

AGENDA

**DES MOINES CITY COUNCIL
REGULAR MEETING
City Council Chambers
21630 11th Avenue S, Des Moines, Washington**

October 12, 2017 – 7:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CORRESPONDENCE

COMMENTS FROM THE PUBLIC

BOARD AND COMMITTEE REPORTS/COUNCILMEMBER COMMENTS

PRESIDING OFFICER REPORT

Item 1: OUTGOING HUMAN SERVICES RECOGNITION

Item 2: BOY SCOUT APPRECIATION; BARNES CREEK NATURE TRAIL

ADMINISTRATION REPORT

Item 1: AVIATION ADVISORY COMMITTEE REPORT

CONSENT CALENDAR

Page 1 Item 1: APPROVAL OF VOUCHERS
Motion is to approve for payment vouchers and payroll transfer through October 4, 2017 included in the attached list and further described as follows:

Total A/P Checks/Vouchers	#151760-152025	\$1,261,925.05
Electronic Wire Transfers	#922-929	\$ 220,599.66
Payroll Checks	#18979-18983	\$ 1,566.33
Payroll Deposit	#380001-380164	<u>\$ 322,022.28</u>
Total Certified Checks, Wires, A/P and Payroll Vouchers:		\$1,806,113.32

Page 3 Item 2: APPROVAL OF MINUTES
Motion is to approve the minutes from the August 10, 2017 City Council Study Session, minutes from the August 12, 2017 City Council Budget Retreat, minutes from the August 19, 2017 Tour of Seattle, Minutes from the August 24, 2017 City Council Executive Session and minutes from the August 24, 2017 City Council Regular meeting.

Page 15 Item 3: ARTS COMMISSION APPOINTMENTS
Motion is to confirm the Mayoral appointments of Patricia V. Clark to an unexpired three year term on the City of Des Moines Arts Commission effective immediately and expiring on December 31, 2020, and M. Anne Sweet to an unexpired term on the City of Des Moines Arts Commission effective immediately and expiring on December 31, 2018.

- Page 27 Item 4: MAYORAL APPOINTMENT TO THE HUMAN SERVICES ADVISORY COMMITTEE
Motion is to confirm the Mayoral appointment of Susan Barber to a two year term on the Human Services Advisory Committee, effective immediately and expiring on December 31, 2019.
- Page 39 Item 5: AGREEMENT WITH THE SOUTH COUNTY AREA TRANSPORTATION BOARD (SCATBd) FOR CONTINUED CITY PARTICIPATION
Motion is to approve entering into an Agreement with the South County Area Transportation Board (SCATBd) for a period of two years, ending December 31, 2019, with a potential extension until December 31, 2021; to authorize the City to make a minimum annual contribution of \$100.00; and to direct the City Manager to sign said Agreement substantially in the form as attached.
- Page 53 Item 6: AMENDMENT NO. 1 TO AGREEMENT FOR PLANNING, FUNDING, AND IMPLEMENTING A JOINT HUMAN SERVICES APPLICATION AND FUNDING PROGRAM
Motion is to approve the Human Services Online Grant Agreement Amendment No. 1, which identifies the new online grant service provider and updates other provisions to reflect current practice, and to authorize the City Manager to sign the amendment substantially in the form as submitted.
- Page 85 Item 7: SOUTH 223RD STREET – PAVEMENT REHABILITATION PROJECT CONSULTANT SERVICES CONTRACT SUPPLEMENT 2: GEOTECHNICAL LID INVESTIGATION
Motion is to approve the Consultant Services Contract Supplemental Agreement Number 2 with KPG Inc. to provide LID investigation engineering services for the South 223rd Street – Pavement Rehabilitation Project in the amount of \$11,927.00 with a contract design contingency of \$10,000.00 and further authorize the City Manager to sign said Contract substantially in the form as submitted.
- Page 97 Item 8: APPROVAL OF GRANT AWARD: ECONOMIC DEVELOPMENT PARTNERSHIP AGREEMENT WITH PORT OF SEATTLE
Motion is to approve and ratify the 2017 Economic Development Partnership Agreement with the Port of Seattle for the City to receive grant funding in the amount of \$30,800 to complete phase 2 of the Marina redevelopment feasibility analysis.

PUBLIC HEARING/CONTINUED PUBLIC HEARING

- Page 109 Item 1: PUBLIC HEARING AND CONSIDERATION OF DRAFT ORDINANCE NO. 17-068 AMENDING CHAPTER 16.05 RELATING TO CATEGORICAL EXEMPTIONS FOR MINOR NEW CONSTRUCTION UNDER THE STATE ENVIRONMENTAL POLICY ACT (SEPA)
 Staff Presentation: Community Development Director Susan Cezar

NEW BUSINESS

- Page 121 Item 1: CITY MANAGER PRELIMINARY 2018 OPERATING & CAPITAL BUDGETS
 Staff Presentation: City Manager Michael Matthias

EXECUTIVE SESSION

Property Acquisition under RCW 42.56.110(1)(b) and the Performance of a
Public Employee under RCW 42.56.110(1)(g) – 20 minutes

NEXT MEETING DATE

October 26, 2017 City Council Regular Meeting

ADJOURNMENT

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**CITY OF DES MOINES
Voucher Certification Approval**

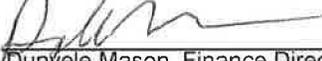
12-Oct-17

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 12, 2017 the Des Moines City Council, by unanimous vote, does approve for payment those vouchers and payroll transfers through Oct 04, 2017 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:


Dunyale Mason, Finance Director

	# From	# To	Amounts
Claims Vouchers:			
Total A/P Checks/Vouchers	151760 ✓	152025 ✓	1,261,925.05 ✓
Electronic Wire Transfers	922 ✓	929 ✓	220,599.66 ✓
Total claims paid			1,482,524.71
Payroll Vouchers			
Payroll Checks	18979 ✓	18983 ✓	1,566.33 ✓
Direct Deposit	380001 -	380164 -	322,022.28 ✓
Payroll Checks	-	-	
Direct Deposit	-	-	
Total Paychecks/Direct Deposits paid			323,588.61
Total checks and wires for A/P & Payroll			1,806,113.32

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MINUTES

**DES MOINES CITY COUNCIL
STUDY SESSION
City Council Chambers
21630 11th Avenue South, Des Moines**

August 10, 2017 – 7:00 p.m.

CALL TO ORDER

Mayor Pina called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

The flag salute was led by Councilmember Nutting.

ROLL CALL

Council present: Mayor Matt Pina; Deputy Mayor Vic Pennington; Councilmembers Melissa Musser, Jeremy Nutting, Robert K. Back and Dave Kaplan.

Councilmember Luisa Bangs was absent.

Direction/Action

Motion made by Councilmember Nutting to excuse Councilmember Bangs; seconded by Councilmember Musser.

The motion passed 6-0.

Staff present:

City Manager Michael Matthias, Chief Operations Officer Dan Brewer; City Attorney Tim George; Assistant Harbormaster Scott Wilkins, Assistant City Attorney Matt Hutchins, Parks, Recreation & Senior Services Director Patrice Thorell, Community Development Director Susan Cezar, Assistant Police Chief Bob Bohl, Finance Director Donyele Mason, Project Manager Scott Romano; Deputy City Clerk Renee Cameron; City Clerk Bonnie Wilkins.

COMMENTS FROM THE PUBLIC

- There were no comments from the public.

DISCUSSION ITEMS

Item 1:

EMERGING ISSUES

- Des Moines Theater Open House August 26th.
- Twin Bridge closure, Friday August 18-21.
- Assistant Chief Bohl spoke on Safe Injection Sites.

Direction/Action

Motion made by Councilmember Nutting to have staff bring a Resolution opposing the siting of illegal substance injection facilities within Des Moines City limits to Council at the first available meeting; seconded by Deputy Mayor Pennington.

The motion passed 5-1

For: Mayor Pina; Deputy Mayor Pennington; Councilmembers Musser, Back and Nutting.

Against: Councilmember Kaplan.

- Aviation Advisory Committee opening closed.
 - 5 Applications received
 - Port sponsoring a Port Aviation Advisory Committee.
 - Port of Seattle Economic Development Grant Application Phase 2:

Direction/Action

Motion made by Councilmember Kaplan to authorize the Mayor to write a letter in support of the Port of Seattle Economic Development Grant Application when it's submitted on August 24, 2017; seconded by Councilmember Musser. The motion passed 6-0.

Item 2: DES MOINES POOL METROPOLITAN PARK DISTRICT UPDATE AND REVIEW OF MUTUAL OPPORTUNITIES WITH HIGHLINE SCHOOL DISTRICT AND CITY OF DES MOINES

- Des Moines Metropolitan Park District: President, Toni Overmyer, District GM Scott Deschenes, Commissioner's Joe Dusenbury, Marty Martinson and Nancy Kuehnoel were in attendance.
- Highline School District: Chief of Staff & Finance Duggan Harman.

Direction/Action

Motion made by Councilmember Nutting to remand the Des Moines Pool Metropolitan Park District's Feasibility Study to the Municipal Facilities Committee for further discussion on location sites; seconded by Councilmember Musser.

The motion passed 6-0.

At 7:53 p.m. Council took a 5 minute break and resumed the Study Session at 8:01 p.m.

Item 3: SCORE FINANCIAL UPDATE

- Executive Director Penny Bartley gave a power point presentation to Council.

NEXT MEETING

August 12, 2017 Council Retreat.

ADJOURNMENT**Direction/Action**

Motion made by Councilmember Kaplan to adjourn; seconded by Councilmember Musser.

The motion passed 6-0.

The meeting was adjourned at 9:11 p.m.

Respectfully Submitted,
Bonnie Wilkins, CMC
City Clerk

MINUTES

**DES MOINES CITY COUNCIL
BUDGET RETREAT
City Council Chambers
21630 11th Avenue South, Des Moines**

August 12, 2017 – 9:00 a.m.

CALL TO ORDER

Mayor Pina called the meeting to order at 9:01 a.m.

PLEDGE OF ALLEGIANCE

The flag salute was led by Councilmember Bangs.

ROLL CALL

Council present: Mayor Matt Pina; Deputy Mayor Vic Pennington; Councilmembers Melissa Musser, Jeremy Nutting, Luisa Bangs, Robert Back and Dave Kaplan.

Staff present: City Manager Michael Matthias, Chief Operations Officer Dan Brewer; City Attorney Tim George; Court Administrator Jennefer Johnson; Municipal Court Judge Lisa Leone; Finance Director Dunyele Mason; Parks, Recreation & Senior Services Director Patrice Thorell; Community Development Director Susan Cezar; Public Works Director Brandon Carver; Police Chief George Delgado; Assistant Police Chief Bob Bohl; Harbormaster Joe Dusenbury; Assistant Harbormaster Scott Wilkins; Human Resources Manager Maureen Murphy; Budget Manager Cecilia Pollock; City Clerk Bonnie Wilkins.

Mayor Pina opened the meeting and mentioned the passing of longtime resident, Richard “Dick” Body.

City Manager Matthias opened the meeting with a power point presentation on Sustainability and Succession Planning.

Finance Director Mason gave a power point presentation on the proposed preliminary budget.

At 10:03 a.m. Council took a 15 minute break and resumed the Budget Retreat at 10:20 a.m.

At 11:25 a.m. Council took a break for lunch and resumed the Budget Retreat at 11:51 a.m.

NEXT MEETING

August 19, 2017 Seattle Tour and August 24, 2017 City Council Regular meeting.

ADJOURNMENT**Direction/Action**

Motion made by Councilmember Nutting to adjourn; seconded by Deputy Mayor Pennington.

The motion passed 7-0.

The meeting was adjourned at 1:30 p.m.

Respectfully Submitted,
Bonnie Wilkins, CMC
City Clerk

**DES MOINES CITY COUNCIL
TOUR OF SEATTLE**

MINUTES

August 19, 2017 – 9:00 a.m.-3:00 p.m.

The Tour of Seattle left Des Moines City Hall at 9:22 a.m.

Council present: Mayor Matt Pina; Councilmembers Melissa Musser, Dave Kaplan and Robert Back.

Staff present: City Manager Michael Matthias; City Attorney Tim George; Community Development Director Susan Cezar; Parks, Recreation & Senior Services Director Patrice Thorell; Assistant Harbormaster Scott Wilkins; Police Chief George Delgado; Assistant Police Chief Bob Bohl; City Clerk Bonnie Wilkins.

Others present: Robert Holmes, Peter Philips, Traci Buxton, Andrea Reay and Kathleen (Councilmember Back's guest).

Tour of Harbor Steps started at 10:00 a.m.

Tour of Pike Place Market expansion started at 10:20 a.m.

Tour of Cascade Park and Alcyone started at 11:34 a.m.

Arrived at Museum of History and Industry for lunch and discussion at 12:30 p.m.

The Tour concluded back at Des Moines City Hall at 3:05 p.m.

Respectfully Submitted,
Bonnie Wilkins, CMC
City Clerk

MINUTES

SPECIAL MEETING TO HOLD AN EXECUTIVE SESSION

August 24, 2017

CALL MEETING TO ORDER

The Special Meeting was called to order by Mayor Pina at 6:16 p.m. in Council Chambers.

ROLL CALL

Council present: Mayor Matt Pina; Councilmembers Jeremy Nutting, Luisa Bangs, Robert Back and Dave Kaplan.

Others present: City Manager Michael Matthias; Chief Operations Officer Dan Brewer; City Attorney Tim George; Public Works Director Brandon Carver.

PURPOSE

The purpose of the Special Meeting was to hold an Executive Session to discuss Pending Litigation under RCW 42.30.110(1)(i). The Executive Session was expected to last 30 minutes.

The meeting adjourned at 6:46 p.m. The Executive Session lasted 30 minutes.

Respectfully submitted,
Bonnie Wilkins, CMC
City Clerk

MINUTES

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

August 24, 2017 – 7:00 p.m.

CALL TO ORDER

Mayor Pina called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

The flag salute was led by Councilmember Nutting.

ROLL CALL

Council present: Mayor Matt Pina; Councilmembers Jeremy Nutting, Luisa Bangs, Robert Back and Dave Kaplan.

Deputy Mayor Vic Pennington and Councilmember Melissa Musser were absent.

Direction/Action

Motion made by Councilmember Nutting to excuse Deputy Mayor Pennington and Councilmember Musser; seconded by Councilmember Bangs.
The motion passed 5-0.

Staff present:

City Manager Michael Matthias, Chief Operations Officer Dan Brewer; City Attorney Tim George; Harbormaster Joe Dusenbury; Parks, Recreation & Senior Services Director Patrice Thorell; Assistant Harbormaster Scott Wilkins; Commander Mike Graddon; Public Works Director Brandon Carver; Community Development Director Susan Cezar; Human Resources Manager Maureen Murphy; Senior Services Manager Sue Padden; Deputy City Clerk Renee Cameron; City Clerk Bonnie Wilkins.

PRESIDING OFFICER'S REPORT

Item 1: SPIRIT OF DES MOINES AWARDS

Mayor Pina handed out the following awards:

Lifetime Awards

- Carmen Scott, (posthumously)
- Nancy Warren, (posthumously)
- Richard "Dick" Body, (posthumously)
- Anna & BJ Bjerneby
- Dianne & Ric Jacobson

2016 Annual Awards

- Rikki Marohl
- Brian Snure

Organizational Awards

- United Methodist Church
- Des Moines Food Bank
- Powell Homes
- B&E Meats

At 7:40 p.m. Council took a 5 minute break and resumed the regular meeting at 7:48 p.m.

With Council's indulgence Mayor Pina moved New Business Item #1 up in the Agenda.

NEW BUSINESS

Item 1: FORTERRA MEMORANDUM OF UNDERSTANDING

City Manager Matthias gave a power point presentation to Council.

Tory Laughlin Taylor, Executive Vice President, Chief Operating Officer with Forterra addressed the Council regarding the partnership between Forterra and the City of Des Moines.

Direction/Action

Motion made by Councilmember Kaplan to approve the Memorandum of Understanding between the City and Forterra, allowing Forterra to proceed with acquisition of the property at 402 S 222nd Street, setting the terms for the city to purchase the property from Forterra by December 31, 2020, and to authorize the City Manager to sign the Agreement substantially in the form as attached; second by Councilmember Back.

The motion passed 5-0.

CORRESPONDENCE

- Note from Joe Schadt, South Shores Condominium; Marina paid parking has been really well done.

COMMENTS FROM THE PUBLIC

- Natalie and Lilah Nutting, Second Annual Lemonade Stand; \$926 raised for the Des Moines Area Food Bank.
- Laurie McEachern, Marina paid parking.
- Jeannie Serrill, Marina paid parking.
- JC Harris, Airport noise.
- Lee Ryan Coston, Airport noise.
- Matt Mahoney, Safe Injection Sites.
- Harry Steinmetz, Safe Injection Sites.

BOARD AND COMMITTEE REPORTS/COUNCILMEMBER COMMENTS

Councilmember Kaplan

- Sound Transit meeting
- Ribbon Cutting for 24th/28th Street connection.
- South County Area Transportation Board meeting
- Tour of Seattle.
- Wesley International Food Event.
- Dick Body's funeral.
- Des Moines Theater Open House.

Councilmember Back

- SCORE Administrative Board Meeting:
 - Budget.

Councilmember Bangs

- Last Concert in the Park.
- Brews & Blues.
- Arts Gala on Poverty Bay.
- Squid-A-Rama.
- Arts Commission positions available.

Councilmember Nutting

- School starts September 6th.

PRESIDING OFFICERS REPORT

- Thanked the Spirit of Des Moines Award Committee:
 - Janel Stoneback.
 - Ken Rogers.
 - Wayne Corey.
 - Councilmember Kaplan.
 - Deputy Mayor Pennington.
 - Senior Services Manager Sue Padden.
- Budget retreat.
- Mayor's Roundtable.
- Tour of Seattle.
- Emergency Management Meeting for Elected Officials.
- International Flag and Food Festival at Wesley Homes.
- Highline School District hosting "Ask the Architect" meeting.
- Bill Linscott; Marina paid parking.

ADMINISTRATION REPORT

- Commander Graddon informed Council on an incident that happened in Pacific Ridge.

Item 1: LEGISLATIVE UPDATE

- No change in status in Olympia.

Item 2: SEA-TAC AIRPORT UPDATE

- Creation of Aviation Airport Advisory Committee @ Sea-Tac Airport.

- Item 3: JULY 2017 FINANCIAL REPORT
- Informational purposes. No presentation.

At 8:56 p.m. Councilmember Bangs stepped away from the Dais.

CONSENT CALENDAR

- Item 1: AD HOC AVIATION ADVISORY COMMITTEE APPOINTMENTS
Motion is to confirm the Mayoral appointments of Sheila Brush, Steve Edmiston, David Clark, Wendy Ghiora and Mark Proulx to the Ad Hoc Aviation Advisory Committee effective immediately.
- Item 2: APPROVAL OF VOUCHERS
Motion is to approve for payment vouchers and payroll transfer through August 16, 2017 included in the attached list and further described as follows:
- | | | |
|--|----------------|----------------------|
| Total A/P Checks/Vouchers | #151251-151584 | \$1,349,010.32 |
| Electronic Wire Transfers | #898-912 | \$ 522,863.36 |
| Payroll Checks | #18956-18962 | \$ 15,309.59 |
| Payroll Checks | #18963-18968 | \$ 5,170.80 |
| Payroll Deposit | #290001-290175 | \$ 329,063.73 |
| Payroll Deposit | #310001-310182 | \$ <u>331,923.07</u> |
| Total Certified Checks, Wires, A/P and Payroll Vouchers: | | \$2,553,340.87 |
- Item 3: APPROVAL OF MINUTES
Motion is to approve the minutes of the July 27, 2017 Regular Council Meeting, August 3, 2017 Special Meeting, and August 3, 2017 Regular Council Meeting.
- Item 4: TERMINATION OF THE SSI PACIFIC PLACE DEVELOPMENT AGREEMENT (RECORDING NO. 20070531001046)
Motion is to authorize the termination of the November 30, 2007 Development Agreement (as amended) by and between the City of Des Moines and SSI Pacific Place LLC (Recording No. 20070531001046), based on non-submittal of building permit applications within eight years per Section 8.A., and authorize the City Manager to take appropriate action to terminate said Agreement.
- Item 5: DRAFT RESOLUTION NO. 17-108; COMPENSATION FOR NON-REPRESENTED EMPLOYEES RESOLUTION
Motion is to adopt Draft Resolution No. 17-108 regarding compensation for non-represented employees from January 1, 2017, through December 31, 2019, providing wage increases and benefits changes which are equitable in comparison to the Teamsters Collective Bargaining Agreement.
- Item 6: COMMUNITY DEVELOPMENT STAFFING
Motion is to authorize expenditures for an additional two FTE's in the Community Development Department, with funding from the Development Services Fund, and direct administration to bring forward a corresponding budget amendment to reflect the costs for the added staff.

Item 7: DOROTHY M. PROVINE ESTATE BEQUEST – EXPENDITURE
RECOMMENDATIONS

Motion 1 is to approve the expenditure of up to \$10,000 of the funds donated from the Dorothy M. Provine Estate to the City of Des Moines Senior Services for the purchase of a sound reducing accordion room divider.

Motion 2 is to approve the expenditure of up to \$5,200 of the funds donated from the Dorothy M. Provine Estate to the City of Des Moines Senior Services for the repairs and refinishing to the Activity Center's hardwood floor.

