach. The first phase of the project is 100th Street SW between Lakeview Drive and South Tacoma Way. The City has been awarded a grant by PSRC to design this first phase as well as identify the required right-of-way necessary for construction. The project will provide roadway surface improvements, curb, gutter, sidewalks, street lighting, drainage, and a new signal at 40th Avenue SW. Completion of this segment of 100th Street SW will significantly improve the non-motorized connection between South Tacoma Way to the downtown core by ensuring sidewalk connectivity.
- Streets & Sidewalks: Interlaaken; 112th to Washington Blvd: This project will construct sidewalks on Interlaaken from 112th Street SW to the new roundabout at Washington Blvd to include curb, gutter, storm drainage, streetlights and an asphalt overlay.
- Sound Transit: Sidewalks-McChord Drive/New York Avenue - Pacific Highway SW to Bridgeport Way SW: This project will construct new curb, gutter, sidewalk, street lighting, drainage and road surface improvements along McCord Drive/New York Avenue SW between Pacific Highway SW and Bridgeport Way SW. The crossing of the freeway portion will be completed by Sound Transit. The sidewalk will be on the north side of the roadway though the south side will have an asphalt wedge curb and gravel walking path.
- Sound Transit: Sidewalks-Lincoln Avenue SW-McChord Drive SW to San Francisco Avenue SW: This project will complete the curb, gutter, sidewalks, drainage and street lighting along Lincoln Avenue SW between McChord Drive SW and San Francisco Avenue SW. A portion of Lincoln Ave SW is fully developed with sidewalks and street lighting, so this project will tie into those improvements.

- Sound Transit: Sidewalks-Clover Creek Drive: This project will construct curb, gutter, sidewalks, drainage, roadway surfacing, streetlights from Pacific Highway SW to the intersection of Hillcrest Drive SW and Clover Creek Drive. All work within the railroad right-of-way will be completed by Sound Transit.
- Roadway Restoration: 112th-South Tacoma Way to Steele Street: 112th Street between South Tacoma Way and Steele Street is a principal arterial, carrying over 15,000 vehicles per day. This project will reconstruct the roadway along 112th Street between South Tacoma Way and Steele Street. Improvements also include pavement repair, grinding, two-inch overlay, channelization, upgrading sidewalk ramps to conform with ADA, and signage.
- RAISE Grant-Planning: Lakewood Downtown Transportation Feasibility Study: The City was awarded a \$1.1 million federal RAISE grant to evaluate the Downtown Subarea transportation corridors and identify improvements to include a “green loop”. This grant will fund a planning and feasibility study to examine the construction constraints of multimodal transportation improvements in the Lakewood Downtown Subarea Plan. The outcome of the study will be a strategic and prioritized implementation plan for construction of transportation improvements based on constraints, financial feasibility, available grant funding, and safety improvements. Once the plan is completed, the City will be a strong position to pursue RAISE construction funds totaling \$20 to \$30 million in support of the downtown infrastructure improvements.

Sewer Capital Fund

The 2025 and 2026 sewer utility capital budget totals \$85,000 and \$940,600, respectively.

Proposed Sewer Utility Projects		2025	2026
1	Side Sewer Capital	\$ 50,000	\$ 50,000
2	Grant Avenue & Orchard Street Sewer Extensions	-	735,600
3	Washington Avenue & West Thorne Lane Sewer Extension	-	120,000
4	Program Administration	35,000	35,000
Total		\$ 85,000	\$ 940,600

Sewer capital projects for 2025 and 2026 include:

- Side Sewer Capital: These financial resources are set aside to design and construct side sewers to the sewer system in the Tillicum and Woodbrook neighborhoods. This program is set up as a loan program with costs paid back by property owners.
- Grant Avenue & Orchard Street Sewer Extension: This project will extend existing sanitary sewer mains from: the Grant Avenue/Orchard Street intersection approximately 850 feet northeast to the 14800 block of Grant Avenue; Grant Avenue/Berkeley Street intersection approximately 380 feet southwest to the 15500 block of Grant Avenue; Grant Avenue/Orchard Street intersection approximately 340 feet to the 8400 block of Orchard Street; Orchard Street/Union Avenue intersection approximately 310 feet northwest to the 8300 block of Orchard Street. New sewer line footage is 1,880 feet. Once operational, the new sewer lines will make sewer service available to twenty-eight properties of which eighteen are single family and nine are multiple dwelling units ranging from 2 to 6 units per property. One property contains the childcare center located on the grounds of Tillicum Elementary School. Total number of dwelling units for the twenty-eight properties is thirty-nine. Design and construction will occur in 2026. Once the sanitary sewer lines are

constructed the system will be turned over to Pierce County Sewer Utility for operation and maintenance.

