

## AGENDA

DES MOINES CITY COUNCIL  
REGULAR MEETING  
City Council Chambers  
21630 11<sup>th</sup> Avenue South, Des Moines

October 23, 2014 – 7:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CORRESPONDENCE

COMMENTS FROM THE PUBLIC

EXECUTIVE SESSION

BOARD AND COMMITTEE REPORTS/COUNCILMEMBER COMMENTS

PRESIDING OFFICER'S REPORT

ADMINISTRATION REPORT

Item 1: JUDGE VERONICA ALICEA-GALVAN STATE OF THE COURT ADDRESS

CONSENT AGENDA

Page 1 Item 1: APPROVAL OF VOUCHERS

Motion is to approve the payment vouchers and payroll transfers included in the attached list and further described as follows:

Claim Checks: \$1,319,162.45

Payroll Fund Transfers: \$469,997.18

Total Certified Wire Transfers, Voids, A/P and Payroll Vouchers: \$1,789,159.63

Page 3 Item 2: MARINE VIEW DRIVE RECTANGULAR RAPID FLASHING BEACON (RRFB) CROSSWALK IMPROVEMENTS – PHASE 2 CONTRACT

Motion is to approve the Public Works Contract with West Coast Signal, Inc. for the Marine View Drive Rectangular Rapid Flashing Beacon (RRFB) Crosswalk Improvements – Phase 2, in the amount of \$102,675.37, authorize the City Manager to approve a project contingency of \$10,000, bringing the total amount to \$112,675.37, and to authorize the City Manager to sign said contract substantially in the form as submitted.

Page 49 Item 3: INTERLOCAL AGREEMENT BETWEEN THE CITIES OF SEATAC, DES MOINES, COVINGTON AND TUKWILA FOR PLANNING, FUNDING AND IMPLEMENTATION OF A JOINT MINOR HOME REPAIR PROGRAM

Motion is to authorize the City Manager to sign the Interlocal Agreement between the Cities of SeaTac, Des Moines, Covington and Tukwila for the Minor Home Repair Program substantially in the form as submitted.

Page 69 Item 4: BARNES CREEK TRAIL DESIGN-TASK ORDER ASSIGNMENT  
Motion is to approve the Task Order Assignment 2014-03 with KPG for the Barnes Creek Trail 60% Design in the amount of \$447,986.10, authorize a contingency in the amount of \$5,000 and further authorize the City Manager to sign said Task Order substantially in the form as submitted.

Page 97 Item 5: HOLD HARMLESS AGREEMENT BETWEEN THE CITY OF DES MOINES AND MASTER POLICE OFFICER KEVIN MONTGOMERY FOR TRANSFER OF OWNERSHIP OF CANINE "HARLEY"  
Motion is to approve the agreement between the City of Des Moines and Master Police Officer Kevin Montgomery allowing the transfer of ownership of Police Canine Harley for the sum of one dollar and no cents (\$1.00) and to authorize the City Manager to sign the Agreement substantially in the form as submitted.

Page 135 Item 6: EXTENSION OF CONTRACT WITH AMERICAN BUILDING SERVICES FOR JANITORIAL SERVICES IN CITY BUILDINGS  
Motion is to approve the Amendment to the contract with American Building Services for janitorial services for City owned buildings through December 31, 2015 at an estimated cost of \$115,000 and authorize the City Manager to sign the Contract Amendment substantially in the form as submitted.

Page 175 Item 7: COMMERCIAL SEXUAL EXPLOITATION  
Motion is to enact Draft Resolution No. 14-219 supporting the "Buyer Beware" initiative to combat commercial sexual exploitation through comprehensive demand enforcement, deterrence and prevention.

#### **OLD BUSINESS**

Page 183 Item 1: 2015 BUDGET – GENERAL AND STREET FUNDS BUDGET BALANCING STRATEGIES  
Staff Presentation: Finance Director Paula Henderson

Page 187 Item 2: 2015 COMPREHENSIVE PLAN PERIODIC UPDATE  
Staff Presentation: Community Development Manager Denise Lathrop

#### **NEW BUSINESS**

Page 209 Item 1: LAKEHAVEN UTILITY DISTRICT 2014 COMPREHENSIVE WATER SYSTEM PLAN UPDATE (FINAL DRAFT)  
Staff Presentation: SWM Utility Manager Loren Reinhold

Page 239 Item 2: MARINA CAPITAL IMPROVEMENT PLAN – 2015-2020  
Staff Presentation: Harbormaster Joe Dusenbury

Page 249 Item 2(A): Update on the Financial Condition of the Marina  
Staff Presentation: Harbormaster Joe Dusenbury

Page 265 Item 3: 2015-2020 DRAFT MUNICIPAL CAPITAL IMPROVEMENTS (MCI) PLAN  
Staff Presentation: Parks, Recreation & Senior Services Director Patrice Thorell

#### **NEXT MEETING DATE**

November 6, 2014

#### **ADJOURNMENT**

**CITY OF DES MOINES**  
**Voucher Certification Approval**  
**23-Oct-14**  
**Auditing Officer Certification**

Vouchers and Payroll transfers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the City Council.

As of Oct 23, 2014 the Des Moines City Council, by unanimous vote, does approve for payment those vouchers and payroll transfers included in the attached list and further described as follows:

The vouchers below have been reviewed and certified by individual departments and the City of Des Moines Auditing Officer.

<b>Claims Vouchers:</b>	<b>Numbers</b>				<b>Amounts</b>
Total A/P Checks/Vouchers	140858	-	141017	160	1,319,162.45
Electronic Wire Transfers					0.00
<b>Subtotal for this Council Packet</b>					<b>1,319,162.45</b>
Voided Claim Checks this check run:					0.00
Voided Claim Checks from <b>previous</b> check runs					0.00
<b>Total Claims/Wire Transfers/Voids</b>				160	<b>1,319,162.45</b>
<b>Payroll Vouchers:</b>	<b>DISBURSED 10/06/14</b>				<b>Amounts</b>
Payroll Checks	18551	-	18557	= 7	9,956.27
Direct Deposit	400001	-	400157	= 157	300,747.72
Payroll Taxes					71,717.50
Wage/Garnishments					1,066.91
Voids				0	0.00
Electronic Wire Transfers					86,508.78
ICMA 401 Forfeitures					0.00
<b>Total Claims</b>					<b>469,997.18</b>
<b>Total certified Wire Transfers, Voids, A/P &amp; Payroll vouchers for Oct 23, 2014</b>					<b>1,789,159.63</b>

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**AGENDA ITEM**

BUSINESS OF THE CITY COUNCIL  
City of Des Moines, WA

SUBJECT: Marine View Drive Rectangular Rapid Flashing beacon (RRFB) Crosswalk Improvements – Phase 2 Contract

FOR AGENDA OF: October 23, 2014

DEPT. OF ORIGIN: Planning, Building & Public Works

ATTACHMENTS:

DATE SUBMITTED: October 10, 2014

- 1. Public Works Contract
- 2. 2014-2019 Capital Improvement Plan
- 3. MVD Crosswalk Improvements – Phase 1 Agenda Packet (w/o attachments)
- 4. MVD Phase 2 memo – RRFB recommendation
- 5. Wesley Holmes Funding letter

CLEARANCES:

- Legal *[Signature]*
- Finance *[Signature]*
- Marina N/A
- Parks, Recreation & Senior Services N/A
- Planning, Building & Public Works *DJB*
- Police N/A
- Courts N/A

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *[Signature]*

**Purpose and Recommendation**

The purpose of this item is to seek City Council approval of the contract (Attachment 1) with West Coast Signal, Inc. for the Crosswalk Improvements on Marine View Drive at the intersections of South 222<sup>nd</sup> and South 225<sup>th</sup> Streets and South 216<sup>th</sup> Street at 11<sup>th</sup> Avenue South. The following motion will appear on the consent calendar.

**Suggested Motions**

**Motion 1:** “I move to approve the Public Works Contract with West Coast Signal, Inc for the Marine View Drive Rectangular Rapid Flashing Beacon (RRFB) Crosswalk Improvements – Phase 2, in the amount of \$102,675.37 authorize the City Manager to approve a project contingency of \$10,000, bringing the total amount to \$112,675.37, and to authorize the City Manager to sign said contract substantially in the form as submitted.”

## **Background**

In the early 1990's, MVD was improved along with 7<sup>th</sup> Ave South with a large capital project that added/improved sidewalks along the entire downtown stretch of MVD, including marking crosswalks at the unsignalized intersections. Following the project and into the late 1990's and early 2000 years, pedestrian crossing concerns rose to the level that Council directed staff to investigate the corridor with respect to the pedestrian crossing safety. In February of 2003 the City staff at that time presented to Council a MVD Downtown Corridor Pedestrian Crossing Study. The study looked at accidents, vehicle volumes, speeds, and pedestrian crossing volumes. The results of the study and observations of the pedestrian and motorist behavior generally showed that motorists were less likely to stop for pedestrians who did not clearly indicate that they were ready to use the crosswalks. Ultimately, staff at that time did not see a need for or recommend major modifications to the pedestrian treatments in place at that time.

Since the 2003 study, there has been very little change to the MVD pedestrian crosswalks and roadway. Staff has continued to receive occasional complaints in the Engineering and Police Departments regarding pedestrian crossing concerns at the unsignalized intersections along MVD in the downtown. There has been recent discussion and requests for a pedestrian flag program to staff from the Des Moines Senior Advisory Committee. Due to the recent requests for improvements, staff decided to re-visit the MVD crosswalk issues since it had been nearly 10 years since the previous study and in that time there have been some advancements in crosswalk treatment technology used at unsignalized crosswalk locations. The main concern for MVD unsignalized crosswalks centers on the perception that vehicles do not yield for pedestrians waiting to cross. Staff conducted an Open House and Walking Audit in late August of 2012. Following this open house and input from the City's hired consultant, a presentation was made to the City Council on November 1, 2012. Staff presented a short, mid, and long term approach to improving crosswalk operations.

The short-term improvements were completed in late 2012 to add static crosswalk signs, remove some crosswalk markings, trim vegetation, and in spot locations remove trees for sign visibility. Staff then moved forward with the first phase of the mid-term solutions to install Rectangular Rapid Flashing Beacons (RRFB)'s at three of the five unsignalized intersections.

The City Council approved the planned improvements approach and subsequently approved the 2013 – 2018 Capital Improvement Plan which authorized \$120,000 of expenditure authority for 2013. Staff designed in-house the Phase 1 improvements and the intersections of South 219<sup>th</sup>, South 220<sup>th</sup>, and South 226<sup>th</sup> were improved in 2013 within the budget authority (see Attachment 3). For the 2014 – 2019 Capital Improvement Plan (Attachment 2), Council authorized \$155,000 to improve the remaining 2 intersections of 222<sup>nd</sup> and 225<sup>th</sup>. Funding for the Marine View Drive Crosswalk Improvements comes primarily from the Traffic Safety Program which is supported entirely by the excess revenue from the Automated Speed Enforcement program.

During the design of the Phase 2 improvements, staff made the recommendation to continue to utilize RRFB flashers instead of the initially proposed overhead mast arm beacon design (see Attachment 4). The PS&T committee concurred with staff's recommendation at the 9/11/14 meeting.

## **Discussion**

Staff calculated an Engineer's Estimate at \$104,100.00. Staff then solicited price proposals off the Municipal Research and Services Center (MRSC) roster. Staff received two price proposals. The results of those price proposals are shown below:

<u>Contractor Name:</u>	<u>Total:</u>
West Coast Signal, Inc	\$81,606.01
American Electrical Services Inc.	\$88,935.00
Engineer's Estimate	\$104,100.00

Since the bids came in less than the Engineer's estimate, and the Council had previously authorized a total project budget of \$155,000, staff per the City Council concurrence at the 10/2/14 meeting on the Draft Transportation CIP has advanced the South 216<sup>th</sup> Street Crosswalk Improvement at 11<sup>th</sup> Ave South a year early. Staff negotiated with the apparent low quote contractor West Coast Signal, Inc to a mutually agreed price for the additional work at South 216<sup>th</sup> Street and 11<sup>th</sup> Ave South. By doing this staff is able to save approximately \$10,000 by combining the work into a single contract. Additionally, Wesley Homes is contributing \$5,000 towards the 216<sup>th</sup> RRFB improvement as they are a significant user of this crosswalk as it connects their campus on the north and south sides of South 216<sup>th</sup> Street.

## **Alternatives**

Council could direct staff to re-submit for construction quotes at a later time or direct staff not to pursue additional MVD Crosswalk Improvements.

## **Financial Impact**

The costs for this project fall within the approved authorized 2014 expenditures within the approved 2014 – 2019 Transportation Project CIP.

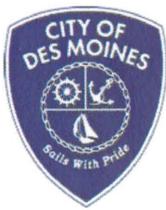
## **Recommendation or Conclusion**

Staff recommends Council approve the Public Works Contract with West Coast Signal, Inc.

## **Concurrence**

Finance, Legal, and Planning, Building, and Public Works concur.

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**PUBLIC WORKS CONTRACT**  
**between City of Des Moines and**  
**West Coast Signal, Inc.**

THIS CONTRACT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between the City of Des Moines, a Washington municipal corporation (hereinafter the "City"), and West Coast Signal, Inc. organized under the laws of the State of Washington, located and doing business at 20111 208<sup>th</sup> Ave SE Renton, WA 98058, (253) 508-6412, and Roger Sherwood (hereinafter the "Contractor").

**CONTRACT**

The parties agree as follows:

**I. DESCRIPTION OF WORK.**

Contractor shall perform the services for the City as specifically described in Exhibit "A" Scope and Schedule of Work, attached hereto and incorporated herein by reference.

Contractor shall provide for and install five(5) solar powered RRFB systems and nine(9) junction boxes. Construction of ten(10) foundations for the RRFB assemblies. Also the removal of approximately 9 square yards of cement concrete sidewalk.

a. Contractor represents that the services furnished under this Contract will be performed in accordance with generally accepted professional practices within the Puget Sound region in effect at the time such services are performed.

b. The Contractor shall provide and furnish any and all labor, materials, tools, equipment and utility and transportation services along with all miscellaneous items necessary to perform this Contract except for those items mentioned therein to be furnished by the City.

c. All work shall be accomplished in a workmanlike manner in strict conformity with the attached plans and specifications including any and all Addenda issued by the City, City Regulations and Standards, other Contract Documents hereinafter enumerated.

In addition, the work shall be in conformance with the following documents which are by reference incorporated herein and made part hereof:

- (i) the Standard Specifications of the Washington State Department of Transportation (WSDOT) (current edition);
- (ii) the American Public Works Association (APWA) (current edition);
- (iii) the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways (current edition);
- (iv) the Standard Plans for Road, Bridge and Municipal Construction (as prepared by the WSDOT/APWA current edition);
- (v) the American Water Works Association Standard (AWWA) (current edition), and;
- (vi) shall perform any changes in the work in accord with the Contract Documents.

d. Any inconsistency in the parts of the Contract and the documents referenced in section I c above shall be resolved by following this order of precedence (e.g., 1 presiding over 2, 2 over 3, 3 over 4, and so forth):

1. Terms and provisions of the Contract
2. Addenda,
3. Proposal Form,
4. Special Provisions, including APWA General Special Provisions, if they are included,
5. Contract Plans,
6. Amendments to the Standard Specifications,
7. WSDOT Standard Specifications for Road, Bridge and Municipal Construction,
8. Contracting Agency's Standard Plans (if any), and
9. WSDOT Standard Plans for Road, Bridge, and Municipal Construction.

**II. TIME OF COMPLETION.** The parties agree that work on the tasks described in Section I above and more specifically detailed in Exhibit A attached hereto will begin immediately upon execution of this Contract. Upon the effective date of this Contract, the Contractor shall complete the work described in Section I within 20 days. If said work is not completed within the time specified, the Contractor agrees to pay the City the sum specified in Section VI - Liquidated Damages of this contract.

**III. COMPENSATION.** The City shall pay the Contractor a total amount not to exceed \$102,675.37, plus any applicable Washington State Sales Tax, for the work and services contemplated in this Contract. If the work and services to be performed as specified in Exhibit A "Scope and Schedule of Work" is for street, place, road, highway, etc. as defined in WAC 458-20-171, then the applicable Washington State Retail Sales Tax

on this contract shall be governed by WAC 458-20-171 and its related rules for the work contemplated in this Contract. The Contractor shall invoice the City monthly. The City shall pay to the Contractor, as full consideration for the performance of the Contract, an amount equal to the unit and lump sum prices set forth in the bid. The Contractor will submit requests for Progress payments on a monthly basis and the City will make progress payment within 45 days after receipt of the Contractor's request until the work is complete and accepted by the City. The City's payment shall not constitute a waiver of the City's right to final inspection and acceptance of the project.

- A. Retainage. The City shall hold back a retainage in the amount of five percent (5%) of any and all payments made to contractor for a period of sixty (60) days after the date of final acceptance, or until receipt of all necessary releases from the State Department of Revenue and the State Department of Labor and Industries and until settlement of any liens filed under Chapter 60.28 RCW. If Contractor plans to submit a bond in lieu of the retainage specified above, the bond must be in a form acceptable to the City and submitted within 30 days upon entering into this Contract, through a bonding company meeting standards established by the City.
- B. Defective or Unauthorized Work. The City reserves its right to withhold payment from Contractor for any defective or unauthorized work. Defective or unauthorized work includes, without limitation: work and materials that do not conform to the requirements of this Contract; and extra work and materials furnished without the City's written approval. If Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the City may complete the work by contract or otherwise, and Contractor shall be liable to the City for any additional costs incurred by the City. "Additional costs" shall mean all reasonable costs, including legal costs and attorney fees, incurred by the City beyond the maximum Contract price specified above. The City further reserves its right to deduct the cost to complete the Contract work, including any Additional Costs, from any and all amounts due or to become due the Contractor. Notwithstanding the terms of this section, the City's payment to contractor for work performed shall not be a waiver of any claims the City may have against Contractor for defective or unauthorized work.
- C. Final Payment: Waiver of Claims. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CONTRACTOR'S CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY CONTRACTOR AS UNSETTLED AT THE TIME FINAL PAYMENT IS MADE AND ACCEPTED.

**IV. INDEPENDENT CONTRACTOR.** The parties understand and agree that Contractor is a firm skilled in matters pertaining to construction and will perform independent functions and responsibilities in the area of its particular field of expertise. Contractor and its personnel, subcontractors, agents and assigns, shall act as independent contractors and not employees of the City. As such, they have no authority to bind the City or control employees of the City, contractors, or other entities. The City's Planning, Building and Public Works Director or his or her designated representative shall have authority to ensure that the terms of the Contract are performed in the appropriate manner.

The Contractor acknowledges that all mandatory deductions, charges and taxes imposed by any and all federal, state, and local laws and regulations shall be the sole responsibility of the Contractor. The Contractor represents and warrants that all such deductions, charges and taxes imposed by law and/or regulations upon the Contractor are, and will remain, current. If the City is assessed, liable or responsible in any manner for those deductions, charges or taxes, the Contractor agrees to indemnify and hold the City harmless from those costs, including attorney's fees.

**V. TERMINATION.** The City may terminate this Contract for good cause. "Good cause" shall include, without limitation, any one or more of the following events:

- A. The Contractor's refusal or failure to supply a sufficient number of properly skilled workers or proper materials for completion of the Contract work.
- B. The Contractor's failure to complete the work within the time specified in this Contract.
- C. The Contractor's failure to make full and prompt payment to subcontractors or for material or labor.
- D. The Contractor's persistent disregard of federal, state or local laws, rules or regulations.
- E. The Contractor's filing for bankruptcy or becoming adjudged bankrupt.
- F. The Contractor's breach of any portion of this Contract.

If the City terminates this Contract for good cause, the Contractor shall not receive any further money due under this Contract until the Contract work is completed. After termination, the City may take possession of all records and data within the Contractor's possession pertaining to this project which may be used by the City without restriction.

**VI. Liquidated Damages.** This section of the Contract shall apply only in the event of a delay in the completion of the work within the timeframe specified in the Contract. This being a Public Works project performed for the benefit of the public, and there being a need for the completion of the project in the time specified in the Contract,

City and Contractor agree that damages for delay in the performance or completion of the work are extremely difficult to ascertain. However, City and Contractor agree that due to the expenditure of public funds for the work specified in this Contract, and the need to provide the work for the benefit of the health, safety and welfare of the public, the failure to complete the work within the time specified in the Contract will result in loss and damage to City. City and Contractor agree that a delay will result in, but not be limited to, expense to the City in the form of salaries to City employees, the extended use of City equipment, delays in other portions of the project on which Contractor is working, increased cost to the City for the project, delays in other projects planned by City, and loss of use and inconvenience to the public.

Although difficult to quantify and ascertain, City and Contractor agree that the sum listed as liquidated damages represents a fair and reasonable forecast of the actual damage caused by a delay in the performance or completion of the work specified in the Contract. In addition, City and Contractor agree that the liquidated damages set forth below are intended to compensate the City for its loss and damage caused by delay. The liquidated damages are not intended to induce the performance of Contractor.

Contractor declares that it is familiar with liquidated damages provisions, and understands their intent and purpose. By signing this Contract, Contractor further declares that it understands the liquidated damages provision of this contract, that it is a product of negotiation, and that it is a fair estimation of the damage and loss that City will suffer in the event of delay.

City and Contractor further agree that the contractor shall not be charged with liquidated damages because of any delays in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including, but not restricted to, acts of God, or of the public enemy, acts of the Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather or delays of subcontractors due to such causes.

City and Contractor agree that for each day beyond the completion date specified in the Contract that the project is not completed, the sum of **\$770.06** shall be deducted from the amount to be paid Contractor and shall be retained by City as damages.

In the event that the Contract is terminated by City for cause pursuant to the general conditions of the contract, this liquidated damages section shall apply, but only to the extent that the contract is delayed. In addition to liquidated damages, City shall be permitted to recover from Contractor the cost of completion of the work if the cost of completion exceeds the original sum of money agreed upon.

**VII. PREVAILING WAGES.** Contractor shall file a "Statement of Intent to Pay Prevailing Wages," with the State of Washington Department of Labor & Industries prior to commencing the Contract work and an Affidavit of prevailing wages paid after completion of the work. The Statement of Intent to Pay Prevailing Wages," shall include Contractor's registration certificate number and the prevailing rate of wage for each classification of workers entitled to prevailing wages under RCW 39.12.020, and the estimated number of workers in each classification. Contractor shall pay prevailing wages in effect on the date the bid is accepted or executed by Contractor, and comply with Chapter 39.12 of the

Revised Code of Washington, as well as any other applicable prevailing wage rate provisions. The latest prevailing wage rate revision issued by the Department of Labor and Industries must be submitted to the City by Contractor. It shall be the responsibility of Contractor to require all subcontractors to comply with Chapter 39.12 RCW and this section of the Contract.

**VIII. Hours of Labor.** Contractor shall comply with the "hours of labor" requirements and limitations as set forth in Chapter 49.28 RCW. It shall be the responsibility of Contractor to require all subcontractors to comply with the provisions of Chapter 49.28 RCW and this section of the Contract. The Contractor shall pay all reasonable costs (such as over-time of crews) incurred by the City as a result of work beyond eight (8) hours per day or forty (40) hours per week. Additional hours beyond a forty (40)-hour workweek will be pro-rated against contractual workdays.

**IX. Compliance with Wage, Hour, Safety, and Health Laws.** The Contractor shall comply with the rules and regulations of the Fair Labor Standards Act, 29 U.S.C. 201 *et seq*, the Occupational Safety and Health Act of 1970, 29 U.S.C. 651, *et seq*, the Washington Industrial Safety and Health Act, Chapter 49.17 RCW, and any other state or federal laws applicable to wage, hours, safety, or health standards.

**X. Days and Time of Work.** Unless otherwise approved by the City, the working hours for this project will be limited to the following hours:

Monday through Friday: 7:00 a.m. to 7:00 p.m.

Saturday, Sunday and Holidays: 8:00 a.m. to 5:00 p.m.

**XI. Workers' Compensation.** The Contractor shall maintain Workers' Compensation insurance in the amount and type required by law for all employees employed under this Contract who may come within the protection of Workers' Compensation Laws. In jurisdictions not providing complete Workers' Compensation protection, the Contractor shall maintain Employer's Liability Insurance in the amount, form and company satisfactory to the City for the benefit of all employees not protected by Workers' Compensation Laws.

The Contractor shall make all payments arising from the performance of this Contract due to the State of Washington pursuant to Titles 50 and 51 of the Revised Code of Washington.

Whenever any work by the Contractor under the authority of this Contract is on or about navigable waters of the United States, Workers' Compensation coverage shall be extended to include United States Longshoreman and harbor worker coverage. The Contractor shall provide the City with a copy of the necessary documentation prior to the start of any activity.

**XII. CHANGES.** The City may issue a written change order for any change in the Contract work during the performance of this Contract. If the Contractor determines, for any reason, that a change order is necessary, Contractor must submit a written change order request to the person listed in the notice provision section of this Contract, section XXII(C), within seven (7) calendar days of the date Contractor knew or should have

known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Contractor's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. However, if the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving either a written change order from the City or an oral order from the City before actually receiving the written change order. If the Contractor fails to require a change order within the time specified in this paragraph, the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the contract work. If the Contractor disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided in subsections A through E of Section XIII, Claims, below.

The Contractor accepts all requirements of a change order by: (1) endorsing it, (2) writing a separate acceptance, or (3) not protesting in the way this section provides. A change order that is accepted by Contractor as provided in this section shall constitute full payment and final settlement of all claims for contract time and for direct, indirect and consequential costs, including costs of delays related to any work, either covered or affected by the change.

**XIII. CLAIMS.** If the Contractor disagrees with anything required by a change order, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Contractor may file a claim as provided in this section. The Contractor shall give written notice to the City of all claims within seven (7) calendar days of the occurrence of the events giving rise to the claims, or within seven (7) calendar days of the date the Contractor knew or should have known of the facts or events giving rise to the claim, whichever occurs first. Any claim for damages, additional payment for any reason, or extension of time, whether under this Contract or otherwise, shall be conclusively deemed to have been waived by the Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Contract.

At a minimum, a Contractor's written claim shall include the information set forth in subsections A, items 1 through 5 below.

**FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM OR CAUSED BY THAT DELAY.**

- A. Notice of Claim. Provide a signed written notice of claim that provides the following information:
1. The date of the Contractor's claim;
  2. The nature and circumstances that caused the claim;
  3. The provisions in this Contract that support the claim;
  4. The estimated dollar cost, if any, of the claimed work and how that estimate was determined; and

5. An analysis of the progress schedule showing the schedule change or disruption if the Contractor is asserting a schedule change or disruption.
- B. Records. The Contractor shall keep complete records of extra costs and time incurred as a result of the asserted events giving rise to the claim. The City shall have access to any of the Contractor's records needed for evaluating the protest.

The City will evaluate all claims, provided the procedures in this section are followed. If the City determines that a claim is valid, the City will adjust payment for work or time by an equitable adjustment. No adjustment will be made for an invalid protest.

- C. Contractor's Duty to Complete Protested Work. In spite of any claim, the Contractor shall proceed promptly to provide the goods, materials and services required by the City under this Contract.
- D. Failure to Protest Constitutes Waiver. By not protesting as this section provides, the Contractor also waives any additional entitlement and accepts from the City any written or oral order (including directions, instructions, interpretations, and determination).
- E. Failure to Follow Procedures Constitutes Waiver. By failing to follow the procedures of this section, the Contractor completely waives any claims for protested work and accepts from the City any written or oral order (including directions, instructions, interpretations, and determination).

**XIV. LIMITATION OF ACTIONS.** CONTRACTOR MUST, IN ANY EVENT, FILE ANY LAWSUIT ARISING FROM OR CONNECTED WITH THIS CONTRACT WITHIN 120 CALENDAR DAYS FROM THE DATE THE CONTRACT WORK IS COMPLETE OR CONTRACTOR'S ABILITY TO FILE THAT CLAIM OR SUIT SHALL BE FOREVER BARRED. THIS SECTION FURTHER LIMITS ANY APPLICABLE STATUTORY LIMITATIONS PERIOD.

**XV. WARRANTY.** Upon acceptance of the contract work, Contractor must provide the City a warranty bond for one year in the amount of the contract value specified in Section III above and in a form acceptable to the City. In the event any defects are found within the first year, the warranty bond shall be extended for an additional year. The Contractor shall correct all defects in workmanship and materials within one (1) year from the date of the City's acceptance of the Contract work. In the event any parts are repaired or replaced, only original replacement parts shall be used—rebuilt or used parts will not be acceptable. When defects are corrected, the warranty for that portion of the work shall extend for one (1) year from the date such correction is completed and accepted by the City. The Contractor shall begin to correct any defects within seven (7) calendar days of its receipt of notice from the City of the defect. If the Contractor does not accomplish the corrections within a reasonable time as determined by the City, the City may complete the corrections and the Contractor shall pay all costs incurred by the City in order to accomplish the correction.

**XVI. DISCRIMINATION.** In the hiring of employees for the performance of work under this Contract or any sub-contract, the Contractor, its sub-contractors, or any person acting on behalf of the Contractor or sub-contractor shall not, by reason of race, religion, color, sex, age, sexual orientation, national origin, or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

**XVII. INDEMNIFICATION.** Contractor shall defend, indemnify and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.

The City's inspection or acceptance of any of Contractor's work when completed shall not be grounds to avoid any of these covenants of indemnification.

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

The provisions of this section shall survive the expiration or termination of this Contract.

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

**No Limitation.** Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

**A. Minimum Scope of Insurance**

Contractor shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the Aggregate Per Project Endorsement ISO form CG 25 03 11 85 or an equivalent endorsement. There shall be no endorsement or modification of the Commercial General Liability insurance for liability arising from explosion, collapse or underground property damage. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing equivalent coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

#### **B. Minimum Amounts of Insurance**

Contractor shall maintain the following insurance limits:

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

#### **C. Other Insurance Provisions**

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

#### **D. Acceptability of Insurers**

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

#### **E. Verification of Coverage**

Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing insurance of the Contractor before commencement of the work.

## **F. Subcontractors**

The Contractor shall have sole responsibility for determining the insurance coverage and limits required, if any, to be obtained by subcontractors, which determination shall be made in accordance with reasonable and prudent business practices.

## **E. Notice of Cancellation**

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation, within two business days of their receipt of such notice.

## **F. Failure to Maintain Insurance**

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

**XIX. WORK PERFORMED AT CONTRACTOR'S RISK.** Contractor shall take all necessary precautions and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the contract work and shall utilize all protection necessary for that purpose. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

**XX. Bond - Separate Payment and Performance Bond Required.** Pursuant to Chapter 39.08 RCW, the Contractor shall, prior to the execution of the Contract, furnish both a performance bond and a payment bond to the City, both in the full amount of the bid with a surety company as surety. The purpose of the bonds is to ensure that the Contractor shall faithfully perform all the provisions of this Contract and pay all laborers, mechanics, and subcontractors and materialmen, and all persons who supply such Contractor or subcontractors with provisions and supplies for the carrying on of such work. Such bonds shall provide that any person or persons performing such services or furnishing material to any subcontractor shall have the same right under the provisions of such bond as if such work, services or material was furnished to the original Contractor. In addition, the surety company providing such bond shall agree to be bound to the laws of the state of Washington, and subjected to the jurisdiction of the state of Washington and the King County Superior Court in any proceeding to enforce the bond. This Contract shall not become effective until said bond is supplied and approved by the Engineer and filed with the City Clerk.

In the event that the Compensation called for in Section III of this Contract is less than \$35,000.00, which sum shall be determined after the addition of applicable Washington State sales tax, the Contractor may, prior to the execution to this contract and in lieu of the above mentioned bond, elect to have the City retain 50% of the contract amount for a

period of either thirty (30) days after final acceptance, or until receipt of all necessary releases from the department of revenue and the department of labor and industries and settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

**XXI. Debarment.** The Contractor must certify that it, and its subcontractors, have not been and are not currently on the Federal or the Washington State Debarment List and if the Contractor or its subcontractors become listed on the Federal or State Debarment List, the City will be notified immediately.

## **XXII. MISCELLANEOUS PROVISIONS.**

A. Non-Waiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained in this Contract, or to exercise any option conferred by this Contract in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect.

### B. Resolution of Disputes and Governing Law.

1. Alternative Dispute Resolution. If a dispute arises from or relates to this Contract 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 JAMS Alternative Dispute Resolution service rules or policies before resorting to arbitration. The mediator may be selected by agreement of the parties or through JAMS. Following mediation, or upon written Contract of the parties to waive mediation, any unresolved controversy or claim arising from or relating to this Contract or breach thereof shall be settled through arbitration which shall be conducted under JAMS rules or policies. The arbitrator may be selected by agreement of the parties or through JAMS. 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.

2. Applicable Law and Jurisdiction. This Contract shall be governed by the laws of the State of Washington. Although the agreed to and designated primary dispute resolution method as set forth above, in the event any claim, dispute or action arising from or relating to this Contract cannot be submitted to arbitration, then it shall be commenced exclusively in the King County Superior Court or the United States District Court, Western District of Washington as appropriate. In any claim or lawsuit for damages arising from the parties' performance of this Agreement, each party shall pay all its legal costs and attorney's fees incurred in defending or bringing such claim or lawsuit, in addition to any other recovery or award provided by law; provided, however, nothing in this paragraph shall be construed to limit the City's right to indemnification under Section XVII of this Contract.

C. Written Notice. All communications regarding this Contract shall be sent to the parties at the addresses listed on the signature page of the Contract, unless notified to the contrary. Any written notice hereunder shall become effective three (3) business days

after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract or such other address as may be hereafter specified in writing.

D. Assignment. Any assignment of this Contract by either party without the written consent of the non-assigning party shall be void. If the non-assigning party gives its consent to any assignment, the terms of this Contract shall continue in full force and effect and no further assignment shall be made without additional written consent.

E. Modification. No waiver, alteration, or modification of any of the provisions of this Contract shall be binding unless in writing and signed by a duly authorized representative of the City and Contractor.

F. Compliance with Laws. The Contractor agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or in the future become applicable to Contractor's business, equipment, and personnel engaged in operations covered by this Contract or accruing out of the performance of those operations.

G. Counterparts. This Contract may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Contract.

H. Business License. Contractor shall comply with the provisions of Title 5 Chapter 5.04 of the Des Moines Municipal Code.

I. Records Retention and Audit. During the progress of the Work and for a period not less than three (3) years from the date of completion of the Work or for the retention period required by law, whichever is greater, records and accounts pertaining to the Work and accounting therefore are to be kept available by the Parties for inspection and audit by representatives of the Parties and copies of all records, accounts, documents, or other data pertaining to the Work shall be furnished upon request. Records and accounts shall be maintained in accordance with applicable state law and regulations.

J. Entire Contract. The written provisions and terms of this Contract, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Contract. All of the above documents are hereby made a part of this Contract. However, should any language in any of the Exhibits to this Contract conflict with any language contained in this Contract, then the order of precedence shall be in accordance with Section I c of this Contract.

K. Severability. If any one or more sections, sub-sections, or sentences of this Contract are held to be unconstitutional or invalid, that decision shall not affect the validity of the remaining portion of this Contract and the remainder shall remain in full force and effect.



City of Des Moines

Marine View Drive RRFB Crosswalk Improvements – Phase 2

S. 222<sup>ND</sup> ST, S. 225<sup>th</sup> ST

Exhibit A

Scope and Schedule of Work

**Marine View Drive  
RRFB Crosswalk Improvements Phase 2**

*Exhibit A: Quote Documents*

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## Advertisement for Quotes

### City of Des Moines Marine View Drive RRFB Crosswalk Improvements -- Phase 2

NOTICE IS HEREBY GIVEN that quotes will be received by, or emailed to, the Engineering Division of the City of Des Moines, Washington, until **4:00 PM, on October 2, 2014** in the Public Works Building, 21650 11th Avenue South, or to [bcarver@desmoineswa.gov](mailto:bcarver@desmoineswa.gov).

#### Marine View Drive RRFB Crosswalk Improvements

Work contemplated to be performed under this contract is as follows:

- Installation of four(4) solar powered RRFB crosswalk systems, including eight(8) foundations, and six(7) junction boxes.
- Removal and replacement of approximately 7 square yards of cement concrete sidewalk.

This is a Public Works Project which is subject to Prevailing Wages. A current City of Des Moines Business License is required for all contractors and subcontractors that perform work under this contract. These licenses shall be in place prior to the issuance of any Notice to Proceed.

#### Project Location:

Marine View Drive South, at the intersections of South 222nd Street and South 225<sup>th</sup> Street.

#### Project Contact:

Please contact Brandon Carver, Project Manager at (206) 870-6543 or [bcarver@desmoineswa.gov](mailto:bcarver@desmoineswa.gov) for any project related questions.

Hard copies of plans and specs are available, contact Brandon Carver.

## Proposal

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### Marine View Drive RRFB Crosswalk Improvements – Phase 2

TO: R. Brandon Carver  
City of Des Moines  
21650 11th Avenue South  
Des Moines, WA 98198

The undersigned Quoter hereby certifies that they have examined the site of all the proposed work under this Contract and that they have read and thoroughly understand the Plans, Specifications and other Contract Documents pertaining to this Contract, that they are fully aware of the construction problems and costs involved, and proposes to perform all work for the following stated prices.

The undersigned Quoter hereby agrees to start construction within ten (10) days after the date stated in the Notice to Proceed, and to complete the contract within **20** working days thereafter. This period shall be known as the "Contract Time" for the purposes of the project.

The project is exempt from retail sales (sewer/water relocation) and use tax per WAC 458-20-171, commonly known as Rule 171. This rule exempts the sale of or charge made for labor and services rendered in respect to building, repairing or improving any street, place, road, highway, easement, right of way, bridge, tunnel or trestle which is owned by a municipal corporation that is used for foot or vehicle traffic. Quoters should note that only the labor and services costs are exempt from the sales tax. Tax for materials need to be included in their respective quote items.

The schedule on the Proposal must be completed, or the Quote shall be considered non-responsive. Basis for award shall be total Quote for all items included in the Proposal.

The Owner will correct obvious mathematical errors in quote proposals.

Unit prices for all items, all extensions and the total amount of bid must be shown. All entries must be typed or entered in ink.

Show unit prices in figures. Where conflict occurs between the unit price and the total amount named for any item, the unit price shall prevail, and totals shall be corrected to conform thereto.

**Proposal – Marine View Drive RRFB Crosswalk Improvements – Phase 2**

ITEM NO.	SECTION	ITEM	ESTIMATED QUANTITY	UNIT	UNIT PRICE	Total Price
1	1-10	Project Temporary Traffic Control	1	LS	\$ 9,476.00	\$ 9,476.00
2	8-05	Miscellaneous Work	1	FA	\$2,000.00	\$2,000.00
3	8-14	Remove and Replace Cement Concrete Sidewalk	7	SY	\$ 671.43	\$ 4,700.01
4	8-20	ELTEC RRFB Systems, Complete	1	LS	\$65,430.00	\$65,430.00

**Total Quote**

**\$ 81,606.01**

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Contract Award shall be based on the lowest total quote above.

**Revised Project Proposal**

On 10/9/14, the proposed contractor and City mutually agreed to an additional Schedule B which includes the installation of an ELTEC RRFB System at the existing crosswalk on South 216<sup>th</sup> Street at 11<sup>th</sup> Avenue South, including 2 additional SY of concrete removal and replacement. (see attached Revised Project Proposal).

**Revised Project Proposal – Marine View Drive RRFB Crosswalk Improvements – Phase 2**

<b>SCHEDULE A – MARINE VIEW DR S AND S 222<sup>ND</sup> ST/S 225<sup>TH</sup> ST</b>						
ITEM NO.	SECTION	ITEM	ESTIMATED QUANTITY	UNIT	UNIT PRICE	Total Price
1	1-10	Project Temporary Traffic Control	1	LS	\$9,476.00	\$9,476.00
2	8-05	Miscellaneous Work	1	FA	\$2,000.00	\$2,000.00
3	8-14	Remove and Replace Cement Concrete Sidewalk	7	SY	\$671.43	\$4,700.01
4	8-20	ELTEC RRFB Systems, Complete	1	LS	\$65,430.00	\$65,430.00

**Total Schedule A \$81,606.01**

<b>SCHEDULE B -11<sup>TH</sup> AVE S AND S 216<sup>TH</sup> ST</b>						
ITEM NO.	SECTION	ITEM	ESTIMATED QUANTITY	UNIT	UNIT PRICE	Total Price
1	8-05	Miscellaneous Work	1	FA	\$1,000.00	\$1,000.00
2	8-20	ELTEC RRFB System, include Traffic Control, Remove and Replace Concrete Sidewalk, Complete	1	LS	\$20,069.36	\$20,069.36

**Total Schedule B \$ 21,069.36**

**Project Total Quote**

**\$ 102,675.37**

Contract Award shall be based on the lowest total quote above.

*Debra Mogensson*  
10/9/14

Non-Collusion Affidavit

CITY OF DES MOINES

STATE OF WASHINGTON )

) ss. Maple Valley

County of King )

Becky Mogensen, being first duly sworn on his oath, says he/she is West Coast Signal, Inc. and that the quote above submitted is a genuine and not a sham or collusive quote, or made in the interest or on behalf of any person not therein named; and he further says that the said Quoter has not directly or indirectly induced or solicited any quoter on the above work or supplies to put in a sham quote, or any other person or corporation to refrain from quoting; and that said Quoter has not in any matter sought by collusion to secure to (her)(him)self an advantage over any other quoter or quoters.

Becky Mogensen
SIGNATURE

Subscribed and sworn to before me this 2 day of October, 2014.

Erin M. Seitz-Wilson
Notary Public in and for the State of Washington,

Residing at Maple Valley
My commission expires 6/30/2018



## Certification of Non-Segregated Facilities

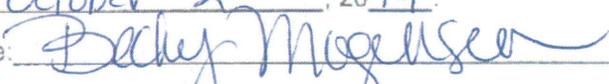
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The Quoter certifies that s/he does not maintain or provide for his/her employees any segregated facilities at any of her/his establishments, and that s/he does not permit her/his employees to perform their services at any locations under her/his control where segregated facilities are maintained. The undersigned certifies further that s/he will not maintain or provide for her/his employees any segregated facilities at any of her/his establishments, and that s/he will not permit her/his employees to perform their services at any location under her/his control where segregated facilities are maintained. The undersigned agrees that a breach of this certification will be in violation of the Equal Opportunity clause set forth in this contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise.

The undersigned agrees that, except where s/he has obtained identical certification from subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that s/he will obtain identical certifications from subcontractors and that s/he will retain such certifications in her/his files.

DATE: October 2, 2014.

Signature: 

Name/Title: Becky Mogensen, President

Contractor Name: West Coast Signal, Inc.

Address: 20111 208th Ave SE

City/State/Zip: Renton, WA 98058

### Statement of Quoter's Qualifications

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Each quoter submitting a proposal on this work shall prepare and submit as part of this quote the following schedule:

1. Name of quoter: West Coast Signal, Inc.
2. Business address and telephone number:  
20111 208th Ave SE  
Renton, WA 98058  
(206) 595-6656
3. How many years has said quoter been engaged in the contracting business under present firm name:  
3 years
4. Contracts now in hand (gross amount):  
\$ 1,900,000.00
5. General character of work performed by said company:  
Installation of traffic signals, pedestrian crosswalks, street/parking lot lighting,  
red light enforcement cameras and signing.
6. List of more important projects constructed by said company, including approximate costs and dates:  
Red Light Camera Install, Renton \$136,550 8/4/14  
Signal Mod Evergreen Way/Peck's Drive, Everett \$123,100 8/1/14  
Citywide Safety Improvements, Shoreline \$105,800 6/6/14  
Town Center Stormwater Facility, Mountlake Terrace \$40,300 5/16/14  
School Zone Speed Enforcement Cameras, Renton \$233,090 1/14/14

7. List of company's major equipment:

Auger Truck

Manlift

Mini Excavators

Service Trucks, arrow board, air compressor

8. Bank references:

Columbia Bank - Maple Valley Branch

23924 225th Way SE, Maple Valley, WA 98038

Merilee Welch (425) 413-8200

9. Dept. of Labor and Industries' firm number:

223,621-00

10. Dept. of Revenue registration number:

603 149 602

Name of Quoter: West Coast Signal, Inc.

By: Becky Mogensen

Title: President

Date: 10/2/2014





## 2014 - 2019 CAPITAL IMPROVEMENT PLAN Transportation CIP Fund

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	Transportation	<b>PROJECT NO.</b>	319.607
<b>PROJECT</b>	Marine View Drive Crosswalk Improvements	<b>Project Type:</b>	Improvement
<b>LOCATION</b>	Marine View Drive in the Downtown	<b>Council Goals met:</b>	_____
<b>DESCRIPTION:</b>	Install signing and Rectangular Rapid Flashing Beacons and overhead crossing signs.	<b>Council Objectives met:</b>	_____
		<b>Project Status</b>	_____

EXPENDITURE SCHEDULE											
COST ELEMENTS	TOTAL*	FY 11 Act	FY 12 Act	FY 13 Est	FY 13 Amend	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
ADMIN (CITY STAFF)	\$ 20,000		\$ -	\$ 10,000	\$ 10,000	\$ 10,000					
CIP PROJ MANAGEMENT	-										
DESIGN / ENGINEERING	20,000			10,000		10,000					33
LAND	-										
BUILDINGS	-										
IMPROVEMENTS	207,666		666	87,000	114,334	120,000					
INSPECTION	11,000			1,000	10,000	10,000					
CONTINGENCY	5,000					5,000					
UTILITY UNDERGROUNDING	-										
OTHER - PERMIT	-										
<b>TOTAL</b>	<b>\$ 263,666</b>		<b>\$ 666</b>	<b>\$ 108,000</b>	<b>\$ 134,334</b>	<b>\$ 155,000</b>					

FUNDING SOURCES	TOTAL*	FY 11 Act	FY 12 Act	FY 13 Est	FY 13 Amend	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Traffic Safety Program (ASE)	\$ 167,499		\$ 666	\$ 86,833	\$ 100,000	\$ 80,000					
Transportation CIP Fund	96,167			21,167	34,334	75,000					
<b>TOTAL</b>	<b>\$ 263,666</b>		<b>\$ 666</b>	<b>\$ 108,000</b>	<b>\$ 134,334</b>	<b>\$ 155,000</b>					

\*Excludes FY 13 Amd



**2014 - 2019 CAPITAL IMPROVEMENT PLAN  
Transportation CIP Fund**

**CAPITAL IMPROVEMENT PLAN  
REQUEST FORM**

<b>CATEGORY</b>	Transportation	<b>PROJECT NO.</b>	<u>319.607</u>
<b>PROJECT</b>	Marine View Drive Crosswalk Improvements	<b>Project Type:</b>	<u>Improvement</u>
<b>LOCATION</b>	Marine View Drive in the Downtown	<b>Council Goals met:</b>	<u>                    </u>
		<b>Council Objectives met:</b>	<u>                    </u>
		<b>Project Status</b>	<u>                    </u>

**JUSTIFICATION:** The existing unsignalized crosswalks on Marine View Drive would be enhanced with pedestrian actuated flashers. National studies have shown vehicle yield compliance increases to above 80% when actuated flashing warning lights are used. The City has received concerns that vehicles yielding to pedestrians in the crosswalks is too low.

**SCOPE OF WORK:** The project involves in-house design using existing City staff in the development of plans, specifications, and estimates for the described work. Construction will

## A G E N D A I T E M

### BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Contract Award for Marine View Drive Crosswalk Enhancements

FOR AGENDA OF: July 25, 2013

ATTACHMENTS:

1. Public Works Contract
2. November 1, 2012 City Council Agenda Packet – Improvement Recommendations for Marine View Drive Crosswalks w/o attachments
3. 2013-2018 CIP Budget Worksheet

DEPT. OF ORIGIN: Planning, Building & Public Works

DATE SUBMITTED: July 15, 2013

CLEARANCES:

- Legal PB
- Finance PL
- Marina N/A
- Parks, Recreation & Senior Services N/A
- Planning, Building & Public Works DJB
- Police N/A
- Courts N/A

APPROVED BY CITY MANAGER  
FOR SUBMITTAL: AI

#### Purpose and Recommendation

The purpose of this item is to seek City Council approval of the contract (Attachment 1) with West Coast Signal, Inc for Marine View Drive Crosswalk Enhancements at the intersections of South 219<sup>th</sup>, South 220<sup>th</sup>, and South 226<sup>th</sup> Streets. The following motion will appear on the consent calendar.

#### Suggested Motion

**Motion 1:** “I move to approve the Public Works Contract with West Coast Signal, Inc for the Marine View Drive Rectangular Rapid Flashing Beacon (RRFB) Crosswalk Improvements, in the amount of \$87,153.39, authorize a project contingency in the amount of \$9,000, and authorize the City Manager to sign said contract substantially in the form as submitted.”

#### Background

In the early 1990's, MVD was improved along with 7<sup>th</sup> Ave South with a large capital project that added/improved sidewalks along the entire downtown stretch of MVD, including marking crosswalks at the unsignalized intersections. Following the project and into the late 1990's and early 2000 years, pedestrian crossing concerns rose to the level that Council directed staff to investigate the corridor with respect to the pedestrian crossing safety. In February of 2003 the City staff at that time presented to Council a MVD Downtown Corridor Pedestrian Crossing Study. The study looked at accidents, vehicle

volumes, speeds, and pedestrian crossing volumes. The results of the study and observations of the pedestrian and motorist behavior generally showed that motorists were less likely to stop for pedestrians who did not clearly indicate that they were ready to use the crosswalks. Ultimately, staff at that time did not see a need for or recommend major modifications to the pedestrian treatments in place at that time.

Since the 2003 study, there has been very little change to the MVD pedestrian crosswalks and roadway. Staff has continued to receive occasional complaints in the Engineering and Police Departments regarding pedestrian crossing concerns at the unsignalized intersections along MVD in the downtown. There has been recent discussion and requests for a pedestrian flag program to staff from the Des Moines Senior Advisory Committee. Due to the recent requests for improvements, staff decided to re-visit the MVD crosswalk issues since it had been nearly 10 years since the previous study and in that time there have been some advancements in crosswalk treatment technology used at unsignalized crosswalk locations. The main concern for MVD unsignalized crosswalks centers around the perception that vehicles do not yield for pedestrians waiting to cross. Staff conducted an Open House and Walking Audit in late August of 2012. Following this open house and input from the City’s hired consultant, a presentation was made to the City Council on November 1, 2012 (see attachment 2). Staff presented a short, mid, and long term approach to improving crosswalk operations. The City Council approved the planned improvements approach and subsequently approved the 2013 – 2018 Capital Improvement Plan (Attachment 3) which authorized \$120,000 of expenditure authority for 2013. Funding for the Marine View Drive Crosswalk Improvements comes primarily from the Traffic Safety Program which is supported entirely by the revenue from the Automated Speed Enforcement program.

The short-term improvements to add static crosswalk signs, remove some crosswalk markings, trim vegetation, and in spot locations remove trees for sign visibility were completed in late 2012. Staff is now moving forward with the first phase of the mid-term solutions to install Rectangular Rapid Flashing Beacons (RRFB)’s at three of the five unsignalized intersections. The second phase of the mid-term solutions, which is to install overhead crossing signs, is scheduled to occur in 2014 or 2015 depending on the availability of funds.

**Discussion**

With the addition of the Engineering Technician position in February 2013, Engineering Services staff was able to begin design of Phase 1 of the three Crosswalk Improvements in-house and complete the design in mid-June. Staff calculated an Engineer’s Estimate at \$90,750. Staff then solicited price proposals from 5 reputable contractors via the Municipal Research and Services Center (MRSC) roster. The results of those price proposals are shown below:

<u>Contractor Name:</u>	<u>Total:</u>
West Coast Signal, Inc	\$87,153.39
American Electrical Services Inc.	\$105,119.00
R.W. Scott Construction Co.	Did Not Submit
Thompson Electrical Constructors, Inc.	Did Not Submit
Totem Electric	Did Not Submit
 Engineer’s Estimate	 \$90,750.00

The prices shown include 9.5% sales tax. The three companies solicited who chose not to submit a price proposal cited existing work loads at this time which would limit their ability to complete the work in a timely matter.

**Alternatives**

Council could direct staff to re-submit for construction quotes at a later time this year or direct staff not to pursue additional MVD Crosswalk Improvements.

**Financial Impact**

The costs for this project are within the authorized 2013 expenditures in the adopted 2013 – 2018 Transportation Project CIP.

**Recommendation or Conclusion**

Staff recommends Council approve the Public Works Contract with West Coast Signal, Inc.

**Concurrence**

Finance, Legal, and Planning, Building, and Public Works concur.

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## Engineering Services

**DATE:** August 13, 2014

**TO:** Dan Brewer, P.E., Planning, Building and Public Works Director

**FROM:** R. Brandon Carver, P.E., P.T.O.E., Engineering Services Manager *RBC 8/13/14*

**SUBJECT:** Marine View Drive – South 222<sup>nd</sup> and South 225<sup>th</sup> RRFB recommendation

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### Background

In the early 1990's, MVD was improved along with 7<sup>th</sup> Ave South with a large capital project that added/improved sidewalks along the entire downtown stretch of MVD, including marking crosswalks at the unsignalized intersections. Following the project and into the late 1990's and early 2000 years, pedestrian crossing concerns rose to the level that Council directed staff to investigate the corridor with respect to the pedestrian crossing safety. In February of 2003 the City staff at that time presented to Council a MVD Downtown Corridor Pedestrian Crossing Study. The study looked at accidents, vehicle volumes, speeds, and pedestrian crossing volumes. The results of the study and observations of the pedestrian and motorist behavior generally showed that motorists were less likely to stop for pedestrians who did not clearly indicate that they were ready to use the crosswalks. Ultimately, staff at that time did not see a need for or recommend major modifications to the pedestrian treatments in place at that time.

Since the 2003 study, there has been very little change to the MVD pedestrian crosswalks and roadway. Staff has continued to receive occasional complaints in the Engineering and Police Departments regarding pedestrian crossing concerns at the unsignalized intersections along MVD in the downtown. There has been recent discussion and requests for a pedestrian flag program to staff from the Des Moines Senior Advisory Committee. Due to the recent requests for improvements, staff decided to re-visit the MVD crosswalk issues since it had been nearly 10 years since the previous study and in that time there have been some advancements in crosswalk treatment technology used at unsignalized crosswalk locations. The main concern for MVD unsignalized crosswalks centers around the perception that vehicles do not yield for pedestrians waiting to cross. Staff conducted an Open House and Walking Audit in late August of 2012. Following this open house and input from the City's hired consultant, a presentation was made to the City Council on November 1, 2012. Staff presented a short, mid, and long term approach to improving crosswalk operations. The City Council approved the planned improvements approach and subsequently approved the 2013 – 2018 Capital Improvement Plan which authorized \$120,000 of expenditure authority for 2013. Funding for the Marine View Drive Crosswalk Improvements comes

primarily from the Traffic Safety Program which is supported entirely by revenue from the Automated Speed Enforcement program.

The short-term improvements to add static crosswalk signs, remove some crosswalk markings, trim vegetation, and in spot locations remove trees for sign visibility were completed in late 2012.

In 2013, staff completed an in-house design for three of the five unsignalized intersections on MVD (219<sup>th</sup>, 220<sup>th</sup>, and 226<sup>th</sup>) consisting of solar powered Rapid Rectangular Flashing Beacons (RRFB). Construction was completed on-time and under budget in late summer. The pedestrian activated lights have improved driver compliance. As part of the 2014 – 2019 Capital Improvement Plan, Council authorized \$155,000 for phase 2 improvements at South 222<sup>nd</sup> Street and South 225<sup>th</sup> Street. Initially the phase 2 improvements visualized at these two intersections were the implementation of overhead pedestrian beacons installed over both crosswalks at each intersection.

As staff was developing the initial plans for the two intersections, there were a couple of issues encountered:

- 1) It became clear that if overhead beacons were to be used, each side of the mast arm would need beacon displays in order to accommodate the visibility need for side street vehicles at each intersection.
- 2) It also became clear that on the non-strain pole corner, there would still need to be installed a push button on a Type 1 style pole with crosswalk warning signs attached. This led to further discussion about whether or not a side mounted flashing beacon should accompany the warning signs.

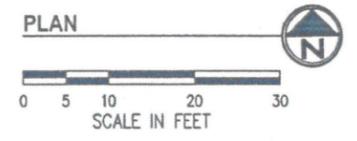
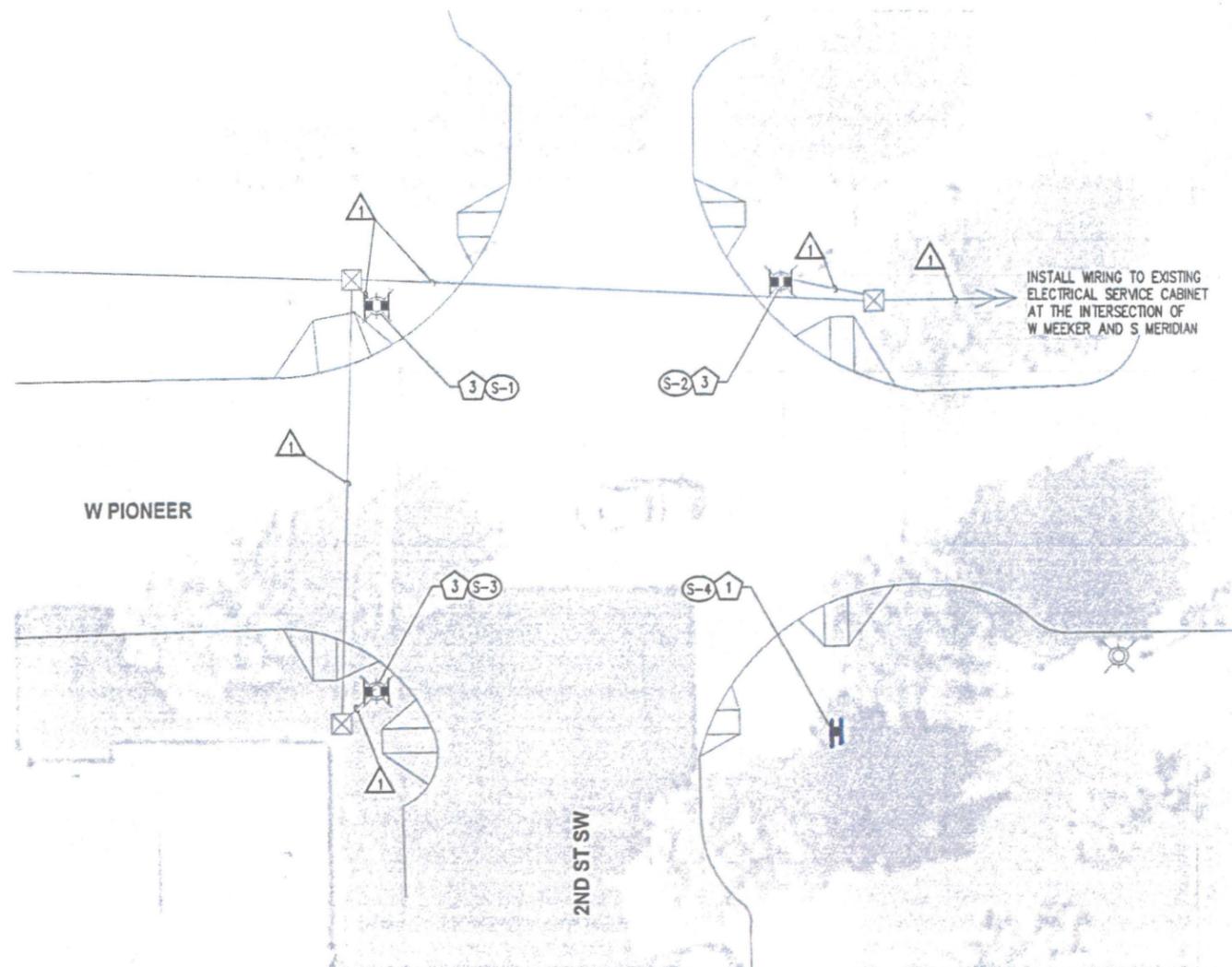
These issues led to the idea of potentially installing RRFB's on both sides of the intersection (each crosswalk) and have them operate simultaneously if either side of the intersection (north leg or south leg) were activated. This solution would reduce the improvement costs and be consistent with the improvements installed in 2013. The RRFB units at 219<sup>th</sup>, 220<sup>th</sup>, and 226<sup>th</sup> have shown to be effective as they near the 1-year mark. Using the same style solar RRFB flashing lights will also ensure the two intersections can be improved within the current budget allocation and provide the same expected compliance.

While doing research for RRFB applications installed at intersections with 2 marked crosswalks (such as 222<sup>nd</sup> and 225<sup>th</sup>), staff found a current example being installed in the City of Puyallup (plan sheet attached for reference) which was designed by KPG, Inc. a well known consultant to the City of Des Moines. Staff also found a similar existing installation in King County on Ambaum Blvd near White Center (see attached photo for reference). The lights here are round beacon style, but operate on the same premise as the RRFB layout.

**Recommendation**

Based on the initial design and investigation work, I am recommending the phase 2 improvements on MVD at 222<sup>nd</sup> and 225<sup>th</sup> use the RRFB beacon systems similar to the existing locations at 219<sup>th</sup>, 220<sup>th</sup>, and 226<sup>th</sup>. These beacons would be programmed to activate all flashers at the intersection if any of the four buttons are pressed at each intersection respectively.