Motion 3 is to direct Administration to bring forward a budget amendment reflecting these additional expenditures.

Direction/Action

Motion made by Councilmember Nutting to approve the Consent Agenda; seconded by Councilmember Kaplan.

The motion passed 4-0.

Councilmember Bangs was absent for the vote.

At 9:00 p.m. Councilmember Bangs returned to the meeting.

OLD BUSINESS

Item 1: UPDATE TO THE IMPLEMENTATION OF THE PAY PARKING SYSTEM IN THE MARINA.

Staff Presentation: Harbormaster Joe Dusenbury

Harbormaster Dusenbury and Public Works Director Carver each gave a power point presentation to Council.

Chief Operations Officer Brewer informed Council that there has been a lot of interest in the Marina Request for Proposal that the City has open.

No formal action taken.

NEW BUSINESS

Item 2: DRAFT RESOLUTION NO. 17-105; OPPOSITION TO SITING OF ILLEGAL SUBSTANCE INJECTION FACILITY

Staff Presentation: City Attorney Tim George

City Attorney George gave a power point presentation to Council.

Direction/Action

Motion made by Mayor Pina to adopt Draft Resolution No. 17-105 expressly stating the City Council's opposition to locating an illegal substance injection facility within the City limits of Des Moines or in areas of unincorporated King County that would directly impact Des Moines; seconded by Councilmember Nutting.

The motion passed 5-0.

NEXT MEETING DATE

September 7, 2017 City Council Study Session

ADJOURNMENT**Direction/Action**

Motion made by Councilmember Kaplan to adjourn; seconded by Councilmember Bangs.

The motion passed 5-0.

The meeting was adjourned at 9:41 p.m.

Respectfully Submitted,
Bonnie Wilkins, CMC
City Clerk

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Arts Commission Appointments

FOR AGENDA OF: October 12, 2017

ATTACHMENTS:

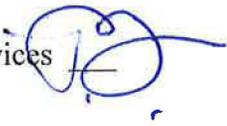
- 1. Arts Commission Applications

DEPT. OF ORIGIN: Parks, Recreation & Senior Services

DATE SUBMITTED: September 25, 2017

CLEARANCES:

- Community Development N/A
- Marina N/A
- Parks, Recreation & Senior Services
- Public Works N/A



CHIEF OPERATIONS OFFICER: DJB

- Legal 26
- Finance N/A
- Courts N/A
- Police N/A

APPROVED BY CITY MANAGER
FOR SUBMITTAL: 

Purpose and Recommendation

The purpose of this agenda item is to recommend City Council approval of two appointments to the City of Des Moines Arts Commission.

Suggested Motion

Motion: "I move to confirm the Mayoral appointments of Patricia V. Clark to an unexpired three year term on the City of Des Moines Arts Commission effective immediately and expiring on December 31, 2020, and M. Anne Sweet to an unexpired term on the City of Des Moines Arts Commission effective immediately and expiring on December 31, 2018."

Background

The City Council adopted Ordinance No. 06-1393 establishing the Des Moines Arts Commission in November 30, 2006. The nine Arts Commission positions were appointed in February 2007. The terms

were staggered so that six positions are retained each year and three positions expire each year on December 31.

The Arts Commission was created to:

- (1) Represent the interest of the city in matters of the arts, to be a spokes group for the arts in the city and to keep the city council informed on all such related matters.
- (2) Evaluate, prioritize, and make recommendations on funding for cultural arts needs within the city.
- (3) Review and recommend works of art for the city, especially works to be acquired through appropriations set aside from municipal construction projects. Local artists will be encouraged and given equal consideration for these projects.
- (4) Inform, assist, sponsor or coordinate with arts organizations, artists, or others interested in the cultural advancement of the community.
- (5) Encourage and aid programs for the cultural enrichment of the citizens of Des Moines and encourage more public visibility of the arts.
- (6) Develop cooperation with schools, local, regional, state and national arts organizations.
- (7) Obtain private, local, regional, state or federal funds to promote arts projects within the Des Moines community.

Discussion

Three applications have been received for two vacant positions on the Arts Commission. All three applicants attended the Commission meeting on September 12, 2017, the applications are included (Attachment 1.). This agenda seeks confirmation of the Mayoral appointments of Patricia V. Clark, a Des Moines resident and M. Anne Sweet, a Des Moines resident to the City of Des Moines Arts Commission. Both appointments would become effective immediately. Each of the candidates are highly qualified to serve on the Commission and the third candidate Sarah Vogel could be considered for a future opening on the Arts Commission.

Alternatives

None provided.

Financial Impact

No financial impact.

Recommendation/Concurrence

The City of Des Moines Arts Commission members support these appointments.



**CITY OF DES MOINES
APPLICATION FOR APPOINTIVE OFFICE**
21630 11th Avenue South
Des Moines, WA 98198

Recvd. _____

Please Check

NAME: M. Anne Sweet
ADDRESS: 23438 25th Ave. S.
CITY/ZIP: Des Moines, WA 98198
PHONE: Home 206-870-2746 Work 253-288-7895
LENGTH OF RESIDENCE AT THE ABOVE ADDRESS 20 years
REGISTERED VOTER? Yes
E-MAIL ADDRESS: anne@studiosixeight.com

- Civil Service Commission
- Library Board
- Human Services
- Senior Services
- Arts Commission
- Marina Beach Park
- Landmarks Commission
- Lodging Tax Committee

EMPLOYMENT SUMMARY LAST FIVE YEARS: General Manager for the Washington Thoroughbred Breeders & Owners Association. Have also served as the editor, graphic artist and web designer.

Are you related to anyone presently employed by the City or a member of a City Board? No
If yes, explain: _____

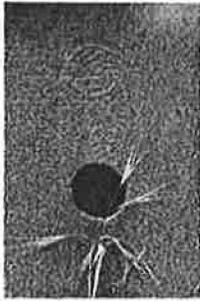
Do you currently have an owning interest in either real property (other than your primary residence or a business) in the Des Moines planning area? No if so, please describe: Just my primary residence.

IN ORDER FOR THE APPOINTING AUTHORITY TO FULLY EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION, PLEASE ANSWER THE FOLLOWING QUESTIONS USING A SEPARATE PAPER IF NECESSARY.

1. Why do you wish to serve in this capacity and what can you contribute? See enclosed

2. What problems, programs or improvements are you most interest in? I am interested in learning more about and assisting with all of the various arts programs.

3. Please list any Des Moines elective/appointive offices you have run/applied for previously: None



M. Anne Sweet

23438 25th Avenue S., Des Moines, WA 98198-8717

206-870-2746 • 206-617-2819, cell • anne@studiosixeight.com

Why do you wish to serve in the capacity and what can you contribute?

I am a graphic artist by trade and a practicing mixed media artist, as well as a longtime resident of Des Moines. I am passionate about the arts and I have long desired to become involved in assisting with the various arts programs in Des Moines. I hope to retire within the next couple of years and I would like to devote some of my time toward that end.

My bio follows:

M. Anne Sweet is an artist and poet who has exhibited and read/performed throughout the Pacific Northwest. She has performed individually, as well as with The Seattle Five Plus One, Project Z, and The Daughters of Dementia (Irene Drennan, Jo Nelson and Sweet).

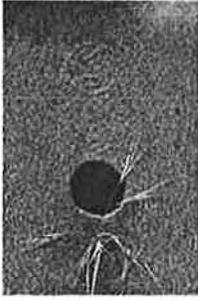
Sweet studied art and art history at the University of New Mexico. As a visual fine artist, she works primarily in mixed media, including photography and digital mixed media. She has over 35 years experience in the field of graphic design. Since 1978, she has worked for the Washington Thoroughbred Breeders and Owners Association (washingtonthoroughbred.com) as art director, website designer, editor, and currently as general manager.

She collaborated on a variety of projects with long-time studio partner, artist and musician, the late Chuck Smart (chucksmart.com), including working with area percussionists, musicians and dancers on interdisciplinary collaborations. Known as Project Z, the improvisational collaborations combined poetry with dance and a variety of percussion, flutes, shakers, hand-clapping and other world music instruments.

Sweet is a founding member of the board of Musical Experiences, a group dedicated to bringing an understanding of classical music to a broad audience. Since 2000, she has been co-chairman of the Equine Art Show in Auburn, Washington. For several years she organized a popular south Puget Sound reading series called Passion for Poetry and is a past member of the board of the Washington Poets Association. For eighteen years, from the late 1970s to mid-90s, Sweet owned horses and competed in three-day eventing and dressage.

Sweet maintains a working studio (Studio SixEight) at Equinox Studio, located in the Georgetown area of Seattle at 6555 5th Avenue South. She is available for performances and exhibits throughout the Pacific Northwest.

Also contact her for information about archival fine art printing and giclées at Studio SixEight. (Member Seattle Made.)



M. Anne Sweet

23438 25th Avenue S., Des Moines, WA 98198-8717

206-870-2746 • 206-617-2819, cell • anne@studiosixeight.com

CV / RESUMÉ

EDUCATION, PERSONAL HISTORY AND AFFILIATIONS

- 2009-present – Maintain art studio, Georgetown area, Seattle, WA
- 2000-present – Equine Art Show, co-chairman, Emerald Downs, Auburn, WA
- 1992-present – Musical Experiences, founding board member
- 1990-present – Ongoing monthly writing critique group
- 1990-2013 – Washington Poets Association Board member for two terms and member until it was dissolved in 2013
- 2010 – Travel, study and photography in Grand Cayman and Cozumel, Mexico (Tulum)
- 2005-2009 – Maintain art studio, Bremerton, WA
- 2008 – Travel, study and photography in Cuba
- 2006 – Bright Side Poetry Contest, judge
- 2004-2006 – Weekly figure drawing group
- 2003-2006 – Northwest Spokenword LAB (SPLAB!) Living Room, rotating facilitator
- 2005 – Travel and photography in Mexico
- 2005 – Poets in the Park, Living Room critique facilitator
- 2004 – Travel, study, photography and clothing design in Bali, Indonesia
- 2004 – Northwest Spokenword LAB (SPLAB!) Haiku Challenge, co-curator of guest readers and master of ceremonies, Auburn, WA
- 2003 – Travel, study and photography in Cuba
- 2001 – Pacific Northwest Writers Conference, pre-judge poetry entries
- 2001 – Launched website (www.studiosixeight.com)
- 1998-2000 – Passion for Poetry Reading Series, curator, Federal Way, WA
- 1999 – Playwriting course, Pierce College, Tacoma, WA
- 1999 – Blueline Poetry Forum, moderator for the month of November
- 1999 – All County Teenage Poetry/Short Story Contest (Pierce County), poetry judge
- 1997 – Pacific Northwest Writers Conference, pre-judge poetry section entries
- 1994-1996 – Washington Poets Association board member
- 1990 – Awarded five week scholarship to Seattle Poetry Workshop
- 1979-1994 – Rode and showed horses in three-day eventing and dressage
- 1972-1973 – Study in creative writing at the University of Alaska, Anchorage
- 1969-1972 – Studies in art and art history, University of New Mexico, Albuquerque

VISUAL ART CREDITS

- "Mason-Dixon: The Cost of Cotton" and "The Best Part About Being A Girl," 39th Annual Juried Art Show Arts of the Terrace, Mountlake Terrace, WA, September-October 2017
- "Dream of Becoming," *To Honor the Children* (juried), Mount Baker Neighborhood Center of the Arts, Seattle, July-August 2017

- "Water Music," *Water Is Life* (**juried**), Mount Baker Neighborhood Center of the Arts, Seattle, February-March 2017
- "Mason-Dixon: The Cost of Cotton," The CVG **Juried** Art Show, Bremerton, WA, February 2017
- "Woman Who Fell Asleep Under a Tree" and "Nay Sayer," Peninsula Art League Open **Juried** Art Show, September-October 2016
- "The Nuts and Bolts of It," The CVG **Juried** Art Show, Bremerton, WA, February 2016
- "Sky Lights" and "Moth of Another Colour," City of SeaTac (WA) Photo Exhibit (**juried**), October 2015
- "The Nuts and Bolts of It" and "NaySayer," 37th Annual **Juried** Art Show Arts of the Terrace, Mountlake Terrace, WA, September-October 2015
- "At the Well of Divine Intervention," The CVG **Juried** Art Show, Bremerton, WA, February 2015
- "Sweet Divide," 36th Annual **Juried** Art Show Arts of the Terrace, Mountlake Terrace, WA, September 2014
- Twelve photos, *Raven Chronicles*, Vol. 18, No. 1-2, 2013: *Why We Do What We Do*
- Eight photos from South Park Bridge Series, *Raven Chronicles*, Vol. 17, No. 1-2, 2012: *A Sense of Place*
- "Soliloquy #2," 34th Annual **Juried** Art Show Arts of the Terrace, Mountlake Terrace, WA, September 2012
- "Body by Numbers," Nude Nite (**juried**), Tampa, FL, March 2012
- "The Proposition," Artist Trust Benefit Juried Art Auction (**juried**, valued \$500, sold \$575), Seattle, WA, February 2012
- "Bee Balm Lady" and "Swallows, Between the Acts," 33rd Annual **Juried** Art Show Arts of the Terrace, Mountlake Terrace, WA, September 2011
- **Featured artist**, Normandy Park (WA) City Hall, October 2010
- "Painted Pony" and "Radish & Nails," 32nd Annual **Juried** Art Show Arts of the Terrace, Mountlake Terrace, WA, October 2010
- "Bridge Americana," **1st Place**, Photography, Professional Level, City of Normandy Park (WA) Arts Festival, June 2010
- City of SeaTac (WA) Photo Exhibit (**juried**), May 2010
- **Commissioned to photograph an original Roy Lichtenstein** (Gallant Scene II, 1957, oil on canvas) for a monograph (treatise) published in conjunction with an anthropological exhibition of Lichtenstein's work, which took place in Milan, Italy (January-May 2010) and Cologne, Germany (July-October 2010)
- Photographed the town of Index, WA, on assignment for historylink.org, an online encyclopedia of Washington State history. Photos published online and archived for historical reference, August 2009
- Equinox Represents, group show, Twilight in the Junction, Seattle, WA, May 2009
- City of SeaTac (WA) Photo Exhibit (**juried**), May 2009
- Mask Half-Mask, **solo show**, Old Town Custom Framing & Gallery, Silverdale, WA, September 2008
- "Zequus Triptych," **Morrie & Joan Alhadeff Purchase Award**, Equine Art 2008, Auburn, WA, July 2008
- Through the Camera Lens, **invited artist**, Old Town Custom Framing & Gallery, Silverdale, WA, June 2008
- City of SeaTac (WA) Photo Exhibit (**juried**), May 2008
- A Horse is a Horse is a Horse, group show (**juried**), Two Vaults Gallery, Tacoma, WA, April-June 2008
- The Manette Restaurant & Bar, **featured artist**, Bremerton, WA, February-March 2008
- Water: Metaphor, Myth and Meaning, group show (**juried**), The Walkers' Gallery, San Marcos Activity Center, San Marcos, TX, January-February, 2008
- "Wedding Hands" **National Geographic.com**, The Daily Dozen, November 2007, Week 5
- Skopabsh Pow Wow, **feature photo layout**, *Muckleshoot Monthly Newspaper*, September 14, 2007
- 608 Uncovered, **two-person show** with Chuck Smart, Ploy Studios, Bremerton, WA, June 2007
- City of SeaTac (WA) Photo Exhibit, May 2007
- 608/24/7, **two-person show** with Chuck Smart, Kitsap Credit Union, First Friday Artwalk, Bremerton, WA, April 2007
- Birthday Bash, **two-person show** with Chuck Smart, Tease Boutique, Manette, WA, March 2007
- One Wall, **two-person show** with Chuck Smart, Made in Bremerton Store, Bremerton, WA, December 2006 and January 2007

- The U.S. & Us, **invited artist**, Wesley Art Gallery, Bremerton, WA, November 2006
- “Carey Ties the Knot” and “Armed for Flight,” Arts Alive **Juried** Exhibition, Federal Way, WA, October-December 2006
- “Pas de Deux in Flight,” City of SeaTac (WA) Art Exhibit (**juried**), October 2006
- Community Art Show, Metropolis Gallery (**juried**), Bremerton, WA, September 2006
- Community Art Show, Metropolis Gallery (**juried**), Bremerton, WA, June 2006
- City of SeaTac (WA) Photo Exhibit (**juried**), May 2006
- Dia de los Muertos (**juried**), Bremerton, WA, November 2005
- “White Umbrella,” Arts Alive **Juried** Exhibition, Federal Way, WA, October-December 2005
- City of SeaTac (WA) Photo Exhibit (**juried**), May 2005
- Arts Commission Gallery Exhibit, **solo show**, Federal Way (WA) City Hall, January-March 2005
- “Tiger Devouring Bamboo Stalk” (two photos), *International Netsuke Society Journal*, Fall 2004
- Innocents, **solo show**, Bud’s Jazz Records, Seattle, WA, October 2004
- City of SeaTac (WA) Photo Exhibit (**juried**), May 2004
- “Menstrata,” **Jurors’ Award**, Arts Alive Juried Art Exhibit, Federal Way, WA, October-December 2003
- Four Eyes Are Better Than Two, **two-person show** with Chuck Smart, Daniel Smith, Silverdale, WA, July 2003
- “Laundry in Light and Dark,” **Purchase Award**, City of SeaTac (WA) Photo Exhibit, May 2003
- Four Eyes Are Better Than Two, **two-person show** with Chuck Smart, Bud’s Jazz Records, Seattle, WA, April 2003
- City of SeaTac (WA) Photo Exhibit (**juried**), May 2002
- “Speech Patterns,” “Ifang Bondi #1” and “Cherry Blossom Umbrella,” *Literary Salt*, 2002
- Second Sunday Literary Series, **two-person show** (and poetry reading) with Jo Nelson, Amy Burnett Gallery, March 2000, Bremerton, WA

PUBLICATION AND LITERARY AWARD CREDITS

- “Mary’s Song,” *Raven Chronicles*, Vol. 16, No. 1-2, 2012 *Matters of the Spirit*
- **Invited Writer**, “Pocosin,” *Signs of Life*, Facéré, October 2011, Seattle, WA
- “Irene Drennan, 1922-2008,” collaborative tribute by M. Anne Sweet, Jack Remick, Priscilla Long, Gordon Wood, Jim Karnitz and Geri Gale, *Raven Chronicles*, Summer 2009
- “1st & Pine Encounter” and “Blood Web,” *Contemporary American Voices*, May 2007
- **Finalist**, “After Reading the Autobiography of Malcolm X” and “I Am Your Mother,” Washington Poets Association Bart Baxter Poetry in Performance Competition, April 2007
- “Wrong Place Story” (as **Judge** for contest), Bright Side Poetry Contest winners’ chapbook
- **Second Place**, “Wrong Place Story,” Peninsula Writers’ Association Short Story and Poetry Contest, 2005
- **Finalist**, “Innocents” and “Wrong Place Story,” Washington Poets Association Bart Baxter Poetry in Performance Competition, April 2005
- *Nailed to the Sky*, **book-length collection** (Gazoobi Tales, 2004)
- **Winner**, “Sleep Rhythms” and “Chuck Plays Divine,” Washington Poets Association Bart Baxter Poetry in Performance Competition, May 2003
- “Marlin Fishing,” performed in Miracle Theatre Group’s production, *Conquista and Rebellion*, El Centro Milagro’s Main Stage, Portland, OR, and published in anthology. April 2003
- **Poem of Special Merit**, “The Death of Crows,” *The Comstock Review* Poetry Contest, Fall/Winter 2002 Awards Issue
- **Poem of Special Merit**, “Songcatcher,” *The Comstock Review* Poetry Contest, Fall/Winter 2002 Awards Issue
- **Finalist**, “Sleep Rhythms,” Washington Poets Association Bart Baxter Poetry in Performance Competition, 2002
- “Satsuma,” Floating Bridge Press, *Pontoon #5*, Fall 2001
- “Sign Language,” “Penthesileia,” and “Reason Enough,” *PoetsWest Literary Journal*, Summer 2001
- “Carmina Islandia” and “Evening Star,” *The Raven Chronicles*, *South Sound Edition*, Fall 2000

