LAKEWOOD CITY COUNCIL
STUDY SESSION AGENDA
Monday, November 9, 2026
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

CALL TO ORDER

ITEMS FOR DISCUSSION:

(4) 1. Municipal Court Update. – (Memorandum)

(12) 2. Review of 2027 Lodging Tax Funding Recommendations. – (Memorandum)

(20) 3. Review of 2027 Fee Schedule Amendments. – (Memorandum)

(100) 4. Review of Credit and Debit Card Fee Resolution. – (Memorandum)

(103) 5. Review of 2027-2028 Proposed Biennial Budget. – (Memorandum)

(112) 6. Review of City Hall Council Chambers Audio and Video Upgrades. – (Memorandum)

ITEMS TENTATIVELY SCHEDULED FOR THE MONDAY, NOVEMBER 16, 2026 REGULAR CITY COUNCIL MEETING AND STUDY SESSION:

1. Presentation of the 2027 Stormwater Prevention Outreach Calendar. – *Tillicum Elementary School*

2. Police Commissioning Ceremony.

3. Approving the 2027 Lodging Tax Funding Recommendations. – (Motion – Consent Agenda)

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

4. Authorizing the execution of an agreement with Johnson Group for federal governmental relation services. – (Motion – Consent Agenda)

5. Authorizing the execution of an agreement with Gordon Thomas Honeywell Governmental Affairs for state governmental relation services. – (Motion – Consent Agenda)

6. Authorizing the execution of an agreement with One Diversified for City Hall Council Chambers technology upgrades. – (Motion – Consent Agenda)

7. Cancelling the City Council meeting of December 21, 2026. – (Motion – Consent Agenda)

8. This is the date set for a public hearing to consider the partial vacation of approximately 4,246 square feet of the 100th Street SW right-of-way abutting Lake Steilacoom. – (Public Hearings and Appeals – Regular Agenda)

9. Relating to ad valorem property taxes; establishing the amount to be raised in 2027 by taxation on the assessed valuation of the property of the city; and setting the property tax levy rate for 2027. – (Ordinance – Regular Agenda)

10. Amending the 2026 Budget. – (Ordinance – Regular Agenda)

11. Adopting the 2027-2028 Biennial Budget. – (Ordinance – Regular Agenda)

12. Setting the 2027 Fee Schedule. – (Resolution – Regular Agenda)

13. Authorizing a credit and debit card service fee for certain payments made to the City. – (Resolution – Regular Agenda)

14. Approving the 2027 Lakewood Comprehensive Plan, Zoning Map and Development Regulations Amendment Docket. – (Resolution– Regular Agenda)

15. Motion No. 2026-76 Approving the 2027 Human Services Funding Allocations. – (Unfinished – Regular Agenda)

16. Pierce Conservation District Update. – (Items for Discussion – Regular Agenda)

17. Camp Murray Master Plan Presentation. – (Items for Discussion – Regular Agenda)

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

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.

Municipal Court Update 2026

Lakewood Municipal Court

Serving the Communities of:

Lakewood

Steilacoom

DuPont

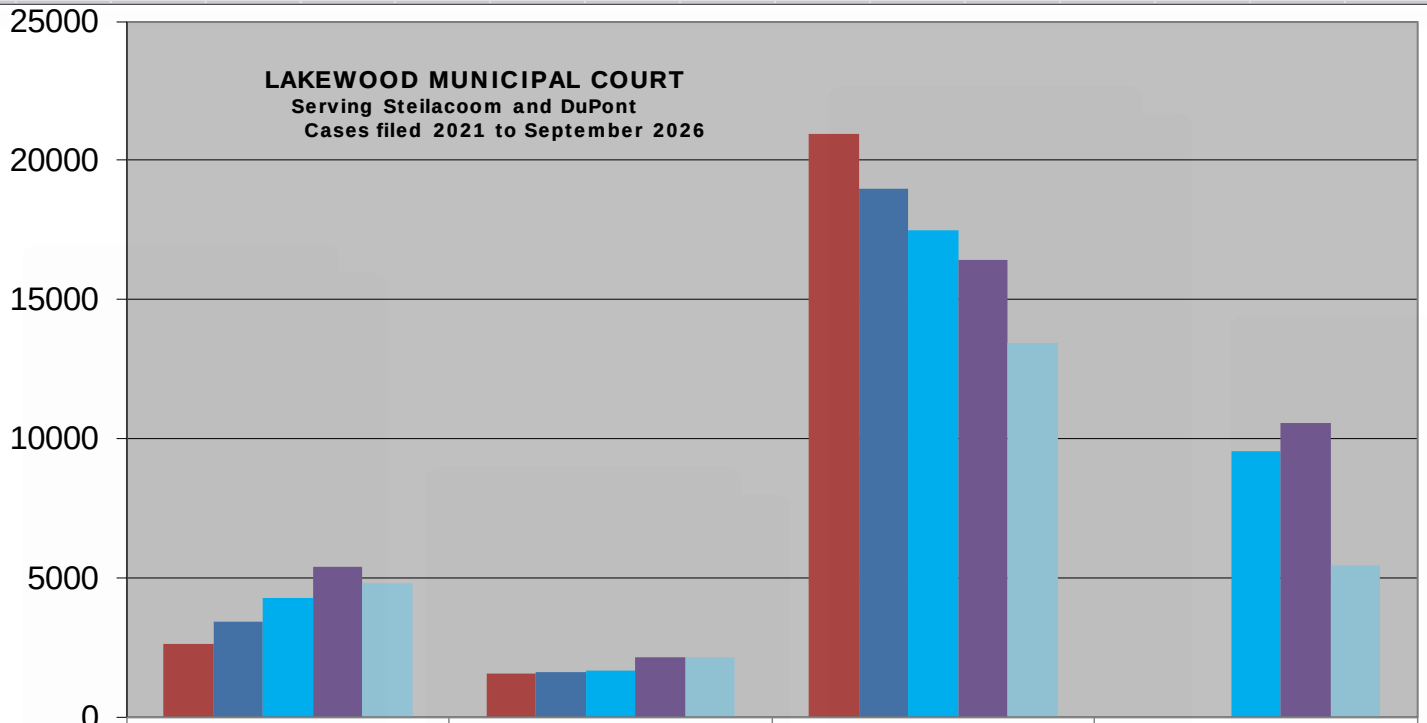
Municipal Court Services

- Gross Misdemeanor and Misdemeanor Criminal Cases
- Municipal Code Enforcement
- Traffic Infractions

2025 in Review

- **25,867 Cases** Filed in the Court:
  - 23,698 Traffic Infraction Cases:
    - 4,808 Officer Issued Infractions
    - 18,890 Photo Issued Infractions
  - 94 Code Enforcement Cases
  - 2,169 Criminal Cases:
    - 419 Domestic Violence Cases
    - 105 DUI/Impaired Driving Cases

2022 – 2025 Filings



	Infraction	Criminal	Photo Lakewood	Photo DuPont
2021	2600	1576	20982	
2022	3415	1623	19004	
2023	4261	1646	17473	9571
2024	5418	2145	16426	10553
2025	4808	2169	13441	5449

Probation Services

- Compliance with Court Orders
  - Drug/Alcohol Abstinence
  - Treatment Compliance
  - Domestic Violence MRT
  - EHM/SCRAM Monitoring
  - Work Crew
  - Conditions of Sentence

Therapeutic Court Programs

- **Veteran's Treatment Court Program**
  - Qualifying Military Service
  - Nexus to Crime Charged
  - VA Treatment and Support Services
  - 42 Graduates
  - 6 Current Participants

LMC Veterans Court Team



Therapeutic Court Programs

- Community Court Program
  - Proximate Cause Nexus
  - Community Partners for:
    - Housing
    - Treatment
    - Employment Assistance
  - Probation Services
  - 5 Current Participants – 12 Graduates

TO: Mayor and City Councilmembers

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

THROUGH: Doug Russell, City Manager

DATE: November 9, 2026

SUBJECT: Review of 2027 Lodging Tax Funding Allocations

ATTACHMENTS: Draft LTAC Minutes from September 18, 2026 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.

Of this amount, 4% may be used for tourism promotion or the acquisition, operation, or maintenance of tourism-related facilities. The remaining 3% is restricted to the acquisition, construction, expansion, marketing, management, or financing of convention facilities and major tourism destination attractions serving at least one million visitors per year. The entire 7% may be used for capital purposes.

This memorandum summarizes the Lodging Tax Advisory Committee (LTAC) process, estimated funding available, eligible uses, grant requests, and LTAC's funding recommendations for 2027.

Lodging Tax Advisory Committee
State law requires cities collecting lodging tax to establish a Lodging Tax Advisory Committee (LTAC). The LTAC must have at least five members appointed by the City Council:

- One elected official from the City, who serves as Chair; and
- Two members representing businesses required to collect the tax; and
- Two members representing entities eligible to receive lodging tax funding.

There is no maximum membership, provided the number of representatives from each category remains 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	Dean Burke Travel Tacoma-Mt Rainier Tourism & Sport
	Alana Ball Best Western Lakewood	Linda Smith Lakewood Chamber of Commerce

One of LTAC's primary responsibilities is to review applications for lodging tax funds. LTAC evaluates requests through a public process and submits funding recommendations to the City Council. The Council may approve or reject any recommendation but cannot add new recipients or modify award amounts without returning the proposals to LTAC for further review.

2026 Estimated Funds Available for 2027 Grant Awards

	Restrictions on Use		
	4%	3% (Restricted)	
Total Estimated Funding Available for 2027 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.	**Total**
Estimated Ending Balance, 12/31/2026	$869,806	$1,543,943	$2,413,749
Total	**$869,806**	**$1,543,943**	**$2,413,749**

Grant Requests

On July 27, 2026, the City solicited proposals for 2027 lodging tax funding. A total of 19 proposals were received, requesting $3,429,9 in combined funding.

2026 Grant Award Recommendations

LTAC members received all completed applications on August 17, 2026, and held a public meeting on September 7, 2026, to hear presentations from applicants. The committee evaluated each proposal using 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:

2026 Requests for 2027 LTAC Grant Funds	Total Project	Funding Request			Recommended Funding		
Applicant	Cost	Non-Capital	Capital	Total	Non-Capital (4%)	Capital (3%)	Total
Grave Concerns Association	$ 23,000	$ 18,000	$ -	$ 18,000	5,000	-	5,000
Historic Fort Steilacoom Association	14,000	12,000	-	$ 12,000	9,000	-	9,000
Asia Pacific Cultural Center	42,600	15,000	-	$ 15,000	15,000	-	15,000
Visit Tacoma-Pierce County	4,007,992	125,000	-	$ 125,000	125,000	-	125,000
Lakewold Gardens	255,000	255,000	-	$ 255,000	100,000	-	100,000
Lakes Cross County Booster Club	18,000	18,000		$ 18,000	18,000	-	18,000
Lakewood Chamber of Commerce	150,000	150,000	-	$ 150,000	135,000	-	135,000
Lakewood Sister Cities Association	43,500	42,000	-	$ 42,000	25,000	-	25,000
Lakewood Playhouse	238,364	200,000	-	$ 200,000	50,000	-	50,000
Lakewood Historical Society & Museum	80,600	50,900	-	$ 50,900	24,300	-	24,300
Tacoma Country & Golf Club	688,500	75,000		$ 75,000	20,000	-	20,000
Commencement Bay Rowing Club	20,000	5,000		$ 5,000	5,000	-	5,000
City of Lakewood - SummerFEST	340,000	280,000	-	$ 280,000	229,000	-	229,000
City of Lakewood - Farmers Market	93,000	78,000	-	$ 78,000	33,500	-	33,500
City of Lakewood - Summer Concerts -	51,000	36,000	-	$ 36,000	36,000	-	36,000
City of Lakewood - Street Festival in the	18,000	10,000	-	$ 10,000	5,000	-	5,000
City of Lakewood - Fiesta de la Familia	60,000	35,000	-	$ 35,000	25,000	-	25,000
City of Lakewood - MLK Beloved	35,000	25,000	-	$ 25,000	10,000	-	10,000
City of Lakewood - FSP H-Barn Renovation	12,000,000	-	2,000,000	$ 2,000,000	-	1,543,943	1,543,943
	$ 18,178,556	**$ 1,429,900**	**$ 2,000,000**	**$ 3,429,900**	**869,800**	**1,543,943**	**2,413,743**
				2027 Available funds =>	**$ 869,806**	**$ 1,543,943**	**$ 2,413,749**
				Ending Balance =>	**$ 6**	**$ -**	**$ 6**

Next Step

On November 16, 2026, the City Council will be requested to authorize the City Manager to enter into service contracts for the provision of tourism services in 2027.

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.

City of Lakewood

LODGING TAX ADVISORY COMMITTEE (LTAC)
MINUTES

Friday, September 18, 2026
Council Chambers (and via Zoom)

CALL TO ORDER
Chair Mayor Paul Bocchi called the meeting to order at 8:47 a.m.

ROLL CALL (Committee members announced their presence)
Members present: Lakewood Mayor Paul Bocchi, Chair; Alana Ball, Best Western Lakewood, Jarnail Singh, Comfort Inn & Suites (online), Dean Burke, Visit Tacoma-Pierce County, Linda Smith, Lakewood Chamber of Commerce.

Members Absent: None

City staff present: Dana Kapla. Assistant Finance Director, and Joanna LaVergne, Administrative Assistant.

PUBLIC COMMENTS - None

MEETING MINUTES APPROVAL - The Committee approved the May 5, 2025 and September 5, 2025 LTAC meeting minutes. Both motions passed unanimously. (00:00:18)

2026 GRANTS STATUS & FUND BALANCE – Dana Kapla, Assistant Finance Director.
Ms. Kapla stated the 2026 projected revenue is $1,351,250, and the estimated the projected fund balance at 12/31/2026 is $2,413,749. From that, $869,806 is reserved for Reserved for tourism, promotion, acquisition of tourism related facilities, or operation of tourism related facilities, and $1,543,943, is reserved for acquisition, construction, expansion, marketing, and management of convention facilities. (00:00:55)

Committee members discussed the need to develop formal scoring criteria and schedule future policy meetings to improve consistency, equity, and governance in the lodging tax grant process.

2027 GRANT PROPOSAL PRESENTATIONS (00:07:37 – 05:51:56)

Grave Concerns Association – Laurel Lemke, Chairperson
Ms. Lemke provided an overview of the Western State Hospital Grave Concerns Association, including its history, mission, vision, and guiding principles. She discussed the organizations the Association works with to place grave markers and medallions, reviewed how prior lodging tax funding was used, and presented information regarding the Association's 2027 funding request. A brief discussion followed. (00:07:37)

Historic Fort Steilacoom Association (HFSA) – Walter Neary, Board Secretary.
Mr. Neary provided an overview of the Fort Steilacoom Historic District and acknowledged the area's connection to the Coast Salish peoples and the complex history of the U.S. Army fort. He discussed the Association's historic preservation initiatives and the importance of continued government support for its work. (00:18:20)

DRAFT

Asia Pacific Cultural Center (APCC) - Faaluaina Pritchard, Executive Director
Ms. Pritchard presented APCC's proposal for the 17th Annual Samoa Cultural Week in 2027. She discussed the event's focus on preserving and sharing Samoan culture and described the planned three-day celebration, including a Community Dinner & Awards, Samoa Youth Night, and the Tanoa Festival. The presentation also addressed cultural performances, community education, and engagement with the region's Pacific Islander community. (00:28:02)

Tacoma-Pierce County Tourism Authority - Dean Burke, President/CEO
Mr. Burke presented an overview of regional tourism marketing efforts and described how visitor and market data are used to target audiences and promote regional attractions. He discussed the role regional events and venues play in generating hotel demand, including lodging activity in Lakewood. (00:41:24)

Lakewood Chamber of Commerce – Tourism - Linda Smith, President/CEO
Ms. Smith presented the Chamber's request for $150,000 to serve as the City's tourism and visitor services partner. She discussed operation of the seven-day-a-week Visitor Information Center and development of the SEE Lakewood digital magazine and website to promote Lakewood businesses, attractions, and lodging (SEELakewood.com). (00:56:11)

Lakewold Gardens – Justin Henderson, Executive Director and Lead Horticulturist
Mr. Henderson provided an overview of Lakewold Gardens, a 10-acre historic nonprofit public garden in Lakewood that welcomes approximately 18,000 visitors annually. He highlighted recent improvements, including restoration of the carriage house, a new accessible entrance and garden paths, and refreshed garden designs. He also reviewed year-round events and programs, including Pour in the Park, Winter Glow, Fairy Fest, All Hallows, art exhibits, concerts, weddings, and educational field trips, as well as community-access programs such as Blue Star Museums, Tacoma Public Library passes, and pay-what-you-can admission on the third Thursday of each month. (01:26:40)

The Lakes Cross Country Booster Club – Peter Johnson
Mr. Johnson presented the Club's proposal and discussed the regional tourism impact of its large-scale running events. He reported that the primary 2026 event was expected to host approximately 3,900 runners from 117 teams, with many participants traveling from outside the area and using local lodging. He also discussed the Club's support of other regional races, including the Westside Classic and John Payne Hoka, and the role youth athletic events play in generating visitor activity and hotel stays. (01:50:30)

City of Lakewood PRCS – Fort Steilacoom Park H-Barn Renovation – Roxanne Miles, Parks and Recreation, and Gretchen Hayes, Special Event Coordinator
Ms. Miles presented the funding request for renovation of the H-Barn, a key component of the Fort Steilacoom Historic District. The project would restore the historic barn, formerly used as an agricultural facility for Western State Hospital, and adapt it into an indoor gathering and event space. She reported that the project received an initial $2 million allocation in the prior year and was in the 30 percent design phase. Planned improvements include multi-functional indoor and outdoor areas, an open-air pavilion, and a plaza intended to support regional special events, conferences, farmers markets, master gardener workshops, and other community activities. (02:14:07)

Lakewood Sister Cities Association — International Festival - Connie Coleman-Lacadie, President
Ms. Coleman-Lacadie discussed the Association's participation in SummerFEST and its efforts to strengthen international relationships by hosting delegations and cultural performers from Lakewood's sister cities. She noted that SummerFEST drew approximately 47,000 attendees this year. The 2027 request would support

DRAFT

cultural programming, delegation support, and community engagement associated with the festival. (02:33:43)

RECESS – The Committee recessed for lunch and subsequently reconvened. (02:46:04)

Lakewood Playhouse – Joseph Walsh, Producing Artistic Producer/Director; Deana Crossen, Treasurer; Darryin B. Cunningham, Interim Producing Artistic /Producer/Director.
Mr. Walsh, Mr. Cunningham, and Ms. Crossen presented the Playhouse's grant proposal and discussed its role as a community gathering place for artistic expression and connection. They highlighted inclusive programming, including the Performer Sandbox for adults with developmental disabilities, and recognition received from Sound on Stage. The request would support organizational stability, expanded programming, and infrastructure improvements, including development of an outdoor "Secret Garden" space for community productions and educational outreach. (03:42:10)

Lakewood Historical Museum – Glen Spieth, Vice President
Mr. Spieth reviewed the Museum's year-round programming, including historical film screenings, lectures, and exhibits such as the Lakewood Fire Department history display. He discussed recent audiovisual upgrades to the 70-seat presentation room, ongoing digitization of historical newspapers including the Lakewood Log, and installation of historical bronze markers throughout the community, with 22 currently in place. He also noted the Museum's need for additional volunteers, docents, and board members and its exploration of potential expansion into upstairs space to display more of its collection. (04:06:03)

Tacoma Country & Golf Club – Ben Edwards, General Chair and COO; and Paul Winsley, Chair tournament committee member and past president
Mr. Edwards and Mr. Winsley presented preparations for the 9th U.S. Senior Women's Open Championship in 2027 and discussed the Club's 130-year history in Lakewood. The Club requested $75,000 in lodging tax funds for championship-related expenses, including marketing, equipment rentals, and volunteer coordination. Committee discussion addressed the amount requested in relation to projected hotel room nights within Lakewood and the potential for lodging activity in neighboring communities. The presenters discussed responsible stewardship of grant funds, use of local vendors where possible, and opportunities to showcase Lakewood to a national audience. (04:20:02)

City of Lakewood PRCS – Various Events – Roxanne Miles, Parks and Recreation Director and Gretchen Hayes, Special Event Coordinator.

- **Summerfest:** Presentation described the City's largest festival, with estimated attendance of 57,000, and discussed its tourism and economic impact on vendors and local businesses. (05:12:01)
- **Farmers Market:** Presentation reported approximately $660,000 in sales and described the weekly market, held Tuesdays from May through fall, as a regional draw. They noted survey information indicating that 50 percent of non-resident attendees identified the market as a primary or strong secondary reason for visiting Lakewood. (05:21:46)
- **Summer Concert Series:** Presentation reviewed the nine-concert series held in conjunction with the Farmers Market and discussed its role in extending visitor stays, supporting local dining and vendor sales, and generating social media engagement. (05:27:32)
- **Street Festival in the Plaza:** Presentation described the May event as a kickoff to the summer season intended to activate the downtown plaza and strengthen connections with downtown businesses. (05:31:02)
- **Fiesta de la Familia:** Presentation discussed the September event's focus on engaging the Latino community, its regional draw, and partnerships with cultural organizations and public media. (05:36:01)

DRAFT

- **MLK Beloved Community:** Presentation reviewed the February event and its expansion beyond a single day to include year-round workshops and youth-focused art receptions centered on the concept of the "beloved community." (05:40:06)

A brief discussion followed. (05:46:40)

GRANT FUNDING DECISIONS (06:09:17)
The Committee reviewed the 2027 grant requests and available lodging tax resources. Total non-capital requests exceeded available non-capital funding by approximately 64 percent. Members discussed the tourism and lodging impacts of the proposals, regional tourism services, anticipated room-night generation, and reductions needed to bring recommendations within available funding.

Committee Member Dean Burke moved to recommend FY2027 non-capital lodging tax funding totaling $869,800 as reflected in the attached recommendation schedule. Committee Member Alana Ball seconded the motion. The motion passed unanimously.

Committee Member Dean Burke moved to recommend FY2027 capital lodging tax funding totaling $1,543,943 as reflected in the attached recommendation schedule for H-Barn. Committee Member Linda Smith seconded the motion. The motion passed unanimously.

Committee members reiterated the importance of implementing a formal scoring system before the next funding cycle and agreed that future meeting(s) would be scheduled to discuss the grant evaluation process.

LAKEWOOD LODGING TAX ADVISORY COMMITTEE RECOMMENDATIONS

2026 Requests for 2027 LTAC Grant Funds	Total Project Cost	Funding Request			Recommended Funding		
Applicant		Non-Capital	Capital	Total	Non-Capital (4%)	Capital (3%)	Total
Grave Concerns Association	$ 23,000	$ 18,000	$ -	$ 18,000	5,000	-	5,000
Historic Fort Steilacoom Association	14,000	12,000	-	$ 12,000	9,000	-	9,000
Asia Pacific Cultural Center	42,600	15,000	-	$ 15,000	15,000	-	15,000
Visit Tacoma-Pierce County	4,007,992	125,000	-	$ 125,000	125,000	-	125,000
Lakewold Gardens	255,000	255,000	-	$ 255,000	100,000	-	100,000
Lakes Cross County Booster Club	18,000	18,000		$ 18,000	18,000	-	18,000
Lakewood Chamber of Commerce	150,000	150,000	-	$ 150,000	135,000	-	135,000
Lakewood Sister Cities Association	43,500	42,000	-	$ 42,000	25,000	-	25,000
Lakewood Playhouse	238,364	200,000	-	$ 200,000	50,000	-	50,000
Lakewood Historical Society & Museum	80,600	50,900	-	$ 50,900	24,300	-	24,300
Tacoma Country & Golf Club	688,500	75,000		$ 75,000	20,000	-	20,000
Commencement Bay Rowing Club	20,000	5,000		$ 5,000	5,000	-	5,000
City of Lakewood - SummerFEST	340,000	280,000	-	$ 280,000	229,000	-	229,000
City of Lakewood - Farmers Market	93,000	78,000	-	$ 78,000	33,500	-	33,500
City of Lakewood - Summer Concerts -	51,000	36,000	-	$ 36,000	36,000	-	36,000
City of Lakewood - Street Festival in the	18,000	10,000	-	$ 10,000	5,000	-	5,000
City of Lakewood - Fiesta de la Familia	60,000	35,000	-	$ 35,000	25,000	-	25,000
City of Lakewood - MLK Beloved	35,000	25,000	-	$ 25,000	10,000	-	10,000
City of Lakewood - FSP H-Barn Renovation	12,000,000	-	2,000,000	$ 2,000,000	-	1,543,943	1,543,943
	$ 18,178,556	**$ 1,429,900**	**$ 2,000,000**	**$ 3,429,900**	**869,800**	**1,543,943**	**2,413,743**
				2027 Available funds =>	**$ 869,806**	**$ 1,543,943**	**$ 2,413,749**
				Ending Balance =>	**$ 6**	**$ -**	**$ 6**

ADJOURNMENT - Chair Mayor Paul Bocchi adjourned the meeting at 4:19 p.m.

DRAFT

For the full video of this meeting go to the City of Lakewood YouTube channel and visit the following link: https://www.youtube.com/live/lXCzqEAw2Zg?si=dJGql0aZ7Q3NMz2Y

Preparation Note: These minutes were prepared by City staff with the assistance of artificial intelligence (AI) tools for transcription, summarization, and/or editing. City staff reviewed and verified the final minutes for accuracy.

_____ _____

Dana Kapla, Asst. Finance Director (Preparer) Mayor Paul Bocchi, Chair

DRAFT

To: Mayor and City Councilmembers

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

Through: Doug Russell, City Manager

Date: November 9, 2026

Subject: Review of 2027 Fee Schedule Amendments

BACKGROUND

Each year, the proposed fee schedule for the upcoming fiscal year is presented to the City Council for review and approval. The proposed 2027 fee schedule includes updates shown in red, organized by section, along with the basis for each proposed change.

NEXT STEPS

Adopt 2027 Fee Schedule Amendments – November 16, 2026

ATTACHMENTS

- Draft 2027 Fee Resolution
- Draft 2027 Fee Schedule - Redlined Version
- Draft 2027 Fee Schedule – Clean Version
- PPT 2027 Permit Fee Update
- PPT 2027 PRCS Fees & Charges

1) Extra Duty Contracts

The proposed change adds $8 per hour to recoup the costs associated with WCIA (Washington Cities Insurance Authority). The City's liability assessment is a function of worker hours and losses. Based on 2025 worker hours used for 2027's liability assessment, the rate is $8 per worker hour. Rates are negotiated between the Lakewood Police Independent Guild and contractor. Officers are paid via the City's payroll and contractors are billed monthly through accounts receivable. Current fees include the officer hourly rate + $2.00 admin fee per hour for sergeant oversight + $10.00 processing fee per invoice.

Currently, as of September 30th, there are 16 agreements in place. The majority of the contracts will expire at 12/31/2026 with exception of Clover Park School District (expires 6/30/2027) and Pierce Transit (expires 12/31/2027).

Based 2025 extra duty hours of 13,293 the potential recovery is $106K annually.

