

REVISED AGENDA
REGULAR MEETING
DES MOINES CITY COUNCIL

May 17, 2012 - 7:00 p.m.

CALL TO ORDER - Mayor Kaplan

PLEDGE OF ALLEGIANCE

ROLL CALL

CORRESPONDENCE

COMMENTS FROM THE PUBLIC:

At this time the audience is invited to comment on any topic to bring it to Council's attention. Please sign in prior to the meeting and limit comments to three minutes or less.

BOARD & COMMITTEE REPORTS/ COUNCILMEMBER COMMENTS

PRESIDING OFFICER'S REPORT

ADMINISTRATION REPORTS

Arts Commission Report – Eileen O'Neal
WRPC Awards – Patrice Thorell

CONSENT CALENDAR

Item 1: APPROVAL OF MINUTES

Motion is to approve minutes from the regular meeting of April 26, 2012

Item 2: DRAFT RESOLUTION NO. 12-078, APPLICATION FOR GRANT FOR BARNES CREEK TRAIL PROJECT

Motion is to approve Draft Resolution No. 12-078 authorizing the City Manager to submit a grant application for a Washington Wildlife and Recreation Program (WWRP) project to the Recreation and Conservation Office (RCO) as provided in Chapter 790A.15 RCW, Acquisition of Habitat Conservation and Outdoor Recreation Lands, for the funding of the Barnes Creek Trail Acquisition Project.

Item 3: DRAFT RESOLUTION NO. 12-056, 2012 SUMMER EVENTS, AND AGREEMENT WITH DESTINATION DES MOINES

Motion is to approve Draft Resolution No. 12-056 with authorizes Destination Des Moines to use City property to conduct four Summer Events: Fireworks Over Des Moines; the Waterland Community Barbeque; the Des Moines Classic Car and Boat Show; and the Waterland Parade; and further, to authorize the City Manager to sign the Agreement with Destination Des Moines

substantially in the form as attached that specifies the responsibilities assumed by Destination Des Moines and identifies the in-kind services up to a value of \$14,000 that will be provided by the City to support the events.

Item 4: TOURISM PROMOTION AREA (TPA) SEATTLE SOUTHSIDE – CITY OF DES MOINES AS A SUPPORTING CITY

Motion is to give direction to the City Manager and staff of the City of Des Moines to work with the other participating cities in the creation of the Seattle Southside Tourism Development Authority.

OLD BUSINESS

1. CONTINUED BUDGET DISCUSSION

Staff Presentation: Planning Building Public Works Director Grant Fredricks

NEW BUSINESS

1. INSPECTION AND PERMITTING PROCESS

Staff Presentation:

2. REDONDO HEIGHTS PIPE REPLACEMENT PROJECT

Staff Presentation: Assistant Director of Utilities and Environmental Engineering
Loren Reinhold

NEXT MEETING DATE May 24, 2012, City Council Regular Meeting

ADJOURNMENT

AGENDA

REGULAR MEETING DES MOINES CITY COUNCIL

May 17, 2012 - 7:30 p.m.

CALL TO ORDER - Mayor Kaplan

PLEDGE OF ALLEGIANCE

ROLL CALL

CORRESPONDENCE

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Destination Des Moines substantially in the form as attached that specifies the responsibilities assumed by Destination Des Moines and identifies the in-kind services up to a value of \$14,000 that will be provided by the City to support the events.

Page 27 Item 4: TOURISM PROMOTION AREA (TPA) SEATTLE SOUTHSIDE – CITY OF DES MOINES AS A SUPPORTING CITY

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OLD BUSINESS

Page 37 1. CONTINUED BUDGET DISCUSSION
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NEW BUSINESS

Page 47 1. INSPECTION AND PERMITTING PROCESS
Staff Presentation:

Page 63 2. REDONDO HEIGHTS PIPE REPLACEMENT PROJECT
Staff Presentation: Assistant Director of Utilities and Environmental Engineering
Loren Reinhold

NEXT MEETING DATE May 24, 2012, City Council Regular Meeting

ADJOURNMENT

MINUTES

**REGULAR MEETING
DES MOINES CITY COUNCIL**

April 26, 2012 - 7:30 p.m.

CALL TO ORDER - Mayor Kaplan called the meeting to order at 7: 30.m.

PLEDGE OF ALLEGIANCE The flag salute was led by Mayor/Mayor Pro-Tem/Councilmember Caldwell Present were Mayor Dave Kaplan; Mayor Pro-Tem Matt Pina; Councilmembers Dan Caldwell, Melissa Musser, Jeanette Burrage, Bob Sheckler and Carmen Scott.

Staff present were City Manager Tony Piasecki; Assistant City Attorney Tim George; Planning Building and Public Works Director Grant Fredricks; Parks Recreation and Senior Services Director Patrice Thorell; Planning Manager Denise Lathrop; Senior Planner Jason Sullivan; CIP Project Manager Scott Romano; Economic Development Manager Marion Yoshino; Building Official Larry Pickard; Maintenance Supervisor Greg Taylor; City Clerk Sandy Paul

COMMENTS FROM THE PUBLIC:

Arlene Knight, 22222 Dock Avenue, said that she would like the Marina exempted from the Institutional Zoning Policy.

Florence McMullin, 1018 South 246th Place, spoke about Beach Park and the Marina being dog friendly.

BOARD & COMMITTEE REPORTS/ COUNCILMEMBER COMMENTS

Councilmember Scott

- Attended the workshop for Interlocal Cities in Redmond (historic preservation)

Councilmember Sheckler

- Reported on the Finance and Economic Development Committee Meeting
- Quoted from his book *The 776 Stupidest Things Ever Said by Politicians*

Councilmember Burrage

- Reported on attending the Cleanscapes ribbon cutting where she gained additional knowledge about the bicycle recycling program

Councilmember Musser

- Attended SCA Networking Dinner with City Manager Tony Piasecki

Councilmember Caldwell

- Mentioned Representative Tina Orwall was in the audience
- Reported on South King County Community meeting on Effective Medical Transitions

PRESIDING OFFICER'S REPORT

- Attended the SW Chamber lunch on April 13

- On April 24, Cleanscapes launched their new hydraulic lift assist truck that runs on natural gas. There was a ribbon cutting at City Hall
- Spoke to a Political Science class and met with President Bermingham at Highline Community College
- Met with Sheriff Steve Strachan about flexibility within the county and region
- Evening Magazine was in town on April 24 to double check the pronunciation of the City's name of Des Moines which is 'De Moyne'. The Landmark Events Center and Marina were filmed. The segment will be shown on May 8.
- Attended the Human Services Advisory Committee meeting
- Washington State Department of Labor and Industries designates the last Thursday in April as a memorial to those who have died performing their duties on the job

ADMINISTRATION REPORTS

- Item #4 on the Consent calendar, the second motion, is incorrect. The Clerk will not read second part of the motion.
- Council Rules will also reflect the 7:00 p.m. meeting start time beginning May 17
- The number of Police Chief applicants has been reduced to 5 finalists. The all-day interview process will take place on May 21. The interview will consist of several panels of interviewers, a tour of the City, and a community meet and greet.
- Senior Services Manager Sue Padden provided an update on *Aging Your Way* Community Projects
- Katherine Kertzman presented the Annual Seattle South Side Report
- Representative Tina Orwall provided a legislative update

CONSENT CALENDAR

Item 1: APPROVAL OF MINUTES

Motion is to approve minutes from the regular meetings of April 5 and 12, 2012

Item 2: APPROVAL OF VOUCHERS

Motion is to approve for payment vouchers and payroll transfers described as follows:

Claim checks that total **\$821,338.37**

Payroll fund transfers in the total amount of **\$415,151.03**

Total certified Wire Transfers, Voids, A/P & Payroll vouchers are **\$1,236,489.40**

Item 3: DRAFT RESOLUTION NO. 12-050 CONNECTING 24TH/28TH AVENUE SOUTH

Motion is to approve Draft Resolution No. 12-050 affirming a partnership with the City of SeaTac regarding completion of 28th/24th Avenue South corridor improvements and further to authorize the Mayor to sign the Resolution substantially in the form as submitted on behalf of the City of Des Moines.

Item 4: AMENDMENTS TO CITY COUNCIL RULES PROCEDURE DRAFT ORDINANCE NO. 12- 030 AND DRAFT RESOLUTION NO. 12-029

Motion 1 is to adopt Draft Resolution No. 12-029 substantially in the form as attached, amending the *City Council Rules of Procedure*, including the correction of scrivener and typographical errors within the January 2011 *Rules* and the friendly amendments made on April 5, 2012, on second reading.

Motion 2 is to pass Ordinance No. 12-030, amending DMMC 4.04.020 by changing the City Council meeting time from 7:30 p.m. to 7:00 p.m.

Item 5: STEVEN J. UNDERWOOD FIELD MAINTENANCE NEEDS – TRACTOR REPLACEMENT

Motion 1 is to approve the trade in purchase of a lighter weight tractor for the Planning, Building & Public Works Department's use in order to facilitate necessary maintenance on the Steven J. Underwood fields at a new cost to the City of \$5,852.21 plus WSST of \$555.96 for a total of \$6,408.17.

Motion 2 is to amend the 2012 adopted budget for the Equipment Rental Replacement Fund by authorizing up to \$6,500 from the Parks equipment replacement reserves to complete funding for the purchase of the Kubota tractor and to include this amendment in the next available budget amendment ordinance.

Item 6: MAYORAL APPOINTMENT TO THE HUMAN SERVICES ADVISORY COMMITTEE

Motion is to confirm the Mayoral appointment of John Carroll to a two year term on the Human Services Advisory Committee, effective immediately and expiring on December 31, 2013.

Councilmember Burrage moved to adopt the Consent Agenda; Councilmember Sheckler, second. The motion passed 7-0.

EXECUTIVE SESSION

The City Council recessed to Executive Session at 8:35 p.m. to discuss a matter pertaining to a real estate matter per Title 42.30.110 (1)(b) RCW. The Executive Session was expected to last approximately 15 minutes. The City Council meeting resumed at 8:50 p.m.

Councilmember Sheckler left the meeting at this time.

OLD BUSINESS

1. Repeal Sound Code

Planning Building Public Works Director Grant Fredricks opened the discussion about the Sound Code and spoke about Council recommendations. Building Official Larry Pickard aided the discussion.

ACTION/DIRECTION

Councilmember Musser moved to suspend Rule 26 (a) in order to enact Draft Ordinance No. 12-057 on first reading; Mayor Pro-Tem Pina, second. The motion passed 6-0.

Councilmember Musser moved to enact Draft Ordinance No. 12-057 repealing the City's Building Sound Code, DMMC 14.08.180 through DMMC 14.08.440; Mayor Pro-Tem Pina, second. The motion passed 6-0.

NEW BUSINESS

1. INSTITUTIONAL CAMPUS ZONING POLICY DISCUSSION

Senior Planner Jason Sullivan presented a staff report and provided information to begin the policy discussion. A date for a future public hearing would be set.

ACTION/DIRECTION

Mayor Pro-Tem Pina moved to adopt Draft Resolution No. 12-026 establishing an Institutional Campus Zone in Title 18 DMMC; Councilmember Musser, second. The motion passed 5-0. Councilmember Caldwell abstained.

Passage of the resolution set a public hearing on May 24, 2012 on an Institutional Campus Zone. Councilmembers want changes limited to retirement homes and schools. Public Facilities zoning will be addressed separately. Institutional Campus and Public Facilities zoning changes are both on the schedule for Comprehensive Plan changes in 2012.

NEXT MEETING DATE April 28, 2012, Beach Park Retreat at the Auditorium
 May 17, 2012, City Council Regular Meeting

ADJOURNMENT

There being no further business to come before the City Council, Mayor Pro-Tem Pina moved to adjourn; Councilmember Burrage, second. The motion passed 6-0.

Respectfully submitted,

Sandy Paul CMC
City Clerk

A G E N D A I T E M

SUBJECT:

Draft Resolution No. 12-078 related to the Barnes Creek Trail Acquisition Project

FOR AGENDA OF: May 17, 2012

DEPT. OF ORIGIN: Parks, Recreation, & Senior Services

ATTACHMENT:

Draft Resolution No. 12-078 authorizing the Recreation and Conservation Funding Board Grant for the Barnes Creek Trail Acquisition Project

DATE SUBMITTED: May 2, 2012

CLEARANCES:

- Legal PB
- Finance ph
- Marina _____
- Parks, Recreation & Senior Services [Signature]
- Planning, Building & Public Works _____
- Police _____
- Courts _____

APPROVED BY THE CITY MANAGER FOR SUBMITTAL: [Signature]

Purpose and Recommendation

The purpose of this Agenda Item is to request City Council passage of Draft Resolution No. 12-078 authorizing the City Manager to submit a grant application to the Recreation and Conservation Funding Board (RCFB) for the Barnes Creek Trail Acquisition Project.

Motion: "I move to approve Draft Resolution No. 12-078 authorizing the City Manager to submit a grant application for a Washington Wildlife and Recreation Program (WWRP) project to the Recreation and Conservation Office (RCO) as provided in Chapter 79A.15 RCW, *Acquisition of Habitat Conservation and Outdoor Recreation Lands*, for the funding of the Barnes Creek Trail Acquisition Project."

Background

The acquisition of 25 acres of the Barnes Creek Trail corridor which is heavily forested land adjacent to the Coho salmon and Cutthroat trout bearing Barnes Creek with lush natural and wetland areas for wildlife and plant reserves and scenic resources is necessary to meet the parks open space and trail needs of the community.

The development of a future trail would provide connections to major public facilities such as: Highline Community College, a three school complex including Mt. Rainier High School, Pacific

Middle School and Midway Elementary School, Mt. Rainier Pool, Des Moines Activity Center, Steven J. Underwood Memorial Sports Park and the proposed Port of Seattle business center. Equally important to the health of the community is the vital segment that Barnes Creek Trail will add to the Des Moines Creek Trail, which provides access to Des Moines Beach Park and Marina on Puget Sound to the south. The trail will also provide northern access to City of SeaTac's Westside Trail from S. 200th Street along the west side of SeaTac Airport with future connections to Sound Transit Light Rail Stations and to the Cities of Burien, Tukwila, and Renton.

This acquisition project connects to three additional park systems- the 70 acres Des Moines Creek Park, the 22 acres Des Moines Beach Park National Historic District and tidelands, and the 14 acres Des Moines Marina.

Barnes Creek Trail acquisition is a top priority in the following City Council adopted plans: the 2010 Des Moines Parks, Recreation and Senior Services Master Plan, the Des Moines Comprehensive Plan Chapter 6, and the 2012-2017 Capital Improvement Plan. Acquisition of the site will facilitate the implementation of the City's Fish and Wildlife Habitat Conservation plan, by allowing the City to designate and maintain an Urban Open Space Corridor that includes the Barnes Creek Corridor and the Massey Creek Corridor to the south and Des Moines Creek Corridor to the north as a Washington Department of Fish and Wildlife Priority Habitat and Species Area.

Discussion

The application to the Recreation and Conservation Funding Board (RCFB) for the Barnes Creek Trail Acquisition Project in the amount of \$650,000 is needed to match City of Des Moines Urban Trail funding in the amount of \$300,000 (from the passage of the 2007 King County Parks Levy) and King County Conservation Futures in the amount of \$550,000 to purchase up to 25 acres of the Historic SR 509 right of way for park open space and trail purposes.

The City of Des Moines and Washington State Department of Transportation (WSDOT) have an unofficial agreement that allows the City First Right of Refusal for the purchase of the Historic SR 509 right-of-way/Barnes Creek Trail Acquisition Project site. The City has also begun negotiation with WSDOT regarding the release to the City of Des Moines of unopened right-of-ways within the corridor that once were under the control of the City.

A Resolution of the City Council of the City of Des Moines authorizing application for funding assistance for a Recreation and Conservation Funding Board (RCFB) is a standard requirement when applying for these state funds.

Alternatives

None provided.

Financial Impact

The Barnes Creek Trail Acquisition Project is part of a larger City of Des Moines Barnes Creek Corridor Enhancement Project to acquire segments of the Historic State Route 509 Right-of-Way for street improvements, surface water management detention facilities and wetland area restoration funded by other sources within the approved 2012-2017 Capital Improvement Plan.

The CIP identifies an Urban Trail Improvements Project utilizing funds received from the citizen approved 2007 King County Parks Levy which can only be used by local jurisdictions for trail acquisition and development purposes. Des Moines share of levy funds is \$300,000. Other funding for the Barnes Creek Trail Acquisition Project would come from King County Conservation Futures grant funds in the amount of \$550,000 and from Recreation and Conservation Funding Board WWRP grant funds in the amount of \$650,000.

Recommendation/Concurrence

Staff recommends that City Council authorize Draft Resolution No. 12-078 related to funding assistance to RCFB for the Barnes Creek Trail Acquisition Project as approved in the 2012-2017 Transportation Capital Improvement Plan.

DRAFT RESOLUTION NO. 12-078

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON, authorizing submittal of application(s) for grant funding assistance for Washington Wildlife and Recreation Program Project(s) to the Recreation and Conservation Office as provided in chapter 79A.15 RCW, Acquisition of habitat conservation and outdoor recreation lands, WAC 286 and subsequent Legislative action.