- Washington Avenue & West Thorne Lane Sewer Extension: This project will extend existing sanitary sewer mains from the Washington Avenue/ Berkeley Street intersection approximately 2,150 feet northeast to the 14800 block of Washington Avenue; from the Grant Avenue/West Thorne Lane intersection approximately 390 feet southwest to the 14800 block of West Thorne Lane; and from West Thorne Lane/Union Avenue intersection approximately 500 feet north to the 14900 block of West Thorne Lane. Total new sewer line footage is 3,040 feet. Road improvements will include new pavement, curb, gutter and sidewalk, and a new storm drainage system. Once operational, the new sewer lines will make sewer service available to sixty properties of which thirty-four are single family, eighteen have multiple dwelling units ranging from 2 to 14 units per property, one property contains the Tillicum Community Center, and seven properties are commercial. Total number of dwelling units for the sixty properties is 120. The current timing of the project is to design in 2026 and construct in 2027. Once the sanitary sewer lines are constructed the system will be turned over to Pierce County Sewer Utility for operation and maintenance.

Storm Water Utility Fund

The 2025 and 2026 Surface Water Management (SWM) Utility Fund amounts to \$15,298,363 and \$13,771,524, respectively, and includes both a maintenance operating and construction component. This budget continues to implement a storm water management program that meets the requirements of the NPDES Phase II permit.

Proposed Storm Water Utility Projects		2025	2026
1	Clover Creek Flood Risk Reduction Study	\$ 110,000	\$ -
2	2025 Drainage Pipe Repair Project (Construction)	390,000	-
3	2026 Drainage Pipe Repair Project (Construction)	-	395,000
4	2026 Water Quality Improvements	-	75,000
5	Annual Catch Basin and Storm Drainage Repair	150,000	150,000
Subtotal Storm Water Utility Projects		650,000	620,000
6	American Lake Management District	20,866	20,939
7	Transfer Out -- Transportation CIP	631,400	357,700
Total		\$ 1,302,266	\$ 998,639

Storm Water Utility capital projects for 2025 and 2026 include:

- Clover Creek Flood Reduction Study: This project has evaluated alternatives to reduce flood risks along Clover Creek in Lakewood from McChord Field on JBLM to Steilacoom Lake. Previous phases of the project built on hydraulic modeling work that was done in 2019 to determine flood risk for this section of Clover Creek and to evaluate potential options to mitigate or prevent flooding. After review with City Council, additional work was authorized on this long-term project. In the next phase of work for 2025 additional field and consulting work will be conducted for siting of a proposed levee, downstream streamside improvements, public outreach, agency coordination, and potential grant applications.
- 2025 and 2026 Drainage Pipe Repair Project (Construction): This annual project will design and construct the repair work needed on storm drainpipe and culverts city-wide. Repair locations will be based on pipe ratings as determined during video inspections.

- 2026 Water Quality Improvements: This project will evaluate the feasibility of installing water quality facilities to existing systems discharging into Flett Creek at the Custer Road Crossing. Depending on the evaluation outcome, a future phase will be for design and construction.
- Annual Catch Basin and Storm Drainage Repair: This project will raise sunken catch basin frame and grates in the roadway. In addition, minor ponding, curb and gutter repairs, and culvert maintenance will be repaired city-wide. Repair locations will be based on reported locations and as the result of claims locations where catch basins have sunk below grade and vehicle damage has occurred. Ponding is often reported in the winter months. This work can be combined with the City's annual pavement patching contract by separate bid schedule to minimize overhead costs and realize economies of scale.

In addition, the City will continue with its support of the American Lake Lake Management District No. 1 that was formed in 2019. And as illustrated in the table above, the SWM Utility Fund also provides funding in support of transportation construction projects with a storm water element. This capital funding totals \$631,400 in 2025 and \$357,700 in 2025, which is consistent with SWM investments in recent years.

Internal Service Funds

The 2025 and 2026 Internal Service Funds amounts to \$15,009,273 and \$15,994,225, respectively. This budget includes four internal service funds: Fleet & Equipment, Property Management, Information Technology and Risk Management. The purpose of these funds is to account for all costs associated with operating and maintaining the City's vehicles, equipment, City owned facilities, information systems, and risk management functions. The benefits of internal service funds include measuring the full cost of the goods or services to attain greater economy, efficiency, and effectiveness during the acquisition and distribution of common goods and services used by the operating departments as well as facilitating the equitable sharing of costs among departments served. To achieve these benefits, costs are charged back to the departments that use services on a cost reimbursement basis.

Fleet and Equipment

The following is a summary of the vehicle and equipment replacements in the 2025-2026 biennial budget.

Proposed Fleet & Equipment Acquisitions		2025	2026
1	Replace police vehicles (8)	\$ 600,000	\$ -
2	Replace O&M vehicle	55,000	-
5	Replace Planning & Public Works vehicle (2)	79,290	-
6	Replace Equipment (Bobcat ToolCat 5600)	70,000	-
Total		\$ 804,290	\$ -

Property Management

This table outlines the projects that are included in the 2025-2026 property management biennial budget. These improvements are consistent with the six-year property management plan developed in mid-2016 and ensure the preservation and maintenance of City-owned facilities.