2026 Current Extra Duty Contracts								
	Name	Contract Term	Hourly Rate	Benefits Per Hour *	Admin Fee Per Hour	Total Hourly Rate	Processing Fee per Invoice	2026 Hours YTD Sep
1	Clover Park SD Day	7/1/2026 - 6/30/2027	$90.26	$17.74	$2.00	$110.00	$10.00	3,030
	Clover Park SD After	7/1/2025 - 6/30/2026	$103.29	$19.71	$2.00	$125.00	$10.00	148
2	Pierce Transit - Regular Rate	1/1/2026 - 12/31/2027	$96.07	$18.57	$2.00	$116.64	$10.00	5,074
	Pierce Transit - Holiday Rate	1/1/2026 - 12/31/2027	$146.58	$26.29	$2.00	$174.87	$10.00	108
3	Ceccanti Inc	5/30/2026 - 12/31/2026	$111.98	$21.01	$2.00	$135.00	$10.00	-
	Ceccanti Inc - overnight 6pm-6am M-F	5/30/2026 - 12/31/2026	$120.66	$22.34	$2.00	$145.00	$10.00	-
	Ceccanti Inc - holidays/pm Fri-6am Mon	5/30/2026 - 12/31/2026	$170.61	$29.89	$2.00	$202.50	$10.00	25
4	Ashpalt Patch Systems	8/30/2026 - 12/31/2026	$111.98	$21.02	$2.00	$135.00	$10.00	-
	Asphalt Patch Systems - overmight 6pm-6am M-F	8/30/2026 - 12/31/2026	$120.66	$22.34	$2.00	$145.00	$10.00	2
	Asphalt Patch Systems - Holidays/pm Fri-6am Mon	8/30/2026 - 12/31/2026	$170.61	$29.89	$2.00	$202.50	$10.00	-
5	Mountain View Tacoma	5/25/2026 - 12/31/2026	$111.98	$21.01	$2.00	$135.00	$10.00	-
	Mountain View Tacoma - 6pm -6am	5/25/2026 - 12/31/2026	$120.66	$22.34	$2.00	$145.00	$10.00	-
	Mountain View Tacoma -holidays/weekend	5/25/2026 - 12/31/2026	$170.61	$29.89	$2.00	$202.50	$10.00	9
6	JW Fowler	3/24/2026 - 12/31/2026	$111.98	$21.02	$2.00	$135.00	$10.00	276
	JW Fowler - 6pm-6am	3/24/2026 - 12/31/2026	$120.66	$22.34	$2.00	$145.00	$10.00	9
	JW Fowler Holiday Rate	3/24/2026 12/31/2026	$170.61	$29.89	$2.00	$202.50	$10.00	3
7	Prime Ops	3/24/2026 - 12/31/2026	$111.98	$21.02	$2.00	$135.00	$10.00	44
	Prime Ops - 6pm-6am	3/24/2026 - 12/31/2026	$120.66	$22.34	$2.00	$145.00	$10.00	-
	Prime Ops - holidays/weekend	3/24/2026 - 12/31/2026	$170.61	$29.89	$2.00	$202.50	$10.00	-
8	RL Alia Company	4/21/2026 - 12/31/2026	$111.98	$21.02	$2.00	$135.00	$10.00	94
	RL Alia Company 6pm - 6am	4/21/2026 - 12/31/2026	$120.66	$22.34	$2.00	$145.00	$10.00	59
	RL Alia Company holidays/pm Fri-6am Mon	4/21/2026 - 12/31/2026	$170.61	$29.89	$2.00	$202.50	$10.00	9
9	Tucci and Sons	8/3/2026 - 12/31/2026	$111.98	$21.02	$2.00	$135.00	$10.00	-
	Tucci and Sons 6pm - 6 am	8/3/2026 - 12/31/2026	$120.66	$22.34	$2.00	$145.00	$10.00	126
	Tucci and Sons - holidays/weekend	8/3/2026 - 12/31/2026	$170.61	$29.89	$2.00	$202.50	$10.00	5
10	Commencement Bay Rowing	10/11/2026 - 12/31/2026	$111.98	$21.01	$2.00	$135.00	$10.00	8
11	Bespoke Sports & Entertainment	6/20/2026 - 12/31/2026	$85.92	$17.08	$2.00	$105.00	$10.00	9
12	Dockyard Derby	3/20/2026 - 12/31/2026	$85.92	$17.08	$2.00	$105.00	$10.00	34
13	Clover Park Technical College	5/7/2026 - 12/31/2026	$85.92	$17.08	$2.00	$105.00	$10.00	16
14	Tacoma City Running Club	4/21/2026 - 12/31/2026	$85.92	$17.08	$2.00	$105.00	$10.00	6
15	Tacoma Central Presbyterian Church	7/19/2026 - 12/31/2026	$85.92	$17.08	$2.00	$105.00	$10.00	5
16	Walmart	3/27/2026 - 12/31/2026	$98.95	$19.05	$2.00	$120.00	$10.00	2,644
	Walmart - holiday	3/27/2026 - 12/31/2026	$151.06	$26.94	$2.00	$180.00	$10.00	54
							Total	11,796

**Benefits include social security, retirement, medicare, unemployment and labor & industries.*

2) Credit and Debit Card Service Fee

The proposed change implements a 2.9% processing fee on eligible credit and debit card transactions to help offset the costs associated with accepting electronic payments. The proposed fee would recover a portion of the transaction processing expenses currently incurred by the City and reduce the financial burden on the City's operating budget.

The City accepts credit and debit card payments for a variety of services, including permits, assessments, inspection fees, boat launch fees, recreation programs and other services such as public records requests, and GIS/map requests. Providing these payment options promotes accessibility, efficiency, and convenience for the public; however, it also results in payment processing fees and related transaction costs to the City.

Implementing a processing fee on eligible transactions would help offset these expenses while allowing the City to continue offering convenient electronic payment options. The fee's applicability, implementation, and communication to customers would be established in accordance with applicable laws, payment processor requirements, and City policies.

The potential cost recovery is $50,000 to $100,000 annually.

3) Development Fees

The proposed changes update the City's fee schedule across business licensing, rental housing, public works, building permits, fire permits, land use, environmental review, and tree removal. The primary objectives are to improve cost recovery, establish fees for services that are currently provided without charge, update outdated hourly rates, clarify existing requirements, and eliminate redundant or outdated fee provisions. This section is not exclusively Planning and Development fees. It also includes business licensing, rental housing, Multi-Family Tax Exemption (MFTE), building, and other regulatory fees.

4) Parks Fees

The proposed changes generally increase fees for facility rentals, special events, vendor permits, field use, and staffing to reflect rising operational costs, personnel expenses, administrative work, and market rates. Several new fees are also being added, and some existing discounts or fee structures are being eliminated.

5) McGavick Center

The proposed change implements the rate City Council established in 2026, from $1,500 to $2,000, to be effective for rentals beginning January 1,2026.

DRAFT - RESOLUTION NO. 2026-11

A RESOLUTION of the City Council of the City of Lakewood, Washington, setting the City of Lakewood 2027 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 conduct periodic housekeeping updates to ensure fees are current, consistent, and clearly documented; and

WHEREAS, the City seeks to enhance transparency by providing clear information on the basis and purpose of fees charged for various City services; 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, 2027.

PASSED by the City Council this 16th day of November, 2026.

CITY OF LAKEWOOD

_____
Paul Bocchi, Mayor

Attest:

_____
Briana Schumacher, City Clerk

Approved as to Form:

_____
Heidi Ann Wachter City Attorney

2027 PROPOSED FEE SCHEDULE

Resolution 2026-11 Adopted by City Council on November 16, 2026

	Fee Type	Fee Amount	Basis for Proposed Change
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 Seal	$0.15 per page + $3.00	
	Preparation of verbatim City Council minutes	$50.00/hour	
	Reproduction of City Council audio tapes	$5.00	
	CD-ROMs	$1.00	
	Various Departments		
	Public Records:		
	Copies of Public Records	$0.15 per page	
	Scanned Public Records into Electronic Format	$0.10 per page	
	Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery.	$0.05 cents per 4 files or attachments	
	Transmission of public records in an electronic format.	$0.10 per gigabyte	
	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	
	Extra Duty Contracts - Insurance Assessment	$8.00 per hour	WCIA liability assessment based on losses and worker hours.
	Lien Filing Fee	$50.00 plus all recording fees	
	Credit and Debit Card Service Fee	2.90%	Payment processing fee.
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		Clarification-These are not planning fees but licensing and MFTE fees.
Administrative Fee (applies to all permit application types)		
Base Fee	$90.00	
Technology Fee	4% of the total permit cost	
Reactivation of Expired Permits/Applications	If application or issued permit is expired: •Expired less than 1 year: $120; •Expired 1-2 years=$240 ; •Expired more than 2 years=New application to ensure current code cycle compliance and current fees applied.	Lakewood's current fee schedule does not include a fee or process for reactivating an expired permit. The only related fee applies to permit extensions approved before expiration. Staff reviewed the practices of nine peer jurisdictions in the region: Pierce, King, Thurston, and Kitsap counties, and the cities of Tacoma, Federal Way, Puyallup, Lacey, and Gig Harbor. Approaches vary considerably, ranging from modest flat fees to requiring a new permit application. The fee is calculated using Lakewood's adopted $120 hourly rate, maintaining consistency with the existing fee schedule while remaining generally comparable to neighboring jurisdictions.
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~~	Extension repealed by Ordinance No. 832 in 2025.
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)	**License Fee**	
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	

Fee Type	Fee Amount
C. ~~Planning and~~ **Development Fees** (continued)	
Business License & Regulation - LMC Title 5 (continued)	
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
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
Bondsmen	$1,500.00
Theaters	$250.00 per screen per year
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

Clarification-These are not planning fees but licensing fees.

Fee Type	Fee Amount	
C. ~~Planning and~~ **Development Fees** (continued)		Clarification-These are not planning fees but licensing fees.
Public Works - LMC Title 12		
Site Development Permit	**Permit Fee**	
Land clearing/Grading Only; less than 500 cubic yards	$650.00	
Residential	$1,000.00	
Commercial	$5,000.00	
Revisions to issued Site Development Permits	Residential: $240.00 Commercial: $720.00	Cost recovery when an applicant changes scope of work after permit is issued and before final inspection. Assumes 2 hours for residential, 6 hours for commercial at $120 per hour.
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	
Right-of-Way Encroachment Permit (temporary, revocable use) Does not include applicant cost of recording Encroachment Agreement and other applicable expenses	Permit Fee: 400 sq ft or less: $680.00; Greater than 400 sq ft: $1,200.00 Renewal: $240.00 Annual Occupation Fee Lake-Terminating ROW: 5% of adjacent property assessed land value per sq ft x encroachment area. Annual Occupation Fee All Other ROW: 2% of adjacent property assessed land value per sq ft x encroachment area.	Fees being alligned with previous rates shared with council during study session. New code anticpated for final Council consideration Q2 2027.
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.	Housekeeping cleanup. We don't issue annual oversized transport permits as we need specific dates of travel, etc.
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):		
Moratorium	$111.25 per square yard	
PCI 100-85	$55.50 per square yard	
PCI 84-70	$ 44.75 per square yard	
PCI 69-50	$ 33.25 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.)	$1200.00 plus any staff time in excess of 10 hours at $120.00 per hour	
Revisions to issued ROW Permits	$360.00	Cost recovery when an applicant changes scope of work after permit is issued and before final inspection. Minimum hourly rate, flat fee, assumes 3 hours.

Fee Type	Fee Amount	
C. ~~Planning and~~ Development Fees (continued)		Housekeeping
Environmental - LMC Title 14		
Projects Inside Downtown Subarea Plan Boundaries	**Permit Fee**	
SEPA-Notice of Consistency with Planned Action State Environmental Policy Act ~~(Process I and II applications LMC section)~~	$120.00	Housekeeping. Outdated process reference.
Downtown Subarea Planned Action Transportation Mitigation Fee (TMF)	$2,174.00 per PM peak hour trip generated by use(s).	
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 Substantial Development Permit Master Program.)	$190.00	Clarification. Per state law and LMC Title 16, projects within the shoreline jurisdiction are not exempt from policies and requirements of the SMP. The exemption, if WAC 173-27-040 is met, are exempt from requiring a SSDP.
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	
SCUP - Shoreline Conditional Use Permit/Shoreline Variance	$3,000.00 plus $2,500.00 hearing examiner deposit plus remaining balance of invoiced hearing cost (1)	
Reasonable Use Exception other than residential (RUE)	$2,300.00 plus hearings examiner deposit (1)	Clarification-Per LMC 14.142.080(B) RUEs are a Type 3 decision which goes to the hearings 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)	

Clarification-These are not planning fees but building fees.

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.	
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	**Permit 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	**Permit Fee**
Certificate of Occupancy	$240.00
Temporary building installation 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)		Clarification-These are not planning fees but building fees.
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**	Housekeeping. Base fee applies to all application types for cost recovery for processing.
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 (Title 15, building permits)	City will retain the 65% Plans review Fee.	
Expedited Plan Review LMC Title: 12, 14, 16, 17, 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)		Clarification-These are not planning fees but building fees.
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.		Housekeeping. These fees are already captured elsewhere.
5) Additional hourly rates for which no specific fee is identified shall be calculated at $120.00 per hour.		
6) Expedited review by the use of outside consultants for application review and/or inspections will be the actual cost calculated by outside consultant.		
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~~ $240.00. 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.		Aligned with Certificate of Occupancy/Change of Use fee.
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~~ $120.00 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.		Outdated hourly rate.
12) Review of minor additions or revisions to plans after permit issuance, $120.00 per hour, minimum, one hour. If expedited, it will be $240.00 per hour, minimum one hour.		Cost recovery as some projects request expedited review.
13) Review of deferred submittals, $120.00 per hour, minimum one hour. If expedited, it will be $240.00 per hour, minimum one hour.		Cost recovery as some projects request expedited review.
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) Reactivation fee applies for extending expired building applications and permits. ~~Building permit extension (after two extensions have been previously authorized by the Building Official. The fee is 0.5 hours at the hourly rate (see Staff Review Fees under Other Fees section).~~		Clean up as reactivation fee is set for all application types, not just building permits to ensure predictablity while cost recovery.
Mechanical Permit Fees ~~(exempt from base application fee)~~		Housekeeping. Base fee applies to all application types for cost recovery for
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)		Clarification-These are not planning fees but building fees.
Mechanical Review Fees		
When plan reviews and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit		
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~~	Redundant and housekeeping clean-up. Building fee covers this cost recovery.
~~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	
Gas Piping (mechanical)	$16.00	New line item for gas piping serving HVAC systems, water heaters, and appliances. Cost recovery for review.
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 100,000 BTU	$22.00
Each plumbing fixture with one trap	$12.00
Each building sewer	$22.00
Each drain for indoors rainwater system	$12.00
Each cesspool	$35.00
Each private sewage disposal system	$59.00
Each water heater and vent	$12.00
Each gas piping from 1 to 5 outlets	$12.00
General	
1) All fees included plan review and two inspections	
2) Additional inspections fee will be calculated at the rate of $120.00 ~~$93.50~~ per hour.	
3) After hour inspection fees will be calculated at the rate of $180.00 ~~$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 device)
- Additional zones	$54.00 (each)
Residential (one and two-family dwellings)	$215.00 plus $6.00 (per device)
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 for new
Fire Alarm Plan Review Fee	25 percent (25%) of the permit fee, with a minimum of $125.00
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 nozzl
- 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 testing fees)	**Permit Fee**
Temporary Standpipe	$187.00
Class I	$374.00
Class II	$187.00
Class III	$187.00

Clarification-These are not planning fees but building fees.

Redundant and housekeeping clean-up. Building fee covers cost recovery.

Updated to the current hourly rate.

1.5 times the current hourly rate.

Fee Type	Fee Amount	
C. ~~Planning and~~ Development Fees (continued)		Clarification-These are not planning fees but building fees.
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	$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~~ $120.00 per hour	Updated to current hourly rate
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	$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

Clarification-These are not planning fees but building fees.

	Fee Type	Fee Amount	
C.	~~Planning and~~ **Development Fees** (continued)		Clarification-These are not planning fees but building fees.
	LMC Title 2		
	Historic Nomination (Type III)	$720.00	No fees in current resolution but
	Historic Designation (Type V)	$960.00	No fees in current resolution but
	Certificate of Appropriateness Types I & II	$120.00	
	Certificate of Appropriateness Type III	$200.00	
	~~**Land Use & Subdivision - LMC Titles 17 & 18**~~		Housekeeping. Header not applicable to
	Pre Permit Activity	**Permit Fee**	
	Staff Consult (cross-functional mix of review team members help identify potential requirement for developing a single residential parcel (30 minute maximum)	$240.00	
	Pre-Application Conference (detailed analysis, department prepares a meeting summary)	$960.00 ~~$480.00~~ - Of this amount, $480.00 ~~$240.00~~ can be applied to related permits filed within 365 days of the preapplication conference	Timelogs report average of 8 hours review disciplines spend on pre-app research. Increase for cost recovery of time.
	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**	
	Design Review	$480.00	
	Director's Interpretation	$250.00	
	Temporary Use	$200.00	
	Zoning Certification	$120.00	
	Preliminary Short Plat Subdivision or Unit Lot Subdivision	$3,500.00	
	Lot Splitting	$600.00	Part of 2026 CPA, new state law
	Boundary Line Adjustment (BLA)	$600.00	
	Preliminary Subdivision	$3,850.00	
	Final	$2,869.00	
	Plat Alteration	$1,434.00	
	Short Term Vacation Rental	$240.00	
	Home Occupation	$240.00	
	Limited Home Occupation	$120.00	
	Preliminary Binding Site Plans (BSP)	$2,869.00	
	Type I, II& III Minor Modification	50% of current permit fee	
	Type I, II, III Major Modification	100% of current permit fee	
	Hearing Examiner and City Council Decisions (Type III & IV) If an application requires a Hearing Examiner decision, a deposit of $2,500.00 will be required plus remaining balance of invoiced hearing cost.		
	Permit Type	**Permit Fee**	
	Cottage Development	$1,000.00	
	Development Agreement	$2,500.00	
	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	
	Legal Lot Determination	$720.00	We receive 3-5 requests per year to determine, per PC Assessor-Treasurer process, whether lots were created legally. Requires time to review survey,

Fee Type		Fee Amount	
C. ~~Planning and~~ **Development Fees** (continued)			Clarification-These are not planning fees but building fees.
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	
	Engineering Variance Type IV	$960.00	Change reflect new variance process with Title 12 update adopted in Spring 2026 via Ordinance No 846. Assumes average
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 plus hearings examiner deposit	Clarification. Already required but not clear in fee schedule
Appeal of the Administrative Officer's Decision[1]		$587.00 plus hearings examiner deposit	Clarification. Already required but not clear in fee schedule
Appeal of SEPA Determination[1]		$587.00 plus hearings examiner deposit	Clarification. Already required but not clear in fee schedule
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		$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 Facilities on City Facilities.		$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)		Clarification-These are not planning fees but building fees.
Significant Tree Removal Permit	**Permit Fee**	
Note: 1. All fees subject to technology fee surcharge, rounded to the nearest whole number. 2. Tree removal permit is separate from any SEPA application fee and related mitigation. 3. For subarea plans, the tree removal fee is charged based on the underlying zoning.		
Off-Site Tree Replacement Permit, three (3)-inch (when trees are not being replaced onsite)	$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	
Revisions to Issued Tree Permits	$120.00	Cost recovery when an applicant changes scope of work after permit is issued. Minimum hourly rate applied.
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.	Permit required, $150.00	
Zoned lots greater than 10,000 square feet in size.	Permit required, $150.00	
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, $150.00	
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, $150.00	
● 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, $150.00	
Permit is required because the proposed code may require replacement	Permit required, $150.00	
Tree Emergency Removal Permit	**Permit Fee**	
● Single family zoned lots	Permit required, $150.00	
● All other zoned properties located in the City of Lakewood.	Permit required, $150.00	
Annexation Petitions	**Permit Fee**	
Notice of Intent to Commence Annexation	$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~~ $250.00 - $500.00	Increased costs of staffing and setup/overtime.
	Street Festivals and Major events	~~$1000.00~~ $2,000.00 - $5,000.00	Increased costs of staffing and setup/overtime.
	Event Deposit	50% of event permit fee	
	Event and Facility Staff	~~$40.00~~ $50.00/hour	Increase costs of staffing + personnel cost benefits.
	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~~ $25.00 (non-refundable)	1/2 hour time basis.
	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~~ $150.00 plus tax	Estimate of 10 launches.
	~~Non-Resident Season Pass~~	~~$150.00 plus tax~~	Remove, no subsidy/discount for Non-Residents
	Overnight Pass	$50.00/night	
	Commercial Pass	~~$250.00~~ $500.00	Require concessionaire agreement to receive.
	Outdoor Market Vendors	**Daily Rate**	
	Regular Stall 10x10	~~$30.00~~ $50.00	Rate commenserate to peer jurisdications; processing costs.
	Regular Stall 10x 20 or Food Trucks	~~$60.00~~ $100.00	Rate commenserate to peer jurisdications; processing costs.
	Regular Stall 10x30	~~$90.00~~ $125.00	Rate commenserate to peer jurisdications; processing costs.
	Vendor Application Fee	$30.00 - $40.00	One time charge to set up annual roster and validate.
	~~Outdoor Market Vendor fees do not apply to other City special events. SummerFEST vendors, miscellaneous 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 operatins, sponsorship, in-kind srvices, impact to the site and other conditions.~~		Added fees for Special Events below, not historically included in the fee schedule.

	Fee Type	Fee Amount	
D.	**PARKS AND RECREATION PROGRAMS (Facility/Use) - continued**		
	Special Events	**Daily Rate**	Add special event vendors to fee schedule.
	Special Event Vendors – 5,000 – 7,000 attendees		
	Regular Stall 10x10	~~$20.00~~ $50.00	
	Regular Stall 10x 20 or Food Trucks	~~$40.00~~ $75.00	
	Regular Stall 10x30	~~$60.00~~ $100.00	
	Food Vendor up to '15	~~$40.00~~ $75.00	
	Food Truck 16 - 30"	~~$40.00~~ $100.00	
	Non - Profit 10 x 10	~~$15.00~~ $30.00	
	Non - Profit 10 x 20	$60.00	
	Non - Profit 10 x 30	$90.00	
	Special Event Vendors – 7,000 – 12,000 attendees		
	Regular Stall 10x10	~~$25.00~~ $75.00	
	Regular Stall 10x 20 or Food Trucks	~~$50.00~~ $125.00	
	Regular Stall 10x30	~~$75.00~~ $175.00	
	Food Vendor up to '15	~~$50.00~~ $125.00	
	Food Truck 16 - 30"	~~$50.00~~ $175.00	
	Non - Profit 10 x 10	~~$15.00~~ $50.00	
	Non - Profit 10 x 20	$100.00	
	Non - Profit 10 x 30	$150.00	
	Special Event Vendors - SummerFEST		
	Regular Stall 10x10	~~$100.00~~ $150.00	
	Regular Stall 10x 20 or Food Trucks	~~$200.00~~ $225.00	
	Regular Stall 10x30	~~$300.00~~ $350.00	
	Food Vendor up to '15	~~$250.00~~ $225.00	
	Food Truck 16 - 30"	~~$275.00~~ $350.00	
	Non - Profit 10 x 10	~~$30.00~~ $75.00	
	Non - Profit 10 x 20	~~$60.00~~ $150.00	
	Non - Profit 10 x 30	~~$90.00~~ $225.00	
	Special Event Vendors		
	Application Fee	~~$0~~ $30.00 - $40.00	
	Application Fee - Vendors	~~$0~~ $30.00	
	Application FEE - Food	~~$0~~ $40.00	
	Neighborhood Parks		
	~~Sport Field Preparation Fees~~	~~$25.00~~	Prep fee within charges below.
	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~~ Picnic Shelters		
~~Large~~ Premium Picnic Shelters-per day, year round (Fort Steilacoom Park/American Lake)		
May require a special use permit.	~~$225.00~~ $250.00	Shelters with BBQ, electricity & regular maintenance.
~~Small~~ Community Picnic Shelters - per day, year round (Wards Lake, Harry Todd, Springbrook)		
May require a special use permit.	$125.00	Not full service, in sites with fewer amenities.
Pavilion		
Hourly Rate (4 hour minimum)	~~$200.00~~ $150.00 per hour	Market Rate adjustment to increase rentals.
Additional Hourly fee if over 8 hours, before/after operational hours or contracted hours.	~~$250.00~~ $200.00 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 (Adult and Competitive/Elite League and Tournar		
Soccer Field Use Fees		
- 1 Field	$150.00	
- 2 Fields	$200.00	
- 3 Fields	$250.00	
~~- 4 Fields~~	~~$300.00~~	Only book out 3 large fields.
~~- 5 Fields~~	~~$350.00~~	Only book out 3 large fields.
Field preparation (Soccer)	$50.00 per prep per field	
Single Soccer Field (no preparation)	$50.00 per 60 minutes	
Youth Soccer League 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.~~ Youth soccer teams with agreements to utilize city fields for league (not tournament, or elite/select) for Lakewood youth; Organizer pays a seasonal fee for practice field reservation and season/game day field prep. Saturday game and mid-week practice space allocation.		
Twelve (12) week game session - all fields.	$225.00/day; $2,700 per season	Based on full field use - recreational.
Fourteen (14) mid-week practice - all fields - 4 days a v	$90.00/day	Blocked for program use and league teams.
~~- 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~~	

	Fee Type	Fee Amount	
D.	**PARKS AND RECREATION PROGRAMS (Facility/Use) - continued**		
	Baseball Field (Fields 2-4) with turf Infields per field, per		
	- 1 Field	~~$300.00~~ $325.00	Labor and water increase for prep/maintenance.
	- 2 Fields	$600.00	
	- 3 Fields	$900.00	
	Turf Field Hourly rate (Monday- Friday) 2 hour minimum	$50.00 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	$25.00 per hour	
	Scoreboard	$25.00 per hour	
	Facility Staff	~~$40.00~~ $50.00 per hour	Increase in seasonal staff wage + benefit.
	Batting Cage	$50.00 per hour	
	Tournament Deposit and Cancellation Fees		
	- Nonrefundable tournament reservation fee (does not go towards tournament fees)	$100.00 per tournament	
	- Tournament Deposit *(will go towards tournament fees)*	$100.00 per field	
	- Tournament cancelled less than 30 days prior	50% of deposit refunded	
	- Tournament cancelled 31-60 days prior	75% of deposit refunded	
	Youth Baseball Fees		
	~~Lakewood Youth baseball teams not associated with city leagues Field availability may vary (Monday - Friday)~~ Youth baseball teams with agreements to utilize city fields for league (not tournament, or elite/select) for Lakewood youth, pay a per practice/game field reservation fee. Field availability mayy vary and field prep fees apply.	$50.00 per game fee (2.5 hours) Fields 2-4 only (Mon-Fri)	
	Other Fees		
	Open Space: Requires a special use permit.	$100.00 - $200.00	
	Garden Plot Site	$20.00 - $25.00	Adding to fee schedule, based on current pricing.
	Non-Refundable Vendor Application Fee	~~$25.00~~ $30.00 - $40.00	For processing and staff administrative time.
	Advertising Banner	~~$100.00 per day~~ Subject to sponsorship agreement.	
	Concessions Rights	$25.00 - $50.00 per day	
	Additional Staff Fee	~~Hourly rate of staff~~ $50.00 per hour	
	Parking, camping and other revenue collected by renter for	15% of gross revenue	
	~~In addition, an hourly rate will be charged for repairs or additional cleaning.~~ Hourly rate charged for repairs or additional cleaning after events/permitted uses.	$100.00 per hour	
	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~~ $2,000.00. ~~This rate will increase to $2,000.00 beginning January 1, 2027.~~ The City's available days for rental/use are limited in number each year.		Implement rate established in 2026 effective in 2027.

	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	
	- 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	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 Disabled	$12.00
	General False Alarm Fee	$100.00 each incident
	Robbery False Alarm Fee	$200.00 each incident
	Supplemental False Alarm Fee for Unregistered Alarm	$100.00 each incident
	Late Fee if False Alarm Fee is not paid in 30 days of invoice	$25.00
	Appeal Fee (refundable if fee is overturned)	$50.00
	Alarm Company Fee for Failure to Verify Alarm Signal	$100.00
	Alarm Company Fee for false statements concerning the inspection of an alarm site or alarm performance	$200.00
	Failure to comply and provide customer lists to Alarm Administrator	$25.00 per working day (after the initial 30-day notice expires, i.e. day 31)
	Failure to renew (assessed the Alarm Agreement Holding Company)	$100.00
	Failure to obtain an alarm permit from the Police alarm Administrator	$10.00 per each registered alarm user in City, with maximum of $100.00
	Reinstatement fee for unregistered alarm installation company or unregistered company	Greater of 100.00 or $10.00 per alarm user of letters that have been sent.