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**WIRE NOTES**

NO.	RACEWAY/ CONDUIT SIZE	CONDUCTORS	COMMENTS
1	EK	EX WIRING, 2-#8 (RRFB)	

- NOTES:**
1. VERIFY EXACT ROUTE TO THE EXISTING ELECTRICAL SERVICE CABINET WITH THE ENGINEER IN THE FIELD.
  2. INSTALL NEW CIRCUIT BREAKER IN THE EXISTING ELECTRICAL SERVICE CABINET AT THE INTERSECTION OF W WEEKER AND S MERIDIAN. COORDINATE WORK IN THE SERVICE CABINET WITH CITY OF PUYALLUP TRAFFIC MAINTENANCE REPRESENTATIVE.

**LEGEND**

- RRFB ASSEMBLY
- EXISTING LUMINAIRE
- EXISTING JUNCTION BOX

**SIGN SCHEDULE**

SIGN NO.	LOCATION	DESIGNATION	SIZE	REMARKS
S-1	EXISTING LIGHT POLE	W11-2 (30"X30"), W16-7P (24"X12")	-	2 EA, BACK TO BACK. SEE RECTANGULAR RAPID FLASHING BEACON (RRFB) ASSEMBLY DETAIL, SHEET 6
S-2	EXISTING LIGHT POLE	W11-2 (30"X30"), W16-7P (24"X12")	-	2 EA, BACK TO BACK. SEE RECTANGULAR RAPID FLASHING BEACON (RRFB) ASSEMBLY DETAIL, SHEET 6
S-3	EXISTING LIGHT POLE	W11-2 (30"X30"), W16-7P (24"X12")	-	2 EA, BACK TO BACK. SEE RECTANGULAR RAPID FLASHING BEACON (RRFB) ASSEMBLY DETAIL, SHEET 6
S-4	BEHIND EXISTING SIDEWALK	W11-2 (30"X30"), W16-7P (24"X12")	-	2 EA, BACK TO BACK. SEE RECTANGULAR RAPID FLASHING BEACON (RRFB) ASSEMBLY DETAIL, SHEET 6

**ELECTRICAL NOTES**

1. CONSTRUCT FOUNDATION AND INSTALL SOLAR POWERED RECTANGULAR RAPID FLASHING BEACON ASSEMBLY PER DETAIL, SHEET 6. SEE SIGN SCHEDULE FOR LOCATION.
3. INSTALL AC POWERED RECTANGULAR RAPID FLASHING BEACON ON EXISTING LUMINAIRE POLE, INSTALL ASSEMBLY PER DETAIL, SHEET 6. REMOVE EXISTING BANNER AND BANNER ARMS. SEE SIGN SCHEDULE FOR LOCATION.

**Mark A. Palmer**  
 Digitally signed by Mark A. Palmer  
 DN: cn=Mark A. Palmer, o=City of Puyallup, ou=City Engineer, email=mpalmer@ci.puyallup.wa.us, c=US  
 Date: 2014.02.27 09:11:46 -08'00'

**APPROVED**  
 BY: CITY OF PUYALLUP CITY ENGINEER  
 DATE: \_\_\_\_\_  
 NOTE: THIS APPROVAL IS VOID AFTER 1 YEAR FROM APPROVAL DATE. THE CITY WILL NOT BE RESPONSIBLE FOR ERRORS AND/OR OMISSIONS ON THESE PLANS. FIELD CONDITIONS MAY DICTATE CHANGES TO THESE PLANS AS DETERMINED BY THE CITY ENGINEER.

K:\PROJECTS\PUYALLUP\12114-7th Ave SW Signal\DESIGN\Drawings\Contract\12114CHAN02.dwg 2/26/2014 1:56 PM

NO.	DATE	BY	APPR.	REVISIONS

<b>Approved By</b>		12114CHAN02.dwg
CITY ENGINEER	DATE	FILENAME
PROJECT MANAGER	DATE	ALM
PROJECT ENGINEER	DATE	DESIGNED BY
		ALM
		DATE
		DRAWN BY
		JC
		DATE
		CHECKED BY
		DATE



**KPG**  
 753 3th Ave N  
 Seattle, WA 98109  
 (206) 266-1840  
 www.kpg.com

2502 Jefferson Ave  
 Tacoma, WA 98402  
 (252) 627-0720

**BID DOCUMENT**

**CITY OF PUYALLUP**  
 DEPARTMENT OF PUBLIC WORKS  
 1100 39TH AVE. SE  
 PUYALLUP, WA 98374

**CITY OF PUYALLUP**  
 7TH AVENUE SW AND CITYWIDE SAFETY IMPROVEMENTS

**W PIONEER & 2ND ST SW**  
 SITE F  
 SITE PLAN  
 KPG PROJECT No. 12114 SHT 18 OF 67





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A Continuing Care  
Retirement Community

October 13, 2014

City of Des Moines  
21630 11<sup>th</sup> Avenue Suite A  
Des Moines, WA 98198

Attention: Anthony Piasecki

Mr. Piasecki:

It is the pleasure of the Wesley Homes Retirement Center to present to the City of Des Moines a check in the amount of \$5,000 for the South 216<sup>th</sup> Street – 11<sup>th</sup> Avenue Crosswalk Improvements.

Wesley Homes residents and employees are significant users of the existing marked crosswalk on South 216<sup>th</sup> Street at 11<sup>th</sup> Ave South and are willing to provide resources to help fund the installation of Rectangular Rapid Flashing Beacons (RRFB) at this crosswalk location. We helped perform some pedestrian counts and found that there were approximately 100 crossings on a typical day at this crosswalk. It is our understanding that the installation of this types of active warning device increases driver compliance and thus improves safety for pedestrians. We look forward to the completed improvements and are aware that there will be minor disruptions to the crosswalk and sidewalk area during construction.

Again, we would like to thank the City and City Council for their willingness to increase safety at a heavily used crosswalk.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Brauhn", written over a horizontal line.

Michael Brauhn  
Director of Environmental Services  
Wesley Homes

Enclosed: Check #      for \$5,000.00

815 South 216th Street  
Des Moines, WA 98198

Phone 206.824.5000  
Fax 206.870.1209  
www.wesleyhomes.org

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**A G E N D A I T E M**

**BUSINESS OF THE CITY COUNCIL  
City of Des Moines, WA**

SUBJECT: Interlocal Agreement Between the Cities of SeaTac, Des Moines, Covington, and Tukwila for Planning, Funding, and Implementation of a Joint Minor Home Repair Program.

FOR AGENDA OF: October 23, 2014

DEPT. OF ORIGIN: Planning, Building and Public Works

DATE SUBMITTED: October 16, 2014

**ATTACHMENTS:**

1. Interlocal Agreement between the Cities of SeaTac, Des Moines, Covington, and Tukwila for Planning, Funding, and Implementation of a Joint Minor Home Repair Program from October 1, 2014 through November 30, 2015.
2. 2014 Budget Worksheet

**CLEARANCES:**

- Legal JG
- Finance pl
- Marina \_\_\_\_\_
- Parks, Recreation & Senior Services \_\_\_\_\_
- Planning, Building & Public Works DJB
- Police \_\_\_\_\_
- Courts \_\_\_\_\_

APPROVED BY CITY MANAGER  
FOR SUBMITTAL: [Signature]

**Purpose and Recommendation**

The purpose of this item is to seek Council authorization to enter into an Interlocal Agreement (refer to Attachment 1) between the Cities of SeaTac, Des Moines, Covington, and Tukwila for planning, funding and implementation of a Joint Minor Home Repair (MHR) Program. The Agreement shall remain in effect in an ongoing basis so long as funds are available. Des Moines' share of the Community Development Block Grant funds provided by King County for the program is \$28,875 which covers repairs plus City personnel costs to administer the program. No City funds are used for the Program. The following motion will appear on the consent calendar:

**Suggested Motion**

**Motion: "I move to authorize the City Manager to sign the Interlocal Agreement between the Cities of SeaTac, Des Moines, Covington, and Tukwila for the Minor Home Repair Program substantially in the form as submitted."**

**Background**

The King County Department of Community and Human Services Community Services Division requested project proposals for consideration by the King County Community Development Block Grant

(CDBG) Consortium. Request for Proposal (RFP) applications were available for non-profit organizations and public agencies to request funds for the following types of projects:

- community facilities: acquisition, construction or rehabilitation
- public improvements: acquisition, construction or rehabilitation
- other: minor housing repair, economic development, employment services through a Community Based Development Organization (CBDO) and other activities consistent with the objectives of the King County Consortium Housing and Community Development Plan and federal CDBG regulations at 24 CFR Part 570.

King County annually receives Community Development Block Grant (CDBG) Funds from the United States Department of Housing and Urban Development. The primary objective of the CDBG Program as set forth by Congress is “the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.” Federal regulations define persons who are considered low and moderate income as households earning under 80% of the area median income, as determined by HUD, adjusted by household size.

King County administers CDBG funds on behalf of the King County CDBG Consortium. The Consortium is established under Interlocal Cooperation Agreements between the County and 34 cities and towns. A Joint Recommendations Committee (JRC) comprised of officials representing local government members of the Consortium is appointed annually by the Suburban Cities Association to advise the County Executive on CDBG funding and policy decisions.

## **Discussion**

The Minor Home Repair program targets minor home repairs for low and moderate income homeowners in the City of Des Moines. The program is intended to assist homeowners who are having a difficult time maintaining their house. The program is a tool that the cities can use to both serve a human service need of maintaining a safe house, as well as address some safety-related code enforcement issues. The service also contributes to a more positive image of Des Moines single family neighborhoods. This program is being coordinated by the Permit Specialist/Business License Clerk.

The City of Des Moines has been a recipient of these funds since 2006. Throughout that time, staff has met all requirements of King County for the proper expenditure of grant funds. With 2013 funds, the City’s share allowed 27 projects to be completed for 16 low to moderate income families. These projects provided replacement of three non-functioning furnaces, gutter and roof cleaning, window glass replacement, two side sewer repairs, several plumbing repairs, and a hot water tank repair.

For 2014, the Cities again partnered up and submitted a competitive joint application and were awarded \$125,000. The Des Moines’ share is \$28,875. The program will continue to be administered by the City of Tukwila, who will serve as the fiscal agent for the four cities, as well as handle the administration with King County. Each city will need to hire their own contractors, screen their clients, and make referrals. Tukwila will front the money to Des Moines, administer the paperwork, and request reimbursement from King County. The majority of the federal requirements are met by Tukwila as they administer the program and are responsible for the distribution of the funds. There are no changes to the 2014 agreement.

**Alternatives**

The Council could choose not to approve the Interlocal Agreement, and withdraw from the partnership. This would eliminate the funding for the minor home repair program and eligible low to moderate income homeowners in the community would not receive funds for repair of their homes.

**Financial Impact**

Des Moines share of the Community Development Block Grant funds provided by King County for the program is \$28,875 which covers repairs plus City personnel costs to administer the program. If the Interlocal Agreement is accepted, the City will incur administrative staff costs for administering the program, paying invoices, submitting reimbursement requests and receipting reimbursements from Tukwila. Tukwila will front the money to Des Moines, and then collect from King County. The adopted 2014 budget for the Minor Home Repair Program is provided as Attachment 2.

**Recommendation**

Planning, Building, and Public Works, Finance and Legal Departments concur, and recommend approval of the Interlocal Agreement.

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**INTERLOCAL AGREEMENT BETWEEN THE CITY OF SEATAC, DES MOINES, COVINGTON, AND THE CITY OF TUKWILA FOR PLANNING, FUNDING, AND IMPLEMENTATION OF A JOINT MINOR HOME REPAIR PROGRAM**

**THIS INTERLOCAL AGREEMENT** (“Interlocal”) is entered into pursuant to Chapter 39.34 RCW, the Interlocal Cooperation Act, by the City of SeaTac (“SeaTac”), the City of Des Moines (“Des Moines”), the City of Covington (“Covington”), and the City of Tukwila (“Tukwila”), hereinafter referred to as “City” or “Cities,” to provide for planning, funding, and implementation of a minor home repair program.

WHEREAS, the Cities engage in activities which support human service providers in King County; and

WHEREAS, the Cities wish to make the most efficient use of their resources by cooperating to provide funding to support human service providers in south King County; and

WHEREAS, through the Interlocal Cooperation Act, Chapter 39.34 RCW, the Cities have the authority to engage in cooperative efforts that will result in more efficient use of government resources;

WHEREAS, the Cities are signatories to a preceding interlocal agreement for the planning, funding, and implementation of a joint minor home repair program dated February 29, 2012 (the “Former Agreement”); and

WHEREAS, one of the participants to the Former Agreement has recently terminated its participation in the Former Agreement and the Cities wish to enter into a new interlocal agreement for the planning, funding, and implementation of a joint minor home repair program from this point forward;

NOW, THEREFORE, and in consideration of the terms, conditions, and performances made herein, it is agreed as follows:

1. Purpose. The purpose of this Interlocal is to set up a cooperative arrangement between the Cities to consolidate the funding process and implementation of a minor home repair program. This Interlocal will increase the efficiency of administering the program while decreasing administrative costs.

2. Responsibilities.

A. Tukwila’s Duties.

1) Contract and act as the fiscal and administrative agent with King County for the implementation of a Block Grant for a minor home repair program for Des Moines, Tukwila Covington, and SeaTac.

2) Maintain required documentation and prepare required reports for King County consistent with the County's requirements regarding the use of Community Development Block Grant funds.

3) Maintain accounts and records that properly reflect transactions related to this Interlocal.

4) Responsible for reimbursing participating cities and submitting required paperwork to King County.

5) Responsible for the implementation of the minor home repair program within Tukwila in accordance with terms specified in the Block Grant contract between Tukwila and King County.

6) Review and pay invoices for any services performed in Tukwila pursuant to this Interlocal.

7) Reimburse SeaTac, Covington, and Des Moines on an as received basis for any invoices received pursuant to this Interlocal.

#### B. SeaTac's Duties

1) Responsible for the implementation of the minor home repair program within SeaTac in accordance with terms specified in the Block Grant contract between Tukwila and King County.

2) Review and pay invoices for any services performed in SeaTac pursuant to this Interlocal.

3) Remit invoices to Tukwila for reimbursement.

#### C. Des Moines' Duties

1) Responsible for the implementation of the minor home repair program within Des Moines in accordance with terms specified in the Block Grant contract between Tukwila and King County.

2) Review and pay invoices for any services performed in Des Moines pursuant to this Interlocal.

3) Remit invoices to Tukwila for reimbursement.

#### D. Covington's Duties

1) Responsible for the implementation of the minor home repair program within Covington in accordance with terms specified in the Block Grant contract between Tukwila and King County.

2) Review and pay invoices for any services performed in Covington pursuant to this Interlocal.

3) Remit invoices to Tukwila for reimbursement.

#### E. Cities' Joint Duties

1) Subcontract with an agency/contractors that will perform qualified home repairs in Tukwila, SeaTac, Covington, and Des Moines in accordance with King County's Block Grant program and applicable city policies.

2) No City shall use more funds than have been annually allocated to it by King County for a minor home repair program. However, if a City is unable to spend its portion of the funds by the 3<sup>rd</sup> quarter of the year for which the funds were allocated, the Cities may mutually agree to shift those funds to another City that has an on-going demand for minor home repair. Fund allocation shall be as set forth in Exhibit A, which is attached hereto and incorporated herein by this reference. Exhibit A shall be amended annually and all subsequent amended Exhibit As shall automatically supersede the prior Exhibit A and be fully incorporated herein upon distribution of each amended Exhibit A to all of the Cities by the administrative agent.

3) Abide by additional requirements outlined in the agreement between Tukwila and King County for a minor home repair program, which is attached hereto as Exhibit B and incorporated herein by this reference. Exhibit B shall be amended annually and all subsequent amended Exhibit Bs shall automatically supersede the prior Exhibit B and be fully incorporated herein upon distribution of each amended Exhibit B to all of the Cities by the administrative agent.

4) The Cities agree to include the following language verbatim in every subcontract, provider agreement, or purchase agreement for services which relate to the subject matter of this Contract: "Subcontractor shall protect, defend, indemnify, and hold harmless King County, its officers, employees and agents from any and all costs, claims, judgments, and/or awards of damages arising out of, or in any way resulting from the negligent act or omissions of subcontractor, its officers, employees, and/or agents in connection with or in support of this Contract. Subcontractor expressly agrees and understands that King County is a third party beneficiary to this Contract and shall have the right to bring an action against subcontractor to enforce the provisions of this paragraph."

5) Duration. This Interlocal shall become effective when it is approved by the Cities and shall remain in effect on an ongoing basis so long as funds are available for the minor home repair program.

6) Termination. Any City may terminate this Interlocal without cause by giving the other Cities a thirty-day written notice. The terminating City shall remain fully responsible for meeting its funding responsibilities to date up to the point of termination and other obligations established by this Interlocal through the end of the calendar year in which such notice is given. The administrative agent is authorized to terminate the participation of any City that does not fulfill its obligations as set forth in this Agreement. Written notice of such termination shall be mailed to each City and shall become effective upon said mailing.

7) Notices. Notices to the Cities shall be sent to the following persons:

<b>City</b>	<b>Contact</b>
SeaTac	Human Services Manager, currently Colleen Brandt-Schluter 4800 S. 188 <sup>th</sup> Street, SeaTac, WA 98188 206-973-4815; cbschluter@ci.seatac.wa.us
Des Moines	Tina Hickey 21630 11 <sup>th</sup> Ave S, Suite D Des Moines, WA 98198-6398 206-870-6558; Thickey@desmoineswa.gov
Covington	Personnel Division/Human Services, currently Victoria Throm 16720 SE 271 <sup>st</sup> Street, Ste. 100 Covington, WA 98042 253-480-2411; vthrom@covingtonwa.gov
Tukwila	Human Services Manager, currently Evelyn Boykan 6200 Southcenter Blvd, Tukwila, WA 98188 206-433-7180; evie.boykan@tukwilaWA.gov

8) Indemnification. Each City agrees to indemnify the other City from any claims, damages, losses, and costs, including, but not limited to, attorney's fees and litigation costs arising out of claims by third parties for breach of contract, property damage, and bodily injury, including death, caused solely by the negligence or willful misconduct of such City, the City's employees, affiliated corporations, officers, and lower tier subcontractors in connection with this Interlocal.

Each City hereby waives its immunity under Title 51 of the Revised Code of Washington for claims of any type brought by any City agent or employee against the other City. This waiver is specifically negotiated by the parties and a portion of the City's payment hereunder is expressly made the consideration for this waiver.

9) Insurance. Each City shall procure and maintain in full force throughout the duration of the Interlocal comprehensive general liability insurance with a minimum coverage of \$1,000,000.00 per occurrence/aggregate for personal injury and property damage. In the event that a City is a member of a pool of self-insured cities, the City shall provide proof of such membership in lieu of the insurance requirement above. Such self-insurance shall provide coverage equal to or greater than that required of non-self insurance pool member Cities.

10) Applicable Law; Venue; Attorney's Fees. This Interlocal shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Interlocal, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit.

11) Counterparts. This document may be executed in any number of counterparts, each of which shall be considered an original.

12) Amendment or Modification. This Interlocal may be amended or modified in writing with the mutual consent of the Cities. Amendments or modifications to this Interlocal shall not require the approval of the Cities' legislative bodies.

13) Former Agreement Terminated and Superseded. The Former Agreement between the Cities is hereby terminated and superseded by this Interlocal.

IN WITNESS WHEREOF, the undersigned have entered into this Interlocal as of this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

CITY OF SEATAC

CITY OF TUKWILA

By: \_\_\_\_\_  
Todd Cutts, City Manager

By: \_\_\_\_\_  
Jim Haggerton, Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
[Printed Name]  
Title: \_\_\_\_\_

Attest: \_\_\_\_\_  
[Printed Name]  
Title: \_\_\_\_\_

Approved As To Form:

Approved As To Form:

\_\_\_\_\_  
Mark S. Johnsen, Sr. Assistant City Attorney

\_\_\_\_\_  
Shelley M. Kerslake, City Attorney

CITY OF DES MOINES

CITY OF COVINGTON

By: \_\_\_\_\_  
Anthony A. Piasecki, City Manager

By: \_\_\_\_\_  
Derek Matheson, City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
[Printed Name]  
Title: \_\_\_\_\_

Attest: \_\_\_\_\_  
[Printed Name]  
Title: \_\_\_\_\_

Approved As To Form:

Approved As To Form:

\_\_\_\_\_  
Tim George, Assistant City Attorney

\_\_\_\_\_  
Sara Springer, City Attorney

**EXHIBIT A**

Interlocal Between the Cities For Planning, Funding, and Implementation of a Joint Minor Home Repair Program

**Contract Year 2014/2015**

<b>Name of Agencies</b>	<b>Participating Cities &amp; Tentative Funding</b>	
Qualified contractors	Tukwila - Lead City	\$28,875
	Des Moines	\$28,875
	SeaTac	\$28,875
	Covington	\$28,875
	Environmental Review	\$2,000
	Lead Based Paint	\$2,000
	Project Management	\$2,000
	Personnel	\$3,500
	<b>TOTAL</b>	<b>\$125,000</b>



**EXHIBIT III  
CITY OF TUKWILA  
TUKWILA CONSORTIUM MINOR HOME REPAIR PROGRAM**

Contract No.: 56	Project No.: C14342 -112
King County Project Manager: Randy Poplock	Agency Contact Person: Evelyn Boykan
Start Date: October 1, 2014	Telephone: (206) 433-7180
End Date: September 30, 2015	Email: evie.boykan@tukwilawa.gov

**I. WORK STATEMENT**

The City of Tukwila (hereinafter referred to as "the Contractor") agrees to provide funds to repair the existing stock of homes owned by low- to moderate-income households in the South King County communities of Covington, Des Moines, SeaTac, and Tukwila, as described in this Exhibit beginning on October 1, 2014, and completing these services by September 30, 2015. All such activities shall be provided in a manner which fully complies with all applicable federal, state and local laws, statutes, rules and regulations, as are now in effect or hereafter may be amended. The total amount of reimbursement pursuant to this Exhibit shall not exceed \$125,000 in King County Community Development Block Grant (CDBG) funds.

**II. PROGRAM DESCRIPTION**

The preservation of the housing of low- to moderate-income home owners through the provision of funds to repair the existing stock of homes owned by low- to moderate-income households.

**A. Indicators**

The number of unduplicated households who receive minor housing repair assistance in the communities of Covington, Des Moines, SeaTac, and Tukwila.

**B. Eligibility**

1. Eligible clients shall have an annual gross family income that does not exceed the Moderate Income limits based on the applicable Family Size in the following 2014 United States Housing and Urban Development (HUD) Income Guidelines Table. Clients may self certify in writing that their family income does not exceed the applicable limit.

<b>2014 HUD INCOME GUIDELINES</b>			
<b>Median Family Income = \$88,200</b>			
<b>Effective January 1, 2014</b>			
<b>FAMILY SIZE</b>	<b>30% MEDIAN VERY LOW-INCOME</b>	<b>50% MEDIAN LOW- INCOME</b>	<b>80% MEDIAN MODERATE- INCOME</b>
1	\$18,550	\$30,900	\$44,750
2	\$21,200	\$35,300	\$51,150
3	\$23,850	\$39,700	\$57,550
4	\$26,450	\$44,100	\$63,900
5	\$28,600	\$47,650	\$69,050
6	\$31,970	\$51,200	\$74,150
7	\$36,030	\$54,700	\$79,250
8	\$40,090	\$58,250	\$84,350

2. The definition of family shall include all persons living in the same household who are related by birth, marriage or adoption and includes dependent children living away from home. The definition of income includes all sources of income required to be reported on Internal Revenue Service Form 1040.
3. Income guidelines may be adjusted periodically by HUD. The Contractor agrees to use updated income guidelines that shall be provided by the County. The County shall provide the updated guidelines to the Contractor electronically or by hard copy.
4. Services provided with funding under this Exhibit may be limited to residents of Covington, Des Moines, SeaTac, and Tukwila.
5. Services shall be provided on a first come, first served basis with safety and health issues prioritized.
6. Eligible clients must have lived in their home for at least one year.

C. Definitions

1. Disabled person is an adult who has severe disabilities based on the Bureau of the Census definition.
2. Elderly person is an individual who is 62 years or older.
3. Emergency repair includes activities that protect, repair or arrest the effects of disasters, imminent threats or physical deterioration that pose an imminent danger to life, health or safety.
4. Routine maintenance includes activities that merely keep a structure in good operating condition; such activities do not add to the value of the structure, appreciably prolong its useful life, or adapt it to new uses.
5. Unit of service is a minor home repair, measured by unique job or repair hours that is undertaken in a client's home.

D. Program Requirements

The Contractor shall use CDBG funds to provide minor home repair services for low- and moderate-income homeowners in the cities of Covington, Des Moines, SeaTac, and Tukwila. Funds shall be focused on maintaining the safety and health of the occupants, preserving the dwelling and/or conserving energy. These activities may include, but are not limited to: earthquake preparedness, replacing broken switches, sockets, light fixtures, repairing heat sources, repairing gutters and downspouts, replacing or repairing faucets, toilets, sinks, drains, broken or leaky pipes and repairing minor roof leaks.

1. The Contractor agrees to serve, at minimum, the following unduplicated number of units repaired with funds provided under this Exhibit:

	Qtr. 1 (Oct-Dec 2014)	Qtr. 2 (Jan-Mar 2015)	Qtr. 3 (Apr-Jun 2015)	Qtr. 4 (Jul-Sep 2015)	Total 2014/ 2015
Number of unduplicated households in Tukwila	3	4	4	5	16
Number of unduplicated households in SeaTac	3	4	4	5	16
Number of unduplicated households in Des Moines	3	3	4	5	15
Number of unduplicated households in Covington	3	3	4	5	15
Cumulative Total for all Cities	12	14	16	20	64

2. The Contractor agrees to provide, at minimum, the following cumulative hours of service:

	Qtr. 1 (Oct-Dec 2014)	Qtr. 2 (Jan-Mar 2015)	Qtr. 3 (Apr-Jun 2015)	Qtr. 4 (Jul-Sep 2015)	Total 2014/ 2015
Minor Home Repair hours in Tukwila	7	15	10	14	46
Minor Home Repair hours in SeaTac	6	12	10	13	41
Minor Home Repair hours in Des Moines	6	10	10	10	36
Minor Home Repair hours in Covington	6	12	12	12	42
Cumulative Total for all Cities	25	49	42	49	165

The funds provided under this Exhibit shall be used to pay for the costs associated with the provision of these units of service.

3. Environmental Review Records

- a. The Contractor shall complete and sign a Site Specific Environmental Review (ER) Checklist, known as a Tier 3 review, for every individual job, before any work begins. This checklist allows Minor Home Repair (MHR) staff to proceed with certain types of projects without obtaining King County approval first, including projects involving maintenance, emergency repairs, grab bars, or in pre-approved mobile home parks.

- b. The Contractor shall submit all Site Specific ER Checklists to the Housing and Community Development (HCD) Environmental Review Specialist quarterly with invoice submittal. The Contractor shall keep photocopies on file.
- c. If the MHR staff checks "no" to all questions numbers 1-5 on a Site Specific ER Checklist, then MHR staff shall submit information listed on the Site Specific ER Checklist to the King County ER Specialist, and work shall not begin until the ER Specialist notifies Contractor staff that an ER for that site (Tier 3) is complete. These reviews shall be submitted along with at least one picture of the project house.
- d. The MHR staff shall provide the HCD ER Specialist information concerning the following regulations for Tier 3 reviews, as determined in the Tier 1, Five-Year Programmatic ER (published Dec. 2010):
  - i. Section 106: Historic Preservation and Archaeology;
  - ii. Toxic Chemicals; and
  - iii. Flood disaster Protection Act (flood insurance).

#### 4. Lead-Based Paint (LBP) Requirements

- a. The Contractor shall complete the HCD Supplementary Lead Based Paint Checklist for all repairs on houses built prior to 1978 and submit copies to HCD Project Manager with Quarterly Billing Invoice Package as outlined in Section III.B. of this Exhibit.
- b. The Contractor shall procure a neutral third party lead based paint certified contractor hired specifically to assess LBP threshold determinations (with the exception of those re-occurring activities that have been pre-determined to not disturb paint).  
  
The sub-contractor(s) shall not complete the LBP work on homes they have assessed and shall refer his/her determinations back to the Contractor to coordinate all LBP housing repairs and clearance through King County HCD Staff.
- c. The Contractor shall monitor job completion and LBP clearance of housing units per Housing Repair LBP standards as set forth in the Minor Home Repair Program Lead Based Paint Requirements and Process.
- d. If a project repair area is over de minimus and has children under the age of six residing in the house, and is over \$5,000 in repair value, the project shall be referred to King County Housing Repair Program by MHR Staff for assessment and completion.
  - i. In these instances, if the City makes the referral and desires to continue funding the repair as a grant, it will be responsible for all additional costs associated with addressing the repairs and the LBP. The Housing Repair Program will bill the MHR Program for the

project in an amount adequate to cover all costs associated with the repair and LBP activity. If the MHR Program runs out of funds available for grant transfer referrals, the referrals will be assessed for the traditional non-amortizing loan program through the Consortium's Housing Repair Program, if desired by the client through normal channels of intake, and general HRP process.

- ii. The estimated HCD cost associated with LBP review, testing, determination and clearance has been determined to be no less than \$500 to cover associated travel and HRP staff time, but will be itemized per project. Multiple tests might be necessary to complete clearance of a project

e. Lead Based Paint Records

The Contractor shall maintain records documenting compliance with Regulations for Lead-Based Paint Poisoning Prevention in Certain Residential Structures at 24 Code of Federal Regulations (CFR) Part 35. Such records shall include, for each housing unit assisted under this Contract:

- i. Records evidencing that the housing repair was exempt pursuant to 24 CFR Part 35.115; or
- ii. Records evidencing that the scope of the housing repair work did not exceed the de minimus criteria at 24 CFR Part 35.1350(d) and that the Contractor provided the required pamphlet to the occupants of the housing unit pursuant to 24 CFR Part 35.910(b); or
- iii. Records evidencing that the housing repair work was completed in accordance with the procedures specified in 24 CFR Part 35, Subpart J including provision of required notices, and performance of evaluation and clearances.

5. Subcontracted Services

- a. In addition to the requirements of Section XVI. of the Contract, the Contractor shall execute written agreements with each Contractor with which it subcontracts to provide services (hereinafter "Implementing Agency") and shall incorporate into such subcontracts the provisions in Section II.D., Program Requirements, of this Exhibit.
- b. The Contractor shall invoice the County for due and payable invoices of the Implementing Agency or for costs paid by the Contractor for goods, materials or services already provided. The Contractor shall invoice the County after the Implementing Agency has invoiced the Contractor. The Contractor shall include a copy of the Implementing Agency's invoice with its invoice submitted to the County. The Contractor shall ensure that all costs for which the Implementing Agency requests reimbursement are allowable in accordance with Office of Management and Budget 2 Code of Federal Regulations (CFR) 230 (formerly OMB Circular A-122) or 2 CFR 225 (formerly OMB Circular A-87), as applicable.

- c. The Contractor shall monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

6. Copyright

If this Contract results in any copyrightable material, King County reserves the right to royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work for governmental purposes.

7. Public Information

All marketing materials, news releases and other public notices related to projects funded under this Agreement shall include information identifying the source of funds as the King County Community Development Block Grant Program.

### III. COMPENSATION AND METHOD OF PAYMENT

- A. The Contractor shall apply the following CDBG funds in accordance with the Line Item Budget below. The total amount of reimbursement pursuant to this Exhibit shall not exceed \$125,000.

1. CDBG Funds

King County CDBG Funds -South Sub-Region	\$ 125,000
Total CDBG Funds:	\$ 125,000

2. Line Item Budget

Environmental Review & Lead Based Paint Reviews (KC Cost Set-Aside)	\$ 4,000
Capital Outlay (Construction Contracts)	\$ 115,500
Project Management	\$2,000
Personnel (provide detail below)	\$ 3,500
Sub-Total (Less ER Cost)	\$125,000
Total CDBG Funds:	\$ 125,000

Personnel Detail

Personnel Detail	Position FTE	CDBG Funds
Permit Specialist / Business License	40	\$4,000

B. Billing Invoice Package

1. The Contractor shall submit a Billing Invoice Package quarterly that consists of an invoice statement and other reporting requirements as stated in Section IV., REPORTING REQUIREMENTS, of this Exhibit in a format approved by the County. All required reports shall accompany the invoice statement in order to receive payment.
2. All required reports must accompany the invoice statement in order to receive payment. The Contractor shall submit invoices to the County in the form of a CDBG Program Voucher Reimbursement Request form. Such forms shall be signed by an authorized representative of the Contractor and shall be accompanied by copies of supporting documents.
3. The Billing Invoice Package is due within 20 working days after the end of each quarter.
4. The final 2014 voucher shall be submitted no later than \_\_\_\_\_, 2015.

C. Method of Payment

1. The County shall reimburse the Contractor on a quarterly basis for actual expenditures in accordance with the Line Item Budget in Section III.A.
2. Payment to the Contractor may be withheld for any quarter in which the Contractor has not submitted the reports specified in Section IV., REPORTING REQUIREMENTS, of this Exhibit, or in which said reports are incomplete.
3. The Contractor shall advise the County quarterly of any changes in revenues from sources other than the County that are used to provide the services funded under this Exhibit. The Contractor agrees to re-negotiate performance requirements if the County determines that such changes are substantial.

**IV. REPORTING REQUIREMENTS**

The Contractor shall submit electronically the following data reports in a format and to an address provided by the County.

- A. The Contractor shall submit a completed Environmental Review Form to the King County Environmental Review Specialist quarterly, and place a photocopy with client's applications for repairs in the Contractor's Minor Home Repair Program file.
- B. The Contractor shall submit with each invoice a completed Project Activity Report Form, in a format provided by the County. Each Project Activity Report shall include a narrative with an explanation if actual services are less than 90 percent of the cumulative minimum service requirements as stated in Section II. D.1. of this Exhibit.
- C. The Contractor shall use the following methods to measure the indicator specified in Section II.D.1. of this Exhibit: Number of units completed.
- D. The Contractor shall submit with the final invoice a completed Project Funding Report form itemizing all funding used for the project, in a format provided by the County.

**BUDGET NARRATIVE  
2014**

FUND: GENERAL FUND  
DEPARTMENT: PLANNING, BUILDING AND PUBLIC WORKS  
DIVISION: JOINT MINOR HOME REPAIR PROGRAM

Account No.	Title	Narrative	Departmental Request	Executive Amendment	Adopted
<b>001.495.040.559.30.00.00</b>		<b>PBPW JOINT MINOR HOME REPAIR PROGRAM</b>			
		<b>SALARIES AND WAGES</b>			
559.30.10.00	Salaries & Wages	Provides for staff to support City's Minor Home Repair Program 0.10 FTE	\$ 4,596	\$ 4,567	\$ 4,567
		<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 4,596</b>	<b>\$ 4,567</b>	<b>\$ 4,567</b>
		<b>PERSONNEL BENEFITS</b>			
559.30.20.00	Personnel Benefits	Provides for benefits for staff working on Minor Home Repair Program	\$ 2,864	\$ 2,656	\$ 2,656
		<b>TOTAL PERSONNEL BENEFITS</b>	<b>\$ 2,864</b>	<b>\$ 2,656</b>	<b>\$ 2,656</b>
		<b>OTHER SERVICES AND CHARGES</b>			
559.30.48.00	Repairs & Maintenance	The Joint Minor Home Repair Program targets minor home repairs for low and moderate income homeowners in the City of Des Moines. The program is intended to assist homeowners unable to maintain their homes. Funding is provided by Community Development Block Grant Funds.	\$ 17,871	\$ 17,990	\$ 17,990
		<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>\$ 17,871</b>	<b>\$ 17,990</b>	<b>\$ 17,990</b>
		<b>TOTAL PBPW JOINT MINOR HOME REPAIR PROGRAM</b>	<b>\$ 25,331</b>	<b>\$ 25,213</b>	<b>\$ 25,213</b>

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# AGENDA ITEM

## BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

**SUBJECT:**

Barnes Creek Trail Design

**ATTACHMENTS:**

1. Task Assignment 03 - KPG Scope of Work
2. Draft 2105-2020 CIP
3. WSDOT FHWA Fund Authorization and Local Agency Agreement
4. Vicinity Map

**AGENDA OF:** October 23, 2014

**DEPT. OF ORIGIN:** Planning, Building & Public Works

**DATE SUBMITTED:** October 16, 2014

**CLEARANCES:**
 Legal PS
 Finance ph
 Marina N/A
 Parks, Recreation & Senior Services N/A
 Planning, Building & Public Works DJB
 Police N/A
**APPROVED BY CITY MANAGER**
**FOR SUBMITTAL:** AA
**Purpose and Recommendation:**

The purpose of this agenda item is to seek City Council approval of the Task Order Assignment (Attachment 1) with KPG for the Barnes Creek Trail Design. This assignment will be administered as a task order under the 2014-2015 On-Call Engineering Services Agreement. The following motion will appear on the consent calendar.

**Suggested Motions**

**Motion 1:** "I move to approve the Task Order Assignment 2014-03 with KPG for the Barnes Creek Trail 60% Design in the amount of \$447,986.10, authorize a contingency in the amount of \$5,000, and further authorize the City Manager to sign said Task Order substantially in the form as submitted."

**Background:**

The Barnes Creek Trail will ultimately provide a connection from the Regional Lake to Sound Trail, via the Des Moines Creek Trail, to the Highline Community College. The trail alignment is planned to follow the North to South route identified below, with final alignment selection determined as part of this Task Order.

## Approximate Trail Alignment

*S 216<sup>th</sup> Street to S 220<sup>th</sup> Street* –within City ROW (formerly WSDOT SR509 ROW).

- February 9, 2012 City Council accepted ROW transfer to allow future extension of 16<sup>th</sup> Avenue South.

*S 220<sup>th</sup> Street to Kent-Des Moines Road* – Within WSDOT SR509 ROW.

- August 2014 City staff and WSDOT agreed to pursue the execution of a trail easement (lease) within the SR509 ROW.

*Kent-Des Moines Road to Highline Community College* - within City ROW.

- Existing ROW will be utilized. The final recommended alignment will be determined as part of this Task Order Assignment.

The design of Barnes Creek trail was delayed for several months due to on-going coordination with WSDOT Real Estate Services in an effort to either secure entire SR509 ROW or a trail easement for the S 220<sup>th</sup> Street to Kent-Des Moines Road section. Now on track, the project is ready for design with our funding partners, primarily the Federal Highways Administration and WSDOT.

**Discussion:**

The Task Order with KPG will focus on the preparation of 60% design documents and environmental permitting identification in an effort to advance the Project towards construction readiness as well as positioning for future grant funding opportunities.

The Project will consist of the following Task Order goals:

- Determine the best fit trail alignment between South 216<sup>th</sup> Street and Highline Community College.
- Complete Trail Easement execution with WSDOT concerning the Historic SR509 ROW.
- Develop Plans, Specifications, and Estimates to the 60% design level.
- Perform geotechnical investigation and analysis needed to design the trail facility.
- Perform preliminary environmental review of the Barnes Creek Trail corridor to guide NEPA documentation of critical areas and permits that will be necessary for construction.
- Perform community outreach.

**Alternatives:**

Alternative #1: No Design Authorization

- The City Council could elect not to proceed with the Barnes Creek Trail design and permitting efforts. As a result, the City will forfeit Federal Highway Administration CMAQ grant funding.

**Financial Impact:**

The City's Draft 2015-2020 Capital Improvement Plan does include funding for expenditures for this project.

It is anticipated that the Task Order Task cost will consist of the following:

\$447,986.10	Barnes Creek Trail Design (60%)
\$5,000	Project Contingency
\$35,000	City Administration
<hr/>	
\$452,986.10	TOTAL PROJECT COST

Funding sources for this project will be realized through CIP funds and federal grants. A breakdown of funding consists of the following:

\$ 155,000	Transportation CIP
\$ 360,000	CMAQ – Design (FHWA)
<hr/>	
\$515,000	TOTAL PROJECT FUNDING

**Recommendation/Conclusion:**

Staff recommends that Council approve the suggested motion.

**Concurrence:**

The Planning, Building and Public Works, Finance, and Legal Departments concur.

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### Formal Task Assignment Document

Task Number 2014-03

The general provisions and clauses of Agreement 2014-2015 On-Call General Civil Engineering Services shall be in full force and effect for this Task Assignment

Location of Project: Barnes Creek Trail – S 216<sup>th</sup> Street to Highline Community College

Project Title: Barnes Creek Trail Design

Maximum Amount Payable Per Task Assignment: \$447,986.10

Completion Date: December 31, 2015

Description of Work:  
(Note attachments and give brief description)

The Barnes Creek Trail will ultimately provide a connection from the Regional Lake to Sound Trail, via the Des Moines Creek Trail, to Highline Community College. From S 216th Street to S 220th Street, the City has secured property rights for the trail within the historic SR 509 right of way and is in the process of obtaining trail easement rights within the historic SR 509 right of way between S 220th Street and Kent Des Moines Road. The trail will lie within this easement area that has been negotiated between the City and WSDOT. The trail extending from Kent Des Moines Road to Highline Community College is anticipated to follow City Streets within the existing right of way. The goal of this authorization is to:

- Determine the best fit trail alignment between S 216th Street and Highline Community College;
- Develop Plans, Specifications, and Estimates to the 60% design level;
- Perform preliminary environmental review of the corridor to perform documentation of critical areas and permits that will be necessary for construction.

Scope of Services – Attached as Exhibit A  
Fee – Attached as Exhibit B

Agency Project Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Oral Authorization Date: \_\_\_\_\_ See Letter Dated: \_\_\_\_\_

Consultant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Approving Authority: \_\_\_\_\_ Date: \_\_\_\_\_

## EXHIBIT A

**City of Des Moines  
Barnes Creek Trail  
Preliminary Engineering and Environmental**

**KPG  
Scope of Work  
October 14, 2014**

### **Purpose**

The Barnes Creek Trail will ultimately provide a connection from the Regional Lake to Sound Trail, via the Des Moines Creek Trail, to Highline Community College. From S 216<sup>th</sup> Street to S 220<sup>th</sup> Street, the City has secured property rights for the trail within the historic SR 509 right of way and is in the process of obtaining trail easement rights within the historic SR 509 right of way between S 220<sup>th</sup> Street and Kent Des Moines Road. The trail will lie within this easement area that has been negotiated between the City and WSDOT. The trail extending from Kent Des Moines Road to Highline Community College is anticipated to follow City Streets within the existing right of way. The goal of this authorization is to:

- Determine the best fit trail alignment between S 216<sup>th</sup> Street and Highline Community College;
- Develop Plans, Specifications, and Estimates to the 60% design level;
- Perform preliminary environmental review of the corridor to perform documentation of critical areas and permits that will be necessary for construction.

### **Proposed Improvements**

- ◆ Construction of a 2.5 mile multi use trail within the undeveloped SR 509 right of way and City street right of way between S 216<sup>th</sup> Street and Highline Community College.
- ◆ Opportunities will be analyzed for node treatments and urban design elements.
- ◆ Crosswalk and illumination improvements at street crossings.
- ◆ Modify / install new storm drainage collection and treatment systems.
- ◆ Property restoration.

## **Task 1 Project Management/Coordination/Administration**

- 1.1 Provide project management administrative services including:
- ◆ Project set-up and execute agreement
  - ◆ Execution of subconsultant agreements
  - ◆ Preparation of monthly progress reports and invoices
  - ◆ Record keeping and project closeout
- 1.2 Provide overall project management including:
- ◆ Project staff management and coordination
  - ◆ Subconsultant management and coordination
  - ◆ Prepare and update project schedule
  - ◆ Schedule and budget monitoring
- 1.3 Coordinate with City staff, including preparation and attendance of up to 14 monthly coordination meetings throughout the duration of the project. Level of effort for this task is based on an average of 2 Consultant staff at each of the following meetings:
- ◆ One formal kickoff meeting at project start
  - ◆ Monthly meetings at the City throughout the project duration (estimate 13).
- 1.4 Provide QA / QC reviews by senior staff of all major deliverables prior to submittal to the City.
- 1.5 *Not included in this current authorization are management and administration beyond the 60% design submittal. These services will be authorized under a future task order supplement.*

### Deliverables

- ◆ Project Schedule and necessary updates
- ◆ Monthly progress reports and invoicing
- ◆ Meeting agendas and minutes including a summary of decisions made / needed resulting from design coordination meetings.

## **Task 2 Survey and Right of Way.**

- 2.1 Supplemental Topographic Survey - S 220<sup>th</sup> Street to Kent Des Moines Road: Most of the base mapping has been completed und previous work authorizations associated with obtaining property rights acceptable to the City and WSDOT within the historic SR 509 Right of Way. An allowance of 40 hours field time plus office support has been included in the budget for survey pickups and incorporation into project base maps for items such as:
- Picking up geotechnical boring locations
  - Picking up wetland information needed for permitting
  - Additional topographic survey at key locations.
- 2.2 Right of Way Survey – S 220<sup>th</sup> Street to Kent Des Moines Road: Prepare legal descriptions with associated map exhibits which will describe the areas which the

City will acquire from the state for the proposed trail easement in a format acceptable to WSDOT and the City of Des Moines. A paragraph vacating the existing City rights of ways within the SR 509 right of way will also be prepared by the Consultant.

- 2.3 Topographic survey – S 216<sup>th</sup> Street to S 220<sup>th</sup> Street: The alignment study to determine the preferred alternative for this area will be based on aerial mapping and field checks by Consultant staff. Once a preferred alternative is selected, the Consultant shall:
- ◆ Establish horizontal and vertical control points along the selected corridor for field topographic survey. Field topographic survey shall be 60' in width within the right of way or anticipated easements for a length of approximately 0.5 miles. Basis of control will be City of Des Moines Datum. (Horizontal NAVD 83/91, Vertical NAVD 88)
  - ◆ Field Survey and Note Reduction. Perform note reduction of the field survey data.
  - ◆ Mapping work to prepare 1"=20' topographic base map and digital terrain model (DTM) in AutoCAD format of the project within the limits described above.
  - ◆ Perform observation and measure-downs of existing storm drain catch basins and manholes. The approximate size, type (brick, concrete), and general condition of the structures to confirm suitability for continued use, and approximate size and location of storm drainage pipes will be documented. These observations will be made from the surface.
  - ◆ The Consultant will retain the services of a firm to field locate and paint all utility locations within the project corridor so that they can be surveyed and incorporated into the base maps. Service line locations and gravity storm and sewer will not be field located. Field survey to locate paint marks at 50-ft intervals, including surface features (valves, manholes, catch basins, junction boxes, vaults, etc). Irrigation systems will not be included.
- 2.4 Right of way survey – S 216<sup>th</sup> Street to S 220<sup>th</sup> Street: The Consultant shall perform field ties and research publicly available records to develop the right of way for this portion of the trail corridor. Property lines will be shown based on available GIS mapping.
- 2.5 Topographic survey – Kent Des Moines Road to Highline Community College: The alignment study to determine the preferred alternative for this area will be based on aerial mapping and field checks by Consultant staff. Once a preferred alternative is selected, the Consultant shall:
- ◆ Establish horizontal and vertical control points along the selected corridor for field topographic survey. Field topographic survey shall be 60' in width within the right of way or anticipated easements for a length of approximately 1 mile. Basis of control will be City of Des Moines Datum. (Horizontal NAVD 83/91, Vertical NAVD 88)
  - ◆ Field Survey and Note Reduction. Perform note reduction of the field survey data.
  - ◆ Mapping work to prepare 1"=20' topographic base map and digital terrain model (DTM) in AutoCAD format of the project within the limits described above.

- ◆ Perform observation and measure-downs of existing storm drain catch basins and manholes. The approximate size, type (brick, concrete), and general condition of the structures to confirm suitability for continued use, and approximate size and location of storm drainage pipes will be documented. These observations will be made from the surface.
- ◆ The Consultant will retain the services of a firm to field locate and paint all utility locations within the project corridor so that they can be surveyed and incorporated into the base maps. Service line locations and gravity storm and sewer will not be field located. Field survey to locate paint marks at 50-ft intervals, including surface features (valves, manholes, catch basins, junction boxes, vaults, etc). Irrigation systems will not be included.

2.6 Right of way survey – Kent Des Moines Road to Highline Community College: The Consultant shall perform field ties and research publicly available records to develop the right of way for this portion of the trail corridor. Property lines will be shown based on available GIS mapping.

2.7 *Not included in this current authorization are the following survey and right of way elements which may be required for final design:*

- *Right of way plans, appraisals, or negotiations*
- *Title reports, legal descriptions, easements*

*These services will be authorized under a future task order supplement if necessary.*

### Deliverables

- ◆ Electronic copies of the completed base map will be available to the City upon request.
- ◆ Legal descriptions for WSDOT trail easement
- ◆ Legal description for City vacation of SR 509 rights of way

## **Task 3 Public Involvement**

- 3.1 Prepare for and attend two (2) coordination meetings with major public stakeholders. These meetings will likely include representatives from the Cities of Des Moines, WSDOT, Highline Community College, Midway Sewer District, and/or other agencies that have an technical infrastructure interest in future development of the area.
- 3.2 Prepare for and attend one (1) community open house meeting. Meeting location and mailings will be performed by the City.
- 3.3 Attend one on one property owner meetings with major property owners along the corridor and prepare and update a log of specific concerns (estimate 6 meetings).
- 3.4 Prepare up to one (1) City Council or PST committee meeting to provide update on project progress and receive input.

- 3.5 Prepare up to one (1) newsletter to inform citizens/businesses of design progress. Preparation of distribution lists and mailings will be by the City.
- 3.6 Prepare graphics to support up to (1) update report for posting on the City's project web page. This information will also be used for publication in the City Currents publication.
- 3.7 *Not included in this current authorization are public involvement tasks beyond the 60% Plan development. These services will be authorized under a future task order supplement if necessary.*

#### Deliverables

- ◆ Newsletters
- ◆ Community meeting graphics
- ◆ Council meeting graphics
- ◆ Coordination meeting graphics and agendas
- ◆ Summary Notes and sketches from property owner, agency coordination and open house meetings

#### **Task 4 Geotechnical Report**

- 4.1 Geotechnical investigations for the north segment will be prepared by HWA GeoSciences (HWA) under subcontract to the Consultant. The intent of this task is to perform geotechnical investigations in support of the project, which we understand includes construction of a new trail along Barnes Creek, between S 216th Street and Highline Community College. We understand that construction of the trail will require cut and fill retaining walls and portions of elevated boardwalk. We understand that a portion of the site is currently undeveloped but that access exists for a small, tracked-drill rig to perform geotechnical boreholes at locations along the proposed alignment and the City has obtained the rights from WSDOT to perform this work.
- 4.2 HWA will plan and coordinate the geotechnical engineering investigation. This will include a site reconnaissance and marking the locations of the proposed explorations, along with evaluation of site access considerations. It is assumed that the 1-Call Utility Locate will be sufficient for marking utilities. No private utility locates are assumed for this cost estimate. If private utility locates are required, the cost will be increased accordingly.
- 4.3 HWA will conduct a subsurface exploration program that will provide sufficient soils information to facilitate design of proposed foundations and earthwork to raise site grades. This will involve 12 machine drilled borings using a small, rubber-tracked drill rig. The borings will each be drilled to depths of about 20 feet below ground surface depending on subsurface conditions. Samples will be recovered at 2 to 5 foot intervals in each boring. In addition, one day of hand auger explorations will be performed to assess near-surface soils along the alignment. This information will be used to supplement the machine-drilled boreholes.

- 4.4 HWA will conduct geotechnical laboratory testing on the representative soil samples obtained from the borehole explorations to determine engineering and index properties of the site soils. Laboratory tests will include natural moisture content, grain size distribution, and Atterberg limits.
- 4.5 HWA will conduct geotechnical engineering analyses with respect to cut and fill retaining walls, bearing capacity for boardwalk foundations, and site grading and earthwork recommendations.
- 4.6 HWA will prepare a draft geotechnical engineering report summarizing the results of our investigation, and presenting our conclusions and recommendations. HWA will finalize the report after receiving review comments from the design team.
- 4.7 *Not included in this current authorization are public involvement tasks beyond the Alignment study for the south segment or beyond final PS &E for the north segment. These services will be authorized under a future task order supplement if necessary.*

#### Deliverables

- ◆ An electronic copy (in pdf format) of the Draft Geotechnical Report.
- ◆ An electronic copy (in pdf format) and three hard copies of the Final Geotechnical Report.

#### **Task 5 Environmental.**

- 5.1 Management and coordination: Environmental documentation for the north segment will be prepared by ESA under subcontract to the Consultant.
- 5.2 Field Investigations: As part of this task, ESA will revisit the SR 509 ROW between Kent Des Moines Road and South 220th Street where 19 wetlands and several stream segments were flagged in 2012. The purpose of this investigation will be to ensure that the wetland and stream flagging are still in place. If flagging is missing, the boundary will be re-flagged, surveyed and incorporated into project base maps.

Under this task ESA will also conduct a reconnaissance level investigation of streams and wetlands along previously unidentified trail route alternatives to the north and south of those previously investigated SR-509 ROW. This will include approximately 8,000 linear feet of road and associated ROW along Kent Des Moines Road, 16th Avenue South, 20th Avenue South, and South 240th Street with an end terminus at Highline Community College; and an approximate 20 acre parcel between South 220th Street and South 216th Street that is a continuation of the SR-509 Right of Way to the north of the previously identified wetlands and approximately 2,200 linear feet of road and associated ROW along 20th Avenue South. These are reconnaissance level evaluations only and will not include formal wetland delineations or flagging of the OHWM of streams. Approximate boundaries of environmentally sensitive area will be collected with a Trimble GPS unit.

Assumptions:

- ◆ Where reconnaissance occurs along roadways, ESA's work will be limited to the existing road ROW. All rights of entry to properties will be obtained by the City prior to conducting fieldwork.

Deliverables:

- ◆ The information previously attained and verified as well as the reconnaissance level information collected will be used to prepare a technical memorandum, which is discussed in more detail in Task 5.3 below.

- 5.3 Technical Memorandum: ESA will prepare a technical memorandum to assist the City of Des Moines with selecting a preferred alignment. The technical memorandum will describe the sensitive areas present along each alternative; the number of wetlands/streams potentially impacted by each of the trail alternatives; the approximate area of impact for each alternative; and potential mitigation requirements based on the City's current code requirements and upon the information collected in previous authorizations and Task 5.2 above. In addition, ESA will also include within the technical memorandum a list discipline reports that likely will be required for the preferred alternative and to support future NEPA review for the project.

Assumptions:

- ◆ This SOW only covers wetland and streams. No landslide hazard, critical aquifer recharge areas, or other designated environmentally critical areas will be included in this task. If necessary, this work will be conducted by others.
- ◆ There will be only one review cycle for the Critical Area Report, which is the Draft Report.

Deliverables:

- ◆ ESA staff will prepare a Draft Technical Memorandum in electronic format for review and comment by KPG and the City.
- ◆ Upon receipt of one set of consolidated comments to the Draft Tech Memo, ESA staff will revise and prepare a Final Technical Memorandum within 10 working days of receipt of comments. ESA will provide the final document in pdf format.

- 5.4 *Not included in this current authorization are environmental permitting that may be required for construction of the trail or the following studies which may be required to satisfy federal funding requirements for NEPA approval:*

- *Preparation of the Environmental Classification Summary (ECS)*
- *Cultural Resources*

- *Other environmental permits that may be required for construction*

*These services will be authorized under a future task order supplement if necessary.*

## **Task 6      Route Analysis and Design**

- 6.1 Compile and review data and records from the City, other agencies, and utilities. Document the design criteria that will be used to develop and evaluate alternatives. Prepare photo log of existing conditions along corridor.
- 6.2 Develop alignment alternatives analysis (plan and typical section) and comparative level opinion of cost. It is anticipated that two (2) alignment alternatives will be evaluated. Evaluate relative impacts to:
  - The City of Des Moines Comprehensive Transportation Plan: Disruptions and relocations for businesses and residences
  - Trail impacts on local neighborhood(s)
  - Utility and development coordination
  - Environmental impacts during and after construction
  - Right of way and utility relocation costs
  - Stormwater facilities quality & quantity analysis
  - Walls, including impacts analysis of overhead/underground utilities.
  - Construction costs and schedule
  - Ongoing O/M Costs

The alternative alignments will be developed in collaboration with the City and a recommendation on the preferred alignment will be presented to City Council for consideration and direction. The preferred alignment alternative will serve as the basis for survey limits and preparation of the 30% Plans and Design Report.

- 6.3 Document the existing storm water facilities within the limits of the project and document applicable stormwater regulations, standards, hydrology and hydraulic design criteria. Prepare a draft Technical Information Report for the preferred alternative in accordance City standards. The draft TIR will be developed to support the 60% Plans; however, additional work will be required to finalize the hydraulic report during final design.
- 6.4 Analyze illumination to at trail crossing locations to provide levels consistent with the current City illumination standards. Prepare a preliminary layout of the intersection illumination system and include supporting calculations as an appendix to the design report. The Consultant will use light fixtures available from Intulight for modeling.

No illumination is anticipated along the trail corridor.

- 6.5 Estimate preliminary quantities and prepare preliminary opinions of probable cost for construction.
- 6.6 Prepare conceptual urban design package to illustrate node opportunities, urban design concepts, and general aesthetics along the corridor.
- 6.7 Compile and prepare the Draft and Final Design Report. The design report will include a summary of existing conditions, design criteria used, proposed improvements, and the following appendices prepared in support of the preferred alternative:
- Draft Technical Information Report
  - Opinion of Probable Cost
  - Illumination calculations at intersections
  - Preliminary cross sections
  - Conceptual Urban Design package
- 6.8 30% Plans showing the following information will be included with the design report submittal:
- Centerline control information
  - Alignment layout
  - Typical sections
  - Grading limits
  - Curb, sidewalk, and channelization layout
  - Retaining wall type/size/location
  - Identification of proposed landscape areas with proposed planting list
  - Illumination pole / equipment layout
  - Storm drainage system plan view layout
  - Pipe size / type and structure size / type callouts
  - Conflict points with franchise utilities
  - Preliminary right of way plans
- 6.9 The Consultant shall incorporate City comments on the 30% Plans and prepare a 60% Plan, Specification, and Estimate submittal showing the following information:
- Centerline control information
  - Alignment layout
  - Typical sections
  - Channelization
  - Paving limits
  - Curb and sidewalk layout
  - Intersection details
  - Retaining wall plan and profile
  - Landscape plans
  - Urban Design plans
  - Illumination plans
  - Storm drainage system plan and profile
  - Conflict points with franchise utilities

- Preliminary right of way plans

#### Assumptions

- ◆ No signalized crossings are anticipated.
- ◆ Structural detailing of boardwalks, retaining walls, or other project components will be deferred to the 90% design, if required.

#### Deliverables

- ◆ Scroll plot .pdf of alternatives considered and recommendation for preferred alternative.
- ◆ Draft and Final Design Report (5 bound, 1 unbound)
- ◆ 30% Plans (½ size) & estimate, 5 bound, 1 unbound copy
- ◆ 60% PS & E (½ size) 5 bound, 1 unbound copy

6.10 *Not included in this current authorization are design activities beyond the 60% submittal. These services will be authorized under a future task order supplement if necessary.*

#### **Additional Services**

The City may require additional services of the Consultant in order to advance all or portions of the project corridor through final design and construction. The scope of these services will be determined based on the preferred alternative in the south segment, available funding, phasing, or other considerations at the sole discretion of the City. This work may include items identified in the current task authorizations as well other items, which may include, but are not necessarily limited to the following:

- ◆ Preparation of Final Plans, Specifications, and Estimate
- ◆ Obtaining title reports and providing final right of way calculations
- ◆ Preparation of right of way / easement legal descriptions and exhibits
- ◆ Providing property appraisals and negotiations
- ◆ NEPA documentation or additional permitting not included in the scope
- ◆ Providing bid period assistance
- ◆ Providing construction services

These services will be authorized under a future contract supplement if necessary. At the time these services are required, the Consultant shall provide a detailed scope of work and an estimate of costs. The Consultant shall not proceed with the work until the City has authorized the work and issued a notice to proceed.