WHEREAS, our organization has approved a comprehensive parks and recreation or habitat conservation plan that includes this project, and

WHEREAS, under the provisions of the Washington Wildlife and Recreation Program (WWRP), state grant assistance is requested to aid in financing the cost of land acquisition, and

WHEREAS, our organization considers it in the best public interest to complete the project described in the application(s); now therefore,

THE CITY COUNCIL OF THE CITY OF DES MOINES RESOLVES AS FOLLOWS:

Sec. 1. The City Manager is authorized to make formal application to the Recreation and Conservation Office for grant assistance.

Sec. 2. Any grant assistance received will be used for direct costs associated with implementation of the project referenced above.

Sec. 3. Our organization hereby certifies that our matching share of project funding will be derived from City of Des Moines, King County Conservation Futures Funds and a King County Parks Levy and that we are responsible for supporting all non-cash commitments to this project should they not materialize.

Sec. 4. We acknowledge that the grant assistance, if approved, will be paid on a reimbursement basis, meaning we will only request payment from the Recreation and Conservation Office after eligible and allowable costs have been incurred and payment remitted to our vendors, and that the Recreation and

Conservation Office will hold retainage until the project is deemed complete.

Sec. 5. We acknowledge that any property acquired and/or facility developed through grant assistance from the Recreation and Conservation Funding Board must be reasonably maintained and made available to the general public at reasonable hours and times of the year according to the type of area or facility unless other restrictions have been agreed to by the Recreation and Conservation Office Director or the Recreation and Conservation Funding Board.

Sec. 6. We acknowledge that any property acquired and/or facility developed with grant assistance from the Recreation and Conservation Funding Board must be dedicated for public outdoor recreation purposes, and be retained and maintained for such use for perpetuity unless otherwise provided and agreed to by our organization and the Recreation and Conservation Funding Board.

Sec. 7. We acknowledge that any property acquired using Recreation and Conservation Funding Board assistance must be developed within five (5) years of the acquisition closing.

Sec. 8. This Resolution becomes part of a formal application to the Recreation and Conservation Office for grant assistance.

Sec. 9. We provided appropriate opportunity for public comment on this application.

ADOPTED BY the City Council of the City of Des Moines, Washington this ____ day of _____, 2012 and signed in authentication thereof this ____ day of _____, 2012.

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: 2012 Summer Events – Agreement
With Destination Des Moines

FOR AGENDA OF: May 17, 2012

ATTACHMENTS:

1. Draft Resolution 12-056
2. Draft Agreement Between the City of Des Moines and Destination Des Moines

DEPT. OF ORIGIN: Marina

DATE SUBMITTED: April 25, 2012

CLEARANCES:

- Legal NS
- Finance N/A
- Marina NS
- Parks, Recreation & Senior Services _____
- Planning, Building & Public Works _____
- Police _____
- Courts N/A

APPROVED BY CITY MANAGER _____
FOR SUBMITTAL: _____

Purpose and Recommendation

Last year Destination Des Moines assumed the leadership role in planning and staging the Waterland Parade and the Fireworks Over Des Moines events. This year, in addition to the Parade and Fireworks, Destination Des Moines will be taking the leadership role in two other established events, the Des Moines Classic Car and Boat Show and the Waterland Community Barbeque. The purpose of this agenda item is to ask for the Council's approval of Draft Resolution 12-056 which allows Destination Des Moines to conduct the events on City property, subject to conditions. The staff is also asking the Council to grant the City Manager the authority to sign the agreement between the City and Destination Des Moines which specifies the responsibilities assumed by Destination Des Moines and identifies the in-kind services that will be provided by the City to support the events.

Suggested Motion

Motion: "I move to approve Draft Resolution 12-056 which authorizes Destination Des Moines to use City property to conduct four Summer Events: Fireworks Over Des Moines, the Waterland Community Barbeque, the Des Moines Classic Car & Boat Show, and the Waterland Parade; and further, to authorize the City Manager to sign the Agreement with Destination Des Moines substantially in the form as attached that specifies the responsibilities assumed by Destination Des Moines and identifies the in-kind services up to a value of \$14,000 that will be provided by the City to support the events. "

Background

Destination Des Moines is a non-profit community based organization that was founded about three years ago to promote and support community events. Their first order of business was to resurrect the Waterland Parade, a community event with a long history. Last year Destination Des Moines took over the Fireworks over Des Moines show which had previously been run by the Des Moines Rotary Club and this year they are going to take the lead role in two other events, the Des Moines Classic Car & Boat Show and the Community Barbeque. These two events were started about five years ago by Marina staff.

Discussion

The goal of the new Destination Des Moines (DDM) is to organize, support and promote community events. At this point DDM is looking for events that produce net revenues that can support the operations of the organization and that will serve as fund raisers for the community events that do not generate revenue, like the 4th of July Fireworks show and the Waterland Parade. The Classic Car & Boat Show and the Community Barbeque are both established events that have become large enough to generate extra revenues and the leadership of DDM is confident that the events will become important fund raisers for the organization. By assuming these two events, DDM will have most of the major summer events in the City under their umbrella.

Following are brief descriptions of the events that DDM proposes to produce this summer:

Fireworks Over Des Moines – July 4. This event has become a community tradition and this year will include food vendors, musicians and a beer & wine garden. The fireworks show will again be provided by Western Fireworks. Activities will all be in the Marina and will start at 6:00 pm with the fireworks show starting at 10:15 pm.

Community Barbeque – July 20. This event started as an appreciation dinner for the people who entered their vintage wooden boats in the Classic Car and Boat Show. Over the years it was expanded to include exhibitors and sponsors of the event as well. Recently it has become a ticketed event that was open to all of the participants in the Classic Car and Boat Show and the general public. This year the event will be catered and will feature entertainment for the first time. The event will be in the Marina and will start at 6:30 pm and conclude at 10:00 pm.

The Des Moines Classic Car & Wooden Boat Show – July 21. This event was started by the Marina staff in 2006 and has been held every year since then with the exception of 2010 when the north Marina was being remodeled. Participation in the Classic Car show has increased every year and this year DDM plans to have more vendors and more entertainment to go along with the vintage cars and boats.

The Waterland Parade – July 21. The parade is a traditional community event that started in the 1950's. The Parade will be a SeaFair event and will use the same route at the same time as last year.

Alternatives

- The Council may reject the staff recommendation.
- The Council may direct the staff to make specified changes to Draft Resolution 12-056 and/or the draft agreement with Destination Des Moines.
- The Council may accept the staff recommendation and adopt Draft Resolution 12-056 and authorize the City Manager to sign the Draft Agreement with Destination Des Moines.

Financial Impact

In the past, the Fireworks Over Des Moines and the Waterland Parade have had the greatest impact on City resources. The Fireworks event takes place in the Marina and Beach Park, but the large crowd, (all leaving at one time), makes it necessary to have Police Officers to monitor the crowd and to provide traffic control after the event. Likewise, the Waterland Parade requires City services. The Public Works staff needs to secure the permits to close Marine View Drive and stage the barricades and signage needed and the Police Department needs to provide crowd monitoring and traffic control. Last year the City provided the needed services as an in-kind contribution to each event up to a maximum value of \$7,000 each or \$14,000 for both events.

The other two events, the Classic Car & Boat Show and The Community Barbeque are supported mainly by Marina staff. Because the Marina is open seven days a week with extended hours during July, the Marina staff has been able to provide the necessary support for the events and maintain normal operations without any extra costs for labor, (overtime), and only nominal costs for extra garbage bags, restroom supplies, etc. Destination Des Moines is requesting that the City waive the rental fees for the Marina facility for the Fireworks Over Des Moines event and is also requesting the "non-profit organization" discount on the rental rates for the use of the Marina for the Des Moines Classic Car and Boat Show and the Classic Community Barbeque because at least 60% of the proceeds from these events will be used to fund future community events or will be donated to a local charity.. Based on the space needed for past events, the staff estimates the regular rental fees would total about \$750.00 and the discounted fees would be about \$375.

This year Destination Des Moines is requesting that the City provide in-kind services for the Fireworks Over Des Moines event as well as the Waterland Parade up to a value of \$14,000, which may include, without limitation, services by the Police, Public Works, Parks, and Marina departments for the purpose of logistics coordination, downtown and Marina area traffic control, road closures and pedestrian safety and the reduction/elimination of rental rates for the use of City property.

Recommendation or Conclusion

The staff recommends that the Council adopt Resolution 12-056 which allows Destination Des Moines to conduct the "Summer Events" on City property, subject to conditions and to grant the City Manager the authority to sign the agreement between the City and Destination Des Moines which specifies the responsibilities assumed by Destination Des Moines and identifies the in-kind services that will be provided by the City to support the events.

Concurrence

The City Attorney's office, The Finance Department, the Parks and Recreation Department, the Police Department and the Building, Planning and Public Works Department concur with this recommendation.

HARBORMASTER'S FIRST DRAFT 04/25/2012

DRAFT RESOLUTION NO. 12-056

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON, authorizing Destination Des Moines ("Destination Des Moines") to conduct the following community events (hereinafter referred to as "Summer Events"): Fireworks Over Des Moines on July 4, 2012 at the Marina; the Classic Community Barbeque on July 20, 2012 at the Marina; the Des Moines Classic Car and Wooden Boat Show on July 21, 2012 at the Marina; and the Waterland Parade on July 21, 2012 on Marine View Drive from Kent-Des Moines Road to South 216th; and listing conditions under which such permission is granted.

WHEREAS, the City Council finds that community events enhance the quality of life for residents of the City of Des Moines, and

WHEREAS, Destination Des Moines wishes to sponsor and conduct four Summer Events in Des Moines during July, 2012, and

WHEREAS, the City of Des Moines wishes to permit the Summer Events and, at the same time, be held harmless from any liability arising from such activity; now therefore,

THE CITY COUNCIL OF THE CITY OF DES MOINES RESOLVES AS FOLLOWS:

Sec. 1. Permission to conduct the 2012 Calendar of Summer Events in July, 2012, is granted to Destination Des Moines, subject to the following conditions:

(1) Destination Des Moines shall defend and hold the City of Des Moines harmless from liability.

(2) Destination Des Moines, the co-sponsors and promoters of the Summer Events, will provide financial support for the Events and will pay for event expenses such as portable toilets, garbage collection, paid advertising and/or promotional banners associated with the Events.

(3) The prime leadership of all Event activities shall be non-City personnel and it shall be clearly understood that assistance by City personnel is advisory to Destination Des Moines.

(4) Destination Des Moines will secure all permits and shall provide liability insurance in the amount of two million dollars (\$2,000,000) for each Summer Event. The City of Des Moines shall be named as an additional insured. Proof of such insurance must be delivered to the City thirty (30) days prior to each Summer Event.

(5) As promoters of the Summer Events, Destination Des Moines will be permitted to erect such special signage as is appropriate in the thirty (30) days prior to and during each event. All such signage shall be removed within ten (10) days after each Summer Event.

(8) Normal fees for conduct of the Fireworks Over Des Moines and Waterland Parade Events shall be waived where possible. Fees required by other governmental agencies shall be the responsibility of Destination Des Moines.

(9) An authorized official of Destination Des Moines shall execute a written agreement, on behalf of Destination Des Moines, acknowledging its responsibilities for the conduct of the Summer Events and accepting such limitations as are contained in this resolution in addition to such limitations as may be imposed by the City Council or City Manager, including, but not limited to:

(a) Destination Des Moines agrees to take whatever measures are necessary to prevent damage to City property and to be responsible for any damage that may occur as a result of the Summer Events; and

(b) A Des Moines Police Department Command Officer and/or the Fire Marshall of South King Fire and Rescue will have the authority to close any of the Summer Events down at any time should it be necessary, following assessment of any security issue.

Sec. 2. Upon execution of a written agreement incorporating all the terms and conditions of this Resolution, the City Manager is authorized, at his discretion, to grant permission to Destination Des Moines to use and occupy, for the purpose of the Summer Events, City streets, rights-of-way, and City property.

Sec. 3. The City Manager is authorized, at his discretion, to grant permission to utilize City promotional tools such as the City Currents, Parks, Recreation and Senior Services Brochure, City Web Page, and Channel 21 to inform and educate the public about the Summer Events. Destination Des Moines understands that fees to cover City expenses may be charged for this use.

Sec. 4. The City Manager is authorized, at his discretion, to provide City assistance to the Summer Events up to a total value of \$14,000 which may include, without limitation, services by the Police, Public Works, Parks, and Marina Departments for the purpose of logistics coordination, downtown and Marina area traffic control, road closures, parking lot management, and boater and pedestrian safety and rental fees for the use of City property. The City Manager shall provide a report to the City Council on services provided and costs thereof.

Sec. 5. A Waterland Parade Event Operational Plan will be created and approved in writing by the City Manager and Destination Des Moines' promoters prior to the Parade.

ADOPTED BY the City Council of the City of Des Moines, Washington this ____ day of _____, 2012 and signed in authentication thereof this ____ day of _____, 2012.

M A Y O R

APPROVED AS TO FORM:

Assistant City Attorney

ATTEST:

AGREEMENT
Between
THE CITY OF DES MOINES
And
DESTINATION DES MOINES
for the
2012 SUMMER EVENTS

THIS AGREEMENT is entered into by and between the CITY OF DES MOINES, WASHINGTON (hereinafter "City"), a municipal corporation of the State of Washington, and DESTINATION DES MOINES (hereinafter "Destination Des Moines") regarding the 2012 calendar of community events (hereinafter "Summer Events").

WHEREAS, the City finds that community events enhance the quality of life for residents of the City of Des Moines, and

WHEREAS, Destination Des Moines has become the primary sponsor of the 2012 Summer Events, and

WHEREAS, the City of Des Moines wishes to permit the Summer Events and to have Destination Des Moines plan and sponsor all the Events pursuant to certain terms and conditions; now therefore,

IN CONSIDERATION of the mutual benefits and conditions listed below, the parties agree as follows:

(1) Destination Des Moines agrees as follows:

Destination Des Moines shall conduct the 2012 Summer Events, which consist of the four individual events:

- Fireworks Over Des Moines on July 4th, 2012;
- The Classic Community Barbeque on July 20, 2012;
- The Des Moines Classic Car and Wooden Boat Show on July 21, 2012;
and
- The Waterland Parade on July 21, 2012;

in compliance with the conditions outlined in City of Des Moines Resolution No. _____, a copy of which is attached hereto and incorporated by this reference, and will comply with all federal, state, and local statutes, ordinances, and regulations. Destination Des Moines further agrees as follows:

(a) Destination Des Moines shall defend, indemnify and hold the City of Des Moines, its officers, officials, employees and volunteers harmless from any and all claims,

Attachment 2

injuries, damages, losses or suits including attorney fees, arising out of or in connection with the conduct of the Summer Events or its associated activities, except for injuries and damages caused by the sole negligence or intentional conduct of the City its officers, agents and employees. In the event that any suit based upon such claim, injury, damage, or loss is brought against the City, Destination Des Moines shall defend the same at its sole cost and expense; provided, that the City retains the right to participate in said suit if any principal of governmental or public law is involved; and if final judgment be rendered against the City and its officers, agents, employees, or any of them, or jointly against the City and Destination Des Moines and their respective officers, agents, and employees, or any of them, Destination Des Moines shall satisfy the same.

(b) Destination Des Moines and/or other promoters of the Summer Events will provide financial support for listed events on July 4, July 20, and July 21, 2012 and will pay for Event-related expenses for portable sanitary facilities, garbage collection, paid advertising and/or promotional banners associated with the Events.

(c) Destination Des Moines and/or other promoters of the Summer Events will contract with other companies to provide services to all listed Events.

(d) Destination Des Moines and/or other promoters of the Summer Events will secure all permits.

(e) Destination Des Moines and/or other promoters of the Summer Events shall provide general liability insurance in the minimum amount of two million dollars (\$2,000,000) to cover each Summer Event. The City of Des Moines shall be named as additional insured. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII. The City shall be furnished with original certificates evidencing the Summer Events insurance requirements thirty (30) days prior to each Summer Event.

(f) Destination Des Moines and/or other promoters of the Summer Events will be permitted to erect such special signage as is appropriate in the thirty (30) days prior to and during the events. All such signage shall be removed within ten (10) days after each Summer Event.

(g) Destination Des Moines and/or other promoters of the Summer Events will be allowed to have associated retail sales of food or merchandise and will be exempt from the requirements of the City's Mobile and Itinerant Vendor Code, chapter 5.57 DMMC.

(h) Destination Des Moines and/or other promoters of the events will be allowed to solicit donations for all Summer Events. Destination Des Moines and/or other promoters shall bear responsibility for all collection, accounting, and reporting of any funds collected. The City grants this privilege based upon the promoter's agreement that any funds

collected in amounts greater than the cost of the event will be held in a special event fund for each individual event account to help pay for the following year's event.

(i) Destination Des Moines agrees to take whatever reasonable measures are necessary to prevent damage to the Marina District facilities and to be responsible for any damage that may occur as a result of the any Summer Events.