2027 PROPOSED FEE SCHEDULE - CLEAN VERSION
Resolution 2026-11 Adopted by City Council on November 16, 2026

	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 Seal	$0.15 per page + $3.00
	Preparation of verbatim City Council minutes	$50.00/hour
	Reproduction of City Council audio tapes	$5.00
	CD-ROMs	$1.00
	Various Departments	
	Public Records:	
	Copies of Public Records	$0.15 per page
	Scanned Public Records into Electronic Format	$0.10 per page
	Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery.	$0.05 cents per 4 files or attachments
	Transmission of public records in an electronic format.	$0.10 per gigabyte
	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
	Extra Duty Contracts - Insurance Assessment	$8.00 per hour
	Lien Filing Fee	$50.00 plus all recording fees
	Credit and Debit Card Service Fee	2.90%
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.	**Development Fees**	
	Administrative Fee (applies to all permit application types)	
	Base Fee	$90.00
	Technology Fee	4% of the total permit cost
	Reactivation of Expired Permits/Applications	If application or issued permit is expired: •Expired less than 1 year: $120; •Expired 1-2 years=$240 ; •Expired more than 2 years=New application to ensure current code cycle compliance and current fees applied.
	Revenue & Finance - LMC Title 3 **Multi-Family Tax Exemption (MFTE) Applications (LMC 3.64.030)**	
	Conditional Certificate Application	$1,000.00
	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)	**License Fee**
	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

Fee Type	Fee Amount
C. Development Fees (continued)	
Business License & Regulation - LMC Title 5 (continued)	
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
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
Bondsmen	$1,500.00
Theaters	$250.00 per screen per year
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. Development Fees (continued)	
Public Works - LMC Title 12	
Site Development Permit	**Permit Fee**
Land clearing/Grading Only; less than 500 cubic yards	$650.00
Residential	$1,000.00
Commercial	$5,000.00
Revisions to issued Site Development Permits	Residential: $240.00
	Commercial: $720.00
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
Right-of-Way Encroachment Permit (temporary, revocable use) Does not include applicant cost of recording Encroachment Agreement and other applicable expenses	Permit Fee: 400 sq ft or less: $680.00; Greater than 400 sq ft: $1,200.00
	Renewal: $240.00
	Annual Occupation Fee Lake-Terminating ROW: 5% of adjacent property assessed land value per sq ft x encroachment area.
	Annual Occupation Fee All Other ROW: 2% of adjacent property assessed land value per sq ft x encroachment area.
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)	$240.00 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):	
Moratorium	$111.25 per square yard
PCI 100-85	$55.50 per square yard
PCI 84-70	$ 44.75 per square yard
PCI 69-50	$ 33.25 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.)	$1200.00 plus any staff time in excess of 10 hours at $120.00 per hour
Revisions to issued ROW Permits	$360.00

Fee Type	Fee Amount
C. Development Fees (continued)	
Environmental - LMC Title 14	
Projects Inside Downtown Subarea Plan Boundaries	**Permit Fee**
SEPA-Notice of Consistency with Planned Action State Environmental Policy Act	$120.00
Downtown Subarea Planned Action Transportation Mitigation Fee (TMF)	$2,174.00 per PM peak hour trip generated by use(s).
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 Substantial Development Permit 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
SCUP - Shoreline Conditional Use Permit/Shoreline Variance	$3,000.00 plus $2,500.00 hearing examiner deposit plus remaining balance of invoiced hearing cost (1)
Reasonable Use Exception other than residential (RUE)	$2,300.00 plus hearings examiner deposit (1)
(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. 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.		
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		**Permit 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		**Permit Fee**
Certificate of Occupancy		$240.00
Temporary building installation and removal (i,e, job shack/office)		$240.00
Demolition Permit- Commercial/Multi-Family		$240.00

Fee Type	Fee Amount
C. 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	**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 (Title 15, building permits)	City will retain the 65% Plans review Fee.
Expedited Plan Review LMC Title: 12, 14, 16, 17, 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. 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 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 review by the use of outside consultants for application review and/or inspections will be the actual cost calculated by outside consultant.	
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 $240.00. 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, $120.00 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. If expedited, it will be $240.00 per hour, minimum one hour.	
13) Review of deferred submittals, $120.00 per hour, minimum one hour. If expedited, it will be $240.00 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) Reactivation fee applies for extending expired building applications and permits.	
Mechanical Permit Fees	
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. 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**
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
Gas Piping (mechanical)	$16.00
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. 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**
Furnaces up to and including 100,000 BTU	$22.00
Each plumbing fixture with one trap	$12.00
Each building sewer	$22.00
Each drain for indoors rainwater system	$12.00
Each cesspool	$35.00
Each private sewage disposal system	$59.00
Each water heater and vent	$12.00
Each gas piping from 1 to 5 outlets	$12.00
General	
1) All fees included plan review and two inspections.	
2) Additional inspections fee will be calculated at the rate of $120.00 per hour.	
3) After hour inspection fees will be calculated at the rate of $180.00 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 device)
- Additional zones	$54.00 (each)
Residential (one and two-family dwellings)	$215.00 plus $6.00 (per device)
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 for new
Fire Alarm Plan Review Fee	25 percent (25%) of the permit fee, with a minimum of $125.00
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 nozzles
- 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 testing fees)	**Permit Fee**
Temporary Standpipe	$187.00
Class I	$374.00
Class II	$187.00
Class III	$187.00

Fee Type		Fee Amount
C.	**Development Fees** (continued)	
Other Fire Code Construction permits		**Permit Fee**
Compressed Gases		$280.00
Cryogenic Fluids		$280.00
- 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		$120.00 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. 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. Development Fees (continued)		
LMC Title 2		
Historic Nomination (Type III)		$720.00
Historic Designation (Type V)		$960.00
Certificate of Appropriateness Types I & II		$120.00
Certificate of Appropriateness Type III		$200.00
Pre Permit Activity		**Permit Fee**
Staff Consult (cross-functional mix of review team members help identify potential requirement for developing a single residential parcel (30 minute maximum)		$240.00
Pre-Application Conference (detailed analysis, department prepares a meeting summary)		$960.00 - Of this amount, $480.00 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**
Design Review		$480.00
Director's Interpretation		$250.00
Temporary Use		$200.00
Zoning Certification		$120.00
Preliminary Short Plat Subdivision or Unit Lot Subdivision		$3,500.00
Lot Splitting		$600.00
Boundary Line Adjustment (BLA)		$600.00
Preliminary Subdivision		$3,850.00
Final		$2,869.00
Plat Alteration		$1,434.00
Short Term Vacation Rental		$240.00
Home Occupation		$240.00
Limited Home Occupation		$120.00
Preliminary Binding Site Plans (BSP)		$2,869.00
Type I, II& III Minor Modification		50% of current permit fee
Type I, II, III Major Modification		100% of current permit fee
Hearing Examiner and City Council Decisions (Type III & IV) If an application requires a Hearing Examiner decision, a deposit of $2,500.00 will be required plus remaining balance of invoiced hearing cost.		
Permit Type		**Permit Fee**
Cottage Development		$1,000.00
Development Agreement		$2,500.00
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
Legal Lot Determination		$720.00

Fee Type		Fee Amount
C. 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
	Engineering Variance Type IV	$960.00
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 plus hearings examiner deposit
Appeal of the Administrative Officer's Decision[(1)]		$587.00 plus hearings examiner deposit
Appeal of SEPA Determination[(1)]		$587.00 plus hearings examiner deposit
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 Facilities on City Facilities.		$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. Development Fees (continued)	
Significant Tree Removal Permit	**Permit Fee**
Note: 1. All fees subject to technology fee surcharge, rounded to the nearest whole number. 2. Tree removal permit is separate from any SEPA application fee and related mitigation. 3. For subarea plans, the tree removal fee is charged based on the underlying zoning.	
Off-Site Tree Replacement Permit, three (3)-inch (when trees are not being replaced onsite)	$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
Revisions to Issued Tree Permits	$120.00
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.	Permit required, $150.00
Zoned lots greater than 10,000 square feet in size.	Permit required, $150.00
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, $150.00
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, $150.00
● 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, $150.00
Permit is required because the proposed code may require replacement trees.	Permit required, $150.00
Tree Emergency Removal Permit	**Permit Fee**
● Single family zoned lots	Permit required, $150.00
● All other zoned properties located in the City of Lakewood.	Permit required, $150.00
Annexation Petitions	**Permit Fee**
Notice of Intent to Commence Annexation	$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	$250.00 - $500.00
	Street Festivals and Major events	$2,000.00 - $5,000.00
	Event Deposit	50% of event permit fee
	Event and Facility Staff	$50.00/hour
	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	$25.00 (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	$150.00 plus tax
	Overnight Pass	$50.00/night
	Commercial Pass	$500.00
	Outdoor Market Vendors	**Daily Rate**
	Regular Stall 10x10	$50.00
	Regular Stall 10x 20 or Food Trucks	$100.00
	Regular Stall 10x30	$125.00
	Vendor Application Fee	$30.00 - $40.00

Fee Type	Fee Amount
D. PARKS AND RECREATION PROGRAMS (Facility/Use) - continued	
Special Events	**Daily Rate**
Special Event Vendors – 5,000 – 7,000 attendees	
Regular Stall 10x10	$50.00
Regular Stall 10x 20 or Food Trucks	$75.00
Regular Stall 10x30	$100.00
Food Vendor up to '15	$75.00
Food Truck 16 - 30"	$100.00
Non - Profit 10 x 10	$30.00
Non - Profit 10 x 20	$60.00
Non - Profit 10 x 30	$90.00
Special Event Vendors – 7,000 – 12,000 attendees	
Regular Stall 10x10	$75.00
Regular Stall 10x 20 or Food Trucks	$125.00
Regular Stall 10x30	$175.00
Food Vendor up to '15	$125.00
Food Truck 16 - 30"	$175.00
Non - Profit 10 x 10	$50.00
Non - Profit 10 x 20	$100.00
Non - Profit 10 x 30	$150.00
Special Event Vendors - SummerFEST	
Regular Stall 10x10	$150.00
Regular Stall 10x 20 or Food Trucks	$225.00
Regular Stall 10x30	$350.00
Food Vendor up to '15	$225.00
Food Truck 16 - 30"	$350.00
Non - Profit 10 x 10	$75.00
Non - Profit 10 x 20	$150.00
Non - Profit 10 x 30	$225.00
Special Event Vendors	
Application Fee	$30.00 - $40.00
Application Fee - Vendors	$30.00
Application FEE - Food	$40.00
Neighborhood Parks	
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	
Picnic Shelters	
Premium Picnic Shelters-per day, year round (Fort Steilacoom Park/American Lake)	
May require a special use permit.	$250.00
Community Picnic Shelters - per day, year round (Wards Lake, Harry Todd, Springbrook)	
May require a special use permit.	$125.00
Pavilion	
Hourly Rate (4 hour minimum)	$150.00 per hour
Additional Hourly fee if over 8 hours, before/after operational hours or contracted hours.	$200.00 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 (Adult and Competitive/Elite League and Tournaments)	
Soccer Field Use Fees	
- 1 Field	$150.00
- 2 Fields	$200.00
- 3 Fields	$250.00
Field preparation (Soccer)	$50.00 per prep per field
Single Soccer Field (no preparation)	$50.00 per 60 minutes
Youth Soccer League Fees	
Youth soccer teams with agreements to utilize city fields for league (not tournament, or elite/select) for Lakewood youth; Organizer pays a seasonal fee for practice field reservation and season/game day field prep. Saturday game and mid-week practice space allocation.	
Twelve (12) week game session - all fields.	$225.00/day; $2,700 per season
Baseball Field (Fields 2-4) with turf Infields per field, per day	
- 1 Field	$325.00
- 2 Fields	$600.00
- 3 Fields	$900.00
Turf Field Hourly rate (Monday- Friday) 2 hour minimum	$50.00 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	$25.00 per hour
Scoreboard	$25.00 per hour
Facility Staff	$50.00 per hour
Batting Cage	$50.00 per hour
Tournament Deposit and Cancellation Fees	
- Nonrefundable tournament reservation fee	$100.00 per tournament
- Tournament Deposit *(will go towards tournament fees)*	$100.00 per field
- Tournament cancelled less than 30 days prior	50% of deposit refunded
- Tournament cancelled 31-60 days prior	75% of deposit refunded
Youth Baseball Fees	
Youth baseball teams with agreements to utilize city fields for league (not tournament, or elite/select) for Lakewood youth, pay a per practice/game field reservation fee. Field availability mayy vary and field prep fees apply.	$50.00 per game fee (2.5 hours) Fields 2-4 only (Mon-Fri)

	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
	Garden Plot Site	$20.00 - $25.00
	Non-Refundable Vendor Application Fee	$30.00 - $40.00
	Advertising Banner	Subject to sponsorship agreement.
	Concessions Rights	$25.00 - $50.00 per day
	Additional Staff Fee	$50.00 per hour
	Parking, camping and other revenue collected by renter for event	15% of gross revenue
	Hourly rate charged for repairs or additional cleaning after events/permitted uses.	$100.00 per hour
	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 $2,000.00. The City's available days for rental/use are limited in number each year.	
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 proof)	No Fee
	In order to receive the fee advantage for altered dogs and cats, an individual must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.	
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 Disabled	$12.00
	General False Alarm Fee	$100.00 each incident
	Robbery False Alarm Fee	$200.00 each incident
	Supplemental False Alarm Fee for Unregistered Alarm	$100.00 each incident
	Late Fee if False Alarm Fee is not paid in 30 days of invoice	$25.00
	Appeal Fee (refundable if fee is overturned)	$50.00
	Alarm Company Fee for Failure to Verify Alarm Signal	$100.00
	Alarm Company Fee for false statements concerning the inspection of an alarm site or alarm performance	$200.00
	Failure to comply and provide customer lists to Alarm Administrator	$25.00 per working day (after the initial 30-day notice expires, i.e. day 31)
	Failure to renew (assessed the Alarm Agreement Holding Company)	$100.00
	Failure to obtain an alarm permit from the Police alarm Administrator	$10.00 per each registered alarm user in City, with maximum of $100.00
	Reinstatement fee for unregistered alarm installation company or unregistered company	Greater of 100.00 or $10.00 per alarm user of letters that have been sent.

2027 Permit Fee Update

Fee changes, cost recovery & how Lakewood compares

City Council Study Session | November 9, 2026

Jeff Rimack, Director
Planning & Public Works

APPROACH

Three goals shaped the 2027 draft

Precision

Fees base on actual staff time at the adopted $120/hour rate.

Example: pre-app conference rise reflects average 8 hours of logged review.

Fairness

Charge for work staff already do today but that has no fee in current schedule.

Example: legal lot determinations, expired permit reactivation, historic nominations, post-issuance revisions.

Clarity

Remove fees that are obsolete or double-counted and fix confusing labels and references.

Example: drop the repealed MFTE extension fee and the unused annual oversize load permit.

Cost Recovery

Permitting program cost recovery model.

COST RECOVERY | RATE METHODOLOGY

How the hourly rate is calculated

Step 1: the actual cost of one hour of permit work

STAFFING

19.75 FTE

Equivalence for total time focused on permit services

÷

PERMIT HOURS

23,010

Hours a year that permit-funded FTE spend on permits

=

COST PER HOUR

$116.28

What one hour of permit review or inspection actually costs

→

ADOPTED RATE

$120

Set by Resolution 2025-14; $3.72 above 2027 cost

Staff cost ÷ Permit hours = Cost per hour. Software is paid separately by the 4% technology fee. 2027 basis: 2026 costs plus 3.6% COLA.

Step 2: how a fee is built from the rate

Permit Fee = staff hours × $120

Plus the $90 base fee and 4% technology fee at payment.

Example: a pre-application conference takes about 8 staff hours.

8 hours × $120 = $960

Why 23,010 hours, not 41,000

A full-time position is paid for 2,080 hours a year. About 1,180 of those go to permit work.

The rest is leave, training, administration and General Fund work, such as public questions and code enforcement. Those hours are not charged to applicants.

COST RECOVERY | HOW PERMIT FEES WORK

Permit services are designed to pay for themselves

PERMIT SERVICES

100% cost recovery model

1. **Applicants pay for the review and inspection of their project**
   Fees are set from staff hours at the adopted $120 rate
2. **Fees cover the full cost of permit staff**
   19.75 permit-funded positions; software is paid by the separate 4% technology fee
3. **No General Fund money supports private development**
   Taxpayers are not asked to pay for a private project's review

GENERAL FUND OBLIGATIONS

Public services we cannot charge for

- **Public inquiries** Counter, phone and email questions not tied to a permit
- **Code enforcement** Complaint response and compliance follow-up
- **Long-range planning** Comprehensive plan and code updates
- **Council and public support** Commissions, public records and community requests

Where that leaves us

Permit fees recovered about 91% of permit staff cost thus far in 2026. Staff time spent on public obligations earns no fee, so the program has to watch that its fees keep pace with its costs.

2026 Fee Enhancements

Permitting program cost recovery model.

OVERVIEW

The 2027 update at a glance

12

new fees
Mostly for services staff already provide with no fee today

2×

pre-app conference
$480 → $960, matching the 8+ staff hours each one takes

Lowest

total cost for a new home
Of 9 jurisdictions once impact fees are counted

Bottom line

Permit fees are meant to cover the program's cost, and 2026 revenue YTD is running at 91% of it. The 2027 changes are about precision, fairness between permit types, and cost recovery for staff time on permits.

WHAT'S CHANGING | NEW FEES

New fees, mostly for work staff already perform

$680 / $1,200

ROW encroachment permit
Set up ahead of 2027 code changes; not adopted yet

$120 – $720

Revisions to issued permits
· Tree $120
· ROW $360
· Site Dev $240 res. / $720 comm.

$960

Engineering variance
New Type IV process under Ord. 846 (~8 hours)

$240/hr

Revisions-Expedited review
Optional, for post-issuance revisions and deferred submittals

$600

Lot splitting
New two-lot subdivision option under state law

$600

Legal lot determination
3–5 requests a year, ~6 hours each, no fee today

$600 / $960

Historic nomination / designation
Staff review time, report generation, and Public Hearing attendance.

$120

Certificate of Occupancy
Change of owner or business name only; reflects simple review

$120/hr basis

Permit reactivation
New fee for expired permits; charge increases with time expired, based on staff effort.

WHAT'S CHANGING | ADJUSTMENTS & CLEANUP

Adjusted, removed and clarified

Adjusted

- **Minor plan revisions**
  $92 → $120/hour before issuance, matching staff billing rate that changed in 2025
- **Mechanical permits**
  $90 base fee now applies, like all other permit types since 2025
- **Pre-Application Conference**
  $90 base fee now applies, like all other permit types since 2025

Removed

- **MFTE certificate extension ($625)**
  Extension repealed by Ordinance 832 in 2025
- **Annual oversize load permit ($680)**
  Not issued; trips need specific dates
- **Trade permit issuance ($34 / $12)**
  Mechanical and plumbing; already covered by the base fee

Clarified

- **Hearing Examiner deposit**
  Already required; stated clearly on appeals and reconsiderations
- **Code references**
  Shoreline exemption, SEPA and Reasonable Use Exemption wording matches LMC and state law

WHAT'S CHANGING | REVENUE EFFECT

The 2027 draft improves fairness, not the bottom line

Change	Yearly effect
Pre-application conference, $480 → $960	+$23K
Minor revisions before issuance, $92 → $120/hr	+$11K
Legal lot, historic and site development revisions	+$7K
Reactivation, lot split, variance, gas piping, expedited (new)	Not yet estimated
Net change in yearly revenue	**≈ +$41K**

Estimated from Camino time logs (Aug 2025–Jun 2026) and Q3 2026 payment lines, annualized. Items without volume data are not counted.

+$41K

net new revenue a year, against a $327K gap in 2027

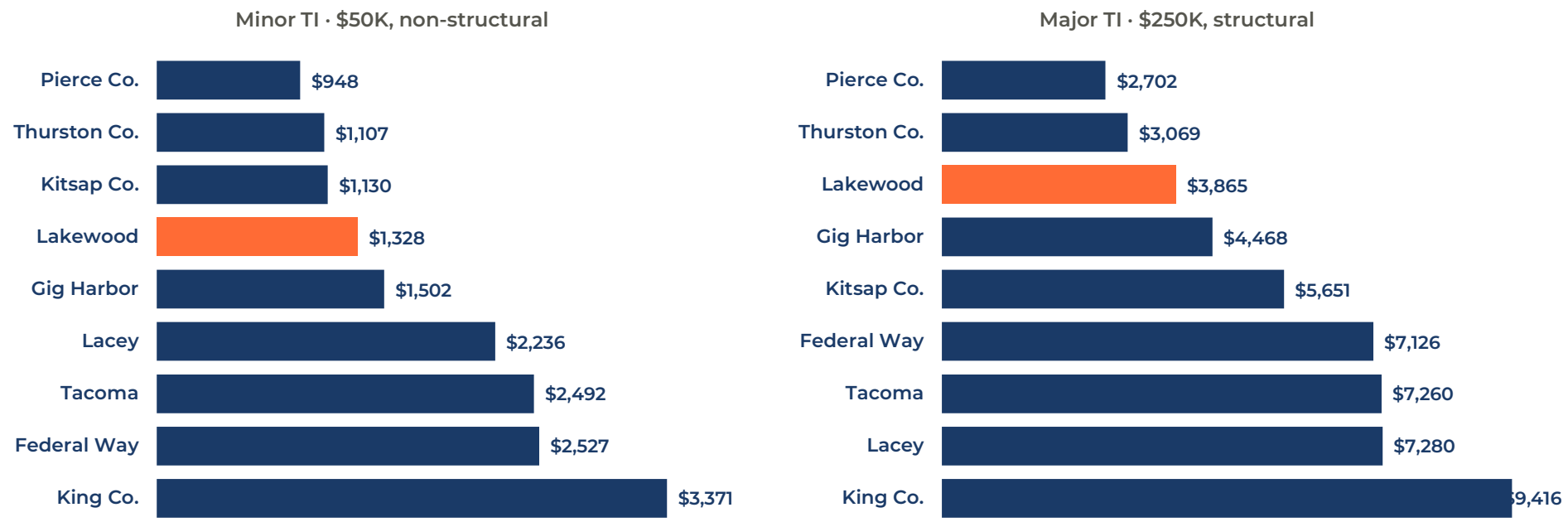
- **Recovery rises to about 89%**
  87.8% in 2027 without the draft, 89.3% with it
- **The draft is about fairness**
  Charges for work staff already do; removes double charges
- **The gap needs a rate decision**
  Options follow the peer comparison

Fee Comparisons

Lakewood vs. peer jurisdictions.

REGIONAL COMPARISON | COMMERCIAL TENANT IMPROVEMENTS

Commercial TI fees: Lakewood is among the lowest of 9



4th lowest for minor TIs
$1,328 vs. $1,869 peer median; 29% lower

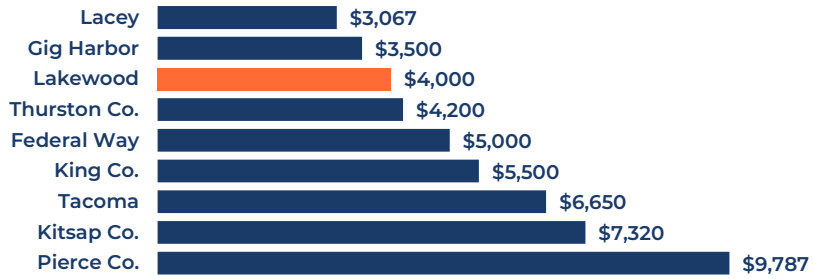
3rd lowest for major TIs
$3,865 vs. $6,389 peer median; 40% lower

REGIONAL COMPARISON | HIGH-VOLUME PERMITS

CUP, shoreline and remodel fees: Lakewood sits below the median

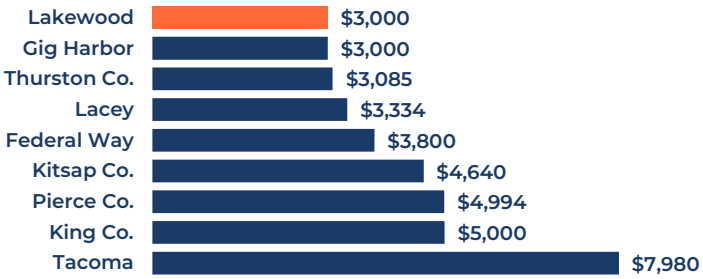
Conditional use permit

3rd lowest of 9 · $4,000 vs. $5,250 peer median, 24% lower



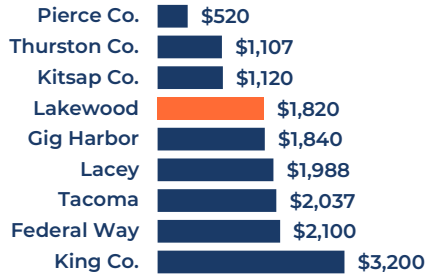
Shoreline permit (SFR)

Tied lowest of 9 · $3,000 vs. $4,220 peer median, 29% lower



Residential remodel ($50K)

4th lowest of 9 · $1,820 vs. $1,914 peer median, 5% lower



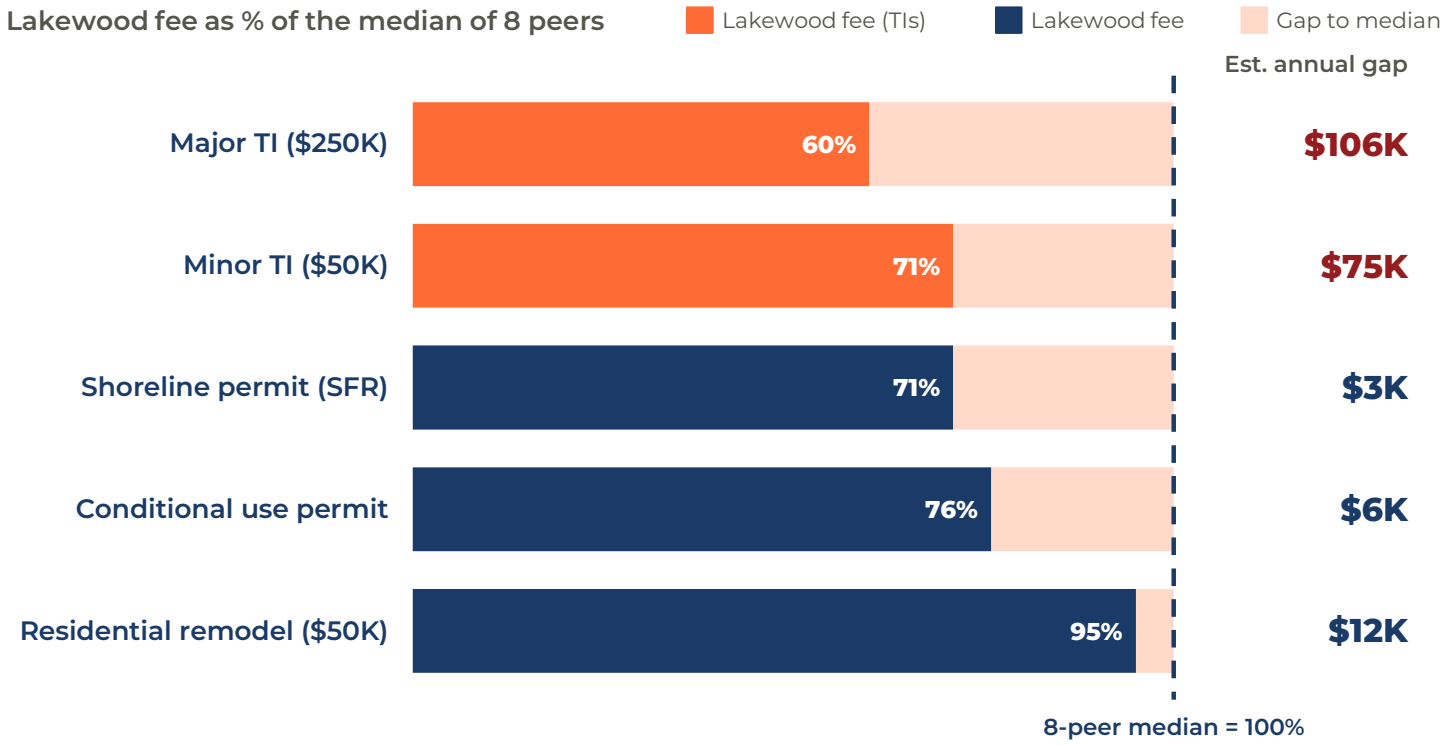
≈ $22K

a year below the peer median on these three permits

- **Residential remodel ≈ $12K**
  Small gap per permit, highest volume
- **Conditional use permit ≈ $6K**
  About 7 a year
- **Shoreline permit ≈ $3K**
  About 4 a year

REGIONAL COMPARISON | KEEPING PACE

Lakewood fees fall below the peer median



≈ $203K

a year below the peer median

89% from tenant improvements

8 of 8

peers compared adopted new fee schedules since late 2025. Lakewood's valuation table is unchanged since 2025.

Note: Median of 8 peers on 2026 schedules: Pierce Co., King Co., Kitsap Co., Thurston Co., Tacoma, Federal Way, Lacey, Gig Harbor. Puyallup excluded: its building fees use the 1997 UBC table and bill review at $55/hr against its own $180/hr cost-of-service rate. TI rows compare building permit plus plan review for a $50K and $250K tenant improvement. Annual gap uses Lakewood's actual 2026 permit volumes (Camino, Q2–Q3 annualized).

Future Considerations

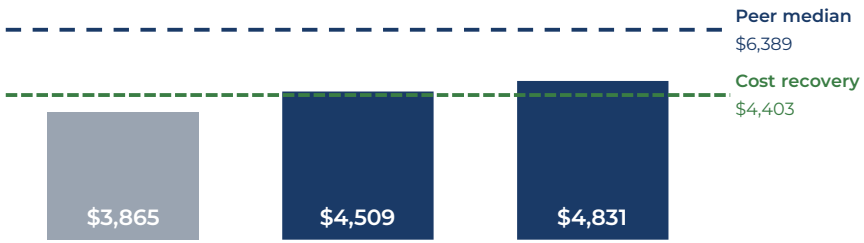
Considerations regarding future rate increases.