HOURLY AND FEE ESTIMATE

EXHIBIT B

Project: City of Des Moines

Barnes Creek Trail Design



Task	Description	Labor Hour Estimate							Total Fee	
		*Project Manager \$ 179.26	*Senior Engineer \$ 139.21	*Project Engineer \$ 116.68	*Design Engineer \$ 103.42	*CAD Technician \$ 86.18	*Survey Crew \$ 140.37	*Senior Admin \$ 99.28	*Office Admin \$ 66.30	Fee
<b>Task 1 - Management/coordination/administration</b>										
1.1	Project administration (estimate 14 months)	12	0	0	0	0	0	8	8	\$ 3,475.71
1.2	Project management and coordination	14	0	14	0	0	0	8	8	\$ 5,467.78
1.3	City staff design coordination meetings	24	8	16	0	0	0	0	8	\$ 7,813.18
1.4	QA/QC reviews	8	8	0	0	0	0	0	0	\$ 2,547.77
	Reimbursable expenses - see breakdown for details									\$ 200.00
	<b>Task Totals</b>	<b>58</b>	<b>16</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>24</b>	<b>\$ 19,504.43</b>
<b>Task 2 - Survey and Mapping</b>										
2.1	Supplemental survey - 220th to KDM	0	4	10	20	0	40	0	0	\$ 9,406.91
2.2	Right-of-way survey - 220th to KDM	0	4	40	40	0	0	0	0	\$ 9,360.86
2.3	Topographic survey - 216th to 220th	0	4	10	100	0	100	0	0	\$ 26,102.63
2.4	Right-of-way survey - 216th to 220th	0	4	10	10	0	20	0	0	\$ 5,565.30
2.5	Topographic survey - KDM to HLCC	0	4	20	200	0	200	0	0	\$ 51,648.41
2.6	Right-of-way survey - KDM to HLCC	0	4	20	20	0	40	0	0	\$ 10,573.74
	Reimbursable expenses - see breakdown for details									\$ 10,400.00
	<b>Task Totals</b>	<b>0</b>	<b>24</b>	<b>110</b>	<b>390</b>	<b>0</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>\$ 123,057.84</b>
<b>Task 3 - Public Involvement</b>										
3.1	Major stakeholder coordination meetings	8	8	0	0	8	0	0	4	\$ 3,502.41
3.2	Community open houses	4	4	8	8	8	0	0	8	\$ 4,254.51
3.3	Attend property owner meetings and maintain log	6	12	0	0	0	0	0	4	\$ 3,011.30
3.4	Council / PST committee meetings	4	4	4	8	8	0	0	8	\$ 3,787.78
3.5	Prepare newsletters	2	0	0	0	4	0	0	4	\$ 968.43
3.6	Graphic support for web site updates	2	2	0	0	4	0	0	4	\$ 1,246.86
	Reimbursable expenses - see breakdown for details									\$ 500.00
	<b>Task Total</b>	<b>26</b>	<b>30</b>	<b>12</b>	<b>16</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>\$ 17,271.28</b>
<b>Task 4 - Geotechnical Report</b>										
4.1	Geotechnical coordination	2	0	4	0	0	0	0	2	\$ 957.84
4.2	Site Reconnaissance	0	0	0	0	0	0	0	0	\$ -
4.3	Geotechnical exploration	0	0	0	0	0	0	0	0	\$ -
4.4	Geotechnical lab testing	0	0	0	0	0	0	0	0	\$ -
4.5	Geotechnical engineering analysis	0	4	4	0	0	0	0	0	\$ 1,023.59
4.6	Geotechnical report	2	4	4	0	4	0	0	0	\$ 1,726.82
	Reimbursable expenses - see breakdown for details									\$ 42,000.00
	<b>Task Total</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>\$ 45,708.25</b>

October 15, 2014

**HOOR AND FEE ESTIMATE**

**EXHIBIT B**

**Project: City of Des Moines**

**Barnes Creek Trail Design**



Task	Description	Labor Hour Estimate							Total Fee	
		*Project Manager \$ 179.26	*Senior Engineer \$ 139.21	*Project Engineer \$ 116.68	*Design Engineer \$ 103.42	*CAD Technician \$ 86.18	*Survey Crew \$ 140.37	*Senior Admin \$ 99.28	*Office Admin \$ 66.30	Fee
<b>Task 5 - Environmental</b>										
5.1	Environmental coordination	4	0	4	0	0	0	0	2	\$ 1,316.35
5.2	Field investigations	0	0	4	0	4	0	0	0	\$ 811.46
5.3	Technical memo for future NEPA / permit reqmts	8	4	0	0	8	0	0	0	\$ 2,680.36
	Reimbursable expenses - see breakdown for details									\$ 20,100.00
	<b>Task Total</b>	<b>12</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>\$ 24,908.17</b>
<b>Task 6 - Route Analysis and Design</b>										
6.1	Develop alignment alternatives	4	12	40	16	24	0	0	2	\$ 10,910.52
6.2	Evaluate alternatives and provide recommendation	8	16	60	40	16	0	0	8	\$ 16,708.41
6.3	Prepare Draft TIR	4	24	40	0	40	0	0	8	\$ 12,703.09
6.4	Analyze intersection illumination levels	4	8	40	16	8	0	0	4	\$ 9,107.36
6.5	Quantity and cost estimating	4	8	24	16	16	0	0	0	\$ 7,664.70
6.6	Prepare urban design conceptual plan	12	24	40	24	40	0	0	12	\$ 16,884.35
6.7	Prepare Draft and Final Design Report	4	8	16	8	16	0	0	16	\$ 6,964.66
6.8	Prepare 30% Plans and Estimates	40	80	120	160	120	0	0	40	\$ 61,849.73
6.9	Prepare 60% Plans, Specs, and Estimates	40	60	160	120	160	0	0	40	\$ 63,043.31
	Reimbursable expenses - see breakdown for details									\$ 11,700.00
	<b>Task Total</b>	<b>120</b>	<b>240</b>	<b>540</b>	<b>400</b>	<b>440</b>	<b>0</b>	<b>0</b>	<b>130</b>	<b>\$ 217,536.12</b>

**Total Estimated Fee: \$ 447,986.10**  
**Management Reserve:** \_\_\_\_\_  
**Total Contract Amount: \$ 447,986.10**

\* Hourly rates are based on the following:

	Totals									
Direct Salary Costs	\$ 65.00	\$ 50.48	\$ 42.31	\$ 37.50	\$ 31.25	\$ 50.90	\$ 36.00	\$ 24.04	\$	125,722.33
Overhead Rate	145.78%									\$ 183,278.02
Fixed Fee	30%									\$ 37,716.70

HOUR AND FEE ESTIMATE

EXHIBIT B



Project: City of Des Moines

Barnes Creek Trail Design

Reimbursable Breakdown	Cost
<b>Task1 - Management/coordination/administration</b>	
Mileage	\$ 100.00
Reproduction	\$ 100.00
<b>Task 1 - Total</b>	<b>\$ 200.00</b>
<b>Task 2 - Survey and Mapping</b>	
Utility locates	\$ 10,000.00
Mileage	\$ 200.00
Reproduction	\$ 200.00
<b>Task 2 - Total</b>	<b>\$ 10,400.00</b>
<b>Task 3 - Public Involvement</b>	
Mileage	\$ 100.00
Reproduction	\$ 400.00
<b>Task 3 - Total</b>	<b>\$ 500.00</b>
<b>Task 4 - Geotechnical Report</b>	
Mileage	\$ -
Reproduction	\$ -
Geotechnical - HWA	\$ 42,000.00
<b>Task 4 - Total</b>	<b>\$ 42,000.00</b>
<b>Task 5 - Environmental</b>	
Mileage	\$ -
Reproduction	\$ 100.00
Environmental - ESA	\$ 20,000.00
<b>Task 5 - Total</b>	<b>\$ 20,100.00</b>
<b>Task 6 - Route Analysis and Design</b>	
Structural allowance	\$ 10,000.00
Mileage	\$ 200.00
Reproduction	\$ 1,500.00
<b>Task 6 - Total</b>	<b>\$ 11,700.00</b>

**Total Reimbursable Costs: \$ 84,900.00**



**2015 - 2020 CAPITAL IMPROVEMENT PLAN  
Transportation CIP Fund**

**CAPITAL IMPROVEMENT PLAN  
REQUEST FORM**

<b>CATEGORY</b>	Transportation	<b>PROJECT NO.</b>	319.345
<b>PROJECT</b>	Barnes Creek Trail/ SR 509 Right-of-Way Acquisition	<b>Project Type:</b>	
		<b>Council Goals met:</b>	2, 4, 5, 10
		<b>Council Objectives met:</b>	
		<b>Project Status</b>	Design

<b>LOCATION</b>	SR 509 Right-of-Way from South 216th Street to Kent Des Moines Road
<b>DESCRIPTION:</b>	Based on the results of the SR 509 highest and best use study, work with the WSDOT to acquire the right of way. The cost to acquire the property is not included in this project.

EXPENDITURE SCHEDULE												
COST ELEMENTS	TOTAL	Prior Years	FY 12 Act	FY 13 Act	Amend	FY 14 Est	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMIN (CITY STAFF)	\$ 133,736	\$ 19,446	\$ 28,814	\$ 475	\$ 34,525	\$ 10,000	\$ 25,000	\$ 20,000	\$ 20,000	\$ 10,000		
CIP PROJ MANAGEMENT	90,091			91	(91)				50,000	40,000		
DESIGN / ENGINEERING	676,529		88,365	8,164	191,836	50,000	430,000	100,000				
SURVEYS/APPRAISALS/CULTURAL RESOURCES	-		-		190,000							
LAND	472,034				600,000		472,034					
LAND - WSDOT (Portion of Seg. 1)	1,360,000		1,360,000									
BUILDINGS	-											
IMPROVEMENTS	2,420,000								1,720,000	700,000		
INSPECTION	300,000								200,000	100,000		
CONTINGENCY	150,000								100,000	50,000		
OTHER - WSDOT, etc	-		-									
<b>TOTAL</b>	<b>\$ 5,602,390</b>	<b>\$ 19,446</b>	<b>\$ 1,477,179</b>	<b>\$ 8,730</b>	<b>\$ 1,016,270</b>	<b>\$ 60,000</b>	<b>\$ 927,034</b>	<b>\$ 120,000</b>	<b>\$ 2,090,000</b>	<b>\$ 900,000</b>		

FUNDING SOURCES	TOTAL		FY 12 Act	FY 13 Act	FY 14 Amend	FY 14 Est	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Transportation CIP Fund	\$ 68,355	\$ (80,554)	\$ 29,840	\$ (135,931)	\$ 238,418	\$ 15,000	\$ 140,000	\$ 100,000				
RCO (unconfirmed)	-	-			-							
LAND - WSDOT (Portion of Seg. 1)	1,360,000	-	1,360,000		-							
King County Conservation Grant 2010 (Confirmed)	472,034	-	-		472,034		472,034					
King County Conservation Grant 2011 (Confirmed)	44,182	-	44,182		5,818							
King County Conservation Grant (Unconfirmed)	-	-			-							
King County Trail Levy (Confirmed trail)	287,819	100,000	43,157	144,662	-							
CMAQ-Design (Confirmed)	380,000				300,000	45,000	315,000	20,000				
CMAQ-Construction (Unconfirmed)	2,990,000								2,090,000	900,000		
<b>TOTAL</b>	<b>\$ 5,602,390</b>	<b>\$ 19,446</b>	<b>\$ 1,477,179</b>	<b>\$ 8,730</b>	<b>\$ 1,016,270</b>	<b>\$ 60,000</b>	<b>\$ 927,034</b>	<b>\$ 120,000</b>	<b>\$ 2,090,000</b>	<b>\$ 900,000</b>		

\*Excludes FY 14 Amd

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**Washington State  
Department of Transportation**

Lynn Peterson  
Secretary of Transportation

Transportation Building  
310 Maple Park Avenue S.E.  
P.O. Box 47300  
Olympia, WA 98504-7300  
360-705-7000  
TTY: 1-800-833-6388  
www.wsdot.wa.gov

June 10, 2013

Mr. Grant L. Fredricks  
Director-Planning, Building and Public Works  
City of Des Moines  
21650 11<sup>th</sup> Avenue South  
Des Moines, Washington 98198-6317

RECEIVED  
JUN 12 2013  
LOCAL PROGRAMS

**City of Des Moines  
Barnes Creek Trail  
CM-0325(008)  
FUND AUTHORIZATION**

Dear Mr. Fredricks:

We have received FHWA fund authorization, effective May 31, 2013, for this project as follows:

PHASE	TOTAL	FEDERAL SHARE
Preliminary Engineering	\$437,000	\$378,005

Enclosed for your information and file is a fully executed copy of Local Agency Agreement LA-8083 between the state and your agency. All costs exceeding those shown on this agreement are the sole responsibility of your agency.

FHWA requires projects utilizing federal funds for preliminary engineering or right of way to advance to construction. If this project is unable to proceed to construction, any expended federal funds must be repaid.

WSDOT authorization to proceed with right of way and/or construction is contingent upon receipt and approval of your environmental documents.

You may proceed with the administration of this project in accordance with your WSDOT approved Certification Acceptance agreement.

Sincerely,

Stephanie Tax  
Manager, Program Management  
Highways & Local Programs

ST:jg:ac  
Enclosure

cc: Ed Conyers, Northwest Region Local Programs Engineer, MS NB82-121

REGION COPY

# Local Agency Agreement

Agency City of Des Moines  
 Address 21650 11th Ave S  
Des Moines, WA 98198

CFDA No. 20.205  
 (Catalog of Federal Domestic Assistance)  
 Project No. CM-0325(008)  
 Agreement No. LA 80 83  
 For OSC WSDOT Use Only

The Local Agency having complied, or hereby agreeing to comply, with the terms and conditions set forth in (1) Title 23, U.S. Code Highways, (2) the regulations issued pursuant thereto, (3) 2 CFR 225, (4) Office of Management and Budget Circulars A-102, and A-133, (5) the policies and procedures promulgated by the Washington State Department of Transportation, and (6) the federal aid project agreement entered into between the State and Federal Government, relative to the above project, the Washington State Department of Transportation will authorize the Local Agency to proceed on the project by a separate notification. Federal funds which are to be obligated for the project may not exceed the amount shown herein on line r, column 3, without written authority by the State, subject to the approval of the Federal Highway Administration. All project costs not reimbursed by the Federal Government shall be the responsibility of the Local Agency.

### Project Description

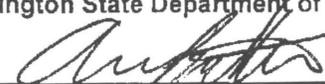
Name Barnes Creek Trail Length 2.50 Miles  
 Termini Highline Community College to the intersection of South 216th Street & 20th Avenue South

### Description of Work

The Barnes Creek Trail will ultimately provide a connection from the Regional Lake to Sound Trail, via the Des Moines Creek Trail, to the Highline Community College. This project will provide the design (Plans, Specifications, and Estimate) of the trail system from South 216th Street at 20th Avenue South to the Highline Community College. A significant portion of the trail corridor is planned to be located within the historic SR509 Right-of-Way, which has been designated for surplus by the State. The City is currently working with WSDOT regarding the transfer and acquisition of this property.

Type of Work		Estimate of Funding		
		(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated Federal Funds
PE 86.5 %	a. Agency	55,000.00	7,425.00	47,575.00
	b. Other Consultant	380,000.00	51,300.00	328,700.00
	c. Other			
Federal Aid Participation Ratio for PE	d. State	2,000.00	270.00	1,730.00
	e. Total PE Cost Estimate (a+b+c+d)	437,000.00	58,995.00	378,005.00
Right of Way %	f. Agency			
	g. Other			
	h. Other			
Federal Aid Participation Ratio for RW	i. State			
	j. Total R/W Cost Estimate (f+g+h+i)			
Construction %	k. Contract			
	l. Other			
	m. Other			
	n. Other			
	o. Agency			
	p. State			
Federal Aid Participation Ratio for CN	q. Total CN Cost Estimate (k+l+m+n+o+p)			
	r. Total Project Cost Estimate (e+j+q)	437,000.00	58,995.00	378,005.00

Agency Official  
 By   
 Title City Manager

Washington State Department of Transportation  
 By   
 Director of Highways and Local Programs  
 Date Executed 5/24/2013

**Construction Method of Financing** (Check Method Selected)**State Ad and Award**

- Method A - Advance Payment - Agency Share of total construction cost (based on contract award)
- Method B - Withhold from gas tax the Agency's share of total construction cost (line 4, column 2) in the amount of  
\$ \_\_\_\_\_ at \$ \_\_\_\_\_ per month for \_\_\_\_\_ months.

**Local Force or Local Ad and Award**

- Method C - Agency cost incurred with partial reimbursement

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the federal funds obligated, it accepts and will comply with the applicable provisions set forth below. Adopted by official action on

\_\_\_\_\_, \_\_\_\_\_, Resolution/Ordinance No. \_\_\_\_\_

**Provisions****I. Scope of Work**

The Agency shall provide all the work, labor, materials, and services necessary to perform the project which is described and set forth in detail in the "Project Description" and "Type of Work."

When the State acts for and on behalf of the Agency, the State shall be deemed an agent of the Agency and shall perform the services described and indicated in "Type of Work" on the face of this agreement, in accordance with plans and specifications as proposed by the Agency and approved by the State and the Federal Highway Administration.

When the State acts for the Agency but is not subject to the right of control by the Agency, the State shall have the right to perform the work subject to the ordinary procedures of the State and Federal Highway Administration.

**II. Delegation of Authority**

The State is willing to fulfill the responsibilities to the Federal Government by the administration of this project. The Agency agrees that the State shall have the full authority to carry out this administration. The State shall review, process, and approve documents required for federal aid reimbursement in accordance with federal requirements. If the State advertises and awards the contract, the State will further act for the Agency in all matters concerning the project as requested by the Agency. If the Local Agency advertises and awards the project, the State shall review the work to ensure conformity with the approved plans and specifications.

**III. Project Administration**

Certain types of work and services shall be provided by the State on this project as requested by the Agency and described in the Type of Work above. In addition, the State will furnish qualified personnel for the supervision and inspection of the work in progress. On Local Agency advertised and awarded projects, the supervision and inspection shall be limited to ensuring all work is in conformance with approved plans, specifications, and federal aid requirements. The salary of such engineer or other supervisor and all other salaries and costs incurred by State forces upon the project will be considered a cost thereof. All costs related to this project incurred by employees of the State in the customary manner on highway payrolls and vouchers shall be charged as costs of the project.

**IV. Availability of Records**

All project records in support of all costs incurred and actual expenditures kept by the Agency are to be maintained in accordance with local government accounting procedures prescribed by the Washington State Auditor's Office, the U.S. Department of Transportation, and the Washington State Department of Transportation. The records shall be open to inspection by the State and Federal Government at all reasonable times and shall be retained and made available for such inspection for a period of not less than three years from the final payment of any federal aid funds to the Agency. Copies of said records shall be furnished to the State and/or Federal Government upon request.

**V. Compliance with Provisions**

The Agency shall not incur any federal aid participation costs on any classification of work on this project until authorized in writing by the State for each classification. The classifications of work for projects are:

1. Preliminary engineering.
2. Right of way acquisition.
3. Project construction.

In the event that right of way acquisition, or actual construction of the road, for which preliminary engineering is undertaken is not started by the closing of the tenth fiscal year following the fiscal year in which the agreement is executed, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

The Agency agrees that all stages of construction necessary to provide the initially planned complete facility within the limits of this project will conform to at least the minimum values set by approved statewide design standards applicable to this class of highways, even though such additional work is financed without federal aid participation.

The Agency agrees that on federal aid highway construction projects, the current federal aid regulations which apply to liquidated damages relative to the basis of federal participation in the project cost shall be applicable in the event the contractor fails to complete the contract within the contract time.

**VI. Payment and Partial Reimbursement**

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR 225 and Office of Management and Budget circulars A-102 and A-133. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR 225 - Cost Principles for State, Local, and Indian Tribal Government, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

### 1. Project Construction Costs

Project construction financing will be accomplished by one of the three methods as indicated in this agreement.

**Method A** – The Agency will place with the State, within (20) days after the execution of the construction contract, an advance in the amount of the Agency's share of the total construction cost based on the contract award. The State will notify the Agency of the exact amount to be deposited with the State. The State will pay all costs incurred under the contract upon presentation of progress billings from the contractor. Following such payments, the State will submit a billing to the Federal Government for the federal aid participation share of the cost. When the project is substantially completed and final actual costs of the project can be determined, the State will present the Agency with a final billing showing the amount due the State or the amount due the Agency. This billing will be cleared by either a payment from the Agency to the State or by a refund from the State to the Agency.

**Method B** – The Agency's share of the total construction cost as shown on the face of this agreement shall be withheld from its monthly fuel tax allotments. The face of this agreement establishes the months in which the withholding shall take place and the exact amount to be withheld each month. The extent of withholding will be confirmed by letter from the State at the time of contract award. Upon receipt of progress billings from the contractor, the State will submit such billings to the Federal Government for payment of its participating portion of such billings.

**Method C** – The Agency may submit vouchers to the State in the format prescribed by the State, in duplicate, not more than once per month for those costs eligible for Federal participation to the extent that such costs are directly attributable and properly allocable to this project. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for Federal participation unless claimed under a previously approved indirect cost plan.

The State shall reimburse the Agency for the Federal share of eligible project costs up to the amount shown on the face of this agreement. At the time of audit, the Agency will provide documentation of all costs incurred on the project.

The State shall bill the Agency for all costs incurred by the State relative to the project. The State shall also bill the Agency for the federal funds paid by the State to the Agency for project costs which are subsequently determined to be ineligible for federal participation (see Section IX).

## VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and Office of Management and Budget Circular A-133.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation (see Section IX).

## VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal Office of Management and Budget (OMB) Circular A-133 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$500,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of OMB Circular A-133. Upon conclusion of the A-133 audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

## IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed the Director of Highways and Local Programs.

## X. Traffic Control, Signing, Marking, and Roadway Maintenance

The Agency will not permit any changes to be made in the provisions for parking regulations and traffic control on this project without prior approval of the State and Federal Highway Administration. The Agency will not install or permit to be installed any signs, signals, or markings not in conformance with the standards approved by the Federal Highway Administration and MUTCD. The Agency will, at its own expense, maintain the improvement covered by this agreement.

## XI. Indemnity

The Agency shall hold the Federal Government and the State harmless from and shall process and defend at its own expense all claims, demands, or suits, whether at law or equity brought against the Agency, State, or Federal Government, arising from the Agency's execution,

performance, or failure to perform any of the provisions of this agreement, or of any other agreement or contract connected with this agreement, or arising by reason of the participation of the State or Federal Government in the project, PROVIDED, nothing herein shall require the Agency to reimburse the State or the Federal Government for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Federal Government or the State.

## **XII. Nondiscrimination Provision**

No liability shall attach to the State or Federal Government except as expressly provided herein.

The Agency shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract and/or agreement or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts and agreements. The WSDOT's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Agency of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

The Agency hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the rules and regulations of the Secretary of Labor in 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee or understanding pursuant to any federal program involving such grant, contract, loan, insurance, or guarantee, the required contract provisions for Federal-Aid Contracts (FHWA 1273), located in Chapter 44 of the Local Agency Guidelines.

The Agency further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a State or Local Government, the above equal opportunity clause is not applicable to any agency, instrumentality, or subdivision of such government which does not participate in work on or under the contract.

The Agency also agrees:

- (1) To assist and cooperate actively with the State in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary of Labor.
- (2) To furnish the State such information as it may require for the supervision of such compliance and that it will otherwise assist the State in the discharge of its primary responsibility for securing compliance.
- (3) To refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order.
- (4) To carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the State, Federal Highway Administration, or the Secretary of Labor pursuant to Part II, subpart D of the Executive Order.

In addition, the Agency agrees that if it fails or refuses to comply with these undertakings, the State may take any or all of the following actions:

- (a) Cancel, terminate, or suspend this agreement in whole or in part;
- (b) Refrain from extending any further assistance to the Agency under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency; and
- (c) Refer the case to the Department of Justice for appropriate legal proceedings.

## **XIII. Liquidated Damages**

The Agency hereby agrees that the liquidated damages provisions of 23 CFR Part 635, Subpart 127, as supplemented, relative to the amount of Federal participation in the project cost, shall be applicable in the event the contractor fails to complete the contract within the contract time. Failure to include liquidated damages provision will not relieve the Agency from reduction of federal participation in accordance with this paragraph.

## **XIV. Termination for Public Convenience**

The Secretary of the Washington State Department of Transportation may terminate the contract in whole, or from time to time in part, whenever:

- (1) The requisite federal funding becomes unavailable through failure of appropriation or otherwise.
- (2) The contractor is prevented from proceeding with the work as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense, or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources.
- (3) The contractor is prevented from proceeding with the work by reason of a preliminary, special, or permanent restraining order of a court of competent jurisdiction where the issuance of such order is primarily caused by the acts or omissions of persons or agencies other than the contractor.
- (4) The Secretary determines that such termination is in the best interests of the State.

## **XV. Venue for Claims and/or Causes of Action**

For the convenience of the parties to this contract, it is agreed that any claims and/or causes of action which the Local Agency has against the State of Washington, growing out of this contract or the project with which it is concerned, shall be brought only in the Superior Court for Thurston County.

## **XVI. Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying**

The approving authority certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

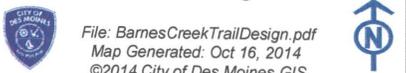
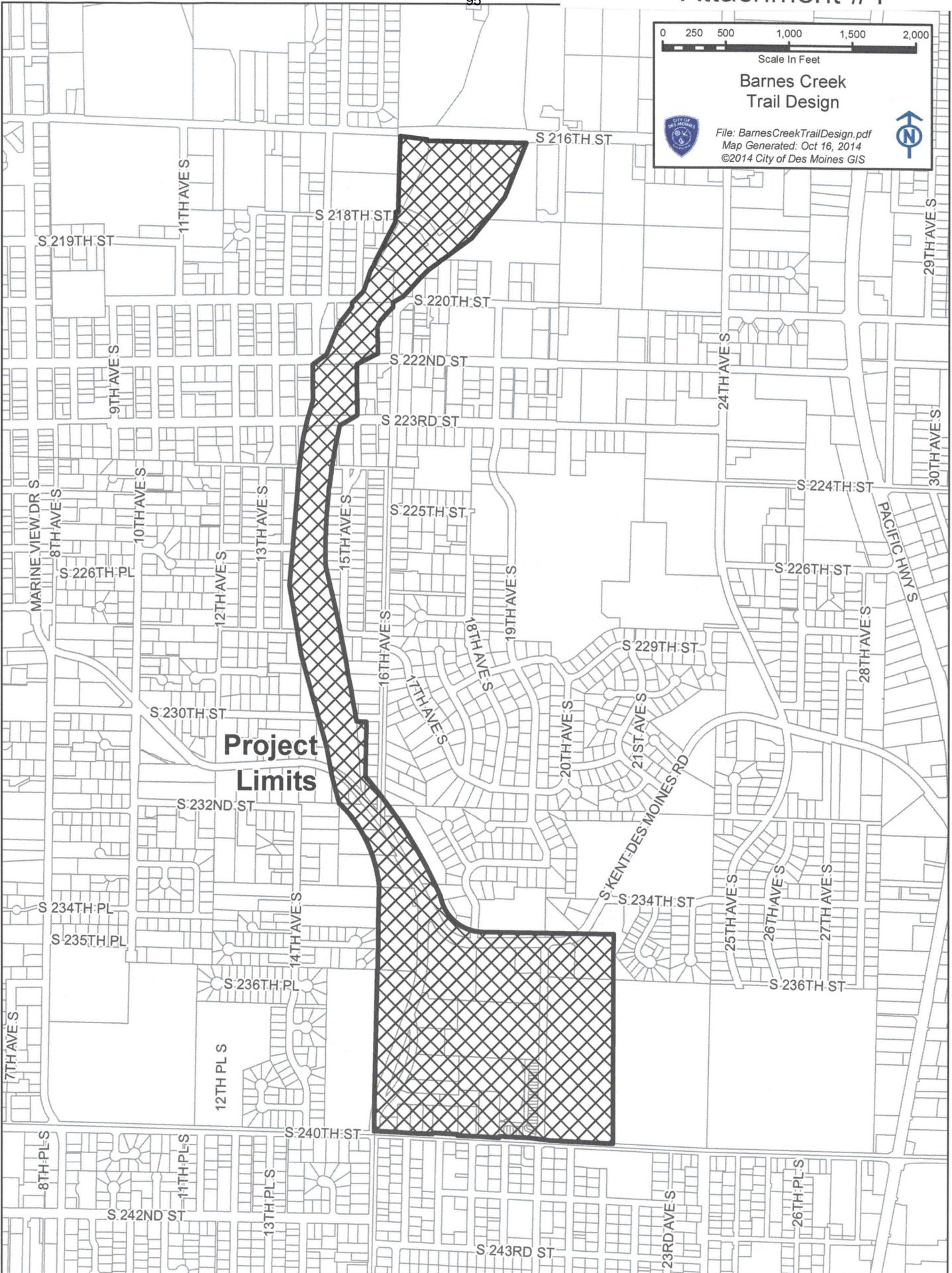
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification as a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **Additional Provisions**

0 250 500 1,000 1,500 2,000  
 Scale In Feet

**Barnes Creek Trail Design**

File: BarnesCreekTrailDesign.pdf  
 Map Generated: Oct 16, 2014  
 ©2014 City of Des Moines GIS

**Project Limits**

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**A G E N D A I T E M**

**BUSINESS OF THE CITY COUNCIL  
City of Des Moines, WA**

**SUBJECT:** Hold Harmless Agreement between the City of Des Moines and Master Police Officer Kevin Montgomery For transfer of ownership of canine Harley.

**ATTACHMENTS:**

1. Hold Harmless Agreement between the City of Des Moines and Master Police Officer Kevin Montgomery.
2. Agenda Consent Item from Des Moines City Council’s October 14, 2010 meeting.

**FOR AGENDA OF:** October 23, 2014

**DEPT. OF ORIGIN:** Police

**DATE SUBMITTED:** October 9, 2014

**CLEARANCES:**

Legal TG

Finance N/A

Marina N/A

Parks, Recreation & Senior Services N/A

Planning, Building & Public Works N/A

Police emo

Courts N/A

**APPROVED BY CITY MANAGER  
FOR SUBMITTAL:** 

**Purpose and Recommendation**

The purpose of this Agenda is to seek the approval from Council to enter into an Agreement with Master Police Officer Kevin Montgomery and the City of Des Moines for the purpose of transferring ownership of Police Canine Harley for the sum of one dollar and no cents (\$1.00).

**Suggested Motion**

**MOTION:** “I move to approve the agreement between the City of Des Moines and Master Police Officer Kevin Montgomery allowing the transfer of ownership of Police Canine Harley for the sum of one dollar and no cents (\$1.00) and to authorize the City Manager to sign the Agreement substantially in the form as submitted.”

**Background**

The Des Moines Police Department has operated with a Narcotics Canine team for an excess of 11 years. Our current canine handler is Master Police Officer Kevin Montgomery and the canine is “Harley”. Due to the needs of the department, the decision was made to disband our canine team at this time. Because Harley has reached the expected longevity of the average Police Canine, he was retired

from service on September 26, 2014. Harley was acquired by the City of Des Moines at no cost through the Department of Corrections canine program at McNeil Island Corrections Center.

### **Discussion**

Command Staff with the Des Moines Police Department made the decision to reassign Master Police Officer Kevin Montgomery to a patrol team to help alleviate some of the scheduling shortfalls the department is facing. Because of the extensive training time that a canine team requires to maintain their certification, it was decided that it was in the department's best interest to disband the canine unit at this time. Because of his age, and the fact that he is trained to sniff out marijuana, which makes him unusable to another Washington State agency, it was determined that it would not be possible to try and sell Harley to another agency, and therefore he would need to be adopted out. The training required for a working police canine requires that the dogs be treated differently than that of a normal family pet. Because of this specialized training, these dogs are not properly socialized and it becomes a liability to the City to place the dog with an untrained handler.

### **Alternatives**

The alternative to approving this agreement would be to euthanize Harley. Because he poses a liability risk to the City if he were adopted out to a shelter and put into the care of an untrained handler.

### **Financial Impact**

By disbanding this canine team, the City will save approximately \$9,700.00 per year in the compensation that the canine's handler receives for kenneling the dog at his residence. The City will also save approximately \$2200.00 per year in costs associated to care of the canine, including food costs, vet bills, and equipment.

### **Recommendation or Conclusion**

The Des Moines Police Department found that it is standard practice to use the sum of one dollar and no cents (\$1.00) as the purchase amount when the canine's handler is willing to take ownership and liability of the dog. Staff recommends approval of the agreement to allow Harley to remain in the custody of his handler and remove the liability risk the City has in association with the canine.

**AGREEMENT FOR SALE OF POLICE CANINE  
AND  
BILL OF SALE**

This Agreement is dated as of the 23rd day of October 2014, between the City of Des Moines, Washington (“Des Moines”) and Master Police Officer Kevin Montgomery (“MPO Montgomery”).

WHEREAS, Canine Harley is owned by Des Moines and is a trained police canine, serving with the Des Moines Police Department for the last 4 years; and

WHEREAS, Des Moines has agreed to sell Harley to MPO Montgomery for \$1, and MPO Montgomery has agreed to purchase Harley from Des Moines for said sum; and

WHEREAS, Canine Harley will be retired on September 26, 2014 at the approximate age of 8 years old from active service as a working police canine, having met his useful longevity; and

WHEREAS, upon purchase of Harley, MPO Montgomery will assume all risk and liability arising out of or relating to Harley from the date of purchase forward;

NOW, THEREFORE, for and in consideration of the mutual terms and covenants stated below, the parties agree as follows:

1. Des Moines hereby sells and transfers all title and interest in one canine, Harley, to MPO Montgomery, conditioned upon receipt of payment from MPO Montgomery under Section 2 below. Des Moines shall transfer Harley, and MPO Montgomery shall accept Harley, in “as-is” condition without representations or warranties of any nature or type.
2. MPO Montgomery shall pay to Des Moines the sum of One Dollar and No Cents (\$1.00), at the time this Agreement is executed. Upon Des Moines’ receipt of payment, Des Moines shall transfer possession and ownership of Harley to MPO Montgomery (“Transfer Date”).
3. MPO Montgomery understands Harley is a trained police dog, and as such may bark, growl, threaten, or bite animals or people. MPO Montgomery acknowledges that he has knowledge and experience related to the handling and use of trained police dogs, and has performed all inspections and obtained all information necessary for MPO Montgomery to enter this Agreement. MPO Montgomery assumes any and all risks of and responsibility for acts, omissions or behavior of Harley, or otherwise arising out of ownership and care of Harley, after the Transfer Date.
4. MPO Montgomery shall indemnify, defend and hold harmless Des Moines and its officers, elected officials, employees, agents and volunteers from and against any and all claims, suits, demands, damages, injuries, liabilities, costs and expenses of any nature

whatsoever, including but not limited to attorneys' fees, arising out of or related to acts, omissions or behavior of Harley or any other aspect of the ownership and care of Harley, occurring or arising on or after the Transfer Date.

- 5. MPO Montgomery understands that secondary transfer of Harley is prohibited. MPO Montgomery shall not transfer Harley to any individual or entity without first obtaining the express written consent of the Chief of Police in and for the City of Des Moines.
- 6. This Agreement shall be construed in accordance with the laws of the State of Washington. Any legal suit, action or proceeding arising out of or relating to this Agreement shall be brought and maintained in the Superior Court of King County, Washington.
- 7. This Agreement constitutes the entire agreement among the parties, and supersedes all prior and contemporaneous agreements or understandings, with respect to the subject matter hereof. No modification or amendment of this Agreement shall be binding unless executed in writing by the parties.

EXECUTED and APPROVED by the Parties in identical counterparts of this Agreement, each of which shall be deemed an original hereof, on the dates set forth below.

APPROVED AS TO FORM:

DATED this \_\_\_\_ day of \_\_\_\_\_, 2014

CITY OF DES MOINES

\_\_\_\_\_  
City Attorney

By \_\_\_\_\_  
Anthony A. Piasecki, Its City Manager

At the direction of the Des Moines City Council at  
an open public meeting on \_\_\_\_\_,  
2014

DATED this \_\_\_\_ day of \_\_\_\_\_, 2014

PURCHASER

By \_\_\_\_\_  
Master Police Officer Kevin Montgomery

## AGENDA ITEM

### BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

**SUBJECT:** Agreement between the City of Des Moines and the Washington State Department of Corrections for Narcotic Canine Training to a Commissioned Des Moines Police Officer

**FOR AGENDA OF:** October 14, 2010

**DEPT. OF ORIGIN:** Police

**DATE SUBMITTED:** October 7, 2010

**ATTACHMENTS:** .

- 1) Intergovernmental Agreement between State of Washington Department of Corrections and Des Moines Police Department

**CLEARANCES:**

Legal PB

Police CE

**APPROVED BY CITY MANAGER  
FOR SUBMITTAL:** [Signature]

### PURPOSE AND RECOMMENDATION

The purpose of this Agenda is to seek the approval from Council to enter into an Agreement with the Washington State Department of Corrections and the City of Des Moines for the purpose of the Department of Corrections providing canine training to a Commissioned Des Moines Police Officer for the sum of one thousand five hundred dollars (\$1,500).

**SUGESTED MOTION:** "I move to approve the agreement between the City of Des Moines and the Washington State Department of Corrections allowing the Department of Corrections to provide narcotic canine training to a commissioned Des Moines Police Officer for the sum of one thousand five hundred dollars (\$1,500), and to authorize the City Manager to sign the Agreement substantially in the form as submitted."

### BACKGROUND

The Des Moines Police Department has operated with a Narcotics Canine for an excess of 7 years. Our current canine handler is Master Police Officer Randy Gallagher and the canine is "Bobbie". Bobbie is now a very senior dog and is due retirement at the end of this year (2010). The department has expected, budgeted and planned for this retirement. We have selected Master Police Officer Kevin Montgomery to be the department's next canine handler. The department will receive its canine from the Department of Corrections canine program at McNeil Island Corrections Center during the handlers training period. There is no cost for this canine.

### DISCUSSION

The Des Moines Police Canine program has evolved over the last several years where the handler and canine were assigned to a specific patrol team rather than an overlap work schedule. This was done to meet budget and staffing needs. The officer/handler responds to calls for service as any other officer would in normal duties. The officer/handler has the canine with them at all times and the canine would be put into service as the needs arise. This includes the request for assistance from other city, state or federal law enforcement agencies. The narcotics canine is one of the only narcotic programs still available and funded within the police department budget. The use of the narcotic canine has been invaluable in the recovery of narcotics, arrest of suspects and subsequent criminal prosecutions. It will be more imperative in the future to have the narcotic canine capabilities with the opening of the new SCORE jail facility in Des Moines.

### ALTERNATIVES

The alternative to approving this agreement would be to take no action and to close down the Narcotic Canine Program effective upon the retirement of Canine "Bobby" at the end of the 2010 year.

### FINANCIAL IMPACT

In anticipation of Bobbies retirement the department selected a new handler and budgeted for the training/transition of handler and equipment in the 2010 budget. The transition included the cost for the training and associated travel expenses. There is no new request for funds under this agenda item.

### RECOMMENDATION (OR CONCLUSION)

Staff recommends approval of the agreement to allow the Narcotics Canine Program to continue and to remain successful.

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS  
AND  
DES MOINES POLICE DEPARTMENT**

This Agreement is made and entered into by and between the Washington State Department of Corrections, hereinafter referred to as DOC or the Department, and the Des Moines Police Department, hereinafter referred to as the Agency.

WHEREAS, the Washington State Department of Corrections administers the Canine Training Program at McNeil Island Corrections Center (hereinafter referred to as "the Program").

WHEREAS, the Canine Training Program provides narcotic canine training to correctional officers and commissioned law enforcement officers (hereinafter referred to as "handler").

WHEREAS, correctional and law enforcement agencies routinely sponsor correctional officers and commissioned law enforcement officers for canine training.

WHEREAS, the purpose of this Agreement to provide the terms and conditions governing canine training to correctional and law enforcement agencies on an as-needed basis. This Agreement is made pursuant to chapter 39.34 RCW, the Interlocal Cooperation Act, and RCW 10.93.130.

**THEREFORE, IT IS MUTUALLY AGREED THAT:**

**1. STATEMENT OF WORK**

- 1.1 *The Agency shall have the following responsibilities and duties pursuant to this Agreement:*
- 1.1.1 Provide only full-time correctional officers and/or commissioned law enforcement officers who have passed their basic academies to serve as canine handlers for the Program.
- 1.1.2 Provide payment for the services herein as specified in Attachment "A" Canine Training Program – Narcotic Detection Dog Training - Administrative Fee Section which is attached hereto and incorporated herein.
- 1.1.3 If the Agency supplies the canine:
- 1.1.3.1 Provide a medically sound canine with current vaccinations.
- 1.1.3.2 Provide payment for all costs and expenses of the canine to include, but not necessarily limited to, all veterinary services and food for the canine.
- 1.1.3.3 Provide a letter to DOC accepting full responsibility for the canine if the Agency allows use of a handler-owned canine.
- 1.1.4 Provide veterinary services for the canine beyond the initial veterinary examination provided by DOC, if the canine is supplied by DOC.
- 1.2 *DOC shall have the following responsibilities and duties pursuant to this Agreement:*

- 1.2.1 Provide narcotic canine training on a space-available basis in accordance with the Canine Training Program's Narcotic Detection Dog Training Guide, attached hereto as Attachment A, incorporated by reference herein.
- 1.2.2 Provide lodging for the canine handler;
- 1.2.3 Provide kennel space for the canine;
- 1.2.4 Provide the initial veterinary services of a veterinarian's examination, hip x-ray, vaccination(s), and fecal examination for the canine upon initial entrance into the Program if the canine is supplied by DOC; and
- 1.2.5 Provide the canine with food and water preceding the Program and during the duration of the Program if the canine is supplied by DOC.

## 2. PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on October 1, 2010, and be completed on November 30, 2010, unless terminated sooner as provided herein.

## 3. SAVE HARMLESS

The parties recognize that canine training can be an inherently dangerous activity and that canine actions may be unpredictable. To the extent permitted by law, the Agency, its agents, and employees shall defend, protect, and hold harmless the state of Washington, DOC, or any employees thereof, from and against all claims, suits, or actions arising from any negligent or deliberate wrongful act or omission of the Agency, its agents, or employees while performing under the terms of this Agreement.

To the extent permitted by law, the Agency, its agents, and employees shall defend, protect, and hold harmless the state of Washington, DOC, or any employees thereof, from and against all claims, suits, or actions arising from the actions or omissions of a canine and/or canine handler or Agency officer while in the performance of a search or other related activity, or by utilizing the canine or training techniques provided under the terms of this Agreement.

The parties recognize that canine training can be an inherently dangerous activity and that canine actions may be unpredictable. To the extent permitted by law, the state of Washington, DOC, or any employees, or agents of the state of Washington or DOC and their employees shall defend, protect, and hold harmless the Agency, from and against all claims, suits, or actions arising from any negligent or deliberate wrongful act or omission of the state of Washington or DOC, their agents, or employees while performing under the terms of this Agreement.

To the extent permitted by law, state of Washington, DOC, their agents, and employees shall defend, protect, and hold harmless the Agency or any employees thereof, from and against all claims, suits, or actions arising from the actions or omissions of a canine and/or canine handler or state of Washington or DOC officers while in the performance of a search or other related activity, or by utilizing the canine or training techniques provided under the terms of this Agreement.

Upon completion of the Program, the Agency assumes full responsibility for the possession, actions, and omissions of the canine(s) selected to include, but not limited to, the health, welfare, and safety of the canine.

The provisions of this section shall survive any termination or the expiration of this Agreement.

#### **4. CANINE SELECTION**

The Agency may supply its own canine for the Program if approved by DOC. DOC, at its sole discretion, will determine the canine's suitability for the Program. Consent to the use of a canine will not be unreasonably withheld. DOC may conduct initial testing to determine the canine's suitability and aptitude for the Program.

DOC may determine, at its sole discretion, a canine is unfit for further training after the canine's acceptance into the Program. In the event of this determination by DOC, the Agency will be notified and the Agency may either a) terminate the training, or b) continue with the handler's training with a canine supplied by the Program, provided a canine is available and suitable for the Program as determined by DOC.

#### **5. HANDLER SELECTION**

The Agency shall select as a handler a correctional officer or commissioned law enforcement officer who has passed his or her basic academy. The Agency may request assistance in its selection of a handler from DOC. The DOC, at its sole discretion, may assist the Agency in this process by conducting a two-part interview consisting of a verbal and a "hands-on" phase. The Agency shall be solely responsible for the final selection of a handler regardless of a recommendation by DOC.

DOC may determine, at its sole discretion, that a handler selected by the Agency does not display the aptitude necessary for the Program. In the event of this determination by DOC, DOC may reschedule the Agency for the next Program, provided space is available and the Agency requests rescheduling. If space is not available, DOC may reschedule the Agency for the next available Program, at the request of the Agency.

#### **6. POST-PROGRAM TRAINING**

The Agency shall be solely responsible for maintenance training after the completion of the Program for the canine and the handler. DOC may conduct maintenance training sessions at DOC-selected locations, dates, and times. The Agency may attend these sessions on a space-available basis.

It is recommended that the Agency provide Agency-/jurisdiction-specific training after completion of the Program in subjects to include, but not limited to, Agency policies, legal and liability aspects, search warrants, and affidavits. The Agency shall be solely responsible for Agency-/jurisdiction-specific training in laws, rules, regulations, and policies governing canine training.

#### **7. PAYMENT AND BILLING PROCEDURES**

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. Compensation for services and billing procedures shall be in

accordance with Attachment "A" Canine Training Program – Narcotic Detection Dog Training which is attached hereto and incorporated herein.

## **8. RECORDS MAINTENANCE**

Each party shall maintain books, records, documents and other evidence, which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access to and the right to examine any of these materials during this period.

Records and other documents, in any medium furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

## **9. RIGHTS IN DATA**

DOC shall be the copyright owner for all purposes under Title 17 U.S.C., of all data which originates from this Agreement. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to use, copyright, patent, register and the ability to transfer these rights.

## **10. INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

## **11. AGREEMENT ALTERATIONS AND AMENDMENTS**

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

## **12. TERMINATION**

Either party may terminate this Agreement with 30 days prior written notification to the other party prior to start date of the class.

DOC may terminate this Agreement immediately by written notice to the Agency if (a) funding from state, federal, or other sources is unavailable, withdrawn, reduced, insufficient, or limited in any way; or (b) DOC determines in its sole discretion it is unable to continue to provide the services herein by reason of any law, rule, regulation, judgment, policy/procedure change by the Secretary

of DOC, or act by the Washington State Legislature. In no event will DOC be liable for any damages, termination fees, or other charges as a result of invoking this provision.

### **13. TERMINATION FOR CAUSE**

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

### **14. DISPUTES**

In the event that a dispute arises under this Agreement, it shall be determined by a dispute board in the following manner: Each party to this Agreement shall appoint a member to the dispute board. The members so appointed shall jointly appoint an additional member to the dispute board. The dispute board shall evaluate the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the dispute board shall be final and binding on the parties hereto.

### **15. GOVERNANCE**

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable state and federal statutes and rules;
2. The terms and conditions contained herein; and
3. Any other provisions of the agreement, including materials incorporated by reference.

### **16. ASSURANCES**

The parties agree that all activity pursuant to this Agreement will be in accordance with all the applicable current or future federal, state and local laws, rules, and regulations.

### **17. ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

### **18. WAIVER**

A failure by either party to exercise its rights under this agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under

this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

**19. SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

**20. ALL WRITINGS CONTAINED HEREIN**

This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

**21. CONTRACT MANAGEMENT**

The contract manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

<b>The Contract Manager for the Agency is :</b>	<b>The Contract Manager for DOC is:</b>
Interim Chief John O'Leary Des Moines Police Department 21900 11 <sup>th</sup> Ave South Des Moines, WA 98198 Phone: 206-878-3301	Tim Thrasher Department of Corrections PO Box 41108 Olympia, WA 98504 Phone: 360-725-8739

IN WITNESS WHEREOF, the parties have executed this Agreement.

DES MOINES POLICE DEPARTMENT

DEPARTMENT OF CORRECTIONS

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

Gary Banning  
\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

Contracts Administrator  
\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Approved as to Form:  
This contract format was approved  
by the office of the Attorney General.  
Approval on file.



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
OFFICE OF CORRECTIONAL OPERATIONS  
McNEIL ISLAND CORRECTIONS CENTER  
PO Box 88900 • MS:WT-01 • Steilacoom, Washington 98388-0900 • (253) 588-5281

**DEPARTMENT OF CORRECTIONS**  
**CANINE TRAINING PROGRAM**

**NARCOTIC DETECTION DOG TRAINING**

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## INTRODUCTION

The Department of Corrections (DOC) Canine Training Program is based at McNeil Island Corrections Center. The Canine Training Program offers a narcotic dog training class to Correctional and Law Enforcement Agencies from within Washington, Oregon and Idaho. Officers attending training must be full time correctional officers or commissioned law enforcement officers, who have passed their basic academies.

Each narcotic dog training class is six weeks in length (see page 14 regarding class break) and meets the requirements set forth in the Washington Administration Code (WAC) 139-05-915. Narcotic dog training classes are offered three times per year, beginning in January, April and October. Each class has three to four students, dependent on the availability of dogs. Approval is granted on an individual and space available basis. Approved requests for training are processed according to the date received.

**NOTE:** To simplify the designation of an individual as he/she or him/her, the word "he" is used and is not intended to designate a specific gender. In addition, we have used the word "Agency" to represent all types of departments.

## MCNEIL ISLAND

McNeil Island is located in the lower portion of Puget Sound, approximately three miles from the town of Steilacoom. The Island is reached, from the Steilacoom Dock, by a twenty-minute boat ride aboard one of the facilities passenger boats. McNeil Island consists of approximately 4,400 acres with twelve miles of shoreline.

McNeil Island Corrections Center's main institution is located on about 40 acres within walking distance from the McNeil Island Main Dock. The Main Institution can house approximately fourteen hundred inmates. Recently, construction was completed on a second facility named the Special Commitment Center operated by the Department of Social and Health Services.

Handlers are housed in the Bachelor Officers Quarters (BOQ) located within easy access to the Main Dock. The BOQ is a renovated private residence with nine bedrooms and three bathrooms. Each room has its own refrigerator. The BOQ has a complete kitchen, laundry and common room for the handlers use.

The Canine Training Program maintains its own kennel facility, approximately one mile from the BOQ. The Kennel Facility consists of a fenced compound containing the maintenance building, the main kennel building and the obstacle course. The maintenance building houses the Canine Training Program's main office, a classroom, isolation kennels, and a grooming room with bathing facilities. The main kennel building consists of individual kennels for twelve dogs.

The greater portion of McNeil Island is a game preserve with an abundance of wildlife. The photo opportunities are endless. There are approximately fifty miles of passable roads on the Island for walking, running or biking. The McNeil Island Residents Association stocks the private lake with trout each year for fishing. There is a Community Center with a gym, basketball and tennis courts, and a swimming pool for the summer months.

## BACHELOR OFFICER QUARTERS (B.O.Q.)

Handlers are housed at the McNeil Island B.O.Q. located within walking distance from the island passenger boat dock. The BOQ is a remodeled private residence with nine bedrooms and three bathrooms.

**Rooms:** Each room is equipped with a bed, dresser, desk, chair and small refrigerator.

**Laundry:** A washer and dryer are available for handlers to use. Handlers provide their own laundry soap, bleach, etc.

**Bathroom Facility:** A bathroom with a shower, sink and toilet is located on each of the three floors.

**Kitchen:** A kitchen is available on the main level of the BOQ for handlers. The kitchen has a microwave oven, stove, dishwasher, and several full size refrigerators. All cooking utensils, dish/glass ware and silverware is provided. An additional small refrigerator is located in each handler's bedroom. Handlers are responsible for cleaning up after themselves and restoring the kitchen to a neat and orderly fashion after each use.

**Common Room:** A common room or living room is available for TV viewing and is shared by all of the residents at the BOQ. It is expected that it also will be left in a neat and orderly condition after use.

**Storage Building:** A secure building is available for bicycle storage.

**Supplies:** All paper products ie: toilet paper, paper towels, etc. as well as cleaning supplies ie: mop, broom, dustpan etc. are provided by the K-9 program.

**Responsibilities:** Handlers are responsible for maintaining the cleanliness of the BOQ. All maintenance issues shall be reported to the Canine Training Program.

**NO DOGS ARE ALLOWED IN THE BOQ.**

## THE NARCOTIC DOG TEAM

The trained Narcotic Dog handler directs his dog in a specific "search pattern" watching his dog for any changes of behavior. The Narcotic Detection Dog is trained to recognize specific odors, i.e. Marijuana, Heroin, Cocaine, Crack Cocaine and Methamphetamines. Upon detecting an odor he has been trained to recognize, the dog will give a "change of behavior," work to the source of the odor, and give a conditioned "response," or "alert," to the location. At this point the handler will "reward" his dog.

The following will provide a basic understanding of the Narcotic Dog Team:

**REWARD:** Each dog selected for narcotic training has an extreme fixation on objects or toys. For training purposes we narrow the dog's choice to one item, usually a ball. The first step in training is to condition the dog to believe that every time, and the ONLY time, he receives "his" ball is when he smells a specific odor. After the dog has made the association, he must, upon recognizing the odor, work to the source before receiving his ball or "reward."

**CHANGE OF BEHAVIOR:** Changes of behavior are those physical changes a dog displays upon encountering an odor he has been trained to recognize. Each handler will be trained to recognize those physical changes that are specific in his assigned dog. A change of behavior in a dog could be one or more of the following: Increased breathing, intense sniffing, a change in the dogs ear set, a change in the dogs tail movement, increased animation in the dog, etc.

**RESPONSE OR ALERT:** After the dog has learned to work to the source of the odor, he is taught to give a "response" or "alert" before receiving his reward. There are two basic types of responses a dog may be trained to give, "**passive**" or "**aggressive**."

- \* Passive Response: The dog trained to give a passive response will "sit" upon locating the source of an odor he has been trained to recognize. The last place his nose was, before sitting, is the location where the odor is being emitted.

## THE NARCOTIC DOG TEAM (Continued)

- \* Aggressive Response: The dog is trained to give an aggressive response and will scratch at the location where the odor is being emitted.

Although different training techniques are employed to solicit the different responses, both types of dogs work equally well. However, due to the probability of damage to property and for the dog's safety, all Narcotic Detection Dogs **ASSIGNED** to Washington DOC facilities are trained to give a passive response (per department policy). If a non-WA DOC agency wishes to specify a specific alert, we will try to accommodate that request.

**SEARCH PATTERNS:** The trained handler will direct his dog to search in a specific pattern to ensure that no area has been missed. The handler must be able to read the dogs "change of behavior" that will indicate the presence of odor and to direct a more detailed search if needed. The handler must understand the theory of scent, as applied to narcotics and to be able to assist his dog, especially in high or overhead alerts.

**TYPES OF SEARCHES:** A Narcotic Dog may be used to search a wide variety of items and locations. Initial training will cover the following areas:

- \* Buildings: Residential, office, maintenance, and school type buildings.
- \* Vehicles: Personal and maintenance vehicles, buses, and semi-trucks.
- \* Open areas: Above ground and buried narcotics.
- \* Luggage and Parcels: Mail, luggage, packages and parcels under the previous conditions.

**OBEDIENCE:** The Narcotic Dog Team receives a minimum of obedience training. The basic commands taught are "heel," "sit," "down," "stay," and "come." Strict or advanced obedience is not stressed as it tends to make the **new** dog "handler-sensitive" and inhibit his narcotic work.

**THE NARCOTIC DOG TEAM (Continued)**

**DUAL TRAINING:** The Patrol Dog may be dual trained in narcotics, if the dog shows an aptitude for the work **AND** the handler displays a willingness for the additional work and responsibility. Dual training requires twice the maintenance training and three times the record keeping of the single purpose patrol dog. Dual training in dogs assigned to DOC will be avoided.

**PERSONAL SEARCHES:** Some dogs may have the aptitude to receive additional training in the searching of people. Only those teams assigned to correctional agencies will be scheduled for personal search training. Those teams considered for personal search training should have a minimum of six months actual experience before attending training. The training is one week in length and will be conducted at the team's facility(s). An Agency considering this training for their team must make specific arrangements with the Canine Training Program.

## SELECTION OF THE DOG

The Canine Training Program receives approximately 99% of its dogs from local humane societies, animal control facilities and rescue organizations. The remaining 1% are received through private donation from the community. **NO guarantee regarding breed or appearance is made or implied.** We focus first on aptitude to do the work. Most dogs are lab/retriever mixed breeds as they are the most available type; however we occasionally have other breeds/mixes.

An Agency may supply their own dog for training; however, the dog must be surveyed by the Canine Training Program staff and tested for suitability and aptitude for narcotic work before gaining final approval to attend the class.

The three criteria required during initial testing are:

- \* Object Oriented - sustained fixation on a ball/toy to the exclusion of all else
- \* Footing - comfortable walking/working on slick surfaces
- \* Friendly with people

Other factors that are also considered are:

- \* Determination and drive to search for a hidden ball/toy
- \* Breed and appearance
- \* General health (including hip x-rays), size, age,
- \* Temperament and self-confidence

After passing the initial testing phase, each dog receives the equivalent of the first week of training. Even after a dog has passed the initial testing and training, and is into the official class phase, the dog may still be found unsuitable for narcotic detection work.

It is always our goal to have more dogs on hand than are needed. However, there is always that possibility that a handler's training will need to be rescheduled if the assigned primary dog and secondary dogs do not complete their training. In the event that an Agency supplied dog fails to complete training the Agency may either recall their Team or, providing a dog is available, continue the handler's training with a dog supplied by the Canine Training Program.

## SELECTION OF A HANDLER

The selection of an appropriate handler is just as important as the selection of an appropriate dog. Any individual performing dog-handling duties must do so voluntarily. Not everyone has the ability or the aptitude to deal with a dog on a day-to-day basis. Usually this will be the first time that their performance will depend on a partner they cannot **verbally** communicate with.

Some of the qualities that should be considered when selecting a handler are:

- \* Work ethic and drive
- \* Ability to work unsupervised
- \* Problem solving skills
- \* Quality of work
- \* Report writing skills
- \* Ability to take instructions and accept change
- \* Interpersonal skills
- \* Temperament and patience
- \* Pride in appearance
- \* Health and physical conditioning
- \* Home environment (rent/own)
- \* Regular work assignment (for part-time handlers)

Upon request, the Canine Training Program will provide assistance in making a selection. After the Agency has narrowed the field of applicants, we will conduct a two-part interview consisting of a verbal and a hands-on phase. Upon completing the interviews, we will provide the Agency with our recommendations. The final selection of a handler will rest with the Agency and should be based on **ALL** of the above qualities, **NOT** based solely on the Canine Training Programs recommendation.

Even after a careful selection process, it is possible that an individual will not display the "hands-on" aptitude necessary to work with a narcotic detection dog. In the event that this should happen, the Agency will be rescheduled for the next class, if at all possible.

## WAC TRAINING REQUIREMENTS

The training requirements prescribed in Washington Administrative Code (WAC) 139-05-915 (3b) for the Narcotic Dog handler (General Detection) require a minimum of 200 hours and will include, but are not limited to the following:

- ◆ Philosophies and theories of Police K-9
- ◆ Legal and liability aspects, including Department policies
- ◆ Public Relations
- ◆ Care and Maintenance
- ◆ Obedience and Control
- ◆ Area Searching
- ◆ Building Searching
- ◆ Evidence Searching
- ◆ Detection of Specific Substances

It must be remembered that this Narcotic Detection Dog training course was established by, and geared toward, the Department of Corrections. Consequently classes on "Philosophies and Theories of Police K-9," "Legal and Liability Aspects," and "Department Policies," have been slanted toward the Department of Corrections.

Upon their handlers return, it is recommended that each Agency provide additional training specific to their Agency and jurisdiction, such as:

- ◆ Department policies
- ◆ Legal and liability aspects
- ◆ Search warrants
- ◆ Affidavits

## TEAM TRAINING GUIDELINES

All dog training is dependent upon the handler and the dog's ability, as a Team, to progress. The following is a basic guideline only, but has been used to set minimum standards for the Team's weekly progression. In most cases the Team will progress faster. If the Team develops a problem in a specific area, causing their progression to be slower than the guidelines, we will try to determine if the problem can be corrected with extra work in that area or if a member of the Team needs to be replaced.

### Day 1:

Upon arrival at our dock in Steilacoom, the handlers are met and assisted with parking. Next the class will be transported to purchase their necessary class supplies and equipment and receive a class on equipment and dog food. Upon the class's return to the dock, they will be transported to the Island. Once on the Island the handlers will be given a brief orientation regarding the BOQ and room assignments.

At the Kennel facility the handlers will receive a class on kennel maintenance and finish the day feeding all the class dogs.

### Day 2:

Day 2 begins a class orientation. During the orientation, the following topics will be discussed and/or demonstrated:

- ◆ Capabilities and utilization of the Narcotic Dog
- ◆ Testing for aptitude in the prospective dog
- ◆ Training requirements
- ◆ Terminology
- ◆ Care and maintenance of the dog
- ◆ Equipment used
- ◆ Training records, and
- ◆ Obedience and control

## TEAM TRAINING GUIDELINES (Continued)

Upon completion of the orientation, the handlers will load all the class dogs and move to the training site. The students will be given a class and practice session utilizing the scent box.

The scent box is introduced and utilized to:

- ◆ assist the handler in:
  - body position,
  - leash control,
  - presentation,
  - verbal commands and voice inflection, and
  - timing the reward delivery
- ◆ teach the dog to:
  - associate his reward with a specific odor,
  - follow hand presentations,
  - always work to the strongest source of the odor,
  - give a specific pinpoint

Day 2 ends with the handlers rotating through the available dogs, utilizing the lessons learned on the scent box.

### Day 3:

Day 3 begins with the scent box and quickly moves onto simple furniture searches.

### Week 1:

By the end of Week 1, the handlers will have been assigned their primary dog. The teams should have progressed to working training exercises with 6 to 8 training aid (marijuana) combinations on furniture. The automatic response should have been introduced.

### Week 2:

By the end of Week 2, the dog should be associating the odor with the proper response followed by the reward. During this week, we have introduced the dog's first additional odor, heroin. The dog should be giving an automatic response approximately 20% of the time. The Team's search times should be extended to 15 to 30 minutes.

## **TEAM TRAINING GUIDELINES (Continued)**

### **Week 3:**

By the end of Week 3, the dog should be giving an automatic response 30 to 40% of the time. The Team's search exercises should be extended to 30 to 45 minutes. The Team should be started on basic vehicle, parcel and open area searches. During this week, the final substances of cocaine, crack and methamphetamines have been added.

### **Class Break:**

Due to the length of the class, time away from home and the intensity and repetitious nature of the training, handlers are given a 1-week break to help alleviate training burnout. Dogs will remain at the MICC main kennel facility (with the exception of working patrol dogs) for the duration of the break. During the class break, handlers are returned to their Agency. Handlers should use this opportunity to make final arrangements for housing/kenneling, suitable training aids, vehicle set-up, etc.

### **Week 4:**

By the end of Week 4, the dog should be giving a response on all known odors. Masking agents and distractions are being used. Teams should be conducting building, vehicle, parcel and open area search exercises of up to 1 hour in length.

### **Week 5:**

During the beginning of Week 5, performance testing and evaluations will be conducted to conclude the basic training phase. Mid week the practical application phase will begin with each Team performing searches under actual conditions at MICC. Preparation for WAC mandated certification and voluntary WSPCA accreditation continues.