(j) A Des Moines Police Department Command Officer and/or the Fire Marshall of South King Fire and Rescue will have the authority to close any of the Summer Events down at any time should it be necessary, following assessment of any safety and security issue.

(2) The City agrees as follows:

(a) Upon execution of this Agreement, the City Manager is authorized to grant permission to Destination Des Moines to use and occupy, for the purpose of the Summer Events, City facilities, property, streets, roads, and rights-of-way.

(b) Normal City fees for conduct of the Fireworks Over Des Moines and the Waterland Parade Events shall be waived where possible. Fees required by other governmental agencies shall be the responsibility of Destination Des Moines.

(c) The City Manager is authorized, at his discretion, to grant permission to Destination Des Moines to utilize City promotional tools such as the *City Currents*, Parks, Recreation and Senior Services Brochure, City Web Page and Channel 21 to inform and educate the public about the events. Destination Des Moines understands that fees to cover City expenses may be charged for this use.

(d) The City Manager is authorized to provide, at his discretion up to a total value of \$14,000, City assistance to the Summer Events, which may include, without limitation, services by the Police, Public Works, Parks, and Marina departments for the purpose of logistics coordination, downtown and Marina area traffic control, road closures and pedestrian safety and the reduction/elimination of rental rates for the use of City property.

(3) Duration of Agreement. This Agreement will commence upon date of execution and ends upon successful completion of the terms of this Contract, execution of a new Contract, City's written termination of the Contract as described in Section 4 of this Agreement, or Destination Des Moines' decision not to have the Events, whichever is sooner, provided, however, all indemnification and hold harmless provisions of this Agreement shall survive the termination of this Agreement.

(4) Termination. This Agreement may be terminated by the City for good cause upon thirty (30) days' written notice to Destination Des Moines of the City's intention to terminate the same. Good cause is defined as either:

(a) Failure of Destination Des Moines to perform any requirement of this contract within ten (10) days after the City makes written demand for such performance; or

(b) Termination required for purposes of public health, safety, welfare or the public interest, as determined by a majority of the Des Moines City Council in open public meeting.

(5) Discrimination Prohibited. Destination Des Moines shall not discriminate against any employee, applicant, vendor, or any person seeking to participate in the "Summer Events" on the basis of race, color, religion, creed, sex, national origin, marital status, sexual orientation, or presence of any sensory, mental, or physical handicap.

(6) Entire Agreement. This Agreement contains the entire agreement between the parties and no other agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or bind any of the parties. Either party may request changes in the Agreement. Proposed changes mutually agreed upon will be incorporated by written amendments to this Agreement.

(7) Governing Law. The existence, validity, construction, and enforcement of this Agreement shall be governed in all respects by the laws of the State of Washington.

(8) Mediation/Arbitration Clause. If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under the American Arbitration Association's Rules before resorting to arbitration. The mediator may be selected by agreement of the parties or through the American Arbitration Association. Following mediation, any unresolved controversy or claim arising from or relating to this Agreement or breach thereof shall be settled through arbitration which shall be conducted under the American Arbitration Association's Arbitration Rules. The arbitrator may be selected by agreement of the parties or through the American Arbitration Association. All fees and expenses for mediation or arbitration shall be borne by the parties equally. However, each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence.

(9) Amendments/Authorization for Additional Services. This Agreement may be modified or amended and additional conditions may be authorized during the term of this Agreement upon the mutual written consent of the parties.

(10) Severability. If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated as a result of such decision.

(11) Waiver. The waiver by either party of any breach of any term, condition, or provision of the Agreement shall not be deemed a waiver of such term, condition, or provision or any subsequent breach of the same or any condition or provision of this Agreement.

(12) Captions. The captions used herein are for convenience only and are not a part of this Agreement and do not in any way limit or amplify the terms and provisions hereof.

(13) Time of Essence. Time is of the essence for each and all of the terms, covenants, and conditions of this Agreement.

(14) Concurrent Originals. This Agreement may be signed in counterpart originals.

(15) Ratification and Confirmation. Any acts consistent with the authority and prior to the effective date of this Agreement are hereby ratified and confirmed.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the dates written below.

CITY OF DES MOINES

DESTINATION DES MOINES

Anthony A. Piasecki
It's City Manager
At the direction of the Des Moines City
Council by Adoption of Resolution No. _____
In Open Public Meeting on June 2, 2012

By _____
Its President

Date _____

Date _____

APPROVED AS TO FORM:

Assistant City Attorney

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Seattle Southside Tourism
Development Authority

ATTACHMENTS: Overview, Seattle Southside
Tourism Promotion Area FAQ, Current Revenue
and Service Structure, New Revenue and Service
Structure

FOR AGENDA OF: May 17, 2012

DEPT. OF ORIGIN: Economic Development

DATE SUBMITTED: May 15, 2012

CLEARANCES:

- Legal _____
- Finance _____
- Economic Development *Wey*
- Parks, Recreation & Senior Services _____
- Planning, Building & PW _____

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *AS*

Purpose and Recommendation

The purpose of this agenda item is to seek Council direction to work with the Cities of Tukwila and SeaTac in the creation of the Seattle Southside Tourism Development Authority.

Suggested Motion

First Motion: I move to give direction to the City Manager and staff of the City of Des Moines to work with the other participating cities in the creation of the Seattle Southside Tourism Development Authority.

Background

Seattle Southside Visitor Services (SSVS) is a tourism promotion program administered by the City of Tukwila, serving the cities of SeaTac, Kent and Des Moines (participating cities) pursuant to separate interlocal agreements (ILA's).

SSVS has provided tourism promotion to participating cities since 2002 and has demonstrated steady growth and excellent Return on Investment (ROI). SSVS receives approximately \$20,000 annually in lodging tax revenue from motels that are located in the City of Des Moines.

Discussion

As outlined by Director Katherine Kertzman at the April 26th, meeting, SSVS is proposing to form a new entity called Seattle Southside Tourism Promotion Area (the SSTPA), which will collect an amount not to exceed \$2.00 per night from participating businesses. The City of Des Moines Hotel/Motel Tax Advisory Committee approved the creation of this new Tourism Promotion Area at their last meeting, as did the Hotel/Motel Tax Advisory Committee of SeaTac.

The SSTPA will create a new source of revenue, which will be used together with the existing lodging tax revenues, to fund the Seattle Southside Tourism Development Authority (SSTDA). The SSTDA will continue - and expand - the tourism promotion services currently provided by SSVS.

In order to move forward with the plan to create the SSTPA, and subsequently SSTDA, SSVS needs two participating cities. SSVS has requested that Des Moines be one of these cities, and seeks Council direction in support of this request.

Alternatives

Do not carry the motion.

Financial Impact

None.

Recommendation/Conclusion:

Des Moines stands to benefit from the expansion of SVSS as it transitions into the (larger and better funded) SSTDA. Tourism promotion services will grow, with no additional revenues required from the City beyond the lodging taxes currently allocated.

**OVERVIEW OF THE
SEATTLE SOUTHSIDE TOURISM PROMOTION AREA (THE "SSTPA")
AND THE FORMATION OF THE
SEATTLE SOUTHSIDE TOURISM DEVELOPMENT AUTHORITY ("SSTDA")**

Current Structure:

- Seattle Southside Visitor Services ("SSVS"), a tourism promotion program administered by the City of Tukwila, serves the cities of SeaTac, Kent and Des Moines pursuant to separate interlocal agreements
- SSVS is funded by lodging taxes ("Lodging Taxes") imposed and collected within the cities of Tukwila, SeaTac, Kent and Des Moines and remitted to SSVS in exchange for tourism promotion services
- The amount of Lodging Tax revenue remitted to SSVS by each participating city is determined by the applicable interlocal agreement
- Current staff of SSVS are Tukwila employees

Proposed Structure:

- *Summary - The proposed structure involves replacing the existing interlocal agreements with a new interlocal agreement (the "ILA") among the cities of Tukwila, SeaTac, Kent and Des Moines (the "Participating Cities"), redirecting (but not increasing) the current Lodging Tax revenues, forming a tourism promotion area, and forming a public development authority to receive these two revenue sources and provide tourism related services currently provided by SSVS*
- The purpose of the new ILA is to
 - Direct Lodging Tax revenues (which will remain at current levels) to a newly created public development authority (see below)
 - Form the Seattle Southside Tourism Promotion Area (the "SSTPA") under chapter 35.101 RCW. The jurisdictional boundaries of the SSTPA will be the incorporated boundaries of the Participating Cities
 - Impose a lodging charge on the furnishing of lodging under RCW 35.101.050 in an amount of not to exceed \$2.00 per night of stay (the "Special Lodging Assessment")*
 - Request that the Department of Revenue remit Special Lodging Assessment revenue directly to the newly created public development authority (see below), and require that each Participating City direct any Special Lodging Assessment revenue received by such city to the public development authority

* Note that the City of Des Moines is expected to be a party to the ILA but will not impose a Special Lodging Assessment until it meets the requirements of chapter 35.101 RCW.

- The previous interlocal agreements will terminate only upon the effective date of the new ILA
- A Participating City, currently anticipated to be the City of SeaTac, will charter a public development authority under chapter 35.21 RCW named the Seattle Southside Tourism Development Authority (the "SSTDA"). SSTDA will be a separate legal entity formed for the purpose of receiving and managing Lodging Tax and Special Lodging Assessment revenue and providing tourism promotion services currently provided by SSVS
- The SSTDA will be governed by a Board of Directors. It is currently anticipated that the Board will consist of nine members – three appointed by the City of SeaTac, two appointed by the City of Tukwila, one appointed by the City of Kent, one appointed by the City of Des Moines, and two appointed by the then current Board Members. Board Members will generally be representative of the hospitality industry and may be drawn from existing advisory committees
- Staff for SSTDA will be provided by the City of Tukwila under the terms of a support services agreement between SSTDA and the City of Tukwila
- The ILA will provide that each Participating City shall defend, indemnify and save one another harmless from any and all claims arising out of the performance of the ILA and the SSTDA, except to the extent that the harm complained of arises from the sole negligence of one of the Participating Cities. Any loss or liability resulting from the negligent acts errors or omissions of the Board of Directors, staff, or employees of the SSTDA, while acting within the scope of their authority shall be borne by the SSTDA exclusively

Process for Implementation:

- After receiving initiation petitions calling for the creation of a tourism promotion area, each City Council will consider a resolution of intention to establish a tourism promotion area, hold a public hearing and consider an ordinance establishing the SSTPA (the "Authorizing Ordinance")
- The Authorizing Ordinance will
 - Include the requirements of RCW 35.101.080
 - Approve the ILA and the formation of the SSTDA by the City of SeaTac
- The City Council for the City of SeaTac will also approve an ordinance chartering the SSTDA and approving a Charter and By-laws
- The ILA will become effective after the authorizing ordinances are effective in accordance with the individual city codes and the document is either filed or posted as required by chapter 39.34 RCW

Seattle Southside Tourism Promotion Area (SSTPA)

Frequently Asked Questions

What is a Tourism Promotion Area?

The Seattle Southside Tourism Promotion Area (SSTPA) is an initiative sponsored by the Seattle Southside hoteliers designed to increase tourism promotion to Seattle Southside by advertising and promoting the area as a premier travel destination.

The initiative would allow up to a \$2 per room night surcharge to guests in hotels, provided at least two or more cities receive an initiation petition from enough potential ratepayers (at least 60%) and if two or more jurisdictions operating under an Inter-local agreement seek the establishment of the tourism promotion area. The surcharge may vary in an area, according to no more than six classifications based on number of rooms, room revenue, and location in the area, and applies only at lodging businesses with at least 40 rooms.

These funds would be dedicated for use in tourism promotion activities ONLY as stated by RCW 35.101. The SSTPA can only be created by ordinance after one or more public hearings, in which potential ratepayers would testify regarding the proposed uses, proposed organizational structure for ratepayer oversight, exceptions, non-supplanting of lodging tax funds currently allocated to Seattle Southside Visitor Services with these new revenues, etc.

What is the purpose of the Seattle Southside Tourism Promotion Area?

This initiative, if spent effectively in external markets outside of a 60 mile radius that encourage overnight stays would bring more visitors to Seattle Southside, bolster hotel occupancy, protect current jobs, create new jobs, and increase business at restaurants and retail stores, and increase patronage at arts, cultural and sporting venues.

The SSTPA Ratepayer Steering Committee recommends petitioning ratepayers request that the funds be used for tourism promotion activities that would enhance Seattle Southside Visitor Services' sales and marketing team and include: advertising, sales and marketing services (strategic planning, market research, creative development, media placement, sales activities, hosting tourism industry events relating to promotion and marketing, etc.), and administrative and management support for such services. New regional sales and marketing efforts could focus on items such as:

- Sporting event marketing enhancement
- Small to mid-sized meetings & events
- Increased online marketing strategies that have proven to be successful
- Multi-property meetings & events
- Canadian market development
- Packaging with direct sales opportunities
- Niche markets including urban, adventure, cultural, sports, incentive and geotourism
- Group tour product development
- FAM tours for targeted customers
- Aggressive PR programs including press/travel writer tours and coverage

Do the affected hotels support the Seattle Southside Tourism Promotion Area?

Yes, however the SSTPA Ratepayer Steering Committee recommends the Cities simultaneously create a newly formed separate legal entity called Seattle Southside Tourism Development Authority (SSTDA) to manage the new SSTPA funds. See handout "Overview of the Seattle Southside Tourism Promotion Area and the Formation of the Seattle Southside Tourism Development Authority (SSTDA)".

Over the past several years, the hospitality industry has witnessed some successful and some not so successful uses of public funds for tourism promotion e.g. the closure of the state tourism office and the state legislature transferring \$80M over a two year period from the Washington State Convention Center reserve fund account to help plug the state's general fund shortfall. With lessons learned, the SSTPA Ratepayer Steering Committee recommends working with the City Councils to bring forward an innovative approach that would provide potential TPA ratepayers the desired autonomy and oversight for managing the new funds and insure the funds are expended to attract tourists as defined by the industry (travelers from outside a 60 mile radius or includes an overnight stay) represented by the SSTPA ratepayers. This newly proposed organizational structure is modeled after 4Culture's organizational structure which receives dedicated King County lodging tax funds.

How do hoteliers lobby to have the SSTPA enacted?

An initiation petition must be presented to the legislative authorities of the municipalities which would participate in the SSTPA. The petition must include: (1) a description of the boundaries of the proposed TPA; (2) proposed uses of the revenue generated; (3) estimated rate(s) for the assessment; and (4) signatures of lodging businesses which would pay 60% or more of the assessment (Please see RCW 35.101.020).

The SSTPA Ratepayer Steering Committee additionally recommends the following draft documents be created and generally supported by City Council committees or members and the majority of potential ratepayers before the above petitions are submitted to the City Clerk's Offices: (1) Inter-local Agreement; (2) SSTDA Charter and Bylaws; (3) model ordinance to be adopted by the proposed Cities of SeaTac, Des Moines and Tukwila.

Which hotels are included in the Seattle Southside Tourism Promotion Area?

This would depend on what, if any, classifications ratepayers propose and the legislative authorities of participating municipalities choose to create. For example, if a classification recommended by hoteliers is chosen under which only properties with 61 or more rooms would be subject to the surcharge, the SSTPA would include 39 hotel properties with 61 or more rooms located within city limits of the City of Tukwila and City of SeaTac.

The TPA Ratepayer Steering Committee further recommends the surcharge would not be imposed on rooms (a) where the occupant has stayed 30 or more days, (b) that are provided by a ratepayer to guests without charge for promotional purposes, or (c) available exclusively to members or guests of members of a private member-owned club or its reciprocal clubs or (d) airline crew contract room nights as is done in other TPAs around the state.

How much will this cost the City?

Nothing. In fact the SSTDA will reduce the City's liability and cost local tax payers nothing.

Who would administer collection of the funds?

The Department of Revenue administers the charge.

How much money is expected to be raised?

Seattle Southside Visitor Services estimates that the SSTPA would generate approximately \$1.5M to \$2.5M depending on the assessment rate. The SSTPA Ratepayer Steering Committee stands firm; funds collected through the SSTPA would not supplant current use of lodging tax used to promote tourism or fund Seattle Southside Visitor Services.

How much have the cities spent on tourism promotion in the past? How does this compare with other cities?

The City of SeaTac's current core contract for tourism promotion services with Seattle Southside from lodging taxes (not the general fund) is approximately \$475,000 annually, with an additional \$245,000 in 2010 and 2011 for special marketing projects. In 2011, the City of Tukwila contributed \$426,000 in program and capital expenses and \$100,000 for overhead expenses to the City's general fund. The City of Kent contributes \$120,000 annually and the City of Des Moines contributes approximately \$18,000, for a total of \$1.384M.

Have other cities or counties implemented similar proposals?

Yes, other West Coast cities such as San Francisco, San Diego, Anaheim and Los Angeles have established dedicated funds for tourism promotion. Other Washington cities and counties have also established tourism promotion areas including Tacoma-Pierce County, Spokane County, Tri-Cities, and City of Yakima with nearby cities, Clark County, Wenatchee and nearby cities. Tourism promotion areas are planned for in several other Washington jurisdictions, as well.