RATE SCENARIOS | $140 AND $150 PER HOUR

Raising the hourly rate: fees against the peer median

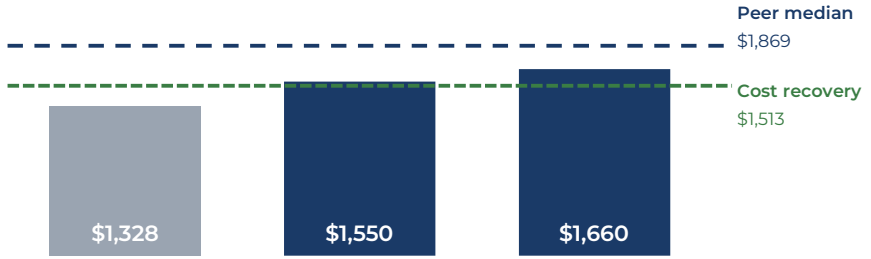
Major TI ($250K)

Today $3,865 · peer median $6,389 · cost recovery $4,403



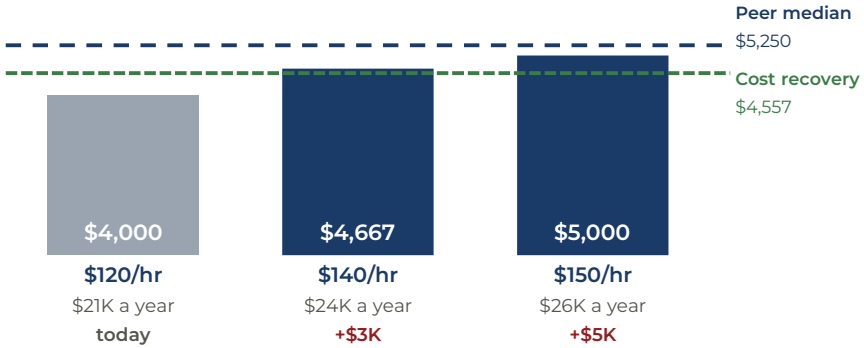
Minor TI ($50K)

Today $1,328 · peer median $1,869 · cost recovery $1,513



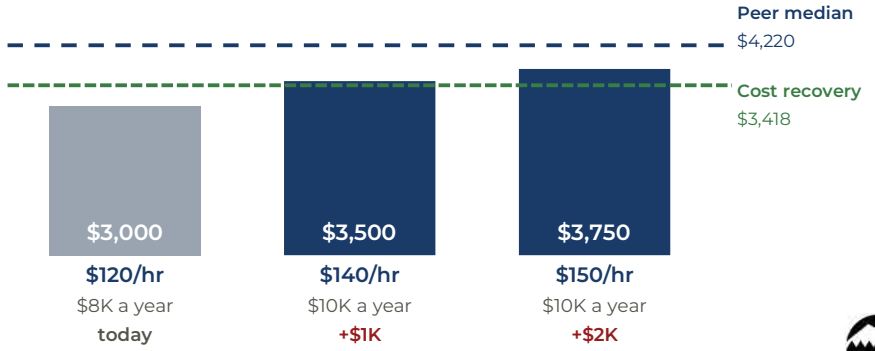
Conditional use permit

Today $4,000 · peer median $5,250 · cost recovery $4,557



Shoreline permit (SFR)

Today $3,000 · peer median $4,220 · cost recovery $3,418

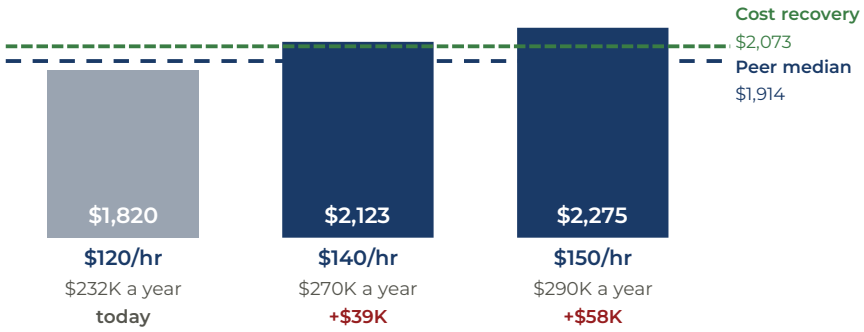


RATE SCENARIOS | $140 AND $150 PER HOUR

Raising the hourly rate: what each scenario brings in

Residential remodel ($50K)

Today $1,820 · peer median $1,914 · cost recovery $2,073



How to read these charts

Columns: Lakewood fee if the fee schedule moves with the hourly rate (today's fee × new rate ÷ $120).

Blue dashed line: median of 8 peers.

Green dotted line: cost recovery, the fee at $136.70/hr, the rate that covers the $2.68M 2027 permit staff cost (2026 plus 3.6% COLA) at the 2026 run rate. Software is funded by the separate 4% technology fee.

Revenue: 2026 annualized volumes for each permit type, held flat.

Added revenue a year vs. today, by permit type

Permit type	$120 today	$140	$150
Major TI ($250K)	—	+$27K	+$41K
Minor TI ($50K)	—	+$31K	+$46K
Conditional use permit	—	+$3K	+$5K
Shoreline permit (SFR)	—	+$1K	+$2K
Residential remodel ($50K)	—	+$39K	+$58K
Total added	**—**	**+$101K**	**+$152K**
Still below peer median	**$203K**	**$128K**	**$97K**
Whole program vs. cost	**($286K)**	**+$112K**	**+$312K**

Today's gap to the peer median on these five permit types: ≈ $203K a year. Residential remodel passes the median at $140, so it drops out of the remaining gap.

Whole program: projected 2026 revenue at each rate, including the 2027 draft fees, vs. the $2.68M 2027 permit staff cost (2026 plus 3.6% COLA).

Hourly Rate: $120 vs. $160

Lakewood's department-wide rate vs. the peer median

Path Forward

2026 fee proposal

OPTIONS FOR COUNCIL

Two paths: adjust the rate now, or check in after Q1 & Q2 2027

STAFF RECOMMENDATION

$120 /hr

Adopt the draft, revisit next fall

- Gap near $286K in 2027 with the 3.6% COLA
- New fees get a full year of data
- Rate set in the 2028 update if recovery stays below 95%

ADJUST NOW

$140 /hr

Covers 2027 cost

- $112K above 2027 staff cost (104%)
- Fees rise about 17%
- TIs reach 71% and 83% of the peer median

ADJUST NOW

$150 /hr

Cost recovery with a cushion

- $312K above 2027 staff cost (112%)
- Fees rise 25%
- Gap to peer median on high-volume permits: $203K → $97K

Staff recommendation

Adopt the 2027 draft at $120. Monitor permit volume and recovery rate in Q1 and Q2 of 2027. If recovery remains below 95%, staff returns to adjust permit fees in June 2026 when new Building Valuation Tables are released by ICC.

OPTIONS FOR COUNCIL | STAFF RECOMMENDATION

Why holding at $120 for 2027

The rate already covers the hour

$120 billed vs. $116.28 actual staff cost per hour in 2027. The gap is unbilled time, about 15% of staff hours, not the price.

2026 data is still settling

First year with the technology fee treated as dedicated and pass-throughs split out. Part of the Q3 drop is accounting, not demand.

Housing affordability

A 17–25% increase adds to every new unit, ADU and remodel. A future increase can be paired with relief for affordable housing.

Small business and vacant storefronts

Tenant improvements fill empty space. Tenants budget months ahead; a year's notice protects projects already priced.

Fairness fixes first

The 2027 draft charges for work staff already do and removes double charges. Let those changes show their effect on their own.

Council keeps control

Quarterly cost recovery reports in 2027. Council can move sooner if early 2027 results fall below 2026.

The trigger

If 2027 cost recovery stays below 95%, staff brings $140 or $150 to Council for Q3 adjustment.

NEXT STEPS

Path forward

Study session
November 9, 2026

Finalize draft
Confirm pending items

Adopt resolution
November 16, 2026

Effective
January 1, 2027

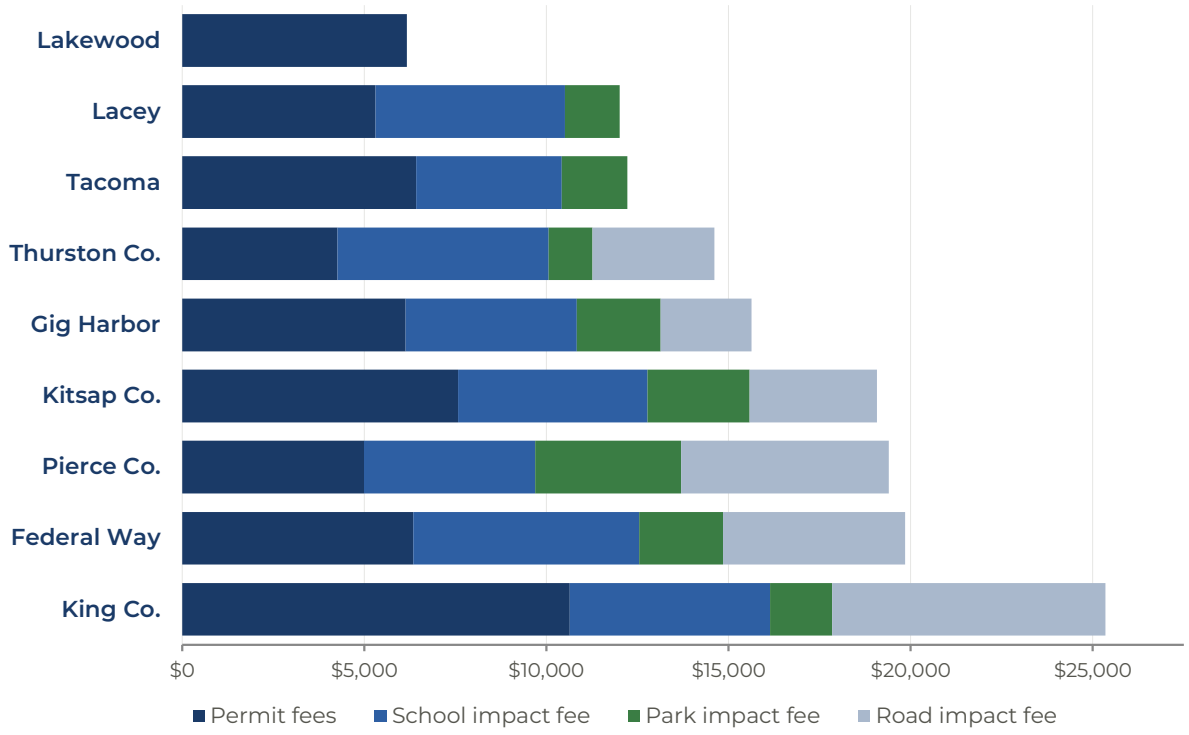
For future fee considerations/monitoring

- **Resubmittal fee at 3rd review cycle**
  $120 per cycle for five permit types where 23–38% need 3+ cycles
- **ROW processing**
  Small recurring gaps worth revisiting with a full year of data
- **SEPA and site development fees**
  Review against actual staff time
- **Commercial tenant improvement fees**
  Minor and major TIs run 29–40% below the peer median

Questions & discussion

REGIONAL COMPARISON | TOTAL COST

With impact fees counted, Lakewood is the lowest of 9



64% lower

$6,169 vs. $17,269 peer average total for a single new home

- **Lakewood: no impact fees**
  No school, park or road impact fees
- **All 8 peers: school + park**
  6 of 8 also charge a road impact fee
- **Highest: King Co. $25,345**
  Over 4× Lakewood's total

2027 PRCS Fees & Charges

Fee changes, cost recovery & how Lakewood compares

City Council Study Session | November 9, 2026

Roxanne Miles, Director
Parks, Recreation & Community Services

APPROACH

Three goals shaped the 2027 draft

Completeness

Recognize and resolving missing categories of fees and charges

Example: sponsorship, program and other fees are commonly charged in the industry and weren't detailed in prior versions

Fairness

Ensure fees align with the adopted Cost Recovery standard that recovers fees for private use of public resources

Example: Cost Recovery requires private gatherings and for-profit uses to cover costs

Consistency

Build consistency across similar categories of fees (ie youth sport providers, vendors, etc.)

Example: soccer and baseball approaches were different applications of community benefit pricing

Cost Recovery

Parks & Recreation cost recovery model.

45% Cost Recovery Requirement

Legacy Plan Program Fees and Cost Recovery (5.7)

Not all programs cost recover. The more highly individual or exclusive a service is, and the more it can be found in the marketplace, the more likely it is that it will cost recover, up to or beyond 100%. Facility rentals for these types of use return resources to cover costs of the high community benefit programs and services, like free public access to parks and special events.

Exhibit 5-7: City Program Cost Recovery Matrix

City Financial Support	–	$	$$	$$$
Community Benefit	Highly Individual	Mostly Individual	Mostly Community	Highly Community
Cost Recovery Category	High	Medium	Medium Low	Free
Cost Recovery Rate	75% to 100%	40% to 75%	0% to 40%	0%
Program Types	Private Rentals Premier Events Adult Wellness Public resources used for private individual use or events	Direct service programs offered for target populations that require individual registrations. Participant share can be covered or reduced by grants, sponsorship, or partnership. Rentals for youth leagues and partnered programming.	Specialized recreation programs Vendor supported community events	Park access Interpretative signage and public art Drop in activities Community events (free)

Permit & Use Fees

Event Permit

- **Added 501-1,000 attendee category vs. only over 1,000 attendees**

  Exceeds site ability to absorb impacts without disruption to other users

  Recognizes revenue being generated at/from public facilities

  Staff time increase recognizes the increase in wages and benefits.

Admin Fees

- **Increase administrative fee for cancellation, refund and reschedule given the demand on staff time**

  $25 (1/2 hour rate) vs. $10

- **Trade permit issuance ($34 / $12)**
  Mechanical and plumbing; already covered by the base fee

Boat Launch

- **Resident Pass**
  Assumes 10 launches; $150 vs. $125.

- **Non-Resident Pass**
  Eliminated – Pay a per launch fee This is consistent with other jurisdictions that do not subsidize/discount non-resident benefits.

- **Commercial Pass**
  Better recognizes that for-profit use requires compensation to the public system. $500 vs. $250

WHAT'S CHANGING | ADJUSTMENTS & CLEANUP

Permit & Use Fees

Vendor Application Fee

- **Activate an existing fee with opportunity to review and reduce burden on vendors and staff through one-time annual set up fee.**

  $30-$40

One Day Vendor Market Fee

- **Through market review, Lakewood's fees were 60-100% lower than other municipalities; fees were not recovering staff time to process, place and support vendors.**

  Added pricing variation based on food truck size

  While increased, we are still about 80% of most other jurisdictions

City Event Vendor Market Fees

- **Based on One Day Vendor Market Base and Established by Duration of the Event, Expected Attendance and Type of Vendor.**

  Newly itemized in the fees in charges

  Builds consistency and transparency

  Recognizes the revenue potential of the vendor

  Aligns with approaches of other jurisdictions in Pierce County

Permit & Use Fees

Picnic Shelter Fees

- **Moved from two to three categories that better supports the variation in size, amenities and demand for various shelters.**

  Premium increased from $225 - $250

  Defines difference between the $80/$125 shelters that were previously grouped together.

Pavilion Pricing

- **Market Comparison showed we could increase demand with a lower hourly rate, given the 4-hour minimum and custodial charge.**

  $150 per hour vs $200 per hour is still all inclusive of staffing and use charges.

Sport Field Fees

- **Single Turf Baseball Field increase to align with other all-weather surface demand and maintenance requirements**

  $325 vs. $300 per day.

- **Parity in soccer and baseball youth sport partnership pricing for practice and game blocks, resulting in the same per season charges.**

  Adjusted to align field use / field prep distinction and remove the per team for soccer.

Service, Program and Sponsorship Fees

Sponsorship Fees

- **Recognizes the structured framework associated with sponsorship fees and benefits and the right/authorization to collect.**

Sponsorships are not charitable donations; they are fees paid for marketing and access to participants.

Any advertising rights would be limited to and associated with a sponsorship agreement.

Programs

- **Program, camp, services, garden plots. Recognizes any pay to play requirements associated with the adopted cost recovery fee philosophy.**

Calculated individually for each program or service, audience and market.

Rights

- **Includes garden plot assignment fees**
- **Includes concession rights for the collection of revenues on public property outside of a vendor, special use or other agreement.**

WHAT'S CHANGING | REVENUE EFFECT

The 2027 changes will likely only incrementally increase revenue

Change	Yearly effect
Boat Launch	+$5k
Vendor Fee Restructuring (gain in efficiency of processing)	+$8K
Picnic Shelter & Pavilion Rentals (based on increase to inventory)	+$2k
Sponsorship (based on structured packages)	$15k
Net change in yearly revenue	**≈ +$30K**

+$30K

net new revenue assuming all other revenues levels for sport fields, programs hold even.

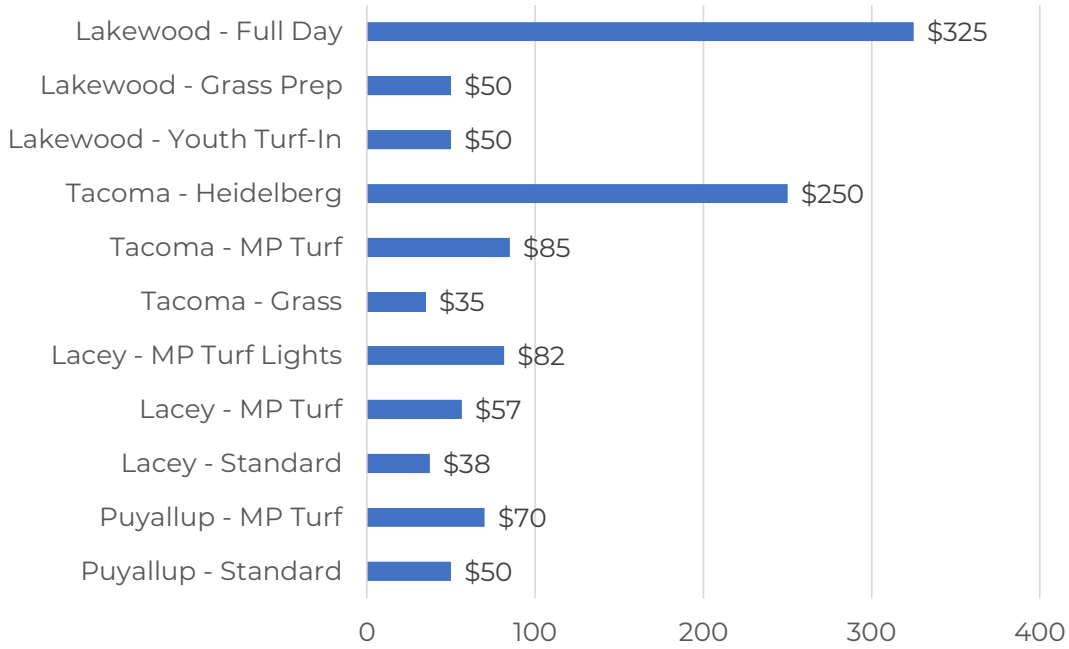
- **Recovery is primarily accomplished through facility fees and charges, vendor fees and sponsorships.**
- **Revenue Requirement for Fort Steilacoom Park**
  - **2026**
  - **2027**
  - **2028**
- **Revenue Requirement for Other Parks**
  - **2026**
  - **2027**
  - **2028**

Fee Comparisons

Lakewood vs. peer jurisdictions.

Sport Complex Sport Fields

Per Game Rate by Field Type

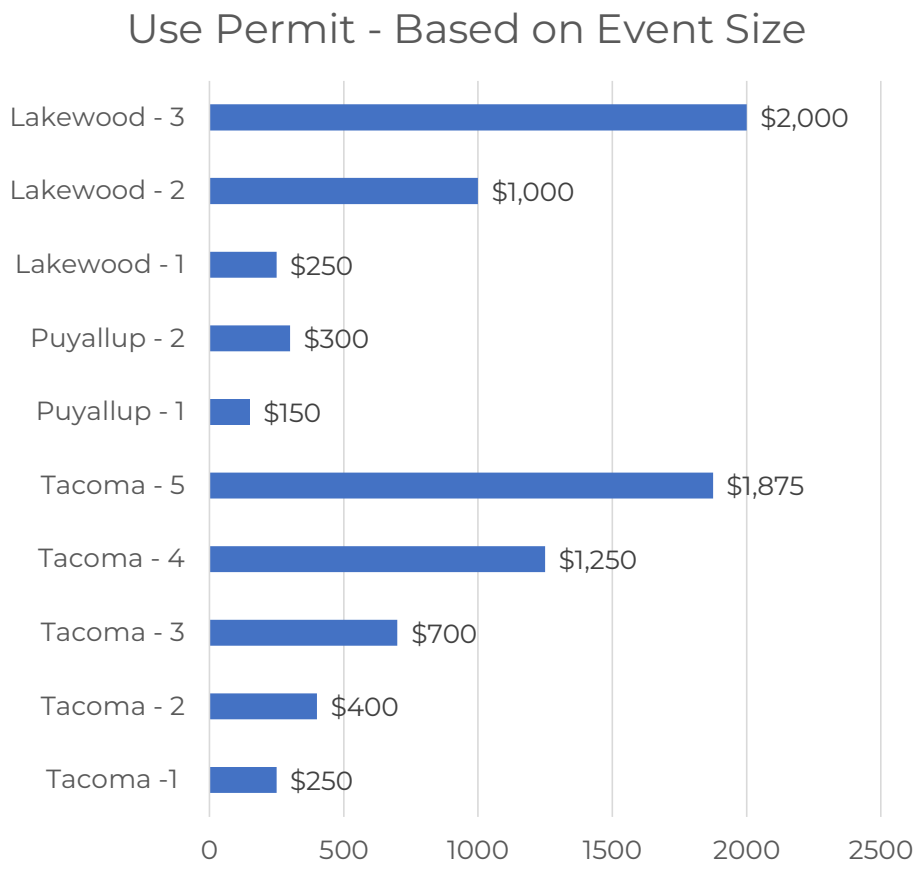


Non-Complex Fields by Hour (lining and prep additional)



- **Lakewood has all day field rate, with by game allowances for youth league programs**
- **Turf fields have lowest rain out, more games played, and require different grooming to maintain field integrity**
- **Local Park fields are 'drop in' and practice ready but not game ready. Charges for seasonal prep or lining apply**

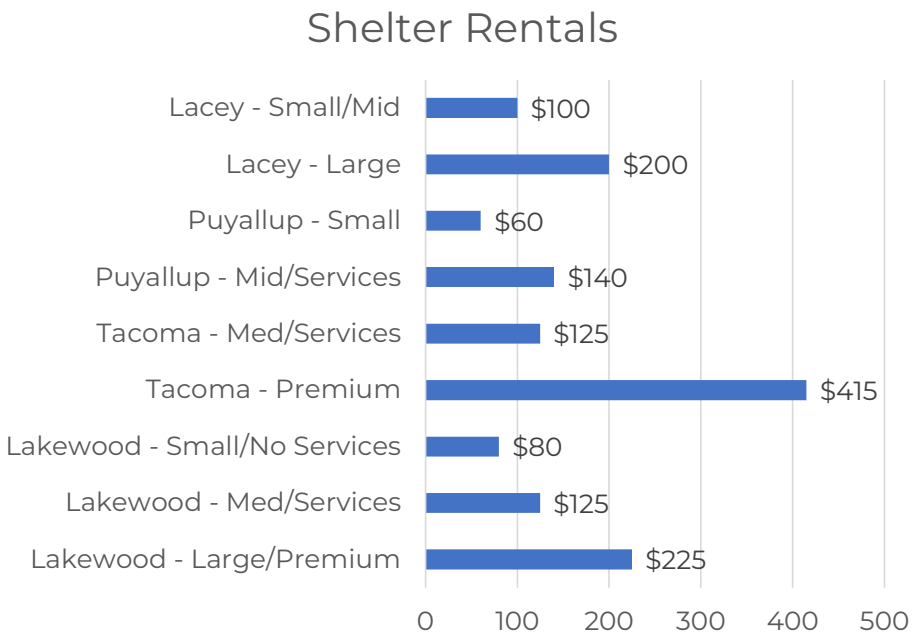
Special Use Permits



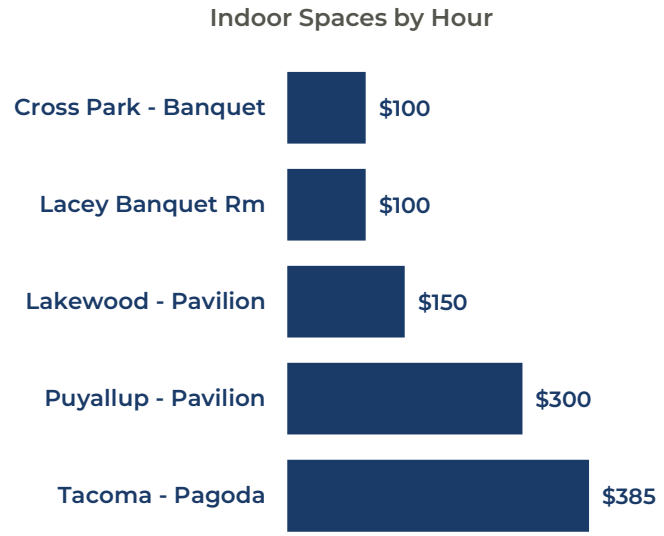
- All Permit Fees are a 'base' fee with additional requirements on the renter for restrooms, trash, staffing, security, etc. Where fees are lower, often additional requirements must be met.
- Lakewood doesn't charge additional concessionaire fees when special use permit allows for vendors, parking fee collection, etc. but does use sliding scale for permit fees based on impact and financial gain under the permit.

In general pricing increases as expected attendance increases, with pricing over $1,000 for events over 1,001 attendees.

Picnic Shelters



- **Various policies govern picnic shelters. Lacey allows for half day rentals and Puyallup has apprx 10% discount for residents**



- **Various policies govern indoor banquet and event spaces; Amenities, aesthetics, add-ons and availability drive pricing. Minimum hours, cleaning fees and dedicated parking all factor into rental decisions**

NEXT STEPS

Path forward

Study session
November 9, 2026

Finalize draft
Confirm pending items

Adopt resolution
November 16, 2026

Effective
January 1, 2027

Our Goals

- Be Affordable For Residents and Local Businesses
- Attract Consistent Usage for Return on Public Investment
- Honor Cost Recovery Philosophy and Legal Restrictions on the Gifting of Public Funds
- Maintain our Market Advantage and Sustain Community Access

Questions & discussion

To: Mayor and City Councilmembers

From: Tho Kraus, Deputy City Manager

Through: Doug Russell, City Manager

Date: November 9, 2026

Subject: Review of Credit and Debit Card Fee Resolution

BACKGROUND

The City of Lakewood accepts payments for a variety of services and charges, including permits, assessments, inspection fees, recreation programs, and other municipal services. To promote accessibility, efficiency, and convenience for the public, the City offers multiple payment methods, including credit and debit card transactions.

While electronic payment options provide convenience to customers, credit and debit card transactions result in processing fees and related transaction expenses to the City. These costs are currently borne by the City.

The proposed resolution would authorize the City to implement a 2.90% service fee on eligible credit and debit card transactions to recover associated payment processing costs to the extent permitted by applicable law and payment processing requirements.

NEXT STEPS

Adopt Credit and Debit Card Fee Resolution – November 16, 2026

ATTACHMENTS

- Draft Credit and Debit Card Fee Resolution

DRAFT RESOLUTION NO. 2026-12

A RESOLUTION of the City Council of the City of Lakewood, Washington, authorizing a credit and debit card service fee for certain payments made to the City.

WHEREAS, the City of Lakewood accepts payments for permits, assessments, inspection fees, and other services; and

WHEREAS, the City offers various payment methods, including credit and debit card payments, to promote accessibility, efficiency, and convenience for the public; and

WHEREAS, accepting credit card transactions results in costs to the City, including payment processing fees and related transactions expenses; and

WHEREAS, the City Council desires to recover eligible processing cost to the extent permitted by applicable law.

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

Section 1. Authorization of Fee. The City is authorized to assess a 2.90% service fee on eligible credit and debit card transactions, subject to applicable law, payment card network requirements and contractual requirements with payment processors.

Eligible transactions include rental housing safety inspection fees, sewer assessments, lake management districts, and development service permits, recreation programs, and other services and charges.

No fee shall be assessed on a transaction for which the fee is prohibited by applicable law, payment card network rules, or the City's agreements with payment processors. The fee shall not exceed applicable legal limits or any other applicable restriction.

Section 2. Administrative Implementation. The Deputy City Manager or designee is authorized to establish and implement procedures for fee calculation, collection, accounting, disclosure, and compliance. The fee shall not exceed applicable legal limits.

Section 3. Disclosure and Payment Options. The City shall disclose applicable fees before payment is completed and provide alternative payment methods where required by law.

Section 4. Accounting. Fees collected under this Resolution shall be accounted for in accordance with applicable law.

This Resolution shall be in full force and effect upon passage and signature hereon.
PASSED by the City Council this 16th day of November, 2026.

CITY OF LAKEWOOD

_____
Paul Bocchi, Mayor

Attest:

_____
Briana Schumacher, City Clerk
Approved as to form:

_____
Heidi Ann Wachter, City Attorney

To: Mayor and City Councilmembers

From: Tho Kraus, Deputy City Manager

Through: Doug Russell, City Manager

Date: November 2, 2026

Subject: Review of 2027/2028 Proposed Biennial Budget

Background

Per Washington state law, the City Council must adopt the 2027/2028 Biennial Budget no later than December 31, 2026. Additionally, a public hearing on the proposed biennial budget is required in connection with the budget process. The schedule of open public meetings held and upcoming to review the proposed 2027/2028 biennial budget is as follows:

October 5, 2026

- City Manager presentation of the Proposed 2027/2028 Biennial Budget

October 7, 2026

- Department Budget Presentations:
    - City Council
    - City Manager
    - Parks, Recreation & Community Services
    - Police
    - Legal

October 14, 2026

- Department Budget Presentations:
    - Municipal Court
    - Human Resources
    - Planning & Public Works
    - Administrative Services

October 19, 2026

- Review of 2027 Property Tax Levy
- Review of 2026 Year-End Budget Adjustment

November 2, 2026

- Public Hearing on 2027/2028 Proposed Biennial Budget
- Public Hearing on 2027 Property Tax Levy
- Public Hearing on 2026 Year-End Budget Adjustment

November 9, 2026

- Review 2027/2028 Proposed Biennial Budget
- Review of 2025 Human Services Funding Recommendations (continued)
- Review of 2027 Lodging Tax Funding Recommendations
- Review of 2027 Fee Schedule Amendments
- Review of Resolution for Service/Convenience Fee for Credit Card Acceptance

November 16, 2026

- Adoption of 2027/2028 Biennial Budget
- Adoption of 2027 Property Tax Levy Ordinance
- Adoption of 2026 Year-End Budget Adjustment
- Adoption of 2027/2028 Human Services Funding
- Adoption of 2027 Lodging Tax Funding
- Adoption of 2027 Fee Schedule Amendments
- Adoption of Resolution Authorizing Service/Convenience Fee for Credit Card Acceptance

The **ORIGINAL** 2027/2028 Proposed Biennial Budget may be viewed at:
Biennial Budget - City of Lakewood

Changes to the ORIGINAL 2027/2028 Proposed Biennial Budget

The following are proposed changes to the City Manager's original proposed budget:

1) Add National League of Cities.
    - Annual membership dues $6,745 per year, ongoing
    - Annual conference for all members of the City Council $22,400 per year, ongoing
    - Annual conference for City Manager $3,200 per year, ongoing

2) Remove Buffalo Soldiers Museum Community Building Event Sponsorship of $1,000 per year, ongoing.