### **Week 6:**

Week 6 begins with the WAC certification and WSPCA accreditation. The remainder of the week is spent continuing the practical application phase under actual conditions with the emphasis on diversity of locations.

**TEAM TRAINING GUIDELINES (Continued)**

Additional classes the handler will have received though out the six-week training:

- ◆ Theory of Scent
- ◆ Legal and Liability Aspects
- ◆ Demonstrations
- ◆ Educating Supervisors
- ◆ Training Records
- ◆ Care and Control of Training Aids
- ◆ Transportation
- ◆ Maintenance Training, and
- ◆ Equipment and Veterinary Services Needed upon Return

## CLASS EXPECTATIONS

This class is 90% hands-on training versus classroom type lectures. This is not a class that allows for extra studying in problem areas. On occasion we will have a student that mentally understands the manual handling techniques, however has trouble translating that mental understanding into a physical accomplishment. On these occasions we will provide assistance to that individual. However, not everyone has the aptitude to "work " with a dog or a partner that you cannot verbally communicate with. There may come a point when this student is returned to their Agency.

As with any training class, there are certain requirements and/or expectations that must be met in order to successfully complete this class.

- ◆ A written log detailing the team's training, from selecting a suitable dog to utilizing the trained dog in a field situation. This log will include different training techniques to accomplish each stage of training, a record of the team's performance on each training aid in each training scenario, and notes from all additional classes, practical application searches and demos.  
**Note: A copy of this log must be submitted at the end of class to receive a certificate.**
- ◆ A weekly find ratio of 75% or better.
- ◆ A find ratio of 70% or better on the final performance test.
- ◆ Successful completion of the CJTC administered minimum standard certification test mandated by WAC 139-05-915.

## TEAM CERTIFICATION

Since the revision of WAC 139-05-915 in April 2003, all Washington dog teams must certify to the Criminal Justice Training Commission's (CJTC) minimum performance standards. This certification process is **mandatory** and must be successfully completed prior to the team beginning active duty. During the certification process, the team must demonstrate their control and the smoothness of their work in all phases of narcotic work and obedience. The Team's effectiveness will be tested in each of the following areas:

- ◆ Building
- ◆ Vehicle
- ◆ Parcel, and
- ◆ Open Areas
- ◆ Obedience

The Washington State Police Canine Association (WSPCA) also offers a General Performance Accreditation. As the CJTC certification is a lesser-included standard of the WSPCA accreditation, in most cases arrangements are made to run both tests simultaneously.

### **For Washington Department of Corrections Teams:**

While the CJTC certification is state mandated, DOP 420.280, Canine Teams, requires that each Team obtain their General Performance Accreditation through the Washington State Police Canine Association (WSPCA) as it requires a higher level of performance.

### **For other Agencies:**

The Canine Training Program uses both the CJTC Certification and the WSPCA "General Performance Standards for Narcotic Detection Dogs" for its accreditation. While the WSPCA accreditation process is a voluntary program for its members, we highly recommend your team's participation, as this test is a higher standard.

## MAINTENANCE TRAINING

Upon completion of training, it is imperative the Team receives the cooperation of their Agency in maintaining the standard of proficiency established during their initial training.

### **REMEMBER:**

Just like any other new officer straight out of the academy, your Team will need to make the transition from "training" to the "real world." The more varied the applications and training (conducted under real conditions), the more proficient your Team will be.

A maintenance-training program must be established and continued if the efficiency and effectiveness of the Team are to be maintained, even though the Team is working daily. It is recommended that at least two to four hours a week be devoted to training for the Narcotic Dog Team.

The Agency or dog handler may contact the Canine Training Program for assistance at any time. The Canine Training Program is currently conducting 3 narcotic dog academies each year. Teams may drop in to one of these classes for refresher training as needed.

## ADMINISTRATIVE FEE

The Canine Training Program has been providing narcotic training to requesting agencies since 1984. Due to budgetary reasons, beginning January 1, 2009 we will be increasing our Administrative Fee as indicated below.

This fee covers the cost associated with the dog such as routine vet screening (health check, vaccinations, x-rays, etc.), feed for the dog, in addition to the training and lodging for the handler, and other routine administrative costs. This flat fee takes the place of separate billing and reimbursement for vet bills and food.

The guidelines for the administrative fee are:

**\$1500.00** Per student receiving a dog from the Canine Training Program.

**\$1000.00** Per student, where the gaining Agency supplies a trained narcotic dog or a working patrol dog is being cross-trained in narcotics. All dogs must be surveyed by the Canine Training Program prior to the beginning of class.

All costs and expenses incurred by a dog supplied by the gaining Agency are the responsibility of the gaining Agency. Each dog must be current on all vaccinations and be medically sound. In the event that a gaining Agency allows it's handler to use a personally owned dog, the gaining Agency must supply a letter accepting full responsibility for said dog.

\*\* Special circumstances will be handled on a case by case basis.

### **Pre-Payment to Confirm Class Position:**

While training requests are processed on first come first served basis, payment of the administrative fee will confirm and secure your handler's class position. These dates will allow other agencies to use class positions left vacant due to non-payment.

**Cancellation/Refunds:**

If an Agency has paid for the Narcotic Detection Dog Training prior to the class start date, but must cancel, the Agency must give DOC at least **30 days written notice** prior to the class start date to receive a full refund.

If less than 30 days notice is given to DOC regarding class cancellation, then DOC will keep \$100.00 from the administrative fee that was paid by the Agency.

In the event that a student is terminated prior to completing the training, **\$500.00** of the administrative fee will be kept by DOC, with the remainder to be refunded to the Agency.

**Payment Dates:**

The payment due dates for the Agency are:

1 <sup>st</sup> Quarter Class	1 November or upon receipt of an Invoice by the Agency from MICC.
2 <sup>nd</sup> Quarter Class	1 February or upon receipt of of an Invoice by the Agency from MICC.
3 <sup>rd</sup> Quarter Class	No classes scheduled.
4 <sup>th</sup> Quarter Class	1 August or upon receipt of of an Invoice by the Agency from MICC.

The check for the administrative fee should be payable to: McNeil Island Corrections Center

Mail to: McNeil Island Corrections Center  
 Attention: Cashier  
 PO Box 88900  
 Steilacoom, WA 98388

## FINANCIAL RESPONSIBILITIES

In this section we have outlined the expenses to be expected while your team attends training. The following are **approximate** figures only:

**LODGING:** Lodging is available at the Bachelor Officer's Quarters (BOQ) on McNeil Island. Completely outfitted kitchen, laundry, and day room facilities are available at the BOQ and are covered by the Administrative Fee. **(See page 5)**

**MEALS:** No restaurants or stores are available on McNeil Island. Shopping facilities and restaurants are convenient to the Dock. **Meals are the responsibility of each Agency.**

**KENNELING:** Kenneling space is provided at the main kennel facility and is covered by the Administrative Fee.

**PARKING:** Paid parking in the town of Steilacoom, is available on a monthly space available basis. Prior, (early), arrangements must be made for parking. **Parking is the responsibility of each Agency.**

The name of the suggested vender is as follows:

MIRA Parking (locally managed)

Attn: Veva

1310 Commercial St.

Steilacoom, WA. 98388

(253) 584-4177 (M-F 10am-6:15pm, S/S 12am-5pm)

**Cost: \$140.00 pro-rated for class**

**DOGS:** Covered by Administrative Fee.

**VETERINARY SERVICES:** The initial veterinary services that the Canine Training Program provides to each dog include a Veterinarian's examination, hip x-rays, vaccinations, and fecal exam. The cost of these initial services are covered by the Administrative Fee. **Any veterinary services needed beyond the above stipulated, are the responsibility of each Agency.**

**FINANCIAL RESPONSIBILITIES (Continued)**

The name of the veterinarian service used is as follows:

Portland Ave. Small Animal Hospital  
 7418 Portland Ave.  
 Tacoma, WA. 98404  
 (253) 531-8282

Agencies supplying their own dogs are responsible for ANY services needed by their dog. Portland Ave. Small Animal Hospital will bill the Agency directly.

**SUPPLIES/EQUIPMENT:** The following is a basic list of supplies and equipment that will be needed for this training course. We will assist the handler in purchasing this equipment on the first day of class:

Supplies:

- ◆ **Logbook** (Bound, with numbered pages)
- ◆ **Small DVD disks**
- ◆ **Small Fanny Pack**

Dog Food:

The Administrative Fee covers the cost for dog food while waiting to enter class and during training. **Agencies supplying their own dog must supply their dog's regular food.**

Equipment:

We will be taking the class to buy supplies on the first day of class.

- |   |                                    |         |                 |
|---|------------------------------------|---------|-----------------|
| ◆ | Leash (Nylon, 4'x 5/8"or 3/4")     | \$ 6.00 |                 |
| ◆ | Choke Collar (Metal, Medium Gauge) | \$ 5.00 | (fitted to dog) |
| ◆ | Harness                            | \$10.00 |                 |
| ◆ | Long Line (Nylon, 10')             | \$10.00 |                 |
| ◆ | Tie-Out Cable (Nylon coated, 10')  | \$13.00 |                 |
| ◆ | Brush                              | \$11.00 |                 |

◆	Travel Water Bowl	\$ <u>5.00</u>
	<b>Approximate Total</b>	<b>\$60.00</b>

Other suggested equipment and supplies that might be considered are shampoo, kennel crate, collar, toenail trimmers, etc.

Vendors will vary. Please plan on having your handler pay for these items at the time of purchase.

## REQUESTS FOR TRAINING

All requests for training are approved on an individual and space available basis. Approved requests are processed according to the date received. Normal class size is restricted to three students due to the difficulty of acquiring suitable dogs. Additional students may be added if:

- \* An agency is sending an experienced narcotic dog to training with a new handler
- \* An agency is requesting that a working patrol dog be cross-trained in narcotics
- \* An agency, with staff experienced and knowledgeable in the selection of narcotic dog candidates, supplies a minimum of two dogs (tested and approved by the Canine Training Program) for participation in the class.

All requests for training should be addressed to:

Barbara Davenport,  
Canine Program Manager  
McNeil Island Corrections Center  
PO Box 88900  
Steilacoom, WA 98388

We suggest that all "Requests for Narcotic Detection Dog Training" be sent in a timely manner as classes fill quickly and we are scheduling students six months to a year in advance. See the last page of this manual for the "**Request for Narcotic Detection Dog Training**" application.

A confirmation letter will be returned indicating the dates of the class your handler has been scheduled for. If the dates create a scheduling conflict for the agency, please contact us as soon as possible and we will re-schedule your handler for the next class. Prompt attention to this detail will allow us to offer the slot to another agency on the waiting list.

**IN CLOSING**

We hope this information has been helpful in gaining insight into the DOC Canine Training Program offered at McNeil Island Corrections Center.

If additional information is needed or you have specific questions, please feel free to contact:

Barbara Davenport  
Canine Program Manager  
Cell: 253-732-5959

Department of Corrections  
Canine Training Program  
PO Box 88900  
Steilacoom, Washington 98388

(253) 589-4472  
or  
(253) 588-5281 Ext. 4472



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS  
OFFICE OF CORRECTIONAL OPERATIONS  
McNEIL ISLAND CORRECTIONS CENTER

PO Box 88900 • MS:WT-01 • Steilacoom, Washington 98388-0900 • (253) 588-5281

**REQUEST FOR NARCOTIC DETECTION DOG TRAINING**

(See Canine Training Manual for Administrative Fee information and the scheduling process)

Date: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Requester's Name: \_\_\_\_\_

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

Handler's Full Name: \_\_\_\_\_

DOB: \_\_\_\_\_ SSN \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Service Provider \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

\*\*\*\*\* (To be completed by K-9 Training Program Staff) \*\*\*\*\*

Date Received: \_\_\_\_\_ Confirmation Letter Sent: \_\_\_\_\_

Class Dates Scheduled: \_\_\_\_\_

Handler Packet Sent: \_\_\_\_\_ Handler Contact: \_\_\_\_\_

Dog Assigned: \_\_\_\_\_

Completion Date/Status: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

## A G E N D A I T E M

### BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Extension of Contract with American Building Services for Janitorial Services in City Buildings

AGENDA OF: October 23, 2014

DEPT. OF ORIGIN: Planning, Building & Public Works

**ATTACHMENTS:**

DATE SUBMITTED: October 15, 2014

1. Contract Addendum/Amendment
2. Original Contract Documents, including Exhibits A through K referred to in narrative

**CLEARANCES:**

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

APPROVED BY CITY MANAGER  
FOR SUBMITTAL: 

**Purpose and Recommendation:**

The purpose of this item is to request City Council approval of an amendment to the existing American Building Services janitorial contract and extending it for one additional year through December 31, 2015 at current rates now in effect. The following motion will appear on the consent calendar:

**Suggested Motion:**

**MOTION:** "I move to approve the Amendment to the contract with American Building Services for janitorial services for City owned buildings through December 31, 2015 at an estimated cost of \$115,000, and authorize the City Manager to sign the Contract Amendment substantially in the form as submitted."

**Background:**

Janitorial services are required to be purchased at prevailing wage rates under the State's bidding laws. In 2003, American Building Services (formerly EDS Janitorial Services) was selected through an RFP process to provide janitorial services for City buildings, pursuant to the requirements of Des Moines Resolution 753 that such services be purchased at the lowest possible price from a responsible vendor. The contract was executed on February 19, 2004 for one year with an option to extend.

The contract has been extended and/or amended seven times since 2003 adding new facilities such as the Steven J. Underwood Restroom or additional services such as more frequent maintenance cleaning. Each time it was determined that it would be less expensive for the City than rebidding.

**Discussion:**

The contract was last extended through December 31, 2014 because of the considerable work to rebid the contract and a belief that City costs to enter into a new low bid contract would substantially increase. The City has been generally satisfied with the services performed, the company is reliable and their management has been very responsive to City concerns, and we have had no major issues in working with them.

The rebid of this contract was on the staff work program for 2014, but several unforeseen natural damages occurred to City buildings and streets, causing resources to be diverted to repairing and stabilizing the buildings and streets. At this point in time, there is not sufficient time to rebid for these services and have a new contract in place prior to the end of the year - a process that will typically take 3 months to complete.

Staff intends to rebid for these services in the first half of 2015. A new contract will be brought to the City Council for approval sometime in the middle of 2015.

**Financial Impact:**

The value of our current contract price is increasable. For FY 2013, the municipal contractual average custodial cost per square foot was \$1.54. The City's contractual cost is \$0.36 per square foot.

The cost for janitorial services is included in the 2014 budget, and is not proposed to be increased in the 2015 budget proposal that is currently before the City Council for consideration.

**Alternative:**

The Council could direct staff to rebid the contract now. In this case, staff would request a minimum of a three month extension to the existing contract to allow sufficient time for the bidding process and still provide for janitorial services during that process.

**Recommendation/Conclusion:**

Staff recommends that Council extend the contract through December 31, 2015, during which time staff will go through the bidding process to update and upgrade this service contract for 2016 and beyond.

**Concurrence:**

The Finance, Legal, and Planning, Building & Public Works Departments concur.

**CONTRACT AMENDMENT/ADDENDUM FORM****CONTRACT FOR CUSTODIAL SERVICES BETWEEN  
THE CITY OF DES MOINES AND AMERICAN BUILDING SERVICES, INC.**

**THIS AMENDMENT/ADDENDUM #8** is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2014, pursuant to that certain Contract entered into on the 19th day of February, 2004, between the **CITY OF DES MOINES, WASHINGTON** (hereinafter "City"), and **AMERICAN BUILDING SERVICES, INC.**, (hereinafter "Vendor").

The parties herein agree that the Contract dated February 19, 2004, which was extended until December 31, 2014, shall remain in full force and effect, except for the amendments/addendums set forth as follows:

1) **SECTION IV** of Contract dated February 19, 2004, is hereby amended to read as follows:

Pursuant to Section 4 of said contract, which provides that the term of the contract may be extended upon written agreement of both parties, the term of the contract is extended until December 31, 2015.

Any acts consistent with the authority and prior to the effective date of this Amendment/Addendum are hereby ratified and confirmed.

All terms and conditions of said contract remain in full force and effect. The rates will remain the same.



**CONTRACT FOR JANITORIAL SERVICES  
BETWEEN THE CITY OF DES MOINES AND EDS JANITORIAL SERVICES**

**THIS CONTRACT** is made and entered into this 11<sup>TH</sup> day of December 2003, by and between the CITY OF DES MOINES, a Washington Municipal Corporation (hereinafter the "City,") and EDS Janitorial Services, (hereinafter the "Contractor").

**WHEREAS**, the City seeks professional services of a skilled independent contractor capable of working without direct supervision, to provide building maintenance, and

**WHEREAS**, Contractor is willing to provide the building maintenance services as described in this Agreement; and

**WHEREAS**, the City has, in the proper manner and as required by law, requested and received bids from several qualified building maintenance contractors; and

**WHEREAS**, the Contractor has made the lowest qualified and acceptable bid;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants herein contained, to be kept, performed, and fulfilled by the parties, and other good and valuable consideration, it is mutually agreed as follows:

1. **Scope of Service.** The Contractor shall provide the services identified in the attachments labeled "Exhibit A through Exhibit F", which by this reference is incorporated herein and made part hereof. All work is to be done in accordance with the laws and ordinances of City of Des Moines, King County and the State of Washington.

2. **Contractor's Obligations.** All labor, materials, tools, software, equipment, utilities, services, and all other things necessary or required in the satisfactory performance of the work shall be furnished by the Contractor and the Contract shall be performed and completed under the supervision of and subject to the approval of the City or its authorized representatives.

3. **Compensation.** In consideration for the complete and faithful performance of the Contract, the City agrees to pay the Contractor \$5,435.00 per month plus WSST. In the event the City desires additional "services" other than those described in Exhibit "A through Exhibit F", Contractor agrees to perform such "services" at the hourly labor charge rate of \$22.00 or for an amount negotiated by the Parties, whichever is less, so long as the hourly rate is not less than the prevailing wage. The Contractor shall submit invoices in a timely manner, in a form as directed by the City's authorized representative(s), setting forth the name of Contractor's personnel performing such "services," and the hourly labor rate for such personnel, which shall not be less than the prevailing rate of wage pursuant to RCW 39.12. Contractor shall further submit a

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"Statement of Intent to Pay Prevailing Wages" and an "Affidavit of Wages Paid" in compliance with RCW 39.12.040 and payment shall be made on a monthly basis, thirty (30) days after receipt of such statement, affidavit, voucher or invoice.

4. *Term.* The term of this Contract shall be one (1) year, from the date of execution. This Contract may be extended upon written agreement of both parties. Within 10 days of execution of this contract the City and Contractor will jointly establish and abide by a schedule under which the work and services described in this Contract will be performed and completed. It is the responsibility of both City and Contractor to maintain the schedule unless changes are agreed upon by both parties. This Contract may be terminated by the City on thirty (30) days notice for the Contractor's failure to perform the services outlined in the schedule.

5. *Performance Standards.*

a. *Quality of Work.* Contractor's services, and all duties incidental or necessary thereto, shall be conducted and performed diligently and competently and in accordance with professional standards of conduct and performance.

b. *Criminal Records of Personnel.* This Contract requires performance of services by personnel capable of working without direct supervision in City facilities. Prior to performance of any services under this contract by any person, the Contractor shall provide the City with the name and date of birth of every person who will be working in City facilities. A criminal background check will be run by the Des Moines Police Department. No person who has been convicted of any misdemeanor, gross misdemeanor, or felony will be permitted to perform services under this contract without specific permission from the Chief of Police.

6. *Record Keeping.* All records or papers relating to the City and the project will be and remain the property of the City and shall be surrendered to the City upon demand. All information concerning the City and this Contract, which is not otherwise a matter of public record or required by law to be made public, is confidential and the Contractor will not, in whole or in part, now or at any time, disclose that information without the express written consent of the Des Moines City Attorney.

7. *Assignment.* This Contract may not be assigned or otherwise transferred by either party hereto.

8. *Modification.* No change, alteration, modification, or addition to this Contract will be effective unless it is in writing and properly signed by both parties.

9. *Independent Contractor.* The services provided by the Contractor under this Contract are provided as an independent Contractor. Nothing in this Contract shall be considered to create the relationship of employer and employee between the parties. Neither the Contractor

nor any employee of the Contractor shall be entitled to any benefits accorded City employees by virtue of the services provided under this Contract. The City will not be responsible for withholding or otherwise deducting federal income tax or social security payments, or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Contractor.

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

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

a) Minimum Scope of Insurance and Bonding

Contractor shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on the Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors personal injury and advertising injury. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage required by the Industrial Insurance laws of the state of Washington.
4. Fidelity Bonding, providing blanket coverage to the Contractor, its agents, representatives, and employees, by a bonding company licensed to do business in the State of Washington.

b) Minimum Amount of Insurance and Bonding

Contractor shall maintain the following insurance limits:

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1. Automobile Liability insurance with minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Fidelity Bonding shall be blanket coverage in the amount of \$10,000 for each employee, agent or representative.

c) Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Contractor's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
2. The Contractors Insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

d) Acceptability of Insurers

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

e) Verification of Coverage

Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

12. *Dispute Resolution Procedures.*

- a) *Mediation/Arbitration.* If a dispute arises from or relates to this Contract 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 Contract 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.

b) *Venue, Applicable Law and Personal Jurisdiction.* All questions related to this Contract shall be resolved under the laws of the State of Washington. In the event that either party deems it necessary to institute legal action arising from this Contract, such action shall be instituted in the King County Superior Court. The parties each consent to the personal jurisdiction of such court. Except as otherwise provided by law, it is expressly understood that neither party can institute any legal action against the other based on this Contract until the parties have exhausted the mediation and arbitration procedures required by the previous paragraph.

13. *Notices.* Any notice required to be given by the City to Contractor or by the Contractor to the City shall be delivered to the Parties at the addresses set forth below. Any notices may be delivered personally to the addressee of the notice or may be deposited in the United States MAIL, POSTAGE PREPAID, TO THE ADDRESS SET FORTH HEREIN. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing.

Bill Miller  
Park & Recreation Department  
City of Des Moines  
2255 S. 220th  
Des Moines, WA 98198

Notices to the Contractor shall be sent to the following:

Eric Shoopman  
EDS Janitorial Services  
P.O Box 98591  
Des Moines, WA 98198

14. *Severability.* If any term, provision, covenant, or condition of this Contract is held by a court of competitive 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.

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15. *Waiver.* The waiver by either party of any breach of any term, condition, or provision of the Contract 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 Contract.

16. *Captions.* The captions used herein are for convenience only and are not a part of this Contract and do not in any way limit or amplify the terms and provisions hereof.

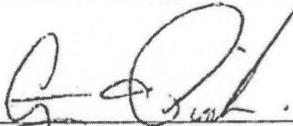
17. *Time of Essence.* Time is of the essence for each and all of the terms, covenants, and conditions of this Contract.

18. *Concurrent Originals.* This Contract may be signed in counterpart originals.

19. *Ratification and Confirmation.* Any acts consistent with the authority and prior to the effective date of this Contract are hereby ratified and confirmed.

IN WITNESS THEREOF, four (4) identical counterparts of this Contract, each of which shall be deemed an original thereof, have been duly executed by the parties herein named, on the day and year first above written.

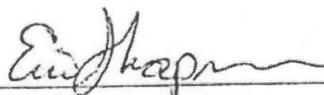
CITY OF DES MOINES

By   
Its CITY MANAGER

By Direction of the Des Moines City Council in Open Public Meeting on December 11th, 2003.

21630 11<sup>th</sup> Avenue So.  
Des Moines, WA 98198

Dated 2/19/04

\_\_\_\_\_  
By   
Its OWNER

\_\_\_\_\_  
Dated 2-4-04

APPROVED AS TO FORM:

  
Richard S. Brown  
Assistant City Attorney

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EXHIBIT A

# E.D.S. JANITORIAL SERVICES

## SERVICE SPECIFICATIONS SCHEDULE

### Building to be serviced

Des Moines City Hall and Community Development – 21630 11<sup>th</sup> Ave So.

### Areas to be serviced

Office entrances, executive and administrative offices, conference rooms, kitchens, hallways, locker room and restrooms.

### Service Specifications

Four nights per week (Monday, Tuesday, Wednesday, Friday):

**Trash Removal.** Empty waste receptacles and change liners as required from Owner's stock. Remove trash and place in designated containers.

**Lunchrooms.** Empty waste receptacles and spot clean, insert new liners from Owner's stock. Remove and place trash in designated containers. Vacuum or dust mop and wet mop floors. Wipe down counters, sinks, tables and chairs and refrigerator.

**Floor Service.** Dust mop or vacuum main entrance area, common areas and main traffic areas completely. Spot mop spillage from floors and spot clean spillage from carpets as needed.

**Restrooms.** Clean and disinfect all washbasins, fixtures, toilets, toilet seats, urinals, restroom dispensers, and chrome fixtures. Clean restroom mirrors. Spot wash restroom walls and partitions. Sweep and wet mop floors with disinfectant solution. Refill restroom dispensers from Owner's stock. This includes towels, toilet tissue, soap, and feminine hygiene products where applicable. Empty waste receptacles and replace liners from Owner's stock. Spot clean receptacles.

**Supplies.** Report needed supplies to customer contact.

**Log Book.** Check and respond to requests in communication logbook.

As of 9/20/04

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# E.D.S. JANITORIAL SERVICES

## SERVICE SPECIFICATION SCHEDULE - PAGE TWO

### Weekly Cleaning Services:

Floor Service. Dust mop and wet mop all hard surface floors and vacuum all carpeting completely.

### Monthly Cleaning Services:

Floor Service. Vacuum edges of carpets and baseboards.

### Recommended services not in contract

Entrance Areas. Police entrance area to remove litter. Clean entrance door glass, frames and handles

Spot Cleaning. Spot clean handprints and spillage from doors, walls, and switch plate covers and partition glass where accessible.

Dusting (daily). Dust and spot clean fingerprints from desks and tables when cleared of paperwork.

Dusting (weekly). Dust filing cabinets, computers and damp wipe desks cleared of papers (do not disturb company papers). Dust tops of partitions, ledges and windowsills in office areas and remove cobwebs.

Telephones. Clean and sanitize telephones weekly.

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EXHIBIT B

# E.D.S. JANITORIAL SERVICES

## SERVICE SPECIFICATIONS SCHEDULE

### Building to be serviced

Des Moines Founders Lodge – 22030 Cliff Ave. So.

### Areas to be serviced

Entrances, executive and administrative offices, open common areas, hallway, kitchen/lunchroom and restrooms. 1<sup>st</sup> and 2<sup>nd</sup> floor.

### Service Specifications

One day per week (Monday) Note: All daily and weekly services to be performed on Mondays.

**Trash Removal.** Empty waste receptacles and change liners as required from Owner's stock. Remove trash and place in designated containers.

**Floor Service.** Dust mop or vacuum main entrance area, common areas and main traffic areas completely. Spot mop spillage from floors and spot clean spillage from carpets as needed.

**Kitchen.** Empty waste receptacles and spot clean, insert new liners from Owner's stock. Remove and place trash in designated containers. Vacuum or dust mop and wet mop floors. Wipe down counters, sinks and tables and refrigerator. Clean microwave inside and out.

**Restrooms.** Clean and disinfect all washbasins, fixtures, toilets, toilet seats, urinals, restroom dispensers, and chrome fixtures. Clean restroom mirrors. Spot wash restroom walls and partitions. Sweep and wet mop floors with disinfectant solution. Refill restroom dispensers from Owner's stock. This includes towels, toilet tissue, soap, and feminine hygiene products where applicable. Empty waste receptacles and replace liners from Owner's stock. Spot clean receptacles.

**Supplies.** Report needed supplies to customer contact.

**Log Book.** Check and respond to requests in communication logbook.

As of 9/20/04

COPY

# E.D.S. JANITORIAL SERVICES

## SERVICE SPECIFICATION SCHEDULE - PAGE TWO

### Weekly Cleaning Services:

Floor Service. Dust mop and wet mop all hard surface floors and vacuum all carpeting completely.

### Monthly Cleaning Services:

Floor Service. Vacuum edges of carpets and baseboards.

### Recommended services not in contract

Entrance Areas. Police entrance area to remove litter. Clean entrance door glass, frames and handles

Spot Cleaning. Spot clean handprints and spillage from doors, walls, and switch plate covers and partition glass where accessible.

Dusting (daily). Dust and spot clean fingerprints from desks and tables when cleared of paperwork.

Dusting (weekly). Dust filing cabinets, computers and damp wipe desks cleared of papers (do not disturb company papers). Dust tops of partitions, ledges and windowsills in office areas and remove cobwebs.

Telephones. Clean and sanitize telephones weekly.

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EXHIBIT C

# E.D.S. JANITORIAL SERVICES

## SERVICE SPECIFICATIONS SCHEDULE

### Building to be serviced

Des Moines Field House – 1000 So. 220<sup>th</sup> St

### Areas to be serviced

1<sup>st</sup> Floor: Office and gym entrances, executive and administrative offices, common areas, hallway, gym floor.

Basement: Open common area, kitchen, hallways, and restrooms.

### Service Specifications

Four nights per week: Main Gym floor (Sunday, Tuesday, Wednesday, Thursday)

One night per week basement open area, daycare and kitchen (Sunday)

**Trash Removal.** Empty waste receptacles and change liners as required from Owner's stock. Remove trash and place in designated containers.

**Floor Service.** Dust mop or vacuum main entrance area, common areas and main traffic areas completely. Dust mop gym floor. Spot mop gym floor. Wet mop gym floor completely two times per week. Spot mop spillage from floors and spot clean spillage from carpets as needed.

**Restrooms.** Clean and disinfect all washbasins, fixtures, toilets, toilet seats, urinals, restroom dispensers, and chrome fixtures. Clean restroom mirrors. Spot wash restroom walls and partitions. Sweep and wet mop floors with disinfectant solution. Refill restroom dispensers from Owner's stock. This includes towels, toilet tissue, soap, and feminine hygiene products where applicable. Empty waste receptacles and replace liners from Owner's stock. Spot clean receptacles.

**Supplies.** Report needed supplies to customer contact.

**Log Book.** Check and respond to requests in communication logbook.

COPY

As of 9/20/04

# E.D.S. JANITORIAL SERVICES

## SERVICE SPECIFICATION SCHEDULE - PAGE TWO

### Weekly Cleaning Services:

Kitchen/Lunchroom. Empty waste receptacles and spot clean, insert new liners from Owner's stock. Remove and place trash in designated containers. Vacuum or dust mop and wet mop floors. Wipe down counters, sinks, tables and chairs and refrigerator. Clean microwave inside and out.

Floor Service. Dust mop and wet mop all hard surface floors and vacuum all carpeting completely.

### Monthly Cleaning Services:

Floor Service. Vacuum edges of carpets and baseboards.

### Recommended services not in contract

Entrance Areas. Police entrance area to remove litter. Clean entrance door glass, frames and handles

Spot Cleaning. Spot clean handprints and spillage from doors, walls, and switch plate covers and partition glass where accessible.

Dusting (daily). Dust and spot clean fingerprints from desks and tables when cleared of paperwork.

Dusting (weekly). Dust filing cabinets, computers and damp wipe desks cleared of papers (do not disturb company papers). Dust tops of partitions, ledges and windowsills in office areas and remove cobwebs.

Telephones. Clean and sanitize telephones weekly.

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EXHIBIT D

# E.D.S. JANITORIAL SERVICES

## SERVICE SPECIFICATIONS SCHEDULE

### Building to be serviced

Des Moines Public Works & Engineering – 21650 11<sup>th</sup> Ave. So.

### Areas to be serviced

1<sup>st</sup> Floor (upstairs): Office entrances, executive and administrative offices, common areas, hallway, kitchen/lunchroom and restrooms.

Basement (downstairs): Open common area, hallway, stairwell, offices, kitchen/lunchroom and restrooms.

### Service Specifications

Two nights per week (Sunday, Wednesday) upstairs

One time per week (Sunday) downstairs Note: All daily and weekly services will be performed downstairs on Sunday.

**Trash Removal.** Empty waste receptacles and change liners as required from Owner's stock. Remove trash and place in designated containers.

**Kitchen/Lunchroom.** Empty waste receptacles and spot clean, insert new liners from Owner's stock. Remove and place trash in designated containers. Vacuum or dust mop and wet mop floors. Wipe down counters, sinks, tables and chairs and refrigerator. Clean microwave inside and out.

**Floor Service.** Dust mop or vacuum main entrance area, common areas and main traffic areas completely. Spot mop spillage from floors and spot clean spillage from carpets as needed.

**Restrooms.** Clean and disinfect all washbasins, fixtures, toilets, toilet seats, urinals, restroom dispensers, and chrome fixtures. Clean restroom mirrors. Spot wash restroom walls and partitions. Sweep and wet mop floors with disinfectant solution. Refill restroom dispensers from Owner's stock. This includes towels, toilet tissue, soap, and feminine hygiene products where applicable. Empty waste receptacles and replace liners from Owner's stock. Spot clean receptacles.

**Supplies.** Report needed supplies to customer contact.

**Log Book.** Check and respond to requests in communication logbook.

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Co of 9/20/04

# E.D.S. JANITORIAL SERVICES

## SERVICE SPECIFICATION SCHEDULE - PAGE TWO

### Weekly Cleaning Services:

Floor Service. Dust mop and wet mop all hard surface floors and vacuum all carpeting completely.

### Monthly Cleaning Services:

Floor Service. Vacuum edges of carpets and baseboards.

### Recommended services not in contract

Entrance Areas. Police entrance area to remove litter. Clean entrance door glass, frames and handles

Spot Cleaning. Spot clean handprints and spillage from doors, walls, and switch plate covers and partition glass where accessible.

Dusting (daily). Dust and spot clean fingerprints from desks and tables when cleared of paperwork.

Dusting (weekly). Dust filing cabinets, computers and damp wipe desks cleared of papers (do not disturb company papers). Dust tops of partitions, ledges and windowsills in office areas and remove cobwebs.

Telephones. Clean and sanitize telephones weekly.

COPY

EXHIBIT E

# E.D.S. JANITORIAL SERVICES

## SERVICE SPECIFICATIONS SCHEDULE

### Building to be serviced

Des Moines Police Dept.

### Areas to be serviced

Entrance, administrative offices, conference room, lunch room, holding areas, hallways, gym area, restrooms and locker room.

### Service Specifications

Three days per week (Monday, Wednesday, Friday):

**Entrance Areas.** Police entrance area to remove litter. Clean entrance door glass, frames and handles.

**Trash Removal.** Empty waste receptacles and change liners as required from Owner's stock. Remove trash and place in designated containers.

**Dusting.** Dust and spot clean fingerprints from desks and tables when cleared of paperwork.

**Spot Cleaning.** Spot clean handprints and spillage from doors, walls, and switch plate covers and partition glass where accessible.

**Floor Service.** Dust mop or vacuum main entrance area, common areas and main traffic areas completely. Spot mop spillage from floors and spot clean spillage from carpets as needed.

**Restrooms and Locker rooms.** Clean and disinfect all washbasins, fixtures, toilets, toilet seats, urinals, restroom dispensers, and chrome fixtures. Clean restroom mirrors. Spot wash restroom walls and partitions. Sweep and wet mop floors with disinfectant solution. Refill restroom dispensers from Owner's stock. This includes towels, toilet tissue, soap, and feminine hygiene products where applicable. Empty waste receptacles and replace liners from Owner's stock. Spot clean receptacles.

**Lunchroom.** Empty waste receptacles and spot clean, insert new liners from Owner's stock. Remove and place trash in designated containers. Vacuum or dust mop and wet mop floors. Wipe down counters, sinks, tables and chairs and refrigerator. Clean inside and outside of microwave.

**Supplies.** Report needed supplies to customer contact.

**Log Book.** Check and respond to requests in communication logbook.

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# E.D.S. JANITORIAL SERVICES

## SERVICE SPECIFICATION SCHEDULE - PAGE TWO

### Weekly Cleaning Services:

Floor Service. Dust mop and wet mop all hard surface floors and vacuum all carpeting completely.

Dusting. Dust filing cabinets, computers and damp wipe desks cleared of papers (do not disturb company papers). Dust tops of partitions, ledges and windowsills in office areas and remove cobwebs.

Telephones. Clean and sanitize telephones weekly.

### Monthly Cleaning Services:

Dusting. Dust high moldings, doorframes and window casings. Dust window blinds.

Floor Service. Vacuum edges of carpets and baseboards.

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EXHIBIT F

# E.D.S. JANITORIAL SERVICES

## SERVICE SPECIFICATIONS SCHEDULE

### Building to be serviced

Des Moines Parks and Public Works Building – 2255 So. 223<sup>rd</sup> St

### Areas to be serviced

Office entrance, executive and administrative offices, large conference room, kitchen, hallways, locker room and restrooms.

### Service Specifications

Three nights per week (Monday, Wednesday, Friday):

**Trash Removal.** Empty waste receptacles and change liners as required from Owner's stock. Remove trash and place in designated containers.

**Floor Service.** Dust mop or vacuum main entrance area, common areas and main traffic areas completely. Spot mop spillage from floors and spot clean spillage from carpets as needed.

**Lunchroom/Kitchen.** Empty waste receptacles and spot clean, insert new liners from Owner's stock. Remove and place trash in designated containers. Vacuum or dust mop and wet mop floors. Wipe down counters, sinks, tables and chairs and refrigerator. Clean microwave inside and out.

**Restrooms.** Clean and disinfect all washbasins, fixtures, toilets, toilet seats, urinals, restroom dispensers, and chrome fixtures. Clean restroom mirrors. Spot wash restroom walls and partitions. Sweep and wet mop floors with disinfectant solution. Refill restroom dispensers from Owner's stock. This includes towels, toilet tissue, soap, and feminine hygiene products where applicable. Empty waste receptacles and replace liners from Owner's stock. Spot clean receptacles.

**Supplies.** Report needed supplies to customer contact.

**Log Book.** Check and respond to requests in communication logbook.

COPY

As of 9/20/07

# E.D.S. JANITORIAL SERVICES

## SERVICE SPECIFICATION SCHEDULE - PAGE TWO

### Weekly Cleaning Services:

Floor Service. Dust mop and wet mop all hard surface floors and vacuum all carpeting completely.

### Monthly Cleaning Services:

Floor Service. Vacuum edges of carpets and baseboards.

### Recommended services not in contract

Entrance Areas. Police entrance area to remove litter. Clean entrance door glass, frames and handles

Spot Cleaning. Spot clean handprints and spillage from doors, walls, and switch plate covers and partition glass where accessible.

Dusting (daily). Dust and spot clean fingerprints from desks and tables when cleared of paperwork.

Dusting (weekly). Dust filing cabinets, computers and damp wipe desks cleared of papers (do not disturb company papers). Dust tops of partitions, ledges and windowsills in office areas and remove cobwebs.

Telephones. Clean and sanitize telephones weekly.

# COPY

# City of Des Moines

DEPARTMENT OF PUBLIC WORKS  
21650 11TH AVENUE SOUTH  
DES MOINES, WASHINGTON 98198-6317  
(206) 870-6522 www.desmoineswa.gov FAX (206) 870-6595



July 20, 2006

Mr. Eric Shoopman, Owner  
American Building Services  
PO Box 98591  
Des Moines WA 98198

RE: Extension of Custodial Contract

Dear Eric:

This letter is to request extension of your company's custodial contract for janitorial services between the City of Des Moines, Washington and American building Services.

All contract conditions and agreements will remain the same as in the original contract. This extension of contract will be in effect from August 15, 2006, to August 15, 2007.

Your business relationship, professionalism and service to the City of Des Moines are appreciated.

Please sign and return the original letter.

Sincerely,

Frank Olson  
Public Works and Park  
Maintenance Superintendent

APPROVED:

Anthony A. Piasecki  
City Manager

7/26/06  
Date

Eric Shoopman  
Owner

7/21/06  
Date

## COPY

The Waterland City  
Printed on Recycled Paper

## COPY

CONTRACT ADDENDUM/AMENDMENT

This is an addendum/amendment to that contract dated December 11, 2003 between the CITY OF DES MOINES ("the City") and AMERICAN BUILDING SERVICES, previously known as EDS JANITORIAL SERVICES, ("the Contractor").

Pursuant to paragraph 4 of the December 11, 2003 contract, which provides that the term of the contract may be extended upon written agreement of both parties, the term of the contract is extended through August 15, 2007.

Pursuant to paragraph 8 of the December 11, 2003 contract, said contract is hereby modified as follows:

1. The name of EDS Janitorial has been changed to American Building Services, with the same ownership.

2. *Scope of Service.* Contractor shall provide services for the Des Moines Senior Activity Center as provided in Exhibit G attached hereto.

3. Monthly compensation for custodial services has increased from the original \$5,435.00 per month to \$6,095.00 per month, due to increased level of services for the Des Moines Field House.

Any acts consistent with the authority and prior to the effective date of this Agreement are hereby ratified and confirmed.

Except as hereby modified, all terms and conditions of said contract remain in full force and effect.

IN WITNESS WHEREOF, four (4) identical counterparts of this Contract Addendum/Amendment, each of which shall be deemed an original, have been executed by the parties this 15<sup>th</sup> day of September, 2006, *nunc pro tunc* February 20, 2005.

CITY OF DES MOINES

AMERICAN BUILDING SERVICES  
(Previously known as EDS Janitorial Services)

By [Signature]  
Its City Manager  
By Direction of the Des Moines City  
Council in Open Public Meeting on  
September 14, 2006

By American Building Services  
Its [Signature]

21630 11<sup>th</sup> Avenue So.  
Des Moines, WA 98198

Dated Sept. 15, 2006

Dated 9-15-06

APPROVED AS TO FORM:

[Signature]

COPY

EXHIBIT G

# E.D.S. JANITORIAL SERVICES

## SERVICE SPECIFICATIONS SCHEDULE

### Building to be serviced

Des Moines Seniors Activities Center – 2045 So. 216<sup>th</sup> St

### Areas to be serviced

Entrances, executive and administrative offices, open common areas, hallway, kitchen/lunchroom and restrooms.

### Service Specifications

Five nights per week (Sunday, Monday, Tuesday, Wednesday, Thursday)

**Trash Removal.** Empty waste receptacles and change liners as required from Owner's stock. Remove trash and place in designated containers.

**Floor Service.** Dust mop or vacuum main entrance area, common areas and main traffic areas completely. Spot mop spillage from floors and spot clean spillage from carpets as needed.

**Kitchen.** Empty waste receptacles and spot clean, insert new liners from Owner's stock. Remove and place trash in designated containers. Vacuum or dust mop and wet mop floors. Wipe down counters, sinks and tables and refrigerator. Clean microwave inside and out.

**Restrooms.** Clean and disinfect all washbasins, fixtures, toilets, toilet seats, urinals, restroom dispensers, and chrome fixtures. Clean restroom mirrors. Spot wash restroom walls and partitions. Sweep and wet mop floors with disinfectant solution. Refill restroom dispensers from Owner's stock. This includes towels, toilet tissue, soap, and feminine hygiene products where applicable. Empty waste receptacles and replace liners from Owner's stock. Spot clean receptacles.

**Supplies.** Report needed supplies to customer contact.

**Log Book.** Check and respond to requests in communication logbook.

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# E.D.S. JANITORIAL SERVICES

## SERVICE SPECIFICATION SCHEDULE - PAGE TWO

### Weekly Cleaning Services:

Floor Service. Dust mop and wet mop all hard surface floors and vacuum all carpeting completely.

### Monthly Cleaning Services:

Floor Service. Vacuum edges of carpets and baseboards.

### Recommended services not in contract

Entrance Areas. Police entrance area to remove litter. Clean entrance door glass, frames and handles

Spot Cleaning. Spot clean handprints and spillage from doors, walls, and switch plate covers and partition glass where accessible.

Dusting (daily). Dust and spot clean fingerprints from desks and tables when cleared of paperwork.

Dusting (weekly). Dust filing cabinets, computers and damp wipe desks cleared of papers (do not disturb company papers). Dust tops of partitions, ledges and windowsills in office areas and remove cobwebs.

Telephones. Clean and sanitize telephones weekly.

Dusting. Dust high moldings, doorframes and window casings. Dust window blinds.

COPY

### CONTRACT ADDENDUM/AMENDMENT

This is an addendum/amendment to that contract dated December 11, 2003 between the CITY OF DES MOINES ("the City") and AMERICAN BUILDING SERVICES, previously known as EDS JANITORIAL SERVICES, ("the Contractor").

Pursuant to paragraph 4 of the December 11, 2003 contract, which provides that the term of the contract may be extended upon written agreement of both parties, the term of the contract is extended through December 31, 2007.

Any acts consistent with the authority and prior to the effective date of this Agreement are hereby ratified and confirmed.

Except as hereby modified, all terms and conditions of said contract remain in full force and effect.

IN WITNESS WHEREOF, four (4) identical counterparts of this Contract Addendum/Amendment, each of which shall be deemed an original, have been executed by the parties this 26<sup>th</sup> day of September, 2007.

CITY OF DES MOINES

AMERICAN BUILDING SERVICES  
(Previously known as EDS Janitorial Services)

By [Signature]  
Its City Manager

By [Signature]  
Its President

21630 11<sup>th</sup> Avenue So.  
Des Moines, WA 98198

Dated 9/18/07

\_\_\_\_\_  
\_\_\_\_\_  
Dated 9-26-07

APPROVED AS TO FORM:

[Signature]  
City Attorney

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CONTRACT ADDENDUM/AMENDMENT

This is an addendum/amendment to that contract dated December 11, 2003 between the CITY OF DES MOINES ("the City") and AMERICAN BUILDING SERVICES, previously known as EDS JANITORIAL SERVICES, ("the Contractor") which was extended to August 15, 2007.

Pursuant to paragraph 4 of said contract, which provides that the term of the contract may be extended upon written agreement of both parties, the term of the contract is extended until December 31, 2008.

Any acts consistent with the authority and prior to the effective date of this Agreement are hereby ratified and confirmed.

Except as modified hereby, [to include Exhibit H covering service specifications for the Des Moines Police Redondo Substation at 27041 Pacific Highway S. and Exhibit I covering service specifications for the Steven J. Underwood Memorial Park restroom facilities at 21800 20<sup>th</sup> Avenue S.] all terms and conditions of said contract remain in full force and effect. The rates for these two new services are spelled out at the bottom of the two Appendices (H and I).

IN WITNESS WHEREOF, four (4) identical counterparts of this Contract Addendum/Amendment, each of which shall be deemed an original, have been executed by the parties this 14<sup>th</sup> day of Dec, 2007, nunc pro tunc November 13, 2007

CITY OF DES MOINES

By [Signature]  
Its City Manager  
By Direction of the Des Moines City Council in Open Public Meeting on DECEMBER 13, 2007

21630 11<sup>th</sup> Avenue So.  
Des Moines, WA 98198

Dated 12/14/07

APPROVED AS TO FORM:

[Signature]  
City Attorney

AMERICAN BUILDING SERVICES

(Previously known as EDS Janitorial Services)

By [Signature]  
Its owner

P.O. Box 98591  
DES MOINES WA 98198

Dated 12/14/07

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## JANITORIAL SERVICES

### SERVICE SPECIFICATIONS SCHEDULE

#### Building to be serviced

Des Moines Police Department Redondo (Substation - 27041 Pacific Highway South)

#### Areas to be serviced

Entrance, administrative offices, conference room, lunch room, holding areas, hallways, gym area, restrooms and locker room.

#### Service Specifications

**One day per week:** (No preference as to which day)

**Entrance Areas.** Police entrance area to remove litter. Clean entrance door glass, frames and handles.

**Trash Removal.** Empty waste receptacles and change liners as required from Owner's stock. Remove trash and place in designated containers.

**Dusting.** Dust and spot clean fingerprints from desks and tables when cleared of paperwork..

**Spot Cleaning.** Spot clean handprints and spillage from doors, walls, and switch plate covers and partition glass where accessible.

**Lunchroom.** Empty waste receptacles and spot clean, insert new liners from owner's stock. Remove and place trash in designated containers. Vacuum or dust mop and wet mop floors. Wipe down counters, sinks, tables and chairs and refrigerator. Clean microwave inside and out.

**Floor Service.** Dust mop or vacuum main entrance area, common areas and main traffic areas completely. Spot mop spillage from floors and spot clean spillage from carpets as needed.

**Restrooms/Locker Rooms.** Clean and disinfect all washbasins, fixtures, toilets, toilet seats, urinals, restroom dispensers, and chrome fixtures. Clean restroom mirrors. Spot wash restroom walls and partitions. Sweep and wet mop floors with disinfectant solution. Refill restroom dispensers from Owner's stock. This includes towels, toilet tissue, soap and feminine hygiene products where applicable. Empty waste receptacles and replace liners from Owner's stock. Spot clean receptacles.

**Supplies.** Report needed supplies to customer contact.

**Log Book.** Check and respond to requests in communication logbook.

**WEEKLY Cleaning Services:**

**Floor Service.** Dust mop and wet mop all hard surface floors and vacuum all carpeting completely.

**Dusting.** Dust filing cabinets, computers and damp wipe desks cleared of papers (do not disturb company papers). Dust tops of partitions, ledges and windowsills in office areas and remove cobwebs.

**Telephones.** Clean and sanitize telephones weekly.

**MONTHLY Cleaning Services:**

**Floor Service:** Vacuum edges of carpets and baseboards.

**Dusting:** Dust high moldings, doorframes and window casings. Dust window blinds.

-----  
Amendment for existing contract to include this new limited service as listed in this paragraph below the dotted line (above dotted line will be in the contract when rebid):

The price for the new South Substation is going to be \$185 per month for one day per week cleaning (similar to main station).

JANITORIAL SERVICESSERVICE SPECIFICATIONS SCHEDULEBuilding to be serviced

Des Moines Steven J. Underwood Memorial Park Restroom – 21800 20<sup>th</sup> Avenue South

Areas to be serviced

Public Restrooms

Service Specifications

**Seasonal:** (March thru October – daily 7 days/week) - unless notified otherwise; the City will not be charged for cancelled services.

Suggest once monthly November thru February (4 mos.) to prevent any buildup.

**Floor Service.** Wash, scrub, mop floors as needed to remove dirt, mud and field debris.

**Restrooms.** Clean and disinfect all washbasins, fixtures, toilets, toilet seats, urinals, restroom dispensers, sink fixtures, and mirrors. Spot wash restroom walls and partitions. Sweep and wet mop floors with disinfectant solution. Refill toilet paper dispensers from Owner's stock. Clean baby changing stations as needed.

**Supplies.** Report needed supplies to customer contact.

**Log Book.** Check and respond to requests in communication logbook.

-----  
Amendment for existing contract to include this new limited service as listed in this paragraph below the dotted line (above dotted line will be in the contract when rebid):

\$22 per service event: This will include wall spotting. Clean and disinfect all restroom fixtures, restock TP and sweep and wet mop all concrete floors.

8 mos x 7 days/wk x 4 weeks/mo = 224 services

4 mos x 1 day/month = 4 services

228 services @ \$22/service = \$5,016/year or \$418/mo

Note: Service events may be cancelled at any time by the City due to weather conditions. The City will not be charged for cancelled services.

CONTRACT ADDENDUM/AMENDMENT

This is an addendum/amendment to that contract dated December 11, 2003 between the CITY OF DES MOINES ("the City") and AMERICAN BUILDING SERVICES, previously known as EDS JANITORIAL SERVICES, ("the Contractor") which was extended to December 31, 2008.

Pursuant to paragraph 4 of said contract, which provides that the term of the contract may be extended upon written agreement of both parties, the term of the contract is extended until December 31, 2009.

Any acts consistent with the authority and prior to the effective date of this Agreement are hereby ratified and confirmed.

Except as modified hereby, [to include Exhibit "J" covering service specifications for the "MAINTENANCE" cleaning of various restroom and kitchen facilities throughout the City] all terms and conditions of said contract remain in full force and effect. The rates for these new services are shown at the bottom of the attached Exhibit (J).

IN WITNESS WHEREOF, four (4) identical counterparts of this Contract Addendum/Amendment, each of which shall be deemed an original, have been executed by the parties this 12<sup>th</sup> day of Dec, 2008.

CITY OF DES MOINES

AMERICAN BUILDING SERVICES  
(Previously known as EDS Janitorial Services)

By [Signature]  
Its City Manager  
By Direction of the Des Moines City Council in Open Public Meeting on DECEMBER 11, 2008

By [Signature]  
Its PRESIDENT

21630 11<sup>th</sup> Avenue So.  
Des Moines, WA 98198

P.O. Box 98591  
DES MOINES WA 98198

Dated 12/12/08

Dated 12/12/08

APPROVED AS TO FORM:

[Signature]  
City Attorney

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## CUSTODIAL CONTRACT EXHIBIT "J"

### Restrooms in need of "MAINTENANCE" cleaning every three months:

- Suite A (Men and Women)
- Suite C (Public Restrooms for Men and Women)
- Suite D (Men and Women)
- Engineering Upstairs (Men and Women)
- Engineering Downstairs (Both Restrooms including shower)
- Field House Upstairs
- Field House Downstairs (Men and Women including shower)

For the purposes of this Exhibit, "MAINTENANCE" cleaning means:

- Machine scrubbing and disinfecting all floor surfaces
- Scrubbing and disinfecting wall surfaces and toilet stall partitions
- Scrubbing and disinfecting all toilets, sinks, urinals, and other restroom fixtures (including de-scaling)

### Kitchen areas in need of "MAINTENANCE" cleaning every three months:

- Suite A
- Suite D
- Engineering (Upstairs and Downstairs)
- Public Works Service Center

For the purposes of this Exhibit, "MAINTENANCE" cleaning means:

- Machine scrubbing and disinfecting all floor surfaces
- Scrubbing and disinfecting all table and counter surfaces
- Scrubbing and disinfecting all sinks
- Scrubbing and cleaning all microwave interior surfaces

Total annual cost to the City for Exhibit "J" services is: \$4,560.00

**COPY**

CONTRACT ADDENDUM/AMENDMENT

This is an addendum/amendment to that contract dated December 11, 2003 between the CITY OF DES MOINES ("the City") and AMERICAN BUILDING SERVICES, previously known as EDS JANITORIAL SERVICES, ("the Contractor") which was extended to December 31, 2009.

Pursuant to paragraph 4 of said contract, which provides that the term of the contract may be extended upon written agreement of both parties, the term of the contract is extended through December 31, 2011.

Any acts consistent with the authority and prior to the effective date of this Agreement are hereby ratified and confirmed.

Except as modified hereby, all terms and conditions of said contract remain in full force and effect.

IN WITNESS WHEREOF, four (4) identical counterparts of this Contract Addendum/Amendment, each of which shall be deemed an original, have been executed by the parties this 9<sup>th</sup> day of July, 2009.

CITY OF DES MOINES

AMERICAN BUILDING SERVICES  
(Previously known as EDS Janitorial Services)

By [Signature]  
Its City Manager  
By Direction of the Des Moines City Council in Open Public Meeting on  
JUNE 25, 2009

[Signature]  
By American Building Services  
Its PRESIDENT

21630 11<sup>th</sup> Avenue S  
Des Moines WA 98198

P.O. Box 98598  
DES MOINES WA 98198

Dated 7/9/09

Dated 7/8/09

APPROVED AS TO FORM:

[Signature]  
Asst City Attorney

COPY

CONTRACT ADDENDUM/AMENDMENT

This is an addendum/amendment to that contract dated December 11, 2003 between the CITY OF DES MOINES ("the City") and AMERICAN BUILDING SERVICES, previously known as EDS JANITORIAL SERVICES, ("the Contractor") which was extended to December 31, 2011.

Pursuant to paragraph 4 of said contract, which provides that the term of the contract may be extended upon written agreement of both parties, the term of the contract is extended until December 31, 2012.

Any acts consistent with the authority and prior to the effective date of this Agreement are hereby ratified and confirmed.

Except as modified previously, all terms and conditions of said contract remain in full force and effect. The rates will remain the same.

IN WITNESS WHEREOF, four (4) identical counterparts of this Contract Addendum/Amendment, each of which shall be deemed an original, have been executed by the parties this 16<sup>TH</sup> day of AUGUST, 20 11.

CITY OF DES MOINES

AMERICAN BUILDING SERVICES  
(Previously known as EDS Janitorial Services)

By [Signature]  
Its City Manager  
By Direction of the Des Moines City Council in Open Public Meeting on AUGUST 11, 2011

By [Signature]  
Its PRESIDENT

21630 11<sup>th</sup> Avenue So.  
Des Moines, WA 98198

P.O. Box 98591  
DES MOINES, WA 98198

Dated 8/16/11

Dated 8/16/11

APPROVED AS TO FORM:

[Signature]  
City Attorney

COPY

**CONTRACT ADDENDUM/AMENDMENT**

This is an addendum/amendment to that contract dated December 11, 2003 between the CITY OF DES MOINES ("the City") and AMERICAN BUILDING SERVICES, previously known as EDS JANITORIAL SERVICES, ("the Contractor") which was extended to December 31, 2012.

Pursuant to paragraph 4 of said contract, which provides that the term of the contract may be extended upon written agreement of both parties, the term of the contract is extended until December 31, 2014.

Any acts consistent with the authority and prior to the effective date of this Agreement are hereby ratified and confirmed.

Except as modified hereby, [to include Exhibit K covering service specifications for the Des Moines Beach Park Auditorium at 22030-D Cliff Ave. S. attached hereto] all terms and conditions of said contract remain in full force and effect. The rates will remain the same.

IN WITNESS WHEREOF, four (4) identical counterparts of this Contract Addendum/Amendment, each of which shall be deemed an original, have been executed by the parties this 1<sup>ST</sup> day of AUGUST, 2012.

CITY OF DES MOINES

AMERICAN BUILDING SERVICES  
(Previously known as EDS Janitorial Services)

By *Tom An*  
Its *Acting City Manager*  
By Direction of the Des Moines City Council in Open Public Meeting on *JUNE 28, 2012*

By *[Signature]*  
Its *PRESIDENT*

21630 11<sup>th</sup> Avenue So.  
Des Moines, WA 98198

*P.O. BOX 98591*  
*DES MOINES, WA 98198*

Dated *8/1/2012*

Dated *7/30/2012*

APPROVED AS TO FORM:

*[Signature]*  
City Attorney

**COPY**



American Building Services, Inc.

PO Box 98591  
Des Moines, WA 98198  
206.878.6679 Tel  
206.870.8763 Fax  
[www.janitorial-abs.com](http://www.janitorial-abs.com)

April 11, 2012

Scott Romano  
City of Des Moines  
21650 11<sup>th</sup> Avenue South  
Des Moines, WA 98198

Scott:

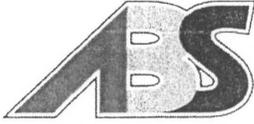
Thank you for the opportunity to submit a proposal for on-call janitorial services for the Auditorium located at City of Des Moines Beach Park. I have attached a Service Specifications Schedule and a Cost Analysis, which includes the proposed price for providing the specified services; as well as an Agreement and Terms and Conditions for your review and approval.

Should you have any further questions, or need additional information, please do not hesitate to contact me. Thank you again for this opportunity and I look forward to hearing from you soon.

Sincerely,

American Building Services, Inc.

Eric Shoopman  
Managing Partner



American Building Services, Inc.

## SERVICE SPECIFICATIONS SCHEDULE

### Areas to be serviced

Auditorium entrance, kitchenette, open meeting room, stage and two restrooms.

*(NOTE: Electric auto scrubber will need to be purchased, stored and used to clean main auditorium floors. Floors can not be dust or wet mopped conventionally, as the coating on the floor is too rough.)*

### Service specifications - on-call service following facility rental:

**Entrance Areas.** Police entrance area to remove litter. Clean entrance door glass(4), frames and handles. Clean large swing doors.

**Trash Removal.** Empty waste receptacles from all common and change liners as required from Owner's stock. Remove trash and place in designated containers.

**Spot Cleaning.** Spot clean handprints and spillage from doors, walls, and switch plate covers.

**Kitchenette.** Empty waste receptacles, spot clean receptacles and walls around receptacles, insert new liners from Owner's stock. Remove and place trash in designated containers. Wipe down counters and sink with disinfectant solution.

**Floor Service.** Back pack vacuum floor, Machine scrub and rinse with auto scrubber. Dust mop and wet mop stage.

**Restrooms.** Clean and disinfect all washbasins, fixtures, toilets, toilet seats, urinals, restroom dispensers, and chrome fixtures. Clean restroom mirrors. Spot wash restroom walls and partitions. Sweep and wet mop floors with disinfectant solution. Refill restroom dispensers from Owner's stock. This includes towels, toilet tissue, soap, and feminine hygiene products where applicable. Empty waste receptacles and replace liners from Owner's stock.

**Supplies.** Report needed supplies to customer contact.



American Building Services, Inc.

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## COST ANALYSIS

### On-call janitorial services following facility rental:

Following facility rental	\$75.00 per service
Following heavy facility rental	\$125.00 per service
Above normal facility use (heavy alcohol usage)	

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## A G E N D A I T E M

### BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Commercial Sexual Exploitation

FOR AGENDA OF: October 23, 2014

ATTACHMENTS:

1. Draft Resolution No. 14-219
2. Excerpt from the *The Prosecutor's Post*

DEPT. OF ORIGIN: Legal

DATE SUBMITTED: October 16, 2014

CLEARANCES: PB

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

APPROVED BY CITY MANAGER  
FOR SUBMITTAL 

#### **Purpose and Recommendation**

The purpose of this draft resolution is to support the “Buyer Beware” initiative along with other King County jurisdictions to combat commercial sexual exploitation of our children and vulnerable adults, and to mitigate the associated public safety, economic, and health risks to our City.

#### **Suggested Motion**

**Motion:** “To enact Draft Resolution No. 14-219 supporting the “Buyer Beware” initiative to combat commercial sexual exploitation through comprehensive demand enforcement, deterrence, and prevention.”