The following table shows total spending on tourism promotion (in millions) by other destination marketing organizations in Washington State, including funds raised through special assessments like the proposed SSTPA.

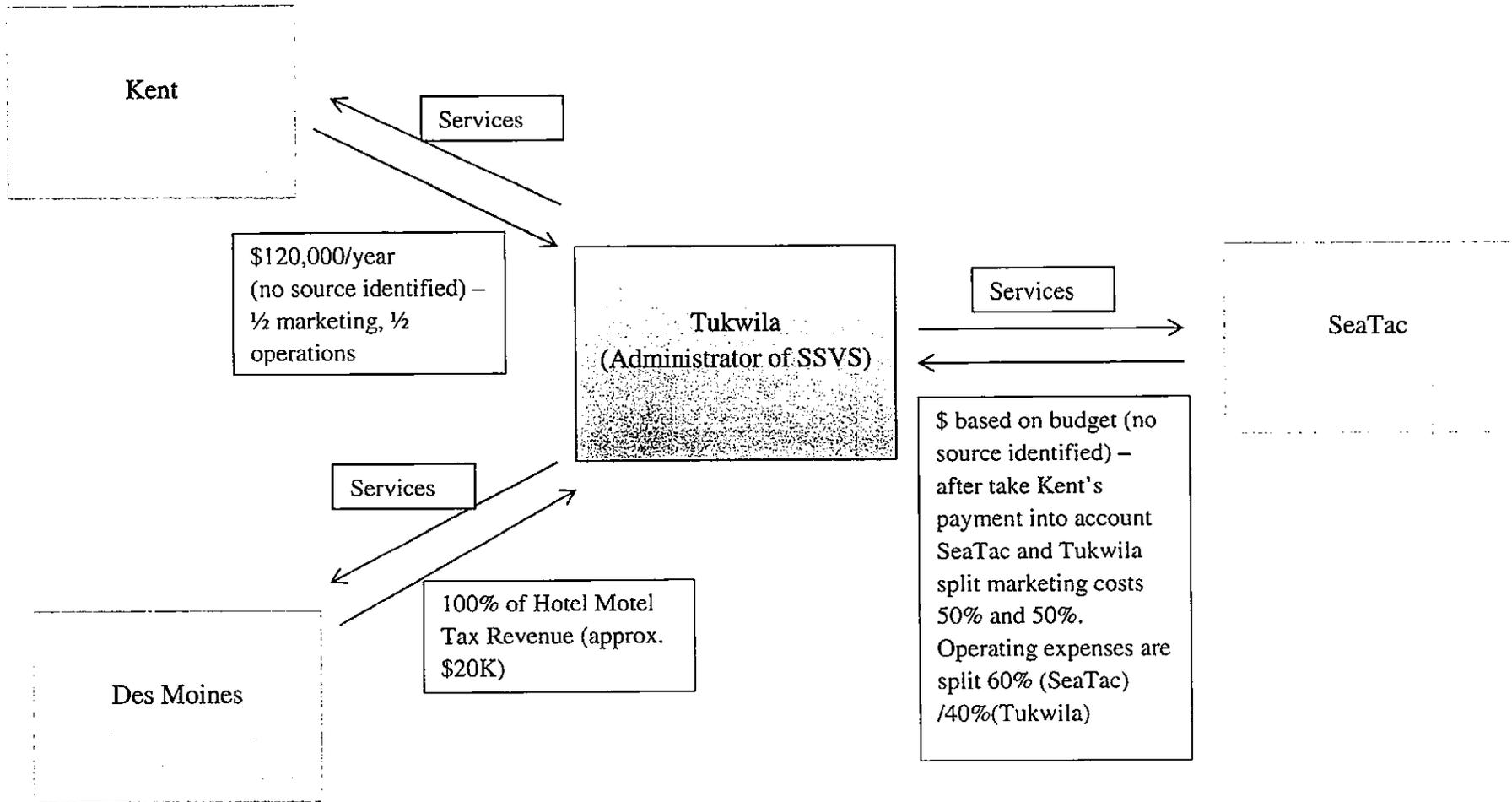
City	Special Tourism Improvement District or Tourism Promotion Funds	Total
Seattle	\$5.5 M	\$14.5M
Tri-Cities	\$1M	\$1.7M
Vancouver/Clark County	\$1M	\$1M
Yakima	\$1M	\$1.8M
Tacoma/Pierce County	\$1M	\$2.3M
Spokane	\$1.7M	\$6.6M
Snohomish County	\$1M	\$1.7M

Other large regional destination marketing competitors within Washington State are funded at 2-3 times the level of the Seattle Southside, despite the fact that the Seattle Southside is home to the second largest grouping of hotels within the state and conveniently located next to Seattle-Tacoma International Airport.

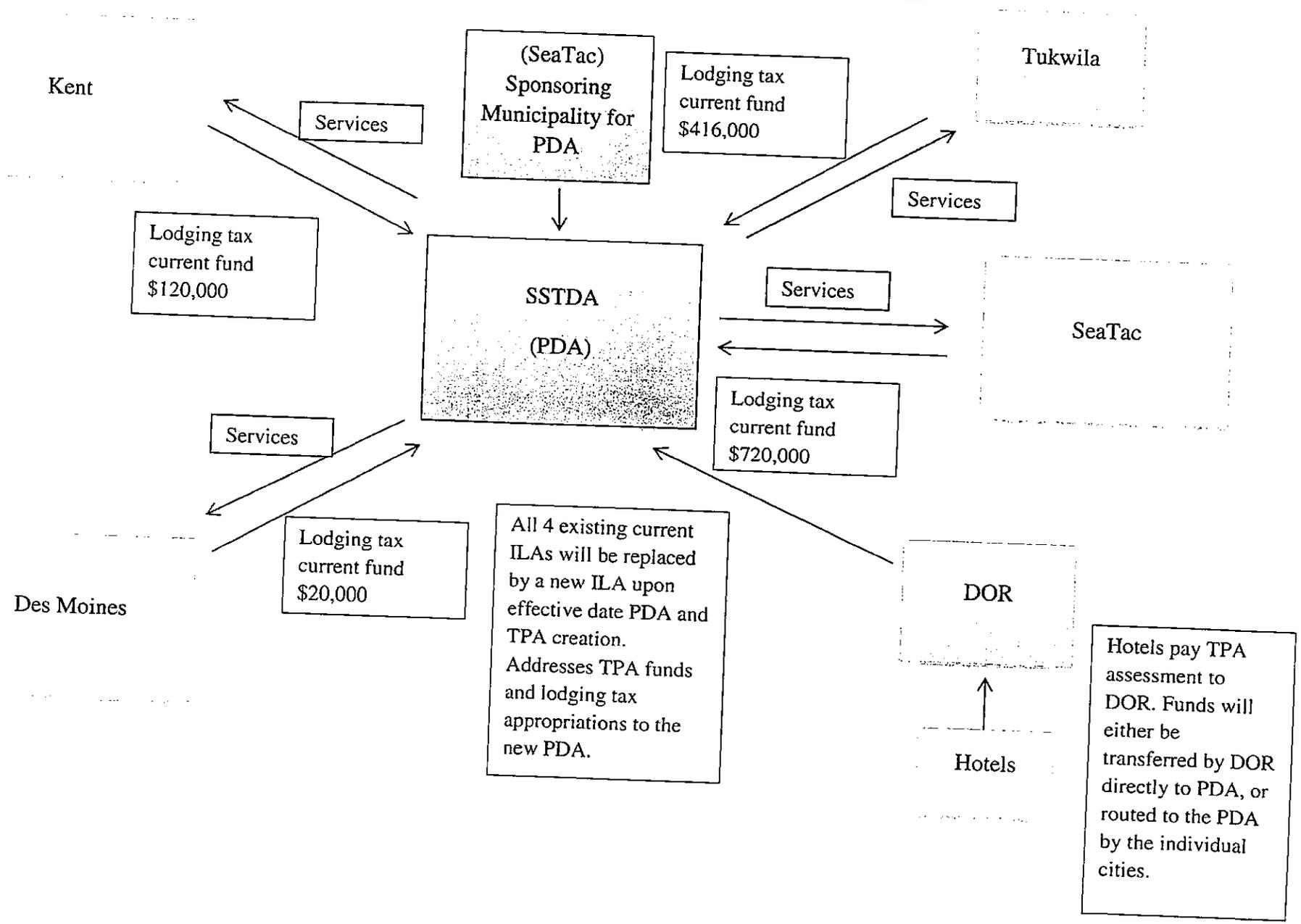
Can the affected hotels request disestablishment or modification of the Seattle Southside Tourism Promotion Area if desired?

Hoteliers can always lobby the legislative authorities of the participating municipalities for an amendment to or modification of the SSTPA once it is established. In order to disestablish a tourism promotion area, the legislative authority of each participating municipality must adopt a resolution expressing intention to disestablish the area and hold a hearing on the issue; however, it appears that once a TPA is established, it is really up to the legislative authorities to make decisions like this, thus, more justification for securing ratepayer autonomy and oversight of these new revenues.

CURRENT REVENUE AND SERVICE STRUCTURE



NEW REVENUE AND SERVICE STRUCTURE
SEATTLE SOUTHSIDE TOURISM DEVELOPMENT AUTHORITY



Hotels pay TPA assessment to DOR. Funds will either be transferred by DOR directly to PDA, or routed to the PDA by the individual cities.

CITY OF DES MOINES 2012 GOALS

Planning, Building & Public Works Department Supporting Actions

FTE = Full Time Employee

TOTAL LEVEL OF RESOURCES

---REQUIRED BY---

---DIVISION INVOLVED (FTES)---

2012 City Council Goals	PBPW Supporting Actions	\$ (GF / Streets)	FTE	\$ (Other)	REQUIRED BY						DIVISION INVOLVED (FTES)							
					1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr	
1. Protect people and property	• Ensure safe construction through plan review, permitting & inspections	\$602K	5.9	\$100K - SWM	NPDES	RCW 19.27, 90.48		Title 12, 14, 18.86, 11.28					4.8				0.6	0.5
	• Reduce traffic collisions and injuries	\$7K							WCIA									X
	• Prevent and eliminate unsafe and unhealthy living conditions	\$22K	0.2							X	0.2				X			X
	• Implement Emergency Management Plan				44CFR, FEMA	RCW 38.52	X	2.36	X		X	X	X	X	X	X	X	X

2012 City Council Goals	PBPW Supporting Actions	\$ (GF / Streets)	FTE	\$ (Other)	1 Fed	2 WA	3 King County	4 DMMC	5 Acpt Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr	
2. Improve economic stability and vitality	• Improve plans, codes, regulations, permitting processes, demographic information	\$121K	0.9		1928 City Planning Act *	RCW 36.70, 35A.63 **	KCOrd 10450 ***	Title 14, 18.84 ****			0.1	0.15	0.25	0.4		X	X	
	• Permit land divisions, alterations, use conditions and review business licenses	\$52K	0.4		1785 Rectangular Survey System	RCW 35A.58, 58.17		Title 17				0.15	0.25			X	X	
	• Review, permit and inspect buildings and improvements	\$73K	0.6			RCW 19.27, 90.48						0.4	0.2			X	X	
	• Redevelop Marina District & Beach Park	\$47K	0.3	\$5K - SWM	*	**	***	****		X	0.1		X	0.2		X		
	• Develop the Des Moines Creek Business Park	\$110K	0.5	\$10K- SWM	*	**	***	**** Titles 12, 18		X	0.1	X	0.2	X	X	X	X	0.2
	• Redevelop Pacific Ridge and Midway	\$32K	0.2		*	**	***	****		X	0.1	X	X	0.1		X	X	
	• Promote the City and improve the City's image			\$5K - SWM						X	X	X	X	X	X	X	X	

2012 City Council Goals	PBPW Supporting Actions	\$ (GF/ Streets)	FTE	\$ (Other)	1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr
3. Maintain the City's infrastructure	<ul style="list-style-type: none"> Provide adequate, well maintained and safe transportation (100 centerline miles), trails (2.75 miles), planters/medians (4.25 miles), surface water systems (80 miles of pipe, 20 miles of ditches, 63 detention & treatment facilities, 3500 catch basins) and parks (27 on 92 acres) facilities 	\$2.069M	9.1	\$525K - SWM	NPDES, MUTCD	RCW 90.48		Titles 10 and 12, 11.28	X	X	0.3				7.1	1.1	0.6
	<ul style="list-style-type: none"> Maintain the public's investments through management, maintenance and reinvestment, e.g., overlays, sign & signal maintenance, bridge inspections 	\$1.025M	4.9	\$247K - SWM					X	X	0.6				3.3	0.6	0.4
	<ul style="list-style-type: none"> Minimize life cycle costs 	\$146K	0.8	\$55K - SWM					X	X	X				0.5	0.2	0.1

2012 City Council Goals	PBPW Supporting Actions	\$ (GF/ Streets)	FTE	\$ (Other)	1 Fed	2 WA	3 King County	4 DMMC	5 Acct Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr
4. Enhance the City's infrastructure.	• Maintain comprehensive plans, development standards & improvement plans	\$86K	0.6	\$15K - SWM									0.1	0.3		X	0.2
	• Approve private development improvements	\$86K	0.7	\$50K - SWM	*	**	***	****					0.2			0.1	0.4
	• Increase level of grants and outside funding	\$25K	0.2	\$10K - SWM	*	**	***	*****		X	0.1			X		X	0.1
	• Manage infrastructure construction	\$145K	1.3	\$90K - SWM				Title 12		X	0.4					0.2	0.7
	• Collaborate on inter-jurisdictional infrastructure planning	\$25K	0.2	\$10K - SWM						X	0.1			X		X	0.1

2012 City Council Goals	PBPW Supporting Actions	\$ (GF Streets)	FTE	\$ Other	1 Fed	2 WA	3 King County	4 DMMC	5 Acct. Prac. WCLA	6 Council Policy	Adm	Bldg	Dev Svc	Plan	PW	SWM Engr	Trans Engr
5. Provide efficient & effective customer-oriented City services	• Maintain & replace equipment in safe & cost effective condition (141 items)	\$436K	1.7	98K - SWM						X					1.7		
	• Maintain, repair & renewal City buildings (27 buildings w/ 108,000 SF)	\$265K	1.2							X					1.2		
	• Provide City Hall phone and walk in reception	\$55K	0.5							X		0.5					
	• Improve internal support services to strengthen ability of departments to more effectively deliver services	\$223K	0.3							X	0.2				0.1		
	• Upgrade information technology and management systems	\$211K	0.2	\$20K - SWM					X	X	0.1				0.1	X	X
	• Improve print, Internet- and cable TV-delivered public information and services	\$51K	0.1	\$5K - SWM	NPDES	RCW 90.48			X	X	0.1	X		X	X	X	X
	• Deliver more customer-oriented services	\$23K		\$5K - SWM					X	X	0.2			X	X	X	X
	• Improve cost effectiveness of City operations	\$37K		\$20K SWM						X	0.2	X		X	X	X	0.1
	• Partner with others			\$5K - SWM					X	X	X	X		X	X	X	X
6. Preserve, enhance, and celebrate the historic elements of the City	• Continued improvement on Beach Park facilities	\$200K		\$5K - SWM						X	X	X	X	X	0.1	X	
	• Way-finding signage	\$40K		5K - SWM	MUTCD						X			X	0.1		X
	• Improvement of roadway systems for easy access to historic locations	\$40K		5K - SWM											X		X
	• Preserve and enhance Des Moines' historic landmarks and cultural resources	\$40K		5K - SWM							X			X	X		

2012 City Council Goals	PBPW Supporting Actions	\$ (GF / Streets)	FTE	\$ (Other)	1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr
7. Encourage community involvement	• Promote community involvement and volunteerism (car wash kits, plantings)		0.1	\$35K - SWM	NPDES	RCW 90.48, 36.70		16.04	X	X			X		X	0.1	X
	• Provide community information in City Currents and on website	\$29K	0.3	\$25K - SWM	NPDES	RCW 90.48, 58.17, 35.22, 35A.63		16.04	X	X	X	X	0.1	X	X	0.1	0.1
	• Survey customers & citizens on service																
8. Enhance livability for all generations	<i>None</i>																
9. Preserve livability for all generations	• Maintain safe, attractive, high-quality neighborhoods, parks & business areas	\$484K	2.8	\$166K - SWM							0.8				2.0		
	• Assist older and low income adults in living independently with minor home repair funding	\$5K	0.1								0.1						
	• Abate nuisance properties	40K									X	X			X		
	• Support safe, quality, active, passive and social recreational opportunities									X				X	X		X

2012 City Council Goals	PBPW Supporting Actions	\$ (GF/ Streets)	FTE	\$ (Other)	1 Fed	2 WA	3 King County	4 DMMC	5 Acct Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr
10. Participate in regional and state issues and decisions	<ul style="list-style-type: none"> Key staff participate in various organizations to keep apprised and add a voice to decisions that impact the City: e.g. SKCEDI, SCATBd, PSRC, AWC, King County Planning & Public Works Directors, WRIA 9, King County Flood Control District 	\$57K	0.3	\$30K - SWM		WSDOT H&LP			X	X	X	X	X	X	X	0.2	0.1
	<ul style="list-style-type: none"> Provide feedback to legislators on House/Senate Bills under consideration 	\$14K	0.1	\$5K - SWM								X			X		X