3) Add professional services for Police Chief Recruitment of $40,000 in 2027, 1-time.

4) South Sound 911 one-time Reserves Distribution $240,280 (shown as expenditure reduction in 2027, actual distribution date to be determined, either in 2026 or 2027).

5) Net Police Vacancy Savings of $213,000 ($405,000 for 3.0 FTEs less accrual cash outs for 6 officers at $192,000).

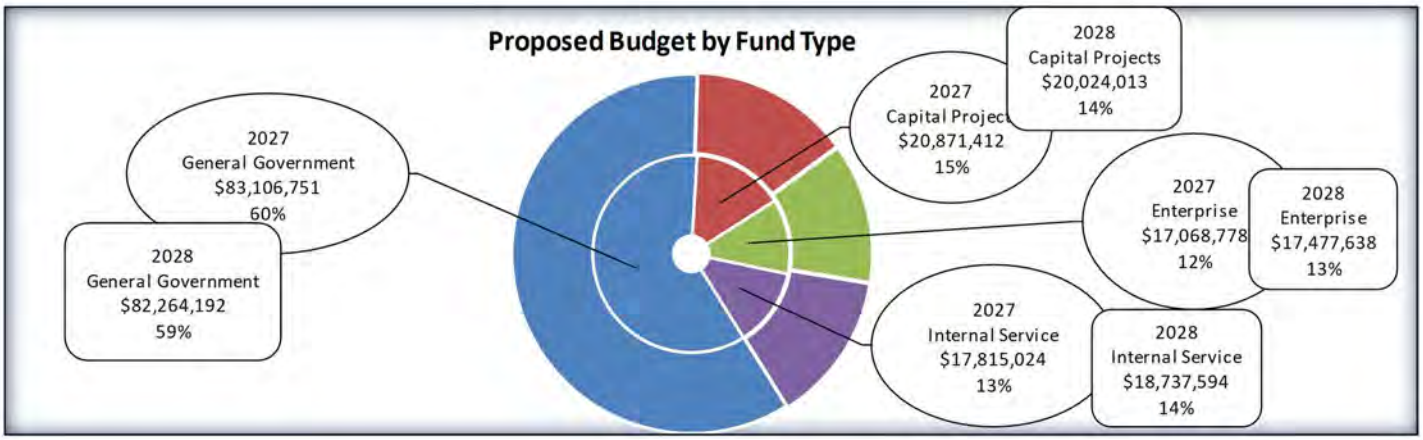
6) Use opioid funds for Greater Lakes Co-responder program. The current balance and annual revenues would fully fund the program through the next two biennial budget periods. After that, general fund is anticipated to fund the difference.

7) Remove financing of 11 police vehicle replacements totaling $1,090,100 in 2028 and purchase outright from expenditure savings (estimated police position vacancy savings, use of opioid funding for Greater Lakes co-responders).

8) Add service or card convenience fee revenue of $50,000 per year, ongoing.

9) Set aside any remaining ending fund balance at the end of 2028 to reduce parks capital projects debt financing. This amounts to $181,763.

Revised Proposed 2027/2028 Biennial Budget



Fund	2027 Proposed Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance	2028 Proposed Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance
General Government Funds:	**$ 15,499,040**	**$ 67,607,711**	**$ 69,848,578**	**$ 13,258,173**	**$ 13,258,173**	**$ 69,006,018**	**$ 69,997,636**	**$ 12,266,556**
001 General Fund	10,595,615	57,147,910	57,082,294	10,661,231	10,661,231	58,583,250	59,530,066	9,714,415
101 Street	-	3,550,161	3,550,161	-	-	3,368,948	3,368,948	-
103 Transportation Benefit District	565,600	805,000	1,370,600	-	-	805,000	805,000	-
104 Hotel/Motel Lodging Tax	2,413,748	1,271,250	2,413,743	1,271,255	1,271,255	1,271,250	1,271,250	1,271,255
105 Property Abatement/RHSP	24,941	441,500	449,075	17,366	17,366	448,675	466,042	-
106 Public Art	-	20,000	20,000	-	-	20,600	20,600	-
180 Narcotics Seizure	-	-	-	-	-	-	-	-
181 Felony Seizure	-	-	-	-	-	-	-	-
182 Federal Seizure	-	-	-	-	-	-	-	-
190 CDBG	-	565,000	565,000	-	-	545,000	545,000	-
191 Neighborhood Stabilization Prog	-	-	-	-	-	-	-	-
192 SSMCP	-	344,050	308,391	35,659	35,659	344,050	325,610	54,099
195 Public Safety Grants	-	-	-	-	-	-	-	-
196 ARPA	-	-	-	-	-	-	-	-
201 GO Bond Debt Service	-	2,304,718	2,304,718	-	-	2,421,594	2,421,594	-
202 LID Debt Service	-	88,922	88,922	-	-	86,551	86,551	-
204 Sewer Project Debt	1,799,175	1,067,400	1,695,674	1,170,901	1,170,901	1,109,300	1,156,975	1,123,226
251 LID Guaranty	99,961	1,800	-	101,761	101,761	1,800	-	103,561
Capital Project Funds:	**$ 694,611**	**$ 20,176,801**	**$ 20,530,400**	**$ 341,012**	**$ 341,012**	**$ 19,683,001**	**$ 19,897,000**	**$ 127,013**
301 Parks	150,000	2,289,385	2,385,000	54,385	54,385	12,231,385	12,277,000	8,770
302 Transportation	-	13,728,000	13,728,000	-	-	3,816,000	3,816,000	-
303 Real Estate Excise Tax	261,368	2,402,516	2,580,400	83,484	83,484	2,402,516	2,486,000	-
311 Sewer Project	283,243	1,756,900	1,837,000	203,143	203,143	1,233,100	1,318,000	118,243
Enterprise Fund:	**$ 11,484,056**	**$ 5,584,723**	**$ 5,586,803**	**$ 11,481,975**	**$ 11,481,975**	**$ 5,995,663**	**$ 6,664,172**	**$ 10,813,466**
401 Surface Water Management	11,484,056	5,584,723	5,586,803	11,481,975	11,481,975	5,995,663	6,664,172	10,813,466
Internal Service Funds:	**$ 5,936,229**	**$ 11,878,795**	**$ 11,810,237**	**$ 6,004,787**	**$ 6,004,787**	**$ 12,732,807**	**$ 11,640,253**	**$ 7,097,341**
501 Fleet & Equipment	5,936,229	2,675,843	2,607,285	6,004,787	6,004,787	3,256,839	2,164,285	7,097,341
502 Property Management	-	1,000,727	1,000,727	-	-	920,690	920,690	-
503 Information Technology	-	3,971,005	3,971,005	-	-	4,327,448	4,327,448	-
504 Risk Management	-	4,231,220	4,231,220	-	-	4,227,830	4,227,830	-
Grand Total - All Funds	**$ 33,613,936**	**$ 105,248,030**	**$ 107,776,019**	**$ 31,085,945**	**$ 31,085,945**	**$ 107,417,489**	**$ 108,199,061**	**$ 30,304,376**
			Total Budget	**$ 138,861,965**			**Total Budget**	**$ 138,503,437**

Position Inventory – No Change

The original proposed budget includes 213.50 FTEs and includes:

- Addition of Parks Maintenance Worker 1.0 FTE
- Elimination of Associate Attorneys 2.0 FTEs (replaced by contracted prosecution services)

Department	2027 Proposed	2028 Proposed
City Manager	**5.00**	**5.00**
City Manager	1.00	1.00
Communications Manager	1.00	1.00
Assistant to City Manager/Policy Analyst	1.00	1.00
Communications Coordinator	1.00	1.00
Program Coordinator - Neighborhood	1.00	1.00
Administrative Services	**12.00**	**12.00**
Deputy City Manager/Chief Financial Officer	1.00	1.00
Information Technology Manager	1.00	1.00
Assistant Finance Director	1.00	1.00
Finance Supervisor	1.00	1.00
IT Administrator	1.00	1.00
Finance Analyst	2.00	2.00
IT Analyst	1.00	1.00
IT Specialist	1.00	1.00
Payroll Technician	1.00	1.00
Finance Technician	2.00	2.00
Planning & Public Works	**37.65**	**37.65**
Planning & Public Works Director	1.00	1.00
Planning & Public Works Assistant Director	1.00	1.00
Capital Projects Division Manager	1.00	1.00
Economic Development Manager	1.00	1.00
Engineering Services Manager/City Engineer	1.00	1.00
Planning Division Manager	1.00	1.00
Civil Engineer	4.00	4.00
Associate Civil Engineer	2.00	2.00
Assistant Civil Engineer	1.00	1.00
Construction Management Lead	1.00	1.00
Construction Inspector	3.00	3.00
Engineering Technician	2.00	2.00
Building Official	1.00	1.00
Program Manager - Housing	1.00	1.00
Program Manager - SSCMP	1.00	1.00
Plans Examiner	1.00	1.00
Senior Planner	1.00	1.00
Geographical Information Systems Analyst	1.00	1.00
Associate Planner	2.00	2.00
Program Coordinator - Housing/RHSP/Abatement	1.00	1.00
Program Coordinator - SSMCP	1.00	1.00
Program Coordinator - CDBG	1.00	1.00
Building Inspector	2.00	2.00
Compliance Inspector	1.00	1.00
Code Compliance/Safety Inspector - RSHP	0.50	0.50
Permit Supervisor	1.00	1.00
Permit Technician	3.00	3.00
Office Assistant	0.15	0.15

Department	2027 Proposed	2028 Proposed
Parks, Recreation & Community Services	**28.00**	**28.00**
Parks, Recreation, & Community Services Director	1.00	1.00
Operations Superintendent	1.00	1.00
Parks Development Project Manager	2.00	2.00
Human Services Coordinator	0.50	0.50
Recreation Coordinator	3.00	3.00
Maintenance Supervisor	2.00	2.00
Maintenance Worker	16.00	16.00
Administrative Assistant	1.00	1.00
Office Assistant	1.50	1.50
Legal	**8.85**	**8.85**
City Attorney	1.00	1.00
Deputy City Attorney	1.00	1.00
City Clerk	1.00	1.00
Public Records & Legal Specialist	3.00	3.00
Office Assistant	2.85	2.85
Municipal Court	**8.00**	**8.00**
Municipal Court Judge	1.00	1.00
Court Administrator	1.00	1.00
Court Compliance Officer	2.00	2.00
Lead Court Clerk	1.00	1.00
Court Clerk	3.00	3.00
Police	**114.00**	**114.00**
Police Chief	1.00	1.00
Assistant Police Chief	1.00	1.00
Captain	5.00	5.00
Sergeant	14.00	14.00
Detective	11.00	11.00
Police Officer	68.00	68.00
Community Service Officer	2.00	2.00
Code Enforcement Officer	3.00	3.00
Animal Control Officer	2.00	2.00
Evidence Supervisor	1.00	1.00
Crime Analyst	1.00	1.00
Evidence Technician	2.00	2.00
Administrative Assistant	1.00	1.00
Police Administrative Coordinator	1.00	1.00
Police Administrative Technician	1.00	1.00
Office Assistant	-	-
Total FTEs	**213.50**	**213.50**

Revised Service/Program Changes

Service/Program Changes By Department	Change		Year 2027		Year 2028	
	FTE	Fleet	1-Time	Ongoing	1-Time	Ongoing
Youth Council - Program Supplies & Internship Stipends	-	-	$ -	$ 1,525	$ -	$ 1,525
Buffalo Soldiers Museum Community Building Event Sponsorship	-	-	-	(1,000)	-	(1,000)
National League of Cities Conference	-	-	-	22,400	-	22,400
Total - CC	**-**	**-**	**$ -**	**$ 22,925**	**$ -**	**$ 22,925**
Add Nearcation.com & City Event Branding	-	-	80,000	-	-	-
Add Civic Plus Website	-	-	37,350	11,465	-	11,465
National League of Cities Conference	-	-	-	3,200	-	3,200
Total - CM	**-**	**-**	**$ 117,350**	**$ 14,665**	**$ -**	**$ 14,665**
Public Defender	-	-	-	113,000	-	318,000
Non-Dept - Supplies, Shredding Services, Postage & Shipping	-	-	-	5,700	-	5,700
Non-Dept - Clean Air Assessment (Moved from Police)	-	-	-	53,050	-	53,050
Non-Dept - National League of Cities Membership Dues	-	-	-	6,745	-	6,745
Fuel Increase	-	-	-	46,400	-	46,400
DEIB Learning Management Software (Technology)	-	-	-	(20,000)	-	(20,000)
Total - AD	**-**	**-**	**$ -**	**$ 204,895**	**$ -**	**$ 409,895**
Risk Mgmt - DEIB Professional Services	-	-	-	20,000	-	20,000
Risk Mgmt - Repairs & Maintenance Auto Physical	-	-	-	60,000	-	60,000
Risk Mgmt - WCIA Assessment	-	-	-	20,000	-	20,000
Risk Mgmt - AED (Automated External Defibrillator)	-	-	6,000	-	-	-
Risk Mgmt - AWC Retro Program	-	-	-	36,240	-	38,050
Total - HR	**-**	**-**	**$ 6,000**	**$ 136,240**	**$ -**	**$ 138,050**
Eliminate 2 Associate Attorneys	(2.00)	-	-	(283,464)	-	(302,186)
Contracted Services	-	-	-	456,000	-	456,000
Opioid Funds for Co-responders (Charge here for Opiod Exp Tracking)	-	-	360,951	-	375,389	-
Total - LG	**(2.00)**	**-**	**$ 360,951**	**$ 172,536**	**$ 375,389**	**$ 153,814**
Increase Membership Dues	-	-	-	570	-	570
Replace Work Crew Program Trailer	-	-	5,800	-	-	1,600
Total - MC	**-**	**-**	**$ 5,800**	**$ 570**	**$ -**	**$ 2,170**

Revised Service/Program Changes (continued)

Service/Program Changes By Department	Change		Year 2027		Year 2028	
	FTE	Fleet	1-Time	Ongoing	1-Time	Ongoing
EDB Gold Sponsor	-	-	-	6,000	-	6,000
Bridge Inspection	-	-	-	57,500	-	-
Locater Equipment	-	1	12,000	-	-	1,715
Stormwater Infrastructure Cleaning	-	-	50,000	-	50,000	-
Stormwater Pipe Video Inspection Contract	-	-	27,000	-	27,000	-
Total - PPW	**-**	**1**	**$ 89,000**	**$ 63,500**	**$ 77,000**	**$ 7,715**
Human Services Funding	-	-	-	34,000	-	44,000
General Parks - Janitorial Services	-	-	-	21,000	-	21,000
Fort Steilacoom Park - Water, Janitorial, Supplies, Signage Rentals			-	45,610	-	45,610
SummerFEST Entertainment (thru Sponsorships)	-	-	-	13,000	-	13,000
Parks O&M - Maintenance Worker	1.00	-	-	108,750	-	110,925
Streets O&M - Temporary Seasonal Help	-	-	-	25,000	-	25,000
Public Art - Signal Box Art	-	-	18,000	-	18,600	-
Replace Parks Pressure Washer	-	-	5,351	-	-	535
Replace O&M Skid Steer	-	-	88,646	-	-	7,830
New Parks JD997 Mower	-	1	25,000	-	-	4,000
Replace Parks John Deere Tractor	-	-	34,408	-	-	3,810
Replace O&M Service Truck	-	-	31,200	-	-	2,400
Replace Facilities Maintenance Van	-	-	44,800	-	-	8,570
Replace O&M Dump Trailer	-	-	18,000	-	-	1,800
New O&M Electric Brine Tank System	-	1	20,000	-	-	-
Replace O&M Trailer	-	-	4,205	-	-	1,500
Total - PRCS	**1.00**	**2**	**$ 289,610**	**$ 247,360**	**$ 18,600**	**$ 289,980**
Dive Team - Training, Physicals, Uniforms & Equipment			20,500	6,300	2,400	4,600
Replace Bikes with E-Bikes	-	-	7,500	-	7,500	-
Marine Services Unit - Clothing, Supplies & Equipment			3,200	-	3,300	
Boat House Lease	-	-	-	2,060	-	2,560
Remove Drone Program Funding (No Revenue Offset)	-	-	-	(14,500)	-	(14,500)
Restore Travel & Training from 2025/2026 Reductions	-	-	-	73,100	-	73,100
South Sound 911 (1-Time Use Reserves Reduction)	-	-	-	(175,410)	-	-
South Sound 911 (1-Time Use Reserves Reduction) - Additional	-	-	-	(240,280)	-	-
Greater Lakes Mental Health Professional Costs (Co-resonders)	-	-	-	(322,069)	-	(322,069)
Net Position Vacancy Savings	-	-	-	(213,000)	-	(213,000)
Humane Society Contract	-	-	-	16,785	-	34,995
Clean Air Assessment (Moved to Non-Departmental)	-	-	-	(53,050)	-	(53,050)
Vehicle Replacement (11 per year) - No Financing	-	-	195,575	-	1,090,100	31,020
Total - PD	**-**	**-**	**$ 226,775**	**$ (920,064)**	**$1,103,300**	**$ (456,344)**
Total	**(1.00)**	**3**	**$1,095,486**	**$ (57,373)**	**$1,574,289**	**$ 582,870**

Capital Projects – No Change

CIP Project Costs		2027	2028
Parks CIP		**$ 2,385,000**	**$12,277,000**
301.0016	Park Equipment Replacement	20,000	20,000
301.0017	Park Playground Resurfacing	15,000	15,000
301.0018	Project Support	250,000	250,000
301.0038	Playground Replacement	180,000	300,000
301.0043	FSP H-Barn Complex Restoration & Renovation	550,000	5,700,000
301.0063	Edgewater Park - Phase 1 - Park Development	560,000	3,622,000
301.0064	Edgewater Park - Phase 2 - Boat Launch	610,000	2,280,000
301.0067	Fort Steilacoom Sport Field Partnership	-	50,000
301.0070	Park Acquisition Plan	150,000	-
301.0071	Chambers Creek Trailhead Access	50,000	40,000
Transportation CIP		**$13,728,000**	**$ 3,816,000**
302.0001	Annual Program - Personnel, Engineering & Professional Svcs	648,000	680,000
302.0003	Annual Program - Safety: Neighborhood Traffic Safety/Traffic Calming	30,000	30,000
302.0004	Annual Program - Minor Capital	270,000	270,000
302.0005	Annual Program - Chip Seal Resurfacing Program	420,000	420,000
302.0097	115th Street Ct SW - Bridgeport Way to Sound Transit ROW	1,687,000	-
302.0115	Davisson Rd SW-112th to 108th	-	75,000
302.0120	Tyee Park School Sidewalks-Seminole Road	-	429,000
302.0122	47th Ave SW - Clover Creek to Pacific Highway	5,096,000	-
302.0136	100th Street; 59th to South Tacoma Way	870,000	-
302.0167	McChord Drive-Bridgeport to 47th	-	60,000
302.0168	Sound Transit - McChord/New York-Pac Hwy to Bridgeport	3,952,000	-
302.0169	Sound Transit - 47th Ave-McChord to Clover Creek	-	50,000
302.0170	Sound Transit - Lincoln Ave SW - McChord Dr. SW to San Francisco Ave SW	30,000	920,000
302.0171	Sound Transit - Chicago Ave SW - Springbrook Lane SW to McChord Dr. SW	-	77,000
302.0172	Sound Transit - San Francisco Av - Springbrook Ln SW to True	-	60,000
302.0173	Sound Transit - Clover Creek Drive-Pacific Highway to Hillcrest	35,000	455,000
302.0174	Sound Transit - Boston Ave SW - Interstate 5 to McChord Dr SW	-	30,000
302.0177	Steilacoom Blvd/Western State Hospital Signal	430,000	-
302.0184	Upgrade Accessible Pedestrian Routes	260,000	260,000
Sewer C IP		**$ 1,837,000**	**$ 1,318,000**
311.0002	Side Sewer Connection Porgram	50,000	50,000
311.0009	Washington Ave. & W. Thorne Ln. Sewer Extension	1,622,000	-
311.0010	Grant Ave & Lake St. Sewer Extension	130,000	1,136,000
311.0011	Washington Ave & Lake St Sewer Extension	-	97,000
311.0000	Program Administration	35,000	35,000
Surface Water Management CIP		**$ 995,000**	**$ 1,520,000**
401.0028	2026 Drainage Pipe Repair Project	395,000	395,000
401.0034	Annual Catch Basin and Storm Drainage Repair	175,000	175,000
401.0035	Ponce De Leone Water Quality Upgrade	225,000	750,000
401.0036	SMAP for New Catchment Area	125,000	-
401.0037	Storm Water Capital & Maintenance Analysis	75,000	75,000
401.0038	Hillcrest Drive/Clover Creek Detention/Retention Storm Facility	-	125,000
	Total	**$ 18,945,000**	**$ 18,931,000**

Property Management & Information Technology Projects – No Change

Major Maintenance & Information Technology Project Costs		2027	2028
Property Management		**$ 187,500**	**$ 95,000**
CH 1	City Hall Public Area Wall Panel Removal and Repair	80,000	-
CH 6	City Hall Furniture Replacements	20,000	-
CH 11	City Hall Replacement of Front Doors	-	45,000
PS 1	Police Station Front Parking Lot Improvements	25,000	-
PS 3	Police Station Roof Repair & Assessment	-	50,000
FSP 1	Fort Steilacoom Park Paint O&M Shop	25,000	-
FSP 5	Fort Steilacoom Park Material Bins Cover	30,000	-
CW 1	City Wide Parking Lot Improvement Program	7,500	-
Information Technology		**$ 328,000**	**$ 279,000**
503.0015	Replace Computers & Laptops	187,000	152,000
503.0075	Replace System Storage & Servers	-	-
503.0073	Replace Network Switches	96,000	120,000
503.0074	Replace PBX Phone System with Cloud Voice	45,000	-
503.0072	Update 2-Factor Authentication	-	7,000
	Total	**$ 515,500**	**$ 374,000**

Next Steps

- November 16, 2026 – Adoption of 2027/2028 Biennial Budget

TO: Mayor and City Councilmember

THROUGH: Doug Russell, City Manager

FROM: Victor Lam, Information Technology Manager

DATE: November 9, 2026

SUBJECT: Review of Council Chambers Audio/Video Upgrades

The purpose of this memorandum is to recommend the City contract with One Diversified, LLC for the City Hall Council Chambers audio/video upgrades. The proposal will modernize the Council Chambers technology infrastructure to improve the quality, reliability, and accessibility of public meetings. The existing audio and video systems have reached the end of their useful life and require increasing maintenance.

During 2026, the City experienced multiple audio/video equipment failures in the Council Chambers, including issues with microphones, speakers, displays, and audio processing equipment. Although vendors were able to temporarily resolve these issues, they advised that the system has reached the end of its recommended lifecycle and that equipment failures are expected to become more frequent over time.

The project includes replacing faulty and aging audio equipment, installing new high-definition cameras, upgraded control equipment, and integration of these components into a modern, reliable system designed to support both in-person and hybrid meetings. The goal is to reduce the risk of system interruptions caused by equipment failure and to improve the audio experience by addressing distortion and sound-imbalance issues.

In addition to the equipment upgrades, the proposal includes a five-year support agreement to ensure the continued performance and reliability of the system. The support agreement provides ongoing preventive maintenance, software and firmware updates, technical support, and labor for repair or replacement of covered components (parts covered under manufacturer warranty), reducing the risk of service disruptions during public meetings and extending the operational life of the City's investment.

Four vendors were evaluated against the actual needs and three approaches were considered:

- Performing only minimal repairs to the existing system
- Continuing to support the aging system
- Replacing the system with a right-sized modernization

Year	Solution type	Year 1	Year 2	Year 3	Year 4	Year 5	5-yr total
One Diversified	Right-sized modernization	$189,059	$8,323	$8,323	$8,323	$8,323	$222,350
Vendor B	Right-sized modernization	$157,014	$23,032	$23,032	$23,032	$23,032	~$249,142
Vendor C	Audio upgrade + remote managed service	$116,052	$22,316	$22,316	$22,316	$22,316	~$205,316
Vendor D	Minimal repairs	$117,403	$64,592	T&M	T&M	T&M	~$182,000 plus T&M

It is recommended that the City proceed with authorizing execution of an agreement with One Diversified for the Council Chambers audio/video upgrades. One Diversified's proposal best aligns with the City's operational and budgetary requirements.

The total five-year investment is $220,350, consisting of a one-time cost of $189,059 in Year 1 and ongoing support services.

Next Steps

A Technology Consultant Agreement will come forward for City Council approval on November 16, 2026.

TECHNOLOGY CONSULTANT CONTRACT FOR LAKEWOOD CITY COUNCIL CHAMBERS AUDIO/VIDEO UPGRADES

This Technology Consultant Contract ("Agreement"), made and entered into this _____day of _____, 2026, by and between the City of Lakewood, a Washington municipal corporation ("City"), and One Diversified, LLC. ("Consultant"). The City and Consultant (together "Parties") are located and do business at the below addresses which shall be valid for any notice required under this Agreement:

CONSULTANT: ONE DIVERSIFIED LLC	**CITY OF LAKEWOOD:**
Address: 37 Market Street Kenilworth, NJ 07033 Attn: Wayland Cossey Phone: 206-226-2377 Email: wcossey@onediversified.com	6000 Main Street SW Lakewood, WA 98499 Attn: Victor Lam Phone: 253-589-2489 Email: vlam@cityoflakewood.us

The Parties agree as follows:

1. **TERM.** The term of this Agreement shall commence upon the effective date of this Agreement, which shall be the date of mutual execution, and shall continue until the completion of the Work, but in any event no later than February 1, 2027 ("Term"). This Agreement may be extended for additional periods of time upon the mutual written agreement of the City and the Consultant.

2. **SERVICES.** The Consultant shall perform the services more specifically described in Exhibit "A", attached hereto and incorporated by this reference ("Services"), in a manner consistent with the accepted professional practices for other similar services within the Puget Sound region in effect at the time those services are performed, performed to the City's satisfaction, within the time period prescribed by the City and pursuant to the direction of the City Manager or his or her designee. The Consultant warrants that it has the requisite training, skill, and experience necessary to provide the Services and is appropriately accredited and licensed by all applicable agencies and governmental entities, including but not limited to obtaining any applicable City of Lakewood business license. Services shall begin immediately upon the effective date of this Agreement. Services shall be subject, at all times, to inspection by and approval of the City, but the making (or failure or delay in making) such inspection or approval shall not relieve Consultant of responsibility for performance of the Services in accordance with this Agreement, notwithstanding the City's knowledge of defective or non-complying performance, its substantiality or the ease of its discovery.

3. TERMINATION. Either party may terminate this Agreement, for breach of material obligations of this Agreement, upon providing the other party 30 days written notice at its address set forth above. The City may terminate this Agreement immediately if the Consultant fails to maintain required insurance policies, breaches confidentiality, or materially violates Section 12; and such may result in ineligibility for further City agreements.

4. COMPENSATION.

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

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

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

5. INDEMNIFICATION.

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

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Public Entity, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

City Indemnification / Hold Harmless. The City shall defend, indemnify and hold the Consultant, its officers, officials, employees, agents and subcontractors harmless from claims, injuries, damages, losses or suits, including attorney fees, brought or asserted by a third party and arising out of or resulting from the negligent acts, errors or omissions of the City in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Consultant.

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

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

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

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

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

a. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written at least as broad as Insurance Services Office (ISO) form CA 00 01.

b. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent Consultants or Contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO CG 20 26.

c. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

d. Technology Errors & Omissions (E&O).

e. Network Security (Cyber) and Privacy Insurance shall include, but not be limited to, coverage, including defense, for the following losses or services:

Liability arising from theft, dissemination, and/or use of Public Entity confidential and personally identifiable information, including but not limited to, any information about an individual maintained by the Public Entity, including (i) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (ii) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information regardless of how or where the information is stored or transmitted.