INDIVIDUAL AND GROUP READINGS/PERFORMANCES

- Equinox Open House Main Stage – Poetry performance and curator, Seattle, WA, December 2015
- Equinox Open House Main Stage – Featured performance: Poetry/music collaboration with Kate Modic and Bob Thompson, Seattle, WA, December 2014
- Beacon Bards – Co-featured reader with Janece Baugher, November 2014
- Equinox Open House – Poetry curator, Seattle, WA, December 2013
- Equinox Open House Main Stage – Featured performance: Poetry/music collaboration with Kate Modic and Bob Thompson, Seattle, WA, December 2012
- Equinox Open House – Poetry performance and curator, Seattle, WA, December 2011
- Equinox Open House – Poetry performance and curator, Seattle, WA, December 2010
- Seattle Bookfest 2009 – Author and featured poet, Seattle, WA, October 24-25, 2009
- Index Arts Festival – Featured poet (one of 15 throughout the day), Index, WA, August 1, 2009
- Seattle Poetry Festival – Cabaret Stage performance, Richard Hugo House, Seattle, WA, April 21, 2007
- Jump Start Your Writing – Guest speaker/instructor, Highline Community College, Des Moines, WA, November 10, 2005
- Burning Word – Main Stage performance with Project Z, Greenbank Farm, Whidbey Island, WA, April 30, 2005
- *Nailed to the Sky* Book Release Party and Performance – with Project Z, Richard Hugo House, Seattle, WA, March 13, 2004
- Olympic College-Shelton Annual Writer’s Conference – Featured performance with Project Z, Shelton, WA, May 17, 2003
- The Writer’s Craft – Featured speaker, It’s About Time Writers Reading Series, Seattle, WA, October 10, 2002
- RASP (Redmond Association of SPokenword) – Featured performance with Project Z Trio, Redmond, WA, June 1, 2002
- Other noteworthy readings/appearances (listed alphabetically): Bellevue Art Museum, Distinguished Writers’ Series (Tacoma), Elliott Bay Book Co. (Seattle), Frye Art Museum (Seattle), Monday Mike (The River Theatre, Astoria, OR), PoetsWest Reading Series (Seattle), Red Sky Poetry Theater (Seattle), Seattle Public Library, Super Bowl of Poetry (Auburn), Tacoma Art Museum, *Raven Chronicles* Contributors’ Reading (Auburn)
- As well as: 100 Thousand Poets for Change (Seattle), Amy Burnett Gallery of Fine Art (Bremerton), Art – On and Off the Wall (The Otis Café, Seattle), Artists’ Central Gallery (Renton), Barnes & Noble Booksellers (Bellevue, Crossroads, Federal Way, Issaquah, Seattle, Tukwila, Woodinville), Café News (Seattle), Catchpenny Books (Seattle), Cedar River Poetry Society (Renton), Eagle Harbor Book Store (Bainbridge Island), Echoing Eyes - Visible Tongues, Art Fusion at Habitude (Seattle), First Friday Reading Series (Bremerton), Gig Harbor Reading Series, It’s About Time Writers Reading Series (Seattle), Kimball Espresso Gallery (Gig Harbor), Kirkland Arts Center, The Library Bookstore (Olympia), Pure Poetry (Louisa’s Café, Seattle), Love of Life Reading Series (Seattle), Olympic Writers’ Workshop Reading Series (Shelton), Park Place Books (Kirkland), Partners in Hope Fest (Kirkland), Penny Café (Seattle), Roadrunner Coffee House (Seattle), Second Sunday Literary Series (Bremerton), Sundays at One Poetry Series (Port Townsend), *Synapse* Reading (Speakeasy Café, Seattle), Take A Poem Into Your Heart Reading Series (Lottie Motts Coffee Shop, Columbia City, Seattle), Third Place Books (Bothell and Seattle), University Bookstore (Seattle and Bellevue), West Seattle Art - Nature - Literature Festival (Seattle), Wit’s End Bookstore and Tea Shop (Seattle), Writers’ Haven Reading Series (Jewel Box Theater, Poulsbo)



**CITY OF DES MOINES
APPLICATION FOR APPOINTIVE OFFICE**
21630 11th Avenue South
Des Moines, WA 98198

Recvd. _____

Please Check

NAME: PATRICIA V. CLARK
ADDRESS: 22925 Marine View Dr. S. #D111
CITY/ZIP: Des Moines, WA 98198
PHONE: Home 206-931-3101 Work _____
LENGTH OF RESIDENCE AT THE ABOVE ADDRESS 6 years
REGISTERED VOTER? Yes
E-MAIL ADDRESS: pvc2540@gmail.com

- Civil Service Commission
- Planning Agency
- Library Board
- Human Services
- Senior Services
- Arts Commission
- Marina Beach Park

EMPLOYMENT SUMMARY LAST FIVE YEARS: _____
4 years - Patterson Buchanan - Sr. Litigation Paralegal
3 years retired

Are you related to anyone presently employed by the City or a member of a City Board? No
If yes, explain: _____

Do you currently have an owning interest in either real property (other than your primary residence or a business) in the Des Moines planning area? No if so, please describe: _____

IN ORDER FOR THE APPOINTING AUTHORITY TO FULLY EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION, PLEASE ANSWER THE FOLLOWING QUESTIONS USING A SEPARATE PAPER IF NECESSARY.

1. Why do you wish to serve in this capacity and what can you contribute? I am currently on the Boards of the Des Moines Legacy Foundation and Allied Arts Foundation of Seattle. I believe I can be an asset to the Commission as I am known to be organized, creative, and a problem solver.

2. What problems, programs or improvements are you most interest in? I am interested in public art and also in arts education and access to the arts for children and adults -

3. Please list any Des Moines elective/appointive offices you have run/applied for previously. None



CITY OF DES MOINES
APPLICATION FOR APPOINTIVE OFFICE
21630 11th Avenue South
Des Moines, WA 98198

Recvd. _____

Please Check

NAME: SARAH VOGEL
ADDRESS: 24611 9th Ave S
CITY/ZIP: Des Moines 98198
PHONE: Home 206-212-6651 Work 206-966-2772
LENGTH OF RESIDENCE AT THE ABOVE ADDRESS 1 year
REGISTERED VOTER? yes
E-MAIL ADDRESS: Saritavogel@hotmail.com

- Civil Service Commission
- Planning Agency
- Library Board
- Human Services
- Senior Services
- Arts Commission
- Marina Beach Park

EMPLOYMENT SUMMARY LAST FIVE YEARS: Executive + personal assistant to CEO in Puerto Rico 2011-2019. Relocated to native Washington State + opened own business as a virtual assistant in March 2017.

Are you related to anyone presently employed by the City or a member of a City Board? NO
If yes, explain: _____

Do you currently have an owning interest in either real property (other than your primary residence or a business) in the Des Moines planning area? NO if so, please describe: _____

IN ORDER FOR THE APPOINTING AUTHORITY TO FULLY EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION, PLEASE ANSWER THE FOLLOWING QUESTIONS USING A SEPARATE PAPER IF NECESSARY. Please see attached.

1. Why do you wish to serve in this capacity and what can you contribute? _____

2. What problems, programs or improvements are you most interest in? _____

3. Please list any Des Moines elective/appointive offices you have run/applied for previously. _____

Arts Commission Application**Sarah Vogel****206.966.2772****saritavogel@hotmail.com****1. Why do you wish to serve in this capacity and what can you contribute?**

I recently moved back to Washington State after living 16 years in Puerto Rico where my spouse is from. I am impressed and happy to see how diverse Des Moines has become and now that we are settled I would like to become involved in organizing community events. I also have been involved in the music industry for 20 years in artist representation and management. I have 20 years' professional administrative experience, working with corporate executives, high profile clientele, and also non-profit social service agencies.

2. What problems, programs or improvements are you most interested in?

I am interested in bringing diverse types of music, dance and art to the diverse population in Des Moines and surrounding areas. I have many contacts with local musicians, jazz and salsa in particular, and I am bilingual in Spanish / English.

3. Please list any Des Moines elective/appointive offices you have run/applied for previously.

None.

Additional info about me:

I was born and raised in the Pacific Northwest, in fact my grandparents lived just off 16th Ave S behind Highline and I used to play in the fields that are no longer there. As a kid I spent a lot of time at the Des Moines Marina, I remember Johnny's grocery store and free cookie club at Albersons where the Dollar Store now is. I am very interested in working to see the Downtown area flourish and I hope the new theater will be an additional place to feature diverse artists and productions. For more about my professional history please visit my Linked-In profile:

<https://www.linkedin.com/in/sarah-vogel-saration/>

Thank you for considering me for the Arts Commission position!

Sincerely,
Sarah Vogel

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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: Mayoral Appointment to the Human Services Advisory Committee

ATTACHMENTS:

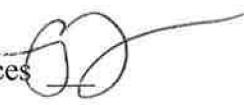
1. Human Services Advisory Committee Application

FOR AGENDA OF: October 12, 2017

DEPT. OF ORIGIN: Parks, Recreation & Senior Services

DATE SUBMITTED: September 28, 2017

CLEARANCES:

- Community Development N/A
- Marina N/A
- Parks, Recreation & Senior Services 
- Public Works N/A

CHIEF OPERATIONS OFFICER: DJB

- Legal 
- Finance N/A
- Courts N/A
- Police N/A

APPROVED BY CITY MANAGER
FOR SUBMITTAL: 

Purpose and Recommendation

The purpose of this agenda item is to recommend City Council confirmation of a Mayoral appointment to the City of Des Moines Human Services Advisory Committee.

Suggested Motion

Motion 1: "I move to confirm the Mayoral appointment of Susan Barber to a two year term on the Human Services Advisory Committee, effective immediately and expiring on December 31, 2019."

Background

The City Council adopted Ordinance No. 1047 establishing the Human Services Advisory Committee in February 1993. The ordinance details the powers, duties, membership, and meeting requirements for the Human Services Advisory Committee. The Committee is chartered with evaluating and recommending annual funding for human services agency requests submitted to the City. The Committee consists of seven members. Two of the members of the Committee need not be residents of the City. The Committee terms are for two years and members may be appointed for up to two terms.

Discussion

Susan Barber seeks appointment to the Human Services Advisory Committee to fill a two year term.

Alternatives

None provided.

Financial Impact

No financial impact.

Recommendation

Des Moines Administration recommends the Mayoral appointment of Susan Barber to a two year term on the Human Services Advisory Committee.

LM 8/25/17

usama dahir



**CITY OF DES MOINES
APPLICATION FOR APPOINTIVE OFFICE**
21630 11th Avenue South
Des Moines, WA 98198

RECEIVED
AUG 20 2017
CITY OF DES MOINES
CITY CLERK

Recvd. _____
Baw
6/15/17

Please Check

- Civil Service Commission
- Library Board
- Human Services
- Senior Services
- Arts Commission
- Marina Beach Park

NAME: Usame Dahir
 ADDRESS: 23410 18th Ave S #B201
 CITY/ZIP: Des Moines, WA 98198
 PHONE: Home (206) 310-9163 Work (206) 332-8046
 LENGTH OF RESIDENCE AT THE ABOVE ADDRESS 2yrs 10 months
 REGISTERED VOTER? Yes
 E-MAIL ADDRESS: udahir@gmail.com

EMPLOYMENT SUMMARY LAST FIVE YEARS: _____
See attached sheet

Are you related to anyone presently employed by the City or a member of a City Board? No
 If yes, explain: _____

Do you currently have an owning interest in either real property (other than your primary residence or a business) in the Des Moines planning area? No if so, please describe: _____

IN ORDER FOR THE APPOINTING AUTHORITY TO FULLY EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION, PLEASE ANSWER THE FOLLOWING QUESTIONS USING A SEPARATE PAPER IF NECESSARY.

1. Why do you wish to serve in this capacity and what can you contribute? _____
See attached sheet

2. What problems, programs or improvements are you most interest in? _____
See attached sheet

3. Please list any Des Moines elective/appointive offices you have run/applied for previously. _____
See attached sheet

Usame Dahir

City of Des Moines Appointive Office

RE: Application for Appointive Office (Human Services)

Employment Summary Last Five Years

Title	Employer	Duration
Technical Program Manager/BA	Crowley Maritime Corp.	10/15 – Present
Real Estate Broker	Skyline Properties, Inc.	03/17 – Present
IT Business Analyst/PM	Burkhart Dental Supply	03/13 – 10/15
IT Management Consultant	Accenture	08/08 – 10/12

1. Why do you wish to serve in this capacity and what can you contribute?

I'm passionate about community service and being part of the decision-making process at the local level. The City of Des Moines is a great place to call home and appreciate the character and diversity of this wonderful waterfront community. Being involved at the commission level would allow me to provide an alternative perspective while serving the community I care about.

I have a B.S. from the College of Engineering from the UW and a Masters in Health Policy & Administration from WSU. Serving on the Human Services Commission would allow me to use my expertise in Health Administration to further the cities goals in this area. My previous experience includes serving on the Group Health Community Foundation Advisory Board for four years, first as a graduate student and later as a working professional. I contributed to the Foundations human service needs and priorities. I was also Strategic Consulting intern for the United Way of Benton and Franklin in the Tri-Cities while a student at WSU in 2007 tasked to put together an assessment report titled '*Asset Assessment Comprehensive Report*' which looked at the communities' health services strengths, resources and capacity. As part of a larger effort, I collaborated with many organization throughout the bi-counties to extensively survey and analyze health and human services resources and priorities resulting in a comprehensive regional plan that still in place ten years later.

2. What problems, programs or improvements are you most interest in?

I care about health outcomes in general but specifically public health related concerns like poor nutrition and chronic issues impacting vulnerable populations in our city.

In general, I would like to see continued support through funding of health initiatives that have the greatest health outcomes for all our citizens. As a father of two boys who will grow up here, I believe we should continue to invest in community related health resources - whether it's healthy school options or play places for children to stay fit. I hope to support these initiatives and others if selected to serve on the Commission.

3. Please list any Des Moines elective/appointive offices you have run/applied for previously

N/A

Usame Dahir, MHPA

23410 18th Ave S #B201 Des Moines, WA 98198 Phone: (206) 310-9163 Email: udahir@gmail.com

SUMMARY

Usame is an IT Program Manager with Crowley Maritime Corporation. He's had various roles in the IT industry most notably as a Consultant with Accenture providing program & project management for Fortune 15 clients. He's a self-starter and consummate team player. He has a B.S from UW and a M.S. in Health Policy & Administration from WSU and is a Licensed Realtor. I'm proud to call Des Moines home.

COMMUNITY SERVICE

Group Health Community Foundation Seattle, WA 05/07 – 12/11

Advisory Board Member

- Conduct local fundraising campaigns and promote the Foundation in local communities.
- Helped with specific tasks as requested throughout the year including Group Health campaign initiatives (maternal/child health and patient safety),
- Build relationship with the Foundation donors through regular meetings

Washington State University Kennewick, WA 05/06 – 08/08

Strategic Consulting Intern

- Partnered with United Way of Benton and Franklin (Kennewick) to help strategize, and develop a comprehensive needs assessment with the goal to determine vital human/health services needs for the larger community.
- Conducted qualitative survey for all United Way funded non-profits to gauge needs
- Prepared a comprehensive report to specific stakeholders (30) including board members of study findings and specific action plan.

EXPERIENCE

Skyline Properties, Inc. Kent, WA 03/17 – present

- Real Estate Broker

Crowley Maritime Corp. Seattle, WA 10/15 – present

IT Program Manager – SAE & Crowley Fuels

- Technical Program Manager focused on Ascend ERP Finance & Helm Dispatching Applications
- Strong focus on design and requirements gathering, working closely with the Anchorage & Seattle Billing, Dispatch, Finance teams and stakeholders
- Responsibilities also include driving development schedule, test planning, as well as PM oversight across full project lifecycle

Burkhart Dental Supply Tacoma, WA 03/13 – 10/15

IT Business Analyst

EDUCATION***University of Washington***

B.S., Human Centered Design & Engineering

- The Bill & Melinda Gates Foundation Achiever's Scholar (2001-05), Deans' List (2005)

Washington State University

M.S., Health Policy & Administration

- United Way of King County grant recipient (2007), GPA: 3.5
- Spokane Intercollegiate Research Conference presenter
- Thesis: Examining the Association Between Hospitalist Practice Model and Reduction in Length of Stay for Select Diagnosis Related Groups (DRGs): Washington State University, 2008

Highline College

- Des Moines, WA
- Running Start Program (1998-2001)

Foster High School

- Tukwila, WA
- Class of 2001



34
CITY OF DES MOINES
APPLICATION FOR APPOINTIVE OFFICE
 21630 11th Avenue South
 Des Moines, WA 98198

RECEIVED Recvd. _____

AUG 29 2017 *AW*

CITY OF DES MOINES
 CITY CLERK Please Check

NAME: SUSAN B. BARBER
 ADDRESS: 22338 6TH AVE SOUTH
 CITY, ZIP: DES MOINES # 98198
 PHONE: Home 206-824-8543 C Work 206-484-8767
 LENGTH OF RESIDENCE AT THE ABOVE ADDRESS 31 YEARS
 Email address: SUSANBbarber@yahoo.com
 REGISTERED VOTER? _____

- Civil Service Commission
- Planning Agency
- Library Board
- Human Services
- Senior Services
- Arts Commission

EMPLOYMENT SUMMARY LAST FIVE YEARS: SEMI RETIRED, WORK FOR
JUDSON PARK RETIREMENT COMMUNITY IN THE HEALTH CENTER.
AS ONE OF THE EVENT COORDINATORS. PLEASE SEE ATTACHED RESUME.

Are you related to anyone presently employed by the City or a member of a City Board? NO
 If yes, explain: _____

Do you currently have an owning interest in either real property (other than your primary residence or a business) in the Des Moines planning area? NO If so, please describe: _____

IN ORDER FOR THE APPOINTING AUTHORITY TO FULLY EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION, PLEASE ANSWER THE FOLLOWING QUESTIONS USING A SEPARATE PAPER IF NECESSARY.

1. Why do you wish to serve in this capacity and what can you contribute? SEE ATTACHED
SHEET.

2. What problems, programs or improvements are you most interest in? _____
OPEN TO SERVE WHERE THE NEED IS

3. Please list any Des Moines elective/appointive offices you have run/applied for previously. _____
NONE

RECEIVED
 AUG 29 2017
 By *J. Grager* 34

Subject: Application for City of Des Moines - Human Services
From: Susan B Barber (susanbbarber@yahoo.com)
To: djbarber.crib@worldnet.att.net;
Date: Tuesday, August 29, 2017 2:52 PM

It would be my privilege to give back to the community that I have been a part of for years. Living in this community I have watched the area change along with our residents.

My years of management experience at Nordstrom, City of Bellevue in Economic Development and Planning has broaden my expertise in budget, marketing, media, project management and events for the good of all. Working with international business, diversity in groups along with reaching out to a multitude of organizations would be a way that I can contribute.

Thank your for the opportunity to be considered for this appointment in Human Services.

Susan Barber
206-484-8767

Sent from my iPad

Sent from my iPad

SUSAN BARBER

Des Moines, Washington ♦ (206) 824-8543 ♦ susanbbarber@yahoo.com

Profile

With a proven track record of over 15 years of experience in the public and private sectors, Susan Barber specializes in event planning, media communications and interior design. Her outstanding skills in communications, personal relations, and project management reflect all the necessary qualities of a world class event planner.

Professional Specialties

- ♦ Project and Event Management
- ♦ Marketing & Promotion
- ♦ Interior Design
- ♦ Program Development & Management
- ♦ Community Involvement

Professional Experience

PROJECT AND EVENT MANAGEMENT

An accomplished leader with a history of success in project and event management

- ♦ With the **City of Bellevue Economic Development Department**, planned, marketed and executed domestic and international special events, including client conferences and workshops, meetings, dinners, meet & greet sessions with dignitaries, receptions and more. Experience includes over 300 events, including those with a large turnout (up to 800 attendees) and events with unique requirements (such as those including ambassadors and business leaders from international partner countries like India, China and Japan). Planned and executed multiple conferences and workshops including those with international attendees, involving hundreds of attendees. Led all aspects of event management including site selection, contract negotiation, proposal planning, catering, calendaring, logistics, materials, handouts, database management and on-site event management. Made detailed arrangements for conferences including transportation and hotel reservations for guests, selecting a menu, arranging audio-visual equipment, contacting the local press, and providing for security. Managed all aspects of registration, including preparation and mailing of invitations, keeping track of the responses, and follow up. Developed budget proposals for events, negotiated the terms for required services, processed payments and audit bills from vendors; Managed budgets from \$5-250K. Coordinated speaker development for the Transforming Local Government Conference in 2007. Worked with sponsors to develop an agenda and theme to support the event's goals and objectives for the Pacific Rim Bankers conference and Sister Cities Yao delegation. Worked with sponsors to select speakers and make arrangements for their attendance for the International City Manager's Association Conference. Worked with entertainment services to book entertainment for multiple City events. Coordinated event sponsorships. Oversee a temporary staff of 100.
- ♦ With **Nordstrom**, planned and coordinated special corporate events for internal and external attendees, including client conferences and training workshops, meetings, dinners, receptions, and official openings. Lead all aspects of event management including site selection, contract negotiation, proposal planning, transportation, hotel arrangements, catering, calendaring, logistics, materials, handouts, database management and on-site event management. Supervised preparation and mailing of invitations, kept track of the responses, and follow up. Developed budget proposals for events and negotiated the terms for the required services. Audited bills from vendors. Produced over 600 events and seminars for groups from 50 to 1,500. Worked with sponsors to develop an agenda and theme to support the event's goals and objectives for the Beauty and Cancer Program, a nationwide event, and numerous fashion workshops. Worked with entertainment services to book entertainment for multiple Nordstrom events.

SUSAN BARBER

MARKETING & PROMOTION

A savvy media networker

- ◆ Served as primary company spokesperson and media advisor for Nordstrom's Personal Touch Program.
- ◆ Developed marketing and advertising for the Personal Touch Corporate Image.
- ◆ Interfaced with high-profile individuals in the fashion and film industries, community and political leaders and dignitaries from other countries.
- ◆ Participated in over 300 media events for television, radio and the print media.
- ◆ Worked with magazines to promote events and programs, including McCall's, Glamour and Pinnacle.
- ◆ Frequently worked with the media to promote events and programs.

INTERIOR DESIGN

A proven professional with an excellent understanding of design elements and style

- ◆ With *Selden's Home Furnishings*, served as interior designer. Duties included interviewing clients, determining themes and colors, developing room layout, and matching pieces considering elements of line design, balance and proportion. The goal: To make people feel comfortable in their space. Continually exceeded monthly sales objectives by 20% and increased repeat business by 80%.
- ◆ Currently serve as a private consultant for interior design.