2012 City Council Goals	PBPW Supporting Actions	\$ (GF/ Streets)	FTE	\$ (Other)	1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr	
11. Protect the natural environment	• Prevent flooding, e.g., pipe, ditches, catch basin	\$15K	1.0	\$160K - SWM	NPDES, FEMA	RCW 90.48		11.08, 14.40	X				0.1		0.2	0.7	X	
	• Protect water quality	\$15K	1.1	\$180K - SWM	NPDES, CWA	RCW 90.48, 90.58, WAC 173-17, 264		11.08, 18.90	X				0.1		0.5	0.5	X	
	• Preserve stream corridors & shorelines	\$30K	0.4	\$40K - SWM		ditto		18.90, 18.86	X				0.2		X	0.2		
	• Review environmental impacts	\$44K	0.3			SEPA, WAC 197-11		18.86, 16.04					0.3	X	X	X	X	
	• Preserve habitat, critical areas, greenbelts, viewpoints and open spaces	\$15K	0.1					18.86					0.1		X	X	X	
	• Clear, grade and fill responsibly	\$39K	0.2					Titles 12 & 18, 14.24					0.2		X			X
	• Manage solid waste and facilitate recycling	\$15K	0.1					7.08, 7.10					0.1		X			
12. Enhance the natural environment	<i>None</i>																	

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Inspection and Permitting Process Update

FOR AGENDA OF: May 17, 2012

ATTACHMENTS:

- 1. Matrix Introduction and Executive Summary (pp1-9 of 114 page report)
- 2. Summary of Matrix Report Top 10 Recommendations.
- 3. Permit Application Review Timelines

DEPT. OF ORIGIN: Planning, Building & Public Works

DATE SUBMITTED: May 10, 2012

CLEARANCES:

- Legal NA
- Finance NA
- Marina N/A
- Parks, Recreation & Senior Services NA
- Planning, Building & Public Works AA
- Police NA
- Courts NA

APPROVED BY CITY MANAGER
FOR SUBMITTAL: AA

Purpose and Recommendation

The purpose of this item is to update the Council on ongoing changes in the Building Inspection and Permitting process. The Building Official will present an overview of a few of the current progress and procedures Planning, Building and Public Works have implemented and/or are in the process of implementing based in part on recommendations from the January 3, 2012 Management Study Report of the Building Division by Matrix Consulting Group.

Background

In early January 2012 Matrix Consulting Group completed its nearly year- long study of the Building Division. In brief, the report stated that the City is providing in-house a comprehensive building permitting function consistent with many best practices within the industry. In general, they found the 6-person Building Division is providing both a comprehensive suite of services to their customers, and a high level of technical expertise which forms a strong base from which to move to the next level in addressing and implementing the report’s recommendations and addressing those areas where customer perception and service reality may not be in alignment. Fifty recommendations were offered as a multi-year plan for guiding changes and process improvements. (Attachment 1) The Department identified the top 10 recommendations from this list, and this action plan was subsequently endorsed by the Council’s Finance and Economic Committee for implementation.(Attachment 2)

Discussion

Four implementation areas will be highlighted:

1. Permit Expiration Warning Notices.

With help from PermitTrax software for tracking building permits of all kinds, the Building Division continues to provide notices to permittees that are approaching expiry within four to six weeks. (Permits are valid for 6 months from either the time of issue or from the date of the last successful inspection.) These notices go out as letters twice each month, on the 15th and the last of the month. Through March 2012 mailing, there have been letters sent regarding 84 permits. For those, 36 inspection requests resulted in successful completion of 32 permits, 12 permits have been extended at the request of permit holders, and 40 of these permits have expired. This practice has several benefits:

- (1) It results in fewer open permits reaching expiry;
- (2) It increases the number of inspections resulting in safer homes and businesses in the City;
- (3) It raises the consciousness of homeowners and business owners that there is a value to the permitting process.

During April there was no mid-month mailing sent due to an increased number of Public Records Requests, increased spring time building activity, and staff furloughs.

2. Processes and Procedures.

The Development Services, Building and Public Works divisions have been working diligently to improve our processes and procedures in order to improve the customer service experience for all persons who use City services and to provide the most cost effective and efficient customer services possible. As of December 1, 2011, customers can set up an inspection on-line, check the results of an inspection on-line, and check the status on a given permit. In May 2012, it is currently our plan to add on-line "over-the-counter" permits as progress continues on the implementation and utilization of the new PermitTrax system. An "I-Pad" based inspection program is also currently being "beta tested" by the field inspection team. This will be demonstrated "live" during the Council meeting.

3. The Matrix Study. Status of recommendation 1, 2, 3, & from the "Top Ten Recommendations".

Item # 1. "The City should implement a permit technician position, in lieu of one of the administrative staff positions, on the front counter to assist the public and review applications as received. Incomplete applications (i.e. – those unable to be reviewed) should be rejected and not accepted." We are currently working on permit submittal forms that can act as checklists for the front counter staff and the customers to use. This is a planned program that will need staffing and other support to implement.

Item #2. "The City should expand the use of technology to enable applicants for trade permits to complete a permit application via the Internet involving all of what is now an over-the-counter transaction." The City has implemented a new PermitTrax system that will allow for many of the Matrix recommendations, as partially discussed in #2 above.

Item #3. "The City should utilize PermitTrax to provide the capacity for the public and for applicants to access data in Permits Plus through the Internet". As will be discussed during the Council meeting, this item is currently underway and in use.

Item #8. “The Building Division should establish formal plan review targets for each type of permit application that differentiate based upon type and size of project.” A “Permit Application Review Timelines” document has been created and is currently in use. (Attachment 3)

4. On-Line PermitTrax Updates.

Staff will discuss the status of the on-line permitting program now entering the “testing” phase. Staff will show and walk through the “Health Point” project which entails entering the on-line PermitTrax system and showing what information the applicant, contractor, customer, etc., can see on-line. They can view the permit application, the permit information, and the permit status. Staff will also show and walk through the benefits of the new on-line inspection reporting system and equipment, discuss and show the “I-pad” inspection module, new “app” for the system, and describe the benefits. This system provides real time reporting of inspections, results and “corrections” if needed.

As an important note, due to increased spring time building activity, staffing levels, and required staff furlough days, progress on these items is now limited.

Summary

Planning, Building and Public Works strives to make positive changes and improve along with the changing times and economy. The Building Division has made real progress in implementing and building on recommendations from the Matrix study. We will continue to improve the processes and procedures within all divisions in order to better serve the community.

Management Study of the Building Division

CITY OF DES MOINES, WASHINGTON

matrix 
consulting group

101 Southpointe Drive, Suite E
Edwardsville, IL 62025
618.692.9085 phone
618.692.9086 fax

January 3, 2012

Attachment 1

1. INTRODUCTION AND EXECUTIVE SUMMARY

This report presents the results of the management review of the Building Division for the City of Des Moines, Washington conducted by the Matrix Consulting Group.

A. PROJECT SCOPE AND OBJECTIVES.

The purpose of the study was to provide assistance to the City in reviewing existing development review practices, policies, procedures, and resources with a focus on developing recommendations to improve the overall services, including customer service, provided by the City to the customers of the Building Division.

In conducting this engagement with the City of Des Moines the project team undertook the following steps:

- Detailed interviews with all staff of the Building Division and selected other staff that routinely interact or coordinate services provided by the Division. In addition, an employee survey was conducted to gather additional input and insight from City staff.
- Conducted data collection to gather relevant information regarding the services provided, the volume of work staff has to manage, and the time frames in which the work is completed;
- Conducted numerous interviews with representatives of the Development Community to fully understand their perceptions of the levels of service provided by the City of Des Moines and to gather their input regarding major areas of opportunity for improvement.
- Performed a best management practices assessment comparing the City's operational practices to key development review best management practices.

These activities enabled the project team to analyze the current performance of duties, the duties assigned and allocated to staff, and the opportunities for improvement

in the customer service arena. The analysis conducted led to the recommendations that are contained in the later chapters of this report.

B. OVERALL SUMMARY.

The City of Des Moines is providing in-house a comprehensive building permitting functions consistent with many best practices within the industry. In reading this report and the listing of recommendations that follow, there are some key points that the reader should be cognizant of as they impact not only the service approach and level provided, but also places recommendations into context. In general, the Building Division is providing both a comprehensive suite of services to their customers, and a high level of technical expertise. This is a strong base from which to move to the next level in addressing and implementing the recommendations within the report, and addressing those areas where perception and reality may not be in alignment.

The background point to keep in mind as reading this report include the following:

- The Building Division is a relatively small operation with only a total of six (6) employees providing all required services. This number includes the Building Official and the administrative support personnel.
- With only three (3) staff dedicated to plan review and inspection activities, it is important to maximize their use and streamline processes so that they are able to devote as much time as possible to actual service provision.
- The listing of recommendations is intended to be a multi-year plan for guiding changes and improvements in the process. With limited staffing, it would not be possible to implement all changes at once – and even if staffing permitted, these should be phased in over time.
- During the conduct of this study, the Building Department reduced headcount from seven (7) to six (6) employees. This reduction occurred in the Building Inspector classification.
- Also during the conduct of this study, the Department was in the process of replacing its old antiquated legacy permitting system with a new software solution; namely, PermitTrax. This new system has greatly expanded capacity

and functionality that was not present in the prior version. There are several recommendations regarding technology utilization within the report, that were not feasible under the old system and staff are planning to implement with the new software. These recommendations are provided to guide implementation and support the efforts underway.

- In addition to serving as the Permit Center, the Building Division front counter staff also serve as the main "reception" area and customer service function for City Hall handling all visitors and general phone calls. This task may consume up to 20% of the time of these individuals and adds an additional level of public interaction and workload not present in most other permit centers.

- The feedback received from prior customers was utilized to develop a comprehensive understanding of the "perception" they held regarding service levels and customer service. While not all perceptions are reality, they do need to be addressed, and the perception changed, in order for the City's Building Division to be viewed as a well-functioning operation. In many cases, this requires additional communication and outreach rather than a change in actual operating practice.

It is also important to note that this study only focused on the building permitting

functions (plan review, processing, and inspection) of the development review process.

The building permitting function is only one component of the overall development

review process – other critical areas include the Planning Department (for land

entitlement issues), and Engineering (infrastructure review). This is specifically

important to note because not all customers when expressing concerns about services

received make the necessary distinction about where issues or concerns with the City

arise – they often focus on the Building Division since this is the typically the final entity

they deal with in the overall process and the one that issues the certificate of

occupancy.

The best practices utilized in this report in evaluating the operations of the

Building Division were derived from a variety of sources including the firm's experience

conducting hundreds of similar studies for other municipal organizations throughout the

United States, recommendations of professional associations, and model practices employed by progressive municipal organizations. They have been modified to ensure compatibility with the regulatory environment present in Washington State and the City of Des Moines and, where necessary, for a smaller building permitting operation.

C. SUMMARY OF RECOMMENDATIONS

The following table summarizes the recommendations contained in the report.

Summary of Recommendations

Section	Recommendation	Priority	Cost / (Saving)
5.1(a)	A significant increase in the dialogue between the City and the Construction Services Industry must be adopted including quarterly training and meetings, newsletters, and frequent outreach for input.	High	n/a
5.1(a)	An annual and ongoing customer satisfaction survey should be conducted by the City.	High	n/a
5.1(a)	The City should institute an email newsletter to increase the level of dialogue with customers that is focused on educating applicants regarding changing policies and procedures, providing educational information regarding code compliance, and discussing available training sessions.	High	n/a
5.1(b)	The City should develop a comprehensive "How to Manual" or "Development Guide" for use by the public and publish this document to the website.	High	n/a
5.1(b)	The guide should include copies of checklists for each phase of the development process, as well as copies of all standard conditions of approval for each department.	High	n/a
5.1(c)	Post common plan check corrections on the City's website to provide guidance to architects and design professionals on the development requirements in the City of Des Moines.	Medium	n/a
5.1(d)	The Building Division should develop a comprehensive manual of code interpretations as developed locally. The manual should be utilized for internal staff training and be posted to the website for use by the development/construction communities.	Medium	n/a

CITY OF DES MOINES, WASHINGTON
Management Study of the Building Division

Section	Recommendation	Priority	Cost / (Saving)
5.2	A quarterly development review training session should be implemented for all staff directly involved in Development Review.	High	n/a
5.2	The specific training topics for each meeting should be developed by staff but could include topics such as: customer service training, review of inter-departmental issues, more in-depth discussion of the role of a specific department, etc.	High	n/a
5.2	A training needs assessment should be conducted for all staff involved in development review. Individual employee training plans should be developed that focus on maintenance of existing certifications / licenses and then expansion of skills.	High	n/a
5.3	The City through the City Manager and the Planning, Building & Public Works Director should provide training to all staff regarding the "focus" of the Department on providing high-quality services in a timely manner.	High	n/a
5.4	Monthly performance reports outlining the percentage of plan reviews and inspections completed within established time frames should be developed, distributed to key administrative and elected officials, and posted to the internet. The report should be broken down by functional review area (i.e. – Building Permits – Residential, Small Commercial, Large Commercial, over the counter permits, etc.). This information should incorporate all components of the integrated review and approval process including Planning and Engineering functions.	High	n/a
5.5	The conditions of approval utilized by all of the divisions and departments in the review of discretionary and administrative permits should be documented and posted to the Department's website.	High	n/a
5.6	Staff comments regarding submissions should be limited to adopted Building Codes or City Council policies and procedures and should provide specific guidance on the change necessary for compliance.	High	n/a
5.7	The City should require all applicants to submit a checklist showing all corrections made in reference to comments received on all resubmittals.	High	n/a

CITY OF DES MOINES, WASHINGTON
Management Study of the Building Division

Section	Recommendation	Priority	Cost / (Saving)
5.7	The City should consider the consistent implementation of resubmittal fee for all applications that require more than two reviews beyond the original review. Application fees should be set at a level that incorporates two reviews within the base fee.	High	n/a
5.8	The Building Division should establish formal plan review targets for each type of permit application that differentiate based upon type and size of project.	High	n/a
5.8	The Department should develop a contingency plan that includes the use of external resources or overtime, when they are unable to complete workload within required timeframes.	Medium	n/a
5.9	The City should develop a handout containing a matrix of who to contract for various issues to assist applicants in appropriately resolving issues.	High	n/a
5.9	Specific individuals (Chief Building Official) should be designated as the ombudspersons for the receipt, review and resolution of all complaints regarding service levels related to code compliance and enforcement issues within their specific areas of responsibility.	High	n/a
5.10	The Chief Building Official should coordinate weekly training of plan review and inspection staff and be responsible for the ongoing quality of the in-house coordination.	Medium	n/a
5.10	The Division must assure that training occurs for each plan check and inspection discipline at least one hour weekly. All employees should be assigned as presenters on a rotating basis.	Medium	n/a
5.10	The City should conduct at least semi-annual training sessions that involve all participants in the development review process (fire, engineering, planning, building, etc.).	Medium	n/a
5.10	At least quarterly, formal meetings should be conducted with the plans review and inspection staff to identify issues that have arisen in the last quarter, discuss options for resolution, and ensure a consistent approach to service provision.	Medium	n/a

CITY OF DES MOINES, WASHINGTON
Management Study of the Building Division

Section	Recommendation	Priority	Cost / (Saving)
5.11	The City of Des Moines should develop a program to encourage and reward staff for achieving the ability to perform multiple trade inspections. The City should implement a classification and salary schedule that encourages and rewards employees for attaining additional trade certifications beyond those required to hold the position.	High	Varies.
5.11	The City of Des Moines should formalize the utilization and deployment of more cross-trained building inspectors to better manage and adjust to changing workloads.	High	n/a
5.12	The scheduling of inspections for Building Inspectors should be modified to enable additional efficiencies by having PermitTrax directly assign requested inspections to the appropriate inspector.	Medium	n/a
5.12	The cut-off time for inspections should be modified from 2:00 p.m. the day before the requested inspections to 6:00 a.m. day off the requested inspection.	High	n/a
5.13	The Division should continue monitoring inspection services timeframes and staffing levels adjusted when less than 95% of inspections are completed within one day of request or when overtime utilization to conduct routine inspections becomes regular and ongoing.	Low	n/a
5.14	Initiate a policy that inspectors do not re-open a construction element previously approved by another building inspector without prior discussion with the Building Official. This policy should discourage surprises or changes to previous field job approvals by building inspectors.	Medium	n/a
5.14	Initiate a policy whereby inspectors do not take issue in public with a plan check approval. If an inspector questions a plan check approval or is concerned about an omission or discrepancy, the building inspector should review it with the plans examiner and if a problem is identified, have the Plans Examiner contact the contractor's architect for a change.	Medium	n/a
5.15	Inspection checklists should be developed and utilized by Building Inspectors to increase consistency. Completed checklists should become a component of the project file.	Medium	n/a
5.15	Inspection checklists should be posted to the City's website for use by customers.	Medium	n/a