Network security liability arising from (i) the unauthorized access to, use of, or tampering with computer systems, including hacker attacks; or (ii) the inability of an authorized third party to gain access to supplier systems and/or Public Entity data, including denial of service, unless caused by a mechanical or electrical failure; (iii) introduction of any unauthorized software computer code or virus causing damage to the Public Entity or any other third party data.

Lawfully insurable fines and penalties resulting or alleging from a data breach.

Event management services and first-party loss expenses for a data breach response including crisis management services, credit monitoring for individuals, public relations, legal service advice, notification of affected parties, independent information security forensics firm, and costs to re-secure, re-create and restore data or systems.

f. Professional Liability insurance appropriate to the Consultant's profession.

6.3. Minimum Amounts of Insurance. Consultant shall maintain the following insurance limit:

a. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

b. Commercial General Liability insurance shall be written with limits no less than $2,000,000 each occurrence, $2,000,000 general aggregate.

c. Professional Technology Errors & Omissions (E&O) shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit.

d. Network Security (Cyber) and Privacy Insurance shall be written with limits no less than $2,000.000 per claim $2,000,000 policy aggregate for network security and privacy coverage, $100,000 per claim for regulatory action (fines and penalties), and $100,000 per claim for event management services.

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

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

6.6 Verification of Coverage. Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

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

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

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

6.10 Safeguarding of Personal Information. The Consultant shall not use or disclose Personal Information, as defined in RCW 19.255.010, in any manner that would constitute a violation of federal law or applicable provisions of Washington State law. Consultant agrees to comply with all federal and state laws and regulations, as currently enacted or revised, regarding data security and electronic data interchange of Personal Information.

The Consultant shall ensure its directors, officers, employees, subcontractors or agents use Personal Information solely for the purposes of accomplishing the services set forth in

the Agreement.

The Consultant shall protect Personal Information collected, used, or acquired in connection with the Agreement, against unauthorized use, disclosure, modification or loss.

The Consultant and its sub-consultants agree not to release, divulge, publish, transfer, sell or otherwise make Personal Information known to unauthorized persons without the express written consent of Public Entity or as otherwise authorized by law.

The Consultant agrees to implement physical, electronic, and managerial policies, procedures, and safeguards to prevent unauthorized access, use, or disclosure of Personal Information.

The Consultant shall make the Personal Information available to amend as directed by Public Entity and incorporate any amendments into all the copies maintained by the Consultant or its subcontractors. Consultant shall certify its return or destruction upon expiration or termination of the Agreement and the Consultant shall retain no copies. If Consultant and Public Entity mutually determine that return or destruction is not feasible, the Consultant shall not use the Personal Information in a manner other than those permitted or authorized by state and federal laws.

The Consultant shall notify Public Entity in writing immediately upon becoming aware of any unauthorized access, use or disclosure of Personal Information. Consultant shall take necessary steps to mitigate the harmful effects of such use or disclosure. Consultant is financially responsible for notification of any unauthorized access, use or disclosure. The details of the notification must be approved by Public Entity. Any breach of this clause may result in termination of the Agreement and the demand for return of all Personal Information.

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

7. WORK PRODUCT. All originals and copies of work product, including plans, sketches, layouts, designs, design specifications, records, files, computer disks, magnetic media or material which may be produced or modified by Consultant while performing the Work shall belong to the City upon delivery; provided, however, that any intellectual property, materials, tools, software, methodologies, know-how, templates, documentation, data, inventions, or other materials owned or developed by Supplier before the effective date of this Agreement, or developed independently of this Agreement, shall remain the property of the Consultant, notwithstanding their use in performing the Work. The Consultant shall make such data, documents, and files available to the City and shall deliver all needed or contracted for work product upon the City's request. At the expiration or termination of this Agreement, all originals and copies of any such work product remaining in the possession of Consultant shall be delivered to the City.

8. BOOKS AND RECORDS. The Consultant agrees to maintain books, records, and documents which sufficiently and properly reflect all direct and indirect costs related to the performance of the Work and maintain such accounting procedures and practices as may be deemed necessary by the City to assure proper accounting of all funds

paid pursuant to this Agreement. These records shall be subject, at all reasonable times, to inspection, review or audit by the City, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

9. INDEPENDENT CONSULTANT. The Parties intend that the Consultant shall be an independent Consultant and that the Consultant has the ability to control and direct the performance and details of its work, the City being interested only in the results obtained under this Agreement. The City shall be neither liable nor obligated to pay Consultant sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax which may arise as an incident of employment. Consultant shall take all necessary precautions and shall be responsible for the safety of its employees, agents, and subconsultants in the performance of the contract work and shall utilize all protection necessary for that purpose. All work shall be done at Consultant's own risk, and Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work. The Consultant shall pay all income and other taxes due except as specifically provided in Section 4. Industrial or any other insurance that is purchased for the benefit of the City, regardless of whether such may provide a secondary or incidental benefit to the Consultant, shall not be deemed to convert this Agreement to an employment contract. If the Consultant is a sole proprietorship or if this Agreement is with an individual, the Consultant agrees to notify the City and complete any required form if the Consultant retired under a State of Washington retirement system and agrees to indemnify any losses the City may sustain through the Consultant's failure to do so.

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

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

12. GENERAL PROVISIONS.

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

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

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

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

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

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

12.6 EXCEPT FOR A PARTY'S BREACH OF THE CONFIDENTIALITY OBLIGATIONS OR MISAPPROPRIATION OF INTELLECTUAL PROPERTY UNDER THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE FOR ANY LOST PROFITS, REVENUE OR SAVINGS, OR FOR ANY INDIRECT, PUNITIVE, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES UNDER ANY CIRCUMSTANCES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR ANY STATEMENT OF WORK HEREUNDER. FURTHER, EXCEPT FOR DIVERSIFIED'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, UNDER NO CIRCUMSTANCES SHALL DIVERSIFIED'S AGGREGATE CUMULATIVE LIABILITY UNDER ANY STATEMENT WORK HERETO, WHETHER IN CONTRACT, TORT, OR OTHERWISE, EXCEED THE AVERAGE AMOUNT ACTUALLY PAID UNDER THE APPLICABLE AGREEMRNT OVER A TWELVE (12) MONTH PERIOD. CITY ACKNOWLEDGES THAT THE FEES PAID BY IT REFLECT THE ALLOCATION OF RISK SET FORTH IN THIS AGREEMENT AND THAT DIVERSIFIED WOULD NOT ENTER INTO THIS AGREEMENT WITHOUT THESE LIMITATIONS ON ITS LIABILITY. Additionally, the limitation of liability should expressly exclude the City's obligation to pay all fees and other amounts that are due and

payable under the Agreement.

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

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

Date: Date:

CITY OF LAKEWOOD ONE DIVERSIFIED:

_____ _____

Doug Russell, City Manager

ATTEST:

_____

Briana Schumacher, City Clerk

APPROVED AS TO FORM:

Heidi Wachter

Heidi Ann Wachter, City Attorney



CITY OF LAKEWOOD COUNCIL CHAMBERS AV PROPOSAL-DIVERSIFIED

October 30, 2026

City of Lakewood WA
6000 Main Street SW
Lakewood, WA 98499

QUO-118812-Q9M0G0
Proposal Valid for 30 days
Governed by Terms of WA STATE AV CONTRACT #00224

City of Lakewood WA
Victor Lam
IT Manager

Subject: **City of Lakewood Council Chambers AV Upgrade**

Victor,

Diversified appreciates the opportunity to provide a proposal for the AV Upgrade of the City of Lakewood's Council Chambers space. With 30 years of AV Integration Experience in the Seattle/Tacoma area, Diversified's local teams of installers, engineers, and PM's will take great care to ensure that this project is delivered with excellence. We have recently completed a similar council chambers project at Clark County and are currently installing another in Renton, WA.

We have provided a full upgrade to the Council Chambers focused on audio enhancements including a new audio, cameras, and control while reusing some equipment in the room. Additionally, at your request we have provided a 5-year Support Agreement (Paid Annually).

We look forward to serving the City of Lakewood and to providing these upgrades for your Council Chambers space. Cordially.

Sincerely,

Wayland Cossey
Strategic Account Executive-Workplace Modernization
Advanced Visual Environments
M 206.226.2377
652 Industry Dr. Tukwila, WA 98188
wcossey@onediversified.com

CORPORATE PROFILE

Legal Entity Name:	One Diversified, LLC
Corporate Headquarters:	37 Market Street Kenilworth, New Jersey 07033 (908) 245-4833 (908) 245-0011 (Fax)
Website:	www.onediversified.com
Year Established:	1993
Number of Employees:	2,400
Federal Tax ID:	42-1617340
DUNS:	14-414-5443
DUNS Rating:	4A2
Cage Code:	3T0D9
NAICS:	238210, 334112, 334220, 334290, 334310, 334419, 541330, 541511, 541512, 541519, 541618, 541990, 811213
Project Contact Information:	**Wayland Cossey** Strategic Account Executive-Workplace Modernization Advanced Visual Environments **M** 206.226.2377 652 Industry Dr. Tukwila, WA 98188 wcossey@onediversified.com



Emerging Technology & Solutions

Our emerging technology and solutions practice guides, informs and empowers clients in leveraging contemporary practices to improve their operations and continually strengthen their business.

- Leverage a matrixed team of experts to analyze your business, operation and technologies
- Develop a strategy to align tactical operations against strategic business goals
- Specify problem-solving tools & methods and develop a plan for successful execution



Digital Signage

A full-service managed network provider of digital communication solutions offering state-of-the-art monitoring and management of our clients' infrastructure data. Applications include:

- Advertising Networks & Retail Branding
- Data Visualization
- Digital Directories & Menus
- IPTV
- Meeting Room Signs
- Transportation Reader Boards
- Workplace Digital Signage





Global Services

Diversified not only provides the subject matter experts and professional services methodology required for success and technology adoption but also, follow the sun operations for remote support and dispatch via our 24/7 Global Service Center and five regional network operation centers located across the world.

Even more importantly, our Global Services are powered by IT Service Management™ (ITSM) and IT Infrastructure Library™ (ITIL) service delivery supply chain best practices—meaning you can rest assured your experience will be reliable and consistent no matter where you may be located. Areas of Expertise:

- Broadcast/Production Media Networks
- Command & Control Applications
- Consultancy – Business Management and Technology
- Cybersecurity
- Digital Signage & IPTV
- Electronic Security
- Enterprise Networking
- Internet of Things (IoT)
- Media Workflow
- Unified Communication & Collaboration
- Webcasting



Electronic Security

Our security experts will help you identify your vulnerabilities and implement the right mix of security strategies and solutions—on-premises or in the cloud. Applications include:

- Access Control
- Active Shooter Detection
- Facial Recognition
- Intrusion Detection
- Monitoring and Data Analytics
- Video Surveillance



Government Solutions

We understand the unique challenges and requirements of government customers and have successful past performance within numerous intelligence and civilian agencies.

- Secure multiple classification AV systems
- Conference rooms, video walls and operation centers
- AV support, maintenance services and 24/7 help desk
- Unified communications classified / unclassified
- IT infrastructure build-out and modernization



Information Technology

We partner with clients to drive business outcomes by creating agile technology infrastructures, turning information into meaningful data, and driving intelligence into the network. Engaging our design/build services, 24/7 support and managed services gives you peace of mind knowing your infrastructure is monitored, fully operational and data enabled. Applications include:

- Cybersecurity
- Data Center
- Internet of Things (IoT)
- Mobility
- Networking



Media & Entertainment

Our award-winning team understands the real-world application of technology, which informs each client engagement from consulting and design to construction, service and management. Our solutions and services enable clients to achieve the highest performance levels and exceed their business objectives. Applications include:

- Live & Studio Production
- Media Workflow Services
- Mobile Production
- Performance Technology
- Post-Production & Creative
- Real-time & On-demand Program Origination
- Traditional & OTT Delivery Platforms



Medical Innovation

Empowering Care Provider Teams to optimize workflow, increase efficiency and focus on Patient Care by providing real-time information to geographically dispersed resources, enabling collaboration and visualization across the ecosystem.

- Operating Room Integration
- Hybrid OR Integration
- Interventional Procedure Suite Integration
- Clinical Team Communication & Coordination Tools
- Clinical Team Collaboration Tools



Mission Critical

Provides turnkey, design-build for command and control facilities that allow operators to instantaneously disseminate critical data, accelerating response times through enhanced situational awareness. Applications include:

- 911 Centers
- Command and Control Centers
- Dispatch Centers for Power, Water & Gas
- Distribution Control Rooms
- Emergency Operation Centers
- Network Operation Centers
- Security Operation Centers
- Traffic Management Centers



Sports & Live Events

From outside broadcast (OB) vehicles and site-specific broadcast control rooms to digital signage, electronic security and sound reinforcement, our sports and live events experts offer a comprehensive playbook of solutions to create an engaging fan experience. Applications include:

- Audio Visual and IPTV
- Digital Signage
- IT Solutions
- LED Displays
- Outside Broadcast Vehicles
- Sound Reinforcement
- Video Control Rooms (HD/UHD/IP)

=

SCOPE OF SERVICES

INTEGRATION PROCESS

Diversified follows a comprehensive procedure to ensure accurate and timely delivery of integrated technology systems. The procedure, which is divided into nine distinct phases, places a strong emphasis on verification and preparation as these tasks are essential to ensuring a successful outcome.



Procedural Phase Descriptions:

1. ***Design Review*** - The submittal and/or review process of reviewing the project scope and verifying that the components and systems to be installed, and the methods/details of installation, are consistent with the design intent and systems specifications.
2. ***Staging/Site-Preparation*** - Staging and site-preparation are two distinct processes, but they occur at the same time. Staging is the process of completing in-house tasks to connect, configure, update, program, and test as many system capabilities/components as appropriate to discover early issues and minimize on-site time. Site-preparation is the process of performing site surveys, attending construction meetings, and completing preliminary rough-in work. Both processes are crucial to delivering quality systems on time and ready for use. May include initial software upload/configuration efforts as appropriate.
3. ***Installation*** - The main installation effort which encompasses equipment delivery, installation, cabling, and connectivity as well as installed cabling testing.
4. ***Device Configuration*** - The process of adjusting initial device settings required for proper operation of each component. Typically includes level settings, operational modes, addressing, EDID settings, etc. May include initial software file upload/config as needed.
5. ***Self-verification Testing*** - The process of testing each analysis system/tool to ensure it can accurately measure the intended system parameter.
6. ***Systems Pre-verification Testing*** - The process of verifying, prior to optimization, that the components have been installed properly, devices are operating properly, and the environmental conditions are appropriate for the installed systems and components.
7. ***Optimization and Software*** - The process of loading software files and performing device configuration, calibration, alignment, and adjustments to optimize the performance of the system and components for the stated design objectives.
8. ***Systems Post-verification Testing*** - The process of verifying, following optimization, the performance of the systems against the stated design objectives.
9. ***Training and Acceptance*** - The final project stage, involving closeout document delivery, on-site training, and owner acceptance of the provided systems and services.

EXCLUSIONS AND ASSUMPTIONS

Unless otherwise specifically in this Scope of Work, the following are not included and therefore excluded from this proposal without written acceptance by both parties as a quoted Change Order to the Scope of Work. Additional scope may be incorporated in the current project timeline or executed after the base proposal is completed. Examples include any installation, functionality, programming, or aspect not specifically detailed within the Scope of Work such as:

1. Additional control or user interface programming
2. Additional signal routing, presets, macros, or outputs
3. Additional configuration or settings
4. Access or control of full device feature set if not used specifically in above Scope of Work and User Interface
5. Audio tuning and balancing of acoustical spaces beyond industry acceptance testing
6. Environmental controls, shades, lighting, HVAC
7. Provision and/or installation of conduits, raceways, back-boxes, sleeves, core-drilling, and supports for cabling or raceways unless specifically mentioned in the SoW above.
8. Conduit end waterfall spillways, floor boxes, floor box metal/specialty covers, specialty wall boxes and covers, AV back-boxes and covers
9. Plywood fire-retardant backboards, fire-blocking or conduit/raceway plugs, Fire Alarm System connections, ground cables from MTGB to TGB in MDF/BDF and/or IDF's, power for AV racks/cabinets
10. AV Equipment/Hardware and software integration that is Owner Furnished
11. Modifications to AV Furniture and furniture used by AV equipment including, but not limited to, cutting and millwork for recessed table boxes, table leg modifications for cable pathways, resurfacing of furniture or millwork
12. Diversified assumes adequate cable pathway and conduit space availability for any new cable pulls between the AV equipment rack and termination end point. Inadequate cable pathway or conduit space would require additional change order for system redesign.
13. Client shall remove all necessary seating within the space to allow for diversified to utilize an equipment lift to reach the ceiling mounted AV elements.
14. Diversified will provide two GUI reviews with the client during the design phase, prior to installation.
15. Diversified will provide a standalone network for AV equipment with a single uplink to the client network for WAN/VC traffic.
16. Diversified's Service Agreement (Assurance-Labor Only 12 Months) will include support on only the equipment we have installed under this project. All faulty equipment not covered by this agreement can be fixed on a billable basis.

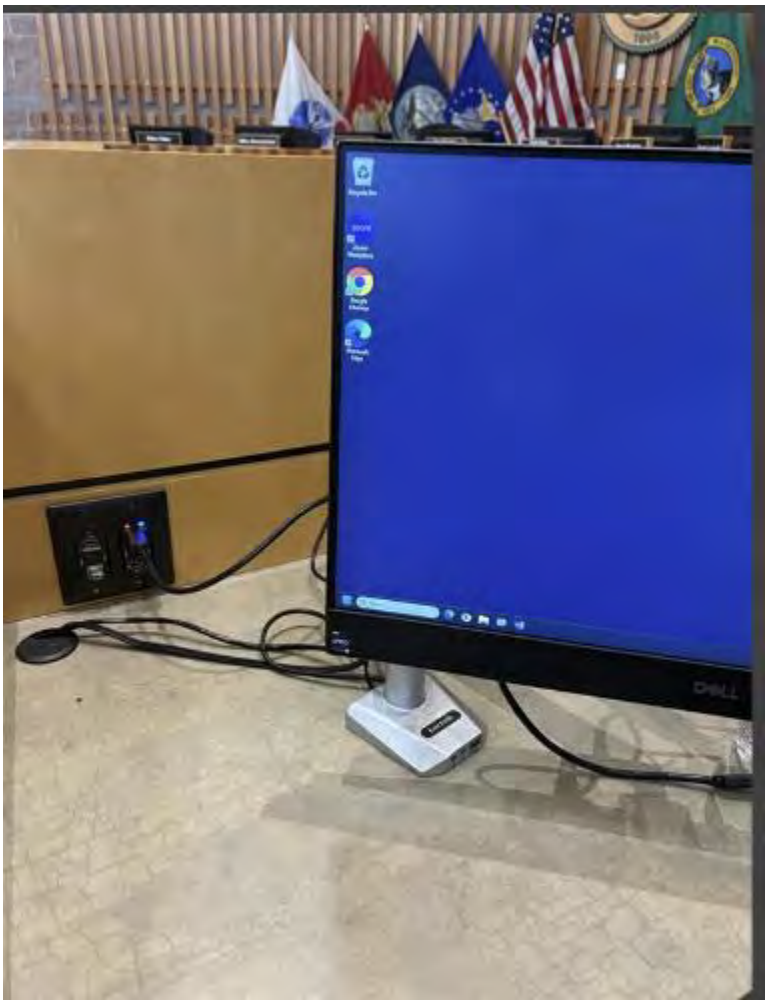
SCOPE OF WORK

COUNCIL CHAMBERS

VIDEO

VIDEO DISPLAY SYSTEM

Diversified will utilize the existing video projector and screen within the room. Content will be share to the monitors on the dias. Diversified will also re-use the existing wall plate for the Podium PC pictured below:



NETWORKED VIDEO DISTRIBUTION SYSTEM

Diversified will provide a networked video distribution system that will not only utilize standards-based Ethernet communication and cabling but also provide near infinite expandability and flexibility to add additional inputs and outputs to the system in the future. The cost and system complexity of traditional digital video matrix switching with input/output cards will be eliminated as the networked video distribution system will utilize video

encoders and decoders to send/receive audio and video signals via encrypted audiovisual network. The system will be capable of supporting video content at a native resolution of up to 3840x2160 (UHD/4K), however, the decoders will scale the video signal to match the native resolution of the video display system to ensure signal compatibility. Diversified will provide one dedicated managed network switch to handle all networked control, audio, and video signal routing.

CAMERAS

Diversified will provide and install QTY 3 QSC high zoom PTZ Cameras. Two will be in the back facing the dias and one will face the presenter stand/audience.

CART-BASED DISPLAY SYSTEM

Diversified to provide and install a Chief rolling cart and 65” Samsung Display to be utilized for the Learning Sessions (Non-Council Meetings). Diversified will install and configure one (1) Samsung QM65C 65-inch display mounted on one (1) Chief MFMUB mobile cart and integrate one (1) QSC NV-21 network video endpoint into the Q-SYS NV system. The display will be configured as a routable video destination within the customer's Q-SYS environment. Scope includes equipment assembly, mounting, cable management, endpoint configuration, signal verification, testing, commissioning, and basic end-user orientation.

AUDIO

LECTERN MICROPHONES

Diversified will provide QTY 11 lectern-mounted (wired) 15” gooseneck microphone for use by council members and staff at dias and surrounding tables. The microphones will connect to the DSP system via hardwired connection. The microphone will provide voice reinforcement through the room and provide high quality audio coverage during audio and video conferences.

NOTE: A cutout for the microphone will be required and will be the responsibility of the Customer's millworker or furniture vendor.

WIRELESS GOOSENECK MICROPHONE SYSTEM

Diversified will provide a wireless microphone system for breakout sessions. The wireless microphone system shall consist of one ceiling-mounted transceiver, eight gooseneck microphone transmitters, and two cardioid lavalier microphones with body pack transmitter. All eight microphones can be utilized simultaneously if needed, when using push to talk mode. One 8-port charging station will be provided for storing and charging the microphone transmitters (the charging station will be located within the main equipment rack room).

WIRELESS HANDHELD MICROPHONE SYSTEM

Within each room, Diversified will provide a wireless microphone system for speech reinforcement and teleconferencing. Each wireless microphone system shall consist of one ceiling-mounted transceiver, one handheld cardioid microphone transmitter, and one cardioid lavalier microphone with body pack transmitter. Both microphones can be utilized simultaneously if needed. One 2-port charging station will be provided for

storing and charging the microphone transmitters (the charging stations will be located within the main equipment rack room).

AUDIO PLAYBACK SYSTEM

Diversified will provide two loudspeakers on either side of the stone backdrop near the presentation area. This placement would allow the system to be directionally tuned and aimed toward the audience seating area, providing more consistent coverage across the room while maintaining better speech intelligibility. These loudspeakers will improve gain-before-feedback performance and create a more balanced listening experience for attendees in both the front and rear seating sections. Mount installation to be the responsibility of the Customer.

OFE PLAYBACK SYSTEM (IN CEILING)

Diversified will provide an audio playback system based on the existing (OFE) speakers. Diversified will tune the audio system with the new amplifier and DSP to ensure best possible audio playback is provided given the existing loudspeaker locations.

DIGITAL AUDIO PROCESSOR

Diversified will provide a digital audio processor to route, mix, and process microphones and program audio sources. The processor also contains acoustic echo cancellation to enhance the audio for remote participants during video conferences.

ASSISTED LISTENING SYSTEM

Diversified to provide and install a fully compliant Dante-Based ALS system with:

- IR M1 D IR + Infrared Modulator / Wi-Fi Server with Dante input supporting 2 channels
- (2) IR E4 IR + Infrared emitters
- (4) WIR RX22-4N receivers

CONTROL SYSTEM PROCESSOR & TOUCH PANEL

Diversified will provide a software-driven control system to facilitate operation of the various features of the audiovisual system. One control system processor will be located within the equipment rack and one 10” touch panel will be located at the dais table. The touch panel will provide an intuitive and effective user interface to the system.

Diversified will program the system to automate many functions of the system. For example, when selecting a startup mode via touch panel, the system will automatically turn on the display system, route the default video source, recall the lighting preset (if applicable), etc. Additionally, the touch panel will switch from the startup mode selection page to a page that provides the necessary actions for that mode. For example, if the video conferencing mode was selected, the next page would provide the necessary buttons for dialing a call, sharing content, controlling cameras, etc.

CONTROLLED FUNCTIONS SUMMARY

The touch panel will provide control of the following primary system functions:

- System Mode Selection
- Local Presentation
- Video Conferencing
- Presentation Mode
- Video Source Select/Routing
- Video Conferencing Mode
- Content Sharing Source Select
- Camera Control (pan, tilt, zoom, and preset recall)
- Video recording and streaming
- Start/Stop recording
- Start/Stop streaming
- Audio Controls (button available on all pages)
- Audio Source Select (if applicable)
- Microphone Transmit Audio (mute/un-mute)
- Microphone level control (up/down/mute)
- Volume per Zone (up/down/mute/un-mute)
- Utilities Controls (button available on all pages)
- System On/Off
- Lighting Preset Recall

PoE+ AV NETWORK SWITCH

Diversified will provide one 40-port PoE+ managed network switch to provide PoE power to devices that require it, as well as providing digital video and audio transport and control system communications. The Customer's IT provider will be responsible for providing LAN connectivity to the network switch at the equipment rack. Diversified will coordinate AV VLAN settings with the IT provider upon contract award.

TRAINING
Diversified to provide 16 hours of training for user groups and stakeholders. This will include staffing the first commission meeting following the install, commissioning, and closeout of the project.

DAY TWO CLIENT SUPPORT

Once your project is completed and your teams have been trained, our certified support team will be introduced for full understanding of your customized day two support program.

GLOBAL SERVICES ECOSYSTEM

Diversified not only provides subject matter experts and professional services during the project deployment process required for success but also, follow-the-sun operations for remote support and on-site technical dispatch via our 24/7 Global Service Center and five regional Network Operation Centers located across the world.

Even more importantly, our Global Services are powered by ITSM and ITIL service delivery supply chain best practices—meaning you can rest assured your experience will be reliable and consistent no matter where you may be located.

ASSURANCE
Equipment Warranty, Service & Support

Assurance: Technical Support for System & Business Continuity

While the reliance on technology is growing, the allocation of time and resources to service technology is not and, in some cases, may be shrinking. Diversified's Assurance service helps you keep vital audio visual, collaboration, media, digital signage, information technology and security systems operating optimally.



Prolong the life of hardware and optimize system performance



Reduced system downtime



Proven track record for industry leading IoT maintenance and support services



A unified global support experience with multiple vendors

Reporting

- Preventative Maintenance Visit Reports With; Pass/Fail Details, Items of Concern, and Recommended Upgrades
- An Updated Asset List
- Service Summary Reports

Your Technology Challenges Are Our Business

- Unlimited Help Desk Support for Any Product Failure
- On-site Troubleshooting Within 1 Business Day
- Rapid Initial Response Within 15 Minutes
- Annual Preventative Maintenance

PROJECT CONDITIONS, ASSUMPTIONS, AND EXEMPTIONS

GENERAL PROJECT CONDITIONS

1. All work will be performed during regular business hours (Monday-Friday, 8AM – 5PM).
2. Unless otherwise noted in this proposal, labor rates used to calculate this estimate are based on work being performed during regular business hours (M-F, 7 AM to 4 PM). A revised proposal, which includes after-hours, weekends and/or holiday labor rates, will be provided upon request.
3. This proposal is provided with the understanding that provisions will be made to provide Diversified with access to all necessary workspaces required to facilitate installation progress. Neither Diversified, nor its subcontractors, will assume accountability for, or absorb costs associated with, delays that are the direct result of Customer scheduling, policies, procedures, personnel or denied accessibility. In the event that delays, or work stoppages occur, the Owner, or Owner's designated representative, will be billed at Diversified's current labor rates for onsite personnel affected by the delay until such time as the delay is remedied and installation work is allowed to proceed.
4. All workspaces will be unobstructed, clean, and dust free by the dates shown on the official project schedule.
5. Building access through front doors, loading docks, elevators, etc. as required for large equipment and installation load in will be provided.
6. Any necessary keys, security badges, clearance, etc. will be provided as needed for the course and duration of the project.
7. Parking will be provided within a reasonable distance of the job site.
8. All necessary test equipment will be allowed on site with no restrictions.
9. Appropriate client representatives will be available during the course of the project and any scheduled training sessions.
10. Diversified utilizes non-union labor. Union labor requirements will be the responsibility of Account ID/Client Name.
11. Diversified is not a high voltage contractor and as such will undertake no high voltage installation work in the fulfillment of this project.
12. Job scope provides proprietary information developed by Diversified for the purpose of defining this specific project. This information may not be used by the owner or other contractors without written consent.
13. This proposal is provided with the understanding that Diversified will be able to perform the above work in a single, continuous period of performance. Costs associated with multiple mobilizations/demobilizations may result in a change order.
14. Except in instances in which the services are agreed in writing to include backup services, Client shall be solely responsible for backing up Client's data and Diversified shall have no liability with regards to Client's data.
15. Mounting installation of the QTY 2 JBL speakers in the Chambers Room is to be the responsibility of the CUSTOMER. Diversified will provide the mounting hardware.