PROGRAM DEVELOPMENT & MANAGEMENT

A dynamic change manager with strong leadership, communications and motivation skills

- ◆ *Corporate Director* for the 'Personal Touch.'
- ◆ Created and managed a vibrant national program working with 54 stores and 14 regional outlets.
- ◆ Managed the department's administrative and business operations.
- ◆ Developed a diverse, highly motivated and effective workforce of over 250 employees.

COMMUNITY INVOLVEMENT

An engaged and caring community member

- ◆ Elected as team leader in the *United Way Giving Campaign*; successfully led events which directly increased donations significantly over previous years.
- ◆ Produced *Celebration of Transitions*—Over 300 attendees, sponsored by the Association of Rehabilitation.
- ◆ Served as chairperson and emcee for the *Susan G. Coleman Memorial Benefit* for Breast Cancer Research.
- ◆ Managed and emceed a *United Way* benefit brunch attended by 600.
- ◆ Secured over \$300,000 in donations for an educational institution.
- ◆ Acted as trainer and facilitator for *Diversity Seminars* with over 400 people in attendance.
- ◆ Partnered with *Fred Hutchinson Cancer Research Center* to lead cancer awareness seminars.

Employment History

CITY OF BELLEVUE—Bellevue, Washington

Senior Administrative Assistant, Office of Economic Development, 2006-2013

SELDENS HOME FURNISHINGS—Tacoma, Washington

Interior Designer, 2005-2006

NORDSTROM—Seattle, Washington

Corporate Director, Personal Touch Department 1984-2005

Accomplishments

- ◆ City of Bellevue Employee of the Year
- ◆ Nordstrom World Class Cup
- ◆ Nordstrom Manager of the Year
- ◆ Nordstrom Customer Service Department of the Year

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AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Agreement with the South County Area Transportation Board (SCATBd) for Continued City Participation

FOR AGENDA OF: October 12, 2017

DEPT. OF ORIGIN: Public Works

DATE SUBMITTED: October 2, 2017

ATTACHMENTS:

- 1. SCATBd Agreement
- 2. SCATBd Operating Procedures

CLEARANCES:

- Community Development
- Marina
- Parks, Recreation & Senior Services
- Public Works AMC

CHIEF OPERATIONS OFFICER: DJB

- Legal TG
- Finance DM
- Courts
- Police

APPROVED BY CITY MANAGER
FOR SUBMITTAL: [Signature]

Purpose and Recommendation

The purpose of this agenda item is to approve the City of Des Moines' continued participation with the South County Area Transportation Board (SCATBd) by entering into an Agreement through December 31, 2019 with an automatic extension commencing January 1, 2020 and ending no later than December 31, 2021. The following motion will appear on the consent calendar.

Suggested Motion

Motion: "I move to approve entering into an Agreement with the South County Area Transportation Board (SCATBd) for a period of two years, ending December 31, 2019, with a potential extension until December 31, 2021; to authorize the City to make a minimum annual contribution of \$100.00; and to direct the City Manager to sign said Agreement substantially in the form as attached."

Background

The City of Des Moines has been an active member of SCATBd for many years. The current SCATBd Agreement executed in 2013 had a two year automatic extension and will expire on December 31, 2017. Councilmember Kaplan currently represents the City in this group, with Councilmember Bangs as the alternate.

SCATBd provides a forum for sharing information and coordinating interrelated projects as well as providing a strong voice for making sure that South County transportation needs are considered in this region. Without a unified South County voice, the strong East County and Seattle transportation interests would be expected to dominate King County decision making on this important topic. The City of Des Moines has benefited on a number of occasions by having SCATBd backing for our street and transit needs.

Discussion

The purpose of the Agreement is to identify the voting and nonvoting members of the SCATBd and to provide for its continuation. SCATBd is the South County forum for information sharing, consensus building and coordination to resolve transportation issues, which affect the South County area. SCATBd allows input into decisions and other transportation-related issues as determined by membership, issues such as:

- Development of King County Metro Six-Year Transit and Sound Transit Development Plan.
- Implementation of transit service priorities.
- Recommendations for regional project identification and countywide project selection.
- Recommendations for modifications to Sound Transit service implementation-related services, projects, and development of further planning efforts.

The more South County works cooperatively, the better chance the cities have to benefit from decisions made by this Board.

Alternatives

Council could decide not to participate, but Des Moines would be left out of the loop for input, decisions, and resources that will affect our role in transportation issues in the South County area. We would have to handle our issues without the support and networking of the surrounding agencies which would have a negative effect on our ability to gain funding and support for outside resources and build consensus to promote our interests.

Financial Impact

Under Section 5 of the Agreement, King County is providing the general administrative and program support for SCATBd. Section 6 requires cities to contribute \$100.00 annually to support special events, public education, or other expenses authorized by SCATBd. This is a minimal amount in comparison to the benefits that are reaped by participation in this forum.

Recommendation

Staff recommends that the City continue its participation in SCATBd and that Council approve the motion.

Concurrence

The Legal and Public Works Departments concur.

South County Area Transportation Board Agreement

Parties to Agreement

City of Algona
 City of Auburn
 City of Black Diamond
 City of Burien
 City of Covington
 City of Des Moines
 City of Enumclaw
 City of Federal Way
 City of Kent
 City of Maple Valley
 City of Milton
 City of Normandy Park
 City of Pacific
 City of Renton
 City of SeaTac
 City of Tukwila
 Muckleshoot Indian Tribe
 King County

Transmitted to parties for approval and signature on _____.

THIS AGREEMENT is made and entered into by and among the CITY OF ALGONA, hereafter called “Algona”; the CITY OF AUBURN, hereafter called “Auburn”; the CITY OF BLACK DIAMOND, hereafter called “Black Diamond”; the CITY OF BURIEN, hereafter called “Burien”; the CITY OF COVINGTON, hereafter called “Covington”; the CITY OF DES MOINES, hereafter called “Des Moines”; the CITY OF ENUMCLAW, hereafter called “Enumclaw”; the CITY OF FEDERAL WAY, hereafter called “Federal Way”; the CITY OF KENT, hereafter called “Kent”; the CITY OF MAPLE VALLEY, hereafter called “Maple Valley”; the CITY OF MILTON, hereafter called “Milton”; the CITY OF NORMANDY PARK, hereafter called “Normandy Park”; the CITY OF PACIFIC, hereafter called “Pacific”; the CITY OF RENTON, hereafter called “Renton”; the CITY OF SEATAC, hereafter called “SeaTac”; the CITY OF TUKWILA, hereafter called “Tukwila”; the MUCKLESHOOT INDIAN TRIBE; and KING COUNTY, a legal subdivision of the State of Washington, hereafter called “King County” as members of the South County Area Transportation Board.

WHEREAS, the parties to this agreement recognize that multi-jurisdictional transportation planning and coordinated transportation plans benefit their citizens; and

WHEREAS, the South County Area Transportation Board has served as the central forum for information sharing, consensus building, and coordination to develop recommendations for transportation policies, projects and programs for the south King County area;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1.0 Purpose of this Agreement

The purpose of this Agreement is to recognize the South County Area Transportation Board as the transportation board for the south King County area to share information, build consensus, and provide advice on plans, programs, policies and priorities for countywide, regional, state and federal transportation decisions.

2.0 Members and Voting

Members shall have full voting rights, limited voting rights or shall be non-voting members, as follows:

2.1 **Members with Full Voting Rights:** Only jurisdictions which are signatories to this agreement shall have full voting rights on all of the following issues before the South County Area Transportation Board, unless otherwise noted, including:

1. Administrative issues, such additional members and use of dues
2. Recommendations to Sound Transit on policies and capital and service plans and implementation.
3. Recommendations to King County on Metro Transit planning, development and implementation of products and services.
4. Identification of projects for the regional competition, if prescribed by the process approved by the King County caucus of the Transportation Policy Board.
5. Recommendations to WSDOT on policies, programs and projects.
6. Recommendations to the PSRC on plans, policies, programs and projects such as Transportation 2040 updates and regional funding policies, strategies or programs.
7. Input to the State Legislature and committees and commissions established by the Legislature on transportation policy, budget and priorities and legislative proposals and studies.
8. Recommendations to the federal delegation on federal legislation including reauthorization and funding priorities and other transportation-related programs.

2.2 **Members with Limited Voting Rights:** The South County Area Transportation Board may add members with limited voting rights on the issues such as those listed below by unanimous vote of the parties to this agreement in attendance at a regular meeting.

1. Recommendations to WSDOT on policies, programs and projects.
2. Recommendations to the PSRC on plans, policies, programs and projects such as Transportation 2040 updates and regional funding policies, strategies or programs.
3. Input to the State Legislature and committees and commissions established by the Legislature on transportation policy, budget and priorities and legislative proposals and studies.
4. Recommendations to the federal delegation on federal legislation including reauthorization and funding priorities and other transportation-related programs.

2.2(a) Such members and voting rights, if any, shall be listed in operating procedures to be adopted by the South County Area Transportation Board.

2.3 **Non-Voting Members:** The South County Area Transportation Board may add non-voting members by unanimous vote of the parties to this agreement in attendance at a regular meeting. The South County Area Transportation Board may remove non-voting members by a unanimous vote of the parties to the agreement at a regular meeting.

2.3(a) Such members shall be included in operating procedures to be adopted by the South County Area Transportation Board.

3.0 Representation and Conduct

3.1 Representation of city and county members shall be as follows:

Full Voting Members	Number of Representatives
City of Algona	1
City of Auburn	1
City of Black Diamond	1
City of Burien	1
City of Covington	1
City of Des Moines	1
City of Enumclaw	1
City of Federal Way	1
City of Kent	1
City of Maple Valley	1
City of Milton	1
City of Normandy Park	1
City of Pacific	1
City of Renton	1
City of SeaTac	1
City of Tukwila	1
Muckleshoot Indian Tribe	1
King County	3

3.2 Elected officials shall be appointed to the South County Area Transportation Board by their cities and counties for a one-year term. King County representation shall be a maximum of two Councilmembers and the King County Executive.

3.3 Each city or county participating member may appoint an alternate for a one-year term. Designated alternates may vote in place of designated voting representatives in the absence of the designated representative.

4.0 Operating Procedures

4.1 The South County Area Transportation Board shall adopt operating procedures to specify limited voting members and non-voting members, if any, dues for limited and non-voting members, if any, and operational issues such as election of officers, formation of subcommittees and rules of order. A chair and vice-chair shall be elected per the operating procedures and shall be responsible for setting meeting agenda, running meetings and any other activities identified in the operating procedures.

5.0 Lead Agency

5.1 King County will be the Lead Agency for receipt and disbursement of funds collected through annual dues, and general administrative and program support for the South County Area Transportation Board. King County assumes wage and benefit costs of its staff performing Lead Agency responsibilities to the extent that King County appropriates such funds. The Lead Agency, in its sole discretion, shall determine the level of staffing available based upon funding.

5.2 Lead Agency responsibilities may be limited to: maintaining the South County Area Transportation Board membership rosters and distribution lists; arranging for Board meetings, including scheduling, agendas and rooms; collecting, administering and disbursing Board dues; providing Board meeting support to the chair and vice chair; attending Board meetings; and preparing Board meeting summaries.

6.0 Financing and Cost Sharing Guidelines

6.1 **Yearly Dues:** The South County Area Transportation Board members shall pay a minimum of \$100.00 per full voting representatives in annual dues to remain members in good standing. The Lead Agency will bill annually at the end of each year, and dues are to be paid within ninety days after receipt of the invoice. Members not in good standing shall lose voting rights until the required dues are paid. Additional dues above \$100.00, and any dues required by limited or non-voting members, will be determined by the South County Area Transportation Board as prescribed in the operating procedures. Revenue from dues shall be used for special events, public education, or other expenses authorized by the South County Area Transportation Board. The designated Lead Agency shall not be required to pay yearly dues.

6.2 **Annual Review of Financing:** The South County Area Transportation Board shall determine by June 30 of each year whether additional annual dues above \$100.00 per voting representatives will be required of the South County Area Transportation Board member jurisdictions for the following year.

6.3 **Additional financial contributions:** If additional financial contributions beyond an increase in dues are determined to be necessary, costs shall be shared among all voting members, with an option for King County to recuse itself from further financial obligations. Recused members may not vote on determining the additional financial contribution or uses for the additional funds.

6.4 **Modification to Agreement Required:** If additional funds are determined to be necessary, a modification to this agreement specifying cost-sharing, purpose, scope of work, administration, collection and disbursement of funds and other details is required in order to obligate a member jurisdiction to funding participation.

7.0 Withdrawal of a Party from this Agreement

Each party, for its convenience and without cause or for any reason whatsoever, may withdraw from participation in this Agreement by providing written notice, sent certified mail, return receipt required, to the chair of the South County Area Transportation Board at least thirty (30) days in advance of the effective date of the withdrawal. A withdrawing party shall not be entitled to a refund of any payments to the South County Area Transportation Board and shall pay any dues required to be paid under this Agreement for costs which had been obligated prior to the effective date of the withdrawal. All obligations other than dues cease upon withdrawal.

Each party's funding to perform its obligations under the Agreement, beyond the current appropriation year, is conditional upon appropriation by the party's governing body of sufficient funds. Should such an appropriation not be approved for a future year, a party may exercise its right to withdraw from the Agreement.

8.0 Duration

This Agreement shall take effect upon being duly adopted by the governing bodies of all parties and executed by the authorized representatives of all parties. This Agreement shall remain in effect until December 31, 2019, provided that unless terminated earlier in accordance with Section 9.0, this Agreement shall be automatically extended upon the same terms or conditions for another term commencing January 1, 2020 and ending no later than December 31, 2021.

9.0 Termination

All parties to this Agreement must agree to terminate this Agreement in order for such termination to be effective. If all parties desire to terminate this Agreement, they shall execute a Statement of Termination. Upon termination, no party shall be required to make any additional contributions. Any remaining funds shall be refunded to the parties to this Agreement according to Section 11.0.

10.0 Real and Personal Property

The acquisition of real property is not anticipated under this Agreement. Any personal property acquired pursuant to this Agreement shall be held by the Lead Agency. In the event this Agreement expires or is terminated in accordance with Section 8.0 or 9.0, any personal property other than cash shall remain with the Lead Agency.

11.0 Return of Funds

At such time as this Agreement expires without being extended or revised, or is terminated in accordance with Section 9.0, any unexpended and uncommitted funds shall be distributed proportionately to those parties to this Agreement at the time of termination based on each party's percentage share of the total balance at the time of termination.

12.0 Filing

This Agreement shall be filed with the King County Department of Records and Elections.

13.0 Legal Relations

13.1 The parties shall comply with all applicable state and federal laws and regulations.

13.2 This Agreement is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this Agreement. No employees or agents of one party or any of its contractors or subcontractors shall be deemed, or represent themselves to be, employees of any other party.

13.3 Each party shall defend, indemnify and hold harmless the other party and all of its officials, employees, principals and agents from all claims, demands, suits, actions, and liability of any kind whatsoever which arise out of, are connected with, or are incident to any negligent acts of the first party, its contractor, and/or employees, agents, and representatives in performing the first party's obligations under this Agreement. The parties agree that their obligations under this paragraph extend to claims made against one party by the other party's own employees. For this purpose, the parties, by mutual negotiation, hereby waive any immunity that, as respects the other party only, would otherwise be available against such claims under the industrial insurance provisions of RCW Title 51. In the event either party incurs attorney's fees, costs or other legal expenses to enforce the provisions of this section, against the other party, all such fees, costs and expenses shall be recoverable by the prevailing party.

13.4 The provisions of this Section shall survive and remain applicable to each of the parties notwithstanding any termination or expiration of this Agreement and notwithstanding a party's withdrawal from this Agreement.

14.0 Entirety and Modifications

14.1 This Agreement merges and supersedes all prior negotiations, representations and agreements between the parties relating to the subject matter hereof and constitutes the entire agreement between the parties.

14.2 This Agreement may be modified or extended only by written instrument signed by all the parties hereto.

15.0 Counterparts

The signature pages of this Agreement may be executed in any number of counterparts, each of which shall be an original. For purposes of this Agreement, a duly authorized electronic signature constitutes an original signature.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed and delivered by its duly authorized officer or representative as of the date set forth below its signature.

City of Algona

City of Auburn

City of Black Diamond

By: _____

By: _____

By: _____

Date: _____

Date: _____

Date: _____

City of Burien

City of Covington

City of Des Moines

By: _____

By: _____

By: _____

Date: _____

Date: _____

Date: _____

City of Federal Way

City of Kent

City of Maple Valley

By: _____

By: _____

By: _____

Date: _____

Date: _____

Date: _____

City of Normandy Park

City of Pacific

City of Renton

By: _____

By: _____

By: _____

Date: _____

Date: _____

Date: _____

City of SeaTac

City of Tukwila

Muckleshoot Indian Tribe

By: _____

By: _____

By: _____

Date: _____

Date: _____

Date: _____

King County

By: _____

Date: _____

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SOUTH COUNTY AREA TRANSPORTATION BOARD (SCATBd) OPERATING PROCEDURES

Revised September 28, 2017

The purpose of these procedures is to guide the conduct of business of the South County Area Transportation Board (SCATBd) and its subcommittees. These procedures shall be reviewed and revised annually as needed.

I. SOUTH COUNTY AREA TRANSPORTATION BOARD (SCATBd)

A. Mission:

The Board shall serve as a South County forum for information sharing, consensus building, and coordination to resolve transportation issues, identify priorities, make recommendations, and promote transportation plans and programs that benefit the South County area. *(Mission Statement adopted January 16, 1996)*

B. Goal:

(Goals adopted July 19th, 1994, and subsequently amended)

Develop and promote intermodal transportation and related actions that accommodate economic development, through integrated, efficient movement of people, freight and goods, within the South County and contiguous areas.

C. Role:

The SCATBd is the forum established for the South King County area at which elected officials may provide input into local, regional, state and federal transportation-related issues or any other related issues as the members determine, including, but not limited to, the following:

1. Recommendations for Federal and State transportation legislation, regional project identification, and Countywide project selection
2. Development and changes to the King County Metro Strategic Plan for Public Transportation and implementation of transit service priorities
3. Recommendations to Sound Transit on its plans and implementation of projects and services, consistent with the principle of subarea equity and other financial policies.
4. Coordination with the Eastside Transportation Partnership and the SeaShore Transportation Forum on national, state, countywide and regional transportation issues.
5. Other transportation related issues as the members determine.

D. Membership and Voting:

Membership shall be extended to the following local jurisdictions and agencies. The Board shall operate by consensus whenever possible, but in those matters requiring a vote, voting shall be assigned as indicated below:

The voting members of SCATBd and their voting rights shall be as follows:

Full Voting Members	Number of Reps.	Voting Rights				
		Membership and Dues ¹	Sound Transit ²	Metro Transit ³	Regional Competition ⁴	Other ⁵
City of Algona	1	Yes	Yes	Yes	Yes	Yes
City of Auburn	1	Yes	Yes	Yes	Yes	Yes
City of Black Diamond	1	Yes	Yes	Yes	Yes	Yes
City of Burien	1	Yes	Yes	Yes	Yes	Yes
City of Covington	1	Yes	Yes	Yes	Yes	Yes
City of Des Moines	1	Yes	Yes	Yes	Yes	Yes
City of Enumclaw	1	Yes	Yes	Yes	Yes	Yes
City of Federal Way	1	Yes	Yes	Yes	Yes	Yes
City of Kent	1	Yes	Yes	Yes	Yes	Yes
City of Maple Valley	1	Yes	Yes	Yes	Yes	Yes
City of Milton	1	Yes	Yes	Yes	Yes	Yes
City of Normandy Park	1	Yes	Yes	Yes	Yes	Yes
City of Renton ⁶	1	Yes	No	Yes	Yes*	Yes
City of SeaTac	1	Yes	Yes	Yes	Yes	Yes
City of Tukwila	1	Yes	Yes	Yes	Yes	Yes
City of Pacific	1	Yes	Yes	Yes	Yes	Yes
Muckleshoot Indian Tribe	1	Yes	Yes	Yes	Yes	Yes
King County	3 ⁷	Yes	Yes	Yes	Yes	Yes

The non-voting members of SCATBd shall be as follows:

Non-Voting Member	Number of Representatives
Pierce Transit	1
Port of Seattle	1
Port of Tacoma	1
Puget Sound Regional Council	1
South Sound Chambers of Commerce Coalition	1
Sound Transit	1

¹Administrative issues, such additional members and use of dues

² Recommendations to Sound Transit on policies and capital and service plans and implementation

³ Recommendations to King County Metro Transit on policies and capital and service plans and implementation

⁴ Identification of projects for the regional competition, if prescribed by process approved by the King County caucus of the Transportation Policy Board (*projects in Renton south of the Cedar River)

⁵ Other recommendations including

- Recommendations to WSDOT on policies, programs and projects.
- Recommendations to the PSRC on plans, policies, programs and projects such as the Transportation 2040 update and regional funding policies, strategies or programs.
- Input to the State Legislature and committees and commissions established by the Legislature on transportation policy, budget and priorities and legislative proposals and studies.
- Recommendations to the federal delegation on federal legislation including reauthorization and funding priorities and other transportation-related programs.