Section	Recommendation	Priority	Cost / (Saving)
5.16	The Building Official should periodically ride along with each building inspector – at least one-half day every three months. Additionally, the Lead Inspector should conduct periodic job inspections to evaluate inspectors' performance.	High	n/a
5.17	The Building Division should document official building inspection code interpretations and publish them on the Department's website.	Medium	n/a
5.18	Checklists should be utilized during the intake process to ensure submitted applications are complete. Incomplete applications should not be accepted.	Medium	n/a
5.18	Checklists utilized should be made available on the City's website for use by the public in self-evaluating their own applications in advance.	Medium	n/a
5.18	The City should implement a permit technician position, in lieu of one of the administrative staff positions, on the front counter to assist the public and review applications as received. Incomplete applications (i.e. those unable to be reviewed) should be rejected and not accepted.	High	\$10,000
5.18	The permit technician should be trained to perform simple zoning clearances on building permit applications to streamline the process.	High	n/a
5.19	The City should implement an "expedited" plan review process that for an additional fee (to cover the cost of applicants) provides an expedited review for qualifying applicants.	High	n/a
5.20	The City should adopt a formal cost recovery policy outlining the targeted level of revenues for the building permit function that will be covered by fees. The City should adopt a formal cost recovery policy outlining the targeted level of revenues for the development review function that will be covered by fees.	Medium	n/a
5.20	The City should conduct a formal fee study to ensure that fees are based upon actual costs to process applicants and are established at a level sufficient to meet adopted cost recovery goals. The expected cost of this study would be \$20,000 to \$25,000.	Medium	\$25,000
5.20	The City should consider reserving some portion of permit fees on larger projects to support workload in future years.	High	n/a

CITY OF DES MOINES, WASHINGTON
Management Study of the Building Division

Section	Recommendation	Priority	Cost / (Saving)
5.21(2)	The City of Des Moines should fully implement the comprehensive software package for the Development Review Process and all Departments involved in the Development Review process should be required to utilize the selected system for scheduling, processing, and reporting on work activities. PermitTrax is implemented and contains the modules and functionality to address this and the following recommendations of section 5.21.	High	n/a
5.21(2)	The City should continue its use of PermitTrax to cover the entire development review process.	High	n/a
5.21(3)	All of the departments and divisions should continue to utilize the automated permit information system for all aspects of the development review process.	High	n/a
5.21(3)	Modules, applications and reports should continue to be developed within the automated permit information system to support the work of these departments and divisions.	High	n/a
5.21(3)	The City must ensure all staff are fully trained in the utilization of the PermitTrax software in order for its benefits to be achieved.	High	Unknown
5.21(4)	The City should expand the use of technology to enable applicants for trade permits to complete a permit application via the Internet involving all of what is now an over-the-counter transaction.	High	n/a
5.21(5)	The City should utilize PermitTrax to provide the capacity for the public and for applicants to access data in Permits Plus through the Internet.	High	n/a

The detailed recommendations and background information on each of these recommendations is contained in later sections of this report.

Matrix Study of Building Division Staff-Ranked Top 10 Recommendations

1. Permit Technician

5.18	The City should implement a permit technician position, in lieu of one of the administrative staff positions, on the front counter to assist the public and review applications as received. Incomplete applications (i.e. – those unable to be reviewed) should be rejected and not accepted.
5.18	The permit technician should be trained to perform simple zoning clearances on building permit applications to streamline the process.

2. On Line Permitting

5.21(4)	The City should expand the use of technology to enable applicants for trade permits to complete a permit application via the Internet involving all of what is now an over-the-counter transaction.
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3. On Line Inquiry

5.21(5)	The City should utilize PermitTrax to provide the capacity for the public and for applicants to access data in Permits Plus through the Internet.
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4. Web Posting of Standard Conditions of Approval

5.5	The conditions of approval utilized by all of the divisions and departments in the review of discretionary and administrative permits should be documented and posted to the Department's website.
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5. Web Posting of Code Interpretations

5.17	The Department should document official building inspection and other development code interpretations and publish them on the Department's website.
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6. "How To" Guide

5.1(b)	The City should develop a comprehensive "How to Manual" or "Development Guide" for use by the public and publish this document to the website.
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7. Improved Communications and Annual Surveys

5.1(a)	A significant increase in the dialogue between the City and the Construction Services Industry must be adopted including quarterly training and meetings, newsletters, and frequent outreach for input.
5.1(a)	An annual and ongoing customer satisfaction survey should be conducted by the City.

8. Plan Review Targets and Reporting

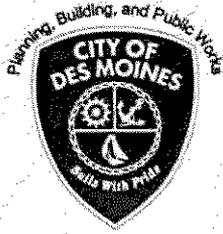
5.8	The Building Division should establish formal plan review targets for each type of permit application that differentiate based upon type and size of project.
5.4	Monthly performance reports outlining the percentage of plan reviews and inspections completed within established time frames should be developed, distributed to key administrative and elected officials, and posted to the internet. The report should be broken down by functional review area (i.e. – Building Permits – Residential, Small Commercial, Large Commercial, over the counter permits, etc.). This information should incorporate all components of the integrated review and approval process including Planning and Engineering functions.

9. Training

5.2	A quarterly development review training session should be implemented for all staff directly involved in Development Review.
5.2	The specific training topics for each meeting should be developed by staff but could include topics such as: customer service training, review of inter-departmental issues, more in-depth discussion of the role of a specific department, etc.
5.3	The City through the City Manager and the Planning, Building & Public Works Director should provide training to all staff regarding the "focus" of the Department on providing high-quality services in a timely manner.
5.10	At least quarterly, formal meetings should be conducted with the plans review and inspection staff to identify issues that have arisen in the last quarter, discuss options for resolution, and ensure a consistent approach to service provision.

10. Permit Fee Management

5.20	The City should consider reserving some portion of permit fees on larger projects to support workload in future years.
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Building Division
 21630 11th Avenue South, Suite D
 Des Moines, WA 98198
 Phone: (206) 870-7576
 www.desmoineswa.gov

BDH-01

PERMIT APPLICATION REVIEW TIMELINES

City of Des Moines' goal is to issue a decision within the time periods listed below. These time periods begin when a complete application is submitted and are extended when additional information is requested by the City. To assist applicants, we are providing the timeframes below for our "target issuance date"- when you can expect a decision on your application, and an "initial comments due" date – when you can expect to receive initial review comments from us.

Permit Type	Initial Comments Due:	Target Issuance Date:
Binding Site Plan	4 weeks	120 days
Critical Area Determination - Administrative	3 weeks	90 days
Land Use Review – Type I	3 weeks	120 days
Land Use Review – Type II	3 weeks	120 days
Land Use Review – Type III	3 weeks	120 days
Land Use Review – Type IV	3 weeks	120 days
Land Use Review – Type V	3 weeks	120 days
Lot Line Adjustment	2 weeks	30 days
Short Plat, Preliminary	3 weeks	90 days
Short Plat, Final	2 weeks	Varies, depending on when submitted
Subdivision, Preliminary	4 weeks	90 days
Subdivision, Final	2 weeks	Varies, depending on when submitted
SEPA Determination	3 weeks	60 days
Shoreline Permits	3 weeks	120 days
Shoreline Exemption	2 weeks	30 days

The City of Des Moines has established the following goals for issuance of the following permits. Re-submittals are moved to the front of the review line ahead of permits which have not had first review and are usually processed well ahead of the published time line.

Permit Type	Comments Due on Initial Submittals	Comments Due On Re-submittals	Target Issuance Date:
Permits Requiring Plan Review: Building, Clearing & Grading & Commercial Electrical, Plumbing, Mechanical			
Single Family, new	4 weeks	3 weeks	7 weeks
Single Family, addition	3 weeks	2 weeks	5 weeks
Single Family, remodel	3 weeks	2 weeks	5 weeks
Multi-family/ commercial, new	6 weeks	4 weeks	10 weeks
Multi-family/ commercial, addition	4 weeks	3 weeks	7 weeks
Multi-family/commercial, remodel or tenant improvement	4 weeks	3 weeks	7 weeks
Sign permits	1 week	1week	2 weeks
Residential Plumbing, Electrical, Mechanical permits- plan review not required	Same day	Same day	Same day
Commercial Plumbing, Electrical, Mechanical permits	2 weeks	2 weeks	2 weeks
Right-of-way or Street Use permits	2 weeks	2 weeks	3 weeks
Gate permit	3 weeks	2 weeks	5 weeks

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Redondo Heights Culvert
Replacement Project – Agreement with Redondo
Heights Condominium

FOR AGENDA OF: May 17, 2012

DEPT. OF ORIGIN: Planning, Building and
Public Works

ATTACHMENTS:

1. Cooperative Agreement with Redondo Heights
2. 2012 SWM CIP Budget
3. Proposed Budget Amendment

DATE SUBMITTED: May 7, 2012

CLEARANCES:

- Legal 16
- Finance ph
- Marina _____ N/A
- Parks, Recreation & Senior Services N/A
- Planning, Building & Public Works TKS
- Police N/A
- Courts _____ N/A

APPROVED BY CITY MANAGER
FOR SUBMITTAL: AT

Purpose and Recommendation

The purpose of this agenda item is to approve the Agreement with the Redondo Heights Condominium Association for their participation with the Redondo Heights Culvert Replacement Project that is scheduled for construction this summer. Authority is also requested to bring an amendment forward to adjust the 2012 SWM CIP project budget to account for additional expenditures as a result of the added work by the Association and a deeper pipe system than was originally budgeted. Staff recommends approving the Agreement with the Association and proceeding to bid the project as soon as possible.

Suggested Motions

First Motion: “I move to approve the Cooperative Agreement with the Redondo Heights Condominium for the replacement of the Association’s culvert as part of the Redondo Heights Culvert Replacement Project and further to authorize the City Manager to sign said agreement substantially in the form as attached.”

Second Motion: “I move to direct Administration to submit a \$190,000.00 CIP budget amendment for the Redondo Heights Culvert Replacement Project.”

Background

The project is for the replacement of a 36-inch corrugated metal stream culvert that is located within the Redondo Heights Condominium parking lot that presently passes below the swimming pool and adjacent to the cabana before connecting to the recently replaced stream culvert system constructed in 2011 along Redondo Way. The project proposes to replace this severely corroded corrugated metal pipe with a new concrete pipe and to relocate the stream culvert around the swimming pool and cabana to Redondo Way. The project will also replace a corroded metal culvert that traverses Redondo Way and connects to the existing stream culvert in the vicinity of the pool. Upon completion of the project, all portions of the stream culvert that is on private property will be placed in a permanent public easement to ensure that maintenance is adequately being done to protect the stream culvert from becoming clogged and debris is being removed at the inlet to this system.

Discussion

The Association intends to replace its portion of the stream culvert that is located on Redondo Heights Condominium property representing 24 percent of the overall project cost. Their share of the cost is estimated at \$108,000 and includes costs that have already been incurred for the design as well as for construction costs and construction inspection. A separate construction schedule of bid items will be used to accurately track the Association's portion of the work. The Association will also be responsible for all cost overruns associated with their part of the work.

Alternatives

The City may decide to not enter into the agreement and construct its portion of the project separately. Doing so may add \$25,000 to \$30,000 to the cost for additional storm culvert to connect the Association's pipe to the relocated public system. Both parties reserve the right to withdraw from this Agreement by written notice.

Financial Impact

There is no financial impact by including the Association's work because the costs for their work will be fully recovered per the Agreement. However, the 2012 SWM CIP does not include the cost or revenue for the Association's portion of the project. The proposed amendment to the SWM CIP shows the Association's contribution of \$118,800 (\$108,000 plus 10%). The requested budget amendment is for \$190,000 to cover the Association's portion of the project (\$118,800) plus additional funding for the City portion of the project in the amount of \$72,200. If approved, the CIP will be amended by ordinance.

Recommendation or Conclusion

Staff also recommends approving the Agreement with the Redondo Heights Association for including their culvert work as a separate construction schedule.

Concurrence

The Association Board has approved the Agreement. The Legal Department has reviewed the Agreement and concurs with its approval.

**COOPERATIVE AGREEMENT BETWEEN
THE CITY OF DES MOINES AND REDONDO HEIGHTS CONDOMINIUM
ASSOCIATION FOR THE
REDONDO HEIGHTS CULVERT REPLACEMENT**

WHEREAS, the City of Des Moines, Washington (hereinafter "City") is undertaking a capital improvement project known as the Redondo Heights Culvert Replacement Project (hereinafter "the Project"); and

WHEREAS, the existing corrugated metal culvert is severely corroded and needs to be replaced; and

WHEREAS, the City of Des Moines intends to replace its portion of the culvert located within a public drainage easement representing approximately 76 percent of the overall cost; and

WHEREAS, the Redondo Heights Condominium Association (hereinafter "Association") intends to replace its portion of the culvert located on Redondo Heights Condominium property representing approximately 24 percent of the overall cost; and

WHEREAS, the Association's share of the project cost is estimated at \$108,000; and

WHEREAS, integrating the Association's work into the City's design and construction of the Project would be more expedient, less expensive, and less disruptive to the public than if the Association undertook this work separately; and

WHEREAS, the City and the Association (individually a "Party" and collectively the "Parties") mutually desire to establish a formal arrangement under which the Association will pay the City in exchange for the City's incorporating the Association's related utility work into the design and construction of the Project; and

WHEREAS, the Parties desire to enter into this Agreement for the purpose of defining their respective rights, obligations, costs, and liabilities regarding this undertaking; and

WHEREAS, the City Council of the City of Des Moines has taken appropriate action for the City's approval of and entry into this Agreement ("Agreement"); and

WHEREAS, the Board of Directors of the Association has taken appropriate action for the Association's approval of and entry into this Agreement;

NOW, THEREFORE, in consideration of the terms, conditions and covenants contained herein, the Parties agree as follows:

TERMS

Section 1. Purpose. The purpose of this Agreement is to establish a formal arrangement under which the Association will pay the City to incorporate the design of the Association's culvert replacement into the Project contract documents and to construct said culvert work in conjunction with the City's design and construction of the Project. The terms, conditions, and covenants of this Agreement shall accordingly be interpreted to advance this purpose. This Agreement further seeks to allocate and define the Parties' respective rights, obligations, costs and liabilities concerning the establishment, operation and maintenance of this undertaking. By signing this agreement, the Association warrants that it has received approval of its members and that all members will be legally and individually bound by the terms of this agreement.

Section 2. Term. This Agreement shall be effective upon execution by the Parties hereto. Unless terminated in accordance with Section 3, or Section 4.H, this Agreement shall remain effective until one of the following events, whichever is later: (a) the Association's written acceptance of and payment for all of the Association's work provided pursuant hereto, or (b) December 31, 2012, in the event the project work has not been commenced. Thereafter, the agreement shall expire automatically. The Parties may at their option renew this Agreement for a mutually agreed upon term by a writing signed by both Parties.

Section 3. Termination. Either Party may terminate this Agreement with or without cause, prior to the commencement of the Association's culvert work ("Association Work"), by providing the other Party with 30 days written notice of its intent to terminate. Termination or expiration shall not alter the Association's payment obligations under Section 6 for services already rendered, as well as for the normal and reasonable costs incurred by the contractor in terminating and closing out the Association's portion of the work, and shall not alter the Parties' obligations under Section 10 of this Agreement.

Section 4. Obligations of the Association. The Association agrees to:

A. Provide periodic payments to the City to reimburse the City for its costs of designing and constructing the Association Work pursuant to Section 6 of this Agreement, and as follows:

1. Engineering/Design

The Association shall reimburse the City \$14,700 for engineering and design to incorporate the design of the Association's Work into the construction plans, specifications, and contract documents for the Project.

2. Bid Process. The Association shall participate in the bid process as follows:

- i. Accept or reject bids on bid items associated with Association Work. The Association Work shall be included as a separate schedule in the contract and include the following bid items:
 - “All pipes, structures, and appurtenances related to the Association’s culvert”
 - “Mobilization”
 - “Property Restoration”
 - “Removal/Abandonment of the existing culvert”
 - “Removal of pavement and new pavement”
 - “Shoring or extra excavation Class B”
 - “Crushed gravel as pavement base material”
 - “Removal and replacement of unsuitable material”
 - “Foundation material”
- ii. Within ten (10) days of receiving the bid tabulation from the City, the Association shall notify the City in writing that the Association either; agrees to proceed with the Association Work, or the Association chooses to complete its work on their own as a separate project.

3. Construction. The Association shall reimburse the City for the City’s actual costs for construction of the Association Work based upon:

- i. Contractor’s bid prices for the Association Work, the actual quantities of work installed, and the final actual costs of construction. The engineer’s estimate for the Association Work, excluding sales tax, is approximately \$81,000.
- ii. All Washington State Sales tax associated with the Association work. This amount will be equal to 9.5% of the total price of the Association Work. Based on the estimated construction cost of \$81,000, the estimated sales tax amount is approximately \$7,695.

B. The Association shall also reimburse the City for the Association’s share for construction engineering, management and inspection services. The Association’s fixed amount of the construction engineering, management and inspection cost is at \$4,750.