ASSUMPTIONS

1. All client-provided CAD drawings or building plans provided to Diversified are accurate. (This includes but is not limited to plan views, reflected ceiling plans, elevations, conduit risers, electrical, millwork details, specific mounting details, etc.) Unless otherwise noted in this proposal, Diversified includes the creation of CAD As-Built drawings for security devices installed under this Scope of Work only. Diversified will turn over final As-Built drawings as part of its Project Closeout Package, along with Operations and Maintenance Manuals. Additional CAD work beyond As-Built drawings is not included in Diversified's quote. Additional costs may be incurred if electronic copies of the CAD floorplan drawings are not available for use in the development of submittal documents. Diversified is not responsible for costs associated with the procurement of CAD files.

2. All necessary client provided infrastructure will be provisioned, available, and functional as defined in the project schedule. (This includes the appropriate IP, server, DNS, gateway, and SPID information for any WAN, LAN, or ISDN connection hat is part of the system as well as conduit, cable tray, power, grounding, and HVAC)
3. All owner furnished equipment and cabling will be available, in place, and functional as defined in the project schedule.
4. Unless otherwise stated in the Scope of Services within this proposal to be furnished and installed by Diversified, all electrical services will be available, in place, and functional as defined in the project schedule. (This includes, but is not limited to, AC power, J boxes, conduit/cable pathways, cable trays, grounding wires or rods, floor boxes or pockets, etc.)
5. All necessary ceiling trim work, drywall, woodwork, millwork painting, etc., will be in place as defined in the project schedule.
6. All user furnished sources will be available during system commissioning and training. (This includes laptops, computers, satellite/cable feeds, etc.)
7. For design proposals involving Revit BIM design work: This proposal is based on Diversified providing, as its deliverable, Revit BIM modeling for devices to the extent of providing spatial representation in our models for the purposes of de-conflicting trade clashes. Diversified does not include granular visual representation modeling of its proposed products for the purposes of real-life renderings or the like.
8. For design proposals involving Revit BIM design work: This proposal is based on Diversified being provided Revit environment backgrounds and a library of device families by the Customer for the purposes of use during its work.
9. Diversified's Project Manager (PM), Project Foreman (PF) and/or Field Engineer (FE) will coordinate with the Owner, General Contractor (GC), and other contractors as necessary to ensure a smooth and successful execution of the proposed Scope of Work. To that end, the PM, PF and/or FE will be available to attend one (1) coordination and/or progress type meeting with the Owner, Architect and/or GC every two weeks, not to exceed two (2) meetings in a consecutive thirty (30) day period. Should additional meetings be required, the Owner or GC shall inform Diversified's PM of the anticipated quantity of such coordination/progress meetings at which Diversified attendance is required so a revised proposal (if pre-approval) or change order proposal (if post-approval) may be submitted to the Owner or GC for approval.
10. Existing wire and/or equipment intended to be utilized and/or reused under this Scope of Work will be tested for proper functionality during installation. Should existing wire or equipment be found inoperable, incompatible or otherwise unfit for use, Diversified will provide a proposal for replacement to the Owner or Owner's designated Agent. Such replacements may be required before installation can be finalized and project turnover can occur. Neither Diversified, nor its subcontractors, will assume accountability for, or absorb costs associated with, delays that are the direct result of necessary materials or equipment replacements.
11. Returned material must be resalable, unopened in its original packaging. Any material or containers that are opened, defaced, or damaged cannot be returned to Diversified. Restocking fees may apply for returned equipment.
12. Unless already noted as included in this proposal, hoists, man-lifts, extra-long ladders, special safety equipment, and the like, shall be provided by others (or by Diversified at additional cost) when required.
13. Taxes are based on estimates and will be billed to actual at the time of invoicing. Customers, including government, general contractors and not for profit entities seeking a tax exemption must supply Diversified with a valid exemption certificate or direct pay permit at the time of proposal execution or upon issuance of a purchase order.
14. Payment and Performance Bonds are excluded. If Diversified is required to carry a P&P bond, Diversified's total price will increase by 2%.
15. This proposal was not prepared in accordance with Davis Bacon or other Prevailing Wage Scale. If Diversified is informed that such wage rates are required for this project, Diversified will revise its proposal accordingly.

CUSTOMER RESPONSIBILITIES

1. The client will assign a single point of contact authorized to sign off on all project deliverables.
2. Communicate proposed changes to any scope, assumptions, or schedule as soon as they arise and follow prescribed change management process expeditiously
3. Equipment damage from dust or other contaminants during the course of the project.
4. Provide relevant architectural changes to the facility in order to accommodate the integration of equipment supplied by Diversified. (This includes, but is not limited to, rough openings for projection screens, ceiling finish work for projection screens, painting requirements for rear projection rooms (flat back), window treatments, lighting control systems, and lighting changes.)
5. Identify third-party contractors (i.e., electricians, construction personnel, architects, and designers) and determine the client coordinator.
6. Provide clean and secure installation area during project period. If the space is not clean or secure during installation, Diversified will only deliver equipment that is signed for. Client assumes risk for loss or damage to equipment under these conditions.
7. The Customer will provide, in advance, notification of any unique requirements, hazardous locations and materials, security precautions, access restrictions or other extraordinary conditions, which may affect the execution of installation tasks described herein.
8. Provide a “Room Ready” state prior to installation of cabling, furniture and system componentry:

DIVERSIFIED DELIVERABLES

1. Inspection and site survey (on premise).
2. Weekly project status reports.
3. Communicate proposed changes in writing as soon as they arise and follow prescribed change management process expeditiously.
4. System delivery, installation, and testing as defined by functional scope.
5. Training provided after completion of system installation.
6. Clean up work area at end of each day.

SCHEDULE

1. Project schedule as agreed upon by Diversified and Account ID/Client Name will establish the milestones, dates, and period of performance.
2. Project schedule will be provided within five (5) days of receipt of purchase order or signed contract. This schedule includes client milestones, design, equipment procurement, programming, on-site work, and customer training and is based on the assumptions listed above.

CHANGE MANAGEMENT

1. Modifications to the above list of equipment due to additional requirements of any type from any source including but not limited to: addendums not listed above, other revisions or editions of any of the documents listed above, interpretation of fire codes, and changes requested by the Authority Having Jurisdiction (AHJ); may, at the sole discretion of Diversified, entail additional charges.
7. Diversified's goal is to capture the Customer's requirements in the needs analysis phase of the design process and to complete projects with a minimal amount of Change Proposals, if any. However, Change Proposals may be required due to several reasons and each party has the option to request changes to the agreed upon scope of work. Schedule and cost impact conditions such as accelerated schedule requests, or the addition of building systems to our scope are examples of cause for Change Proposals.
8. Any changes in the above assumptions must be approved by Diversified and Account ID/Client Name following the prescribed change management process and the ramifications communicated.
9. The following is Diversified's process for handling Change Order requests:
    a. Diversified receives change condition data from client and considers impact to the current project design solution set.
    b. Diversified then, if warranted, and in the form of a Change Proposal, provides associated costs and scope narrative to address the Change Condition, General Conditions, Schedule, or additional Professional Services Labor.
    c. Diversified submits the Change Proposal with an updated timeline to the Customer. Please note that no work related to the Change Proposal will begin until a Change Order is provided/authorized by the Customer, Owner, or Owner's Agent.
    d. The Customer, Owner, or Owner's Agent authorizes the Change Proposal and returns a signed Change Proposal, Change Order, or Purchase Order to Diversified.
    e. Diversified proceeds with ordering any additional materials and/or performance of the work.
    f. Diversified updates the contract scope of work, deliverables, and/or system drawings, as necessary.

CONCLUSION (ENTIRETY OF OFFER)

1. This document, including any referenced attachments, represents Diversified and the Client's mutual understanding of the scope, schedule, and functionality for the systems to be designed and installed.

2. Final completion and warranty engagement are reached when the items listed on this document are fulfilled. This includes testing, commissioning, and training on fully operational integrated systems. In large projects, sections may be brought online on a pre-determined schedule for warranty to remain in sync.

CUSTOMER NETWORK RESPONSIBILITIES

This project will utilize an Owner-Furnished-Equipment/Customer provided network. Diversified will provide technology specifications and device requirements including, but not limited to, PIM/SM, IGMP Snooping, VLANS, Master Clock, Proxy Servers, QoS, Bandwidth, listen/connect ports, DHCP/DNS/IP, VoIP, security, Firewalls, protocols, and PoE. This may be coordinated via manufacturer documentation and/or a master technology requirements document.

Unless specifically detailed within this Scope of Work, the following are not included and therefore excluded from this proposal:

1. Network topology design, technology planning, and architecture
1. Network switch/server/appliance rack installation
2. Network switch/server/appliance configuration
3. Network switch/server/appliance configuration with other systems
4. Network switch/server/appliance configuration support with client
5. Patching to OFE network switches, appliances, and servers
6. Network commissioning and testing
7. Network security including switches and devices

Diversified can provide a ‘Network-Ready’ checklist to ensure the customer has sufficiently designed, configured, tested, and commissioned the network prior to the Diversified commissioning the ‘system(s)’ detailed within this Scope of Work.

BILL OF MATERIALS AND PRICING

Item	Manufacturer	Model	Description	Qty	OFE	Unit Price	Extended Price
1	**Council Chambers**						
	Audio						
1.70	QSC	CORE 24f	BUNDLE: Q-SYS Core Processor with 24 Local Audio I/O Channels, 160x160 Total Network I/O Channels with 8x8 Software-Based Dante License Included, 1RU. Includes Scripting/UCI Functionality.	1.00	No	$4,353.04	$4,353.04
1.80	QSC	SL-DAN-32-P	Q-SYS Software-based Dante 32x32 Channel License, Perpetual	1.00	No	$694.86	$694.86
1.90	QSC	CX-Q 2K4	4-Channel 500W/CH Q-SYS Network Amplifier, Lo-Z, 70V, 100V direct drive, FlexAmp, Mic/line Inputs, 100-240v .	1.00	No	$2,283.53	$2,283.53
1.100	Shure Inc	MX418D/S	Supercardioid-18" Desktop Gooseneck Condenser Microphone, Attached 10´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	11.00	No	$314.41	$3,458.51
1.110	Shure Inc	MXW8X=-Z10	neXt Wireless Transmitter Desktop Base for Gooseneck (1.9 GHz)	8.00	No	$558.70	$4,469.60
1.120	Shure Inc	MXWAPX8=-Z10	Access Point Transceiver for MXW neXt 8 Wireless Conferencing System (1.9 GHz)	2.00	No	$3,280.16	$6,560.32
1.130	Shure Inc	MX415LP/S	15" Shock-Mounted Gooseneck, Supercardioid, Less Preamplifier	8.00	No	$228.00	$1,824.00
1.140	Shure Inc	MXW2X/SM58=-Z10	Microphone - Handheld - SM58 Cartridge	1.00	No	$500.68	$500.68
1.150	Shure Inc	MXW1X/O=-Z10	Microphone - Bodypack	1.00	No	$487.79	$487.79
1.160	Shure Inc	WL185MB/C-LM3	LM3 Lavalier Microphone, Cardioid, Black	1.00	No	$145.90	$145.90
1.170	Shure Inc	MXWNDX4	Networked 4-Bay Charging Station for MXW neXt Bodypack, Handheld & Boundary Wireless Microphone Transmitters	1.00	No	$798.29	$798.29
1.180	Shure Inc	MXWNDX8G	Networked Charging Dock - 8 Bay - Gooseneck	8.00	No	$1,240.95	$9,927.60
1.190	Williams Sound	IR SY11 D	IR PLus Complete with Dante - Includes: (1) IR M1 D IR + Infrared Modulator / Wi-Fi Server with Dante input supporting 2 channels, (2) IR E4 IR + Infrared emitters, (4) WIR RX22-4N receivers	1.00	No	$4,044.86	$4,044.86
1.200	Williams	WF T8 D	WaveCAST 8 Dante	1.00	No	$3,192.96	$3,192.96
1.290	JBL	CONTROL 31	Two-Way High-Output Indoor-Outdoor Speaker (Priced as Each, Sold as Pairs)	2.00	No	$694.90	$1,389.80
1.300	JBL	MTC-30UB	U-Bracket for Control 30	2.00	No	$74.79	$149.58
						Items Subtotal	**$44,281.32**
	Control						

1.210	QSC	TSC-101-G3	Q-SYS 10.1" PoE Touch Screen Controller for In-Wall Mounting. Black.	1.00	No	$2,351.25	$2,351.25
1.220	QSC	TSC-710t-G3	Table Top Mounting Accessory for TSC-70W-G3 and TSC-101W-G3	1.00	No	$331.15	$331.15
1.230	Netgear	GSM4248UX-100NAS	M4250 - AV Line 40G8XF POE++ Managed Switch	1.00	No	$6,050.68	$6,050.68
						Items Subtotal	**$8,733.08**
	Rack						
1.250	Customer	OFE Equipment rack	Existing Equipment rack	1.00	Yes	$0.00	$0.00
						Items Subtotal	**$0.00**
	Video						
1.10	QSC	NV-21-HU	4K60 4:4:4 Network Video Endpoint for Q-SYS Ecosystem, software configurable as Encoder or Decoder. 1 HDMI 2.0 Input, 1 USB-C Input, 1 HDMI 2.0 output.	15.00	No	$1,693.72	$25,405.80
1.20	QSC	NV-32-H (Core Capable)	4K60 4:4:4 Network Video Endpoint for the Q-SYS Ecosystem, Software Configurable as Encoder or Decoder.	1.00	No	$3,148.58	$3,148.58
1.30	QSC	NV-1-H-WE	4K60 4:4:4 HDMI Encoder for In-Wall Applications, interoperable with NV-32-H and NV-21-HU. 1 HDMI 2.0 Input, PoE+, White	1.00	No	$998.86	$998.86
1.40	QSC	NV-1-INSERT KIT	Accessory Kit for NV-1-H-WE (Includes decora plate & Q-SYS vented inserts), Black	1.00	No	$36.65	$36.65
1.50	QSC	NC-20x60	20x Optical Zoom 60-degree Horizontal Field of View, PTZ Network Camera, PoE, with HDMI and SDI output. Includes PTZ-WMB1 Wall Mount Bracket.	2.00	No	$4,023.93	$8,047.86
1.60	QSC	NC-12x80	12x Optical Zoom 80-degree Horizontal Field of View, PTZ Network Camera, PoE, with HDMI and SDI output. Includes PTZ-WMB1 Wall Mount Bracket	1.00	No	$3,358.93	$3,358.93
1.240	Customer	OFE streaming/recording	Existing Extron Media Port 300	1.00	Yes	$0.00	$0.00
1.260	Customer	OFE Dias displays	Existing ViewSonic displays	8.00	Yes	$0.00	$0.00
1.270	Customer	OFE Mobile display	Existing Video display and cart	1.00	Yes	$0.00	$0.00
1.280	Customer	OFE Breezeway Display	Existing Breezeway Display	1.00	Yes	$0.00	$0.00
						Items Subtotal	**$40,996.68**
	Video-Cart						
1.310	Chief	MFMUB	3'-4' mobile cart, 15-45 degree tilt	1.00	No	$728.79	$728.79
1.320	Samsung	QM65C	65" Commercial 4K UHD Display, 500 NIT	1.00	No	$1,227.29	$1,227.29
1.330	QSC	NV-21-HU	4K60 4:4:4 Network Video Endpoint for Q-SYS Ecosystem, software configurable as Encoder or Decoder. 1 HDMI 2.0 Input, 1 USB-C Input, 1 HDMI 2.0 output.	1.00	No	$1,782.86	$1,782.86

1.340	QSC	NV-21-PSU	12v 10a Aux Power Supply for NV-21-HU to enable USB-C device charging	1.00	No	$228.58	$228.58
						Items Subtotal	**$3,967.52**
	zz.Miscellaneous Materials						
1.720	Diversified	MscMaterials	Miscellaneous Materials	1.00	No	$6,153.85	$6,153.85
						Items Subtotal	**$6,153.85**
	Professional Services						
1.350	Diversified	Engineering, PM, and Install Services	Design Engineering, CAD Drafting, Project Management, Project Coordination, Field Engineering, Programming, Rack Fabrication, Install Labor Prevailing Wage	1.00	No	$54,696.00	$54,696.00
						Services Subtotal	**$54,696.00**
	General & Administrative						
1.700	Diversified	Freight	Freight	1.00	No	$2,777.78	$2,777.78
						G&A Subtotal	**$2,777.78**
	Travel & Expense						
1.710	Diversified	Travel	Travel and Expenses	1.00	No	$2,222.23	$2,222.23
						Expense Subtotal	**$2,222.23**
	Service Contracts						
1.730	Diversified	Support Contract	5 Year Assurance Labor Only	1.00	No	$35,521.00	$35,521.00
						Contract(s) Subtotal	**$35,521.00**
						Room/Task Total	**$199,349.46**
2	**User Training and Staffing First Council Meeting**						
	Professional Services						
2.40	Diversified	Field Engineering	Field Engineering	1.00	No	$2,192.00	$2,192.00
						Services Subtotal	**$2,192.00**
	Travel & Expense						
2.370	Diversified	Travel	Travel and Expenses	1.00	No	$44.45	$44.45
						Expense Subtotal	**$44.45**
						Room/Task Total	**$2,236.45**

			SUMMARY				
Item	**Room/Task Unit Price**		**Room/Task Description**	**Qty**			**Extended Price**
1	$199,349.46		Council Chambers	1.00			$199,349.46
2	$2,236.45		User Training and Staffing First Council Meeting	1.00			$2,236.45
			Estimated Tax at 10.3%				$20,763.35
			Grand Total				**$222,349.26**

Payment Terms

"Pricing is exclusive of duties, tariffs and other assessments."

Client accepts it will pay the fees outlined herein once an approved invoice is submitted. Both parties agree to the billing and payment frequency terms outlined below:

BILLING TERMS

Payment Schedule Line Item	***Bill/Invoice Value***	***Payment Due Date***
Equipment-Only Sales	100% of Total Fee	Due upon delivery of Equipment to Client or Diversified staging facility.
	Client will be billed for Equipment as it is delivered to Diversified staging facility or Client. If Equipment is shipped in installments, Client will receive multiple invoices. All equipment invoices are due in full upon receipt.	
All Other Services		
50% of Total Cost	Upon Contract Commencement	Due Net-30 days of invoice date.
40% of Total Cost	Upon Arrival of Equipment	Due Net-30 days of invoice date.
10% (Final Payment)	Upon Install and Completion	Due Net-30 days of invoice date.

Client will be billed 50% of Total Fee at the time of contract signing, due in full upon receipt. Client will be billed a progress payment in the amount of 40% of the Total Fee when any Equipment is delivered to Client or Diversified staging facility regardless of whether Equipment is shipped in multiple installments; this invoice is due in full within thirty days of the invoice date. The balance of the Total Fee will be billed after Project completion and due in full within thirty days of the invoice date.

PRICE VALIDATION

Diversified's proposed price is valid for 30 days from receipt of this proposal and may be subject to price review if accepted after the date of validity.

SUMMARY OF SERVICES (5 YEAR ASSURANCE LABOR ONLY)

Diversified will provide the following types of Assurance Service to CLIENT as further described in this Statement of Work

Solutions	Description	Base/Optional
Remote Support	The Remote Support Service is a break-fix and resolution which includes capabilities to remotely access and troubleshoot a client's equipment upon receiving an incident ticket. This process is possible through our highly trained level 1 service desk, level 2, and level 3 representatives. This can include accessing a video conferencing system over the internet via remote network access or partner-specific tools to diagnose and fix issues. Remote support allows for quick and convenient problem resolution without needing a technician to be physically present.	Standard
Onsite Support	The Onsite Support Service refers to technical support and issue resolution at the client location. When an issue cannot be resolved remotely and requires physical presence for further troubleshooting and resolution, an Onsite field technician is available to provide technical support, troubleshooting, and resolve the issue, which includes repairing the problem by replacing parts or adjusting the equipment	Standard

The outline descriptions of the services set forth in the above table are for general informational purposes only.

The detailed descriptions of the applicable Services, set forth below in this Statement of Work, shall govern.

CONTRACT TERM AND PRICE (5 YEAR ASSURANCE LABOR ONLY)

TERM

Effective Date: January 1st, 2027 (Estimated)

Expiration Date: December 31st, 2031 (Estimated)

CONTRACT PRICE

Total Five Year Price: $ 35,521

Sales tax is not included in this contract price. If your company is tax exempt, please provide a valid tax-exempt certificate with this signed proposal. This proposal is only valid for thirty (30) days.

Diversified reserves the right to adjust Labor Rates annually based on a publicly available wage indicator.

Pricing for year 4 and 5 are not automatic. Diversified reserves the right to adjust Labor Rates annually based on a publicly available wage indicator.

GENERAL SERVICE PARAMETERS

HOUR OF SUPPORT

Diversified shall provide hours of support during the following hours unless stated otherwise.

Scope	Support Type	Support Hours
Calls only	Level 1 service desk	24x7x365 basis
E-mail	Level 1 service desk	24x7x365 basis
Remote Incident and request - resolution/restoration	Level 2 & Level 3 remote technician	9x5 - 8:00 AM to 5:00 PM business hours
Onsite field support	Level 2 & Level 3 onsite field technician	9x5 - 8:00 am to 5:00 pm business hours
Preventative Maintenance	Onsite field technician	9x5 - 8:00 am to 5:00 pm business hours

LANGUAGE USED

Communicating with Authorized Users through live agents shall be in **English** during the hours specified in Hour of Support.

SUPPORT LOCATION

Diversified shall provide CLIENT, in scope services at the locations agreed between Diversified and CLIENT, which includes country, state, city, floor, room/location, address. The locations are outlined in **Exhibit A, Covered Locations.**

COVERED EQUIPMENT

The CLIENT shall provide Diversified with a comprehensive list of equipment to be supported under this Agreement. This Agreement shall not cover any equipment not included in the equipment list provided by the CLIENT. The equipment list containing the Covered Equipment is located on Exhibit B. For Avoidance of doubt, the CLIENT shall be financially responsible for labor, freight, and replacement part.

If a piece of equipment not included in the equipment list requires repair, Diversified shall facilitate the repair with the manufacturer or a third-party vendor. Upon completion of the manufacturer or third-party evaluation, Diversified shall provide the CLIENT with a repair quote within forty-eight (48) hours. The repair or replacement process for the piece of equipment shall commence upon receipt of the Client's signed authorization and Client's purchase order or other Client document (i.e, contract) required for billing purposes. Diversified shall follow the best effort to resolve the issue related to the equipment which is not equipment covered by this Agreement.

SERVICE LEVEL AGREEMENTS

Diversified shall make a good faith effort to perform Assurance Services according to the standard service targets defined below:

Service Desk – Calls

Service Measure	Metric Description	Performance Target	Target	Measurement Window
Average speed to answer	The number of calls the Service Desk level 1 agents answers within 15 minutes is divided by the total number of answered calls.	<15 Minutes	**95%**	24/7/365

Service Desk – E-mail

Response Time				
Service Measure	Metric Description	Performance Target	Target	Measurement Window
E-mail response time	The number of e-mails a Service Desk agent responds to client e-mail within 4 hours is divided by the total number of e-mails received.	4 Hours	**90%**	24/7/365

Onsite Field Services

Diversified shall perform Onsite Services in accordance with the following standard service targets:

- Response time: Diversified will respond to onsite visits within 48 hours of receiving a request, provided that remote troubleshooting has been completed and a technician has been assigned to the job.
- Quality of service: Diversified will ensure that all Assurance Onsite Services are performed with due care, skill, and diligence in accordance with applicable industry standards and best practices.

The 48-hour SLA clock will start once remote troubleshooting is completed and a technician is assigned to the job.

Response Time				
Service Measure	Metric Description	Performance Target	Target	Measurement Window
Onsite Response Visit	The number of tickets that had a technician onsite within 48 business hours vs. the total number of tickets that required onsite technician support	48 Hours	**95%**	Business Days/Hours Only

Service Level Exclusions

Following deliverables/requirements are explicitly excluded from this agreement.

- Diversified shall not be liable for any service level breaches arising from any events beyond their reasonable control, including but not limited to natural disasters, civil unrest, strikes, and government regulations.
- If the Diversified Onsite technician is unable to access the site due to circumstances outside of its control, including but not limited to restrictions on access, denial of entry, or any other similar cause, the SLA clock shall be stopped until access to the site is restored.

- In the event that safety issues arise while accessing the site or equipment, the SLA clock shall stop. Once the safety issue has been resolved and it is safe to resume work, the SLA clock will begin again.
- If Diversified is unable to perform the services due to the customer not being available at the site, the SLA clock shall stop until such time as the customer is available. Diversified shall make reasonable efforts to schedule the services at a mutually agreed-upon time with the customer, and any delays caused by the customer's unavailability shall not be counted towards the SLA metrics.
- If a device or site is not covered under warranty, the service levels provided under this Agreement shall not apply to such device or site. Instead, the Diversified shall provide a service on a reasonable effort basis, taking into account the availability of resources and the nature of the issue. The parties shall work together to develop a mutually agreeable service plan for the device or site that is not covered under warranty, which shall include a description of the services to be provided and the associated fees if any.
- Diversified shall not be responsible for any damage arising out of or related to the provision of services for devices or sites that are not covered under warranty.
- If the Client reschedules the preventative maintenance schedule agreed upon in the service level agreement, the service level clock shall be stopped during the rescheduled time. The service provider shall not be liable for any service level breaches that occur during the rescheduled time.

SCOPE OF WORK

Under this agreement, Diversified shall provide the CLIENT with the following Services as specifically set forth herein.

Base Service

- Remote Support
  - Service Desk Level 1
  - Level 2
  - Level 3
- Onsite Support
  - Level 2
  - Level 3

REMOTE SUPPORT

Diversified shall provide remote support services to the CLIENT, Remote support services shall include service desk level 1, level 2 and level 3 remote support for troubleshooting, problem diagnosis, and resolution. Remote Services include activities, as further detailed in this Schedule, required to coordinate, and respond to incidents and service requests logged by (authorized) CLIENT employees, the coverage model is specified in **Hour of Support Section IV.1**, and adhere to service level as specified in **Service level agreement section IV.8**

Level 1 support

Service Desk Level 1 support is the activities associated with restoring services when interruptions of business activities occur and must be resolved. The aim is to restore service as quickly as possible and, when necessary, by means of a remote workaround.

Diversified shall provide Service Desk level 1 support to manage incidents and service requests and handle communication with the authorized users per the roles and responsibilities below.

The CLIENT shall call, email or submit issues via portal to Diversified's Global Service Center and provide Diversified with the entitlement information and a description of the problem. The Service Desk level 1 shall take that submitted information and provide remote assistance to resolve inquiries on the features, functions, and usage of services in scope. If the issue remains unresolved, the Service Desk level 1 shall escalate the ticket to remote Level 2 and level 3 resolver groups.

Responsibility Matrix

The table below sets forth a responsibility matrix describing the respective task-level responsibilities of Diversified and CLIENT, for described in the section above.Diversified shall perform those activities for which Diversified is listed as the responsible Party in the applicable table, and CLIENT, shall continue to perform those activities for which CLIENT, is listed as the responsible Party in the applicable table, indicated in each case with an "X" in the applicable column.

Roles and Responsibilities	Diversified	Client
The client shall call or email and provide Diversified with the following information: Client name, Client contact info, Site address, suggested date/time for the service, and a description of the problem.		**X**
Submit inquiries for support through approved channels and procedures.		**X**
The service Desk shall be a single point of contact (SPOC) for Authorized Users relating to all Services in scope.	**X**	
Communicate with Authorized Users through live agents in the following languages: English during the hours specified in Hours of Support section III.1	**X**	
Provide the following support for Incidents and requests: Authorized User entitlement, classification based on the information provided, initial triage, ticket resolution of resolvable tickets, routing and escalation to Level 2 and Level 3 resolver groups (including third parties).	**X**	
For incidents and requests owned by the Service Desk, manage and maintain end-to-end ticket ownership following Incident management and request management practice.	**X**	
Participate, as needed, in Client escalations/analysis requests.	**X**	
Responsible for scheduling field service appointments, assigning technicians to jobs, and ensuring that service incidents are handled promptly and efficiently.	**X**	
Responsible for providing field services dates of visit and times and confirm availability.		**X**
Ensure technician have the necessary information to complete their jobs which includes client contact details, location information, and issue description.	**X**	
Ensure that technicians arrive on time, complete jobs efficiently, and meet customer requirements as per service scope	**X**	
Generate quotation for the device not under Warranty which include labor cost, travel cost and equipment cost	**X**	
Provide dispatch ticket billing details to the finance team	**X**	
Validate, acknowledge, and approve the quote provided by Diversified.		**X**
Provide approval and authorization for Diversified employees to access the client site.		**X**

Level 2 support

Level 2 support is the activities that represent a higher level of remote technical support provided by a level 2 agent via remote access to recover service as quickly as possible and, when necessary, by means of a remote workaround that cannot be resolved by Level 1 Support.

Diversified shall provide Service Desk level 2 support to resolve incidents and service requests and handle communication with the authorized users.

Responsibility Matrix

The table below sets forth a responsibility matrix describing the respective task-level responsibilities of Diversified and CLIENT, for described in the section above.
Diversified shall perform those activities for which Diversified is listed as the responsible Party in the applicable table, and CLIENT, shall continue to perform those activities for which CLIENT, is listed as the responsible Party in the applicable table, indicated in each case with an "X" in the applicable column.