⁶ Renton is currently authorized to vote on Sound Transit matters only under the Eastside subarea, through the Eastside Transportation Partnership.

⁷ King County has three representatives: two King County Councilmembers and the King County Executive

Washington State Department of Transportation	1
Pierce County	1

E. Officers:

1. **Chair:** Responsible for 1) conducting and ensuring fair opportunity for discussion, 2) signing correspondence and speaking on behalf of SCATBd, 3) providing direction on agenda preparation.
2. **Vice-Chair:** Responsible to act as chair in his/her absence.
3. **Term of Office:** One year from January. Elections in December, nominations in November.
4. **Officers must be elected officials.**

F. Meeting Schedule:

The regular meeting date for SCATBd shall be the third Tuesday of the month, from 9:00 a.m. to 11:00 a.m. The meeting location shall be held at an appropriate location within South King County. The agenda package shall be distributed in advance of the meeting. Adjustments to the regular meeting schedule and meeting location shall occur as needed.

G. Board Actions Require a Quorum of Full Voting Members:

1. **A quorum is:** 50 percent plus 1 full voting members.
2. **Type of Actions Board Can Take:** The Board may undertake activities consistent with its purpose and shall prepare an annual calendar for the following year for submittal to its member jurisdictions by January 31 of each year, to be sent out to members periodically for feedback and updates.
3. **Type of Actions Board Cannot Take:** In issuing communication or statements, the Board will act on behalf of the entire region represented by South County Area Transportation Board and not on behalf of individual member jurisdictions/agencies.
4. **Schedule for Action Items:** Action items will be presented at one meeting and acted on at a second meeting unless three-quarters of the voting Board members present agree that the circumstances require action to be taken at that time PROVIDED that there is a quorum of voting members (at least 50 percent plus one).
5. **Minority Statements:** Any individual full voting Board member or limited voting member shall have the right at the time of the vote to request that a statement of a minority position be included in Board communications or otherwise distributed with an approved Board statement.

H. Subcommittees of the Board:

Subcommittees of the Board shall be established as needed, such as a legislative priorities committee or Technical Advisory Committee.

II. MEETING PROCEDURES

A. **Standard Agenda:**

The SCATBd agenda shall follow this standard format unless unusual circumstances require a different arrangement.

1. Call to Order
2. Approval of Minutes
3. Report of the Chair, Vice Chair, transportation agencies and organizations
4. Major Agenda Topics
5. Communications and Public Comment
6. Good of the Order

B. **Robert's Rules of Order:**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the convention in all cases to which they are applicable and in which they are not inconsistent with the South County Area Transportation Board Interlocal Agreement and these operating procedures.

C. **Audience Comments during Meetings:**

At the Chair's discretion, comments may be taken from the audience. The Chair should call on audience members wishing to make comments. SCATBd members can ask to have audience members speak. Audience comments should be limited to two minutes.

D. **Distribution of Materials:**

Letters and documents may be distributed with the agenda at the direction of the Chair as authorized by the policies and procedures of the jurisdiction providing staff support.

E. **Citizen Involvement:**

Interested citizen groups shall be placed on the distribution list for Board meetings to ensure that those groups are kept informed of Board activities.

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Amendment No. 1 to Agreement for Planning, Funding, and Implementing a Joint Human Services Application and Funding Program

FOR AGENDA OF: October 12, 2017

DEPT. OF ORIGIN: Parks, Recreation & Senior Services

DATE SUBMITTED: October 3, 2017

ATTACHMENTS:

1. Amendment to Agreement for Planning, Funding, and Implementing a Joint Human Services Application and Funding Program
2. 2017 Human Services Funding Collaborative On Line Application System Fee Schedule
3. Online Grant Agreement 2014

CLEARANCES:

Community Development N/A

Marina N/A

Parks, Recreation & Senior Services

Public Works N/A

CHIEF OPERATIONS OFFICER: _____

Legal 

Finance N/A

Courts N/A

Police N/A

APPROVED BY CITY MANAGER
FOR SUBMITTAL: 

Purpose and Recommendation

The purpose of this agenda item is to seek City Council approval for an amendment to the existing Joint Human Services Online Grant Agreement for the City of Des Moines.

Suggested Motion

Motion 1: “I move to approve the Human Services Online Grant Agreement Amendment No. 1, which identifies the new online grant service provider and updates other provisions to reflect current practice, and to authorize the City Manager to sign the amendment substantially in the form as submitted.”

Background

The purpose of the existing Human Services Online Grant Agreement is to provide a regionally coordinated portal for the delivery of municipal services via the Internet and to provide a forum for the sharing of resources in the development and deployment of city services. The chosen online services provider coordinates shared software applications to cities (Subscribers) to deliver public sector services via the Internet.

In 2009, seventeen cities in King County subscribed to the eCityGov Alliance for the creation and implementation of an Internet human services application, HSConnect. City staff requested the HSConnect subscription for the City of Des Moines as part of the 2011 budget process. The City Council approved the subscription for the City in the amount of \$2,500.00 under the Mental and Physical Health budget. In 2011, a new provider was chosen, Share1app to provide online human services management to the seventeen cities originally contracted with HSConnect. In early 2017, Share1app made changes to their on line human services software which did not support the contracted cities in the manner necessary. The contract was not renewed. The attached Amendment No.1 provides changes that allow for more flexibility to change vendors if needed and for the cities to oversee the work.

Discussion

Subscription to the new On Line human services software will provide better and more efficient oversight of the annual human services allocations made by the City of Des Moines. City funded human services agencies have easy access to the service to submit required contracts, participant data, and quarterly reports. City staff will have easy access to the service to manage annual contracts, participant data, and quarterly reports. This subscription service saves time in emailing and hard copy mailing of annual human services contracts, quarterly reports and other reports and data as needed.

Alternatives

Not sign the amendment; and, therefore, not participate in the On Line Human Services for the City of Des Moines, which was approved by the City Council under the 2011 Mental and Physical Health budget.

Financial Impact

The cost to subscribe to the new On Line Human Services software for fiscal year 2017 is \$500. Should the City Council not sign the amendment there will be a cost to the City to supply their own human services software for agency applications, reports, and invoices.

Recommendation

It is recommended that the City Council approve the Amendment No.1 Agreement for Planning, Funding and Implementing a Joint Human Services Application and Funding Program.

**AMENDMENT NO. 1 TO THE AGREEMENT
FOR PLANNING, FUNDING, AND IMPLEMENTING A
JOINT HUMAN SERVICES APPLICATION AND FUNDING PROGRAM**

THIS AMENDMENT NO. 1 (“Amendment”) is made between the cities of KENT, AUBURN, BELLEVUE, BOTHELL, BURIEN, COVINGTON, DES MOINES, FEDERAL WAY, ISSAQUAH, KENMORE, KIRKLAND, MERCER ISLAND, REDMOND, RENTON, SAMMAMISH, SEATAC, SHORELINE, and TUKWILA (collectively, “Cities”) and amends the Agreement for Services the parties entered into in 2013 concerning the planning, funding, and implementation of a joint human services application and funding program (“Agreement”).

I. RECITALS

1.1 Through the Agreement, the City of Kent (“Kent”) was appointed as the lead city to contract directly with an online grant subscription service on behalf of the Cities who have elected to participate in the online funding application portal. The Agreement specifically named an online grant service provider that Kent would utilize—Western States Arts Federation.

1.2 Kent has discussed with the Cities that it would like to transfer the joint application and funding portal to another service provider. However, because the Agreement identified a single particular service provider, it is first necessary to amend the Agreement to authorize a change in the service provider.

1.3 The Cities also wish to make other amendments to the Agreement to update notice addresses, and for efficiency purposes, to identify a representative from each of the Cities to whom authority has been delegated to authorize future amendments to the Agreement.

II. AMENDMENT

NOW THEREFORE, in consideration of the mutual intent, desire, and promises of the parties and other good and valuable consideration, the Cities agree as follows:

2.1 Online Grant Service Provider - Selection. Section 2(a) of the Agreement is revised as follows:

2. Joint Participation.

- a) Lead City. The City of Kent shall be the designated lead city (“Lead City”). The Lead City shall contract directly for and manage the online grants subscription service with a vendor recommended by Kent and selected by the Oversight Committee as provided for in section 9 ~~Western States Arts Federation~~ (“Vendor”). The

other responsibilities of the Lead City are described in section 4.

2.2 Representatives Appointed. Section 7 of the Agreement is repealed in its entirety and replaced with the following:

7. Representatives Appointed. Each of the Cities shall appoint a representative to whom authority is delegated to administer this Agreement and to authorize and sign any future amendment to this Agreement as the Cities' representatives ("Representatives") may determine is needed.

Any notice that may be required to be given under this Agreement shall be sent to the Cities' authorized Representatives identified on the attached and incorporated Exhibit B, at their addresses stated therein, which Exhibit B shall be updated periodically as needed.

2.3 Oversight Committee. Section 9 of the Agreement is amended as follows:

9. Oversight Committee. This Agreement shall be managed by an Oversight Committee made up of six City representatives, as follows: one each from three member Cities from South King County, and one each from three member Cities in North/East King County, to be designated by the Lead City. The representative appointed to the Oversight Committee need not be the same person appointed of each City shall be that person under designated in section 7 of this Agreement by the City he or she represents.

The Oversight Committee will shall meet at least annually, no later than July 31, to discuss the terms of the Agreement and oversee project management and ensure that the services required under this Agreement are fulfilled and the terms of this Agreement followed. Should Kent or any other Participating City recommend a new service provider be procured, the Oversight Committee will oversee the selection and approval of a new vendor. A change in vendor may be authorized by the Oversight Committee if the change does not significantly alter the fee structure or require an amendment to the terms of this Agreement. request any changes to the services provided pursuant to the Agreement. The Committee shall provide

~~written notice of any proposed changes to all member Cities no later than August 15. If significant alterations are required to the fee structure, or if an amendment is required to this Agreement, those changes may be effectuated only through a fully executed amendment to this Agreement signed by the Cities through their Representatives appointed under section 7.~~

2.4 Amendments. Section 11 of the Agreement is amended as follows:

11. Amendments. ~~This~~ The Oversight Committee may propose to Agreement may be amended, altered, changed or extend this Agreemented in any manner and shall seek ~~by the~~ mutual -written consent of all Cities through their member Cities Representatives appointed under section 7 and identified in Exhibit B.; ~~provided that any member City may substitute an alternate Contact person under section 7 by providing written notice thereof to the Lead City, and provided, further, that any such substitution shall not constitute an amendment, alteration or change to this Agreement.~~

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

2.6 Facsimile/Email Signature. Either party may execute and deliver this Amendment by telephone facsimile or by emailing a PDF version of the original signature page, and that signature shall have the same force and effect as if executed in original.

2.7 Remaining Provisions. Except as specifically amended by this Amendment, all remaining provisions of the Agreement shall remain in full force and effect.

IN WITNESS, the parties have executed this Amendment, which shall become effective on the last date executed below.

CITY OF AUBURN
By: _____
Title: _____
Date: _____

Approved As To Form:

City Attorney

CITY OF BELLEVUE
By: _____
Title: _____
Date: _____

Approved As To Form:

City Attorney

CITY OF BOTHELL

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF BURIEN

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF COVINGTON

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF DES MOINES

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF FEDERAL WAY

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF ISSAQUAH

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF KENMORE

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF KENT

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF KIRKLAND

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF MERCER ISLAND

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF REDMOND

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF RENTON

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF SAMMAMISH

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF SEATAC

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF SHORELINE

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF TUKWILA

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

P:\CivilFiles\Open Files\0105-Parks-General-2017\HumanServices-OnlineGrantSys-AmendInterlocal080117.doc

Fee Schedule 2017
Human Services Funding Collaborative (HSFC)
Online Application System

City	2017 Population	2017 Fee
Auburn	78,960	\$750.00
Bellevue	140,700	\$1,000.00
Bothell	44,370	\$500.00
Burien	50,680*	\$500.00*
Covington	19,850	\$500.00
Des Moines	30,860	\$500.00
Federal Way	96,350	\$1000.00
Issaquah	36,030	\$500.00
Kenmore	22,580	\$500.00
Kent	127,100	\$1,000.00
Kirkland	86,080***	\$750.00***
Mercer Island	24,210	\$500.00
Redmond	62,110	\$750.00
Renton	102,700	\$1,000.00
Sammamish	62,240**	\$500.00**
SeaTac	28,850	\$500.00
Shoreline	55,060	\$750.00
Tukwila	19,660	\$500.00
Total		\$12,000.00

Population	Fee
0 - 50,000	\$500.00
50,001 – 90,000	\$750.00
90,001+	\$1,000.00

- * Please note Burien will be billed \$750.00 in 2018.
 ** Please note Sammamish will be billed \$750.00 in 2018.
 *** Please note Kirkland is nearing the \$1,000.00 threshold for 2019.

Designated Contacts:

City	Contact
Auburn	Emily Pearson, Human Services Program Coordinator
Bellevue	Dee Dee Catalano, Grant Coordinator
Bothell	Lynda Quinn, Senior Administrative Assistant
Burien	Lori Fleming, Management Analyst
Covington	Julie Johnston, Human Services Planner
Des Moines	Sue Padden, Senior Center Manager
Federal Way	Jeff Watson, Community Services Manager
Issaquah	Martha Sassorossi, Human Services Coordinator
Kenmore	Nancy Ousley, Assistant City Manager
Kent	Merina Hanson, Human Services Manager
Kirkland	Leslie Miller, Human Services Administrator
Mercer Island	Derek Franklin, Community Based Services Manager
Redmond	Brooke Buckingham, Human Services Planner
Renton	Guy Williams, Human Services Manager
Sammamish	Melonie Anderson, City Clerk
SeaTac	Colleen Brandt-Schluter, Human Services Manager
Shoreline	Rob Beem, Community Services Manager
Tukwila	Stacy Hansen, Human Services Manager

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**AGREEMENT FOR SERVICES BETWEEN THE
CITIES OF KENT, AUBURN, BELLEVUE,
BOTHELL, BURIEN, COVINGTON, DES MOINES,
FEDERAL WAY, ISSAQUAH, KENMORE,
KIRKLAND, MERCER ISLAND, REDMOND,
RENTON, SAMMAMISH, SEATAC, SHORELINE,
AND TUKWILA, FOR PLANNING, FUNDING AND
IMPLEMENTATION OF A JOINT HUMAN
SERVICES APPLICATION AND FUNDING
PROGRAM**

THIS AGREEMENT FOR SERVICES (“Agreement”) is entered into by and among the Cities of Kent, Auburn, Bellevue, Bothell, Burien, Covington, Des Moines, Federal Way, Issaquah, Kenmore, Kirkland, Mercer Island, Redmond, Renton, Sammamish, SeaTac, Shoreline, and Tukwila, Washington, hereinafter referred to as “Cities”, to provide for planning, funding and implementation of a joint human services application and funding program.

WHEREAS, the Cities engage in activities that 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 King County; and

WHEREAS, the Cities have the authority to engage in cooperative efforts that result in more efficient use of Government resources; and

WHEREAS, the Cities agree that such multi-jurisdictional cooperation is a benefit to the Cities, local human service providers, and to the citizens of their communities;

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

1. Purpose of Agreement. The purpose of this Agreement is to facilitate the alliance of the 18 member Cities who independently provide funding to organizations to provide critically needed human services in their communities, but jointly receive reports and applications for grant funding through one online grant subscription service and portal. The various human service programs funded by the member cities include food security, housing and homelessness prevention, health, mental health, youth services, and others.
2. Joint Participation.
 - a) Lead City. The City of Kent shall be the designated lead city (“Lead City”). The Lead City shall contract directly for and manage the online grants subscription service with Western States Arts Federation (“Vendor”). The other responsibilities of the Lead City are described in section 4.

- b) Participating City. A Participating City is a City participating in the joint online funding application portal, who is a party to this Agreement, and who is not a Lead City.

3. Funding Arrangement. The Lead City and each Participating City will jointly participate in the costs to run the online grants subscription service. The allocation of costs shall be based on population ranges of each city, as established by population estimates made by the Office of Financial Management pursuant to RCW 43.62.030. The initial allocation shall be as described in Exhibit A, attached and incorporated herein, and shall remain the same unless revised pursuant to the terms of this section 3. In the event that any City terminates its participation in this Agreement, the Lead City shall revise the allocation for the calendar year immediately following the year in which the written notice of such termination is given; provided, however, that the revised allocation shall remain in the same proportions as described in Exhibit A, and in no event shall the total sum of the revised allocations exceed the total sum of the initial allocation. Any Participating City requesting a change in allocation for reasons other than the termination of a City, as described above in this section 3, may only do so by written amendment to this Agreement, in accordance with section 12. Each Participating City shall provide its annual financial contribution to the Lead City no later than thirty (30) days after receiving invoice from the Lead City, pursuant to Section 4(a) below.

4. Responsibilities of Lead City. The Lead City has been designated to act as the fiscal and administrative agent for the Participating Cities, and the Lead City shall perform its responsibilities without the payment of any additional administrative fee, or cost to the Participating Cities beyond the funding allocation set forth in section 3 above. The responsibilities of the Lead City shall include the following:

- a) Send an invoice to each Participating City by February 15th of each year for their annual funding participation.
- b) Contract with the Vendor, and manage the performance of the online grants subscription service.
- c) For each year after the first year of this agreement, provide a projected estimate of the annual financial contribution to be made by each of the Participating Cities no later than September 30th of the preceding calendar year in which the contribution is to be made.
- d) Maintain accounts and records that properly reflect transactions related to this Agreement.

5. Duration. This Agreement shall become effective when it is approved by a majority of the Cities and shall remain in effect through December 31, 2013, with automatic extensions annually, unless terminated as described in section 6.

6. Termination.

- a) Any Participating City may terminate its participation in this Agreement without cause by giving the other Cities a thirty (30) day written notice. The terminating party shall remain fully responsible for meeting its funding

responsibilities and other obligations established by this Agreement through the end of the calendar year in which such notice is given. If at any time termination of a City results in fewer than ten Cities remaining as parties to this Agreement, then this Agreement shall automatically terminate after sixty (60) days for all remaining Cities, provided that all Cities shall remain fully responsible for funding responsibilities and other obligations established by this Agreement through the end of the calendar year in which such termination becomes effective.

- b) The Lead City may terminate its participation in this Agreement without cause by giving the other Cities a sixty (60) day written notice. The Lead City shall remain fully responsible for meeting its funding responsibilities and other obligations established by this Agreement, including administrative duties, through the end of the calendar year in which such notice is given. In the event of termination by the Lead City, the Oversight Committee shall meet no later than thirty (30) days after written notice of termination is given, to designate one of the remaining Participating Cities as the Lead City. If all the member Cities do not provide written consent of the designation made by the Oversight Committee within sixty (60) days of the Committee's selection, then this Agreement shall immediately terminate, provided that all Cities shall remain fully responsible for funding responsibilities and other obligations established by this Agreement through the end of the calendar year in which such termination becomes effective.

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

City	Contact
Auburn	Michael Hursh, Advisor to the Mayor
Bellevue	Joseph Adriano, Human Services Grant Coordinator
Bothell	Lynda Quinn, Sr. Administrative Assistant
Burien	Lori Fleming, Management Analyst
Covington	Victoria Throm, Human Services Analyst
Des Moines	Sue Padden, Senior Center Manager
Federal Way	Jay Bennett, Community Services Manager
Issaquah	Lisa Zurhorst, Executive Assistant
Kenmore	Leslie Harris, Management Analyst
Kent	Katherin Johnson, Human Services Manager
Kirkland	Sharon Anderson, Human Services Coordinator
Mercer Island	Cynthia Goodwin, Department of Youth and Family Services Director
Redmond	Brooke Buckingham, Human Services Planner
Renton	Karen Bergsvik, Human Services Manager
Sammamish	Melonie Anderson, City Clerk
SeaTac	Colleen Brandt-Schluter, Human Services Manager
Shoreline	Rob Beem, Community Services Manager
Tukwila	Evie Boykan, Human Services Manager

The Lead City shall maintain a current list of City Contacts, and shall provide an updated Contact list to all Participating Cities annually.

8. Indemnification. Each City agrees to indemnify the other Cities from any claims arising out of the willful misconduct or negligent performance of services or duties under this Agreement, committed by such City, or the City's employees or agents.

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 Cities. 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. Oversight Committee. This Agreement shall be managed by an Oversight Committee made up of six City representatives, as follows: one each from three member Cities from South King County, and one each from three member Cities in North/East King County, to be designated by the Lead City. The representative of each City shall be that person designated in section 7 of this Agreement. The Oversight Committee shall meet at least annually, no later than July 31, to discuss the terms of the Agreement and request any changes to the services provided pursuant to the Agreement. The Committee shall provide written notice of any proposed changes to all member Cities no later than August 15.

10. Applicable Law; Venue; Attorney's Fees. This Agreement 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 Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. Each party shall be responsible for its own attorney's fees and costs of suit.

11. Amendments. This Agreement may be amended, altered, changed or extended in any manner by the mutual written consent of all member Cities; provided that any member City may substitute an alternate Contact person under section 7 by providing written notice thereof to the Lead City, and provided, further, that any such substitution shall not constitute an amendment, alteration or change to this Agreement.