#### **Background**

Commercial sexual exploitation, including sex trafficking, is growing throughout the country and significantly threatening the safety and well-being of the children and vulnerable adults. Our children are being commercially sexually exploited each year. Prostitution has exploded on the Internet with an estimated 27,000 men actively soliciting sex online at one of over 100 websites.

#### **Discussion**

Law enforcement and community leaders from across King County (King County Sheriff's Office, Des Moines, Kent, Federal Way, Bellevue, and Renton Police Departments) have joined together to

announce the “Buyer Beware” initiative to reduce the demand for prostitution where the majority of sex buying now takes place – online – and to focus on arresting the sex buyers rather than the prostitutes. Buyer Beware is a partnership with Police Departments and City Attorney’s offices across King County who are shifting their emphasis on the sex buyers. The Organization for Prostitution Survivors and the King County Prosecuting Attorney’s Office lead this initiative. Other participating community organizations include Businesses Ending Slavery and Trafficking (BEST), Stolen Youth, and Seattle Against Slavery.

**Alternatives**

Not to enact Draft Resolution No. 14-219.

**Financial Impact**

None.

**Recommendation or Conclusion**

In order to protect the public safety, economic, and health risks of our City, it is recommended that Draft Resolution No. 14-219 be enacted supporting the City’s effort to reduce the demand for prostitution.

## CITY ATTORNEY'S FIRST DRAFT 10/15/2014

## DRAFT RESOLUTION NO. 14-219

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON,** relating to combating commercial sexual exploitation through comprehensive demand enforcement, deterrence, and prevention and partnering with Police Departments and City Attorney's offices across King County who are shifting their emphasis to pursue sex buyers.

**WHEREAS,** the Des Moines City Council is committed to public safety, health and wellbeing, and economic growth within its city, and

**WHEREAS,** commercial sexual exploitation, which includes sex trafficking, is growing throughout King County, Washington and the United States, thriving in cities across geographic and socio-demographic variability, and significantly threatening the safety and well-being of the children and vulnerable adults being purchased, families of buyers, legitimate businesses, and our communities, and

**WHEREAS,** hundreds of our children - often coming from the foster care system - are at risk of being commercially sexually exploited each year, with eleven to fourteen being the average age a girl enters prostitution, and

**WHEREAS,** the industry is especially harmful for those being purchased, with the majority of women in prostitution fitting the state and federal definitions of being "trafficked" and wanting to leave if they felt they had alternative choices for survival or did not fear retribution by pimps, and

**WHEREAS,** criminal syndicate, gang, and drug dealer involvement in prostitution within and among cities is increasing nationwide, and

**WHEREAS,** sex buyers drive the entire illegal sex industry, with so-called "johns" operating on the Internet constituting an estimated 3.5% of the adult male population in King County, which translates to over 27,000 men soliciting sex online; with the majority having partners and "high-frequency sex buyers" earning an average \$120,000 per year, and

**WHEREAS,** it is illegal to purchase sex in the City of Des Moines, King County, and the State of Washington, yet prostituted

Resolution No. \_\_\_\_  
Page 2 of \_\_\_\_

individuals are arrested and prosecuted up to ten times more frequently than buyers of sex, and

**WHEREAS**, there is a growing body of evidence that targeting sex buyers is a pragmatic, effective way to dry up the commercial sex industry, and

**WHEREAS**, eighty percent (80%) of purchased sex is brokered online, with thousands of new ads posted each week in the escort services sections of websites such as *Backpage.com*, where young girls are being advertised, and

**WHEREAS**, doctors and health professionals assembled by the Institute of Medicine issued *Confronting Commercial Sexual Exploitation and Sex Trafficking of Minors in the United States*, which suggests "a particular emphasis on deterring demand", and

**WHEREAS**, the Des Moines City Council is committed to promoting a safe and healthy community, upholding the rule of law and have taken a strong position against human trafficking and in support of efforts to combat it, and have worked hard in its community to reduce commercial sexual exploitation; now therefore,

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

**Sec. 1.** The City of Des Moines is prepared to collaborate with King County and the cities of Seattle, Kent, Federal Way, Bellevue, and Renton to combat commercial sexual exploitation of our children and vulnerable adults, and mitigate the associated public safety, economic, and health risks to our City.

**Sec. 2.** The City of Des Moines will incorporate demand reduction as a primary, secondary, and tertiary prevention strategy in its jurisdictions.

**Sec. 3.** The City of Des Moines supports the partnership of the King County Prosecuting Attorney's Office and the Organization for Prostitution Survivors and the "Buyers Beware" initiative to reduce the demand for commercial sex by twenty percent (20%) in the next two years.

**Sec. 4.** All anti-trafficking strategies are survivor-informed and are comprehensive, holding sex buyers and pimps

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Resolution No. \_\_\_\_  
Page 3 of \_\_\_\_

accountable, while providing exit strategies and options for prostituted individuals.

**Sec. 5.** The City of Des Moines urges that training and resources be available to local governments and the criminal justice system to stop and deter sex buyers through arrest, prosecution, fines, and penalties that match the severity of the crime, and programs to change sex buyers' behavior long-term (such as buyer intervention programs) through state law and city ordinances.

**Sec. 6.** The City of Des Moines encourages research projects evaluating the effectiveness of demand-related programs and activities, and that further greater understanding of the extent of the commercial sex industry.

**Sec. 7.** The City of Des Moines urges the development and implementation of age-appropriate prevention and education programs about the risks and harms of the commercial sex industry and anti-demand messaging to be incorporated into middle school and high-school curricula, in faith-based organizations, youth programs, health masculinities programs.

**Sec. 8.** The City of Des Moines holds itself and its employees to the highest ethical standards and promotes a shift away from the culture of tolerance toward purchasing a human being for sex.

**ADOPTED BY** the City Council of the City of Des Moines, Washington this \_\_\_\_ day of \_\_\_\_\_, 2014 and signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
M A Y O R

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney  
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Resolution No. \_\_\_\_  
Page 4 of \_\_\_\_

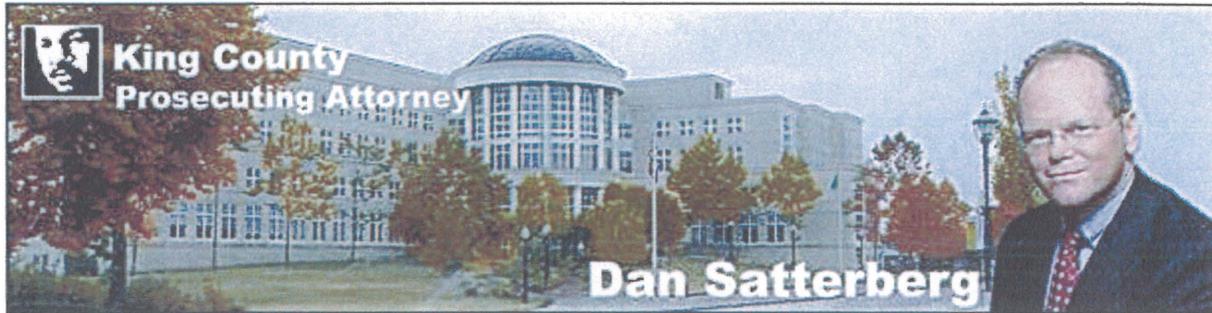
ATTEST:

\_\_\_\_\_  
City Clerk

DRAFTRES:

10/17/14 9:09 AM

**From:** Prosecuting, Attorney [mailto:Attorney.Prosecuting@KINGCOUNTY.GOV]  
**Sent:** Thursday, October 16, 2014 2:57 PM  
**To:** PROSECUTORSPOST@LISTS.KINGCOUNTY.GOV  
**Subject:** 2014, October 16: The Prosecutor's Post



## THE PROSECUTOR'S POST

Vol. 7, Issue 6 October 16, 2014

### Local Jurisdictions Join Together, Launch New Approach to Reduce Demand for Prostitution

*Research shows more than 27,000 men in King County soliciting sex online*

Law enforcement and community leaders from across King County have joined together to announce a major initiative to reduce the demand for prostitution where the majority of sex buying now takes place – online.

“Prostitution is a harmful and violent practice, and has exploded on the Internet -- going from the street corner to the corner office,” said King County Prosecuting Attorney Dan Satterberg. “In King County, each day an estimated 27,000 men are actively soliciting sex online at one of over 100 websites. We need to take action and we need a new approach.”

Historically law enforcement has focused on arresting prostituted people. This approach has been unsuccessful at reducing exploitation and doesn't address the demand that drives sex trafficking. The “Buyer Beware” initiative is a partnership with eight different police departments and city attorney's offices across King County who are shifting their emphasis to go after sex buyers. The initiative is led by the Organization for Prostitution Survivors and the King County Prosecuting Attorney's Office.



*Speakers at yesterday's news conference included, pictured L-R, King County Prosecuting Attorney Dan Satterberg, King County Senior DPA Val Richey, Seattle City Attorney Pete Holmes, and the co-founder of Organization for Prostitution Survivors (OPS) and prostitution survivor Noel Gomez. At far right are Peter Qualliotine, OPS co-founder, and Alisa Bernard, prostitution survivor and OPS staff member, who also spoke at yesterday's news conference on stopping sexual exploitation.*

Prostitution is not a victimless crime. The typical age of entry into prostitution is between 13 to 15 years old and 85% have histories of childhood sexual and physical abuse. As adults in prostitution, over 80% experience physical and sexual assaults, homelessness, and PTSD. Eighty-eight percent report wanting to leave prostitution if they had an alternative. "My recent study found there were 300 – 500 prostituted adolescents in the Seattle area," reported Dr. Debra Boyer.



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Budget Balancing Strategies:	Amount Available	City Mgr Recomm	Budget Gap
<b>Budget Gap</b>			\$ (1,496,237)
Freeze 2 Vacant Police Officer Positions	\$ 230,920		
Freeze 2 Vacant Police Officer Positions	230,920		
Freeze Vacant Police Sgt Position (S Wieland)	149,416		
Freeze Vacant Police Officer Position (W Shepard)	136,847		
Defer 100% Computer Replacement Assessment (Required Minimum Assessment Gen & Street Fnds: \$25,053)	119,507		
Defer 100% Equipment Replacement Assessment	916,249		
Restore Marina Admin Transfer	200,000		
One-Time Sales Tax and B & O Tax (50%)	190,440		
<b>Total</b>	<b>\$ 2,174,299</b>	<b>\$ -</b>	<b>\$ (1,496,237)</b>
<b>New Revenues/Adjustments:</b>			
Revise Utility Tax and Franchise Fee Revenue Estimates	22,281	22,281	
Increase Cable & SWM Utility Tax Revenues (Councilmanic Action)	230,000		
<b>Total</b>	<b>252,281</b>	<b>22,281</b>	<b>(1,473,956)</b>
<b>New Expenditure Requests/Adjustments:</b>			
Missing Vacant Police Officer Position (Has Been Filled)	115,460	115,460	
Transfer to MCI Fund (REET used to increase General Fund 2014 Fund Balance)	300,000	300,000	
Police Officer Positions Uniforms, Communication costs if unfrozen	6,640	6,640	
Reduce 911-Call Dispatch Services	(12,610)	(12,610)	
Reduce Equipment Replacement Assessment	(8,655)	(8,655)	
Increase Landscaping Contract	10,500	10,500	
<b>Economic Development</b>			
Consultant for Retail market Demand Study	40,000	-	
<b>Finance</b>			
Reclass Acctg Mgr position (-\$148,751 savings) & hire Sr Accountant and Acctg Tech (\$186,368)	37,617		
<b>Legal</b>			
Hire Domestic Violence Advocate/Paralegal (16 hrs/week @ \$25/hr)	20,800		
<b>Police</b>			
Restore Records Specialist frozen position	70,059		
Fund replacement of 1 (2004) Detective vehicle	40,046		
Fund replacement of 6 (2008) Patrol vehicles with in-car video system	139,958		
<b>Planning, Building, Public Works</b>			
Code enforcement abatement fund	50,000		
Downtown Improvements Study	35,000		
Consultant service for Sound Transit EIS work	30,000		
<b>Parks &amp; Rec</b>			
I-5 Des Moines Historic District signage	32,000		
Parks, Recreation, & Senior Services Master Plan	50,000		
Increase temp Recreation attendant hours by 1080 to increase program	13,630		
Add Temp 0.52 FTE & 0.25 FTE facility rental attendants for the Dining Hall	33,562		
<b>Non-Departmental</b>			
<b>Total</b>	<b>1,004,007</b>	<b>411,335</b>	<b>(1,885,291)</b>
<b>Expenditure Cuts:</b>			
<b>Total</b>	<b>-</b>		<b>(1,885,291)</b>
<b>Reconcile to Recap:</b>			
			<b>(1,885,291)</b>

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**AGENDA ITEM**

**BUSINESS OF THE CITY COUNCIL**  
City of Des Moines, WA

SUBJECT: 2015 Comprehensive Plan Periodic Update

FOR AGENDA OF: October 23, 2014

ATTACHMENTS:

- 1. Document Structure
- 2. Work Program Schedule
- 3. Public Comments

DEPT. OF ORIGIN: Planning, Building and Public Works

DATE SUBMITTED: October 8, 2014

CLEARANCES:

- [N/A] Legal \_\_\_\_\_
- [N/A] Finance \_\_\_\_\_
- [N/A] Marina \_\_\_\_\_
- [N/A] Parks, Recreation & Senior Services \_\_\_\_\_
- [X] Planning, Building & Public Works DJB
- [N/A] Police \_\_\_\_\_
- [N/A] Courts \_\_\_\_\_

APPROVED BY CITY MANAGER  
FOR SUBMITTAL: *[Signature]*

**Purpose and Recommendation**

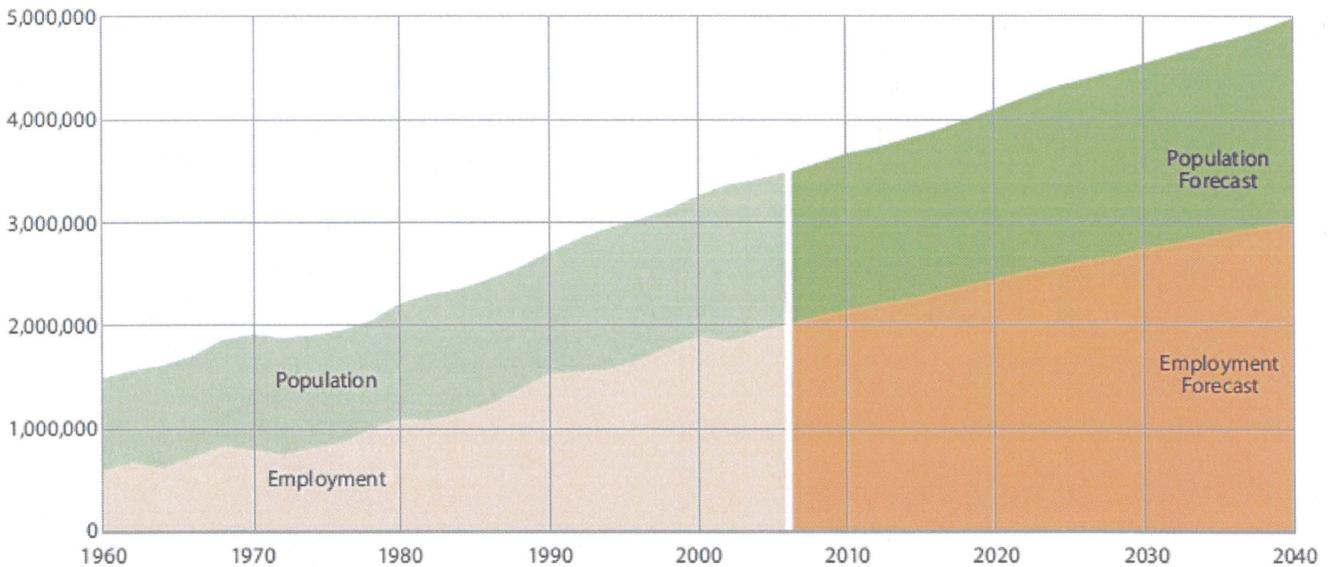
“The purpose of this report is to provide City Council a briefing on the work program and schedule for 2015 Comprehensive Plan Periodic Update. No Council action is required; however, policy direction is requested.

**Background**

Des Moines’ Comprehensive Plan is the City’s official statement with respect to its vision for future growth and development. It identifies goals, policies, and strategies for maintaining the health, welfare, and quality of life of the Des Moines’ residents. The Comprehensive Plan is comprised of individual elements addressing general planning, land use, transportation, conservation, capital facilities/utilities/public services, parks, recreation and open space, housing, community character, neighborhoods and public health.

The City is required to review and, if needed, update its comprehensive plan and development regulations to ensure compliance with the Washington State Growth Management Act (GMA), Chapter 36.70A RCW, by June 30, 2015 pursuant to RCW 36.70A.130. This periodic review and update is necessary to ensure that the City’s comprehensive plan and development regulations reflect current laws, local needs and goals, and new data.

The need for the periodic update is also driven by the expected population and employment growth in the Puget Sound region which is expected to reach nearly five million people and three million jobs by 2040. King County is expected to receive the largest share of the region's forecast growth.



Source: Puget Sound Regional Council, Vision 2040, pg. 3, [www.psrc.org](http://www.psrc.org)

VISION 2040 establishes the Regional Growth Strategy that looks at how the region can distribute forecast growth, primarily within the designated urban growth area. In the *Regional Growth Strategy*, the region's landscape has been divided into seven types of geographies: Metropolitan Cities (five cities), Core Cities (14 cities), Larger Cities (18 cities, including Des Moines), Small Cities (46 cities), Unincorporated Urban Growth Areas, Rural Areas and Natural Resources Lands. These regional geographies provide a framework for the distribution of the region's forecast growth for the year 2040 while recognizing the roles of different types of cities in accommodating regional growth.

Larger Cities are expected to accommodate 14 percent of the region's population growth and 12 percent of its employment growth by the year 2040. This is an increased role compared to current adopted targets for the year 2025, which call for approximately 8 percent of regional population growth and 7 percent of regional employment growth to occur in Larger Cities (Vision 2040). Des Moines is expected to add another 3,000 households and 5,000 jobs to the City by 2040.

Cities and counties fully planning under the GMA must complete period update for their entire comprehensive plan and development regulations. Under the GMA, the Legislature established a schedule for when the periodic update is required to be complete. King County and its cities must complete their update by June 30, 2015.

There are four overall tasks counties and cities must take during the periodic update process that provides the framework for the City's work program:

**1. Establish a public participation program.**

This task entails developing a plan that includes a schedule for steps in the update process to ensure the public is aware of the process and knows how they can participate. The program must provide for **early and continuous public participation** (RCW 36.70A.140). The program should

clearly identify the scope of the review and identify when legislative action on the review and update component are proposed to occur. Counties and cities must ensure that **notice** of the update process is broadly and effectively disseminated (RCW 36.70A.035).

## 2. *Review relevant plans and regulations.*

Evaluate whether there is a need to revise the urban growth area, comprehensive plan, or development regulations to ensure they are consistent with the GMA. The Department of Commerce periodic update checklists provide a concise summary of the GMA requirements. The checklists are a tool that enables the Counties and Cities to compare their comprehensive plan and regulations against the latest requirements, determine what needs to be reviewed in greater detail, and what may need to be added, deleted, and amended in plans and codes to maintain compliance with the act.

The GMA calls out a number of specific items that **must** be reviewed as part of the periodic update:

- Urban growth areas (UGAs), which by definition include all cities, to determine if the zoning as adequate capacity to accommodate the next twenty years of projected population and employment growth.
  - Critical area ordinances to ensure “best available science” (BAS) is included in development regulations to protect critical area functions and values.
  - Land use, housing, transportation and capital facilities elements and inventories as it relates to existing and projected needs.
3. **Take legislative action.** Adopt an ordinance or resolution finding that a review has occurred, and identifying revisions made or concluding that revisions were not needed.
4. **Submit notice to state.** Send formal notice of intent to adopt to the state at least 60 days prior to taking legislative action. Send a copy of the signed adopted ordinance or resolution 10 days after final action.

At the January 9, 2014 City Council meeting, Staff briefed the Council as to the scope and approach for the Comprehensive Plan periodic review and update:

- Establish a Public Participation Program
- Focus on land use, housing, transportation and capital facilities elements and inventories as it relates to existing and projected needs.
- Make minor updates to Conservation, Transportation, Parks, Recreation and Open Space, Marina District and Pacific Ridge Elements to reflect recent code or policy changes.
- Add an Economic Development Element and make related updates to other elements.
- Freshen up document format and include more photos and graphics.

## **Discussion**

As previously discussed with the City Council and Council Committees, staff is recommending freshening up the tone, format and structure of the Comprehensive Plan. The document currently has a negative tone and the background text and format is outdated. The document structure that staff is proposing is illustrated in Attachment 1 - Healthy Des Moines Element. Staff recommended updates and additions include:

- Formatting: update text and layout, add color and pictures, remove numbered paragraph format, and make text more concise and reader friendly (e.g., Healthy Des Moines Element).

- Background Sections: update to clarify purpose, streamline text, remove numbered paragraph format.
- Goals/Policies: remove duplicative language, combine like policies, improve layout, make goal/policy/strategy numbering consistent between plan elements (see Attachment 3).
- Strategies: rename “Implementation Strategies,” remove duplicative language, streamline.
- Overall: create a positive tone and remove negative language.
- Consider replacing the General Planning Element with a Vision Statement for the City and general introduction to the Comprehensive Plan.
- Consider adding an Economic Development Element or Economic policies to the Land Use Element.

As staff completes the review of each plan element, they will bring proposed changes through the Council committees then provide briefings to the full Council. Any new proposed goals, policies, or strategies will be shown in track changes.

The timeline for the Comprehensive Plan update has shifted given other City priorities have taken precedent (see Attachment 2). The schedule identifies key check-in points with Council and the public. To date, staff has briefed the City Council, the Public Safety and Transportation Committee, the Finance & Economic Development Committee, and the Environment Committee on updates to the Plan and plan elements: Transportation Element, Capital Facilities, Utilities and Public Services Element and Conservation Element. In addition, the Planning Division hosted a public open house on April 23, 2014 and an information booth at the Des Moines Waterfront Market on August 16, 2014 to provide opportunities for the public to provide input on the update (see Attachment 3).

Public outreach will be enhanced via a project with the University of Washington’s Community, Environment and Planning (CEP 460) class during the Fall 2014 timeframe. Working with City staff, students will develop a short survey aimed at engaging the City’s ethnic and minority populations to identify any issues, opportunities, and constraints facing these community members and to solicit their vision for Des Moines in 2035. Students will develop outreach materials for and participate in one library tabling event and one public open house. They will also assist the City in compiling the results of the tabling event/s, community survey and open house feedback; and will present a project summary and findings to City Council on December 4, 2014.

### **Alternatives**

Periodic review of the City’s comprehensive plan and development regulations is a requirement of the GMA (Chapter 36.70A RCW). A jurisdiction that has missed an update deadline is also vulnerable to a “failure to act” petition for review to a Growth Management Hearings Board (or for partially-planning jurisdictions, to Superior Court).

If a local government has made significant progress on its update, but hasn’t finished all needed revisions by their periodic update deadline, it would be prudent to take steps to demonstrate good faith and progress. Local jurisdictions may adopt a resolution that documents progress already made and sets a schedule for completing the update.

**Financial Impact**

Missing the periodic update deadline has immediate financial consequences. A county or city that has not completed the basic actions described above by the deadline set in the GMA will be ineligible to receive funds from the Public Works Trust Fund or the Centennial Clean Water account or to receive preference for other state grants and loans.

**Recommendation or Conclusion**

Staff requests Council concurrence on the structure and format of the 2015 Comprehensive Plan update as outlined above.

**Concurrence**

N/A

## Chapter No 12: Healthy Des Moines Element

### BACKGROUND AND CONTEXT

In the past decade, there has been an overall increase of obesity and chronic diseases in King County. Data show that people living in South King County bear a disproportionate burden of poor health and poverty compared to other parts of the County.<sup>1</sup>

In 2010, the City of Des Moines partnered with Public Health Seattle and King County; the cities of Burien, SeaTac and Normandy Park; and the Highline School District, to form the Healthy Highline Communities Coalition (HHCC). The HHCC is working to coordinate healthy resources available in our communities and to help our citizens take the necessary steps to become healthier by consuming more nutritious foods and engaging in more physical activity.

#### Des Moines' Healthy Community Gaps

Poor nutrition and lack of physical activity are primary risk factors for obesity and chronic diseases like diabetes, heart disease and certain cancers. While people's health is influenced by personal decisions, it is also shaped by how our community is designed and built, such as land use, the transportation systems, and the location of parks, recreation facilities, public buildings, and other services. National research has shown that in communities where healthy food options like fresh fruits and vegetables are available, residents have better diets and lower rates of obesity and diet-related chronic disease. Similarly, people tend to be more active when they can easily access key destinations such as parks, schools, workplaces, and shops by walking and biking.



Assessment data show that Des Moines has an “unbalanced food environment” – that is, there are far more opportunities to buy junk food and fast food than “healthy food.” From a public health perspective, this means that Des Moines residents have a higher exposure to unhealthy foods than to nutritious foods.<sup>2</sup> In addition, there are low income areas that are not within reasonable walking distance (i.e., > one-half mile) of a grocery store or market that provides fresh food.

A current conditions assessment for Safe Routes to School near Des Moines' elementary schools (Midway, Des Moines, North Hill, Woodmont, and Parkside) shows that some improvements along the roadside, such as sidewalks or even widened shoulders are needed to make it easier and more comfortable for children and their families to safely walk and bike to school.<sup>3</sup>

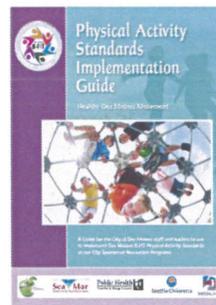
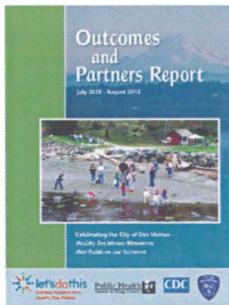
<sup>1</sup>Public Health – Seattle & King County website, Burien/Des Moines Health Planning Area data and maps available at: <http://www.kingcounty.gov/healthservices/health/partnerships/cppw/kcprofile.aspx> (last accessed 8/22/11)

<sup>2</sup> Martin, Kara E., et al., *The Food Landscape in Des Moines, Washington*. September 2011.

<sup>3</sup> SvR Design Company and Alta Planning and Design, *Safe Routes to School Project Lists/Communities Putting Prevention to Work* August 2011.

## Bridging the Gaps through Policy, Systems and Environment Changes

The City of Des Moines' policies relating to land use, food access and the transportation system have a strong influence on people's lifestyles and in promoting a healthy community. Goals, policies and strategies within the Healthy Des Moines Element as well as those within Chapter 2 – Land Use Element, Chapter 3 – Transportation Element, and Chapter 6 – Parks, Recreation, and Open Space Element provide a framework and identify the actions for making the necessary changes to build a healthy, vibrant Des Moines that fosters an environment for healthy eating and active living within our community.



## GOALS AND POLICIES

### Goals

- Goal HDE – 1-12-01-01** Participate in the Healthy Highline Communities Coalition to coordinate with surrounding communities to improve access to physical activity and healthy foods, and facilitate the long-term implementation of the Healthy Des Moines Initiative.
- Goal HDE – 2-12-01-02** Develop public, private and non-profit partnerships to support the goals of and sustain the Healthy Des Moines Initiative.

### Policies

- Policy HDE – 1.1-12-03-01** Support policy, systems, and environmental changes that result in increased access to healthy foods and physical activity, with an emphasis on school-age children.
- Policy HDE – 1.2-12-03-02** Provide healthy food and beverages in City-sponsored meetings and programs and at City facilities to promote balanced food choices.
- Policy HDE – 2.1-12-03-03** Continue to support the Des Moines Food Bank, Farmers Market and other organizations that help provide food assistance to low-income residents so that all families, seniors, schools, and community-based organizations are able to access, purchase, and increase intake of fresh fruits, vegetables, and other non-processed food.

## IMPLEMENTATION STRATEGIES

- Strategy HDE – 1.1.1-12-04-01** Adopt a Healthy Food Resolution and create a long-term action plan.

| **Strategy HDE – 1.1.2-12-04-02** Implement nutritional standards and healthy food procurement policies in City owned and operated facilities and across departments.

COMPREHENSIVE PLAN UPDATE PROGRAM <i>2014-2015 Schedule</i>	2014												2015					
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
<u>Initial Approach and Discussion</u> <ul style="list-style-type: none"> <li>Review existing comp plan, subarea plan(s) and development regulations</li> <li>Review requirements in WA Department of Commerce Periodic Update Checklist</li> <li>Review GMA amendments passed since last update</li> <li>Determine approach and extent of update</li> <li>Develop work program and schedule</li> </ul>	■																	
<u>Data Collection and Mapping</u> <ul style="list-style-type: none"> <li>Update any relevant inventories, demographics and population projections</li> <li>Capacity analysis</li> <li>GIS mapping</li> <li>Housing needs assessment</li> </ul>			■															
<u>Foundational Work and Element Review</u> <ul style="list-style-type: none"> <li>Review King County Countywide Planning Policies</li> <li>Review PSRC Vision 2040 Multicounty Planning Policies</li> <li>Review relevant elements</li> <li>Identify potential plan amendments</li> <li>Identify potential zoning amendments</li> </ul>					■													
<u>Prepare Draft Comprehensive Plan Amendments</u> <ul style="list-style-type: none"> <li>Draft goals, policies, maps, etc.</li> <li>Draft elements and map changes</li> </ul>						▲			▲	▲	■							
<u>SEPA Compliance and Notice</u> <ul style="list-style-type: none"> <li>Scoping</li> <li>Complete environmental checklist</li> <li>Provide 60 day notice to Department of Commerce</li> <li>Publish notice of SEPA decision and public hearing</li> <li>Distribute notice to interested parties</li> </ul>														■				
<u>Final Plan Review</u> <ul style="list-style-type: none"> <li>City Council review, revision and adoption</li> <li>City Council Public Hearing</li> <li>Department of Commerce review</li> </ul>														■				▲
<u>Public Outreach</u> <ul style="list-style-type: none"> <li>Develop public outreach program</li> <li>Develop informational materials</li> <li>Continuous public involvement events</li> </ul>	■																	
	◆								◆		◆							◆

Revised 10/15/14



## Comprehensive Plan Update – Public Comments

**April 23, 2014 - Open House**

**August 16, 2014 – Farmers Market Tabling Event**



# **DES MOINES 2035**

**Charting Our Course for a Sustainable Future**

# **WELCOME**

The City of Des Moines is required by state law to do a periodic update to the Comprehensive Plan. The update will include:

- Vision of how we want to grow/develop over the next 20 years;
- New estimates of population and job growth;
- More information about how the Plan relates to other City and regional plans;
- New Economic Development Element; and
- Clear language and a more accessible document.

This statement needs clarification to provide an accurate answer.

Update RS Zoning - ELIMINATE CONVERT THE RS-15000 TO RS-7200 TO ALLOW TASTEFULLY SIZED SUB DIVISIONS ON MARINE VIEW DRIVE -

MULTI-FAMILIES LIVING IN SINGLE FAMILY RESIDENCES!

THIS QUESTION IS ACTUALLY 2 QUESTIONS - "PRESERVE" AND "ENHANCE" ARE DIFFERENT ENDORINGS

I SECOND THAT - THIS QUESTION IS REALLY 2 QUESTIONS

EASY WALK TO DOWNTOWN!

ENFORCE-CODES

# What Are Your Priorities?

Green = High  
Blue = Medium  
Yellow = Low



Create vibrant business districts and promote economic development.	
Preserve and enhance residential neighborhoods.	
Protect environmentally critical areas from damage caused by encroachment and development.	
Provide a street network that serves the needs of residents, businesses, emergency services, and visitors.	
Provide a connected network of non-motorized transportation facilities to provide access to local and regional destinations and to support a healthy lifestyle.	
Provide adequate and accessible recreational facilities and programs that are responsive to the diverse interests and needs of people of all ages, income levels, cultural or educational backgrounds, or physical abilities.	
Ensure that park and recreation areas of local significance (cultural, historical, environmental, natural, wildlife, waterfront, tidal, special use or other) are identified and protected.	
Encourage the development, preservation, or replacement of housing stock that is affordable to all economic segments of the community.	
Strengthen community sustainability, pedestrian accessibility, livability and downtown business vitality.	
Optimize Des Moines' prime waterfront location and City views through the enhancement of cultural opportunities and experiences.	

Protect Single Family Zoning



Write one word to describe Des Moines today?

Confused  
 VACANT  
 VACANT  
 seedy  
 CANT GET ITS ACT-TOGETHER  
 a city in decline  
 DOWNTOWN empty  
 "VISUAL"  
 STILL STRUGGLING BUT GOING IN THE RIGHT DIRECTION!

Write one word to describe your future Des Moines?

(Desired Future)  
 VIBRANT  
 vibrant  
 Lively  
 involved  
 Empty (Business)  
 MERGE W/ KENT  
 Become  
 Destination  
 Vacation  
 Enjoyable  
 (ONE)  
 WILL BE MORE BUSINESS HERE.  
 THE WATERFRONT IS BEAUTIFUL.  
 LOVE THE FARMERS MARKET  
 POINT MERGE W/ KENT  
 Lack of funding  
 Higher Property Taxes  
 Bond Measures

# Land Use

Where should the City expand commercial land uses in the next 20 years?

MARINE VIEW DRIVE - 7<sup>TH</sup> AVE

PAC. HWY AREAS

PAC Hwy 216 to K.O. ROAD

Highway 99

Highway 99  
216<sup>th</sup>

PAC HWY 200  
214  
Ditto

LEAVE AS IS NO NEW COMMERCIAL ZONING

↓ agreed

Where should the City focus housing growth in the next 20 years?

HIGHLINK COLLECTOR AREA

East of MVD

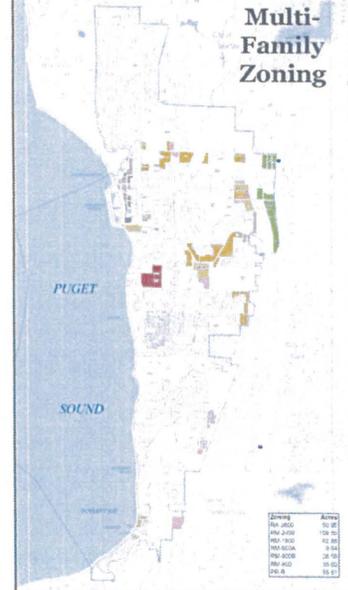
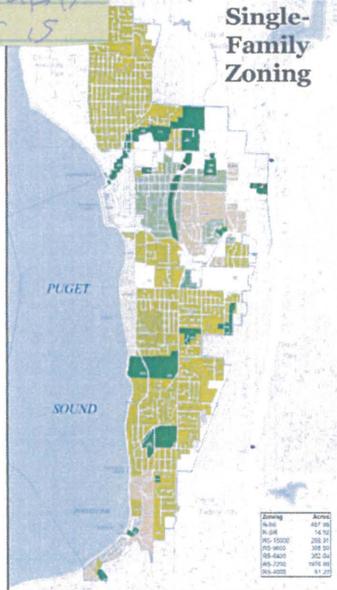
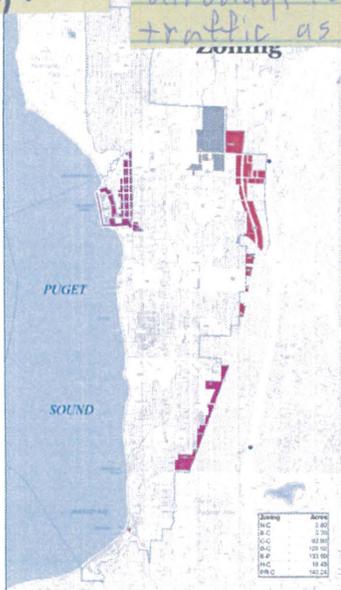
RS-15000 changed to RS 2200

Makes property available to more and allows for 2x homes on same

Creative Single Family Options

We are too crowded already to much traffic as it is

I second this!



# Environment

The Natural Environment - R... the environment is fundamental to the Plan. Conservation aspects of Des Moines and natural hazards may be addressed in

the environment is... Plan apply to many... wetlands, streams... areas. Other areas that

Compact Neighborhood = Good

Yes, I Agree

More upscale condos & sub-divisions (not cheap apartments)

Yes Agree

## How do we create a community that responds to climate change? Agree, Disagree, Comments?

Build compact neighborhoods with shops, services and amenities close to where people live and work.	Agree	agree	agree!!	agree yes!
Make buildings exceptionally energy efficient.				
Protect and enhance the urban forest and natural areas.	agree	agree		
Foster low-carbon development and ensure built, natural and human systems become more resilient and adaptable to the impacts of a changing climate.	agree	agree		
Prepare for the impacts of climate change such as sea level rise, and for temperature and precipitation changes.	agree	Agree	AGREE	

Other?

Align building codes for business but DON'T MAKE it AN impossible hurdle

No such thing as global warming. I like my house + car

educate

DEFINITELY:  
VEGETATION =  
OXYGEN  
&  
WILDLIFE



## What Type of Housing Choices Would You Like to See More of in Des Moines?

Housing Choices	Please Place Dots Below (4/person):
Single Family	● ● ● ● ● ● ● ● ● ●
Duplex	● ● ●
Triplex	
4-plex/5-plex	●
Apartments	●
Townhomes	● ● ● ● ●
Rowhouses	
Mixed-Use	● ● ● ● ● ● ●
Condominiums	● ● ● ●
Cottage Housing	● ● ● ●
Small Lot Housing	● ● ● ● ● ● ●
Senior Housing	● ●
Accessory Dwelling Units (Granny Flats)	● ●

Light rail  
near mixed  
use yes!

WHAT IS THE  
DIFFERENCE BETWEEN:  
- COTTAGE HOUSING  
- SMALL LOT HOUSING  
- GRANNY FLATS

FIX ANY ROAD THAT REQUIRES IT! RD ??? 223

# Transportation



**How We Get Around** - Coordinating population growth and transit service is fundamental to comprehensive planning. People in Des Moines currently rely on driving versus walking, biking, and taking transit to travel in and out of the city.

How do you get around Des Moines? The region?

walk  
drive  
boat  
DRIVE  
Walk, Jog  
Drive  
Drive  
DRIVE  
WALK A LITTLE  
Drive

Should we prioritize city transportation funds on neighborhoods that are adding jobs and housing?

Need Parking? YES!  
Transit locations No spend funds  
else where

Should we make it easier for people to walk and bike to transit service?

yes / OF COURSE!  
NO

How should we capitalize on the future Link Light Rail stations in or near the City of Des Moines?

yes  
parking will be needed  
yes ← ditto  
Yes - light rail to 272<sup>nd</sup> is key

place needed services right there - groceries, cleaners, drug store

SUFFICIENT PARKING AT LIGHT RAIL TERMINAL  
Tax the crap out of them for city funding



ALLOW HI-DENSITY WITHIN WALKING DISTANCE OF STATIONS

GET A THEME (TAKE A LOOK AT EDMONDS)

# Quality of Life

Investing in Des Moines r housing will Ridge Neighb

Fix & Create sm. bus. development in our core downtown  
ALLOW moderate NATIONAL CHAIN Stores/shops as Anchors

ENCOURAGE BUSINESS ALONG PAC-HWY  
ADVERTISE  
ADVERTISE  
ADVERTISE

of life for in jobs and and Pacific reas. What in livability

Promote HCC

graduates as trained work force

How can we help create family wage jobs and attract new businesses to growing neighborhoods?

Loosen up some OF THE Regulations

Encourage Business Development in Pac Ridge

Yes, lower rents and lease fees to keep tenants in the buildings. A vacant shop does not do good.

Should we locate shops, services, and institutions close to where people live and work?

yes/or travel hubs

OF COURSE! Duh.

THIS IS A TRICK QUESTION, RIGHT?

yes. of course.. obviously

You have to have things that attract tourism 1st - OUR DOWNTOWN is pathetic & unattractive

Should we encourage high economic development such as tourism?

No  
Yes

PROMOTE THE MARINA! IT COULD BE A 'GEM'

How can we enhance the natural beauty, character and culture of Des Moines as we grow?

We need shops & other attractions on MVD & the marina district. Our town is dead. There is little reason to go there.

develop a theme (like Leavenworth)

OUR WATERFRONT IS OUR GEM - enhance it by REVITALIZING DOWNTOWN w/ more shops, restaurants, art galleries etc.

Preserve character Don't sell out on building heights

# Farmers Market Event (8/16/14)

## Summary of Public Comments from Chalkboard

DESCRIBE YOUR CURRENT DES MOINES		
<i>General/Quality of Life</i>		<i>Marina District</i>
<i>Positive</i>	<i>Negative</i>	
Marine community	Unclear vision	Vacant
Diverse	Deteriorating	Dying
Diamond in rough	So much work	Sparse
Potential (4)	Sad	Ghost town
Bedroom community		Dead downtown
Peaceful/Quiet/Sleepy (7)		Rundown- dated
Cozy/Relaxing (2)		No Marina buildings
Practically perfect (1)		Lack of grocery store (2)
Secret paradise		Miss QFC
Home		MVD development
Friendly (2)		No MVD development
Fun		
Beautiful sunsets		
Like village atmosphere		

DESCRIBE YOUR FUTURE DES MOINES			
<i>General/Quality of Life</i>	<i>Marina District</i>	<i>Economic Development</i>	<i>Transportation</i>
Dana Point, Gig Harbor, Ballard-like	Year round market and Marina development	More local jobs, less commuting to downtown Seattle	Walkable (1)
More fun	Vibrant MVD (2)	Functional theater	Reduce traffic
Better schools	Family friendly downtown	Destination spot	
Vibrant, thriving, bustling (5)	More bars	Grocery store (3)	
Keep affordable	Seaport village	Better food (1)	
Keep it unique	Public boat launch	Bowling alley	
Small town look	Downtown school	More "specialty" shops (2)	
Coastal	Marine	Water center	
Love Saltwater Park trail	Invest more \$ in Marina	Business friendly	
Hip	Marina – 1 <sup>st</sup> class facility	More stores	
Stay low profile	Farmers market step forward		
More night life	Downtown theme		
Populated	Theme village		
Friendly			
Small town feel with boating tourism			
Preservation			



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## A G E N D A I T E M

### BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Lakehaven Utility District 2014  
Comprehensive Water System Plan Update (Final  
Draft)

ATTACHMENTS:

1. Final Draft Plan Executive Summary
2. Powerpoint Presentation

FOR AGENDA OF: October 23, 2014

DEPT. OF ORIGIN: Planning, Building & Public  
Works

DATE SUBMITTED: October 16, 2014

CLEARANCES:

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

APPROVED BY CITY MANAGER  
FOR SUBMITTAL: 

#### **Purpose and Recommendation**

The purpose of this agenda item is to brief the City Council on Lakehaven Utility District's Final Draft of the 2014 Comprehensive Water System Plan Update. Comments from Council and staff will be incorporated into the Final Plan and resubmitted to the City for adoption at a later date. Attached is the Plan's Executive Summary (Attachment 1). A copy of the full draft Plan is available for review at the Public Works engineering office and digital copies will be provided to the Council upon request. Stan French, the Water Operations Manager for Lakehaven Utility District and Lara Kammereck, from Carollo Engineers, the consultant preparing the Plan, will be making the presentation (Attachment 2).

#### **Suggested Motion**

No motion required.

#### **Background**

Sewer and Water Districts within the State of Washington are required to have Comprehensive Plans which are updated on a regular basis. This Plan is an update of the Lakehaven Utility District's 2008 Water System Plan. Updated every six years, the Plan evaluates the existing system and its ability to meet the anticipated requirements for water source, quality, transmission, storage, and distribution over a twenty-year period. Water system improvement projects have been developed to meet the changing demands of regulatory impacts, and population growth, as well as infrastructure repair and replacement. The Plan also identifies planning level costs of the improvement projects and provides a financial plan for funding the projects.

The Plan has been reviewed by staff and only minor comments have been identified, requesting the schedule, if known, for the capital improvement projects identified within Des Moines. Once comments from the City (and other jurisdictions) have been incorporated into the Plan, a Final Plan is then issued to the District Board for adoption. Following official adoption of the Board, the Final Plan is then issued to the City for acceptance. The City has 90 days from the adoption date of the Board to either accept the Plan, to accept the Plan with conditions, or reject the Plan. Any changes to Plan following the Board adoption date would be made by addendum. If upon 90 days of the Board adoption date the City fails to take action or request a time extension, the Plan is automatically accepted by the City.

**Discussion**

See Executive Summary (Attachment 1).

**Alternatives**

No action required.

**Financial Impact**

None.

**Recommendation or Conclusion**

No recommendations are provided at this time.



**LAKEHAVEN UTILITY DISTRICT  
WATER SYSTEM PLAN UPDATE**

**FINAL DRAFT**

JUNE 2014



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## EXECUTIVE SUMMARY

This Water System Plan Update (Plan) has been developed in accordance with Chapter 246-290 of the Washington Administrative Code (WAC), as presented in the Washington State Department of Health (DOH) regulations for Group A Public Water Systems. This plan is primarily an update to the Lakehaven Utility District's (District's) 2008 Plan. The District's water system identification number is 41997 9.

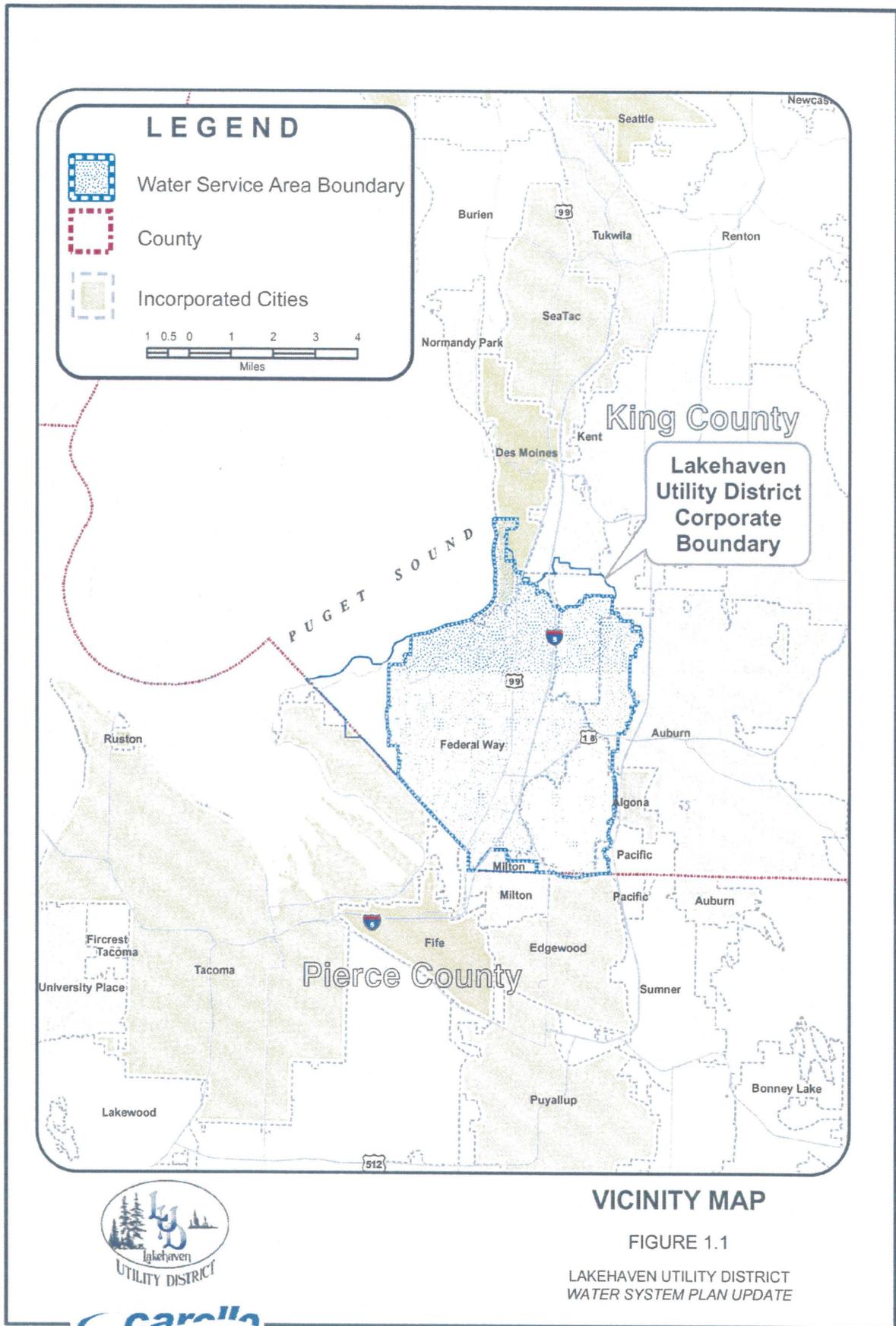
The purpose of this Plan is to develop a long-term planning strategy for the District's water service area. Updated every six years, the Plan evaluates the existing system and its ability to meet the anticipated requirements for water source, quality, transmission, storage, and distribution over a twenty-year planning period. Water system improvement projects have been developed to meet the changing demands of regulatory impacts, and population growth, as well as infrastructure repair and replacement. The Plan also identifies planning level costs of the improvement projects and provides a financial plan for funding the projects.

A State Environmental Policy Act (SEPA) Checklist and determination of non-significance (DNS) has been prepared for this Plan. The District anticipates this Plan does not have probable significant adverse impacts on the environment in accordance with the DNS under WAC 197-11-340(2). The SEPA Checklist and DNS are included in Appendix E. This Plan is required to meet state, county, and local requirements. The District will submit this plan to the DOH, the Department of Ecology (DOE), King County, adjacent utilities, and local governments as part of the Agency Review process. See Appendix B for the Comment Letters. The Adopting Resolution will be included in Appendix A, upon Plan approval by the Board of Commissioners.

### ES.1 EXISTING SYSTEM

Lakehaven Utility District is a special purpose district responsible for provision of potable water service and wastewater collection, treatment, and disposal within an approximate 34 square mile corporate area. The District is located in the southwest corner of King County adjacent to the Pierce County boundary. General government services and land use planning in the District's water service area are controlled by, and under the jurisdiction of King County (the County), Federal Way, Des Moines, the City of Algona (Algona), the City of Auburn (Auburn), the City of Pacific (Pacific), the City of Edgewood (Edgewood), and the City of Milton (Milton). The City of Kent (Kent) also provides general government services and land use planning inside the District's corporate boundaries, but outside of the District's water service area. The District operates and maintains a water and sewer system generally located within the same geographic area, although their service area boundaries do not coincide. The District is operated by a five member, elected Board of Commissioners and a staff of approximately 100 people.

The District's planned retail water service area boundary and its corporate boundary are indicated on Figure ES.1. A legal description of the District corporate boundary is included in Appendix K.



As of 2012, the District was providing water to a residential population of approximately 112,800 through approximately 29,490 total connections. The water system includes approximately 450 miles of mainline, 25 production wells, 12 storage tanks, 3 booster pump stations, and 3 flow control facilities connecting the water system to the Second Supply Project pipeline. The average daily demand for water during the years 2008 through 2011 was 9.87 million gallons per day (mgd). Section 1 provides a full summary of the existing system ownership, history, physical characteristics, and further details on all existing facilities.

## **ES.2 BASIS OF PLANNING**

The District maintains the following mission statement:

*The Lakehaven Utility District is committed to the continued delivery of safe, reliable and high quality drinking water and environmentally responsible sewer service to our customers.*

The District is committed to meeting this mission statement for its water customers through proper management of the water system. The District has prepared a collection of policies and contracts to assist in meeting the specific needs of District customers. These include service to new customers, main extensions, latecomer agreements, annexation policies, oversizing policies, cross-connection control, wholesaling and wheeling water, limits of responsibility, customer complaints, satellite management, water resource management, conservation, water reuse, water quality, and fire protection. Related water system plans are also noted in Section 2.

## **ES.3 DEMOGRAPHIC ANALYSIS**

The District and the cities it serves are required to comply with the latest goals set by the Growth Management Act (GMA). The State's largest jurisdictions are required to establish Urban Growth Areas (UGAs) or Potential Annexation Areas (PAAs), which can accommodate planned future growth for the next 20 years. Urban services, such as water, power, and wastewater collection, must be available or planned for within a reasonable and timely manner inside the UGAs or PAAs. Thus, the District must plan for providing services to the number of future customers estimated by the GMA goals of each jurisdiction it serves.

Each jurisdiction was consulted for providing current and planned land use information for use in developing the demographic analysis. The District currently serves approximately 45,116 households, and 30,324 employees within its service area. Low, average, and high projections were determined using the varying planning assumptions provided by each jurisdiction as well as the Puget Sound Regional Council (PSRC) Forecast Analysis Zones. By 2040, it is projected that the District will serve between 55,838 and 59,130 households, and 42,027 and 46,215 employees. Section 3 and TM 1 summarize the current and projected demographic areas by pressure zone, and by City limits, respectively.

## **ES.4 WATER DEMANDS**

Water demand forecasting is a critical element of water system planning and vital to evaluate the existing water system and determine the District's future water supply needs and facility requirements.

The District measures the volume of all incoming water supply sources (including water that comes through emergency interties) with meters, as well as water service demands for all customers and connections. District water production and consumption records were analyzed in order to develop the water demand projections. Average annual production and purchases (considered average day demand, ADD) decreased from 11.09 mgd in 2006 to 9.13 mgd in 2011. Maximum day demands (MDD) ranged from 15.20 mgd to 22.40 mgd over this period. The District's typical MDD/ADD peaking factor is 1.95.

Lakehaven records consumption data by six billing classes, or customer classes: single-family residential, multi-family residential, commercial, public authority, irrigation, and fire sprinkler. Monthly consumption data was analyzed by billing class for 2006 through 2011. During this time period, residential water sales accounted for approximately 80.4 percent of the total sales. Commercial, irrigation and public authority have accounted for the remaining sales at approximately 11 percent, 7 percent, and 1 percent, respectively (fire sprinkler use is considered negligible). Water use by customer class was evaluated by expressing all customers in Equivalent Residential Units or "ERUs." In 2011, the District served approximately 44,299 ERUs. From 2006 to 2011, the average ERU water use was 215 gallons per day (gpd) per account. For demand projections, the average (215 gpd/ERU) and 75th percentile (226 gpd/ERU) were used to develop a range in projections.

Non-revenue water, sometimes incorrectly referred to as unaccounted-for water, is characterized as unbilled water production. Typical sources of non-revenue water include leakage, main flushing, fire flows, and metering inaccuracies. Based on historical consumption and production data, the District's non-revenue water ranged from approximately 5 percent to approximately 9 percent, with an average of 7 percent from 2006 to 2011.

A range of projected demands were developed by using the low, medium, and high demographic assumptions from Section 3, and low, medium, and high assumptions for ERU water use and non-revenue. By 2040, ADD is projected to range from 12.92 mgd to 15.03 mgd; MDD is projected to range from 25.12 to 29.22 mgd. The District also anticipates providing 1 mgd and 2 mgd of wholesale water to the Milton and Highline Water Districts, respectively. Section 4 further discusses the factors that typically influence water use, including the price of water, climate, weather, water use efficiency programs, and other socioeconomic factors. Additional data collection for future reporting is recommended in Section 4. Projected demands considering water use efficiency are presented in Section 5, and summarized below.

## ES.5 2014-2020 WATER USE EFFICIENCY PROGRAM

In 2003, the Washington State Legislature passed the Municipal Water Law and directed the DOH to adopt an enforceable Water Use Efficiency (WUE) program. Under the WUE program, municipal water suppliers are required to collect data, forecast demand, evaluate leakage, enact water use efficiency measures, and implement a water use efficiency program to meet their goals. Thus, the District must assess current conservation programs and identify additional water use efficiency goals.

The District currently implements both supply-side and demand-side conservation measures. The supply side measures focus on efficiently meeting demand through leak detection, leak repairs, use of meters, meter calibration programs, planned use of reclaimed water, and aquifer storage and recovery wells. Demand-side strategies focus on decreasing the amount of water used through rate structures, public education, promotion of water saving devices, and the publication of annual Consumer Confidence Reports. The District's WUE goals for 2014-2020 were approved by the Board of Commissioners in February 2014. These goals seek to continue implementing current conservation programs while maintaining distribution system leakage below 6.5 percent. Further detail on historic, current, and planned Water Use Efficiency programs is presented in Section 5. Demand projections were conducted based on the established WUE goals. These projections predict an average water savings of 2.10 mgd compared to the high demand projection, and a peak water savings of 4.1 mgd compared to the high demand projection for the year 2040. The reductions equate to a 14 percent savings over the next 26 years.

## ES.6 WATER REUSE

As a component of the District's water use efficiency programs, a program for the reuse of treated wastewater was prepared. This plan was first prepared in 2005 and has since been updated to reflect the most recent regulatory requirements and water reuse opportunities. In the State of Washington, the Department of Ecology (Ecology) and the DOH jointly regulate reclaimed water production, discharge, distribution, and use. Standards are defined in *Water Reclamation and Reuse Standards* (1997) (Reuse Standards). A synopsis of the regulatory requirements for a range of potential uses for reclaimed water is provided in Section 6. Opportunities for use of reclaimed water include surface irrigation, groundwater recharge by surface percolation, stream flow augmentation through wetlands, direct aquifer recharge, and applications in industrial or institutional settings.

A conceptual plan has been developed, which meets the District's long-term water reuse goals through the phased implementation of a reclaimed water system as water needs dictate, and funding priorities and regulations permit. Six potential application sites were identified and selected for their effectiveness at meeting the recharge objectives. One of these sites, Panther Lake, would likely be implemented as part of the Phase 1 project because of its high infiltration capacity and perceived regulatory feasibility. This site has a maximum practical groundwater application rate of 4.4 mgd. Expansion and modifications to the Lakota WWTP, a new membrane polishing facility, and an additional UV system are planned to produce reclaimed water suitable for groundwater infiltration at the Panther Lake site. The estimated project cost of modifications to the plant is \$55.4 million dollars. Further detail on the implementation of conceptual water reuse plan is presented in Section 6.

## **ES.7 WATER RESOURCES**

The District's existing water supplies include 25 active wells in four principle aquifers and connections to the Second Supply Pipeline (SSP). The total active pumping capacity of these wells is 22,880 gpm or 32.95 mgd. The District is a partial Contract Partner of the SSP and the agreement provides the District with an annual average source of supply of 12.6 mgd. Due to operational considerations, stream flows, and water quality, it is estimated to provide only 7.6 mgd on an annual average basis. The average annual water production over the last five years has been 9.5 mgd. Over this time, there has been an increasing reliance on the SSP and this trend is expected to continue.

A recommended water supply and management plan was developed based on the potential water supplies and management opportunities available to the District. This plan is presented in detail in Section 7, and includes an emphasis on the use of local groundwater, continued use of the SSP, development of the Howard Hanson Dam additional water storage project, and development of Aquifer Storage and Recovery with reclaimed water integrated as required.

## **ES.8 DESIGN AND CONSTRUCTION STANDARDS**

Minimum design criteria for the Lakehaven Utility District must be in accordance with the standards and requirements put forth by the U.S. Environmental Protection Agency (EPA), the DOH, and the jurisdictional land use agencies within the District's service area boundary. The minimum design criteria of the District must also be in accordance with the regionally accepted criteria established by the South King County Coordinated Water System Plan (SKC CWSP). Design criteria addressed in Section 8 include water supply requirements, storage volume, distribution system and transmission main capacity and water quality standards. In addition, the District's project review procedures for both public works and developer extension projects are presented along with policies and requirements for outside parties. Full details on design and construction standards for Water Transmission and Distribution Mains, 24-inches and smaller, are included in Appendix L.

## **ES.9 SYSTEM ANALYSIS**

The District's water system was evaluated for adequate capacity of supplies, pump stations, storage facilities, and pipelines to meet increasing future demands. In addition, a pipeline remaining useful life analysis was conducted to assist in pipeline replacement planning. Full system analysis details, including methodology, are described in Section 9 and TM 4 - System Analysis, which is included as Appendix G.

In general, the District has a robust water system with redundant supply, large volumes of storage, and adequate, reliable pumping. However, some storage deficits exist due to limited available storage to meet pressure requirements for high-elevation customers. A zone storage improvement analysis or rezone study is recommended for the 578 Zone to evaluate how to maximize existing storage and meet all pressure requirements. With increased reliance on the SSP interties for supply, and the potential for supplying wholesale water to adjacent water purveyors to meet regional goals, improvements in transmission capacity are warranted. Pipe improvements to address pressure and fire flow requirements under future increased demands are summarized in Section 9.

The majority of the District's pipelines have greater than 20 years of remaining useful life. In the next 30 years, a pipeline replacement program will likely be warranted to address aging infrastructure although it is recommended that the District perform an asset management study to fully assess the condition of its pipes.

## **ES.10 WATER QUALITY**

The District's water system is regulated by the federal Environmental Protection Agency (EPA) and the DOH. EPA has delegated primacy (primary enforcement responsibility for water quality) to the State of Washington under the provisions of the federal Safe Drinking Water Act (SDWA). Section 10 details the current regulations applicable to the District, water quality monitoring data, and impacts of regulations. In addition, anticipated future regulations are reviewed and evaluated for potential impacts. The District has experienced no water quality violations during the past 5-year period. Over this period, the water quality from production wells and within the distribution system has been very good.

## **ES.11 CAPITAL IMPROVEMENT PLAN**

The outlook for the District's water supply sources is very good with the implementation of the Second Supply Project, and planned completion of its associated filtration plant. In general, the District is able to meet the system's pumping criteria as analyzed in Section 9. Several pipeline projects are recommended for improving the transmission, distribution, and service of water throughout the District's water system. Many of these pipes will be replaced as they reach the end of their useful life, while others perhaps earlier to accommodate road improvement projects or new development.