C. Respond promptly to information requests submitted by the City or its agents regarding the Association Work.

D. Provide access to the Redondo Heights property for the contractor, the City or its agents during the term of this agreement.

- E. Upon satisfactory completion of the Association's Work, provide written acceptance of the Association Work to the City.
- F. The Association shall notify the City, verbally and in writing, of any disapproval of said work and provide said notification to the Contractor prior to progress payment for said work.
- G. If the Association decides to reject the bid for the Association's bid items, then the Association acknowledges that construction of the Association Work will be processed under a separate contract by the Association. The Association will be responsible only for reimbursing the City costs already incurred under Section 4.A.1.

Section 5. Obligations of the City. The City agrees to:

- A. Incorporate the design of the Association Work into the construction plans, specifications, and contract documents for the Project. The Association Work will be under separate bid items/schedule in such a manner as to allow identification of cost allocations between the Association Work and the Project work.
- B. Assume responsibility for constructing the Association's work in accordance with the plans, specifications, and contract documents, including but not limited to securing all necessary consultants, contractors, and subcontractors. All construction contracts shall be procured through a formal competitive bidding process consistent with applicable State law. The City shall have sole authority to award and manage the construction contract per the terms of this agreement.
- C. Submit to the Association written invoices for payment in accordance with Section 6. Include copies of invoices or other documentation from consultants and/or contractors, and City costs clearly indicating the Association's portion of the invoices.
- D. Assume lead agency status and responsibility for applying for and obtaining any and all regulatory permits and approvals necessary to complete the Project, including but not limited to right-of-way permits and SEPA approvals.
- E. The City shall notify an Association representative of all construction meetings and shall allow the Association representative to participate in all construction meetings.
- F. Respond promptly to information requests submitted by the Association or its representative regarding the Project.
- G. The City shall require the contractor to be responsible for compliance with all applicable federal, state and local statutes, regulations and ordinances regarding safety.

- H. The City shall require the contractor to provide labor and material lien waivers and/or releases in connection with all aspects of the Association Work.

Section 6. Payment Schedule. The Parties agree to the following billing and payment schedule:

- A. The cost incurred by the City to incorporate the Association work design has been pre-determined to be \$14,700. (Section 4.A.1). The Association shall tender payment to the City in the form of a check, money order, or other certified funds in this amount within thirty (30) days of execution of this Agreement.
- B. The cost for construction engineering, management and inspection costs incurred by the City for the Association's work on the Project has been pre-determined to be \$4,750. (Section 4.B). The City shall submit an invoice to the Association for this amount upon physical completion of the Association's Work.
- C. To the extent reasonably possible, the City shall document and tabulate separately the actual quantities of work installed to clearly identify the Association's portion of the Project construction cost for the Association Work. The City will withhold an amount of payment of 5% (retainage) of the contract amount from the contractor until the contractor has provided all labor and material lien waivers and/or releases for the project upon completion of the Project. The City will invoice the Association on a monthly basis for that the portion of the Association work completed (minus the 5% retainage) (Section 4.A.3). Final adjustment of costs shall be delivered to the Association within thirty (30) days of project close out.
- D. Within thirty (30) days of receiving any invoice, the Association shall tender payment to the City in the form of a check, money order or other certified funds for the invoiced amount, except as to any disputed amounts.
- E. In the event that the Parties disagree regarding the Association's share of any expense incurred by the City regarding the Project, the Parties may agree to submit the question for resolution in accordance with the mediation/arbitration clause contained herein.

Section 7. Change Orders and Authorization of Cost Overruns:

- A. Change Orders. The Association shall have the right to approve or reject change orders relating to the Association Work. The City shall have the right to approve or reject change orders relating to the City's work. The Parties shall mutually accept or reject change orders relating to joint work. Any dispute between the Parties as to proportional payment for joint element change orders shall be resolved pursuant to the mediation/arbitration clause contained herein.

B. Cost Overruns. The City is authorized, subject to the limitations of this paragraph, on behalf of the Association to negotiate and approve all unit price over-runs in bid quantities and change orders related to the installation of the Association Work. The Association also authorizes the expenditure by the City of a contingency of up to 10% of the contractor's total price for the Association's bid items for over-runs in bid quantities and change orders associated with the installation of the Association's Work. For any quantity overruns that cause the cost of the Association's Work to exceed the authorized 10% contingency amount, the City will notify the Association in writing requesting a letter of concurrence allowing the City to exceed the 10% contingency before proceeding with the work. The letter will include an explanation of the changed conditions necessitating exceeding the previously approved contingency. A letter of concurrence shall be provided to the City within a reasonable time frame so as to not cause a Project delay. If there is a potential delay due to extra work or a change order, the City will indicate in this notification to the Association along with a time for response required from the Association. The City will include a progress schedule and any change orders for the Association Work with the Association's monthly invoice. In any event and even without a letter of concurrence from the Association, the City is authorized to take any reasonable action and to expend any reasonable amount of money to assure that the Association Work will not interfere or delay the timely completion of the project. Any disputes as to the reasonableness of the City's actions or expenditures for the Association Work will be resolved pursuant to the mediation/arbitration clause contained herein.

Section 8. Ownership and Disposition of Property. Upon completion of the project, the Association agrees to grant a public drainage easement to the City for that portion of the Association work that conveys Redondo creek through the property. The form of the easement agreement ("Easement") shall be approved by both parties, and shall provide for a maximum easement width of ten (10) feet. The Easement shall provide that all future maintenance, repair and replacement of the drainage system shall be the responsibility of the City of Des Moines. All other work constructed under the Project within the property limits of the Redondo Heights Condominiums that is not currently located within an existing public drainage easement or the proposed public drainage easement shall remain the exclusive property of the Association upon completion.

Section 9. Administration: No Separate Entity Created. The City of Des Moines Planning, Building, Public Works Director, or his/her designee, shall serve as the City's administrator of this Agreement. The Association President, or his/her designee, shall serve as the Association's administrator of this Agreement. No separate legal entity is formed by this Agreement.

Section 10. Release, Indemnification and Hold Harmless Agreement. Each party agrees to defend, indemnify and hold the other party, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including all legal costs and attorney fees, arising out of or in connection with the performance of or failure to perform this Contract, including claims for injuries and damages caused by a party's negligence,

breach of contract or intentional acts. The provisions of this section shall survive the expiration or termination of this Contract.

Section 11. Mediation/Arbitration Clause: If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation before a mutually agreed alternative dispute resolution entity or by mediation administered under the American Arbitration Association's Commercial or Construction Rules before resorting to arbitration. The mediator may be selected by agreement of the parties or through the American Arbitration Association. Following mediation, any unresolved controversy or claim arising from or relating to this Agreement or breach thereof shall be settled through binding arbitration which shall be conducted under mutually agreed rules, or under the American Arbitration Association's Commercial or Construction Arbitration Rules. The arbitrator may be selected by agreement of the Parties or through appointment pursuant to the rules of the American Arbitration Association. All fees and expenses for mediation or arbitration shall be borne by the Parties equally. However, each Party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence.

Section 12. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Washington. Appropriate venue is King County.

Section 13. No Employment Relationship Created. The Parties agree that nothing in this Agreement shall be construed to create an employment relationship between the Association and any employee, agent, representative or contractor of the City, or between the City and any employee, agent, representative or contractor of the Association.

Section 14. No Third Party Rights. This Agreement is intended for the sole and exclusive benefit of the parties hereto and no third party rights are created by this Agreement.

Section 15. Notices. Notices to the City shall be sent to the following address:

**City of Des Moines
City Transportation Engineer
21650 11th Avenue So.
Des Moines, WA 98198**

Notices to the Association shall be sent to the following address:

**Redondo Heights Condominium Association
Association Vice-President
Sandy Dowell
28313 Redondo Way South, #104
Des Moines, WA 98198**

Section 16. Integration/Entire Agreement. This document constitutes the entire embodiment of the Agreement between the Parties, and, unless modified in writing by an amendment to this Agreement signed by the Parties hereto, shall be implemented as described above. This Agreement supersedes any oral representations that are inconsistent with or modify its terms and conditions.

Section 17. Non-Waiver. Waiver by any Party of any of the provisions contained within this Agreement, including but not limited to any performance deadline, shall not be construed as a waiver of any other provisions.

Section 18. Amendment. This Agreement may be amended only upon consent of all Parties hereto. Any amendment hereto shall be in writing and shall be ratified and executed by the Parties in the same manner in which it was originally adopted.

Section 19. Severability. If any provision of this Agreement shall be held invalid, the remainder of this agreement shall not be affected thereby.

Section 20. Counterparts. This Agreement shall be effective whether signed by all Parties on the same document or whether signed in counterparts.

Reviewed and approved as authorized by motion of the City of Des Moines City Council on the _____ day of _____, 2012

CITY OF DES MOINES

By: _____
Anthony A. Piasecki, City Manager
Date: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

Des Moines City Attorney

REDONDO HEIGHTS ASSOCIATION

By: Fred Gibbs
Fred Gibbs, Association President
Date: 4/30/2012

REDONDO HEIGHTS ~~SECRETARY~~ TREAS

Kirk Dorman / RHC TREAS.
Date: 4/30/2012



2012-2017 CAPITAL IMPROVEMENT PLAN Surface Water Management

CAPITAL IMPROVEMENT PLAN REQUEST FORM

CATEGORY	Surface Water Management	City Project #	451.818
PROJECT	Redondo Heights Culvert Replacement Project	SWM Project #	
		Project Type:	Improvement
		Council Goals met:	
		Council Objectives met:	
		Project Status	Pre-Design
LOCATION	Redondo Way east of Soundview Drive		
DESCRIPTION:	Replacement of Existing 36-inch and 18-inch pipe with approximately 400 feet of 36-inch pipe and 250 feet of 18-inch pipe.		

EXPENDITURE SCHEDULE

COST ELEMENTS	TOTAL*	FY 09 Act	FY 10 Act	FY 11 Est	FY 11 Amend	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17
ADMINISTRATION	\$ -										
CIP PROJ MANAGEMENT	17,500			7,500	7,500	10,000					
DESIGN	62,000			62,000	62,000						
IMPROVEMENTS	210,000					210,000					
INSPECTION	30,000					30,000					
CONST. ASSISTANCE	20,000					20,000					
	-										
	-										
CONTINGENCY	60,000					60,000					
OTHER	-										
TOTAL	\$ 399,500			\$ 69,500	\$ 69,500	\$ 330,000					

FUNDING SOURCES	TOTAL*	FY 09 Act	FY 10 Act	FY 11 Est	FY 11 Amend	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17
SWM CIP	\$ 399,500	\$ -	\$ -	\$ 69,500	\$ 69,500	330,000					
TOTAL	\$ 399,500	\$ -	\$ -	\$ 69,500	\$ 69,500	\$ 330,000					

*Excludes FY 10 Amd

OPERATING COSTS	TOTAL	FY 10 Act	FY 11 Est	FY 11 Amend	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17
PERSONNEL										
SUPPLIES										
EQUIPMENT										
TOTAL										



2012-2017 CAPITAL IMPROVEMENT PLAN Surface Water Management

CAPITAL IMPROVEMENT PLAN REQUEST FORM

CATEGORY	Surface Water Management	City Project #	451.818
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		Council Goals met:	
		Council Objectives met:	
		Project Status	Pre-Design

EXPENDITURE SCHEDULE											
COST ELEMENTS	TOTAL*	FY 09 Act	FY 10 Act	FY 11 Est	FY 11 Amend	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17
ADMINISTRATION	\$ -										
CIP PROJ MANAGEMENT	17,500			7,500	7,500	10,000					
DESIGN	47,300			62,000	62,000	(14,700)					
IMPROVEMENTS	285,000					285,000					
INSPECTION	30,000					30,000					
CONST. ASSISTANCE	20,000					20,000					
Redondo Heights Assn. Culvert	118,800					118,800					
Permitting	10,900					10,900					
CONTINGENCY	60,000					60,000					
OTHER	-										
TOTAL	\$ 589,500			\$ 69,500	\$ 69,500	\$ 520,000					

FUNDING SOURCES	TOTAL*	FY 09 Act	FY 10 Act	FY 11 Est	FY 11 Amend	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17
SWM CIP	\$ 470,700	\$ -	\$ -	\$ 69,500	\$ 69,500	401,200					
Redondo Heights Assn.						118,800					
TOTAL	\$ 470,700	\$ -	\$ -	\$ 69,500	\$ 69,500	\$ 520,000					

*Excludes FY 10 Amd

OPERATING COSTS	TOTAL	FY 10 Act	FY 11 Est	FY 11 Amend	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17
PERSONNEL										
SUPPLIES										
EQUIPMENT										
TOTAL										

CITY OF DES MOINES 2012 GOALS

Planning, Building & Public Works Department Supporting Actions

FTE = Full Time Employee

TOTAL LEVEL OF RESOURCES

---REQUIRED BY---

---DIVISION INVOLVED (FTES)---

2012 City Council Goals	PBPW Supporting Actions	S (GF / Streets)	FTE	S (Other)	REQUIRED BY						DIVISION INVOLVED (FTES)							
					1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr	
1. Protect people and property	• Ensure safe construction through plan review, permitting & inspections	\$602K	5.9	\$100K - SWM	NPDES	RCW 19.27, 90.48		Title 12, 14, 18.86, 11.28					4.8				0.6	0.5
	• Reduce traffic collisions and injuries	\$7K							WCIA									X
	• Prevent and eliminate unsafe and unhealthy living conditions	\$22K	0.2							X	0.2				X			X
	• Implement Emergency Management Plan				44CFR, FEMA	RCW 38.52	X	2.36	X		X	X	X	X	X	X	X	X

2012 City Council Goals	PBPW Supporting Actions	\$ (GF / Streets)	FTE	\$ (Other)	1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr	
2. Improve economic stability and vitality	• Improve plans, codes, regulations, permitting processes, demographic information	\$121K	0.9		1928 City Planning Act *	RCW 36.70, 35A.63 **	KCOrd 10450 ***	Title 14, 18.84 ****			0.1	0.15	0.25	0.4		X	X	
	• Permit land divisions, alterations, use conditions and review business licenses	\$52K	0.4		1785 Rectangular Survey System	RCW 35A.58, 58.17		Title 17				0.15	0.25			X	X	
	• Review, permit and inspect buildings and improvements	\$73K	0.6			RCW 19.27, 90.48						0.4	0.2			X	X	
	• Redevelop Marina District & Beach Park	\$47K	0.3	\$5K - SWM	*	**	***	****		X	0.1		X	0.2		X		
	• Develop the Des Moines Creek Business Park	\$110K	0.5	\$10K - SWM	*	**	***	**** Titles 12, 18		X	0.1	X	0.2	X	X	X	X	0.2
	• Redevelop Pacific Ridge and Midway	\$32K	0.2		*	**	***	****		X	0.1	X	X	0.1		X	X	
	• Promote the City and improve the City's image				\$5K - SWM					X	X	X	X	X	X	X	X	

2012 City Council Goals	PBPW Supporting Actions	\$ (GF / Streets)	FTE	\$ (Other)	1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr
3. Maintain the City's infrastructure	<ul style="list-style-type: none"> Provide adequate, well maintained and safe transportation (100 centerline miles), trails (2.75 miles), planters/medians (4.25 miles), surface water systems (80 miles of pipe, 20 miles of ditches, 63 detention & treatment facilities, 3500 catch basins) and parks (27 on 92 acres) facilities 	\$2.069M	9.1	\$525K - SWM	NPDES, MUTCD	RCW 90.48		Titles 10 and 12, 11.28	X	X	0.3				7.1	1.1	0.6
	<ul style="list-style-type: none"> Maintain the public's investments through management, maintenance and reinvestment, e.g., overlays, sign & signal maintenance, bridge inspections 	\$1.025M	4.9	\$247K - SWM					X	X	0.6				3.3	0.6	0.4
	<ul style="list-style-type: none"> Minimize life cycle costs 	\$146K	0.8	\$55K - SWM					X	X	X				0.5	0.2	0.1

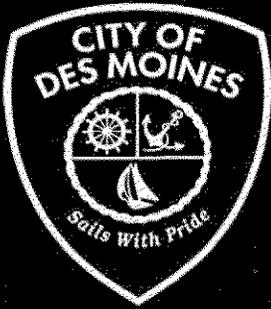
2012 City Council Goals	PBPW Supporting Actions	\$ (GF / Streets)	FTE	\$ (Other)	1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans / Engr
4. Enhance the City's infrastructure.	• Maintain comprehensive plans, development standards & improvement plans	\$86K	0.6	\$15K - SWM		GMA RCW 36.70A							0.1	0.3		X	0.2
	• Approve private development improvements	\$86K	0.7	\$50K - SWM	*	**	***	**** Titles 12, 18					0.2			0.1	0.4
	• Increase level of grants and outside funding	\$25K	0.2	\$10K - SWM	*	**	***	***** RCW 58.17, 35A.58 18.84, Title 17		X	0.1			X		X	0.1
	• Manage infrastructure construction	\$145K	1.3	\$90K - SWM				Title 12		X	0.4					0.2	0.7
	• Collaborate on inter-jurisdictional infrastructure planning	\$25K	0.2	\$10K - SWM						X	0.1			X		X	0.1