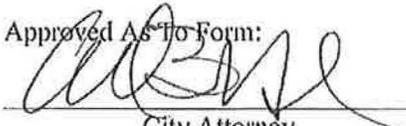
12. Counterparts. This document may be executed by facsimile or electronic mail in any number of current parts and signature pages hereof with the same effect as if all parties had all signed the same document. All counterparts, each one which shall be considered an original, together constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned have entered into this Agreement as of this _____ day of _____, 2013.

Online Grant Funding Application Agreement
Page 5 of 10

CITY OF AUBURN

By: Nancy Backus
Title: Mayor
Date: 1/30/14

Approved As To Form:

City Attorney

CITY OF BELLEVUE

By: _____
Title: _____
Date: _____

Approved As To Form:

City Attorney

CITY OF BOTHELL

By: _____
Title: _____
Date: _____

Approved As To Form:

City Attorney

CITY OF BURIEN

By: _____
Title: _____
Date: _____

Approved As To Form:

City Attorney

Online Grant Funding Application Agreement
Page 5 of 10

CITY OF AUBURN

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF BELLEVUE

By: *David King*

Title: INTERIM CITY MANAGER

Date: JUL 24 2013

Approved As To Form:

Justin B. [Signature] FOR
City Attorney

CITY OF BOTHELL

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF BURIEN

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

Online Grant Funding Application Agreement
Page 5 of 10

CITY OF AUBURN

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF BELLEVUE

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF BOTHELL

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF BURIEN

By: W. C. Rouse

Title: FINANCE DIRECTOR

Date: 2/22/13

Approved As To Form:

[Signature]
City Attorney

Online Grant Funding Application Agreement
Page 6 of 10

CITY OF COVINGTON

By: Devin Mathison

Title: City Manager

Date: 3/27/13

Approved As To Form:

[Signature]
City Attorney

CITY OF DES MOINES

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF FEDERAL WAY

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF ISSAQUAH

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

Online Grant Funding Application MOU
Page 6 of 10

CITY OF COVINGTON

By: _____

Title: _____

Date: _____

Approved As To Form: .

City Attorney

CITY OF DES MOINES

By: CEH

Title: City Manager

Date: 8/5/13

Approved As To Form:

P. Summers
City Attorney

CITY OF FEDERAL WAY

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF ISSAQUAH

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

Online Grant Funding Application Agreement
Page 6 of 10

CITY OF COVINGTON

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF DES MOINES

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF FEDERAL WAY

By: Shirley R. D.

Title: MAYOR

Date: 2/25/13

Approved As To Form:

Amy Pearson, for
PAT RICHARDSON City Attorney

CITY OF ISSAQUAH

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

Online Grant Funding Application Agreement
Page 6 of 10

CITY OF COVINGTON

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF DES MOINES

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF FEDERAL WAY

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF ISSAQUAH

By: Ara Frisinger

Title: Mayor

Date: 2/25/13

Approved As To Form:

City Attorney

CITY OF KENMORE

By: *R. Kelly*
Title: City Manager
Date: 2/26/2013

Approved As To Form:

City Attorney

CITY OF KENT

By: _____
Title: _____
Date: _____

Approved As To Form:

City Attorney

CITY OF KIRKLAND

By: _____
Title: _____
Date: _____

Approved As To Form:

City Attorney

CITY OF MERCER ISLAND

By: _____
Title: _____
Date: _____

Approved As To Form:

City Attorney

CITY OF KENMORE

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF KENT

By: Juzette Cooke

Title: Mayor

Date: 2/21/13

Approved As To Form:

[Signature]
Assistant City Attorney

CITY OF KIRKLAND

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF MERCER ISLAND

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

Online Grant Funding Application MOU
Page 7 of 10

CITY OF KENMORE

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF KENT

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

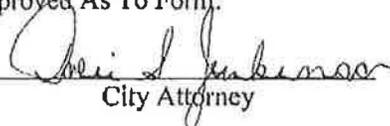
CITY OF KIRKLAND

By:  _____

Title: *Parks & Community Services Director*

Date: *8/16/2013*

Approved As To Form:



City Attorney

CITY OF MERCER ISLAND

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

Online Grant Funding Application Agreement
Page 7 of 10

CITY OF KENMORE

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF KENT

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF KIRKLAND

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF MERCER ISLAND

By: _____

Title: _____

Date: _____

Approved As To Form:

CMS *ok* *1-22-14*

City Attorney

CITY OF REDMOND

By: John Marchione
Title: Mayor
Date: 2/21/2013

Approved As To Form:
[Signature]
City Attorney

CITY OF RENTON

By: _____
Title: _____
Date: _____

Approved As To Form:

City Attorney

CITY OF SAMMAMISH

By: _____
Title: _____
Date: _____

Approved As To Form:

City Attorney

CITY OF SEATAC

By: _____
Title: _____
Date: _____

Approved As To Form:

City Attorney

CITY OF REDMOND

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF RENTON

By: _____

Title: Mayor Denis Law

Date: 11/29/14

Attest: _____
Jason A. Seth, Deputy City Clerk

Approved As To Form:

Lawrence J. Warner
City Attorney

CITY OF SAMMAMISH

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF SEATAC

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF REDMOND

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF RENTON

By: _____

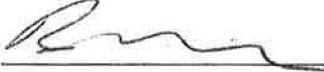
Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF SAMMAMISH

By: 

Title: City Manager

Date: 3/19/2013

Approved As To Form:

City Attorney

CITY OF SEATAC

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF REDMOND

By: _____
Title: _____
Date: _____

Approved As To Form:

City Attorney

CITY OF RENTON

By: _____
Title: _____
Date: _____

Approved As To Form:

City Attorney

CITY OF SAMMAMISH

By: _____
Title: _____
Date: _____

Approved As To Form:

City Attorney

CITY OF SEATAC

By: Todd Cook
Title: City Manager
Date: 3/8/13

Approved As To Form:

[Signature]
City Attorney

Online Grant Funding Application Agreement
Page 9 of 10

CITY OF SHORELINE

By: Judi Lind

Title: City Manager

Date: 8/12/13

Approved As To Form:

Sam Lewis

City Attorney

CITY OF TUKWILA

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF SHORELINE

By: _____

Title: _____

Date: _____

Approved As To Form:

City Attorney

CITY OF TUKWILA

By: ^{EB} Joni Haggerton

Title: Joni Haggerton, Mayor

Date: 3-5-13

Approved As To Form:

Rachel B...
City Attorney

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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: South 223rd Street – Pavement Rehabilitation Project Consultant Services Contract Supplement 2: Geotechnical LID Investigation

ATTACHMENTS:

- 1. KPG Supplemental Agreement Number 2

FOR AGENDA OF: October 12, 2017

DEPT. OF ORIGIN: Public Works

DATE SUBMITTED: October 3, 2017

CLEARANCES:

- Community Development N/A
- Marina N/A
- Parks, Recreation & Senior Services N/A
- Public Works PKC

CHIEF OPERATIONS OFFICER: DJB

- Legal JG
- Finance pm
- Courts N/A
- Police N/A

APPROVED BY CITY MANAGER
FOR SUBMITTAL: [Signature]

Purpose and Recommendation

The purpose of this agenda item is for City Council to approve a Consultant Services Contract Supplement (Attachment 1) with KPG Inc. to provide Low Impact Development (LID) engineering investigation services for the South 223rd Street – Pavement Rehabilitation Project.

Suggested Motion

Motion 1: “I move to approve the Consultant Services Contract Supplemental Agreement Number 2 with KPG Inc. to provide LID investigation engineering services for the South 223rd Street – Pavement Rehabilitation Project in the amount of \$11,927.00 with a contract design contingency of \$10,000.00, and further authorize the City Manager to sign said Contract substantially in the form as submitted.”

Background

On August 20th, 2015, the City Council enacted Ordinance 1625 which increased the annual vehicle license fee from twenty dollars (\$20) to forty dollars (\$40) per RCW 82.80.140. This fee has been, and continues to be collected and transferred to the City of Des Moines in order to cover expenditures in the Street Fund related to the preservation of transportation needs on the City's arterial roadways. Additionally, the City has entered into multiple franchise utility agreements in 2016 that provide supplemental revenue to arterial street preservation efforts.

With the vehicle license fee increase and franchise utility fees, the City has set up an annual arterial street paving capital expenditure solely for arterial street preservation projects. In order to prioritize arterial roadway preservation needs, the City conducted a citywide pavement asset survey and 5-year capital investment plan to ensure expenditures will maximize roadway life spans. The asset survey results were then presented to the City's Public Safety and Transportation Committee on January 5th, 2017. Assumptions made to help prioritize the 5-year investments include focus on higher roadway classification, 90% budget allocation to overlays vs surface treatments, and rehabilitation of South 223rd Street in 2018 (MVD to 24th Ave S). The committee concurred with the assumptions.

Prior to the institution of sustainable funding sources for pavement preservation, and given the costs associated with the rehabilitation of South 223rd Street, the City applied for street preservation grants with the Transportation Improvement Board (TIB), most recently in 2014. The applications have been unsuccessful.

A history of contract supplements with KPG is as follows:

- Original Contract - \$99,834.00
 - Plans, Specifications, and Estimate for project.
- Supplement Number 1 - \$7,941.00
 - Added storm water improvements from SWM CIP.

Discussion

As part of the ongoing design efforts for the South 223rd Street Pavement Rehabilitation project, it has been identified that there will be more than 2,000 SF of disturbed subgrade which initiates review of low impact development (LID) methods to deal with storm water runoff per the King County Surface Water Design Manual (KCSWDM). Original project assumptions assumed that the project will only entail existing pavement grinding and overlay construction methods. Based on geotechnical investigation, the project will not only grind/overlay, but also require some subgrade repairs.

The work proposed as part of this supplement will evaluate the potential for LID infiltration, generally isolated between 16th Ave S and 24th Ave S. If recommendations conclude that LID methods are feasible on the project site, the project design will require future modification prior to project advertisement.

Alternatives

Alternative 1: No Contract Supplement Authorization

The City Council could elect not to approve the Consultant Services Contract Supplement with KPG Inc. which would not allow for project completion due to an incomplete and unapproved Storm Water Technical Information Report (TIR).

Financial Impact

The City's franchise fees dedicated to the Arterial Street Paving Program provides revenue to account for this supplemental expenditure of \$21,927.00.

Recommendation

Staff recommends adoption of the motion.

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Supplemental Agreement Number <u>2</u>		Organization and Address	
Original Agreement Number		KPG, P.S. 2502 Jefferson Avenue Tacoma, WA 98402 Phone: 253-627-0720	
Project Number KPG #17017	Execution Date 9/27/17	Completion Date 8/2/2018	
Project Title South 223rd Street - Pavement Rehabilitation Project	New Maximum Amount Payable \$119,702		
Description of Work As part of the stormwater requirements, any project that disturbs more than 2,000SF of impervious surface must investigate the use of LID methods to deal with stormwater runoff. The original scope and budget assumed that this project would be a grind and overlay and not disturb pavement in excess of the treatment threshold. Due to the poor condition of the existing roadway, the preferred option for pavement rehabilitation required removal of the existing pavement in two locations.			

The Local Agency of City of Des Moines
 desires to supplement the agreement entered in to with KPG, P.S.
 and executed on 3/2/17 and identified as Agreement No. N/A

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.
 The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:
 Please see exhibit A, Scope of Work

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: N/A

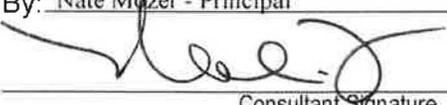
III

Section V, PAYMENT, shall be amended as follows:

Supplement No. 2 \$11,927 + Supplement No. 1 \$7,941 = New Maximum Amount Payable of \$119,702, See attached Exhibit B

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Nate Mozer - Principal

 Consultant Signature

By: _____
 Approving Authority Signature

_____ Date

Exhibit A

City of Des Moines
South 223rd Street - Pavement Rehabilitation Project
Supplement 2
Scope of Work

KPG Inc.
September 2017

A. PROJECT DESCRIPTION/BACKGROUND

As a part of the Storm water requirements any project that disturbs more than 2000 SF of impervious surface must investigate the use of LID methods to deal with storm water runoff. The original scope and budget assumed that this project would be a grind and overlay and not disturb pavement in excess of the treatment threshold. Due to the poor condition of the existing roadway the preferred option for pavement rehabilitation required removal of the existing pavement in two locations. The following Scope of Work outlines effort required to analyze the project area to determine if LID are feasible as required to meet storm water regulations.

B. ASSUMPTIONS

Soils investigation will confirm the assumption that LID BMP's are not feasible and as such no design effort has been included within this scope of work.

C. CITY -PROVIDED ITEMS:

The City of Des Moines will provide/prepare the following, if available:

- City permits – if needed

D. SCOPE OF WORK

In order for the City to track effort associated with the Storm Water Design effort under all task associated with this scope of work will be tracked under **Task: 6 Final Design**

The following additional effort will be required to complete the storm system design:

MANAGEMENT/COORDINATION/ADMINISTRATION

This Scope of Work assumes that one additional month of Management/Coordination will be required as well as additional coordination required to arranged and manage Geotechnical subcontractor and their work

TASK 6 – LID GEOTECHNICAL ANALYSIS

KPG will update existing draft TIR to include information provided under the Geotechnical analysis as required to meet DOE storm water manual requirements.

See attached Scope and Budget – GeoDesign Exhibit A



September 5, 2017

Supplement 2
 EXHIBIT A
 LID Feasibility Geotechnical

KPG, Inc.
 3131 Elliott Avenue, Suite 400
 Seattle, WA 98121

Attention: Terry Wright, P.E.

Additional Services Proposal
Geotechnical Engineering Services – Infiltration Study
 South 223rd Street Pavement Rehabilitation Project
 Des Moines, Washington
 GeoDesign Project: KPG-73-01

INTRODUCTION

GeoDesign, Inc. is pleased to submit this proposal for additional geotechnical engineering services for the South 223rd Street Pavement Rehabilitation Project in Des Moines, Washington. We understand the City of Des Moines (City) plans to restore the pavement along S 223rd Street from 24th Avenue S to Marine View Drive S. We previously provided a pavement design study for this project, which included falling weight deflectometer testing, shallow subsurface explorations, laboratory testing, pavement analysis, and pavement design recommendations for the segment of S 223rd Street identified above.

We understand the anticipated reconstruction may trigger stormwater management requirements that could include infiltration elements. The subsurface explorations previously completed on site were shallow and do not provide sufficient information to address the feasibility of stormwater infiltration along the roadway.

SCOPE OF SERVICES

We propose completing an additional subsurface investigation at the proposed location of low-impact development stormwater management infiltration structures. The preliminary plans indicate potential infiltration structures at the approximate locations:

- Station 18+50 to Station 19+50 – both sides of the roadway
- Station 29+50 to Station 31+00 – south side of roadway

Explorations completed for the pavement study encountered surficial groundwater seepage between Station 31+25 and approximately Station 34+00, and based on the seepage observed, we do not believe stormwater infiltration will be feasible at the proposed infiltration structure between Stations 29+50 and 31+00 due to high groundwater.

At the locations between Stations 18+50 and 19+50 infiltration may be feasible; however, additional subsurface information is necessary. The pavement core completed west of the area is not of sufficient depth to determine soil and groundwater conditions. Our proposed scope of services includes an additional shallow test pit to explore subsurface conditions to determine if infiltration is feasible and, if so, provide recommendations to address a long-term infiltration rate. We propose the following specific scope of services:

- Complete traffic control plans for the proposed field work.
- Obtain right-of-way permits. We understand the City will waive any permit fees associated with obtaining the permits.
- Complete a site visit to mark the subsurface exploration location.
- Complete a small-scale pilot infiltration tests (PITs) at the test pit location to estimate the short-term infiltration rate. The PITs will be completed in general accordance with the most recent Western Washington and City of Tacoma Stormwater Manuals. The field work is expected to take up to one day to complete.
- Complete geotechnical laboratory analyses on disturbed soil samples collected from the exploration. In order to support characterization of the samples and estimate soil parameters, testing will include up to:
 - one moisture content determination
 - one grain-size analysis
 - one cation exchange capacity test
 - one organic content determination
- Prepare a report summarizing our findings, conclusions, and recommendations, including information related to the following:
 - Subsurface soil and groundwater conditions
 - Estimated soil infiltration rates based on the results of the grain-size distribution and in situ small-scale PITs
 - Potential of existing soil to provide water quality treatment
 - Subgrade preparation below infiltration elements

SCHEDULE

We will schedule our work following your written authorization to proceed. Our field services will be completed within approximately three weeks of your authorization depending on permit acquisition and subcontractor availability. Our draft report will be available approximately two weeks following completion of field services. Preliminary results can be provided as they are developed.

FEE

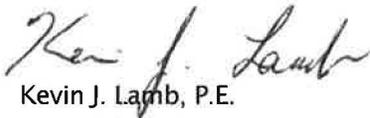
We propose to provide our services on a time-and-materials basis in accordance with the terms of our on-going work with this project. We estimate that we can complete the above additional scope of services for \$9,620. If the City elects to provide the excavation equipment and water truck for the infiltration testing we, we estimate the cost could be reduced approximately \$3,000. A detailed summary of the costs associated with the proposed scope of work is attached.



We appreciate the opportunity to submit this proposal. Please call if you have any questions regarding this submittal. To formally authorize our services, return a signed copy of this proposal.

Sincerely,

GeoDesign, Inc.



Kevin J. Lamb, P.E.
Principal Engineer

KJL:kt
One copy submitted (via email only)
Document ID: KPG-73-01-090517-geop-add-infiltration.docx
© 2017 GeoDesign, Inc. All rights reserved.

The scope of services and terms described herein are accepted, and GeoDesign, Inc. is authorized to proceed.

	by	
Organization		Signature*
Date		Name Printed
		Title

*Individual with contracting authority and responsible for payment of GeoDesign, Inc.'s fees.

HOURLY AND FEE ESTIMATE

**Project: City of Des Moines
 South 223rd Street - Pavement Rehabilitation Project
 Supplement No. 2 - LID Geotechnical Investigation**



Task	Description	Labor Hour Estimate								Total Fee
		*Project Manager \$ 172.58	*Senior Engineer \$ 157.44	*Project Engineer \$ 125.72	*Design Engineer \$ 109.83	*CAD Technician \$ 94.53	*Survey Crew \$ 149.05	*Senior Admin \$ 101.67	*Office Admin \$ 69.29	Fee
Task 6 - LID GEOTECHNICAL ANALYSIS										
	<u>Task - Management/coordination/administration</u>									
	Management/administration	4						2		\$ 829
	Coordination & TIR revisions	2	6					2		\$ 1,428
	Geo Design (see exhibit A)									\$ 9,620
										\$ -
										\$ -
	Reimbursable expenses - see breakdown for details									\$ 50
	Task Total	6	6	0	0	0	0	0	4	\$ 11,927

Total Estimated Fee: \$ 11,927

HOURLY AND FEE ESTIMATE

EXHIBIT B

**Project: City of Des Moines
South 223rd Street - Pavement Rehabilitation Project**



Reimbursable Breakdown		Cost
Task 1 - Management/coordination/administration		
Mileage		
Reproduction		
Task 1 - Total		
Task 2 - Survey and Mapping		
Mileage		
Reproduction		
Title Reports (0)		
Utility locates		\$ -
Task 2 - Total		\$ -
Task 3 - Geotechnical Engineering (See Geo Design Breakdown)		
Mileage		
Reproduction		
Geo Design		
Task 3 - Total		
0.0		
Mileage		
Reproduction		
Task 4 - Total		\$ -
Task 6 - LID GEOTECHNICAL ANALYSIS		
Mileage		\$ 50.00
Reproduction		
Task 5 - Total		\$ 50.00
Task 6 - 30%, 90%, AND FINAL DESIGN SUBMITTAL		
Mileage		
Reproduction		
Task 6 - Total		\$ -
0.0		
Mileage		
Task 7 - Total	2	\$ -
0.0		
Mileage		
Reproduction		
Task 8 - Total		
		2
Total Reimbursable Costs:		\$ 50.00

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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: Approval of Grant Award: Economic Development Partnership Agreement with Port of Seattle

ATTACHMENTS:

1. Economic Development Partnership Agreement

FOR AGENDA OF: October 12, 2017

DEPT. OF ORIGIN: Administration

DATE SUBMITTED: October 4, 2017

CLEARANCES:

- Community Development _____
 Marina _____
 Parks, Recreation & Senior Services _____
 Public Works _____

CHIEF OPERATIONS OFFICER: _____

- Legal *JB*
 Finance *OM*
 Courts _____
 Police _____

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

Purpose and Recommendation

The purpose of this agenda item is for City Council to approve and ratify the 2017 Economic Development Partnership Agreement with the Port of Seattle for the City to receive round two of grant funding in the amount of \$30,800. The Port required the attached Agreement to be signed by the City prior to October 5, 2017. As the City Council has previously authorized the application for this grant, the City Manager has signed the agreement and will be seeking approval and ratification by the Council on October 12, 2017.

Suggested Motion

Motion 1: "I move to approve and ratify the 2017 Economic Development Partnership Agreement with the Port of Seattle for the City to receive grant funding in the amount of \$30,800 to complete phase 2 of the Marina redevelopment feasibility analysis."

Background

The Port of Seattle has established the Century Agenda to “add 100,000 jobs through economic growth led by the Port of Seattle, for a total of 300,000 port-related jobs in the region.” This in keeping with requirements under RCW 53.08.245 that established the importance and central role that port districts can and need to perform in regard to economic development activities. The RCW that authorizes economic development programs states:

- (1) It shall be in the public purpose for all port districts to engage in economic development programs.”