Scheduling of capital improvement projects is paramount to budget development and fiscal solvency. The current estimated program and project schedules are shown in Table ES.1, however improvements should be reevaluated and reprioritized on an annual basis as needs and opportunities change. For example, water projects, including existing and planned facilities, should be coordinated with City, County, State, and Federal infrastructure projects as identified in each of their respective CIP Project Lists. Projects coordinated with neighboring jurisdictions commonly reduce overall costs of capital improvements.

## **ES.12 FINANCING IMPLEMENTATION**

Financing options were assessed for implementation of the Comprehensive Water System Plan and capital improvement plan (CIP) identified in Section 11. Funding for construction of facilities comes from cash, debt-based (loan) financing, or grants. In addition, the District receives revenues from water capital facilities charges (CFC) that are collected for all new connections to the water system. A six-year proposed budget was developed to identify the overall revenue requirements compared to the anticipated income received. Over the next 5 years, it is anticipated that the District will need to borrow about \$4,000,000 to meet both operating and planned capital needs. The six-year budget and funding options are discussed in detail in Section 12.

Table ES-1 Summary of Capital Improvement Projects and Programs

ID#	Project Name	Project Budget	Pre-2014	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
S-01.1	Balance of Second Supply Project	\$ 28,719	\$ 25,703	\$ 320	\$ 296	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
S-01.2	Second Supply Project - Filtration	\$ 23,366	\$ 14,783	\$ 7,990	\$ 573	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
S-01.3	SSP -Secondary Flow Control Facility	\$ 150	Unscheduled	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
S-02.1	Oasis Phase I	\$ 5,547	\$ 2,412	\$ 91	\$ 761	\$ 799	\$ 314	\$ 128	\$ 126	\$ 154	\$ 254	\$ 254	\$ 254
S-02.2	Oasis Phase II	\$ 3,003	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 750	\$ 750	\$ 750
S-02.3	WM-1st Ave S: 316th to BPA (OASIS Ph II)	\$ 4,140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 140
S-02.4	WM-538 To 578 Pressure Zone (OASIS Ph II)	\$ 2,229	\$ 69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160	\$ 1,000	\$ 1,000
S-02.5	Oasis Property (for future phases)	\$ 5,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	\$ -	\$ 4,200
S-03.1	Reclaimed Water Production	\$ 55,400	Unscheduled	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
S-03.2	Reclaimed Water Conveyance	\$ 11,300	Unscheduled	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
S-03.3	Enhanced Natural Aquifer Recharge Planning	\$ 700	Unscheduled	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
S-04.1	Well 10C Treatment	\$ 327	\$ 7	\$ -	\$ -	\$ -	\$ -	\$ 320	\$ -	\$ -	\$ -	\$ -	\$ -
S-04.2	Well 33 Pump Controls	\$ 200	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
S-04.3	Well Pump/Motor Upgrades - Undefined	\$ 600	\$ -	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80
S-04.4	Well Facility Upgrade - Undefined	\$ 750	\$ -	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
S-04.5	Well 25 Generator/Fuel Tank	\$ 300	\$ -	\$ 200	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
S-04.6	Water Telemetry Design & Upgrade	\$ 827	\$ 77	\$ 150	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -
P-01.1	312th St. Booster Piping/Meter Upgrade	\$ 20	\$ -	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P-01.2	337th St Booster Electrical Service Upgrade	\$ 100	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
St-01.1	Water Storage Tank Mixing	\$ 454	\$ 134	\$ 80	\$ 80	\$ 80	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
St-01.2	Storage Improvement/Rezoning Study	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D-01.1	WM - 362nd PI Replacement	\$ 550	\$ 104	\$ 446	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D-01.2	WM - S 331st on 52nd Ave S	\$ 315	\$ 15	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D-01.3	Pressure Zone 490 Upgrade	\$ 173	\$ 13	\$ -	\$ -	\$ 160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D-01.4	Oversizing - Water	\$ 492	\$ 17	\$ 25	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
D-01.5	Water Franchises and Easements	\$ 100	\$ 0	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10
D-02.1	WM- Distribution Improvements	\$ 3,851	\$ 1	\$ 100	\$ 200	\$ 250	\$ 350	\$ 450	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
D-02.2	SWM- Road/Street Main Relocations	\$ 11,539	\$ 1,786	\$ 949	\$ 1,662	\$ 972	\$ 1,034	\$ 1,349	\$ 1,788	\$ 500	\$ 500	\$ 500	\$ 500
D-03.1	Meter Install New/Replacement	\$ 5,563	\$ 2,563	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
D-03.2	Service, Connection Replace, Program	\$ 8,590	\$ 5,090	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350
D-04.1	Miscellaneous Field Work	\$ 1,393	\$ 43	\$ 75	\$ 75	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
M-01.1	Water Site Equipment Documentation	\$ 100	\$ -	\$ 25	\$ 25	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
M-01.2	Water System Plan - 2020	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 100	\$ 150	\$ -	\$ -	\$ -
M-01.3	IT Upgrades - Other	\$ 745	\$ 295	\$ 63	\$ 88	\$ 38	\$ 38	\$ 38	\$ 38	\$ 38	\$ 38	\$ 38	\$ 38
M-01.4	Office Facility Improvements	\$ 3,025	\$ -	\$ 13	\$ 13	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -
M-01.5	Facility Upgrades - Other	\$ 919	\$ 38	\$ 201	\$ 165	\$ 190	\$ 65	\$ 65	\$ 50	\$ 105	\$ 5	\$ 5	\$ 30
M-01.6	Vehicle Replacement Program	\$ 2,148	\$ 238	\$ 110	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
	Water System Plan - 2014	\$ 433	\$ 373	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Water Improvements 10-year Total (2014-2023)		\$ 62,754	\$ 11,946	\$ 5,257	\$ 4,184	\$ 3,805	\$ 5,450	\$ 5,741	\$ 3,837	\$ 6,997	\$ 6,587	\$ 8,952





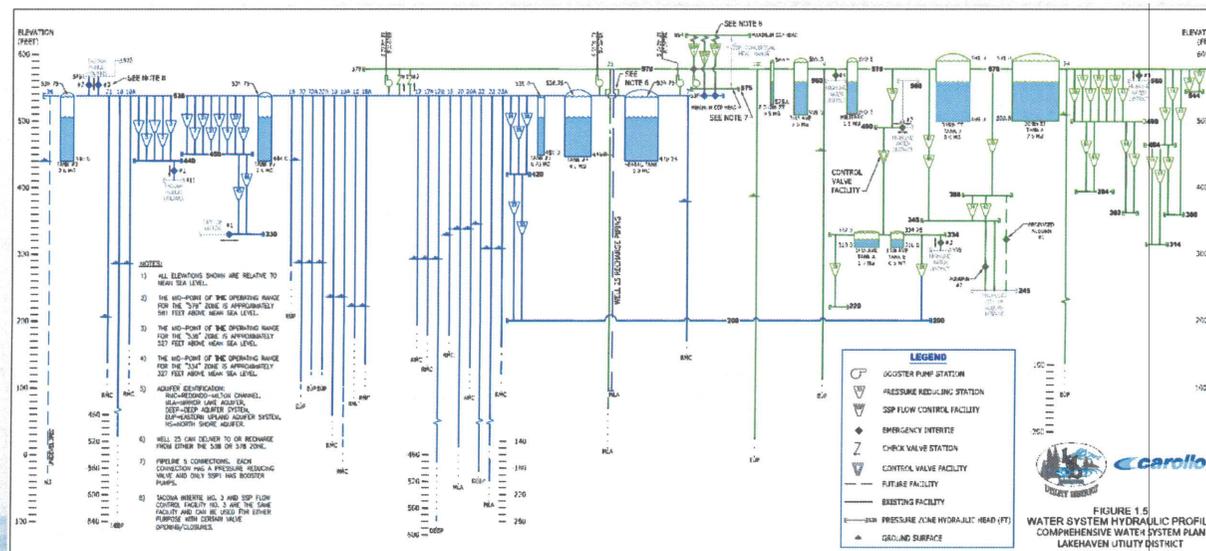
# Water System Plan Update

City of Des Moines Council Meeting

October 23, 2014

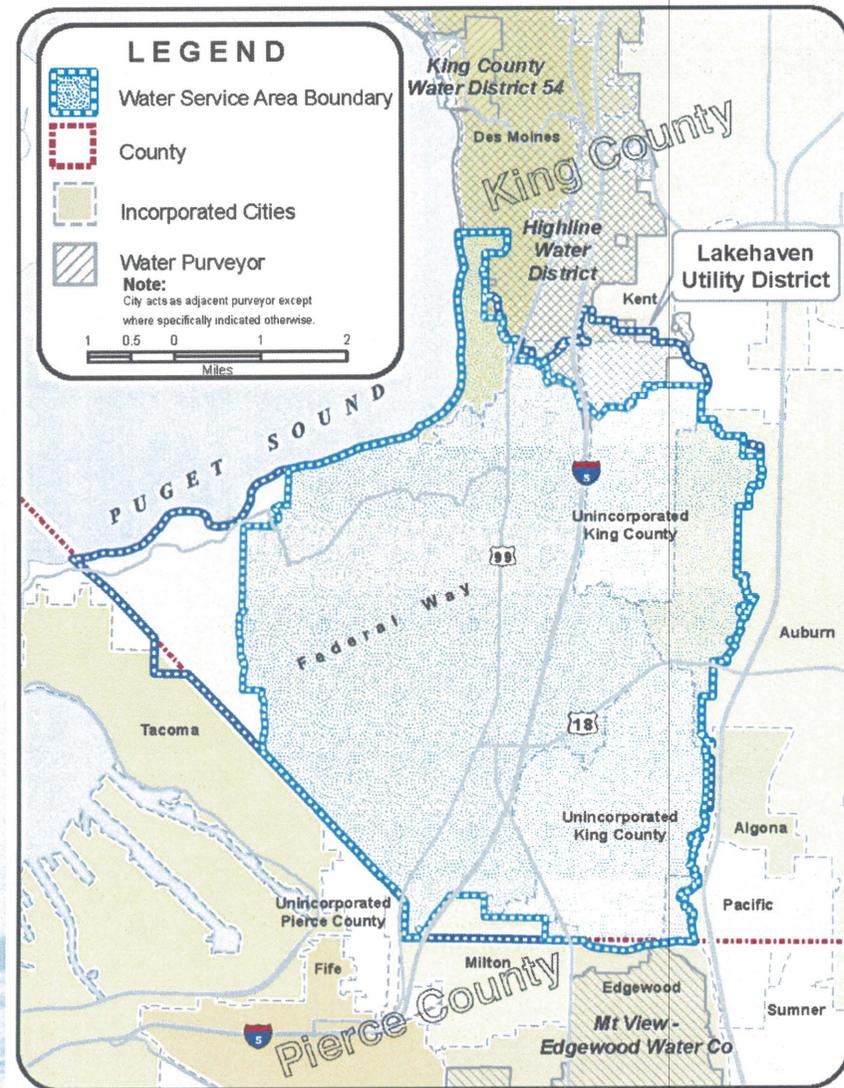
# Purpose of the Water System Plan Update

- Document state of the existing water system.
- Evaluate ability of existing system to meet future requirements.
- Determine capital projects necessary to meet future requirements.
- Develop a capital improvement plan.

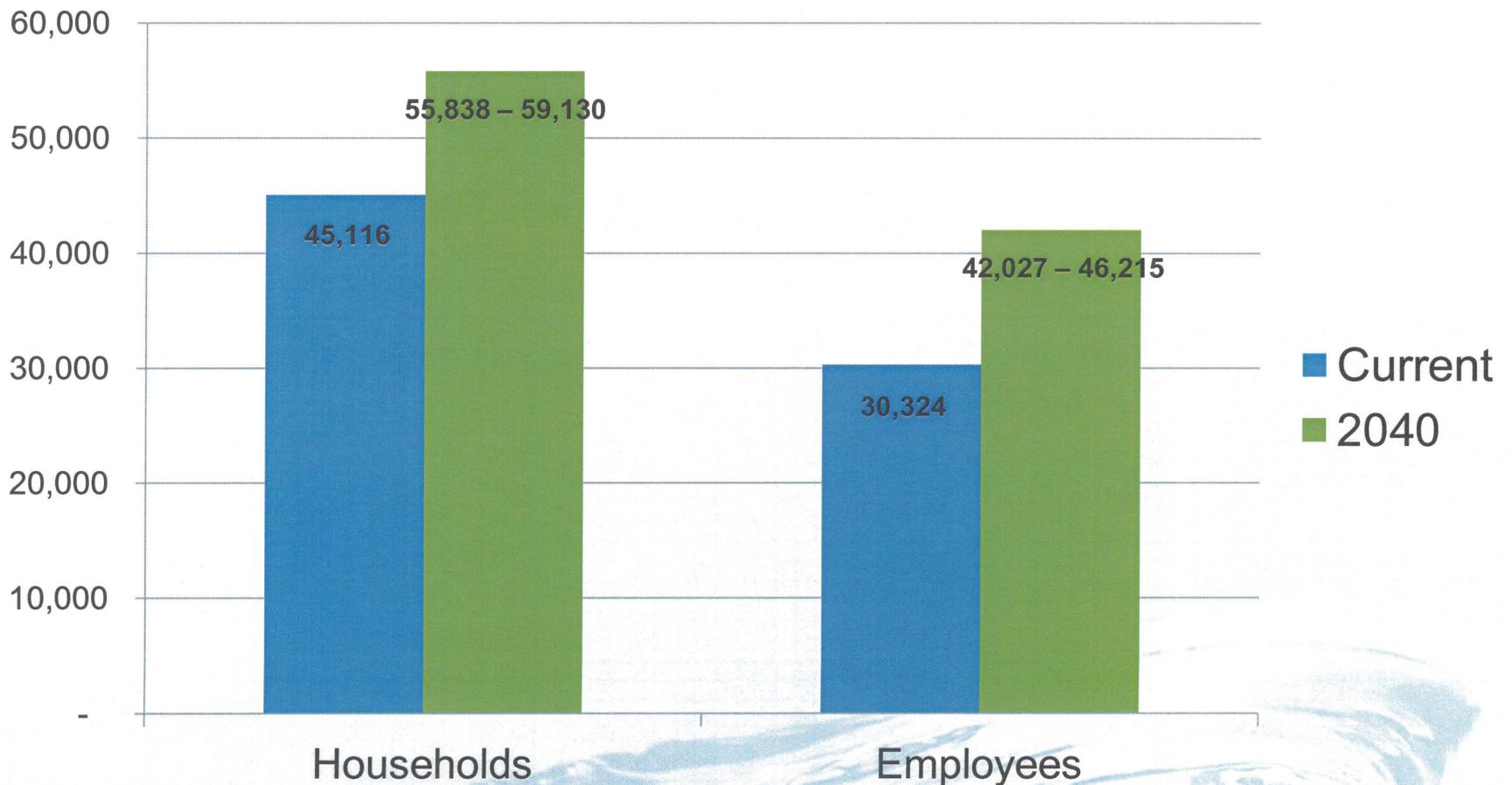


# The District's water service area may serve more than 188,000 people in 20 years

- King County
- Federal Way
- Des Moines
- Algona
- Auburn
- Pacific
- Edgewood
- Milton

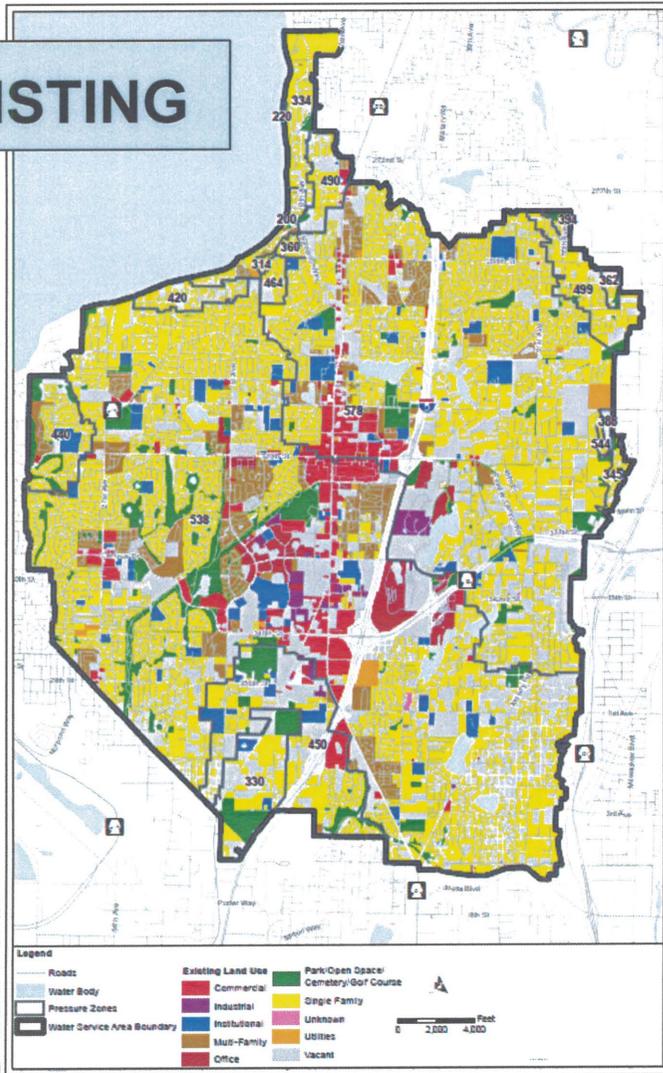


# Future Demographics were Based on each City's Land Use and Puget Sound Regional Council (PSRC) Forecast Analysis

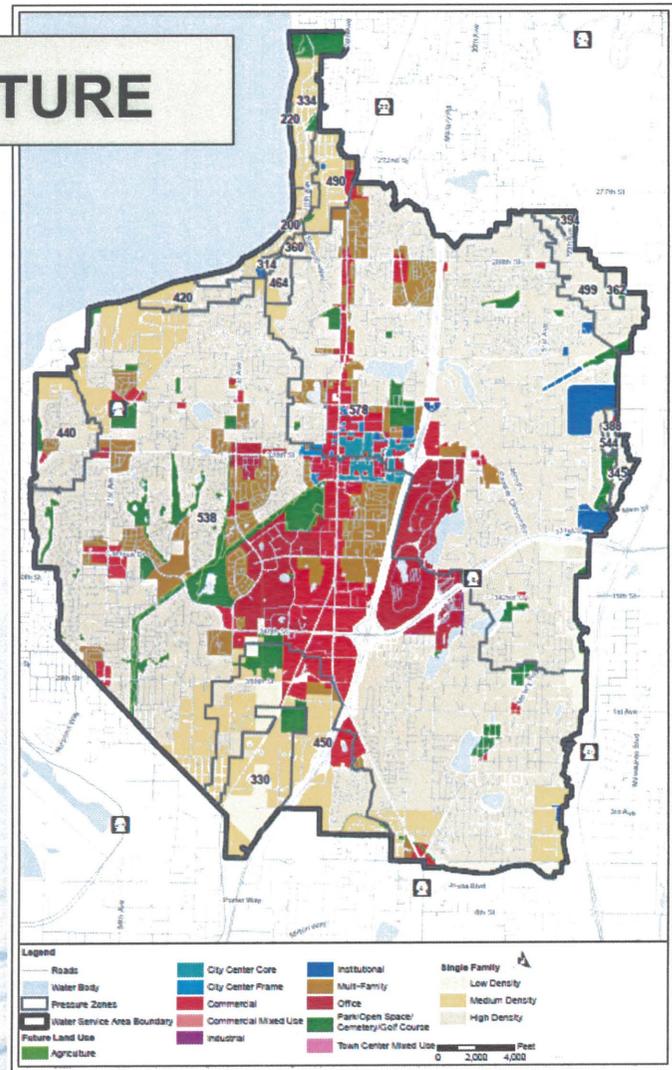


# Land Use Data Provided by Cities

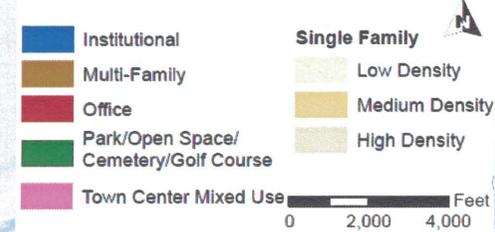
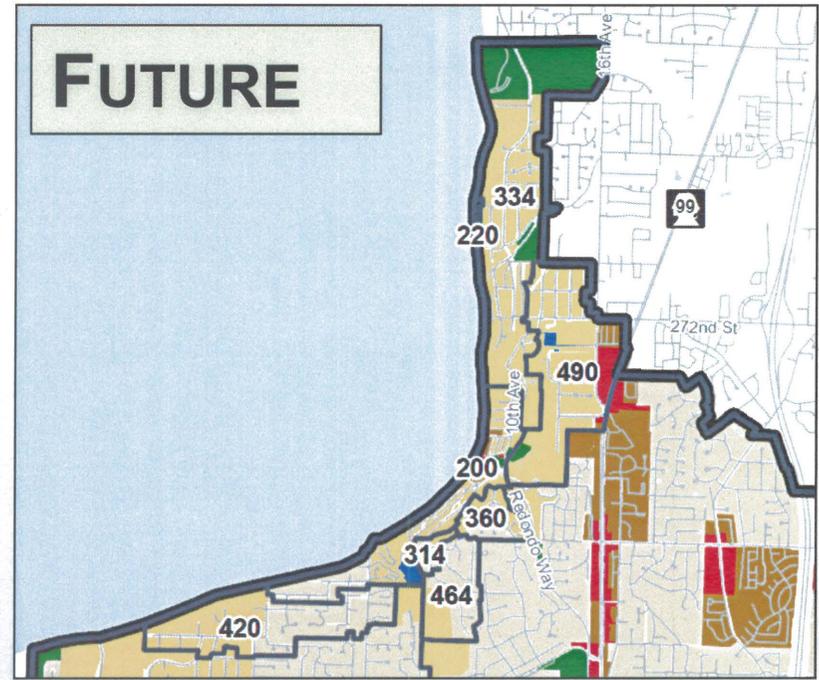
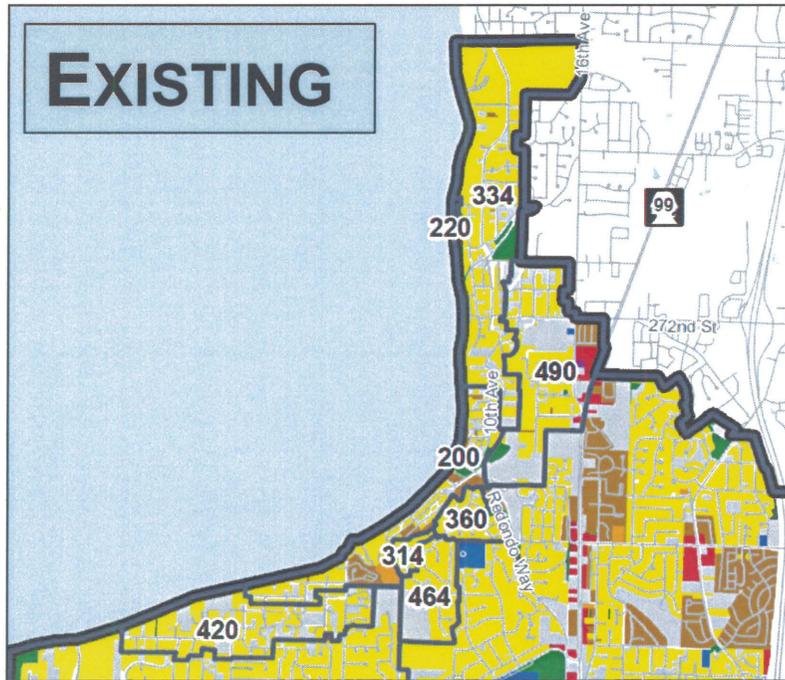
**EXISTING**



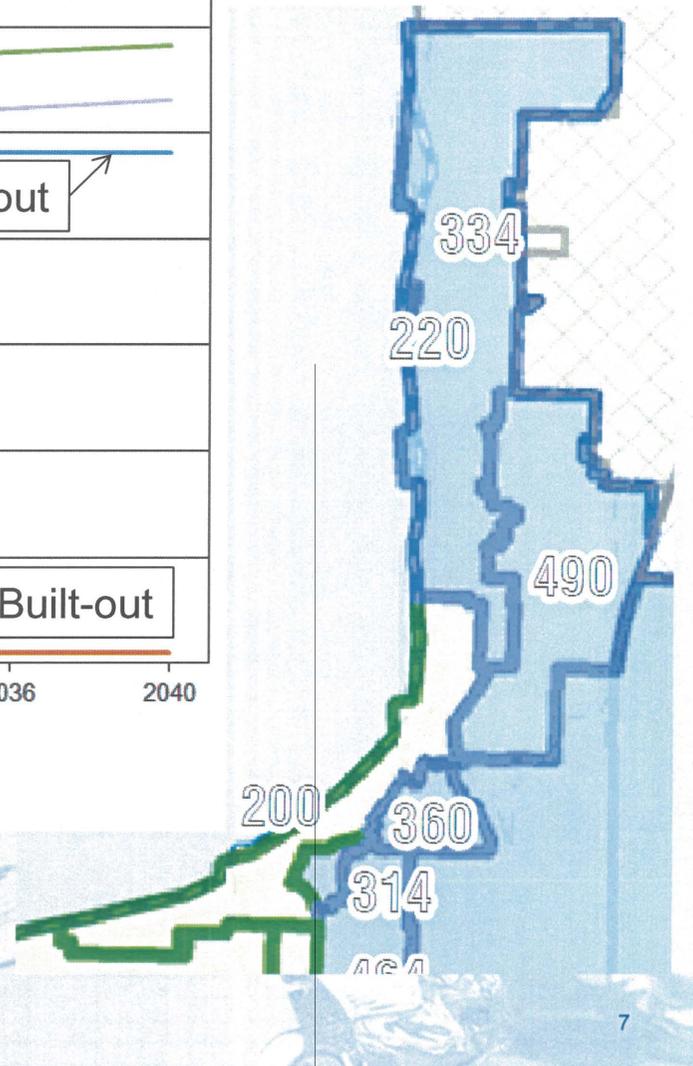
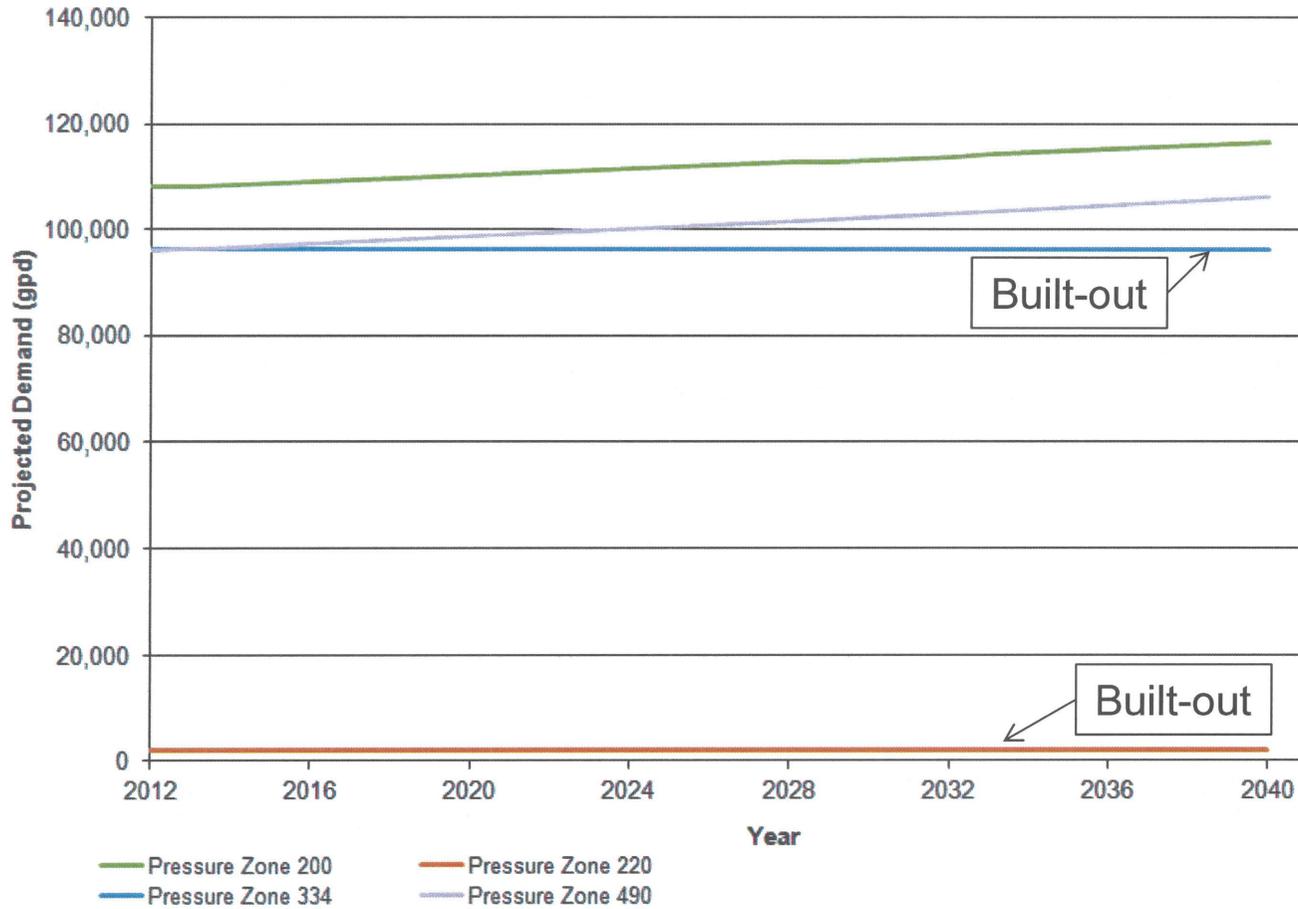
**FUTURE**



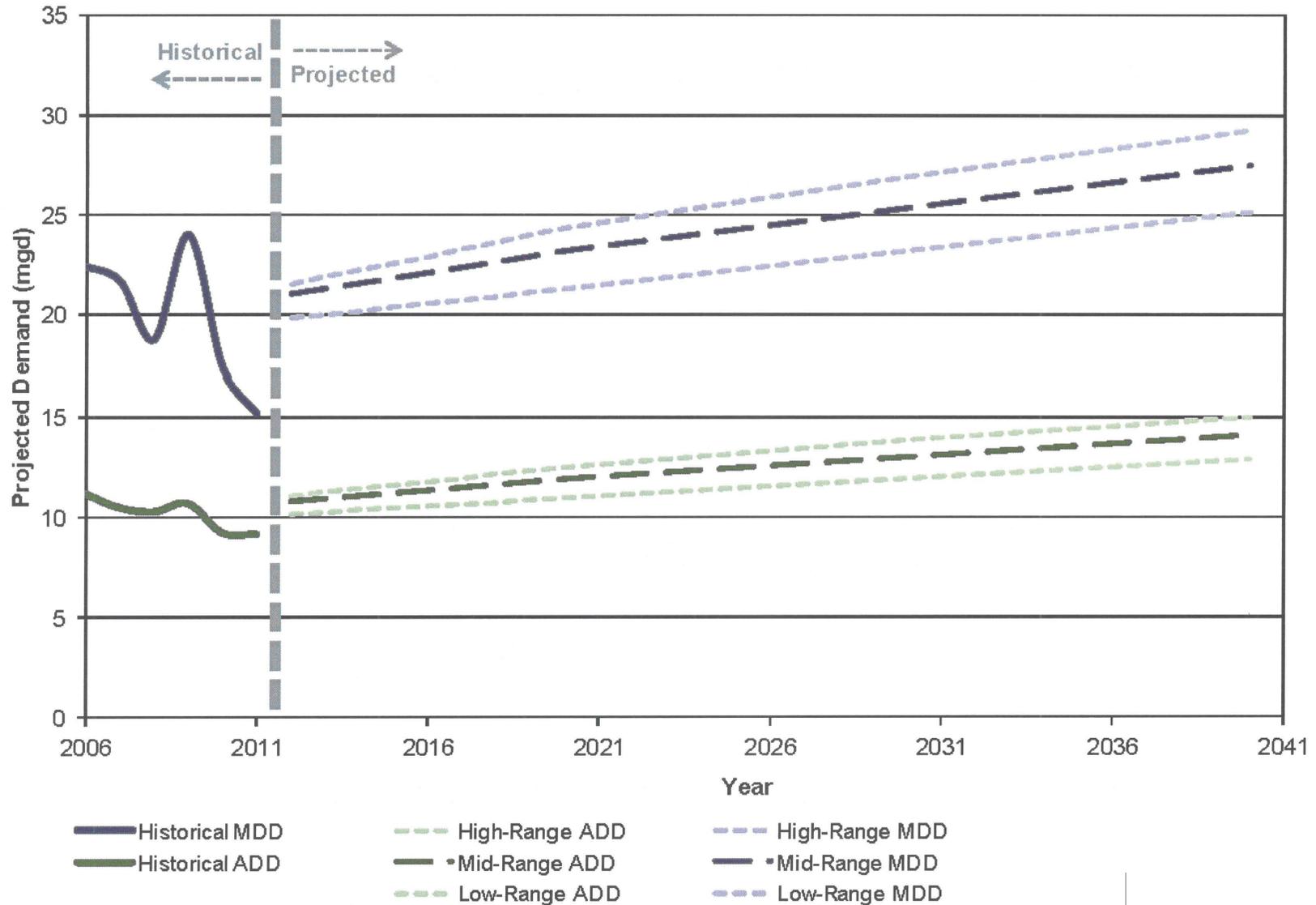
# Des Moines Land Use within LUD



# Des Moines Water Demand Projections

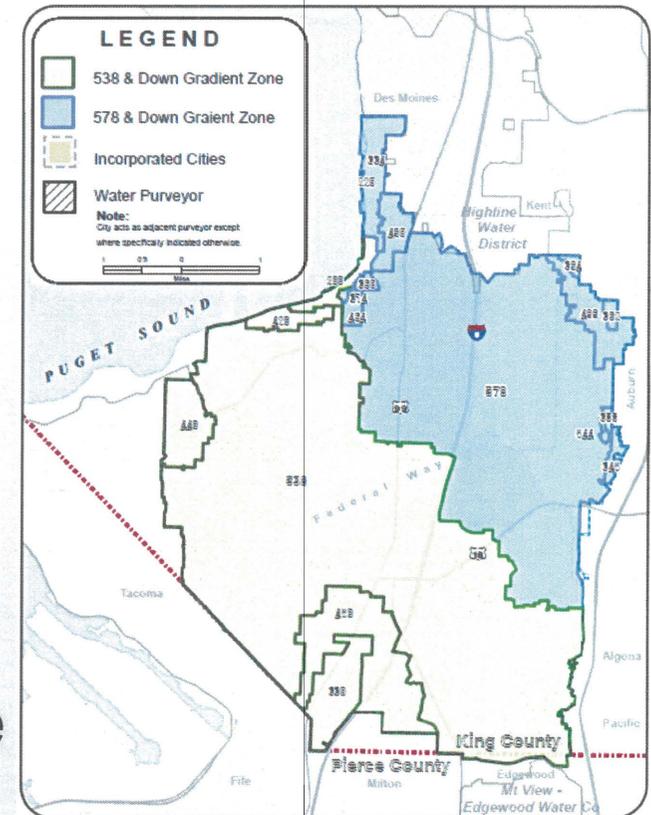


# Future Water Demand Projections



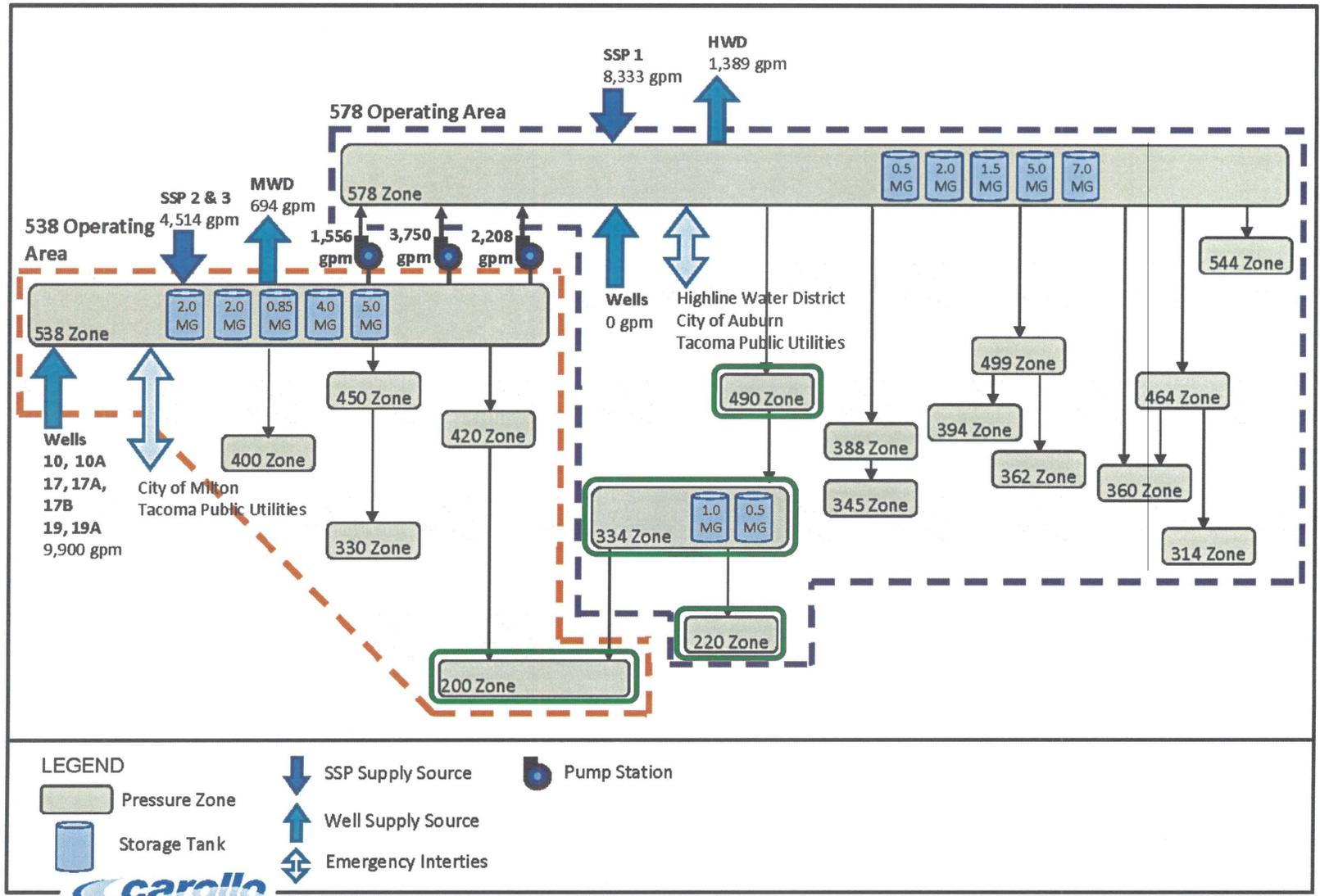
# Current Water System Infrastructure

- As of 2012, 29,490 total accounts
- 450 miles of mainline
- 25 production wells
  - Total active pumping capacity 22,880 gpm or 32.95 MGD
- 12 storage tanks
- 3 booster pump stations
- 3 flow control facilities connect to the Second Supply Project pipeline
  - 80% of MDD or 18.5 MGD
  - Annual average source of supply of 7.6 MGD

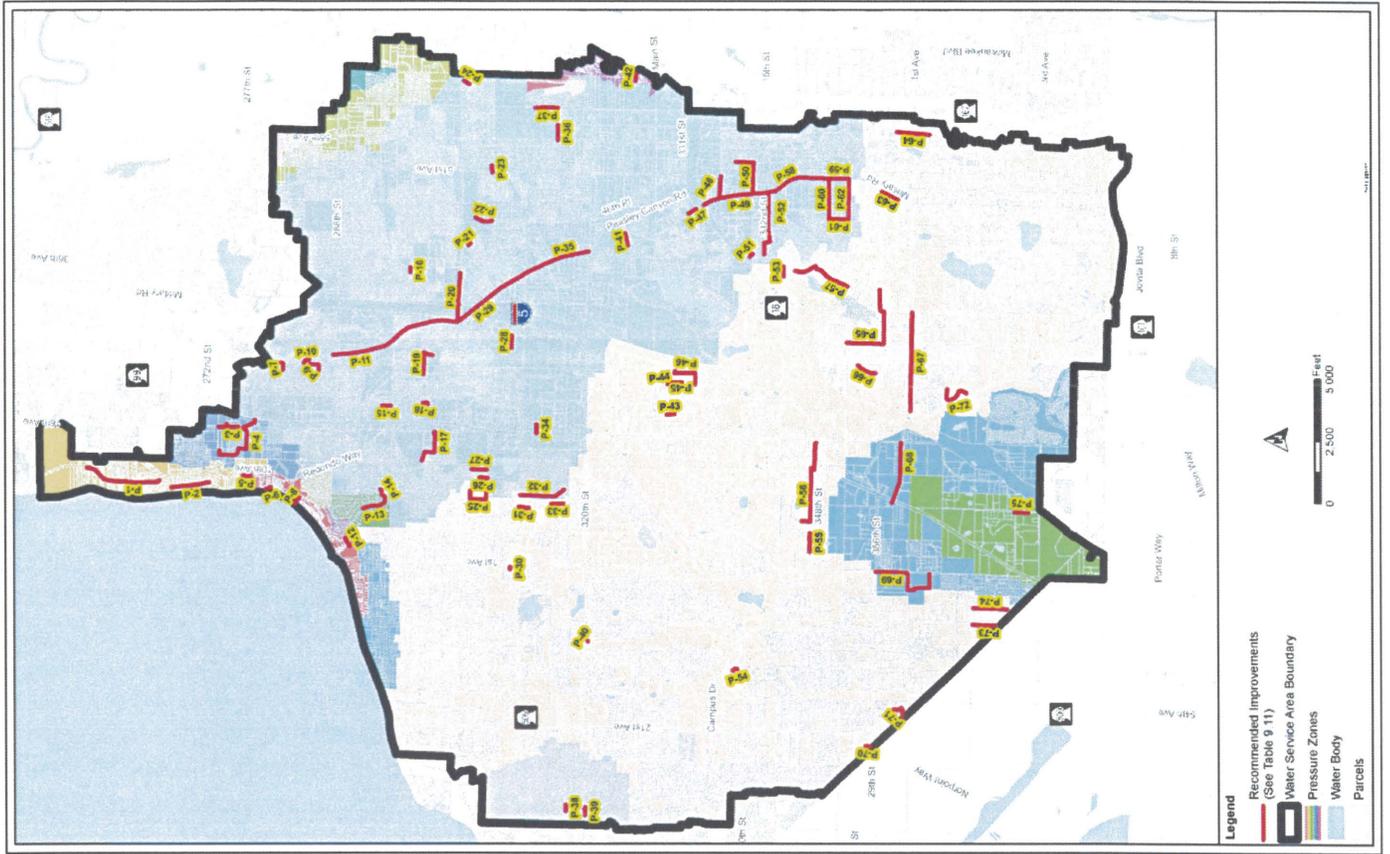


# System Analysis

## Operational Strategy: Maximize SSP

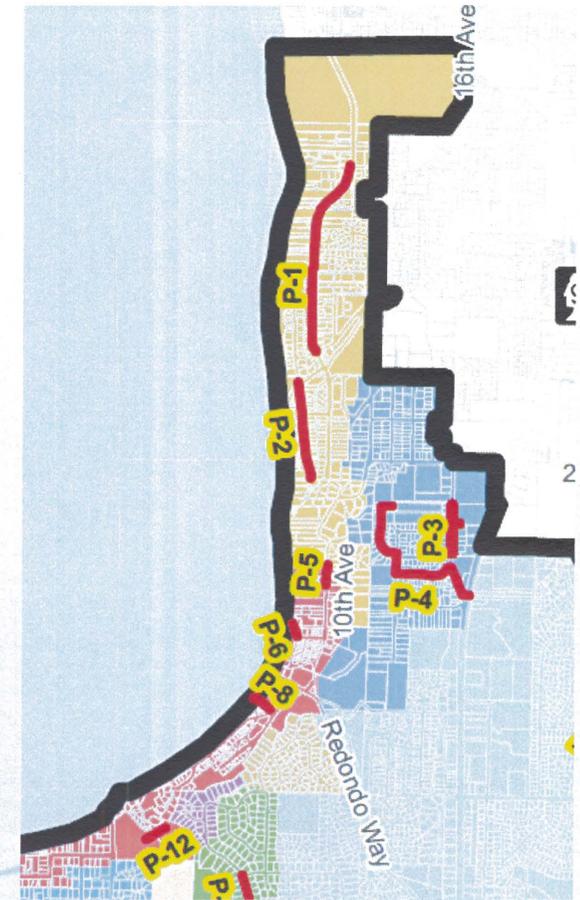


# Recommended Improvements

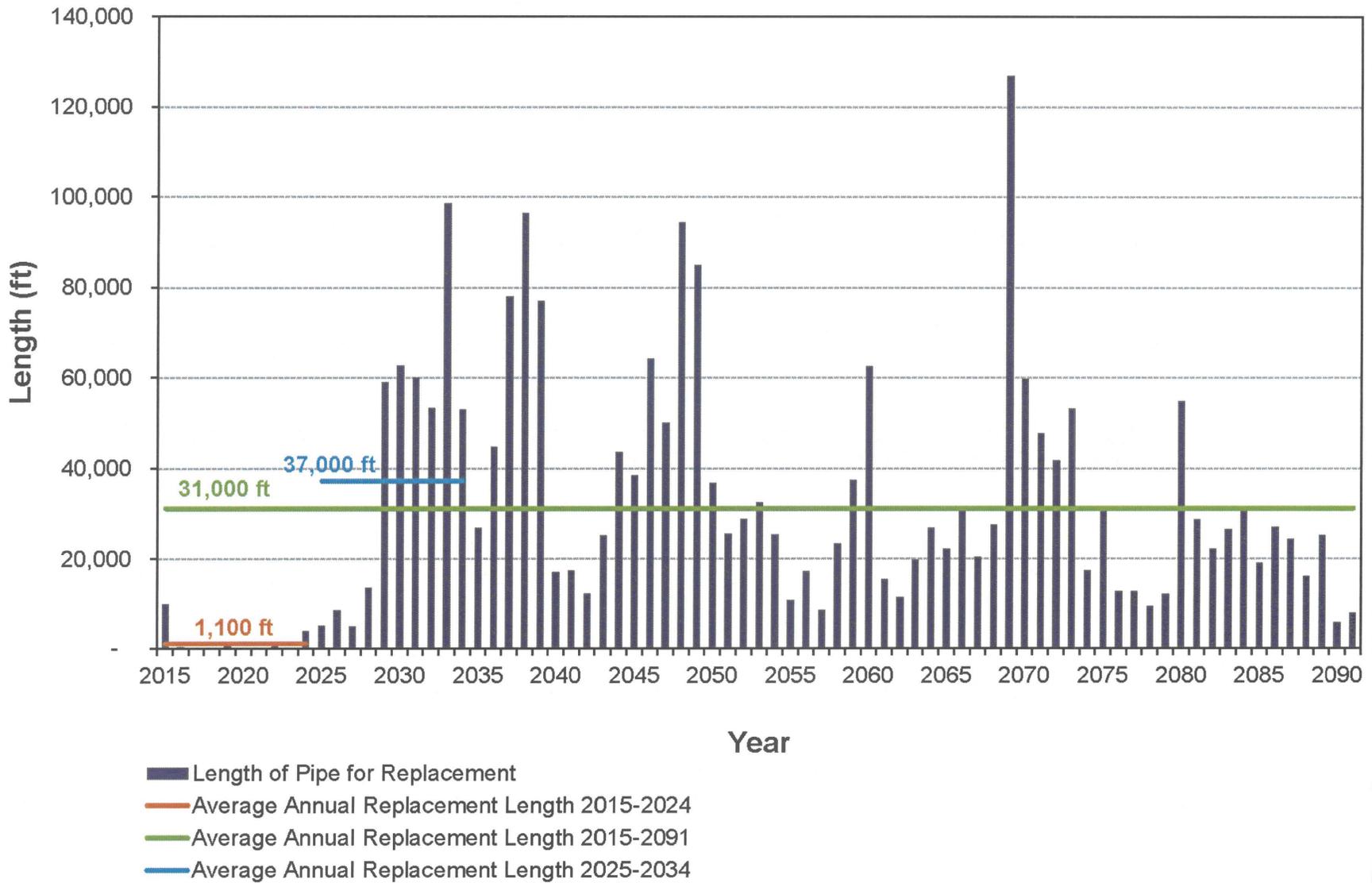


# Recommended Pipeline Improvements within Des Moines

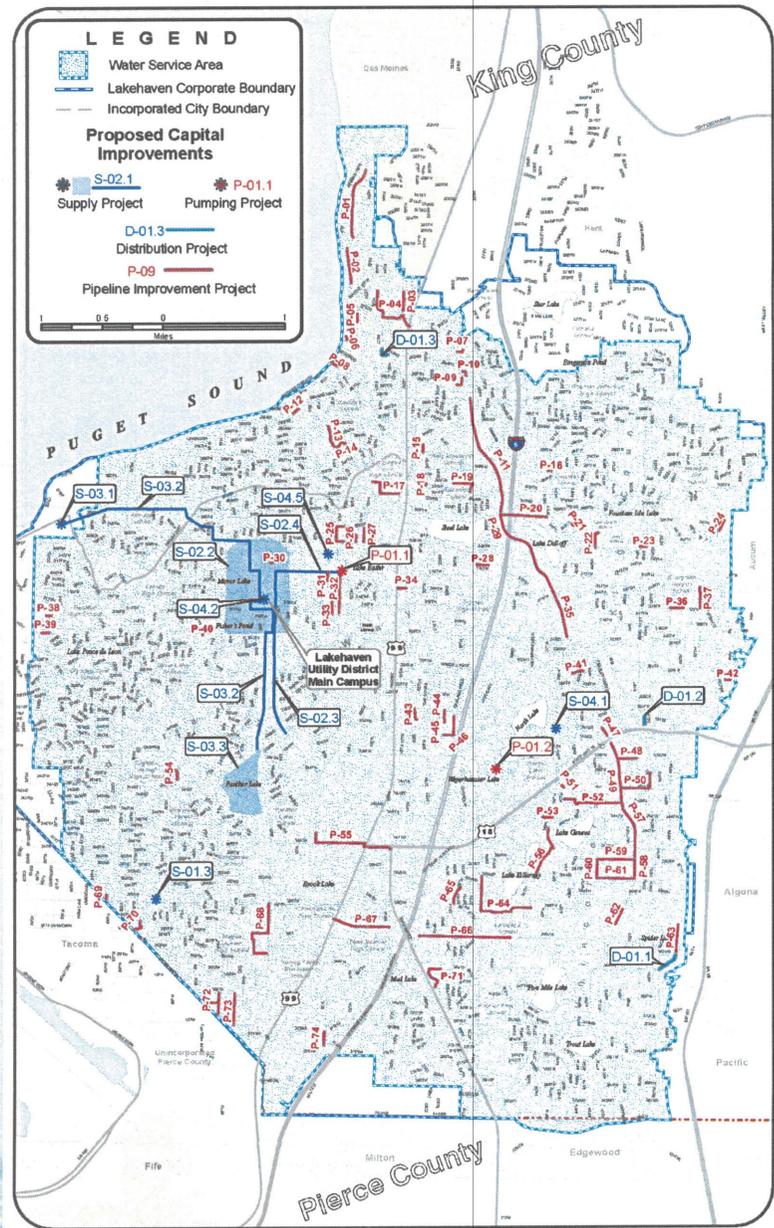
No.	Street	Length	Purpose
P-1	Marine View Drive S.	3,156 ft	Fire flow Improvements
P-2	8 <sup>th</sup> Ave. S.	1,527 ft	
P-3	16 <sup>th</sup> Ave. S.	868 ft	
P-4	12 <sup>th</sup> Place S/16 <sup>th</sup> Ave. S.	2,929 ft	
P-5	10 <sup>th</sup> Ave. S.	320 ft	
P-6	8 <sup>th</sup> Ave. S.	208 ft	
P-8	S 284 <sup>th</sup> St.	310 ft	
P-12	Off Street	346 ft	

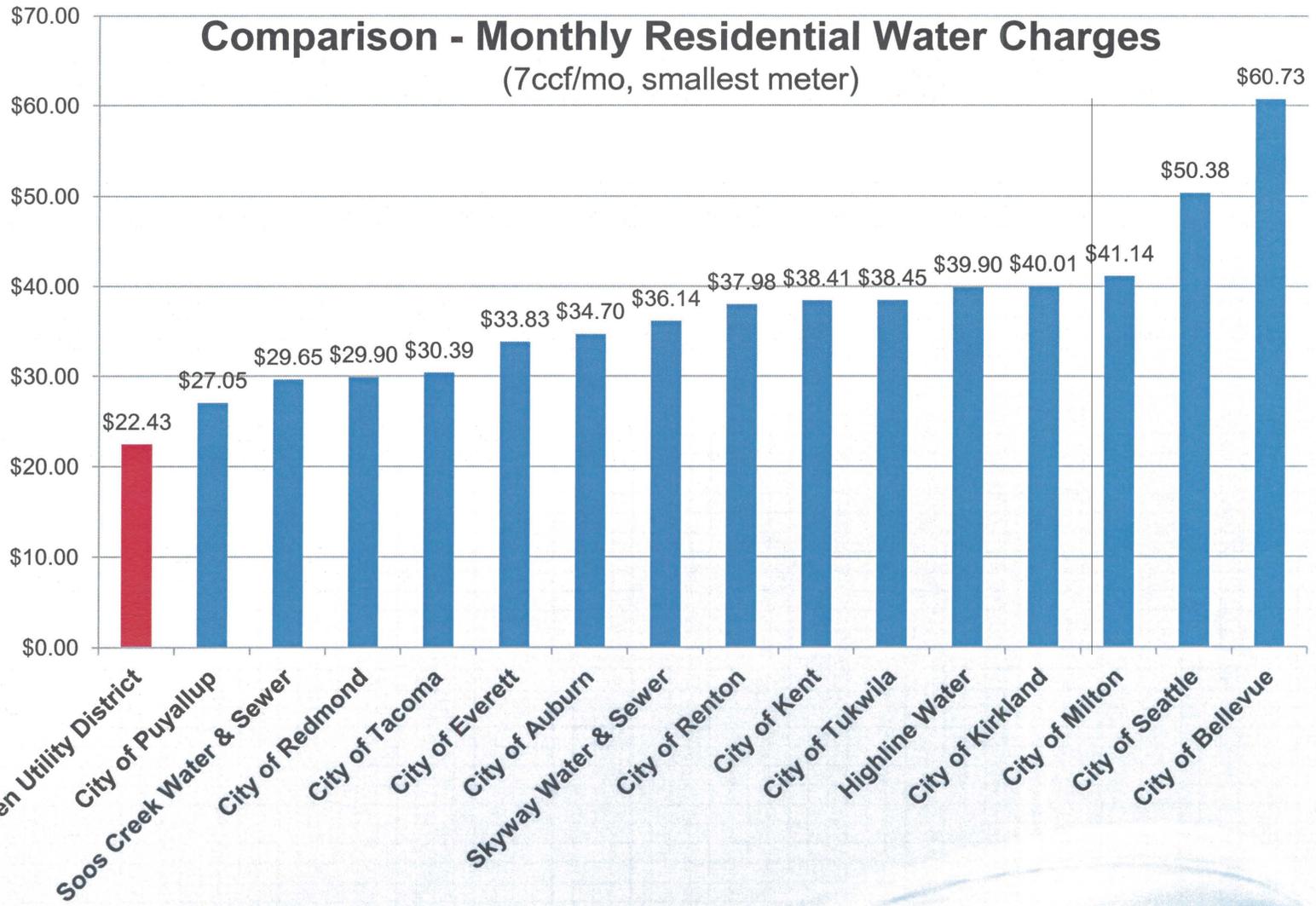


# Pipeline Replacement Schedule



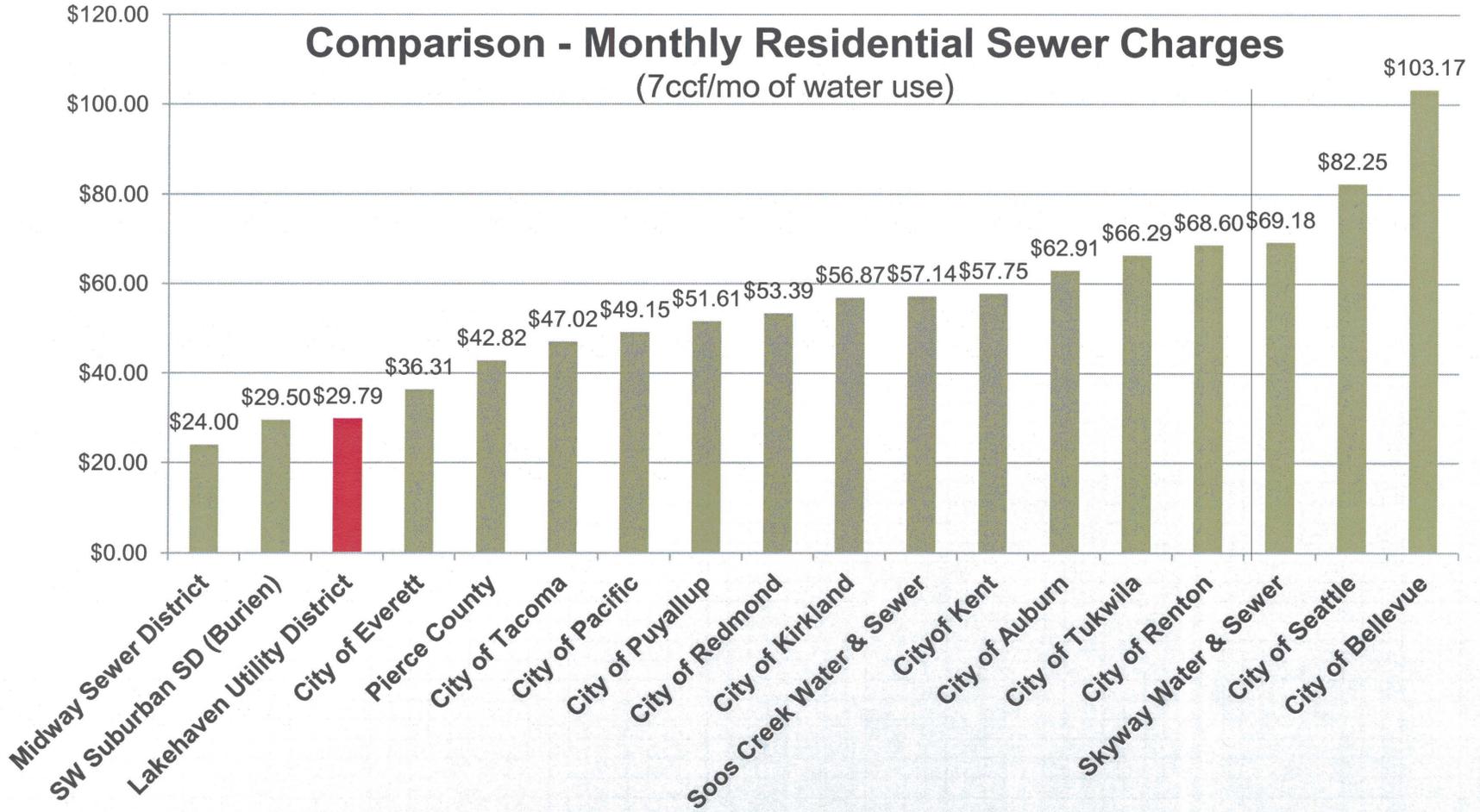
# 2015 -2020 CIP ranges \$3.8 - \$5.7 mil per year





# Comparison - Monthly Residential Sewer Charges

(7ccf/mo of water use)



# Questions



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# AGENDA ITEM

BUSINESS OF THE CITY COUNCIL  
City of Des Moines, WA

SUBJECT: Marina Capital Improvement Plan –  
2015 - 2020

FOR AGENDA OF: November 23, 2014

ATTACHMENTS:

DEPT. OF ORIGIN: Marina

- 1. Draft 2015-2020 Marina Capital Improvement Plan.

DATE SUBMITTED: November 16, 2014

CLEARANCES:

- Legal \_\_\_\_\_
- Finance pl
- Marina 10/17/14
- Parks, Recreation & Senior Services N/A
- Planning, Building & Public Works N/A
- Police N/A
- Courts N/A

APPROVED BY CITY MANAGER  
FOR SUBMITTAL: 

**Purpose and Recommendation**

The purpose of this agenda item is to up-date the Council on the status of the Marina Capital Improvement Plan, (CIP).

**Suggested Motion:** (None Required – Information only)

**Background**

The Marina Capital Improvement Program is based on the improvements & replacements listed in the Comprehensive Marina Master Plan adopted in 2007. The Master Plan identifies over forty improvements and/or replacements to be accomplished in eleven phases over a twenty to twenty-five year period. The total estimated cost of the plan is about \$30 million dollars.