Roles and Responsibilities	Diversified	Client
Handles assigned manual incidents and request execution routines that cannot be handled automatically and/or may require elevated technical rights beyond level 1. This includes diagnosing and troubleshooting complex technical issues related to AV equipment, software, and systems.	**X**	
Point of escalation for Level 1 agents, providing guidance and support in resolving more complex issues.	**X**	
Resolve Incidents using remote-control and/or video conferencing system, and when possible, implement corrective actions. If the Incident resolution is not possible, escalate as per the escalation procedures.	**X**	
Provide additional information about the issue they are experiencing, including error messages, symptoms, and any steps they have taken to resolve it.		**X**
Provide necessary access, licenses, and administration to remote control tool(s) to level 2 support agent.		**X**
Participate, as needed, in Client escalations/analysis requests.	**X**	
Provide approval and authorization for Diversified employees to access the client site.		**X**

Level 3 support

Level 3 support is the activities that represent the highest level of remote technical support provided by a level 3 technical specialist via remote access to recover service as quickly as possible and, when necessary, by means of a remote workaround that cannot be resolved by Level 1 & Level 2 Support. Diversified shall provide Level 3 support to resolve Incidents and handle communication with the Authorized Users.

Responsibility Matrix

The table below sets forth a responsibility matrix describing the respective task-level responsibilities of Diversified and CLIENT, for described in the section above. Diversified shall perform those activities for which Diversified is listed as the responsible Party in the applicable table, and CLIENT, shall continue to perform those activities for which CLIENT, is listed as the responsible Party in the applicable table, indicated in each case with an "X" in the applicable column.

Roles and Responsibilities	Diversified	Client
Handles assigned manual incidents execution routines that cannot be handled automatically and/or may require elevated technical rights beyond level 1 and level 2.	**X**	
Resolve complex and advanced technical issues using remote capabilities and or video conferencing systems. Level 3 technical specialists have the expertise and experience to troubleshoot and resolve the most challenging and complex technical problems related to audio-visual, collaboration, media, digital signage, information technology, and security systems.	**X**	
The Level 3 technical specialist shall communicate effectively with clients to ensure that all technical issues are resolved promptly and satisfactorily.	**X**	
Provide detailed information about the issue they are experiencing, including error messages, symptoms, and any steps they have taken to resolve it.		**X**
Provide approval and authorization for Diversified employees to access the client site.		**X**
Provide necessary access, licenses, and administration to remote control tool(s) to Level 3 technical specialists.		**X**
Participate, as needed, in Client escalations/analysis requests.	**X**	
Escalate issues to If the level 3 technical specialist cannot resolve a problem; the issue shall be escalated to vendors and manufacturers.	**X**	
Provide approval and authorization for Diversified employees to access the client site.		**X**

ONSITE SUPPORT

Diversified shall provide Onsite support services to the CLIENT; onsite support services shall include level 2 and level 3 support for incidents where a remote resolution is either not possible or not available, a field technician shall be scheduled to go onsite at CLIENT, locations, and shall investigate and resolve an incident related to the physical device.

Level 2 Support

Level 2 support shall provide on-site technical support to customers, as required. They shall respond to support requests within the defined response time as specified in **Service level agreement section VI.8.** They shall be available to travel to the customer's location if remote support is not possible or if the customer requests onsite support.

Responsibility Matrix

The table below sets forth a responsibility matrix describing the respective task-level responsibilities of Diversified and CLIENT, for described in the section above. Diversified shall perform those activities for which Diversified is listed as the responsible Party in the applicable table, and CLIENT, shall continue to perform those activities for which CLIENT, is listed as the responsible Party in the applicable table, indicated in each case with an “X” in the applicable column.

Roles and Responsibilities	Diversified	Client
Handles assigned manual incidents execution routines that cannot be handled automatically and/or may require elevated technical rights beyond level 1 and level 2 remote support	**X**	
Provide Diversified, safe, and uninterrupted access to the location and Equipment.		**X**

Roles and Responsibilities	Diversified	Client
Responsible for maintaining backup data necessary to replace critical data in case of loss or damage to such data for any cause.		**X**
Diagnose and troubleshoot technical problems, perform repairs, and ensure all equipment and software function properly. • **Performing onsite technical assistance and troubleshooting** • **Assisting with uncrating equipment from boxes and shipping replaced equipment.** • **Testing media for continuity and proper signaling.** • **Assisting with AV and conference room equipment setup**	**X**	
Provide access to original design, integration architecture and pictures for installations/implementations		**X**
Follow all safety procedures and always adhere to the customer's security and confidentiality policies.	**X**	
Communicate effectively with the client and diversified remote team to inform the ticket resolution progress.	**X**	
Provide training to customers on using and maintaining audio and video equipment and provide best practices and recommendations for using the equipment.	**X**	
Provide approval and authorization for Diversified employees to access the client site.		**X**

Level 3 support

Level 3 support is the activity that represents the highest level of onsite field technical support provided by a level 3 technical specialist to recover service as quickly as possible. They shall be available to travel to the customer's location if remote support is impossible or the customer requests onsite support. Diversified shall provide Level 3 support to resolve incidents and handle communication with the authorized users.

Responsibility Matrix

The table below sets forth a responsibility matrix describing the respective task-level responsibilities of Diversified and CLIENT, for described in the section above.

Diversified shall perform those activities for which Diversified is listed as the responsible Party in the applicable table, and CLIENT, shall continue to perform those activities for which CLIENT, is listed as the responsible Party in the applicable table, indicated in each case with an “X” in the applicable column.

Roles and Responsibilities	Diversified	Client
Resolve complex and advanced technical issues for equipment malfunctions; onsite technicians shall diagnose and repair the problem by replacing parts or adjusting the equipment.	**X**	
Level 3 onsite technical specialists have the expertise and experience to troubleshoot and resolve the most challenging and complex technical problems related to audio-visual, collaboration, media, digital signage, information technology, and security systems.	**X**	
The Level 3 technical specialist shall communicate effectively with clients to ensure that all technical issues are resolved promptly and satisfactorily.	**X**	

Roles and Responsibilities	Diversified	Client
Provide detailed information about the issue they are experiencing, including error messages, symptoms, and any steps they have taken to resolve it.		**X**
Participate, as needed, in Client escalations/analysis requests.	**X**	
Escalate issues to If the level 3 onsite technical specialist cannot resolve a problem, the issue shall be escalated to vendors and manufacturers.	**X**	
The client-authorized user needs to provide a signoff to Diversified within 24 hours of issue resolution.		**X**

EQUIPMENT REPLACEMENT/REPAIR

As a part of onsite field supports any CLIENT equipment under this Agreement is found to be defective or non-functional during the Agreement term, and it is determined that the covered equipment requires manufacturer replacement or repair, the equipment will be sent to the manufacturer's repair facility or a third-party vendor's repair facility. It will be procured from the manufacturer or a qualified vendor. This agreement includes parts, labor, shipping, and taxes. Diversified shall adhere to service level as specified in **Service level agreement section VI.8.** The reinstallation of any repaired system component, listed in Covered Equipment, will typically be handled by an assigned Field Service Technician, covered under this Assurance agreement.

REPORTING

Full summary reporting will be provided following the completion of any service action. That report would detail the original complaint, actions taken to resolve the issue, and recommendations for further actions or upgrades.

DESCRIPTION OF NON-COVERAGE

SERVICES NOT COVERED

The following items, areas, and conditions are not covered by the terms of this service agreement:

8. Any equipment not procured by Diversified that was furnished by the Client at the time of installation.
9. Failure due to or caused by fire, as a result of utility Services, poor unconditioned or fluctuating electrical power, air-conditioning or humidity control, computer virus, or natural and environmental causes such as earthquake, tornado, floods, lightning, corrosion, acts of war or terrorism, quarantine restriction, strikes, freight embargoes, or other extreme weather.

Failure caused by abuse, misuse, or negligence of the installed systems and/or components.

Any actual, consequential, or incidental damages incurred or suffered by the Client, directly or indirectly, or for economic loss, including, but not limited to inconvenience, common carrier delay or material damage, loss of profits, loss of business revenue, loss of time, loss of equipment use, or any other economic loss of any kind whatsoever.

Failure or perceived failure on mechanical or electrical failure was found or due to the Client's inability to operate the covered systems and components properly.

Control system or other software programming changes to facilitate control functions not available at the commencement of the agreement.

Inability of the covered systems and components due to the manufacturing design of a product, or the integration of the system, to perform in a manner other than for what it was designed.

Any condition that existed before the start date of this agreement that would have been obvious during a pre-inspection of the covered systems and components.

Repairs prohibited by statute, governmental regulation, or applicable other law.

Physical re-installation of covered systems and components from their original installed configuration.

Back-up and restoration of data.

Replacement parts that are not available or have been discontinued.

Work performed outside of Diversified normal business hours except as agreed to herein.

Equipment deemed “End of Service Life”, or “UN-REPAIRABLE” by either Diversified or the original equipment manufacturer.

ISDN and/or IP networking problems related to video conferencing systems. Diversified is not responsible for troubleshooting local, long-distance ISDN carrier problems or IP networking problems. Should the requirement arise that necessitates Diversified involvement in diagnosing ISDN/IP network problems, Diversified will provide this service on a time and material basis.

Repair or replacement of Glass, or Plexiglas products, screen covers, fixtures, equipment covers, and consumables (i.e., lamps, batteries & filters).

Client making IP network changes or switch updates/changes that break the control and audio-video systems.

Client making codec firmware upgrades that break the AV control system. Diversified is not liable for programming upgrades related to Codec security modifications.

Client initiating building Power generator testing; requests to retest AV system after clients initiate a power system shut down and generator test.

Proposal Acceptance

Please review this for accuracy, and if you agree with the terms, please sign it and return to my attention, keeping a copy for your records.

Client	One Diversified, LLC

AUTHORIZED (Individual Authorized to Execute Agreement)	SIGNATURE	DATE OF ACCEPTANCE	AUTHORIZED SIGNATURE (Individual Authorized to Execute Agreement)	DATE OF ACCEPTANCE
PRINTED NAME			PRINTED NAME	
EMAIL ADDRESS				

PURCHASE ORDER PAYMENT

PURCHASE ORDER NUMBER	BILLING ADDRESS (Street/Number, City, State, Zip)
BILLING CONTACT NAME	DELIVERY SITE ADDRESS (Street/Number, City, State, Zip)
BILLING CONTACT EMAIL	BILLING CONTACT PHONE

New ACH and Wire Instructions

Please contact our Treasury department at 888.727.6274 for bank account confirmation. It is Diversified's policy to verify its banking information.

Account #:	3666013
Domestic ACH/Wires Routing:	071000288
Int'l Wires Swift Code (BIC):	HATRUS44

New Remittance Address

Lockbox address:	One Diversified, LLC – Lockbox, P.O. Box 95330, Chicago, Illinois 60694-5330
Overnight to:	Conduent c/o BMO Harris LBX 95330 141 W. Jackson Blvd., Suite 1000 Chicago, Illinois 60604

TERMS AND CONDITIONS

This agreement (the "Agreement") is made as of the date of signature below between One Diversified, LLC, ("Diversified"), and **City of Lakewood, WA** the "Client"). The parties agree as follows:

Diversified: Diversified shall provide the services and/or equipment ordered by Client in a professional and workmanlike manner and in accordance with "best in class" generally accepted industry standards. As used throughout this Agreement, any services described in an accepted scope of work (a "SOW"), shall be referred to as the "Services; equipment described in an accepted SOW, shall be referred to as the "Equipment"). Diversified may provide additional services or equipment beyond those described in the SOW if the parties mutually agree in writing to such services. Services and/or equipment not specifically described in the SOW shall be the responsibility of Client or other third parties engaged by Client.

Client's Responsibilities: Client shall provide Diversified with all information, surveys, reports, and professional recommendations and any other related items reasonably requested by Diversified in order to perform the Services or deliver the Equipment. When available, Client must provide Diversified with up-to-date plans in the event they impact the Scope of Work. Diversified may rely on the accuracy and completeness of these items without any obligation of independent verification. Client will not be responsible for obtaining or paying for necessary permits from authorities with jurisdiction over the Services and/or Equipment unless Diversified provides written notification in the SOW stating otherwise.

Prevailing Terms and Conditions: By signing this Agreement, Client represents and acknowledges that he/she has fully read, understands, and accepts the terms of this Agreement, including the terms and conditions included herein. There are no warranties, representations or understandings of any kind or description whatsoever made by either party to the other, except such as are expressly set forth in this Agreement.

Delivery, Title and Risk of Loss – Systems Integration Projects: In the case of a systems integration project with prefabrication at a Diversified integration facility, title and risks of loss of or damages to any Equipment will pass to Client upon Diversified's delivery of them to the Client's place of business.

Delivery, Title and Risk of Loss – Drop Shipments: In the case of drop shipments, delivery dates are approximate and are based upon prompt receipt of all necessary information from Client. Unless otherwise specified by Diversified or provided for in other signed agreements, delivery will be made, and title and risks of loss and/or damage will pass F.O.B. point of shipment to Client. All claims for damage or loss of Equipment must be made directly to the freight carrier.

Taxes: Taxes are based on estimates and will be billed to actual at the time of invoicing. Customers, including government, general contractors and not for profit entities seeking a tax exemption must supply Diversified with a valid exemption certificate or direct pay permit at the time of proposal execution or upon issuance of a purchase order.

"Taxes. The fees and charges set out in a Statement of Work do not include taxes, duties, tariffs or other assessments. Customer will be responsible for and will reimburse Diversified for all taxes and similar charges that are related to this Agreement or to payments made under this Agreement, other than taxes imposed on the net income of Diversified (collectively, "**Taxes**"). If Customer is required by law to make any deduction or withholding of Taxes from any payment due to Diversified under this Agreement, Customer will (i) timely and properly prepare and submit any necessary filings and remit such Taxes to the appropriate taxing authority, (ii) provide Diversified with governmental receipts evidencing Customer's withholding and payment to the appropriate tax authorities in a timely manner, and (iii) increase each payment related to this Agreement to the extent necessary to ensure that Diversified actually receives the amount that Diversified would have received if such payment had not been subject to Taxes."

Estimated Schedule and Delivery Time: Diversified shall use commercially reasonable efforts to render the Services and/or Equipment in accordance with any committed timetable set forth in the SOW. During the course of providing the Services and/or Equipment, events outside the reasonable control of Diversified (collectively, "Force Majeure Events") may impact the completion schedule and Diversified shall not be held responsible for any such delays in meeting the completion schedule, failure to deliver or perform as a result of any delays resulting from any such occurrence. As used in this Agreement, Force Majeure Events include but are not limited to (i) any cause beyond Diversified's reasonable control, (ii) an act of God, act of Client, act of civil or military authority, Governmental priority, strike or other labor disturbance, flood, epidemic, war, riot, delay in transportation or car shortage, or (iii) inability on account

of a cause beyond the reasonable control of Diversified to obtain necessary materials, components, services or facilities. Diversified will notify Purchaser promptly of any material delay excused by this clause and will specify the revised delivery date as soon as practicable. Delays or movement in scheduled dependent predecessor tasks will not change the required minimum time for Diversified to complete their associated task/work. Diversified shall notify Client of any such delays within 48 hours.

Fees and Payment: Client shall pay Diversified the fees for Services and/or Equipment (the "Total Fee") set forth on the invoice consistent with the payment term provisions set forth above. All payments are due to Diversified upon receipt of the invoice, unless otherwise specified. Payments more than 30 days past due will accrue interest at the lesser of 1.5% per month, or the maximum rate permitted by applicable law. Client shall reimburse Diversified for all reasonable costs and expenses of collection, including attorneys' fees.

Labor and Equipment Price Increases: Equipment, Material, and Labor costs have been calculated based on the current prices for labor, equipment, and the component materials, however, the market for electronic equipment and materials is considered to be volatile, labor shortages are possible, and sudden price increases may occur. When the price for any item of materials, equipment, or labor increases two percent (2%) or more between the Proposal or Quotation Date and the materials/equipment purchase date or the date labor is utilized for the relevant project, Customer shall pay to Diversified, on request all sums by which the cost to Diversified has increased beyond 2%, as demonstrated by Diversified. Where the delivery of equipment, materials, and/or the performance of labor are delayed or labor shortages occur, through no fault of Diversified, as a result of the shortage or unavailability of the equipment, materials, or labor, Diversified shall not be liable for any additional costs or damages associated with such delay(s).

BILLING TERMS

Payment Schedule Line Item	Bill/Invoice Value	Payment Due Date
Equipment-Only Sales	100% of Total Fee	Due upon delivery of Equipment to Client or Diversified staging facility.
	Client will be billed for Equipment as it is delivered to Diversified staging facility or Client. If Equipment is shipped in installments, Client will receive multiple invoices. All equipment invoices are due in full upon receipt.	
All Other Services		
50% of Total Cost	Upon Contract Commencement	Due Net-30 days of invoice date.
40% of Total Cost	Upon Arrival of Equipment	Due Net-30 days of invoice date.
10% (Final Payment)	Upon Install and Completion	Due Net-30 days of invoice date.

Client will be billed 50% of Total Fee at the time of contract signing, due in full upon receipt. Client will be billed a progress payment in the amount of 40% of the Total Fee when any Equipment is delivered to Client or Diversified staging facility regardless of whether Equipment is shipped in multiple installments; this invoice is due in full within thirty days of the invoice date. The balance of the Total Fee will be billed after Project completion and due in full within thirty days of the invoice date.

Approval of Orders: This Agreement and all SOWs for Services or Equipment under this Agreement are subject to acceptance by Diversified including, if appropriate, approval by Diversified Credit Department. Upon request, Client will furnish Diversified such

financial information as Diversified may reasonably request for this approval. Diversified may, in its sole discretion, cancel this Agreement at any time if Client fails to meet credit requirements established by Diversified.

Confidentiality: During the course of this Agreement, each party, its employees, subcontractors, officers and agents may receive or have access to Confidential Information of the other party (each, a "Receiving Party" when the recipient of Confidential Information, and a "Disclosing Party" when the discloser of Confidential Information). In the event the Receiving Party obtains Confidential Information from the Disclosing Party, the Receiving Party agrees to keep such Confidential Information in the strictest confidence and safeguard such information using the same degree of care as it uses to safeguard its own Confidential Information, which in no case shall be less than a reasonable degree of care. Each party's Confidential Information consists of its business plans and customer lists, any information the Disclosing Party identifies as confidential at the time of disclosure (or if in writing the Disclosing Party marks as Confidential), and any information a reasonable person would consider confidential under the circumstances.

Mutual Obligations: The Receiving Party shall (i) not use the Disclosing Party's Confidential Information for any purpose other than the exclusive purpose of fulfilling its obligations under this Agreement; (ii) not use, disclose or otherwise make available to any person or entity (except as permitted herein) any of the Disclosing Party's Confidential Information during the term of this Agreement or thereafter without the prior written consent of the Disclosing Party. (iii) limit access to Confidential Information to those employees, officers, subcontractors and agents on a need-to-know basis who has first executed a general written agreement committing such person to conduct that would not violate its obligations pursuant to this Agreement; (iv) be responsible for any breach of this Agreement by employees, subcontractors, officers and agents.

Exceptions: Confidential Information will not include information to the extent that: (a) such information is or becomes publicly available other than through any act or omission of either party in breach of this Agreement; (b) such information was received by the Receiving Party from a third party, which third party had no obligation of confidentiality to the Disclosing Party; or (c) such information was in the possession of the Receiving Party at the time of the disclosure, or (d) was independently developed by the Receiving Party without reference to the Disclosing Party's Confidential Information; (e) such information is/are required to be disclosed pursuant law, judicial order, or government regulation, provided that, in the event the Receiving Party becomes legally compelled to disclose any of the information, the Receiving Party shall provide to Disclosing Party prompt notice thereof so that Disclosing Party may seek a protective order or other appropriate remedy and/or waive compliance with the provisions of this Agreement.

Termination / Suspension of Contract: Either party may terminate this Agreement at any time upon not less than 30 days prior written notice to the other party. Client shall pay Diversified for all Services rendered and Equipment delivered up to the effective date of termination plus any associated restocking fees for materials that cannot be returned for credit. Diversified is not required to release any work product unless Client has made payment in full for the respective Services and/or Equipment. Diversified may terminate this Agreement or suspend the performance of the Services if Client fails to pay Diversified any invoice issued pursuant hereto. Diversified shall have no liability to Client or any third party as a result of any such suspension or termination.

Independent Contractors; No Agency: Each party is and shall act solely as an independent contractor. Nothing in this Agreement shall be construed to give either party the power or authority to act for, bind, or commit the other party in any way, or, to create the relationship of partners, principal and agent, or joint-venture partners between the parties.

Indemnification: Client shall indemnify, defend and hold Diversified its officers, directors, employees and agents harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including, but not limited to, reasonable attorneys' fees and other expenses and fees incurred through appeal, and interest thereon, accruing or resulting to any and all persons, firms or any other legal entities on account of any damages or losses, including injuries or death, or economic losses, arising out of the Services; provided, however, Client shall not be required to indemnify Diversified for claims where Diversified, its officers, directors, employees or agents are found to be solely responsible by final non-appealable judicial decision for such damages or losses based upon such entity's or person's willful misconduct or gross negligence.

Warranty; Limitation of Liability: except as specifically set forth in LIMITED WARRANTY, Diversified makes no warranties whether express, implied or statutory, regarding the services and/or equipment provided under this agreement. to the greatest extent permitted by law, diversified specifically disclaims all implied warranties of merchantability, fitness for a particular purpose, and those arising from a course of dealing, usage or trade practice. diversified shall not be liable for any indirect, punitive, special, incidental or consequential damages arising out of this agreement.

Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the state of Georgia without regard to its conflict of laws provisions. Any legal action or proceeding relating to this Agreement shall be instituted in any state or federal court in Atlanta, Georgia, and the parties agree to submit to the jurisdiction of, and agree venue is proper in, the aforesaid courts in any such legal action or proceeding.

Dispute Resolution: In case of any dispute arising or related to this Agreement, Diversified and Client, by mutual agreement, shall first attempt to resolve any dispute informally through mediation.

Mediation: Diversified and Client shall submit the dispute to executives selected by each party (a maximum of two persons for each party). These executives shall meet as often as necessary to gather and analyze information relevant to resolving the dispute and shall negotiate in good faith. All proposals and information exchanged as well as discussions during this informal process will be considered settlement discussions and proposals and will be inadmissible in any subsequent proceedings. If no settlement is reached in the informal dispute discussions, either party may, within thirty (30) days from the date of a written communication that the informal dispute process was unsuccessful, give notice to the other party that the noticing party wishes to pursue formal mediation throughout arbitration.

Arbitration: In the event that the parties cannot amicably resolve a dispute or damage claim through mediation, the parties agree to resolve any such dispute or damage claim by arbitration. The arbitration proceeding shall be conducted in Atlanta, Georgia, in accordance with the rules of the American Arbitration Association then in effect with one (1) arbitrator to be selected by mutual agreement of the parties. If the parties cannot agree on an arbitrator, then the American Arbitration Association shall select an arbitrator from the National Panel of Arbitrators. The laws of the State of Georgia shall apply to the arbitration proceedings. The parties agree to initially split the costs of any arbitration, but the prevailing party, if any, is entitled to reimbursement for its portion of the arbitration fees. The parties agree that the arbitrator cannot award punitive damages to either party. The parties agree that such arbitration is fully binding and agree to be so bound by the arbitrator's findings. Judgment upon the award as rendered by the arbitrator may be entered in any court having jurisdiction.

Assignment: Neither party may assign this Agreement without the prior written consent of the other, though such consent shall not be unreasonably withheld. Nothing in this Agreement shall create a contractual relationship for the benefit of any third party.

Notice: Any notices required or permitted under this Agreement or required by law must be in writing and must be either: (i) delivered in person; (ii) sent by registered mail, return receipt requested; (iii) sent by overnight courier, (iv) or sent by facsimile, each case forwarded to the appropriate address set forth below.

If to Diversified:

Address:

Attention:

If to client:

Address:

Attention:

Non-Solicitation of Employees: Client agrees that during the provision of any Services as provided by Diversified under this Agreement and for a period of one (1) year after the termination of this Agreement, Client will not solicit or induce, directly or by use of a third party, any employee of Diversified leave his/her employ with Diversified. If Client violates this provision, Client shall pay Diversified a fee equal to fifty (50%) of such employee's then-current salary at Diversified.

Miscellaneous: This Agreement is the entire and integrated agreement between Client and Diversified with respect to the subject matter herein and supersedes all prior negotiations, statements or agreements, either written or oral. The parties may amend this Agreement only by a written instrument signed by authorized representatives of both Client and Diversified. If any term or provision of this Agreement is found to be unenforceable or invalid for any reason, the remainder of this Agreement shall continue in full force and effect, and the parties agree that any unenforceable or invalid term or provision shall be amended to the minimum extent required to make such term or provision enforceable and valid. This Agreement may be executed in one or more counterparts, including facsimile, each of which when executed shall be deemed to be an original, but all of which taken together shall constitute one and the same instrument.

Please review this for accuracy, and if you agree with the terms, please sign it and return to my attention, keeping a copy for your records.

Client			One Diversified, LLC	
AUTHORIZED (Individual Authorized to Execute Agreement)	SIGNATURE	DATE OF ACCEPTANCE	AUTHORIZED SIGNATURE (Individual Authorized to Execute Agreement)	DATE OF ACCEPTANCE
PRINTED NAME			PRINTED NAME	

LIMITED WARRANTY OFFER (90 DAYS)

In addition to any other rights you may have, Diversified shall extend a 90 day limited defective equipment and workmanship warranty from the date of substantial or practical completion of the system installation or beneficial use of the system by the client whichever is first occurring, unless such period has been superseded by the purchase of a Diversified Service Agreement Package. Details describing our Service Agreement options are outlined in a separate document. Diversified's limited warranty shall cover defective equipment and defects in workmanship for installation work relating to but not limited to cabling, connectors, structural elements, mountings, equipment rack wiring and internal adjustments. Under the limited warranty, labor services will be provided at no charge. Defects in third party manufacturer equipment and/or installation or other services provided by the manufacturer are covered under the manufacturer's warranty and will be managed by Diversified during the limited warranty period. Product serial numbers must not be removed.

Diversified's limited warranty excludes coverage due to equipment or system abuse, neglect, alteration, lamps and bulbs, misuse including but not limited to: operating outside of environmental, user error, electrical, temperature or humidity specifications, system alterations neither approved nor performed by Diversified or repair by a service facility other than those authorized by the manufacturer. If within the limited warranty period, we are contacted with a support request that falls under this limited warranty exclusion, time, travel and equipment for this and any subsequent visit required will be billed at our current labor Time & Material rates.

TO THE EXTENT PERMITTED BY APPLICABLE LAW, DIVERSIFED SHALL NOT BE HELD LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING FROM A BREACH OF WARRANTY, SPECIFICALLY, DIVERSIFIED IS NOT RESPONSIBLE FOR ANY COSTS SUCH AS LOSS OF PROFITS OR REVENUE, LOSS OF DATA, BUSINESS DAMAGE OR OTHERWISE. SOME LOCAL JURISDICTIONS, STATES OR COUNTRIES MAY NOT ALLOW A LIMITATION ON SUCH DAMAGES, SO THIS LIMITATION MAY NOT APPLY.

WARRANTY SERVICE PROCESS

All new equipment provided by Diversified includes each manufacturer's full warranty from the date of client invoice. Diversified shall address all manufacturer warranty requirements as "Depot" (Return-to-Base / RTB) service only. Under Depot service, client ships equipment to an authorized factory warranty repair center. Diversified will act as liaison between client and manufacturer and assist with Return Materials Authorization (RMA) logistics support. Labor relating to defective equipment is covered for 365 days under this limited warranty and can be extended through the execution of a service level agreement. All other time, travel and equipment for this and any subsequent visit required will be billed at our current labor Time & Material rates.

Diversified shall respond to warranty support requests (via phone, email or on-site) during the normal working hours of 8AM - 5PM local (client site) time Monday - Friday, except recognized holidays. Service required outside of normal working hours shall be billed at current labor Time & Material rates for overtime work. Diversified will make every effort to address such issues within 72 hours after notification.

Upon arrival for warranty support, Diversified will expect access to the system and equipment. To avoid additional charges, please contact us 24 hours in advance if delays in access are to be expected. If our Technician arrives to a scheduled appointment and cannot gain access to the system or equipment to affect a proper diagnosis or repair, we will bill the service call for time, travel and equipment for this and any subsequent visit required at our current Time & Material rates.

If it is required that equipment be removed for repair, we will make every attempt to minimize the impact on the system operation while the unit is being repaired. However, it is not possible to guarantee any level of system operation. Loaner equipment is not included in our limited warranty or service agreements.



One Diversified, LLC
37 Market Street
Kenilworth, NJ 07033
onediversified.com

© 2023 Diversified
The entire content of this document is the intellectual property of Diversified. Please do not distribute or reproduce without our expressed written consent. The exception is that you may make copies of this document and distribute them to members of your staff charged with evaluation of our solution.