The Port’s Century Agenda identifies efforts to work with local jurisdictions to further partnerships and accomplish a number strategic objectives, including:

- Position the Puget Sound region as a premier international logistics hub
- Advance this region as a leading tourism destination and business gateway
- Use our influence as an institution to promote small business growth and workforce development
- Be the greenest, and most energy efficient port in North America
- The Port of Seattle will use its real estate, capital assets and financial capabilities to accomplish the Century Agenda.

In order to further these strategic objectives of the Century Agenda, the Port initiated the 2016 Economic Development Partnership Program offering cities in King County non-competitive grants based on population to further economic development activities, “that align with city’s economic development strategies and support the Century Agenda.” The City received this grant in 2016 in the amount of \$30,100. As a result of this grant, the City hired consultants in order to prepare reports on the following elements:

- 1) A conceptual, pre-design feasibility study of what type of structure could be constructed on the Marina floor, within the buildable footprint, within current land use elements including height restrictions (35 feet), how such a structure could accommodate multiple use options including retail, hotel, commercial, and an internal parking structure.
- 2) An economic demand study to assess the future market demand created by the DMCBP and including the capacity of the Marina and the downtown to serve as “destination locations.”
- 3) A parking study to include the Marina and downtown based on current and future demand.

All three of these elements were analyzed and a comprehensive report was provided to the City Council. At this time, the Port has initiated round two of grant funding which will allow the City to complete additional assessments of Marina redevelopment feasibility.

Discussion

If approved by the City Council, the grant funding will allow the City to complete Phase 2 of the Marina redevelopment process by assessing the financial feasibility requirements, emphasizing sustainable development options and public/private partnerships. The elements of Phase 2 will be:

- a. Refine work on development concepts, updating work based on new information

from the public outreach process. The City will sponsor a community forum to include various stakeholders on Marina redevelopment in the fall of 2017 and the consultants will participate in this meeting.

- b. Identify phasing options for Marina redevelopment and establish feasible design and feasible finance options.
- c. Expand the parking study to analyze parking demand in the evening and late night hours to give a comprehensive picture of parking demand throughout the day and evening in the downtown.
- d. Present development phasing options, financial feasibility and parking report to City Council working session.

The value to the Port is to assist the City in economic development that will generate jobs derived from the incomes of the new jobs at the Des Moines Creek Business Park – essentially closing the loop on economic activity by transforming job growth into consumption demand which creates new jobs, increases tax revenue and strengthens the local and regional economies. These goals are consistent with the City’s strategic economic objectives and with the Century Agenda.

Alternatives

There are no other known non-competitive grant opportunities to accomplish the purposes described above.

Financial Impact

The grant is based on the population for the City of Des Moines, which is 30,800. The Port will provide \$1 per capita, therefore the City is eligible for a grant of \$30,800 requiring a 50% city match of \$15,400. The City has budgeted for a 100% match for a total value of \$61,600.

Recommendation

It is recommended the Council approves the motion and ratifies the agreement.

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**ECONOMIC DEVELOPMENT PARTNERSHIP AGREEMENT
BETWEEN
THE PORT OF SEATTLE AND THE CITY OF DES MOINES**

This Economic Development Partnership Agreement (the “Agreement”) is made and entered into as of October _____, 2017, by and between the Port of Seattle (the “Port”) and the City of Des Moines (“City”), both municipal corporations of the State of Washington (each, a “Party” or, collectively, the “Parties”).

RECITALS

WHEREAS, engaging in the promotion of economic development is a recognized Port purpose authorized under RCW 53.08.245; and

WHEREAS, RCW 35.21.703 similarly authorizes cities to engage in economic development programs; and

WHEREAS, RCW 53.08.240(2) permits the Port to contract with another municipality to perform such undertakings each is authorized to perform; and

WHEREAS, the Port Commission of the Port of Seattle established the Economic Development Partnership Program (the “Program”), to advance the Port’s Century Agenda, promote a dramatic growth agenda, support the creation of middle class jobs and help address the lack of economic development funding for local projects; and

WHEREAS, grant funding across the region is very limited for cities that want to pursue economic development projects or initiatives, and Washington State has not had an economic development grant program for over 20 years; and

WHEREAS, the Program will provide 38 King County cities per capita funding to advance local economic development throughout the region, and requires a 50% local match by the cities that receive the grants; and

WHEREAS, the Program will help the Port advance regional economic vitality through focused partnerships with King County cities; and

WHEREAS, the Program will make grants to cities that pursue programs and projects that stimulate business development, job creation and community revitalization, such as small business development, industry retention and expansion, and other economic development projects that support new investment and job creation;

NOW, THEREFORE, the Parties agree as follows:

1. Purpose. The purpose of this Agreement is to establish a contractual arrangement under which the Port will pay the City Program funds in the amount set forth on Section 2 solely for the purpose of carrying out the local initiative described in Exhibit A, attached and incorporated hereto by this reference (the "Project"). This Agreement shall be interpreted in furtherance of this purpose.

2. Responsibilities of the Port. The Port shall contribute Thirty Thousand Eight Hundred and 00/100 Dollars (\$30,800.00) (the "Grant Funds") to assist the City in funding the Project. The Port shall disburse the Grant Funds to the City no later than thirty (30) days after receipt of a complete and correct invoice detailing those Project deliverables completed in accordance with Exhibit A. Subject to the requirements of this Section and of Section 18 (where applicable), the Port shall make the final payment of the Grant Funds to the City no later than July 1, 2018, or receipt of the final report, whichever occurs later.

3. Responsibilities of the City.

3.1 The City shall contribute local funds equivalent to at least fifty percent (50%) of the Grant Funds towards the Project.

3.2 The City may contract with local non-profits to complete the Project or elements of the Project; *provided*, that the Port shall not, under any circumstance, disburse the Grant Funds to any of the City's contractors or subcontractors.

3.3 The City shall complete the Project by June 1, 2018.

4. Term. This Agreement shall become effective as of the date first set forth above, and shall terminate on July 1, 2018, unless earlier terminated under another provision of this Agreement.

5. Termination for Convenience. Either party may terminate this Agreement at any time for any reason, by giving the other party thirty (30) days' written notice. In the event the City has completed any portion of the Project by the time it receives the Port's notice of termination, the Port shall

pay the City the percentage of the Grant Funds attributable to the City's completed portion of the Project.

6. Termination for Default. Except in the case of delay or failure resulting from circumstances beyond the control and without the fault or negligence of the City, the Port shall be entitled, by written or oral notice to the City, to terminate Agreement for breach of any of the terms and to have all other rights against the City by reason of the City's breach as provided by law.

7. Waiver. Failure at any time of the Port to enforce any provision of this Agreement shall not constitute a waiver of such provision or prejudice the right of the Port to enforce such provision at any subsequent time. No term or condition of this Agreement shall be held to be waived, modified or deleted except by a written amendment signed by the Parties

8. Partial Invalidity. If any provision of this Agreement is or becomes void or unenforceable by force or operation of law, all other provisions hereof shall remain valid and enforceable.

9. Indemnification and Hold Harmless Agreement. The City shall defend, indemnify, and hold harmless the Port, its Commissioners, officers, employees, and agents (hereafter, collectively, the "Port") from all liability, claims, damages, losses, and expenses (including, but not limited to attorneys' and consultants' fees and other expenses of litigation or arbitration) arising out of or related to the fulfillment of this Agreement; *provided*, however, if and to the extent that this Agreement is construed to be relative to the construction, alternation, repair, addition to, subtraction from, improvement to, or maintenance of, any building, highway, road, railroad, excavation, or other structure, project, development, or improvement attached to real estate, including moving or demolition in connection therewith, and therefore subject to Section 4.24.115 of the Revised Code of Washington, it is agreed that where such liability, claim, damage, loss or expense arises from the concurrent negligence of (i) the Port, and (ii) the City, its agents, or its employees, it is expressly agreed that the City's obligations of indemnity under this paragraph shall be effective only to the extent of the City's negligence. Such obligations shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any person or entity described in this paragraph. This paragraph shall not be construed so as to require the City to defend, indemnify, or hold harmless the Port from such claims, damages, losses or expenses caused by or resulting from the sole negligence of the Port.

In any and all claims against the Port, by any employee of the City, its agent, anyone directly or indirectly employed by either of them, or anyone for whose acts any of them may be liable, the indemnification obligation of this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation benefits payable by or for the City, or other person under applicable industrial insurance laws (including, but not limited to Title 51 of the Revised Code of Washington), it being clearly agreed and understood by the Parties hereto that the City expressly waives any immunity the City might have had under such laws. By executing this Agreement, the City acknowledges that the foregoing waiver has been mutually negotiated by the parties.

The City shall pay all attorneys' fees and expenses incurred by the Port in establishing and enforcing the Port's right under this paragraph, whether or not suit was instituted.

10. Comply with All Laws. The City shall at all times comply with all federal, state and local laws, ordinances and regulations, including but not limited to all environmental laws, which in any manner apply to the performance of this Agreement.

11. Integration. This Agreement, together with the attached Exhibit A, constitutes the entire agreement between the Parties and unless modified in writing by an amendment executed by the Parties, shall be implemented only as described herein.

12. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Washington. Any action arising out of this Agreement shall be brought in King County.

13. No Employment Relationship Created. The Parties agree that nothing in this Agreement shall be construed to create an employment relationship between the City and the Port.

14. No Entity Created. The Parties agree that nothing in this Agreement shall be construed to create a joint entity between the City and the Port.

15. Notices. Notices to the Port shall be sent to the following address:

Port of Seattle
Economic Development Division
P. O. Box 1209
Seattle, WA 98121

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

City of Des Moines
City Manager
21630 11th Ave. S.
Des Moines, WA 98198

16. Audits and Retention of Records. The City shall retain and make all books, records and documents (the "Records") relating to the performance of this Agreement open to inspection or audit by representatives of the Port or Washington State during the term of this Agreement and for a period of not less than six (6) years after termination of the Agreement; *provided*, that if any litigation, claim or audit arising out of, in connection with or related to this Agreement is initiated, the City shall retain such Records until the later of (a) resolution or completion of litigation, claim or audit; or (b) six (6) years after the termination of this Agreement.

17. Amendment. This Agreement may only be amended by written agreement of the Parties.

18. Dispute Resolution. The Parties shall use their best, good faith efforts to cooperatively resolve disputes that arise in connection with this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this agreement as of the date first set forth above.

PORT OF SEATTLE

CITY OF DES MOINES

By: Tim Jayne
Sr. Manager, Purchasing

By: Michael Matthias
City Manager

Signature

Signature

Dated

Dated


Signature
10-2-2017
Dated

APPROVED AS TO FORM:
Des Moines City Attorney

EXHIBIT A – PROJECT

1. Scope of Work:

The City will complete Phase 2 of the Marina redevelopment process by assessing the financial feasibility requirements, emphasizing sustainable development options and public/private partnerships. The elements of Phase 2 will be:

- a. Refine work on development concepts, updating work based on new information from the public outreach process. The City will sponsor a community forum to include various stakeholders on Marina redevelopment in the fall of 2017 and the consultants will participate in this meeting.
- b. Identify phasing options for Marina redevelopment and establish feasible design and feasible finance options.
- c. Expand the parking study to analyze parking demand in the evening and late night hours to give a comprehensive picture of parking demand throughout the day and evening in the downtown.
- d. Present development phasing options, financial feasibility and parking report to City Council working session.

2. Metrics, Deliverables and Final Report:

Goals:	Strategies:	Outcomes& Metrics	Deliverable
Refine work produced in Phase 1 grant process on development options based on community input, private sector investment and public sector investment	Identify first phase of Marina redevelopment including public infrastructure and amenities with private sector development opportunities	A plan that outlines first phase development options, including siting buildings, proposed uses, architectural design and financial feasibility.	Provide presentation to City Council on the product developed in this Goal. (May, 2018)
Expand downtown parking study to include night time activity	Consultant to perform parking analysis, building on Phase 1 work.	Analytical summary of findings and insight into downtown parking supply/demand	Provide report and present this to City Council.

Contract S-00319187 Economic Development Partnership Agreement
Between the Port of Seattle and the City of Des Moines

		dynamic.	(May, 2018)
Provide analysis of financial feasibility for Marina redevelopment focusing on sustainable development options and public/private partnerships.	This Goal will be integrated with the first Goal above, in terms of identifying first phase development options and feasible financing strategies including the public investment required and the private sector investment opportunities.	The outcome will be a strategic financial feasibility strategy to provide a pathway to develop the first phase of the Marina redevelopment.	Financial feasibility analysis will be presented to City Council. (May, 2018)

The Port may request periodic project updates from the City. The City will submit a written report to the Port within 45 days of completion of the Scope of Work but no later than, June 1, 2018, a final report shall be submitted to the Port.

4. Definition and restatement of how funds are to be used.

Category:	Port of Seattle Funds:	Matching Funds:	Total Funds:
Consultants	\$30,800.00	\$30,800.00	\$61,600.00
TOTAL	\$30,800.00	\$30,800.00	\$61,600.00

Any funds obtained from the Port for the Economic Development Partnership Program are to be used specifically for projects that create jobs, foster business growth, and support the Port's business interests.

5. Port Approval and Recognition:

- a. All projects must utilize and identify the Port as a partner or sponsor. Prior to implementation, Port requires a review of the proposed placement of the Port logo on advertising, promotion materials, booth displays, online, digital or printed materials.
- b. Prior to specific advertising execution or implementation, the Port will review and approve the advertising placement and schedule.

6. The Agreement and Final Report:

TASK	DESCRIPTION	SCHEDULE
Task 1	Execute Contract	No later than October 5, 2017
Task 2	Execution of Contract by Port	No later than October 12, 2017
Task 3	Final Report and Accounting: <ol style="list-style-type: none"> 1. Provide a detailed report on the results of the project as outlined in the Scope of Work 2. Provide a detailed report on the Project Metrics as outlined above. 3. Provide copies of all printed materials. 4. Provide links to any softcopy materials. 5. Provide a detailed accounting of the monies spent, including City's 50% matching funds. 	No later than June 1, 2018

7. Miscellaneous:

No Port funds can be used to underwrite general or capital expenses associated with an event or program already in progress.

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Public hearing and consideration of Draft Ordinance No. 17-068 amending Chapter 16.05 relating to categorical exemptions for minor new construction under the State Environmental Policy Act (SEPA)

ATTACHMENTS:

1. Draft Ordinance No. 17-068 Amending Chapter 16.05 DMMC.

FOR AGENDA OF: October 12, 2017

DEPT. OF ORIGIN: Community Development

DATE SUBMITTED: October 4, 2017

CLEARANCES:

- Community Development *SMC*
- Marina N/A
- Parks, Recreation & Senior Services N/A
- Public Works *PBC*

CHIEF OPERATIONS OFFICER: _____

- Legal *TG*
- Finance _____
- Courts _____
- Police _____

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

Purpose and Recommendation

The purpose of this agenda item is for the City Council to hold a public hearing in order to receive public comment and to consider Draft Ordinance No. 17-068 amending the Des Moines Municipal Code Chapter 16.05 relating to categorical exemptions for minor new construction under the State Environmental Policy Act (SEPA).

Suggested Motions

Motion 1: "I move to suspend Rule 26(a) in order to enact Draft Ordinance No 17-068 on first reading."

Motion 2: "I move to enact Draft Ordinance No. 17-068 amending Chapter 16.05 DMMC updating the categorical exemptions for minor new construction under the State Environmental Policy Act."

Staff Recommended Amendment: "I move to increase the SEPA categorical exemption for new multifamily residential construction to 30 units or less."

Background

State Environmental Policy Act (SEPA) rules are codified in Chapter 197-11 Washington Administrative Code (WAC). WAC 197-11-800 lists those actions which are categorically exempt from SEPA review, and contains flexible thresholds allowing agencies to increase categorical exemptions to specified maximum levels. Agencies may adopt the maximum level, or a level between the minimum and maximum. Agencies must document that adequate development regulations are in place to protect and mitigate impacts to the environment and cultural and historic resources in the adoption process.

The option of increasing SEPA categorical exemption levels was discussed with the City Council on May 11, 2017, and staff was directed to prepare an ordinance for Council consideration which increases the current exemption levels in Chapter 16.05 DMMC.

Discussion

The Washington State Legislature passed SB 6406 in 2012 and implementing rules were adopted in 2014, allowing jurisdictions to exempt a wider range of development projects from SEPA review while maintaining current levels of natural resource protection.

New construction projects smaller than the flexible exemption threshold have a low chance of significant impact when appropriate mitigations are provided through compliance with development regulations. Most impacts associated with development have been evaluated under the SEPA review of these zoning, design and environmental regulations.

For these reasons, the SEPA process has become less valuable to the City and more redundant to applicants. This provides opportunities for regulatory streamlining.

DMMC 16.05.350 specifies that certain categorical exemptions adopted by the City do not apply when the proposal is located in a critical area, adding another layer of complexity to the permit process, with differing procedural requirements depending upon project location. The draft ordinance also proposes that the SEPA exemptions apply regardless of location inside or outside of critical areas. Critical areas impacts are addressed in the City's development regulations (Chapter 16.10 DMMC) and a critical areas review will occur whether or not the project is exempt from SEPA.

The typical SEPA application requires preparation of an environmental checklist describing the potential impacts of the project to a wide variety of environmental elements. SEPA review typically adds about one month to the permit review timeline. If threshold levels are raised, it would save the City and the applicant time, and would streamline the development review process, while still addressing environmental impacts of the project through development regulations.

Procedural steps necessary prior to adoption of increased SEPA exemption levels, including a sixty day comment period, documenting public notice and comment procedures and adequate protection of cultural and historic resources, have been fulfilled as noted in Attachment 1 to Draft Ordinance No. 17-068. No agency or public comments were received during the sixty day comment period.

A technical correction to DMMC 16.05.070 is also included, designating the SEPA responsible official to be consistent with recent organizational changes.

The following table lists the maximum exemption levels provided for in state law, the City’s existing exemption levels and those proposed in Draft Ordinance No. 17-068. The Council may consider any exemption level equal to or less than the maximum allowed in WAC 197-11-800 (1) (d).

Project Types	Maximum Thresholds WAC 197-11-800(1)(d)	Existing City Thresholds 16.05.330	Draft Ordinance No. 17-068
Single Family Residential	30 units	4 units	30 units
Multifamily Residential	60 units	15 units	20 units
Barn, loafing shed, farm equipment storage, produce storage or packing structure	40,000 square feet	10,000 square feet	20,000 square feet
Office, school, commercial, recreational, service, storage building, parking facilities	30,000 square feet and 90 parking spaces	10,000 square feet and 35 parking spaces	12,000 square feet and 50 parking spaces
Fill or excavation	1,000 cubic yards	300 cubic yards	500 cubic yards

Recommended Amendment

Staff recommends that the Council consider increasing the exemption level for multifamily residential development to 30 units consistent with the proposed single family exemption. Environmental impacts of multifamily development are not anticipated to be greater than single family development with the same number of dwelling units. Additionally, a slightly greater multifamily exemption will encourage appropriate development in areas zoned for multifamily and mixed use, consistent with the City’s adopted zoning and comprehensive plan.

Alternatives

The City Council may:

1. Adopt the proposed Draft Ordinance.
2. Adopt the proposed Draft Ordinance with amendments.
3. Decline to adopt the Draft Ordinance at this time.

Financial Impact

A slight decrease in review fee revenue would be offset by savings in staff time dedicated to SEPA review for smaller projects.

Additionally, streamlining the permitting process will facilitate economic development and encourage investment in the City.

Recommendation:

Staff recommends Council adopt Draft Ordinance No. 17-068 as proposed or amended.

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CITY ATTORNEY'S FIRST DRAFT 09/06/2017**DRAFT ORDINANCE NO. 17-068**

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON relating to categorical exemptions for minor new construction under the State Environmental Policy Act (SEPA), amending Des Moines Municipal Code (DMMC) 16.05.040, DMMC 16.05.070, DMMC 16.05.330, DMMC 16.05.340 and DMMC 16.05.350, and finding that the revised procedures are consistent with chapter 197-11 WAC.