**Discussion**

To-date, fourteen out of the twenty-two projects listed in the first four phases of the plan have been completed. The total cost of the completed projects was about ten million dollars. At this time the fund balance in the Marina’s capital account is about \$140,000. The staff proposes that that entire amount be

committed to the installation of a gated pay parking system at the Redondo Boat Launch Facility. Currently, the parking lot is staffed from May 1st thru September 15 each year and most of the total annual revenue of about \$80,000 is collected during that period. The pay station is operable the rest of the year, but since the lot is not monitored, compliance is lower. This project would ensure that everyone using the lot pays for parking. The staff estimates that the gated system will increase revenues by \$12,000 to \$15,000 per year. Currently, expenses at the Redondo facility exceed net revenues by about \$15,000 and the cost of maintaining the boardwalk is expected to increase dramatically in the next five years. Upgrading the parking equipment at Redondo will provide additional revenue to help meet the anticipated expenses.

Although they are not funded at this time, the staff has also listed three other projects. One of the projects, the Reconfiguration of Docks D and E would address the vacancy problem in the 20 and 24 foot slips by removing E Dock and replacing it with larger slips. The second project is the addition of more secure storage at the Public Works Service Center for storing large, valuable items like floats, piling, light poles, etc. Moving these large items to an off-site storage area would create more area for parking, which is needed for public events like the Farmers Market. The third project is the design phase of a storm water treatment system and reconfiguration and resurfacing of the South Marina Parking Lot. This project is currently underway and is funded by a grant from the State Department of Ecology.

A project that is not listed but is needed is the replacement of the Tenant Restroom in the South Parking Lot. This project can be started anytime the funds become available.

### **Financial Impact**

The Redondo Parking lot Upgrade Projects was listed in the CIP because it will provide immediate revenue to address the increasing costs of maintaining an aging facility. The Dock Reconfiguration Project was listed because the increasing vacancy rate in the small slips is making E Dock economically obsolete. At this time the staff is emphasizing projects that will have an immediate impact on the Marina's finances by either increasing revenues or decreasing expenses.

### **Conclusion**

The Marina's Capital Improvement Program is seriously underfunded. There are several other major improvements and/or replacements that are needed in the next five years and the Marina staff recommends that the Council makes funding the Marina Capital Improvement Plan a top priority.

### **Concurrence**



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### MARINA

		2015 - 2020 PROPOSED CIP						2015-2020 6 - YEAR TOTAL
		2015	2016	2017	2018	2019	2020	
<b>BEGINNING FUND BALANCE</b>		\$ 136,082	\$ 16,832	\$ 37,832	\$ 58,232	\$ 79,032	\$ 100,432	\$ 136,082
<b><u>LOCAL REVENUES</u></b>								
Interest Earnings		\$ 750	\$ 1,000	\$ 400	\$ 800	\$ 1,400	\$ 1,800	\$ 6,150
Transfer from Marina Revenue Fund (Capital Contributions)		-	20,000	20,000	20,000	20,000	20,000	100,000
Transfer From Marina Revenue Fund (Debt Service)		513,436	511,749	514,636	511,886	514,486	513,236	3,079,429
<b>TOTAL LOCAL REVENUES</b>		<b>\$ 514,186</b>	<b>\$ 532,749</b>	<b>\$ 535,036</b>	<b>\$ 532,686</b>	<b>\$ 535,886</b>	<b>\$ 535,036</b>	<b>\$ 3,185,579</b>
<b><u>PROJECT REVENUES</u></b>								
DOE Stormwater Grant		\$ 34,774	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,774
To be Determined				\$ 1,378,125				1,378,125
<b>TOTAL PROJECT REVENUES</b>		<b>\$ 34,774</b>	<b>\$ -</b>	<b>\$ 1,378,125</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,412,899</b>
<b>TOTAL REVENUES &amp; FUND BALANCE</b>		<b>\$ 685,042</b>	<b>\$ 549,581</b>	<b>\$ 1,950,993</b>	<b>\$ 590,918</b>	<b>\$ 614,918</b>	<b>\$ 635,468</b>	<b>\$ 4,734,560</b>
<b><u>PROJECT EXPENDITURES</u></b>								
	<b>Proj No.</b>							
<b>Miscellaneous Marina</b>								
Permitting & Preliminary Design for Future Projects	440.41.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dock Electric Upgrades (Open Moorage)	428.63.02							-
Small Moorage Docks Reconfiguration	406.442			1,378,125				1,378,125
South Lot Restroom Project	406.444							-
South Parking Lot Storm Water Retrofit	406.452	34,774						34,774
Site Management Project		120,000						120,000
Transfer to Depr & Imprv Fund - 2008 Bonds								-
<b>TOTAL PROJECT EXPENDITURES</b>		<b>\$ 154,774</b>	<b>\$ -</b>	<b>\$ 1,378,125</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,532,899</b>
<b><u>DEBT SERVICE EXPENSES</u></b>								
Debt Service #1: 2002 Bond Issue (2012 Paid out of Fund 401)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service #2: 2008 Bond Issue		513,436	511,749	514,636	511,886	514,486	513,236	3,079,429
<b>TOTAL DEBT EXPENSES</b>		<b>\$ 513,436</b>	<b>\$ 511,749</b>	<b>\$ 514,636</b>	<b>\$ 511,886</b>	<b>\$ 514,486</b>	<b>\$ 513,236</b>	<b>\$ 3,079,429</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 668,210</b>	<b>\$ 511,749</b>	<b>\$ 1,892,761</b>	<b>\$ 511,886</b>	<b>\$ 514,486</b>	<b>\$ 513,236</b>	<b>\$ 4,612,328</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 16,832</b>	<b>\$ 37,832</b>	<b>\$ 58,232</b>	<b>\$ 79,032</b>	<b>\$ 100,432</b>	<b>\$ 122,232</b>	<b>\$ 122,232</b>
Reserved for Bond Proceeds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>UNRESERVED FUND BALANCE</b>		<b>\$ 16,832</b>	<b>\$ 37,832</b>	<b>\$ 58,232</b>	<b>\$ 79,032</b>	<b>\$ 100,432</b>	<b>\$ 122,232</b>	<b>\$ 122,232</b>



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### MARINA

	2015 - 2020 PROPOSED CIP						2015-2020 6 - YEAR TOTAL
	2015	2016	2017	2018	2019	2020	
<b><u>PORTION OF PROJECTS FUNDED BY FUND BALANCE</u></b>							
<b>Miscellaneous Marina</b>							
Site Management Project	\$ 120,000						\$ 120,000
<b>Debt Service Payments</b>							
Debt Service #2: 2008 Bond Issue	513,436	511,749	514,636	511,886	514,486	513,236	3,079,429
Transfer to Depr & Imprv Fund - 2008 Bonds							-
<b>TOTAL USE OF FUND BALANCE</b>	<b>\$ 633,436</b>	<b>\$ 511,749</b>	<b>\$ 514,636</b>	<b>\$ 511,886</b>	<b>\$ 514,486</b>	<b>\$ 513,236</b>	<b>\$ 3,199,429</b>



**2015 - 2020 CAPITAL IMPROVEMENT PLAN**  
**Marina**

**CAPITAL IMPROVEMENT PLAN  
REQUEST FORM**

<b>CATEGORY</b>	Marina	<b>PROJECT NO.</b>	440.402
<b>PROGRAM</b>		<b>PROJECT STATUS:</b>	_____
<b>PROJECT</b>	Site Management Project-Redondo	Preliminary Estimate	_____
		Plans in Preparation	_____
		P.S.E. Complete	_____
<b>LOCATION</b>	Marina Parking Lots		
<b>DESCRIPTION:</b>			

EXPENDITURE SCHEDULE										
COST ELEMENTS	TOTAL*	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ -		\$ -							
DESIGN/ENG	-									
BUILDINGS	-									
IMPROVEMENTS	125,278		5,278		120,000					
CONST MGMT	-									
CONTINGENCY	-									
SALES TAX	-									
OTHER	-									
PERMITS	-									
<b>TOTAL</b>	<b>\$ 125,278</b>		<b>\$ 5,278</b>		<b>\$ 120,000</b>					

FUNDING SOURCE	TOTAL*	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Bond Proceeds	\$ -		\$ -		\$ -					
Marina Contributions	125,278		5,278		120,000					
	-									
	-									
<b>TOTAL</b>	<b>\$ 125,278</b>		<b>\$ 5,278</b>		<b>\$ 120,000</b>					



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Marina

#### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY PROGRAM PROJECT</b>	Marina  Site Management Project-Redondo	<b>PROJECT NO.</b>	440.402
		<b>PROJECT STATUS:</b>	
		Preliminary Estimate	
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	Marina Parking Lots		

**JUSTIFICATION:** At a regular Council Meeting in October 2012, the City Council directed the staff to develop a program to address the issues of inappropriate behavior and low-level criminal activity in the Marina parking lots and the Des Moines Beach Park. This Project is Phase 1 of that effort and it will provide eight parking pay stations for the Marina and Beach Park along with a "pay-by-space" parking system with a parking enforcement and management plan.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Marina

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	Marina	PROJECT NO.	406.452
<b>PROGRAM</b>	South Parking Lot	PROJECT STATUS:	
<b>PROJECT</b>	Stormwater Retrofit - Design Only	Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>			
<b>DESCRIPTION:</b>	Design a stormwater collection system for the South Parking Lot.		

EXPENDITURE SCHEDULE									
COST ELEMENTS	TOTAL*	FY 13	FY 14 Est	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 9,832		\$ 8,640	\$ 9,832					
DESIGN/ENG	112,302		87,360	24,942					
LAND	-								
BUILDINGS	-								
IMPROVEMENTS	-								
CONST' MGM'T	-								
CONTINGENCY	-								
SALES TAX	-								
PERMITS	-								
OTHER	-								
<b>TOTAL</b>	<b>\$ 122,134</b>		<b>\$ 96,000</b>	<b>\$ 34,774</b>					

FUNDING SOURCE	TOTAL*	FY 13	FY 14 Est	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Bond Proceeds	\$ -		\$ -	\$ -					
DOE Grant	122,134		96,000	34,774					
<b>TOTAL</b>	<b>\$ 122,134</b>		<b>\$ 96,000</b>	<b>\$ 34,774</b>					

**JUSTIFICATION:** System is needed to meet current stormwater discharge regulation.



**2015 - 2020 CAPITAL IMPROVEMENT PLAN**  
**Marina**

**CAPITAL IMPROVEMENT PLAN  
REQUEST FORM**

<b>CATEGORY</b>	Marina	<b>PROJECT NO.</b>	440.442
<b>PROGRAM</b>		<b>PROJECT STATUS:</b>	
<b>PROJECT</b>	Small Moorage Docks Reconfiguration Project	Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	D, E, F, G & H Docks		
<b>DESCRIPTION:</b>			

**EXPENDITURE SCHEDULE**

<b>COST ELEMENTS</b>	<b>TOTAL*</b>	<b>FY 11 Act</b>	<b>FY 12 Act</b>	<b>FY 13 Act</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>
ADMINISTRATION	\$ 84,408	\$ 33						\$ 84,375			
DESIGN/ENG	59,070	2,820						56,250			
BUILDINGS	-										
IMPROVEMENTS	1,125,000							1,125,000			
CONST MGMT	-										
CONTINGENCY	-										
SALES TAX	-										
OTHER	-										
PERMITS	112,500							112,500			
<b>TOTAL</b>	<b>\$ 1,380,978</b>	<b>\$ 2,853</b>						<b>\$ 1,378,125</b>			

<b>FUNDING SOURCE</b>	<b>TOTAL*</b>	<b>FY 11 Act</b>	<b>FY 12 Act</b>	<b>FY 13 Act</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>
Bond Proceeds	\$ -	\$ -						\$ -			
Marina Contributions	2,853	2,853									
to be Determined	1,378,125							1,378,125			
<b>TOTAL</b>	<b>\$ 1,380,978</b>	<b>\$ 2,853</b>						<b>\$ 1,378,125</b>			



**2015 - 2020 CAPITAL IMPROVEMENT PLAN**  
**Marina**

**CAPITAL IMPROVEMENT PLAN  
REQUEST FORM**

<b>CATEGORY</b>	Marina	<b>PROJECT NO.</b>	440.442
<b>PROGRAM</b>		<b>PROJECT STATUS:</b>	
<b>PROJECT</b>	Small Moorage Docks Reconfiguration Project	Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	D, E, F, G & H Docks		

**JUSTIFICATION:**

This project would eliminate E Dock and reconfigure D, F, G & H Docks with the goal of reducing the amount of 20 and 24 foot slips and creating more 32 and 36 foot slips. This project will be accomplished in two phases. The first phase will take place in 2011/2012 as part of a multi-project design and permitting effort and will consist of a feasibility study, design and permitting of the project. The actual reconfiguration would be a second phase, which would take place in 2012.

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# AGENDA ITEM

## BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Report on the Marina's Financial Condition

FOR AGENDA OF: October 23, 2014

DEPT. OF ORIGIN: Marina

ATTACHMENTS:

DATE SUBMITTED: October 17, 2014

1. Power Point presentation slides.

CLEARANCES:

- Legal \_\_\_\_\_
- Finance 10/17/14
- Marina 10/17/14
- Parks, Recreation & Senior Services N/A
- Planning, Building & Public Works N/A
- Police N/A
- Courts N/A

APPROVED BY CITY MANAGER  
FOR SUBMITTAL: [Signature]

### Purpose and Recommendation

The purpose of this agenda item is to up-date the Council on the status of the Marina Revenue Fund.

**Suggested Motion:** (None Required – Information only)

### Background

The Marina Revenue fund has posted losses the last three years, (2011 thru 2013) and is expected to post another loss in 2014. The losses average about \$115,000 per year and the loss for 2014 is expected to be greater than \$200,000.

### Discussion

The impact of the losses on the Marina's operating fund reserves has been predictable. At the end of 2011 the fund balance was \$1.457 million dollars. At the end of 2013 the fund balance was \$1.141 million and it is expected to be about \$950,000 at the end of 2014.

There are three components to the Marina's fund balance. The first is the debt reserve for the 2002 and 2008. This amount is set by the bond covenants and it totals about \$770,000. The second part is the Operating Reserve. This reserve was established by City policy and it is supposed to be equal to 45 days of operating expenses for the Marina. The operating reserve has averaged around \$400,000 for the last several years, but by the end of this year it is expected to be about \$195,000. The final component of the fund balance is the unrestricted funds. These are typically funds that are transferred to the Marina capital improvement fund. There were no unrestricted funds in 2013 and there will be no unrestricted funds in 2014 to transfer to the capital improvement fund.

### Moorage Revenues

Moorage revenues are the Marina's principal source of revenue. They are recovering from the recession but they are no longer as predictable as they were. Since 2009 moorage revenues have averaged about \$2.3 million dollars per year. This year's moorage revenues are expected to be about \$2.232 million, down about \$140,000 from the peak in 2009. Other factors that affect moorage revenue on an annual basis are fishing opportunities, weather, fuel prices and consumer confidence.

### Other Revenues

Guest moorage, fuel sales and parking revenues are also recovering from the recession but they are even more variable than moorage revenues. These revenues are also impacted by fishing, weather, fuel prices and the economy in general.

### Expenses

Debt service is the Marina's second largest expense and the one that has increased the most since 2009. Current bond payments are about \$820,000 per year and will stay at that level for several years. The payments have increased by about \$200,000 since 2009.

Payroll is the Marina's largest expense. The number of employees has been stable over the last five years with the exception of 2010 when an employee was added to manage the Combined Projects. Payroll has averaged about \$880,000 per year.

The transfer to the general fund, including the parking tax is the Marina's third largest expense. It has been averaging about \$615,000 per year.

### **Financial Impact**

In general, revenues have not been able to keep up with the increase in expenses. The situation is made worse by the increase in variability of the revenues streams, especially permanent moorage. Even though the Marina is recovering from the recession, weather, fuel prices and the availability of fishing will still impact annual revenues. The result of the Marina's struggle to balance revenues and expenses is that it is no longer capable of maintaining the capital improvement plan set out in the 2007 Marina Master Plan that was adopted by the Council.

The Council's priorities should be reflected in the budgets of the various departments of the City. The Marina's largest expense after payroll and debt service is the transfer to the general fund, which indicates to the staff that the Marina's principal priority should be to support the general fund. The revenue and expense issues facing the Marina will eventually erode the Marina's ability to accomplish even that.

### Conclusion

The staff has several suggested actions.

#### Near Term

1. Reduce the Transfer to the general fund to the actual cost of the services the fund provides to the Marina.

**Or:** if supporting the general fund is the Marina's principal priority, take every opportunity to maximize revenue and reduce expenses. For example:

Turn the guest moorage area into permanent moorage. This could be accomplished with a relatively small investment and would increase revenues by about \$25,000 dollars and the revenue would not be as variable as guest moorage revenue. This move would also reduce expenses because the Marina could reduce the amount of summer help and reduce marketing costs like the boat show, web site, etc.

2. Focus on Redondo: Resolve the remaining issues and implement a comprehensive pay parking plan in Redondo. Currently the Redondo operation loses \$15 - \$20,000 per year. Expenses average \$70 - \$75,000 dollars per year and revenue has averaged \$76,000 dollars per year recently, but the 25% parking tax reduces the average revenues to \$57,000 per year. The staff estimates that maintaining and repairing the board walk will cost about \$300 - \$400,000 dollars in the next five to ten years. With the current revenue/expense structure, the Marina fund will not be able to meet that challenge. Even cutting the staff back to a "self service" facility will not change the equation enough to make a difference.
3. Implement pay parking in the Marina and Beach Park immediately. The first sample sent to the State Department of Licensing shows that 70% of the people that visit the north lot and the Beach Park are not residents of Des Moines.

#### Mid Term

1. Find a way to reduce the cost of the DNR lease. There are several options but all of them will take time and resources.
2. Find a way to replace the \$4 million dollars the Marina needs to restart the Capital Improvement Plan because current Marina revenues will not be enough to support the debt needed to replace the docks and bulkheads over the next ten to fifteen years. If reducing the transfer and/or implementing pay parking are not politically feasible, consider asking the citizens for a levy to replace the bulkheads in the north parking lot, (about \$4 million in cost). Since the launch business went away, the north lot is not really needed to support other Marina revenues. It is used for public events and to support the rentals in the Beach Park.
3. Change the way the transfer to the general fund is done. Marina revenues are now so variable that it is difficult to determine in advance how much money can be transferred without driving the Marina fund negative. The decision on the amount of the transfer should be based on current, actual dollars in the bank, not on project revenues for the next year.

## Summary

The Marina remains a viable business, even after weathering the worst economic downturn in seventy-five years. Although variable, revenues are again trending up and people are returning to boating. What is apparent though is that the Marina can no longer support the general fund and support its own capital improvements also.

Recently, the Marina staff began preparing to take the seven open slips at the end of E Dock out of service. The floats have deteriorated to the point where the staff does not believe they will survive a winter storm with boat moored on them. The staff will be looking for a way to fund the repairs, which will cost \$10 - \$15,000, but in the meantime, the liability remains, probably getting larger. The only thing that will be gone is the revenue.

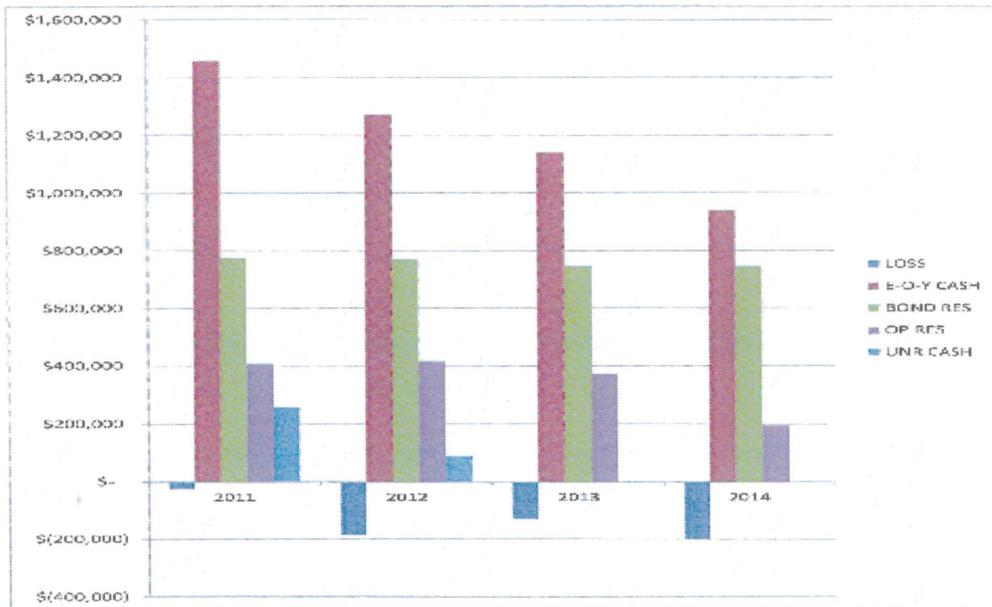
The staff believes that the Marina is at the point where direct, decisive action by the City Council is needed to keep the fund solvent.

# MARINA ISSUES

Staff Presentation on the Marina's  
Financial Condition

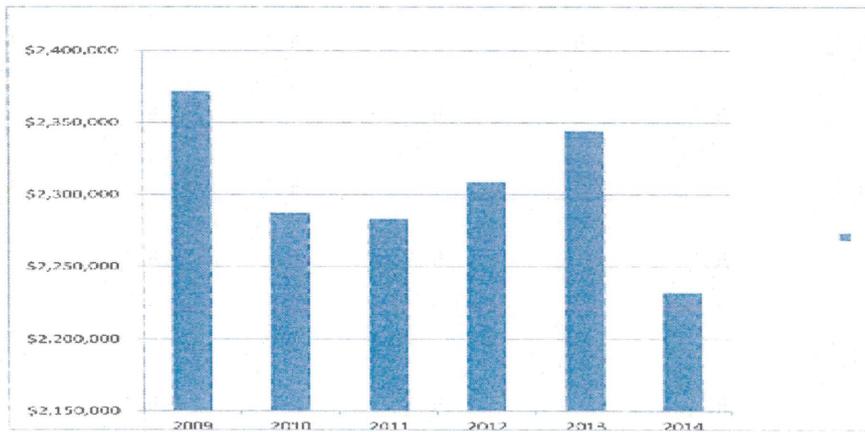
**IMPACT OF LOSSES ON MARINA FUND RESERVES**

	LOSS	E-Q-Y CASH	BOND RES	OP RES	UNR CASH
2011	\$ (23,542)	\$ 1,457,760	\$ 773,816	\$ 406,228	\$ 257,716
2012	\$ (186,220)	\$ 1,271,540	\$ 768,816	\$ 415,340	\$ 87,384
2013	\$ (130,020)	\$ 1,141,520	\$ 745,816	\$ 372,704	\$ -
2014	\$ (200,000)	\$ 941,520	\$ 745,816	\$ 195,704	\$ -



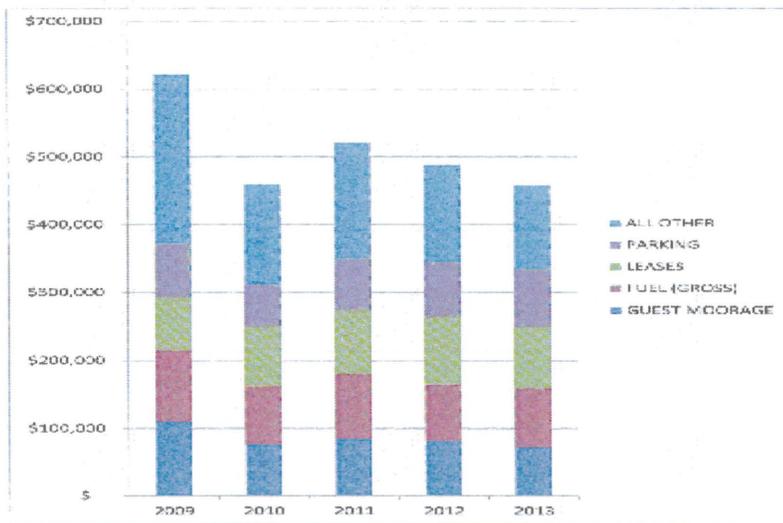
**TOTAL MOORAGE**

2009	\$	2,371,937
2010	\$	2,287,484
2011	\$	2,283,276
2012	\$	1,308,832
2013	\$	2,344,216
2014	\$	2,232,210



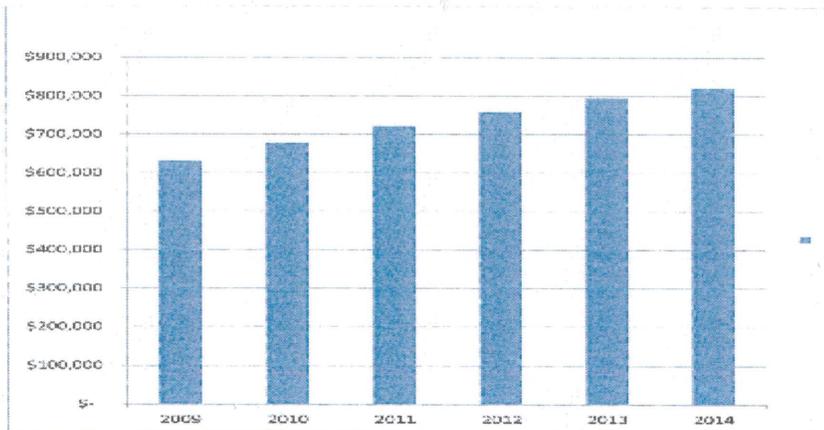
**OTHER REVENUES**

	2009	2010	2011	2012	2013
GUEST MOORAGE	\$ 110,634	\$ 75,856	\$ 85,077	\$ 81,816	\$ 71,693
FUEL (GROSS)	\$ 106,096	\$ 87,055	\$ 96,014	\$ 83,918	\$ 87,955
LEASES	\$ 76,029	\$ 87,410	\$ 92,793	\$ 99,030	\$ 90,481
PARKING	\$ 79,150	\$ 61,195	\$ 76,514	\$ 79,987	\$ 83,561
ALL OTHER	\$ 248,703	\$ 147,500	\$ 169,863	\$ 143,348	\$ 123,967
	\$ 620,612	\$ 459,016	\$ 520,261	\$ 488,099	\$ 457,657



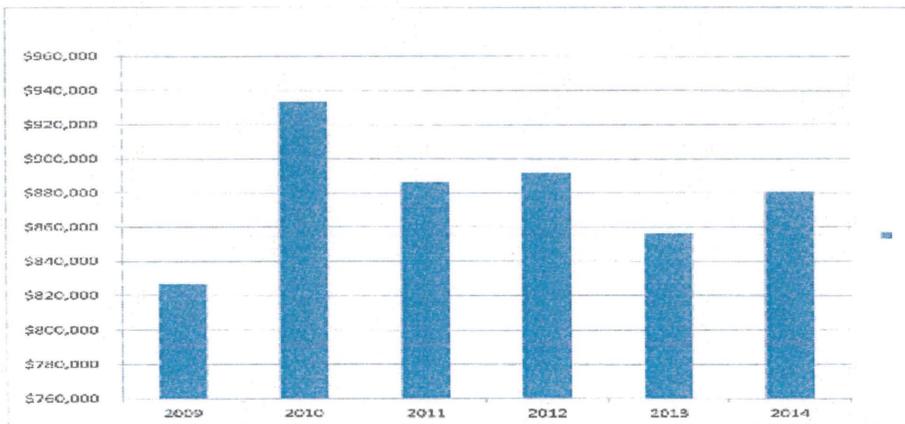
**DEBT SERVICE**

2009	\$	630,884
2010	\$	677,906
2011	\$	722,306
2012	\$	758,736
2013	\$	795,016
2014	\$	821,416



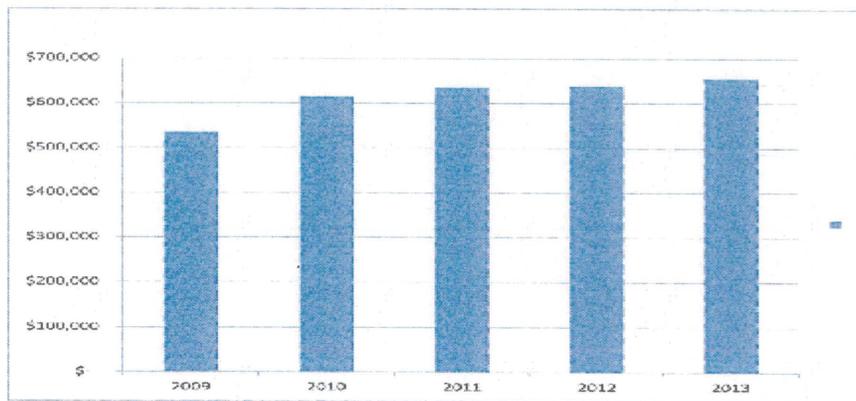
**TOTAL PAYROLL**

2009	\$	826,602
2010	\$	933,459
2011	\$	886,417
2012	\$	891,878
2013	\$	856,479
2014	\$	880,953

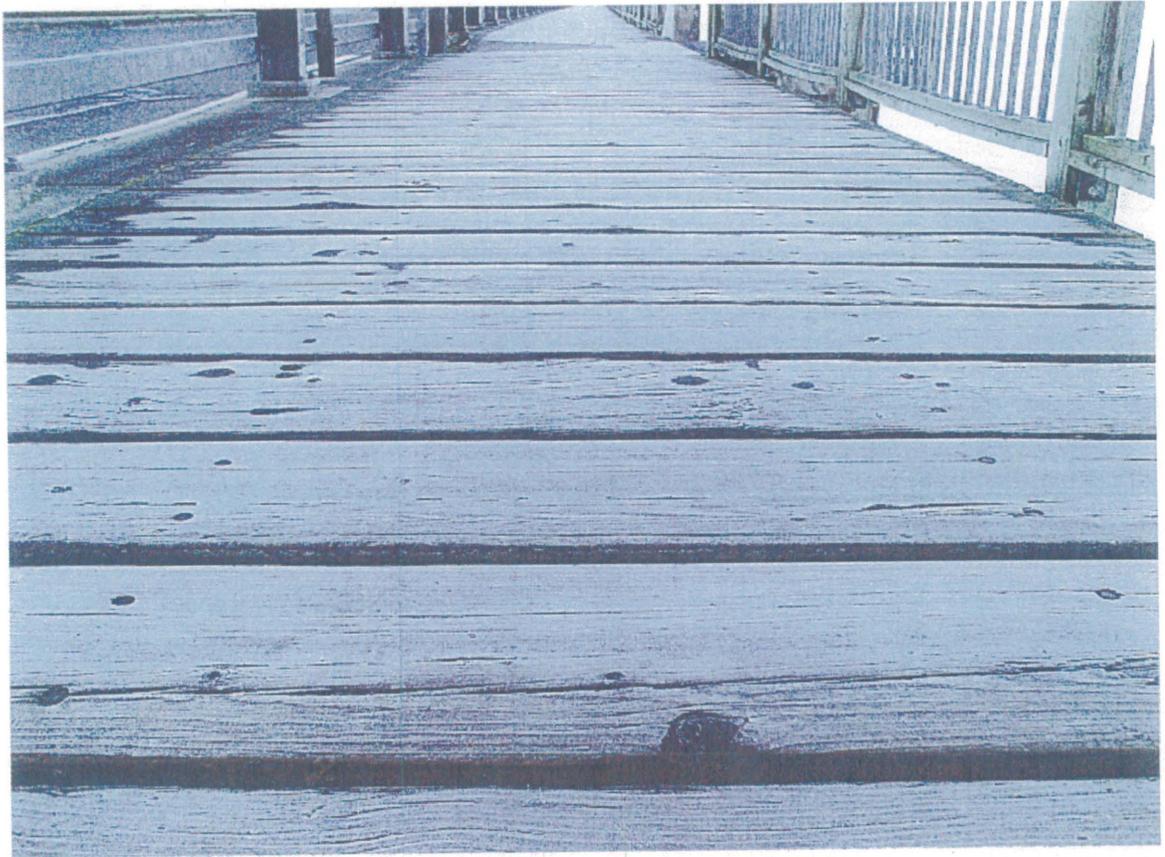


**TOTAL TRANSFER - INCLUDING PARKING TAX**

2009	\$	534,787
2010	\$	615,298
2011	\$	634,128
2012	\$	638,497
2013	\$	656,090











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## A G E N D A I T E M

### BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: 2015-2020 Draft Municipal Capital Improvements (MCI) Plan

FOR AGENDA OF: October 23, 2014

ATTACHMENTS:

1. Municipal Capital Improvements (MCI) Fund Summary

DEPT. OF ORIGIN: Finance

DATE SUBMITTED: October 16, 2014

CLEARANCES:

- Legal \_\_\_\_\_
- Finance pk
- Marina \_\_\_\_\_
- Parks, Recreation & Senior Services \_\_\_\_\_
- Planning, Building & Public Works DJB
- Police N/A
- Courts N/A

APPROVED BY CITY MANAGER  
FOR SUBMITTAL: AA

#### Purpose and Recommendation

The purpose of this agenda item is to present to the City Council the 2015- 2020 Draft Capital Improvement Plan for the Municipal Capital Improvements Fund.

#### Background

The Capital Improvement Plan provides a multi-year list of proposed capital expenditures for the City. The growth management act of 1990 requires communities to adopt comprehensive plans to guide the orderly development of growth. Also, the Plan focuses the community's and Council's attention on prioritizing projects.

Tonight's briefing will present the 2015-2020 Capital Improvement Plan for the Municipal Capital Improvements Fund.

#### Recommendation

None.

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**2015 - 2020 CAPITAL IMPROVEMENT PLAN  
Municipal Capital Improvement**

	2015 - 2020 PROPOSED CIP								2015-2020 6 - YEAR TOTAL
	2014 Est	2014 Amd	2015	2016	2017	2018	2019	2020	
<b>BEGINNING FUND BALANCE</b>	\$ 493,663	\$ 493,663	\$ 616,867	\$ 782,093	\$ 556,843	\$ 682,952	\$ 1,204,002	\$ 566,294	\$ 6,168,867
<b>LOCAL REVENUES</b>									
Interest Earnings	500	1,100	800	3,500	6,700	7,700	14,200	15,500	48,400
Real Estate Excise Tax	915,850	915,850	650,000	650,000	750,000	750,000	750,000	750,000	4,300,000
Contributions (Landmarque Dev Park))	-	-	-	-	-	-	-	-	-
Park In Lieu Fees	18,706	18,000	10,000	47,500	50,000	50,000	50,000	50,000	257,500
Impact Fees	-	-	-	-	-	-	-	50,000	50,000
Transfer-in from General Fund	-	-	300,000	-	-	-	-	-	300,000
Transfer-in from General Fund (One-Time Sales & B&O Taxes) (2014-25%, 2015-50%, 2016-75%, 2017-100%)	41,712	41,712	\$190,440	200,000	200,000	150,000	150,000	150,000	1,082,152
<b>TOTAL LOCAL REVENUES</b>	<b>\$ 976,768</b>	<b>\$ 976,662</b>	<b>\$ 1,151,240</b>	<b>\$ 901,000</b>	<b>\$ 1,006,700</b>	<b>\$ 957,700</b>	<b>\$ 964,200</b>	<b>\$ 1,015,500</b>	<b>\$ 6,038,052</b>
<b>PROJECT REVENUES</b>									
WA State Heritage Funds (Confirmed)	\$ 28,820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WA State Heritage Funds (Confirmed)	78,230	131,262	692,738	-	-	-	-	-	692,738
4-Culture Arts Grant (Confirmed)	-	12,000	-	-	-	-	-	-	-
King County Landmarks (4Culture Grant)	-	60,000	-	-	-	-	-	-	-
4-Culture Arts Grant (Unconfirmed)	-	-	-	25,000	-	-	-	-	25,000
WA State Heritage Funds (Unconfirmed) *	-	-	-	200,952	-	-	-	-	200,952
RCO	-	-	291,399	-	-	-	-	-	291,399
WCIA Insurance Recovery	-	-	129,975	-	-	-	-	-	129,975
King County Parks Levy	52,380	55,000	55,000	55,000	55,000	55,000	55,000	-	275,000
RCO (unconfirmed)	-	-	-	-	100,000	-	-	-	100,000
KC Youth Park Facilities (Unconfirmed)	-	-	-	-	75,000	-	-	-	75,000
CDBG (Confirmed)	-	-	395,000	-	-	-	-	-	395,000
DOE (Confirmed)	-	-	119,499	-	-	-	-	-	119,499
CDBG	-	-	-	-	-	-	-	500,000	500,000
Bond Proceeds	-	-	-	-	-	-	-	3,019,250	3,019,250
RCO (unconfirmed)	-	-	-	-	-	-	500,000	-	500,000
RCO (unconfirmed)	-	-	-	-	-	-	-	1,000,000	1,000,000
KC Youth Park Facilities	-	-	70,088	67,588	-	75,000	75,000	75,000	362,676
RCO	-	-	70,087	-	117,200	-	-	-	187,287
<b>TOTAL PROJECT REVENUES</b>	<b>\$ 159,430</b>	<b>\$ 258,262</b>	<b>\$ 1,823,786</b>	<b>\$ 348,540</b>	<b>\$ 347,200</b>	<b>\$ 130,000</b>	<b>\$ 630,000</b>	<b>\$ 4,594,250</b>	<b>\$ 7,873,776</b>



**2015 - 2020 CAPITAL IMPROVEMENT PLAN  
Municipal Capital Improvement**

		2015 - 2020 PROPOSED CIP							2015-2020 6 - YEAR TOTAL	
		2014 Est	2014 Amd	2015	2016	2017	2018	2019		2020
<b>UNIDENTIFIED FUNDING SOURCES</b>										
To Be Determined	Park Lifecycle Repair & Repl	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 126,650	\$ 94,650	\$ 221,300
To Be Determined	Midway Park Expansion	-	-	-	-	-	-	-	1,020,000	1,020,000
To Be Determined	PD Storage Bldg for Seized Property	-	-	-	-	-	-	404,000	-	404,000
To Be Determined	Demo Sonju Property Outbuildings	-	-	-	-	-	-	-	60,000	60,000
To Be Determined	Marina District Banners & Civic Readerboards	19,600	13,000	21,384	31,000	-	-	-	-	52,384
To Be Determined	Activity Center Expansion	-	-	-	-	-	-	-	250,000	250,000
To Be Determined	Steven J Underwood Meml Park C-3 Parking Lot	-	-	-	-	-	-	224,190	-	224,190
To Be Determined	SJUM Park C-4 Soccer Field	-	-	-	-	-	-	818,000	-	818,000
To Be Determined	South DM Park Acquisition	-	-	-	-	-	-	-	1,000,000	1,000,000
To Be Determined	DMBP-Rehab/Picnic Shelter/Restroom Bldg	-	-	171,558	(55,000)	(55,000)	(55,000)	(6,558)	-	-
<b>Other Beach Park Projects:</b>										
To Be Determined	Sun Home Lodge	-	-	-	367,000	-	-	-	-	367,000
To Be Determined	Carlson House Rehabilitation *	-	-	-	271,263	-	-	-	-	271,263
To Be Determined	Turf Repair and Irrigation Projects	-	-	-	150,150	-	-	-	-	150,150
To Be Determined	Roadside Cabin Rehabilitation *	-	-	-	85,520	-	-	-	-	85,520
To Be Determined	Roadway & Parking Overlays	-	-	-	227,125	-	-	-	-	227,125
To Be Determined	Sports Cabin Rehabilitation *	-	-	-	66,512	-	-	-	-	66,512
To Be Determined	Undergrounding Utilities	-	-	-	151,500	-	-	-	-	151,500
To Be Determined	Replace Wooden Bridge over DM Creek	-	-	-	50,300	-	-	-	-	50,300
To Be Determined	Caretakers Cabin Rehabilitation *	-	-	-	77,890	-	-	-	-	77,890
<b>TOTAL UNIDENTIFIED REVENUES</b>		\$ 19,600	\$ 13,000	\$ 192,942	\$ 1,423,260	\$ (55,000)	\$ (55,000)	\$ 1,566,282	\$ 2,424,650	\$ 5,497,134
<b>TOTAL REVENUES &amp; FUND BALANCE</b>		\$ 1,649,462	\$ 1,741,587	\$ 3,784,835	\$ 3,454,893	\$ 1,855,743	\$ 1,715,652	\$ 4,364,484	\$ 8,600,694	\$ 20,025,829
<b>Total Revenues</b>		1,155,798	1,247,924	3,167,968	2,672,800	1,298,900	1,032,700	3,160,482	8,034,400	19,408,962



**2015 - 2020 CAPITAL IMPROVEMENT PLAN**  
**Municipal Capital Improvement**

	2015 - 2020 PROPOSED CIP								2015-2020 6 - YEAR TOTAL
	2014 Est	2014 Amd	2015	2016	2017	2018	2019	2020	
<b>PROJECT EXPENDITURES</b>									
Des Moines Beach Park Rehab-Dining Hall	\$ 157,633	\$ 599,885	\$ 692,738	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 692,738
Des Moines Beach Park Rehab-Sun Home Lodge *	-	-	-	640,952	-	-	-	-	640,952
Des Moines Beach Park Rehab-Picnic Shelter & Restroom Building	-	-	752,529	-	-	-	-	-	752,529
Des Moines Beach Park Rehab-Founders Lodge Repairs	-	-	-	-	-	-	997,000	-	997,000
DM Urban Trail Imprv (Tsf to Trans CIP) Barnes Creek Trail	12,181	12,181	-	-	-	-	-	-	-
Playground Repair and Replacement - Beach Park	-	-	-	-	298,441	-	-	-	298,441
Lifecycle Park Replacement Projects	18,139	20,000	164,675	265,250	300,150	136,650	201,650	169,650	1,238,025
Steven J Underwood Meml Park C-3 Parking Lot	-	-	-	-	-	-	402,540	-	402,540
Parkside Park & Playground Repair & Replacement	-	-	514,499	-	-	-	-	-	514,499
City Hall Parking Lot Rebuild	-	-	176,000	-	-	-	-	-	176,000
City Hall/Engineering Emergency Generator	-	-	-	245,500	-	-	-	-	245,500
Activity Center Emergency Generator	18,435	18,435	93,585	-	-	-	-	-	93,585
Police Dept Storage Building for Seized Property	-	-	-	-	-	-	404,000	-	404,000
Demo Sonju Property Outbuildings	-	-	-	-	-	-	-	60,000	60,000
Marina District Banners and Readerboards	25,984	29,000	31,000	31,000	-	-	-	-	62,000
Keyless Entry Systems (CH/PWSC/PW Engineering)	53,060	53,060	-	-	-	-	-	-	-
Activity Center Floor Repair	2,054	2,054	22,946	-	-	-	-	-	22,946
Activity Center Expansion	-	-	-	-	-	-	-	4,019,250	4,019,250
Midway Park Expansion	-	-	-	-	-	-	-	1,020,000	1,020,000
Steven J Underwood Meml Park C-4 Soccer Field	-	-	-	-	-	-	1,418,000	-	1,418,000
South Des Moines Park Acquisition	-	-	-	-	-	-	-	2,050,000	2,050,000
Beach Park Jan 09 Mudslide	502	-	-	-	-	-	-	-	-
Beach Park Pay Parking Stations	-	40,000	40,000	-	-	-	-	-	40,000
New Roof at Field House	-	-	-	110,000	-	-	-	-	110,000
City Hall Canopy Repair	-	-	-	-	49,000	-	-	-	49,000
<b>Other Beach Park Projects:</b>									
Carlson House Rehabilitation *	-	-	-	271,263	-	-	-	-	271,263
Turf Repair and Irrigation Projects	-	-	-	150,150	-	-	-	-	150,150
Roadside Cabin Rehabilitation *	-	-	-	85,520	-	-	-	-	85,520
Roadway & Parking Overlays	-	-	-	227,125	-	-	-	-	227,125
Sports Cabin Rehabilitation *	-	-	-	66,512	-	-	-	-	66,512
Undergrounding Utilities	-	-	-	151,500	-	-	-	-	151,500
Replace Wooden Bridge over DM Creek	-	-	-	50,300	-	-	-	-	50,300
Caretakers Cabin Rehabilitation *	-	-	-	77,890	-	-	-	-	77,890
<b>TOTAL PROJECT EXPENDITURES</b>	<b>\$ 287,988</b>	<b>\$ 774,615</b>	<b>\$ 2,487,972</b>	<b>\$ 2,372,962</b>	<b>\$ 647,591</b>	<b>\$ 136,650</b>	<b>\$ 3,423,190</b>	<b>\$ 7,318,900</b>	<b>\$ 16,387,265</b>



**2015 - 2020 CAPITAL IMPROVEMENT PLAN  
Municipal Capital Improvement**

	2015 - 2020 PROPOSED CIP								2015-2020 6 - YEAR TOTAL
	2014 Est	2014 Amd	2015	2016	2017	2018	2019	2020	
<b>DEBT SERVICE PAYMENTS/OPERATING TRANSFERS</b>									
Debt-1997 GO Bond-City Hall Expansion / 2008 Refunding Bonds	\$ 123,750	\$ 123,750	\$ 119,550	\$ 125,088	\$ 125,200	\$ -	\$ -	\$ -	\$ 369,838
Transfer to Facility Repair & Replacement Fnd <b>Field Hs Flood Damage/Picnic Shelter</b>	50,000	50,000	-	-	-	-	-	-	-
Transfer to General Fund	300,000	300,000	-	-	-	-	-	-	-
Transfer to Transportation CIP Fund-Pavement Mgt (50% One-time Sales/B&O Taxes)	20,856	20,856	95,220	100,000	100,000	75,000	75,000	75,000	520,220
Transfer to Transportation CIP Fund-REET	250,000	250,000	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000
<b>TOTAL DEBT/OPERATING TRANSFERS</b>	<b>744,606</b>	<b>744,606</b>	<b>514,770</b>	<b>525,088</b>	<b>525,200</b>	<b>375,000</b>	<b>375,000</b>	<b>375,000</b>	<b>2,690,058</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,032,594</b>	<b>\$ 1,519,221</b>	<b>\$ 3,002,742</b>	<b>\$ 2,898,050</b>	<b>\$ 1,172,791</b>	<b>\$ 511,650</b>	<b>\$ 3,798,190</b>	<b>\$ 7,693,900</b>	<b>\$ 19,077,323</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 616,867</b>	<b>\$ 222,366</b>	<b>\$ 782,093</b>	<b>\$ 556,843</b>	<b>\$ 682,952</b>	<b>\$ 1,204,002</b>	<b>\$ 566,294</b>	<b>\$ 906,794</b>	<b>\$ 948,506</b>
<b>RESERVED FUND BALANCE</b>									
Park In Lieu Fees	\$ 31,166	\$ 30,460	\$ 41,166	\$ 47,666	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000
King County Parks Levy <b>DM Creek Urban Trail Improvements</b>	40,199	42,819	40,199	-	-	-	48,442	48,442	48,442
<b>TOTAL RESERVED FUND BALANCE</b>	<b>\$ 71,365</b>	<b>\$ 73,279</b>	<b>\$ 81,365</b>	<b>\$ 47,666</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 48,442</b>	<b>\$ 98,442</b>	<b>\$ 98,442</b>
<b>UNRESERVED FUND BALANCE</b>	<b>\$ 545,503</b>	<b>\$ 149,088</b>	<b>\$ 700,729</b>	<b>\$ 509,177</b>	<b>\$ 682,952</b>	<b>\$ 1,154,002</b>	<b>\$ 517,852</b>	<b>\$ 808,352</b>	<b>\$ 850,064</b>
<b>PORTION OF PROJECTS FUNDED BY PARK IN LIEU</b>									
Steven J Underwood Meml Park C-3 Parking Lot	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Steven J Underwood Meml Park C-4 Soccer Field	-	-	-	-	-	-	50,000	-	50,000
Lifecycle Park Replacement Projects	-	-	-	41,000	-	-	-	-	41,000
Play Area Equipment/Sculpture at Beach Park	-	-	-	-	97,666	-	-	-	97,666
<b>TOTAL FUNDED BY PARK IN LIEU</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,000</b>	<b>\$ 97,666</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 238,666</b>
<b>PORTION OF PROJECTS FUNDED BY IMPACT FEES</b>									
South DM Park Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
<b>TOTAL FUNDED BY IMPACT FEES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>PORTION OF PROJECTS FUNDED BY REET</b>									
Des Moines Beach Park Rehab-Dining Hall	\$ 50,583	\$ 347,953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Des Moines Beach Park Rehab-Sun Home Lodge	-	-	-	7,801	-	-	-	-	7,801
Des Moines Beach Park Rehab-Restroom Building	-	-	104,597	-	-	-	-	-	104,597
Beach Park Founders Lodge Repairs	-	-	-	-	-	-	997,000	-	997,000
Playground Repair and Replacement - Beach Park	-	-	-	-	25,775	-	-	-	25,775
Lifecycle Park Replacement Projects	18,139	20,000	-	93,062	117,200	61,650	-	-	271,912
Steven J Underwood Meml Park C-3 Parking Lot	-	-	-	-	-	-	40,000	-	40,000
Steven J. Underwood Memorial Park - PH 4	-	-	-	-	-	-	50,000	-	50,000
Activity Center Floor Repair	2,054	2,054	22,946	-	-	-	-	-	22,946
City Hall Parking Lot Rebuild	-	-	176,000	-	-	-	-	-	176,000
Activity Center Expansion	-	-	-	-	-	-	-	250,000	250,000
Debt-1997 GO Bond-City Hall Expansion / 2008 Refunding Bonds	123,750	123,750	119,550	125,088	125,200	-	-	-	369,838
Transfer to Facility Repair & Repl <b>Field Hs Flood Damage/Picnic Shelter</b>	50,000	50,000	-	-	-	-	-	-	-
Transfer to General Fund	300,000	300,000	-	-	-	-	-	-	-
Transfer to Transportation CIP Fund	250,000	250,000	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000
<b>TOTAL AMOUNT FUNDED BY REET</b>	<b>\$ 794,526</b>	<b>\$ 1,093,757</b>	<b>\$ 723,093</b>	<b>\$ 525,951</b>	<b>\$ 568,175</b>	<b>\$ 361,650</b>	<b>\$ 1,387,000</b>	<b>\$ 550,000</b>	<b>\$ 4,115,869</b>



**2015 - 2020 CAPITAL IMPROVEMENT PLAN  
Municipal Capital Improvement**

		2015 - 2020 PROPOSED CIP							2015-2020 6 - YEAR TOTAL	
		2014 Est	2014 Amd	2015	2016	2017	2018	2019		2020
<b>PORTION OF PROJECTS FUNDED BY GRANTS &amp; CONTRIBUTIONS</b>										
WA ST Heritage Funds (Confirmed)	DMBP-Rehab/Dining Hall	\$ 28,820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WA ST Heritage Funds (Confirmed)	DMBP-Rehab/Dining Hall	78,230	131,262	692,738	-	-	-	-	-	692,738
4Culture Arts Capital Grant (unconfirmed)	DMBP-Rehab/Dining Hall	-	12,000	-	-	-	-	-	-	-
King County Landmarks	DMBP-Rehab/Dining Hall	-	60,000	-	-	-	-	-	-	-
WA State Heritage/TBD *	DMBP-Rehab/Sun Home Lodge	-	-	-	200,952	-	-	-	-	200,952
4Culture Arts Capital Grant (unconfirmed)	DMBP-Rehab/Sun Home Lodge	-	-	-	25,000	-	-	-	-	25,000
King County Parks Levy (2014-2019)	DMBP-Rehab/Sun Home Lodge	-	-	-	40,199	-	-	-	-	40,199
King County Parks Levy	DM Urban Trail Imprv (Tsf to Trans CIP)	12,181	12,181	-	-	-	-	-	-	-
King County Parks Levy (2014-2019)	DM Beach Park Rehab-Picnic Shelter/Restroom Bldg	-	-	55,000	55,000	55,000	55,000	6,558	-	226,558
RCO	DM Beach Park Rehab-Picnic Shelter/Restroom Bldg	-	-	291,399	-	-	-	-	-	291,399
WCIA Insurance Recovery	DM Beach Park Rehab-Picnic Shelter/Restroom Bldg	-	-	129,975	-	-	-	-	-	129,975
King County Youth Sports	Park Lifecycle Repair & Repl Projects	-	-	70,088	67,588	-	75,000	75,000	75,000	362,676
RCO	Park Lifecycle Repair & Repl Projects	-	-	70,087	-	117,200	-	-	-	187,287
RCO (unconfirmed)	Beach Park Playground Repair and Repl	-	-	-	-	100,000	-	-	-	100,000
KC Youth Park Facilities (Unconfirmed)	Beach Park Playground Repair and Repl	-	-	-	-	75,000	-	-	-	75,000
CDBG (Confirmed)	Parkside Park Playground Repair & Repl	-	-	395,000	-	-	-	-	-	395,000
DOE (Confirmed)	Parkside Park Playground Repair & Repl	-	-	119,499	-	-	-	-	-	119,499
CDBG	Activity Center Expansion	-	-	-	-	-	-	-	500,000	500,000
Bond Proceeds	Activity Center Expansion	-	-	-	-	-	-	-	3,019,250	3,019,250
RCO	SJU Park C-4 Soccer Field	-	-	-	-	-	-	500,000	-	500,000
RCO	South DM Park Acquisition	-	-	-	-	-	-	-	1,000,000	1,000,000
<b>TOTAL AMOUNT FUNDED BY GRANTS</b>		<b>\$ 119,231</b>	<b>\$ 215,443</b>	<b>\$ 1,823,786</b>	<b>\$ 388,739</b>	<b>\$ 347,200</b>	<b>\$ 130,000</b>	<b>\$ 581,558</b>	<b>\$ 4,594,250</b>	<b>\$ 7,865,533</b>
<b>PORTION OF PROJECTS FUNDED BY FUND BALANCE (MCI)</b>										
Des Moines Beach Park Rehab-Dining Hall		\$ -	\$ 48,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Steven J. Underwood Memorial Park C-3 Parking Lot		-	-	-	-	-	-	88,350	-	88,350
Keyless Entry Systems (CH/PWSC/PW Engineering)		53,060	53,060	-	-	-	-	-	-	-
City Hall Generator		-	-	-	245,500	-	-	-	-	245,500
Activity Center Generator		18,435	18,435	93,585	-	-	-	-	-	93,585
Marina District Banners and Civic Readerboards		6,384	16,000	9,616	-	-	-	-	-	9,616
Transfer to Transportation CIP Fund		20,856	20,856	95,220	100,000	100,000	75,000	75,000	75,000	520,220
Beach Park Pay Parking Stations		-	40,000	40,000	-	-	-	-	-	40,000
Beach Park Jan 09 Mudslide		502	-	-	-	-	-	-	-	-
New Roof at Field House		-	-	-	110,000	-	-	-	-	110,000
City Hall Canopy Repair		-	-	-	-	49,000	-	-	-	49,000
<b>TOTAL AMOUNT FUNDED BY FUND BALANCE</b>		<b>99,237</b>	<b>197,021</b>	<b>262,921</b>	<b>519,100</b>	<b>214,750</b>	<b>75,000</b>	<b>163,350</b>	<b>75,000</b>	<b>1,310,121</b>



**2015 - 2020 CAPITAL IMPROVEMENT PLAN**  
**Municipal Capital Improvement**

CAPITAL IMPROVEMENT PLAN  
REQUEST FORM

CATEGORY	General Government	PROJECT NO.	310.050-01
PROJECT	Des Moines Beach Park (DMBP) Dining Hall Rehabilitation	PROJECT STATUS:	
LOCATION	22030 Cliff Avenue South	Preliminary Estimate	X
DESCRIPTION:	Rehabilitation of the Dining Hall includes lifting the building, constructing a new foundation spanning the creek (completed in 2008), ADA access and decking (completed in 2011). This project has funding support from Washington State and shares a portion of the cost to make creek modifications to reduce park flooding and improve environmental conditions. <b>2013:</b> Provides funds for code related improvements to reopen the building such as: repairs to structure and roof, building interior and exterior rehabilitation work, new utilities (electrical and gas, phone, cable, water, sewer, surface water), fire suppression and grease trap. <b>2014:</b> Provides funds for window replacement and door repairs.	Plans in Preparation	
		P.S.E. Complete	

EXPENDITURE SCHEDULE												
COST ELEMENTS	TOTAL*	Prior Years	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 54,277	\$ 15,238	\$ 479	\$ 267	\$ 18,293	\$ 5,000	\$ 20,000					
CIP PROJ MGT 5%	55,658	16,689		4,096		8,500	34,873					
DESIGN/ENGINEERING/PERMITS	232,740	117,365	11,189	20,641	83,545	103,438						
SURVEY (Archeology)	9,987	9,987										
Creek Hydrology Design/Permit	122,710	117,572		600	4,538							
FEMA Reports	-											
BUILDINGS	1,661,318	1,228,540			745	411,441	432,033					
UTILITIES IMPROV/CREEK	-											
Construction Obs/Engineer	67,515	33,822	11,905				21,788					
CONTINGENCY/PERMITS	151,362				31,362		120,000					
SALES TAX	68,136	27,092				41,043	41,044					
LEAD & ASBESTOS ABATEMENT	18,423				18,423							
TESTING	40,024	37,024				9,263	3,000					
EQUIPMENT	87,992	67,493	498				20,000					
PERMITS	2,188	671	790		727	21,200						
<b>TOTAL</b>	<b>\$ 2,572,329</b>	<b>\$ 1,671,492</b>	<b>\$ 24,862</b>	<b>\$ 25,604</b>	<b>\$ 157,633</b>	<b>\$ 599,885</b>	<b>\$ 692,738</b>	<b>\$ -</b>				

FUNDING SOURCES	TOTAL*	Prior Years	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
REET	\$ 779,430	\$ 771,826	\$ -	\$ -	\$ 7,604	\$ 180,225						
REET (2013 Tsf from Auditorium Roof Proj.)	(48,220)	(99,321)		8,122	42,979	42,274						
REET (2013-14 Tsf from BP Interim Repairs.)	-					125,454						
4Culture Arts Capital Grant (confirmed)	-					12,000						
Park In-lieu	-											
MCI	-	175,692	(93,932)	(81,760)		48,670						
King County Landmarks	-					60,000						
4Culture	12,850	12,850										
WA State Heritage Funds (confirm)	980,000	733,144	118,794	99,242	28,820	-						
WA State Heritage Funds (confirm.)	770,968				78,230	131,262	692,738					
Miscellaneous (Ins Recoveries)	77,301	77,301										
TSF-IN FROM GENERAL FUND	-											
<b>TOTAL</b>	<b>\$ 2,572,329</b>	<b>\$ 1,671,492</b>	<b>\$ 24,862</b>	<b>\$ 25,604</b>	<b>\$ 157,633</b>	<b>\$ 599,885</b>	<b>\$ 692,738</b>	<b>\$ -</b>				

\*Excludes FY 14 Amd





## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	PROJECT NO.	310.050-03
<b>PROJECT</b>	Des Moines Beach Park (DMBP) Sun Home Lodge Rehab	PROJECT STATUS:	
		Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	22030 Cliff Avenue South		
<b>DESCRIPTION:</b>	Rehabilitation of the Sun Home Lodge for its continued use as a recreation facility includes lifting the building and constructing a new foundation and decking with ADA access improvements, installing new utilities (electrical and gas, phone, cable, water, sewer), building exterior rehabilitation and minimal interior remodel work to be completed when funds are available.		

#### EXPENDITURE SCHEDULE

COST ELEMENTS	TOTAL*	Prior Yrs	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 4,058	\$ 108						\$ 3,950				
CIP PROJ MGT 5%	19,737							19,737				
DESIGN / ENGINEERING	89,712	28,106						61,606				
LAND	-											
BUILDINGS	394,741							394,741				
Soils Testing	5,375	375						5,000				
INSPECTION/CONST. MGT.	39,470							39,470				
CONTINGENCY/PERMITTING	78,948							78,948				
SALES TAX	37,500							37,500				
OTHER												
EQUIPMENT	-											
<b>TOTAL</b>	<b>\$ 669,541</b>	<b>\$ 28,589</b>		\$ -	\$ -	\$ -	\$ -	<b>\$ 640,952</b>	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCES	TOTAL	Prior Yrs	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
REET	\$ 36,390	\$ 28,589						\$ 7,801				
MCI	-											
To Be Determined	367,000							367,000				
King Cty Park Levy	40,199							40,199				
Park In-Lieu	-											
King Cty 4Culture (Unconfirmed)	25,000							25,000				
WA State Heritage (Unconfirmed)	200,952							200,952				
<b>TOTAL</b>	<b>\$ 669,541</b>	<b>\$ 28,589</b>		\$ -	\$ -	\$ -	\$ -	<b>\$ 640,952</b>	\$ -	\$ -	\$ -	\$ -

\*Excludes FY 14 Amd



**2015 - 2020 CAPITAL IMPROVEMENT PLAN**  
**Municipal Capital Improvement**

**CAPITAL IMPROVEMENT PLAN  
 REQUEST FORM**

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.050-03
<b>PROJECT</b>	Des Moines Beach Park (DMBP) Sun Home Lodge Rehab	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	22030 Cliff Avenue South		

**JUSTIFICATION:** Des Moines Beach Park is listed on the State and National Historic Register. Expert analysis was completed in 2004 regarding prioritized and phased rehabilitation of the park's assets. Rehabilitation of the following buildings is proposed: Auditorium (1957), Dining Hall (1934), Picnic Shelter (1924), Sun Home Lodge (1934), Caretaker's Cabin (1935), Workshop/Bath House (1945), and Founder's Lodge (1970). The Sun Home Lodge is in desperate need of life and safety repairs for its continued use as a recreation facility. Funds are not available at this time to provide for the rehabilitation work necessary for public use.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.061
		<b>PROJECT STATUS:</b>	
<b>PROJECT</b>	Des Moines Beach Park (DMBP) Picnic Shelter and Restroom Building Rehabilitation	Preliminary Estimate	
		Plans in Preparation	
<b>LOCATION</b>		P.S.E. Complete	
<b>DESCRIPTION:</b>	Rehabilitation of the Picnic Shelter and Restroom includes building a new stem wall, update mechanical, electrical and plumbing systems, fixtures, interior and exterior finishes and drainage to serve the high volume Beach Park and Des Moines Creek Trail park users.		