Proposed Property Management Projects		2025	2026
1	City Hall: Fire Alarm Panel	\$ 40,000	\$ -
2	Police Station: Fire Alarm Panel	40,000	-
4	Police Station: Generator Control Modernization	-	50,000
5	Police Station: Replace East Gate Motor	-	40,000
6	O&M Facility: Replace shop HVAC	20,000	
7	City Buildings & Facilities: City Parking Lot Improvement Program	-	10,000
Total		\$ 100,000	\$ 100,000

Clean Buildings Standard Compliance

This budget does not include funding to address clean building laws passed by the state legislature in 2019 (HB 1257) and 2022 (SB 5722) given the costs are millions of dollars, which is way beyond the financial capacity of the City to fulfill.

The state legislature has determined that residential and commercial buildings are Washington's second-largest source of greenhouse gas emissions, accounting for 27% of statewide emissions. With the life of a building spanning at least 50-100 years, the state legislature has determined that retrofitting existing buildings to use less energy is the most cost-efficient way to significantly reduce greenhouse gas emissions.

The City has two buildings that must comply with the state mandated standards, City Hall (Tier 1; over 50,000 SF) and the police station (Tier 2: 20,000-50,000 SF). The state Department of Commerce has published target Energy Use Intensity (EUI) targets based on building type and climate zone. The City has completed an Investment Grade Audit (IGA) for City Hall which identifies existing energy use and makes recommendations for energy conservation measures. To comply with the state's Clean Building Standard, the City has evaluated several energy efficiency efforts and has identified key improvements that will reduce EUI to comply with the mandated standards.

The City has identified three phases to complete the upgrades to City Hall and is proceeding forward with Phase 1 which totals over \$1.8 million and will provide the largest EUI reduction.

Clean Buildings Standard Compliance	Amount
City Hall	
Phase 1 (funded)	\$ 1,811,887
Phase 2 (unfunded)	1,696,361
Phase 3 (unfunded)	2,452,968
Subtotal City Hall	5,961,216
Police Station (unfunded)	TBD
TOTAL	\$ 5,961,216

Phase 1, which is scheduled to be completed by the end of 2024 consists of: updating the control systems for heating and cooling to reduce energy waste; replacing non-condensing natural gas boilers with new condensing natural gas boilers; upgrade to LED lighting and lighting controls; and electric vehicle charging stations.

The City currently lacks the \$4.2 million needed to proceed with phases 2 and 3 of the City Hall IGA implementation plans, which involve significant HVAC and infrastructure upgrades to include replacing air handling and chiller units, and the control equipment needed to meet

required clean air standards. Additionally, an IGA for the police station is in development so the costs for improvements are still being determined and unknown currently.

Lakewood has and continues to apply for state grant programs to comply with the new laws. Unfortunately, the funding available to these programs is woefully inadequate to support the level of financial need. For example, the City took advantage of the state's Early Adopter Program and received \$53,159 towards the improvements to City Hall, which totals almost \$6.0 million. Even if the City receives the maximum award from all available state grants, this coupled with utility rebate incentives are only a fraction of the cost to meet the state's mandated clean energy targets by 2028.

As part of the 2025 state legislative process, the City is requesting additional ongoing state funding, either through a grant program or a direct appropriation, to support compliance with the Clean Buildings Standards. Funding is needed for Phase 2 and 3 of City Hall as well as all upgrades to the police station. Additionally, the City requests the state legislature consider amending the clean building standards to allow for discretion on whether the improvements will add value to the building or result in greater cost savings over time. Another option is to extend the timeline for compliance to improve access to capital resources.

Information Technology

As outlined in the following table, new information technology programs and system upgrades are also included in the biennial budget. These items are consistent with the *Information Technology Plan* and build upon deferred information technology projects that were funded beginning in 2014.

Proposed Information Technology Investments		2025	2026
1	Add & Replace Wireless Access Points (WiFi)	\$ 72,000	\$ 72,000
2	Replace & Expand Video Surveillance	72,000	84,000
3	Server/Hosts Replacement	30,000	15,000
4	Computer Replacement	145,000	145,000
5	Storage Area Network (SAN)	-	180,000
6	Cyber Security	300,000	300,000
7	Coper Replacements	15,000	-
Total		\$ 634,000	\$ 796,000

This budget includes funding in support of continued replacement and updating of the City's information technology hardware and software systems. The budget also includes resources to replace and expand wireless access points throughout the City providing additional Wi-Fi services for public access. And the budget includes funds to expand and replace video surveillance cameras to provide law enforcement visibility at locations such as parking lots, high crime areas and City parks. The budget also provides funds to ensure cyber-security systems are in place to include awareness training for city personnel.