2012 City Council Goals	PBPW Supporting Actions	\$ (GF / Streets)	FTE	\$ Other	1 Fed	2 WA	3 King County	4 DMMC	5 Acpt Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans / Engr	
5. Provide efficient & effective customer-oriented City services	• Maintain & replace equipment in safe & cost effective condition (141 items)	\$436K	1.7	98K - SWM						X					1.7			
	• Maintain, repair & renewal City buildings (27 buildings w/ 108,000 SF)	\$265K	1.2							X					1.2			
	• Provide City Hall phone and walk in reception	\$55K	0.5							X		0.5						
	• Improve internal support services to strengthen ability of departments to more effectively deliver services	\$223K	0.3							X	0.2				0.1			
	• Upgrade information technology and management systems	\$211K	0.2	\$20K - SWM						X	X	0.1			0.1	X	X	
	• Improve print, Internet- and cable TV-delivered public information and services	\$51K	0.1	\$5K - SWM	NPDES	RCW 90.48				X	X	0.1	X	X	X	X	X	X
	• Deliver more customer-oriented services	\$23K		\$5K - SWM						X	X	0.2		X	X	X	X	X
	• Improve cost effectiveness of City operations	\$37K		\$20K SWM							X	0.2	X	X	X	X	X	0.1
• Partner with others			\$5K - SWM						X	X	X	X	X	X	X	X	X	
6. Preserve, enhance, and celebrate the historic elements of the City	• Continued improvement on Beach Park facilities	\$200K		\$5K - SWM						X	X	X	X	X	0.1	X		
	• Way-finding signage	\$40K		5K - SWM	MUTCD						X			X	0.1		X	
	• Improvement of roadway systems for easy access to historic locations	\$40K		5K - SWM											X		X	
	• Preserve and enhance Des Moines' historic landmarks and cultural resources	\$40K		5K - SWM								X		X	X			

2012 City Council Goals	PBPW Supporting Actions	\$ (GF / Streets)	FTE	\$ (Other)	1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr
7. Encourage community involvement	• Promote community involvement and volunteerism (car wash kits, plantings)		0.1	\$35K SWM	NPDES	RC W 90.48, 36.70		16.04	X	X			X		X	0.1	X
	• Provide community information in City Currents and on website	\$29K	0.3	\$25K - SWM	NPDES	RCW 90.48, 58.17, 35.22, 35A.63		16.04	X	X	X	X	0.1	X	X	0.1	0.1
	• Survey customers & citizens on service																
8. Enhance livability for all generations	<i>None</i>																
9. Preserve livability for all generations	• Maintain safe, attractive, high-quality neighborhoods, parks & business areas	\$484K	2.8	\$166K - SWM							0.8				2.0		
	• Assist older and low income adults in living independently with minor home repair funding	\$5K	0.1								0.1						
	• Abate nuisance properties	40K									X	X			X		
	• Support safe, quality, active, passive and social recreational opportunities													X	X		X

2012 City Council Goals	PBPW Supporting Actions	\$ (GF / Streets)	FTE	\$ (Other)	1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr
10. Participate in regional and state issues and decisions	<ul style="list-style-type: none"> Key staff participate in various organizations to keep apprised and add a voice to decisions that impact the City: e.g. SKCEDI, SCATBd, PSRC, AWC, King County Planning & Public Works Directors, WRIA 9, King County Flood Control District 	\$57K	0.3	\$30K - - SWM		WSDOT H&LP				X	X	X	X	X	X	0.2	0.1
	<ul style="list-style-type: none"> Provide feedback to legislators on House/Senate Bills under consideration 	\$14K	0.1	\$5K - SWM								X			X		X

2012 City Council Goals	PBPW Supporting Actions	\$ (GF / Streets)	FTE	\$ (Other)	1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr	
11. Protect the natural environment	• Prevent flooding, e.g., pipe, ditches, catch basin	\$15K	1.0	\$160K - SWM	NPDES, FEMA	RCW 90.48		11.08, 14.40	X				0.1		0.2	0.7	X	
	• Protect water quality	\$15K	1.1	\$180K - SWM	NPDES, CWA	RCW 90.48, 90.58, WAC 173-17, 264		11.08, 18.90	X				0.1		0.5	0.5	X	
	• Preserve stream corridors & shorelines	\$30K	0.4	\$40K - SWM		ditto		18.90, 18.86	X				0.2		X	0.2		
	• Review environmental impacts	\$44K	0.3			SEPA, WAC 197-11		18.86, 16.04					0.3	X	X	X	X	
	• Preserve habitat, critical areas, greenbelts, viewpoints and open spaces	\$15K	0.1					18.86					0.1		X	X	X	
	• Clear, grade and fill responsibly	\$39K	0.2					Titles 12 & 18, 14.24					0.2		X			X
	• Manage solid waste and facilitate recycling	\$15K	0.1					7.08, 7.10					0.1		X			
12. Enhance the natural environment	<i>None</i>																	



Community Open House

Marina & Beach Park Development Plan

HELP SHAPE THE FUTURE, the land uses, the development options, and the economic health of the Marina & Beach Park.

Des Moines City Council and the Marina & Beach Park Advisory Committee invite you to share your thoughts and ideas on preliminary Site Development Concepts for the Marina Floor.

Please join in the conversation at our open house on:

Wednesday, May 23, 2012

5 to 7 p.m.

Des Moines Activity Center

2045 S 216th Street

Des Moines, WA 98198

For more information contact Joe Dusenbury at: 206-870-5534 OR jdusenbury@desmoineswa.gov

Des Moines Beach Park Heritage Trail

The Des Moines Beach Park Heritage Trail brings to life Des Moines' rich history.

Councilmember and City Historian Carmen Scott researched and produced the photographic interpretive trail markers. Our City parks and facilities crews built and installed the metal and wood trail posts in July 2011 to coincide with the first Celebrate Des Moines! Festival at Beach Park.

The markers are located along the Marina's north promenade and throughout the Des Moines Beach Park Historic District and will soon to be added at South Marina Park.

The markers highlight different periods in the history and development of Des Moines including the Native American presence, establishment of the sawmill industry, the use of the Beach Park site as a recreational park (1917-1931) and later as Covenant Beach Bible Camp (1931-1986).

Des Moines Beach Park now listed on the National Historic Register is one of the only surviving and the most intact regional representation of the rustic parks and camps.

Thanks to Councilmember Scott, Park Visitors can enjoy a brisk walk and learn more about the many eras of Des Moines and the authentic Swedish church camp buildings identified on markers along the trail.

Councilmember Scott, will you please come forward to receive this award?

CITY OF DES MOINES 2012 GOALS

Planning, Building & Public Works Department Supporting Actions

FTE = Full Time Employee

TOTAL LEVEL OF RESOURCES

---REQUIRED BY---

---DIVISION INVOLVED (FTES)---

2012 City Council Goals	PBPW Supporting Actions	\$ (GF / Streets)	FTE	\$ (Other)	---REQUIRED BY---						---DIVISION INVOLVED (FTES)---							
					1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr	
1. Protect people and property <i>Correct</i>	• Ensure safe construction through plan review, permitting & inspections	\$602K	6.0	\$100K - SWM	NPDES	RCW 19.27, 90.48		Title 12, 14, 18.86, 11.28					4.8				0.6	0.6
	• Reduce traffic collisions and injuries	\$7K							WCIA									X
	• Prevent and <i>Identify</i> eliminate unsafe and unhealthy living conditions	\$22K	0.2							X		0.2				X		X
	• Implement Emergency Management Plan				44CFR, FEMA	RCW 38.52	X	2.36	X		X	X	X	X	X	X	X	X
TOTAL		\$631K	6.2	\$100K							0.2	4.8					0.6	0.6

2012 City Council Goals	PBPW Supporting Actions	\$ (GF/ Streets)	FTE	\$ (Other)	1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr		
2. Improve economic stability and vitality	• Improve plans, codes, regulations, permitting processes, demographic information	\$121K	0.9		1928 City Planning Act *	RCW 36.70, 35A.63, 36.70A, 36.70B **	KCOrd 10450 ***	Title 14, 18.84 ****		X	0.1	0.15	0.25	0.4			X	X	
	• Permit land divisions, alterations, use conditions and review business licenses	\$52K	0.4		1785 Rectangular Survey System	RCW 35A.58, 58.17		Title 17				0.15	0.25				X	X	
	• Review, permit and inspect buildings and improvements	\$73K	0.6			RCW 19.27, 36.70B, 90.48						0.4	0.2				X	X	
	• Redevelop Marina District & Beach Park	\$47K	0.4	\$5K - SWM	*	**	***	****		X	0.1		0.1	0.2			X		
	• Develop the Des Moines Creek Business Park	\$72K	0.5	\$7K - SWM	*	**	***	**** Titles 12, 18		X	0.1	X	0.2	X	X	X	X	X	0.2
	• Redevelop Pacific Ridge and Midway	\$32K	0.3		*	**	***	****		X	0.1	X	0.1	0.1			X	X	
	• Promote the City and improve the City's image				\$5K - SWM					X	X	X	X	X	X	X	X	X	
TOTAL		\$397K	3.1	\$17K							0.4	0.7	1.1	0.7			0.2		

2012 City Council Goals	PBPW Supporting Actions	\$ (GF/ Streets)	FTE	\$ (Other)	1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr
3. Maintain the City's infrastructure	<ul style="list-style-type: none"> Provide adequate, well maintained and safe transportation (100 centerline miles), trails (2.75 miles), planters/medians (4.25 miles), surface water systems (80 miles of pipe, 20 miles of ditches, 63 detention & treatment facilities, 3500 catch basins) and parks (27 on 92 acres) facilities 	\$1.17M	9.1	\$515K - SWM	NPDES, MUTCD	RCW 90.48		Titles 10 and 12, 11.28	X	X	0.3				7.1	1.1	0.6
	<ul style="list-style-type: none"> Maintain the public's investments through management, maintenance and reinvestment, e.g., overlays, sign & signal maintenance, bridge inspections 	\$664K	5.0	\$167K - SWM					X	X	0.6				3.3	0.6	0.5
	<ul style="list-style-type: none"> Minimize life cycle costs 	\$85K	0.8	\$55K - SWM					X	X	X				0.5	0.2	0.1
TOTAL		\$1.919M	14.9	\$737K							0.9				10.9	1.9	1.2

2012 City Council Goals	PBPW Supporting Actions	\$ GF / Streets	FTE	\$ (Other)	1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans / Engr	
4. Enhance the City's infrastructure	• Maintain comprehensive plans, codes, development standards & improvement plans	\$86K	0.7	\$15K - SWM		GMA RCW 36.70A							0.2	0.3		X	0.2	
	• Approve private development improvements	\$86K	0.7	\$50K - SWM	*	**	***	**** Titles 12, 18					0.2				0.1	0.4
	• Increase level of grants and outside funding	\$25K	0.3	\$10K - SWM	*	**	***	***** 18.84, Title 17		X	0.1			X		X		0.2
	• Manage infrastructure construction	\$145K	1.3	\$90K - SWM				Title 12		X	0.4						0.2	0.7
	• Collaborate on inter-jurisdictional infrastructure planning	\$25K	0.2	\$10K - SWM						X	0.1			X			X	0.1
TOTAL		\$367K	3.2	\$175K							0.6		0.4	0.3		0.3	1.6	

2012 City Council Goals	PBPW Supporting Actions	\$ (GF/ Streets)	FTE	\$ Other SWM	1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans/ Engr	
5. Provide efficient & effective customer-oriented City services	• Maintain & replace equipment in safe & cost effective condition (141 items)		1.7	\$98K – SWM \$645K - EQP					X	X					1.7			
	• Maintain, repair & renewal City buildings (27 buildings w/ 108,000 SF)	\$280K	1.2						X	X					1.2			
	• Provide City Hall phone and walk in reception	\$55K	0.5							X		0.5						
	• Improve internal support services to strengthen ability of departments to more effectively deliver services	\$35K	0.3	\$8K – SWM & EQP						X		0.2			0.1			
	• Upgrade information technology and management systems	\$23K	0.2	\$18K- SWM					X	X	0.1		X		0.1	X	X	
	• Improve print, Internet- and cable TV-delivered public information and services	\$13K	0.1	\$7K – SWM	NPDES	RCW 90.48				X	X	0.1	X	X	X	X	X	X
	• Deliver more customer-oriented services	\$23K	0.2	\$5K – SWM					X	X	0.2		X	X	X	X	X	X
	• Improve cost effectiveness of City operations	\$37K	0.3	\$20K SWM						X		0.2	X	X	X	X	X	0.1
	• Partner with others			\$5K					X	X	X	X	X	X	X	X	X	X
TOTAL		\$466K	4.5	\$153K							0.8	0.5			3.1		0.1	

2012 City Council Goals	PBPW Supporting Actions	\$ GF / Streets	FTE	\$ Other	1 Fed	2 WA	3 King County	4 DMCC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans / Engr
6. Preserve, enhance, and celebrate the historic elements of the City	• Continued improvement on Beach Park facilities	\$12K	0.1	\$5K - SWM						X	X	X		X	0.1	X	
	• Way-finding signage	\$5K	0.1	\$5K - SWM	MUTCD					X	X			X	0.1		X
	• Improvement of roadway systems for easy access to historic locations	\$5K		\$5K - SWM						X					X		X
	• Preserve and enhance Des Moines' historic landmarks and cultural resources	\$5K		\$5K - SWM						X	X			X	X		
TOTAL		\$27K	0.2	\$20K											0.2		
7. Encourage community involvement	• Promote community involvement and volunteerism (car wash kits, plantings)		0.1	\$35K SWM	NPDES	RC W 90.48, 36.70		16.04	X	X			X		X	0.1	X
	• Provide community information in City Currents and on website	\$29K	0.3	\$25K - SWM	NPDES	RCW 90.48, 58.17, 35.22, 35A.63 36.70B		16.04	X	X	X	X	0.1	X	X	0.1	0.1
TOTAL		\$29K	0.4	\$60K									0.1			0.2	0.1
8. Enhance livability for all generations	<i>None</i>																

2012 City Council Goals	PBPW Supporting Actions	\$ GF / Streets	FTE	\$ (Other)	1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans / Engr
9. Preserve livability for all generations	• Maintain safe, attractive, high-quality neighborhoods, parks & business areas	\$324K	2.8	\$166K - SWM						X	0.8				2.0		
	• Assist older and low income adults in living independently with minor home repair funding	\$5K	0.1	\$25K - MHR						X	0.1						
	• Abate nuisance properties	\$5K								X	X						
	• Support safe, quality, active, passive and social recreational opportunities									X				X	X		X
TOTAL		\$334K	2.9	\$191K							0.9				2.0		
10. Participate in regional and state issues and decisions	• Key staff participate in organizations to add a voice to decisions that impact the City: e.g. SKCEDI, SCATBd, PSRC, AWC, KC Planning & Public Works Directors, WRIA 9, KC Flood Control District	\$57K	0.3	\$30K - SWM		WSDOT H&LP			X	X	X	X	X	X	X	0.2	0.1
	• Provide feedback on House/Senate Bills	\$14K	0.1	\$5K - SWM						X	X			X		X	0.1
TOTAL		\$71K	0.4	\$35K												0.2	0.2

2012 City Council Goals	PBPW Supporting Actions	\$ GF / Streets	FTE	\$ Other	1 Fed	2 WA	3 King County	4 DMMC	5 Accept Prac/ WCIA	6 Council Policy	Adm	Bld	Dev Svc	Plan	PW	SWM Engr	Trans / Engr	
11. Protect the natural environment	• Prevent flooding, e.g., pipe, ditches, catch basin	\$15K	1.0	\$163K - SWM	NPDES, FEMA	RCW 90.48		11.08, 14.40	X				0.1		0.2	0.7	X	
	• Protect water quality	\$15K	0.9	\$184K - SWM	NPDES, CWA	RCW 90.48, 90.58		11.08, 18.90					0.1		0.5	0.3	X	
	• Preserve stream corridors & shorelines	\$30K	0.4	\$40K - SWM		ditto		18.90, 18.86					0.2		X	0.2		
	• Review environmental impacts	\$44K	0.3			SEPA, RCW 43.21C, 36.70A		18.86, 16.04					0.3	X	X	X	X	
	• Preserve habitat, critical areas, greenbelts, viewpoints and open spaces	\$15K	0.1				RCW 36.70A		18.86				0.1		X	X	X	
	• Clear, grade and fill responsibly	\$39K	0.2					Titles 12, 18 14.24					0.2		X			X
	• Manage solid waste & facilitate recycling	\$15K	0.1					7.08, 7.10					0.1		X			
TOTAL		\$173K	3.0	\$387K									1.1		0.7	1.2		
12. Enhance the natural environment	<i>None</i>																	
	GRAND TOTAL	\$4.414M	38.8	\$1.875M							3.8	6.0	2.6	1.0	17.0	4.4	4.0	
		\$6,289,000									38.8 FTE							