#### EXPENDITURE SCHEDULE

COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 10,000					\$ 10,000					
CIP PROJ MANAGEMENT	-										
DESIGN / ENGINEERING	74,426					74,426					
SOILS/CULTURAL SURVEY	2,500					2,500					
BUILDINGS	485,604					485,604					
BERM IMPROVEMENTS	-										
PROJECT ADMIN. (CONST.)	33,274					33,274					
CONTINGENCY	61,466					61,466					
SALES TAX	36,850					36,850					
PERMITS & OTHERS	48,409					48,409					
EQUIPMENT	-										
<b>TOTAL</b>	<b>\$ 752,529</b>					<b>\$ 752,529</b>	<b>\$ -</b>				

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
REET	\$ 104,597					\$ 104,597	\$ -	\$ -	\$ -	\$ -	\$ -
RCO (Confirmed on funding list)	291,399					291,399					
MCI	-										
King County Levy 2015-2019=275K	226,558					55,000	55,000	55,000	55,000	6,558	
To Be Determined	-					171,558	(55,000)	(55,000)	(55,000)	(6,558)	
WCIA INSURANCE CLAIM	129,975					129,975					
TOTAL	<b>\$ 752,529</b>					<b>\$ 752,529</b>	<b>\$ -</b>				

\*Excludes FY 14 Amd



**2015 - 2020 CAPITAL IMPROVEMENT PLAN**  
**Municipal Capital Improvement**

**CAPITAL IMPROVEMENT PLAN  
 REQUEST FORM**

<b>CATEGORY</b>	General Government	PROJECT NO.	310.061
<b>PROJECT</b>	Des Moines Beach Park (DMBP) Picnic Shelter and Restroom Building Rehabilitation	PROJECT STATUS:	_____
<b>LOCATION</b>		Preliminary Estimate	_____
		Plans in Preparation	_____
		P.S.E. Complete	_____

**JUSTIFICATION:**

Des Moines Beach Park is listed on the State and National Historic Register. Expert analysis was completed in 2004 regarding prioritized and phased rehabilitation of the park's assets. Rehabilitation of the following buildings is proposed: Auditorium (1957), Dining Hall (1934), Picnic Shelter (1924), Sun Home Lodge (1934), Caretaker's Cabin (1935), Workshop/Bath House (1945), and Founder's Lodge (1970). The Sun Home Lodge is in desperate need of life and safety repairs for its continued use as a recreation facility. Funds are not available at this time to provide for the rehabilitation work necessary for public use.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	PROJECT NO.	310.XXX
		PROJECT STATUS:	
		Preliminary Estimate	
<b>PROJECT</b>	Beach Park Founders Lodge Repairs	Plans in Preparation	
		P.S.E. Complete	

**LOCATION**

**DESCRIPTION:** This project is to renovate the the Founders Lodge to maximize its use as a rental facility. Updates to the building include: replacement of building windows and doors; flooring; paint; restroom plumbing and fixtures; kitchen fixtures, surfaces and appliances and balcony and meeting space remodel work.

#### EXPENDITURE SCHEDULE

COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 6,000									\$ 6,000	
CIP PROJ MANAGEMENT	33,160									33,160	
DESIGN / ENGINEERING	90,852									90,852	
SURVEY	-										
PERMITS	-										
BUILDINGS	-										
IMPROVEMENTS	605,682									605,682	
INSPECTION	-										
PROJECT ADMIN. (CONST.)	33,160									33,160	
CONTINGENCY/PERMITTING	120,606									120,606	
SALES TAX	57,540									57,540	
OTHER	50,000									50,000	
<b>TOTAL</b>	<b>\$ 997,000</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ 997,000	\$ -

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
REET	\$ 997,000									\$ 997,000	
To Be Determined	-									-	
Bonds	-										
MCI	-										
Park In-Lieu	-										
<b>TOTAL</b>	<b>\$ 997,000</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ 997,000	\$ -

\*Excludes FY 14 Amd



**2015 - 2020 CAPITAL IMPROVEMENT PLAN**  
**Municipal Capital Improvement**

**CAPITAL IMPROVEMENT PLAN  
 REQUEST FORM**

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	<u>310.XXX</u>
<b>PROJECT</b>	Beach Park Founders Lodge Repairs	<b>PROJECT STATUS:</b>	_____
<b>LOCATION</b>		Preliminary Estimate	_____
		Plans in Preparation	_____
		P.S.E. Complete	_____

**JUSTIFICATION:**

This project is needed to update the Founders Lodge to maximize its use as a rental facility and revenue generation capacity.

**SCOPE OF WORK:**

Updates to the building include: replacement of building windows and doors; flooring; paint; restroom plumbing and fixtures; kitchen fixtures, surfaces and appliances and balcony and meeting space remodel work.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	PROJECT NO.	310.047-XX
		PROJECT STATUS:	
<b>PROJECT</b>	Play Area Equipment/Sculpture at Beach Park	Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	22030 Cliff Ave. S.		
<b>DESCRIPTION:</b>	Beach Park Play Area: Install play area that is integrated into the Beach Park site. Work to be completed when funding is available.		

#### EXPENDITURE SCHEDULE

COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 2,900							\$ 2,900			
CIP PROJ MGT 1.5	10,800							10,800			
DESIGN / ENGINEERING	25,000							25,000			
LAND	-										
BUILDINGS	40,000							40,000			
IMPROVEMENTS	170,000							170,000			
INSPECTION / PROJ. MGT.	-										
CONTINGENCY/PERMITTING	29,746							29,746			
SALES TAX	19,995							19,995			
OTHER/PERMITS	-										
<b>TOTAL</b>	<b>\$ 298,441</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 298,441</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
REET	\$ 25,775							\$ 25,775			
MCI	-										
RCO (unconfirmed)	100,000							100,000			
KCYSF (unconfirmed)	75,000							75,000			
Park In Lieu	97,666							97,666			
<b>TOTAL</b>	<b>\$ 298,441</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 298,441</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Excludes FY 14 Amd



**2015 - 2020 CAPITAL IMPROVEMENT PLAN  
Municipal Capital Improvement**

**CAPITAL IMPROVEMENT PLAN  
REQUEST FORM**

<b>CATEGORY</b>	General Government	PROJECT NO.	<u>310.047-XX</u>
<b>PROJECT</b>	Play Area Equipment/Sculpture at Beach Park	PROJECT STATUS:	
		Preliminary Estimate	<u>X</u>
		Plans in Preparation	<u>          </u>
		P.S.E. Complete	<u>          </u>
<b>LOCATION</b>	22030 Cliff Ave. S.		

**JUSTIFICATION:** Beach Park play equipment was removed due to poor location in flood plain and construction area. Des Moines citizens have told City Council that this is a high priority. A new location and project funding must be identified to complete this project.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.047-594
<b>PROJECT</b>	Park Lifecycle Repair & Replacement Projects	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	City of Des Moines		

**DESCRIPTION:** This project will provide necessary funds to replace play equipment, picnic tables, drinking fountains, lighting fixtures, shelters, benches, pathways, signage and other park amenities as needed due to age, safety regulations, deterioration and/or vandalism. Staff will provide City Council with the list of required replacement items annually based on most urgent need: 2014- Steven J Underwood: light bulbs replacement; Field House Park: Resurface Tennis Court, Improve Drainage and Replace Site Furnishings; 2015- Wooton Park: Play Equipment Replacement, Gazebo Replacement; 2016- Provide SJUMP Play Equipment; 2017- Field House Park: Repair Skate Park This project makes necessary repairs and other improvements to existing parks and playgrounds by providing an ongoing lifecycle fund for equipment and amenity replacement based on priorities from the 2010 Master Plan for Parks, Recreation and Senior Services. Improvements are proposed at Steven J Memorial Park, Beach Park, Wooton Park and Field House Park.

**PROPOSED IMPROVEMENTS:** Replacement of park system play equipment, picnic tables, drinking fountains, lighting fixtures, shelters, benches, pathways, signage and other park amenities as needed due to age, safety regulations, deterioration and/or vandalism.

EXPENDITURE SCHEDULE											
COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 15,230			\$ -	\$ -	\$ 1,700	\$ 4,640	\$ 3,790	\$ 1,300	\$ 1,900	\$ 1,900
PROJ MGT	44,310					7,350	10,110	8,850	6,000	6,000	6,000
DESIGN/ENG	81,000					12,000	12,000	25,000	10,000	12,000	10,000
IMPROVEMENTS	923,089			18,139	20,000	113,950	200,000	221,000	100,000	150,000	120,000
CONTINGENCY	87,275					16,440	17,000	16,485	7,350	15,000	15,000
SALES TAX	88,760					10,735	19,000	21,025	9,500	14,250	14,250
PERMITS	16,500					2,500	2,500	4,000	2,500	2,500	2,500
<b>TOTAL</b>	<b>\$ 1,256,164</b>			<b>\$ 18,139</b>	<b>\$ 20,000</b>	<b>\$ 164,675</b>	<b>\$ 265,250</b>	<b>\$ 300,150</b>	<b>\$ 136,650</b>	<b>\$ 201,650</b>	<b>\$ 169,650</b>

FUNDING SOURCE	TOTAL	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
REET	\$ 290,051			\$ 18,139	\$ 20,000	\$ -	\$ 93,062	\$ 117,200	\$ 61,650	\$ -	\$ -
Park In Lieu	41,000					-	41,000				
MCI	153,850					24,500	63,600	65,750			
KC Youth Sports	362,676					70,088	67,588		75,000	75,000	75,000
RCO	187,287					70,087		117,200			
To Be Determined	221,300									126,650	94,650
<b>TOTAL</b>	<b>\$ 1,256,164</b>			<b>\$ 18,139</b>	<b>\$ 20,000</b>	<b>\$ 164,675</b>	<b>\$ 265,250</b>	<b>\$ 300,150</b>	<b>\$ 136,650</b>	<b>\$ 201,650</b>	<b>\$ 169,650</b>

\*Excludes FY 14 Amd



**2015 - 2020 CAPITAL IMPROVEMENT PLAN**  
**Municipal Capital Improvement**

**CAPITAL IMPROVEMENT PLAN  
 REQUEST FORM**

<b>CATEGORY</b>	General Government	PROJECT NO.	310.047-594
		PROJECT STATUS:	
<b>PROJECT</b>	Park Lifecycle Repair & Replacement Projects	Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	City of Des Moines		

**JUSTIFICATION:** This project will provide necessary funds to replace play equipment, picnic tables, drinking fountains, lighting fixtures, shelters, benches, pathways, signage and other park amenities as needed due to age, safety regulations, deterioration and/or vandalism. Staff will provide City Council with the list of required replacement items annually based on most urgent need: 2015- Field House Park: Renovate Tennis Court/Sports Court and install fountains, 2016- Cecil Powell Park Play Area Equipment Replacement and Westwood Park Play Area Equipment repair with ADA access; 2017- Provide SJUMP Play Area Equipment; 2018- Field House Park with ADA Access: Repair Skate Park; 2019- Wooton Park Play Area Equipment Replacement with ADA access and Gazebo Replacement and 2020- Kiddy Park Play Area Equipment Replacement with ADA access. This project makes necessary repairs and other improvements to existing parks and playgrounds by providing an ongoing lifecycle fund for equipment and amenity replacement based on priorities from the 2010 Master Plan for Parks, Recreation and Senior Services. Improvements are proposed at Steven J Memorial Park, Beach Park, Wooton Park and Field House Park.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.046-07
<b>PROJECT</b>	Steven J. Underwood Memorial Park C-3 Parking Lot	<b>PROJECT STATUS:</b>	
<b>LOCATION</b>	21800 20th Avenue South	Preliminary Estimate	X
<b>DESCRIPTION:</b>	Improvements needed to complete Steven J. Underwood Memorial Park: 2010-Park Master Plan Update (includes Activity Center site), parking lot design; parking lot construction, drainage and signage.	Plans in Preparation	
		P.S.E. Complete	

#### EXPENDITURE SCHEDULE

COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 3,790									\$ 3,790	
CIP PROJ MANAGEMENT	19,500									19,500	
DESIGN / ENGINEERING	40,000									40,000	
MASTER PLAN	30,000									30,000	
BUILDINGS	-										
IMPROVEMENTS	250,000									250,000	
INSPECTION / PERMITS	20,000									20,000	
CONTINGENCY	17,000									17,000	
SALES TAX	22,250									22,250	
<b>TOTAL</b>	<b>\$ 402,540</b>				<b>\$ -</b>	<b>\$ 402,540</b>	<b>\$ -</b>				

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FUNDING SOURCE	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
REET1	\$ 40,000									\$ 40,000	
REET2	-										
RCO	-										
Park-in-Lieu	50,000									50,000	
Donations	-										
MCI	88,350									88,350	
<b>FUNDED:</b>	<b>\$ 178,350</b>				<b>\$ -</b>	<b>\$ 178,350</b>	<b>\$ -</b>				
<b>UNFUNDED:</b>	<b>-</b>										
To Be Determined	\$ 224,190				\$ -	\$ -	\$ -	\$ -	\$ -	\$ 224,190	\$ -

\*Excludes FY 14 Amd



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.046-07
<b>PROJECT</b>	Steven J. Underwood Memorial Park C-3 Parking Lot	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	X
<b>LOCATION</b>	21800 20th Avenue South	Plans in Preparation	
		P.S.E. Complete	

**JUSTIFICATION:** Completion of Steven J. Underwood Memorial Park is a priority 1 need as identified by the 2010 Parks, Recreation and Senior Services Master Plan to include adequate parking and connection to the Activity Center site with park amenities to include a picnicking and play area.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

#### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.047-0X
<b>PROJECT</b>	Park and Playground Repair & Replacement - Parkside Park	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	X
		Plans in Preparation	
		Budget status:	unfunded
<b>LOCATION</b>	25th Ave. S. & S. 244th St.		
<b>DESCRIPTION:</b>	Parkside Park Improvements include site grading to improve site access, sightlines, safety and security as identified in the 2010 Parks Master Plan. Play equipment and sports court would be relocated in more visible location. May be partially funded by DOE due to ASARCO issues.		

#### EXPENDITURE SCHEDULE

COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 10,000					\$ 10,000					
CIP PROJ MGT 1.5	32,500					32,500					
DESIGN / ENGINEERING	52,400					52,400					
LAND	-										
BUILDINGS	-										
IMPROVEMENTS	345,000					345,000					
INSPECTION / PROJ. MGT.	-										
CONTINGENCY	12,624					12,624					
SALES TAX	32,775					32,775					
PERMITS/KC ENVIRONMENT	29,200					29,200					
<b>TOTAL</b>	<b>\$ 514,499</b>				<b>\$ -</b>	<b>\$ 514,499</b>	<b>\$ -</b>				

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
CDBG (Confirmed)	\$ 395,000					\$ 395,000					
REET	-										
DOE (Confirmed)	119,499					119,499					
To Be Determined	-										
Park In Lieu	-										
<b>TOTAL</b>	<b>\$ 514,499</b>				<b>\$ -</b>	<b>\$ 514,499</b>	<b>\$ -</b>				

\*Excludes FY 14 Amd



**2015 - 2020 CAPITAL IMPROVEMENT PLAN**  
**Municipal Capital Improvement**

**CAPITAL IMPROVEMENT PLAN  
 REQUEST FORM**

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	<u>310.047-0X</u>
<b>PROJECT</b>	Park and Playground Repair & Replacement - Parkside Park	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	<u>X</u>
		Plans in Preparation	
		Budget status:	<u>unfunded</u>
<b>LOCATION</b>	25th Ave. S. & S. 244th St.		

**JUSTIFICATION:** ADA-compliant walkways and pathways improvements are needed to meet basic safety and security requirements of the City parks system. The 2010 Parks, Recreation, and Senior Services Master Plan identifies these repairs as a priority 2 need and recommends a six-year timeline to make these repairs.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

#### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.700-XX
<b>PROJECT</b>	City Hall Parking Lot Rebuild	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	X
		Plans in Preparation	
		Budget status	
<b>LOCATION</b>	21630 11th Ave South		
<b>DESCRIPTION:</b>	Total rebuild of the southern and eastern City Hall parking lots.		

#### EXPENDITURE SCHEDULE

COST ELEMENTS	TOTAL*	Prior Years	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 7,092	\$ 92					\$ 7,000					
CIP PROJ MANAGEMENT	10,500						10,500					
DESIGN / ENGINEERING	12,000						12,000					
LAND	-											
BUILDINGS	-											
IMPROVEMENTS	135,000						135,000					
INSPECTION / PERMITS	7,000						7,000					
CONTINGENCY	4,500						4,500					
SALES TAX	-											
OTHER	-											
<b>TOTAL</b>	<b>\$ 176,092</b>	<b>\$ 92</b>				<b>\$ -</b>	<b>\$ 176,000</b>	<b>\$ -</b>				

FUNDING SOURCES	TOTAL*	Prior Years	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
MCI	92	92					-					
REET	176,000						176,000					
To Be Determined	-							-				
<b>TOTAL</b>	<b>\$ 176,092</b>	<b>\$ 92</b>				<b>\$ -</b>	<b>\$ 176,000</b>	<b>\$ -</b>				

\*Excludes FY 14 Amd



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

**CAPITAL IMPROVEMENT PLAN  
REQUEST FORM**

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.700-XX
<b>PROJECT</b>	City Hall Parking Lot Rebuild	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	X
		Plans in Preparation	
		Budget status	
<b>LOCATION</b>	21630 11th Ave South		

**JUSTIFICATION:** A design for these parking lots was completed in 2007. The results of the design were that an overlay would be insufficient to solve the existing degradation. As a result, a total rebuild of these parking lots needs to take place. In addition to rebuilding the parking lots, the existing southern ecology block wall will have to be rebuilt prior to any parking lot construction work. The western parking lots, as well as the ADA ramp retrofits, will be included as part of the City Hall Customer Service Center Project.

**SCOPE OF WORK:** Hire a contractor to rebuild the southern retaining wall, and then rebuild the southern and eastern City Hall parking lots.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

**CAPITAL IMPROVEMENT PLAN  
REQUEST FORM**

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.700-XX
<b>PROJECT</b>	City Hall/Engineering Emergency Generator	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	21630 11th Ave S		
<b>DESCRIPTION:</b>	Install a new 400 Kw optional standby generator behind City Hall to allow City Hall and Engineering to operate during power outages and emergency situations.		

EXPENDITURE SCHEDULE											
COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 5,000						\$ 5,000				
CIP PROJ MANAGEMENT	7,500						7,500				
DESIGN / ENGINEERING	30,000						30,000				
LAND	-										
BUILDINGS	-										
IMPROVEMENTS	178,000						178,000				
INSPECTION / PERMITS	7,500						7,500				
CONTINGENCY	-										
SALES TAX	17,500						17,500				
OTHER	-										
<b>TOTAL</b>	<b>\$ 245,500</b>				\$ -	\$ -	\$ 245,500	\$ -	\$ -	\$ -	\$ -

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
To Be Determined	\$ -										
MCI	245,500						245,500				
<b>TOTAL</b>	<b>\$ 245,500</b>				\$ -	\$ -	\$ 245,500	\$ -	\$ -	\$ -	\$ -

\*Excludes FY 14 Amd



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

#### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	<u>310.700-XX</u>
<b>PROJECT</b>	City Hall/Engineering Emergency Generator	<b>PROJECT STATUS:</b>	<u>                    </u>
		Preliminary Estimate	<u>    X    </u>
		Plans in Preparation	<u>                    </u>
		P.S.E. Complete	<u>                    </u>
<b>LOCATION</b>	21630 11th Ave S		

**JUSTIFICATION:** The 2006 winter storm season was rather severe. City Hall and Engineering were not operational at times. This standby generator will help City staff perform their vital functions during emergency conditions and will keep City Hall open to the public.

**SCOPE OF WORK:** Hire a contractor to install the new generator and perform the necessary electric panel and wire rerouting modifications.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

#### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	PROJECT NO.	310.702
<b>PROJECT</b>	Activity Center Emergency Generator	PROJECT STATUS:	
		Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	2045 S 216th St		
<b>DESCRIPTION:</b>	Install a new 100 Kw optional standby generator outside at the Activity Center to allow operations during power outages and emergency situations.		

EXPENDITURE SCHEDULE											
COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 5,500			\$ 2,000	\$ 2,000	\$ 3,500					
CIP PROJ MANAGEMENT	5,250					5,250					
DESIGN / ENGINEERING	29,270			14,635	14,635	14,635					
LAND	-										
BUILDINGS	-										
IMPROVEMENTS	64,100					64,100					
INSPECTION / PERMITS	1,800			1,800	1,800						
CONTINGENCY	-										
SALES TAX	6,100					6,100					
OTHER	-										
<b>TOTAL</b>	<b>\$ 112,020</b>			<b>\$ 18,435</b>	<b>\$ 18,435</b>	<b>\$ 93,585</b>					

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
To Be Determined	\$ -			\$ -	\$ -	\$ -					
MCI	112,020			18,435	18,435	93,585					
<b>TOTAL</b>	<b>\$ 112,020</b>			<b>\$ 18,435</b>	<b>\$ 18,435</b>	<b>\$ 93,585</b>					

\*Excludes FY 14 Amd



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.702
<b>PROJECT</b>	Activity Center Emergency Generator	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	2045 S 216th St		

**JUSTIFICATION:** The 2006 winter storm season was rather severe. The Activity Center was not operational at times. This standby generator will allow activities to continue during emergency conditions, and will keep the building open to the public.

**SCOPE OF WORK:** Hire a contractor to install the new generator and perform the necessary electric panel and wire rerouting modifications.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

#### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.XXX
<b>PROJECT</b>	Police Department (PD) Storage Building for Seized Property	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	_____
		Plans in Preparation	_____ X _____
		P.S.E. Complete	_____
<b>LOCATION</b>	21650 11th Ave South		
<b>DESCRIPTION:</b>	Construction of a new building behind the existing City Shop and Engineering offices to store property seized by police actions.		

EXPENDITURE SCHEDULE											
COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ -						\$ -				
CIP PROJ MANAGEMENT	-										
DESIGN / ENGINEERING	-										
LAND	-										
BUILDINGS	-										
IMPROVEMENTS	404,000									404,000	
INSPECTION / PERMITS	-										
CONTINGENCY	-										
SALES TAX	-										
OTHER	-										
<b>TOTAL</b>	<b>\$ 404,000</b>				<b>\$ -</b>	<b>\$ 404,000</b>	<b>\$ -</b>				

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
REET	\$ -						\$ -				
To Be Determined	404,000									\$ 404,000	
MCI	-										
<b>TOTAL</b>	<b>\$ 404,000</b>				<b>\$ -</b>	<b>\$ 404,000</b>	<b>\$ -</b>				

\*Excludes FY 14 Amd



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	_____
<b>PROJECT</b>	Police Department (PD) Storage Building for Seized Property	<b>PROJECT STATUS:</b>	_____ 310.XXX _____
		Preliminary Estimate	_____
		Plans in Preparation	_____ X _____
		P.S.E. Complete	_____
<b>LOCATION</b>	21650 11th Ave South		
<b>JUSTIFICATION:</b>	Police currently store their seized property in the warehouse behind the City Shop and Engineering offices. This causes other City equipment to be stored elsewhere. This new building will accommodate the PD needs and will allow for better usage of the existing storage building.		
<b>SCOPE OF WORK:</b>	Design and construct a new building to house PD seized property.		



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

#### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.XXX
<b>PROJECT</b>	Sonju Outbuilding Demos and Landscape Restoration	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	24728 16th Ave S		
<b>DESCRIPTION:</b>	Demolish one existing boarded-up outbuilding, haul debris away, and restore landscaping according to park standards. The area will be used for a community garden per the Sonju Park Master Plan.		

EXPENDITURE SCHEDULE											
COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 1,250										\$ 1,250
CIP PROJ MANAGEMENT	2,950										2,950
DESIGN / ENGINEERING	-										
LAND	-										
BUILDINGS	-										
IMPROVEMENTS	45,000										45,000
INSPECTION / PERMITS	6,500										6,500
CONTINGENCY	-										
SALES TAX	4,300										4,300
OTHER	-										
<b>TOTAL</b>	<b>\$ 60,000</b>				<b>\$ -</b>	<b>\$ 60,000</b>					

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
MCI	\$ -									\$ -	
To Be Determined	60,000										60,000
<b>TOTAL</b>	<b>\$ 60,000</b>				<b>\$ -</b>	<b>\$ 60,000</b>					

\*Excludes FY 14 Amd



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.XXX
<b>PROJECT</b>	Sonju Outbuilding Demos and Landscape Restoration	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	24728 16th Ave S		

**JUSTIFICATION:** The existing Sonju property guest house has been boarded up for quite some time, and is attractive to transients and other vandalism activities. A liability to the City, they need to be properly demolished and the debris hauled away. Landscaping will be restored according to park standards.

**SCOPE OF WORK:** Demolish the guest house, haul away the debris, and restore the landscaping.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.056
<b>PROJECT</b>	Marina District Banners and Civic Readerboards	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	Kent/Des Moines Road at Pacific Highway, Marina District at MVDS and S. 216th at Activity Center		
<b>DESCRIPTION:</b>	Civic Readerboards and Marina District Banners to improve citizen communications, create a sense of place and promote Des Moines as a destination. Projects to be supported with sponsorships and grants. 2014- request is for final \$3,500 sign cost and \$3,500 installation cost.		

EXPENDITURE SCHEDULE											
COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 24		\$ 24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CIP PROJ MGT	-										
DESIGN/ENGINEERING	-										
MARINA DISTRICT BANNERS	17,287		2,306	2,981	6,000	6,000	6,000				
CIVIC READERBOARDS-3	73,003			23,003	23,000	25,000	25,000				
IMPROVEMENTS											
INSPECTION/PERMITS	-										
CONTINGENCY	-										
SALES TAX	-										
OTHER	-										
<b>TOTAL</b>	<b>\$ 90,314</b>		<b>\$ 2,330</b>	<b>\$ 25,984</b>	<b>\$ 29,000</b>	<b>\$ 31,000</b>	<b>\$ 31,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 14	FY 16	FY 17	FY 18	FY 19	FY 20
MCI	\$ 18,330		\$ 2,330	\$ 6,384	\$ 16,000	\$ 9,616	\$ -	\$ -	\$ -	\$ -	\$ -
TBD-Outside Funding	71,984			19,600	13,000	21,384	31,000				
<b>TOTAL</b>	<b>\$ 90,314</b>		<b>\$ 2,330</b>	<b>\$ 25,984</b>	<b>\$ 29,000</b>	<b>\$ 31,000</b>	<b>\$ 31,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Excludes FY 14 Amd



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.056
<b>PROJECT</b>	Marina District Banners and Civic Readerboards	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	Kent/Des Moines Road at Pacific Highway, Marina District at MVDS and S. 216th at Activity Center		
<b>JUSTIFICATION:</b>	Civic Readerboards and Marina District Banners to improve citizen communications, create a sense of place and promote Des Moines as a destination.		



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

#### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.701
<b>PROJECT</b>	Keyless Entry Systems	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	City Hall -- 21630 11th Ave S		
<b>DESCRIPTION:</b>	Install new keyless entry systems at City Hall.		

#### EXPENDITURE SCHEDULE

COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 2,150			\$ 2,150	\$ 2,150						
CIP PROJ MANAGEMENT	3,200			3,200	3,200						
DESIGN / ENGINEERING	-										
LAND	-										
BUILDINGS	-										
IMPROVEMENTS	39,000			39,000	39,000						
INSPECTION / PERMITS	-										
CONTINGENCY	5,000			5,000	5,000						
SALES TAX	3,710			3,710	3,710						
OTHER	-										
<b>TOTAL</b>	<b>\$ 53,060</b>			<b>\$ 53,060</b>	<b>\$ 53,060</b>	<b>\$ -</b>					

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
To Be Determined	\$ -			\$ -	\$ -						
MCI	53,060			53,060	53,060						
<b>TOTAL</b>	<b>\$ 53,060</b>			<b>\$ 53,060</b>	<b>\$ 53,060</b>	<b>\$ -</b>					

\*Excludes FY 14 Amd



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

**CAPITAL IMPROVEMENT PLAN  
REQUEST FORM**

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.701
<b>PROJECT</b>	Keyless Entry Systems	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	City Hall -- 21630 11th Ave S		

**JUSTIFICATION:** Security and keying over the years has become unmanageable. There are too many lost, non-returned, or misplaced keys floating around. We need to re-key the buildings to make them more secure, and prevent unwanted entry.

**SCOPE OF WORK:** Hire a locksmith contractor to install the new keyless entry controllers and associated door hardware within the entire City Hall complex (Suites A-D).



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

#### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	PROJECT NO.	310.703
<b>PROJECT</b>	Activity Center Floor Repair	PROJECT STATUS:	
		Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	2045 S 216th St		

**DESCRIPTION:** Repair the damaged wood floor at the Activity Center, if necessary. Areas of the floor were lifting due to ground moisture. We performed some temporary repairs in 2014, and they appeared to resolve the issue. We are continuing to monitor the floor, and may need to perform repairs in 2015.

EXPENDITURE SCHEDULE											
COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ -			\$ -	\$ -						
CIP PROJ MANAGEMENT	1,046					1,046					
DESIGN / ENGINEERING	-										
LAND	-										
BUILDINGS	-										
IMPROVEMENTS/REPAIR	21,875			1,875	1,875	20,000					
INSPECTION / PERMITS	-										
CONTINGENCY	-										
SALES TAX	2,079			179	179	1,900					
OTHER	-										
<b>TOTAL</b>	<b>\$ 25,000</b>			<b>\$ 2,054</b>	<b>\$ 2,054</b>	<b>\$ 22,946</b>	<b>\$ -</b>				

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
To Be Determined	\$ -			\$ -	\$ -	\$ -					
REET	25,000			2,054	2,054	22,946					
MCI	-										
<b>TOTAL</b>	<b>\$ 25,000</b>			<b>\$ 2,054</b>	<b>\$ 2,054</b>	<b>\$ 22,946</b>	<b>\$ -</b>				

\*Excludes FY 14 Amd



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

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#### CAPITAL IMPROVEMENT PLAN REQUEST FORM

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<b>CATEGORY</b>	General Government	PROJECT NO.	310.703
<b>PROJECT</b>	Activity Center Floor Repair	PROJECT STATUS:	
		Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	2045 S 216th St		

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**JUSTIFICATION:** This floor repair will improve facility safety and will keep the building open to the public.

**SCOPE OF WORK:** Hire a contractor to make floor repairs.



**2015 - 2020 CAPITAL IMPROVEMENT PLAN**  
**Municipal Capital Improvement**

**CAPITAL IMPROVEMENT PLAN  
REQUEST FORM**

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.049-01
<b>PROJECT</b>	Activity Center Future Expansion Project	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	X
		Plans in Preparation	
<b>LOCATION</b>	2045 South 216th Street	<b>P.S.E. Complete</b>	
<b>DESCRIPTION:</b>	This project includes 7,000 sq. ft. expansion for a fitness room, health room, multi-purpose room, restrooms, storage, and office space for recreation staff.		

EXPENDITURE SCHEDULE											
COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 39,000										\$ 39,000
CIP PROJ MGT 1%	39,000										39,000
DESIGN / ENGINEERING	420,000										420,000
BUILDINGS	2,450,000										2,450,000
IMPROVEMENTS	300,000										300,000
Construction Mgt/Proj Mgt	120,000										120,000
CONTINGENCY	300,000										300,000
SALES TAX	261,250										261,250
OTHER-PERMITS	40,000										40,000
Equipment	50,000										50,000
<b>TOTAL</b>	<b>\$ 4,019,250</b>				<b>\$ -</b>	<b>\$ 4,019,250</b>					

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
MCI	\$ -									\$ -	\$ -
Bond Proceeds	3,019,250										3,019,250
REET	250,000										250,000
CDBG	500,000										500,000
To Be Determined	250,000				\$ -	\$ -	\$ -	\$ -	\$ -		250,000
<b>TOTAL</b>	<b>\$ 4,019,250</b>				<b>\$ -</b>	<b>\$ 4,019,250</b>					

\*Excludes FY 14 Amd



**2015 - 2020 CAPITAL IMPROVEMENT PLAN  
Municipal Capital Improvement**

**CAPITAL IMPROVEMENT PLAN  
REQUEST FORM**

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.049-01
<b>PROJECT</b>	Activity Center Future Expansion Project	<b>PROJECT STATUS:</b>	
		Preliminary Estimate	X
		Plans in Preparation	
<b>LOCATION</b>	2045 South 216th Street	P.S.E. Complete	

**JUSTIFICATION:** Activity Center improvements are needed to provide for basic service needs planned for the Community/Senior Center. Senior Services programs are limited due to available space at the existing 7,000 sq. ft. Activity Center. An addition of approximately 7,000 sq. ft will provide space for additional senior services, youth after school and community programs as proposed in the first phase of the Community Center project. It is anticipated that with the remodel of the Activity Center, the Community Center project will not be pursued. Project funding is proposed from Bond proceeds, REET, and CDBG funds.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

#### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	PROJECT NO.	310.XXX-XX
<b>PROJECT</b>	Midway Park Expansion: Land Acquisition & Development	PROJECT STATUS:	
<b>LOCATION</b>	2900 S. 221st Street	Preliminary Estimate	X
<b>DESCRIPTION:</b>	Park Land Acquisition: Acquisition of two of four lots on west side of park and development of park expansion to West. (See Pacific Ridge Prototype Park.)	Plans in Preparation	
		P.S.E. Complete	

EXPENDITURE SCHEDULE											
COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 10,000										\$ 10,000
PROJECT MANAGER	10,000										10,000
DESIGN/ENG	-										
LAND	1,000,000										1,000,000
BUILDINGS	-										
IMPROVEMENTS	-										
INSPECTION	-										
CONTINGENCY	-										
SALES TAX	-										
OTHER	-										
<b>TOTAL</b>	<b>\$ 1,020,000</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,020,000

FUNDING SOURCE	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
To Be Determined	\$ 1,020,000										\$ 1,020,000
MCI	-										
Park Fee In Lieu	-										
<b>TOTAL</b>	<b>\$ 1,020,000</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,020,000

\*Excludes FY 14 Amd



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

**CAPITAL IMPROVEMENT PLAN  
REQUEST FORM**

<b>CATEGORY</b>	General Government	PROJECT NO.	310.XXX-XX
<b>PROJECT</b>	Midway Park Expansion: Land Acquisition & Development	PROJECT STATUS:	
<b>LOCATION</b>	2900 S. 221st Street	Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	

**JUSTIFICATION:** Land acquisition to expand park to the west and Improvements as identified in the Parks, Recreation and Senior Services Master Plan (Pacific Ridge Prototype Park): park lighting, pathway improvements, picnicking, play area and parking.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	PROJECT NO.	310.046-XX
<b>PROJECT</b>	Steven J. Underwood Memorial Park - PH 4	PROJECT STATUS:	
<b>LOCATION</b>	21800 20th Avenue South	Preliminary Estimate	X
<b>DESCRIPTION:</b>	Improvements needed to complete Steven J. Underwood Memorial Park: <b>2017 &amp; beyond</b> - soccer field and field lighting and parking area.		
		Plans in Preparation	
		P.S.E. Complete	

#### EXPENDITURE SCHEDULE

COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 12,500									\$ 12,500	
CIP PROJ MANAGEMENT	12,500									12,500	
DESIGN / ENGINEERING	150,000									150,000	
LAND	-										
BUILDINGS	-										
IMPROVEMENTS	1,000,000									1,000,000	
INSPECTION / PERMITS	50,000									50,000	
CONTINGENCY	98,000									98,000	
SALES TAX	95,000									95,000	
<b>TOTAL</b>	<b>\$ 1,418,000</b>				<b>\$ -</b>	<b>\$ 1,418,000</b>	<b>\$ -</b>				

FUNDING SOURCE	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
RCO (unconfirmed)	\$ 500,000									\$ 500,000	
MCI	-									-	
Contributions	-										
Legacy Foundation	-										
To Be Determined	818,000									818,000	
REET	50,000									50,000	
Park-in-Lieu	50,000									50,000	
<b>TOTAL</b>	<b>\$ 1,418,000</b>				<b>\$ -</b>	<b>\$ 1,418,000</b>	<b>\$ -</b>				

\*Excludes FY 14 Amd



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.046-XX
<b>PROJECT</b>	Steven J. Underwood Memorial Park - PH 4	<b>PROJECT STATUS:</b>	
<b>LOCATION</b>	21800 20th Avenue South	Preliminary Estimate	X
		Plans in Preparation	
		P.S.E. Complete	

**JUSTIFICATION:**

Completion of Steven J. Underwood Memorial Park is a priority one need as identified by the 2010 Parks, Recreation and Senior Services Master Plan to include adequate parking and a field turf soccer field with lights.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

**CAPITAL IMPROVEMENT PLAN  
REQUEST FORM**

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.XXX
		<b>Project Type:</b>	_____
<b>PROJECT</b>	South Des Moines Park Acquisition	<b>Council Goals met:</b>	_____
		<b>Council Objectives met:</b>	_____
		<b>Project Status</b>	_____

**LOCATION** \_\_\_\_\_

**DESCRIPTION:** Acquisition of park land to serve the south Des Moines recreational needs identified as a Priority 1 project in the 2010 Parks and Recreation Master Plan.

EXPENDITURE SCHEDULE											
COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMIN (CITY STAFF)	\$ 20,000										\$ 20,000
CIP PROJ MANAGEMENT	20,000										20,000
DESIGN / ENGINEERING	-										
LAND	2,000,000										2,000,000
BUILDINGS	-										
IMPROVEMENTS	-										
INSPECTION	10,000										10,000
CONTINGENCY	-										
SALES TAX	-										
OTHER	-										
<b>TOTAL</b>	<b>\$ 2,050,000</b>				<b>\$ -</b>	<b>\$ 2,050,000</b>					

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
To Be Determined	\$ 1,000,000										\$ 1,000,000
RCO (unconfirmed)	1,000,000										1,000,000
Impact Fees	50,000										50,000
<b>TOTAL</b>	<b>\$ 2,050,000</b>				<b>\$ -</b>	<b>\$ 2,050,000</b>					

\*Excludes FY 14 Amd



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	PROJECT NO.	310.XXX
<b>PROJECT</b>	South Des Moines Park Acquisition	Project Type:	_____
<b>LOCATION</b>		Council Goals met:	_____
		Council Objectives met:	_____
		Project Status	_____

**JUSTIFICATION:** South Des Moines has very few active recreational opportunities for citizens. This project proposes acquisition of land for the purpose of developing a community park to serve greater Des Moines and the South Des Moines, Zenith, Woodmont West and Woodmont East and Redondo planning areas.

**SCOPE OF WORK:** Acquisition of Land.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.059
<b>PROGRAM</b>		<b>PROJECT STATUS:</b>	
<b>PROJECT</b>	Beach Park Pay Parking Stations	Preliminary Estimate	
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>	Parking Lots		

**DESCRIPTION:**

#### EXPENDITURE SCHEDULE

COST ELEMENTS	TOTAL*	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ -			\$ -	\$ -					
DESIGN/ENG	-									
BUILDINGS	-									
IMPROVEMENTS	40,000			40,000	40,000					
CONST MGMT	-									
CONTINGENCY	-									
SALES TAX	-									
OTHER	-									
PERMITS	-									
<b>TOTAL</b>	<b>\$ 40,000</b>			<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>				

FUNDING SOURCE	TOTAL*	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
	\$ -				\$ -					
MCI	40,000			40,000	40,000					
	-									
	-									
<b>TOTAL</b>	<b>\$ 40,000</b>			<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>				

\*Excludes FY 14 Amd



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

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**CAPITAL IMPROVEMENT PLAN  
REQUEST FORM**

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<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	310.059
<b>PROGRAM</b>		<b>PROJECT STATUS:</b>	_____
<b>PROJECT</b>	Beach Park Pay Parking Stations	Preliminary Estimate	_____
		Plans in Preparation	_____
		P.S.E. Complete	_____
<b>LOCATION</b>	Parking Lots		

**JUSTIFICATION:** At a regular Council Meeting in October 2012, the City Council directed the staff to develop a program to address the issues of inappropriate behavior and low-level criminal activity in the Marina parking lots and the Des Moines Beach Park. This Project is Phase 1 of that effort and it will provide six parking pay stations for the Marina and two parking pay stations at the Beach Park along with a "pay-by-space" parking system with a parking enforcement and management plan.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

#### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	PROJECT NO.	_____
<b>PROJECT</b>	New Roof with Fall Protection at the Field House	PROJECT STATUS:	_____
		Preliminary Estimate	X
		Plans in Preparation	_____
		P.S.E. Complete	_____
<b>LOCATION</b>	Field House -- 1000 S 220th St		

**DESCRIPTION:** Install a new roof with fall protection at the Field House.

EXPENDITURE SCHEDULE										
COST ELEMENTS	TOTAL*	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 2,250					\$ 2,250				
CIP PROJ MANAGEMENT	3,500					3,500				
DESIGN / ENGINEERING	-									
LAND	-									
BUILDINGS	-									
IMPROVEMENTS	75,000					75,000				
INSPECTION / PERMITS	9,000					9,000				
CONTINGENCY	13,050					13,050				
SALES TAX	7,200					7,200				
OTHER	-									
<b>TOTAL</b>	<b>\$ 110,000</b>					<b>\$ 110,000</b>				

FUNDING SOURCES	TOTAL*	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
To Be Determined	\$ -					\$ -				
MCI	110,000					110,000				
<b>TOTAL</b>	<b>\$ 110,000</b>					<b>\$ 110,000</b>				

\*Excludes FY 14 Amd

**JUSTIFICATION:** The existing cedar shake roof is old and deteriorating, and growing quite a bit of moss. We need to replace the roof to prevent water intrusion into the building, and further interior damage.

**SCOPE OF WORK:** Hire a contractor to install the new roof.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN

### Municipal Capital Improvement

#### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	PROJECT NO.	_____
<b>PROJECT</b>	Walkway Canopy Repair at City Hall	PROJECT STATUS:	_____
		Preliminary Estimate	X
		Plans in Preparation	_____
<b>LOCATION</b>	City Hall -- 21630 11th Ave S	P.S.E. Complete	_____

**DESCRIPTION:** Perform repairs to the existing walkway canopy at City Hall.

EXPENDITURE SCHEDULE										
COST ELEMENTS	TOTAL*	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 1,050						\$ 1,050			
CIP PROJ MANAGEMENT	2,100						2,100			
DESIGN / ENGINEERING	-									
LAND	-									
BUILDINGS	-									
IMPROVEMENTS	38,000						38,000			
INSPECTION / PERMITS	4,200						4,200			
CONTINGENCY	-									
SALES TAX	3,650						3,650			
OTHER	-									
<b>TOTAL</b>	<b>\$ 49,000</b>						<b>\$ 49,000</b>			

FUNDING SOURCES	TOTAL*	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
To Be Determined	\$ -									
MCI	49,000						49,000			
<b>TOTAL</b>	<b>\$ 49,000</b>						<b>\$ 49,000</b>			

\*Excludes FY 14 Amd

**JUSTIFICATION:** The existing walkway canopy has some structural defects that need to be repaired.

**SCOPE OF WORK:** Hire a contractor to perform the necessary structural upgrades to the walkway canopy.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	
		<b>PROJECT STATUS:</b>	
<b>PROJECT</b>	Des Moines Beach Park Carlson House	Preliminary Estimate	
		Plans in Preparation	
<b>LOCATION</b>	22030 Cliff Avenue South	P.S.E. Complete	
<b>DESCRIPTION:</b>	Rehabilitation of the Carlson House includes repair of interior and exterior finishes, new doors and windows, new deck and railing new plumbing and fixtures. Work will take place when funds are available.		

#### EXPENDITURE SCHEDULE

COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 1,700						\$ 1,700				
CIP PROJ MANAGEMENT	9,191						9,191				
DESIGN / ENGINEERING	25,181						25,181				
SURVEY	1,000						1,000				
BUILDINGS	167,879						167,879				
BERM IMPROVEMENTS	-										
PROJECT ADMIN. (CONST.)	16,788						16,788				
CONTINGENCY/Permitting	33,576						33,576				
SALES TAX	15,948						15,948				
PERMITS & OTHERS	-										
EQUIPMENT	-										
<b>TOTAL</b>	<b>\$ 271,263</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 271,263</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
To Be Determined	\$ 271,263						\$ 271,263				
	-										
	-										
	-										
<b>TOTAL</b>	<b>\$ 271,263</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 271,263</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Excludes FY 14 Amd



**2015 - 2020 CAPITAL IMPROVEMENT PLAN**  
**Municipal Capital Improvement**

CAPITAL IMPROVEMENT PLAN  
 REQUEST FORM

CATEGORY	General Government	PROJECT NO.	_____
PROJECT	Des Moines Beach Park Carlson House	PROJECT STATUS:	_____
LOCATION	22030 Cliff Avenue South	Preliminary Estimate	_____
		Plans in Preparation	_____
		P.S.E. Complete	_____

JUSTIFICATION:

Des Moines Beach Park is listed on the State and National Historic Register. Expert analysis was completed in 2004 regarding prioritized and phased rehabilitation of the park's assets. Rehabilitation of the following buildings is proposed: Auditorium (1957), Dining Hall (1934), Picnic Shelter (1924), Sun Home Lodge (1934), Caretaker's Cabin (1935), Workshop/Bath House (1945), and Founder's Lodge (1970). The Sun Home Lodge is in desperate need of life and safety repairs for its continued use as a recreation facility. Funds are not available at this time to provide for the rehabilitation work necessary for public use.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	
		<b>PROJECT STATUS:</b>	
<b>PROJECT</b>	Des Moines Beach Park Turf Repair and Irrigation Projects	Preliminary Estimate	
		Plans in Preparation	
		P.S.E. Complete	
<b>LOCATION</b>			
<b>DESCRIPTION:</b>	Repair meadow and promontory area turf and replace irrigation systems to meet public use demands.		

#### EXPENDITURE SCHEDULE

COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 1,300						\$ 1,300				
CIP PROJ MANAGEMENT	6,500						6,500				
DESIGN / ENGINEERING	-										
SURVEY	-										
BUILDINGS	130,000						130,000				
BERM IMPROVEMENTS	-										
PROJECT ADMIN. (CONST.)	12,350						12,350				
CONTINGENCY	-										
SALES TAX	-										
PERMITS & OTHERS	-										
EQUIPMENT	-										
<b>TOTAL</b>	<b>\$ 150,150</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
REET	\$ -						\$ -				
MCI	-										
To Be Determined	150,150						150,150				
	-										
	-										
	-										
<b>TOTAL</b>	<b>\$ 150,150</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Excludes FY 14 Amd



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**Municipal Capital Improvement**

**CAPITAL IMPROVEMENT PLAN**  
**REQUEST FORM**

<b>CATEGORY</b>	General Government	PROJECT NO.	_____
<b>PROJECT</b>	Des Moines Beach Park Turf Repair and Irrigation Projects	PROJECT STATUS:	_____
<b>LOCATION</b>		Preliminary Estimate	_____
		Plans in Preparation	_____
		P.S.E. Complete	_____

**JUSTIFICATION:**

Des Moines Beach Park is listed on the State and National Historic Register. Expert analysis was completed in 2004 regarding prioritized and phased rehabilitation of the park's assets. Rehabilitation of the following buildings is proposed: Auditorium (1957), Dining Hall (1934), Picnic Shelter (1924), Sun Home Lodge (1934), Caretaker's Cabin (1935), Workshop/Bath House (1945), and Founder's Lodge (1970). The Sun Home Lodge is in desperate need of life and safety repairs for its continued use as a recreation facility. Funds are not available at this time to provide for the rehabilitation work necessary for public use.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	PROJECT NO. _____
<b>PROJECT</b>	Des Moines Beach Park Roadside Cabin	PROJECT STATUS: _____
<b>LOCATION</b>	22030 Cliff Avenue South	Preliminary Estimate _____
<b>DESCRIPTION:</b>	Rehabilitation of the Roadside Cabin includes repair of interior and exterior finishes, new doors and windows, new porch and flooring, drainage and electrical. Work will take place when funds are available.	
		Plans in Preparation _____
		P.S.E. Complete _____

EXPENDITURE SCHEDULE											
COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 540						\$ 540				
CIP PROJ MANAGEMENT	2,710						2,710				
DESIGN / ENGINEERING	8,129						8,129				
SURVEY	1,000						1,000				
BUILDINGS	54,193						54,193				
BERM IMPROVEMENTS	-										
PROJECT ADMIN. (CONST.)	3,000						3,000				
CONTINGENCY/PERMITTING	10,800						10,800				
SALES TAX	5,148						5,148				
PERMITS & OTHERS	-										
EQUIPMENT	-										
<b>TOTAL</b>	<b>\$ 85,520</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,520</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
REET	\$ -						\$ -				
MCI	-										
To Be Determined	85,520						85,520				
	-										
	-										
	-										
<b>TOTAL</b>	<b>\$ 85,520</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,520</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Excludes FY 14 Amd



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	PROJECT NO.	_____
<b>PROJECT</b>	Des Moines Beach Park Roadside Cabin	PROJECT STATUS:	_____
<b>LOCATION</b>	22030 Cliff Avenue South	Preliminary Estimate	_____
		Plans in Preparation	_____
		P.S.E. Complete	_____

**JUSTIFICATION:**

Des Moines Beach Park is listed on the State and National Historic Register. Expert analysis was completed in 2004 regarding prioritized and phased rehabilitation of the park's assets. Rehabilitation of the following buildings is proposed: Auditorium (1957), Dining Hall (1934), Picnic Shelter (1924), Sun Home Lodge (1934), Caretaker's Cabin (1935), Workshop/Bath House (1945), and Founder's Lodge (1970). The Sun Home Lodge is in desperate need of life and safety repairs for its continued use as a recreation facility. Funds are not available at this time to provide for the rehabilitation work necessary for public use.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	
<b>PROJECT</b>	Des Moines Beach Park Roadway and Parking Overlays	<b>PROJECT STATUS:</b>	
<b>LOCATION</b>	22030 Cliff Avenue South	Preliminary Estimate	
<b>DESCRIPTION:</b>	Repair and overlay the Beach Park roadways damaged due to years of heavy construction use and flooding.		
		Plans in Preparation	
		P.S.E. Complete	

#### EXPENDITURE SCHEDULE

COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 1,750						\$ 1,750				
CIP PROJ MANAGEMENT	8,750						8,750				
DESIGN / ENGINEERING	5,000						5,000				
SURVEY	-										
BUILDINGS	175,000						175,000				
BERM IMPROVEMENTS	-										
PROJECT ADMIN. (CONST.)	5,000						5,000				
CONTINGENCY	15,000						15,000				
SALES TAX	16,625						16,625				
PERMITS & OTHERS	-										
EQUIPMENT	-										
<b>TOTAL</b>	<b>\$ 227,125</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 227,125</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
REET	\$ -						\$ -				
MCI	-										
To Be Determined	227,125						227,125				
Bonds	-										
	-										
	-										
<b>TOTAL</b>	<b>\$ 227,125</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 227,125</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Excludes FY 14 Amd



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**Municipal Capital Improvement**

**CAPITAL IMPROVEMENT PLAN  
 REQUEST FORM**

<b>CATEGORY</b>	General Government	PROJECT NO.	_____
<b>PROJECT</b>	Des Moines Beach Park Roadway and Parking Overlays	PROJECT STATUS:	_____
<b>LOCATION</b>	22030 Cliff Avenue South	Preliminary Estimate	_____
		Plans in Preparation	_____
		P.S.E. Complete	_____

**JUSTIFICATION:**

Des Moines Beach Park is listed on the State and National Historic Register. Expert analysis was completed in 2004 regarding prioritized and phased rehabilitation of the park's assets. Rehabilitation of the following buildings is proposed: Auditorium (1957), Dining Hall (1934), Picnic Shelter (1924), Sun Home Lodge (1934), Caretaker's Cabin (1935), Workshop/Bath House (1945), and Founder's Lodge (1970). The Sun Home Lodge is in desperate need of life and safety repairs for its continued use as a recreation facility. Funds are not available at this time to provide for the rehabilitation work necessary for public use.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	
<b>PROJECT</b>	Des Moines Beach Park Sports Cabin	<b>PROJECT STATUS:</b>	
<b>LOCATION</b>	22030 Cliff Avenue South	Preliminary Estimate	
<b>DESCRIPTION:</b>	Rehabilitation of the Roadside Cabin includes repair of interior and exterior finishes, new doors and windows, new platform/porch and stairs, drainage and electrical. Work will take place when funds are available.		
		Plans in Preparation	
		P.S.E. Complete	

EXPENDITURE SCHEDULE											
COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 422						\$ 422				
CIP PROJ MANAGEMENT	2,112						2,112				
DESIGN / ENGINEERING	6,335						6,335				
SURVEY	1,000						1,000				
BUILDINGS	42,231						42,231				
BERM IMPROVEMENTS	-										
PROJECT ADMIN. (CONST.)	2,000						2,000				
CONTINGENCY/PERMITTING	8,400						8,400				
SALES TAX	4,012						4,012				
PERMITS & OTHERS	-										
EQUIPMENT	-										
<b>TOTAL</b>	<b>\$ 66,512</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,512</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
REET	\$ -						\$ -				
MCI	-										
To Be Determined	66,512						66,512				
Bonds	-										
	-										
	-										
<b>TOTAL</b>	<b>\$ 66,512</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,512</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Excludes FY 14 Amd



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**Municipal Capital Improvement**

**CAPITAL IMPROVEMENT PLAN  
 REQUEST FORM**

<b>CATEGORY</b>	General Government	PROJECT NO.	_____
<b>PROJECT</b>	Des Moines Beach Park Sports Cabin	PROJECT STATUS:	_____
<b>LOCATION</b>	22030 Cliff Avenue South	Preliminary Estimate	_____
		Plans in Preparation	_____
		P.S.E. Complete	_____

**JUSTIFICATION:**

Des Moines Beach Park is listed on the State and National Historic Register. Expert analysis was completed in 2004 regarding prioritized and phased rehabilitation of the park's assets. Rehabilitation of the following buildings is proposed: Auditorium (1957), Dining Hall (1934), Picnic Shelter (1924), Sun Home Lodge (1934), Caretaker's Cabin (1935), Workshop/Bath House (1945), and Founder's Lodge (1970). The Sun Home Lodge is in desperate need of life and safety repairs for its continued use as a recreation facility. Funds are not available at this time to provide for the rehabilitation work necessary for public use.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	
		<b>PROJECT STATUS:</b>	
<b>PROJECT</b>	Des Moines Beach Park Utilities	Preliminary Estimate	
		Plans in Preparation	
<b>LOCATION</b>	22030 Cliff Avenue South	P.S.E. Complete	
<b>DESCRIPTION:</b>	Installation of new underground utilities is needed to serve the Des Moines Beach Park Historic District facilities . Work will be completed when funds are available.		

#### EXPENDITURE SCHEDULE

COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 1,500						\$ 1,500				
CIP PROJ MANAGEMENT	5,500						5,500				
DESIGN / ENGINEERING	5,500						5,500				
SURVEY	2,000						2,000				
IMPROVEMENTS	110,000						110,000				
BERM IMPROVEMENTS	-										
PROJECT ADMIN. (CONST.)	-										
CONTINGENCY/PERMITTING	16,550						16,550				
SALES TAX	10,450						10,450				
PERMITS & OTHERS	-										
EQUIPMENT	-										
<b>TOTAL</b>	<b>\$ 151,500</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 151,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
REET	\$ -						\$ -				
MCI	-										
To Be Determined	151,500						151,500				
Bonds	-										
	-										
	-										
	-										
	-										
	-										
<b>TOTAL</b>	<b>\$ 151,500</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 151,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Excludes FY 14 Amd



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	PROJECT NO.	_____
<b>PROJECT</b>	Des Moines Beach Park Utilities	PROJECT STATUS:	_____
<b>LOCATION</b>	22030 Cliff Avenue South	Preliminary Estimate	_____
		Plans in Preparation	_____
		P.S.E. Complete	_____

**JUSTIFICATION:**

Des Moines Beach Park is listed on the State and National Historic Register. Expert analysis was completed in 2004 regarding prioritized and phased rehabilitation of the park's assets. Rehabilitation of the following buildings is proposed: Auditorium (1957), Dining Hall (1934), Picnic Shelter (1924), Sun Home Lodge (1934), Caretaker's Cabin (1935), Workshop/Bath House (1945), and Founder's Lodge (1970). The Sun Home Lodge is in desperate need of life and safety repairs for its continued use as a recreation facility. Funds are not available at this time to provide for the rehabilitation work necessary for public use.



**2015 - 2020 CAPITAL IMPROVEMENT PLAN  
Municipal Capital Improvement**

**CAPITAL IMPROVEMENT PLAN  
REQUEST FORM**

<b>CATEGORY</b>	General Government	PROJECT NO.	_____
<b>PROJECT</b>	Des Moines Beach Park Wooden Bridge	PROJECT STATUS:	_____
<b>LOCATION</b>	22030 Cliff Avenue South	Preliminary Estimate	_____
<b>DESCRIPTION:</b>	Replace the wooden bridge that crosses the Des Moines Creek adjacent to the Des Moines Creek Trail Entrance to preserve the historical use of this upland area for day use and a place to go for a picnic.	Plans in Preparation	_____
		P.S.E. Complete	_____

EXPENDITURE SCHEDULE											
COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 300						\$ 300				
CIP PROJ MANAGEMENT	1,500						1,500				
DESIGN / ENGINEERING	2,000						2,000				
SURVEY	1,000						1,000				
BUILDINGS	30,000						30,000				
BERM IMPROVEMENTS	-										
PROJECT ADMIN. (CONST.)	-										
CONTINGENCY/PERMITTING	12,650						12,650				
SALES TAX	2,850						2,850				
PERMITS & OTHERS	-										
EQUIPMENT	-										
<b>TOTAL</b>	<b>\$ 50,300</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
To Be Determined	\$ 50,300						\$ 50,300				
Bonds	-										
MCI	-										
	-										
	-										
	-										
<b>TOTAL</b>	<b>\$ 50,300</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Excludes FY 14 Amd



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**Municipal Capital Improvement**

CAPITAL IMPROVEMENT PLAN  
 REQUEST FORM

<b>CATEGORY</b>	General Government	PROJECT NO.	_____
<b>PROJECT</b>	Des Moines Beach Park Wooden Bridge	PROJECT STATUS:	_____
<b>LOCATION</b>	22030 Cliff Avenue South	Preliminary Estimate	_____
		Plans in Preparation	_____
		P.S.E. Complete	_____

**JUSTIFICATION:**

Des Moines Beach Park is listed on the State and National Historic Register. Expert analysis was completed in 2004 regarding prioritized and phased rehabilitation of the park's assets. Rehabilitation of the following buildings is proposed: Auditorium (1957), Dining Hall (1934), Picnic Shelter (1924), Sun Home Lodge (1934), Caretaker's Cabin (1935), Workshop/Bath House (1945), and Founder's Lodge (1970). The Sun Home Lodge is in desperate need of life and safety repairs for its continued use as a recreation facility. Funds are not available at this time to provide for the rehabilitation work necessary for public use.



## 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

### CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	PROJECT NO. _____
<b>PROJECT</b>	Des Moines Beach Park Caretakers Cabin	PROJECT STATUS: _____
<b>LOCATION</b>		Preliminary Estimate _____
<b>DESCRIPTION:</b>		Plans in Preparation _____
		P.S.E. Complete _____

Rehabilitation of the Caretakers Cabin includes repair of interior and exterior finishes, new doors and windows, bathroom and kitchen fixtures and appliances, new porch decking and stairs and drainage. Work will take place when funds are available.

#### EXPENDITURE SCHEDULE

COST ELEMENTS	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
ADMINISTRATION	\$ 500						\$ 500				
CIP PROJ MANAGEMENT	2,505						2,505				
DESIGN / ENGINEERING	7,514						7,514				
SURVEY	-										
BUILDINGS	50,094						50,094				
BERM IMPROVEMENTS	-										
PROJECT ADMIN. (CONST.)	2,500						2,500				
CONTINGENCY/PERMITTING	10,018						10,018				
SALES TAX	4,759						4,759				
PERMITS & OTHERS	-										
EQUIPMENT	-										
<b>TOTAL</b>	<b>\$ 77,890</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 77,890</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FUNDING SOURCES	TOTAL*	FY 12 Act	FY 13 Act	FY 14 Est	FY 14 Amd	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
REET	\$ -						\$ -				
MCI	-										
To Be Determined	77,890						77,890				
Bonds	-										
	-										
	-										
<b>TOTAL</b>	<b>\$ 77,890</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 77,890</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Excludes FY 14 Amd



# 2015 - 2020 CAPITAL IMPROVEMENT PLAN Municipal Capital Improvement

## CAPITAL IMPROVEMENT PLAN REQUEST FORM

<b>CATEGORY</b>	General Government	PROJECT NO.	_____
<b>PROJECT</b>	Des Moines Beach Park Caretakers Cabin	PROJECT STATUS:	_____
<b>LOCATION</b>		Preliminary Estimate	_____
		Plans in Preparation	_____
		P.S.E. Complete	_____

**JUSTIFICATION:**

Des Moines Beach Park is listed on the State and National Historic Register. Expert analysis was completed in 2004 regarding prioritized and phased rehabilitation of the park's assets. Rehabilitation of the following buildings is proposed: Auditorium (1957), Dining Hall (1934), Picnic Shelter (1924), Sun Home Lodge (1934), Caretaker's Cabin (1935), Workshop/Bath House (1945), and Founder's Lodge (1970). The Sun Home Lodge is in desperate need of life and safety repairs for its continued use as a recreation facility. Funds are not available at this time to provide for the rehabilitation work necessary for public use.

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