WHEREAS, the Washington State Environmental Policy Act (SEPA) was adopted in 1971, which provides a way to identify and mitigate possible environmental impacts that may result from approval of private development proposals, and

WHEREAS, the amendments to the SEPA rules set forth in WAC 197-11-800 include provisions allowing local governments to adopt increases to the thresholds for categorically exempt actions, and

WHEREAS, the requirements for environmental analysis, protection, and mitigation for impacts to elements of the environment listed in WAC 197-11-444 have been adequately addressed in specific adopted development regulations and applicable federal and state regulations for exempted development as set forth in Attachment 1 hereto, and

WHEREAS, applicable federal and state regulations and specific City development regulations, including Chapter 18.215 DMMC, provide adequate protections for cultural and historic resources for exempted development in accordance with WAC 197-11-800(1)(c)(iv), and

WHEREAS, chapter 16.10 DMMC containing the City's critical areas regulations, adequately addresses impacts to critical areas for exempted development, and

WHEREAS, project-level comment opportunities for the public, affected tribes, and agencies are described in chapter 18.20 DMMC, and

WHEREAS, the changes proposed by this Ordinance have been processed in accordance with the requirements of the State Environmental Policy Act (SEPA), and the responsible official has determined that this Ordinance is exempt from threshold determination and EIS requirements under WAC 197-11-800(19), and

Ordinance No. 17-068
Page 2 of 6

WHEREAS, the benefits of such a change and other considerations were discussed with the City Council as a noticed agenda item at its May 11, 2017 meeting, and

WHEREAS, the City Council directed City staff to prepare an ordinance for its consideration, and

WHEREAS, WAC 197-11-800, adopted by reference, has been filed in the office of the City Clerk for examination by the public during the time this Ordinance has been under consideration by the Council prior to adoption as required by RCW 35A.12.140, and

WHEREAS, a 60-day comment period for the proposed amendments was provided to the Washington State Departments of Ecology and Commerce, affected tribes, agencies with expertise, and the public, pursuant to WAC 197-11-800 (1)(c)(iii), and

WHEREAS, the City Council set the date for the public hearing on Draft Ordinance No. 17-068 by Resolution No. 17-068, fixing the public hearing for October 12, 2017, and

WHEREAS, a public hearing was held on October 12, 2017, where all persons wishing to be heard were heard, and

WHEREAS, the City Council finds that the Title 16 DMMC amendments contained in this Ordinance comply with the requirements of WAC 197-11-800; now therefore,

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

Sec. 1. DMMC 16.05.040 and section 15 of Ordinance No. 1583 shall each be amended to read as follows:

16.05.040 Authority. The City adopts this chapter under the State Environmental Policy Act (SEPA), RCW 43.21C.120 and the SEPA rules, WAC 197-11-904. This chapter contains this City's SEPA procedures and policies. The SEPA rules, chapter 197-11 WAC, and Chapter 43.21C RCW, must be used in conjunction with this chapter.

Sec. 2. DMMC 16.05.070 and section 18 of Ordinance No. 1583 shall each be amended to read as follows:

Ordinance No. 17-068
Page 3 of 6

16.05.070 Designation of responsible official.

(1) For those proposals for which the City is the lead agency, the responsible official shall be the Community Development Director ~~Planning, Building and Public Works Director.~~

(2) For all proposals for which the City is the lead agency, the responsible official shall make the threshold determination, supervise scoping and preparation of any required environmental impact statement (EIS), and perform any other functions assigned to the "lead agency" or "responsible official" ~~by those sections of the SEPA rules that were adopted by reference in WAC in accordance with Chapter 197-11 WAC73-806-020.~~

(3) The City shall retain all documents required by the SEPA rules and make them available in accordance with chapter ~~42.17~~ 42.56 RCW. [Ord. 1583 § 18, 2013.]

Sec. 3. DMMC 16.05.330 and section 44 of Ordinance No. 1583 shall each be amended to read as follows:

16.05.330 Categorical exemptions - Adoption by reference.

(1) The City adopts by reference the following rules for categorical exemptions, as supplemented in this chapter ~~including WAC 173-806-070 (Flexible thresholds), 173-806-080 (Use of exemptions), and 173-806-190 (Critical areas):~~

(a) WAC 197-11-800, Categorical exemptions; except that the following flexible thresholds specified in WAC 197-11-800(1)(b) shall be adopted by the City as provided for under WAC 197-11-800(1)(c) and (d): ~~when a development action does not occur within any environmentally critical area described and regulated in chapter 16.10 DMMC:~~

- ~~(i) The construction or location of multifamily development containing up to 15 dwelling units;~~
- ~~(ii) The construction of an office, school, commercial, recreational, service or storage building with 10,000 square feet of gross floor area or less, and with associated parking facilities designed for up to 35 automobiles;~~
- ~~(iii) The construction of a parking lot designed for up to 35 automobiles; and~~
- ~~(iv) Any landfill or excavation of up to 300 cubic yards throughout the total lifetime of the fill or excavation; and any fill or excavation classified as a Class I, II, or III forest practice under RCW 76.09.050 or regulations thereunder)~~

<u>Project Types</u>	
<u>Single Family Residential</u>	<u>30 units or less</u>
<u>Multifamily Residential</u>	<u>20 units or less</u>
<u>Barn, loafing shed, farm equipment storage, produce storage or packing structure</u>	<u>20,000 square feet or less</u>
<u>Office, school, commercial, recreational, service, storage building, parking facilities</u>	<u>12,000 square feet and 50 parking spaces or less</u>
<u>Fill or excavation</u>	<u>500 cubic yards or less</u>

(b) WAC 197-11-880, Emergencies.

(c) WAC 197-11-890, Petitioning DOE to change exemptions.

(2) The City adopts by reference the categorical exemption for electrical vehicle charging and battery exchange stations established by RCW 43.21C.410.

Sec. 4. DMMC 16.05.340 and section 45 of Ordinance 1583 shall each be amended to read as follows:

Ordinance No. 17-068

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Agency compliance - Rules. DMMC 16.05.350 through 16.05.370 contain rules for agency compliance with SEPA, including rules for charging fees under the SEPA process, ~~designating categorical exemptions that do not apply within critical areas,~~ listing agencies with environmental expertise, selecting the lead agency, and applying these rules to current agency activities. The City adopts by reference the sections contained in WAC 197-11-900 through 197-11-928.

Sec. 5. DMMC 16.05.350 and section 46 of Ordinance No. 1583 each be amended to read as follows:

Environmentally critical areas and areas of special flood hazard.

~~(1) The City has selected certain categorical exemptions that will not apply in one or more critical areas identified in the critical areas ordinances required under RCW 36.70A.060. The City's environmentally critical areas regulations (chapter 16.10 DMMC) were prepared pursuant to RCW 36.70A.060. Within environmentally critical areas as defined in chapter 16.10 DMMC and areas of special flood hazard as defined in chapter 16.15 DMMC, the following exemptions within WAC 197-11-800 that are inapplicable are: WAC 197-11-800(1); (2)(a) through (h); (5); (6)(a); (24)(a) through (g); and (25)(h), (i).~~

(21) The scope of environmental review ~~of actions within environmentally critical areas related to impacts to critical areas~~ shall be limited to:

(a) Documenting whether the proposal is consistent with the requirements of chapter 16.10 DMMC, and

(b) Evaluating potentially significant impacts on the environmentally critical area not adequately addressed by Growth Management Act (GMA) planning documents and development regulations, if

Ordinance No. 17-068
Page 6 of 6

any, including any additional mitigation measures needed to protect the critical areas in order to achieve consistency with SEPA and with other applicable environmental review laws.

~~(3) All categorical exemptions not listed in subsection (1) of this section apply whether or not the proposal will be located in an environmentally critical area. [Ord. 1583 § 46, 2013.]~~

NEW SECTION. Sec. 6. Severability - Construction.

(1) If a section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

(2) If the provisions of this Ordinance are found to be inconsistent with other provisions of the Des Moines Municipal Code, this Ordinance is deemed to control.

NEW SECTION. Sec. 7. Effective date. This Ordinance shall take effect and be in full force five (5) days after its final approval by the Des Moines City Council in accordance with law.

PASSED BY the City Council of the City of Des Moines this _____ day of _____ and signed in authentication thereof this _____ day of _____, 2017.

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Published: _____

SEPA Authority by Element of the Environment (WAC 197-11-444)	How Addressed by Other Codes/Rules
Earth	Chapter 14.20 DMMC – Land Filling, Clearing and Grading Code; Chapter 11.08 DMMC – Surface Water Management Program; Chapter 11.20 DMMC – National Pollution Discharge Elimination System (NPDES); Chapter 16.10 DMMC – Environmentally Critical Areas; Title 18 DMMC - Zoning
Air	United States Environmental Protection Agency (EPA); Washington State Department of Ecology, Chapter 173-400 WAC – General Regulations for Air Pollution Sources; Puget Sound Clean Air Authority
Water	Chapter 11.08 DMMC – Surface Water Management Program; Chapter 11.20 DMMC – National Pollution Discharge Elimination System (NPDES); Chapter 16.10 DMMC – Environmentally Critical Areas; Chapter 16.20 DMMC – Shoreline Master Program State Hydraulic Project Approvals; WAC 173-201A – Water Quality Standards for Surface Waters of the State of Washington; WAC 173-200 – Water Quality Standards for Ground Waters of the State of Washington
Plants and Animals	Chapter 16.10 DMMC – Environmentally Critical Areas; Chapter 17.35 DMMC – Layout and Design of Subdivisions and Similar Requirements; Chapter 18.195 DMMC – Landscaping and Screening; Chapter 16.20 DMMC – Shoreline Master Program Federal and State Endangered Species Regulations in 16 USC §1531 et seq. and Chapter 77.12 RCW
Environmental Health	Chapter 7.16 DMMC – Maximum Environmental Noise Levels Federal, state, and regional regulations, as well as local Fire and Building Codes are the primary means of mitigating risks associated with hazardous and toxic materials
Land and Shoreline Use	Chapter 16.10 DMMC – Environmentally Critical Areas; Title 18 DMMC – Zoning; Chapter 16.20 DMMC – Shoreline Master Program; Title 17 DMMC - Subdivisions

DRAFT Ordinance 17-068 Attachment 1

Housing	Title 18 DMMC - Zoning and development standards provide for a broad range of housing types in the City and zone for a variety of densities
Aesthetics	Chapter 18.235 DMMC – Design Review; Pacific Ridge Neighborhood Design Guidelines; Marina District Design Guidelines;
Light and Glare	Title 18 DMMC – Zoning; Chapter 18.235 DMMC – Design Review; Pacific Ridge Neighborhood Design Guidelines; Marina District Design Guidelines
Recreation	Title 17 DMMC – Subdivisions; Chapter 16.20 DMMC – Shoreline Master Program; Chapter 18.230 DMMC – Planned Unit Developments; Chapter 18.155 DMMC – Multifamily Recreation Areas; Parks, Recreation, and Senior Services 2016 Master Plan
Historic and Cultural Preservation	Chapter 18.215 DMMC - Protection of Historic and Archeological Resources Federal and State regulations that address the protection of cultural and archeological resources include RCW 27.34, 27.53 & 27.44; and WAC 25.48
Transportation	Title 12 DMMC – Streets, Sidewalks, and Public Places, including Chapter 12.15 DMMC – Street Development Standards, Chapter 12.40 DMMC – Transportation Impact Fees, Chapter 12.70 DMMC – Commute Trip Reduction
Public Services and Utilities	Chapter 14.10 DMMC – Fire Code, Additional Requirements and Amendments; Title 11 DMMC – Utilities; Chapter 17.35 DMMC – Layout and Design of Subdivisions and Similar Requirements; Chapter 7.08 DMMC – Solid Waste Disposal and Collection

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: City Manager Preliminary 2018
Operating & Capital Budgets

FOR AGENDA OF: October 12, 2017

DEPT. OF ORIGIN: Finance

DATE SUBMITTED: October 6, 2017

ATTACHMENTS:

- 1. City Manager Preliminary 2018 Operating & Capital Budgets

CLEARANCES:

- Community Development _____
- Marina _____
- Parks, Recreation & Senior Services _____
- Public Works _____

CHIEF OPERATIONS OFFICER: _____

- Legal *NG*
- Finance *DM*
- Courts _____
- Police _____

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

Purpose and Recommendation

The purpose of this agenda item is to present to City Council the City Manager Preliminary 2018 Operating & Capital Budgets for review and consideration. There has not been any substantial changes to the information since the August 12, 2017 Budget Retreat. The attached budget document presents the information in the same format as the final budget to be adopted by City Council later in the year.

Suggested Motion

No suggested motion.

Background

There has not been any substantial changes to the information since the August 12, 2017 Budget Retreat. The attached budget document presents information in the same format as the final budget document. Budget adoption requires two public hearings. The first public hearing is scheduled for October 26, 2017 and the final public hearing is scheduled for November 9, 2017.

Discussion**Alternatives****Financial Impact****Recommendation**

CITY OF DES MOINES



2018 OPERATING & CAPITAL BUDGETS

(CITY MANAGER PRELIMINARY BUDGET)

Adopted by Ordinance No. xxxx

NOVEMBER 9, 2017

**CITY OF DES MOINES, WASHINGTON
2018 ANNUAL BUDGET**

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A GUIDE TO THE CITY OF DES MOINES BUDGET

The intent of this guide is to explain basic concepts of how the City of Des Moines government is financed, how the City accounts for its finances in order to meet its stewardship obligation over the public's money, and how the budget process works.

The City of Des Moines' mission is to provide for the basic safety, health and welfare of its citizens by providing a variety of social, health, environmental, public safety, and other services to the public.

The wide variety of services makes it a challenge for the City to keep its citizens informed and involved in the business of government. Hopefully, this Guide will make it easier to understand how some of the City's financial activities work.

WHAT IS A BUDGET?

The annual budget of the City of Des Moines is a formal statement of the financial policy and plan of the City for the calendar year. The Budget document presents in detail the financial plan of the City, including its various sources of revenues and the allocation of these resources to the various programs.

WHAT ARE REVENUES?

Monies received through taxes, licenses and permits, intergovernmental sources, charges for services, fines and forfeitures, and other miscellaneous sources are called revenues.

WHAT ARE EXPENDITURES?

Expenditures occur when the City buys goods and/or services and pays its employees. Expenditures can be categorized into three types: operating expenditures, capital expenditures, and debt service expenditures. Operating expenditures are the day to day spending on salaries, supplies, utility services, and contracts. Capital expenditures are generally for acquisition of major assets such as land and buildings or for the construction of streets or other improvements. Debt service expenditures repay borrowed money and related interest.

WHAT IS A FUND?

The City is financially organized into separate fiscal and accounting entities known as Funds. Each Fund is a separate division for accounting and budgetary purposes. The Fund accounting process allows the City to budget and account for revenues that are restricted by law or policy to a specific use or purpose in accordance with nationally recognized rules of governmental accounting and budgeting.

The City of Des Moines budgets for approximately 23 separate Funds. Each Fund can be viewed as a separate checking account to be used for a specific purpose. All Funds of the City fall into one of the following major categories. Following is a brief description of these categories.

General Fund: The General Fund finances most services that the City provides. This includes law enforcement, fire protection, municipal courts, parks and recreation, community development and administrative activities. The General Fund is, essentially, a "catch-all" fund for accounting for City operations that are not required to be accounted for in a separate fund. The General Fund receives all of the property taxes.

Special Revenue Funds: The City uses Special Revenue funds to account for revenues that must be used by law for specific purposes. An example is the City Street Fund which accounts for gasoline taxes received that can only be used for maintenance and improvements to roads and streets.

Debt Service Funds: The Debt Service funds are used to account for the accumulation of resources for the repayment of monies borrowed through voter approved general obligation bond sales and the related interest.

Construction Funds: Construction funds are used to account for the accumulation of resources to fund construction projects related to general government. Surface Water Management Utility related construction and Marina construction is included in the Enterprise Funds.

Enterprise Funds: The Enterprise Funds are established to account for operations that are financed and operated in a manner similar to private business with the intent that the cost of the goods or services provided will be recovered primarily through user charges. The Marina Fund and the Surface Water Management funds are the City's funds in this category.

Internal Service Funds: Internal Service Funds are used by the City to account for the financing of goods and/or services provided by one department or fund to another department or fund of the City on a cost reimbursement basis. For example, the City uses the Equipment Rental Funds to purchase and maintain vehicles used by the various departments and funds. Each department or fund pays rent to the ER Fund to use that equipment.

WHY USE FUNDS?

Reason 1: Fund accounting is required by the State of Washington. State law governs how local governments will account for revenues and expenditures. All local governments are audited annually by the State Auditor's Office to ensure that they have followed generally accepted accounting rules.

Reason 2: When a local government receives funding from the State or the Federal government in the form of a grant, the entity must account for those dollars in the manner prescribed by law.

Reason 3: When a local government goes to the financial markets to borrow money, they must provide financial statements that show their financial condition. Financial institutions and investors will loan money to the local entities only if they can demonstrate the ability to repay the debt.

Reason 4: Des Moines, like all local government entities nationwide, use fund accounting because this system is the standard prescribed by national organizations that govern accounting rules and regulations. The principles used to account for businesses, called Generally Accepted Accounting Principles (GAAP), are established by the Governmental Accounting Standards Board (FASB). Similarly, the principles used to account for governmental finances are established by the Governmental Accounting Standards Board (GASB).

ORGANIZATION OF THE BUDGET DOCUMENT

The document is structured to provide the reader with increasing levels of detail at whatever depth desired. Major sections of the budget are as follows:

The City Manager's budget message provides an executive overview of key policies, programs, and significant financial changes in the budget for the ensuing year.

The next section is a series of summary schedules of the City budget. These schedules summarize revenues and expenditures by fund and by major category. Some of the funds or departments may

contain informational narrative and an organizational chart that includes a table of departmental personnel.

The Capital Improvements Projects section lists new and continuing capital improvements projects budgeted for the year.

The General Information section includes assessed value and property taxes levied for the current and previous years, some ratios of bonded debt, debt limitations of the City and the current outstanding bonded debt.

And finally the Glossary section to give the reader a better understanding of various terms and phrases.

SUMMARY OF THE BUDGET PROCESS

The City of Des Moines's budgetary process follows the provisions of the Revised Code of Washington (RCW), Chapter 35.33.

During the spring and summer months departments begin preparation of their budget request for the coming year. Throughout this process meetings are held with appropriate staff and with the City Manager to review the budget requests. After compiling the data, the Preliminary Budget document is prepared. This document is made available for public review in the City Clerk's office and at the Public Library before November 1.

The proposed budget includes the annual operating expenditures and estimated revenues, as well as the calendar year appropriation of the projects included in the Capital Budget. The Capital Budget is based on the six year 2016-2021 Capital Improvement Plan adopted in the summer. The six year Capital Improvement Plan is a flexible, dynamic tool that encourages long-term decision-making and assures the continuity of Council goals and objectives. While the six year capital improvement plan sets project priorities; the Capital Budget provides the legal authority to spend money on selected projects. The capital projects for the upcoming year are included in the annual budget and formally adopted along with the Operating Budget before December 31.

The budget is prepared on a modified accrual basis of accounting. Generally this means it presents sources and uses of funds that relate to the budget year and which are expected to be collected or spent within the year or shortly thereafter.

During August, the City Manager and City Council meets to review the five year financial forecast. In subsequent council meetings staff and council discuss various cost containment options as well as potential revenue enhancement options based on the financial forecast. The public are welcome and provide their views and priorities to council through the budget discussion process. At least two formal public hearings are conducted and the budget ordinance is given first and second readings at regular City Council meetings. The final public hearing must be held no later than the first Monday in December. Final adoption of the budget occurs after the second reading of the budget ordinance. State law directs the budget adoption by no later than December 31.

The adopted budget constitutes the legal authority for expenditures. The level of control at which expenditures may not legally exceed appropriations is the **fund**. Revisions that alter the total expenditures of any kind must be approved by the City Council and adopted by ordinance. The City's budget is amended at least once during the year before year-end. All appropriations, except for capital projects, lapse at the end of the year.

CITY MANAGER'S BUDGET MESSAGE

Honorable Mayor and Council:

On behalf of the entire management team, I am pleased to submit the budget for fiscal year 2018. As required by state law, the budget presented herein is balanced between revenues and expenses. This budget was developed in support of the City Council's goals, current and projected service and infrastructure needs and is reflective of current and projected economic conditions impacting the City.

INTRODUCTION

As proposed, the 2018 budget is a sustainable budget; one which does *not* rely on “one-time” money to pay for on-going spending. It had been anticipated in 2015 that a significant budget shortfall could occur in 2017. The Mayor, Deputy Mayor and City Council have left no stone unturned to identify and implement new sources of revenue. As we enter the 2018 budget year, the picture of the City's finances has changed considerably. The 2018 Budget identifies sustainable, recurring revenues to pay for all recurring expenditures while maintaining a General Fund ending fund balance of nearly 3.4 million dollars (which meets the Council's current policy for minimum fund balance levels).

This \$3.4 million dollar fund balance does not include the Development Fund of \$1.5 million which was a transfer of estimated permit revenue from the General Fund (see page 36). In the future, the Development Fund will receive revenue directly from permitting fees. The Development Fund provides an ongoing resource from fees paid by applicants to support the processing of building permits and land use approvals in an expeditious manner.

In the long term, the City still faces financial challenges, including uncertainty regarding state shared revenues as well as increasing costs relating to medical and retirement compensation. Most importantly, the annual budgetary shortfalls experienced over the past decade have been eliminated through policies adopted by the City Council that have emphasized sustainability and establishing and maintaining balance between structural expenditures and structural revenues, as the overarching principle of choices made during the budget process.

Using this conservative and sustainable approach in our financial planning, the 2018 Budget and long term 2017-2022 Financial Forecast were prepared without inclusion of revenues from “one-time” sources. As the five year financial forecast is updated each year, annual increases in spending levels (recurring costs) will be authorized only *after* the City knows exactly how much is available from these new revenue sources. Thus the 2018 budget includes several one-time transfers from the General Fund accumulated fund balance to support various 2018 one-time capital expenditures.

While most of the City staffing re-organization was initiated in 2017, the 2018 budget reflects the first year of the full impacts of those personnel changes. As such, there are no new positions included in the 2018 budget from the General Fund.

The budget supports City Council goals. In addition to sustainable fund balances, the 2018 Budget continues to fund increases for Public Safety in order to protect people and property. The budget also provides for the creation of a new Emergency Management Services department. This department does not contain City personnel, but rather provides interagency joint funding as the City works with neighboring and overlapping jurisdictional agencies to form prepared, coordinated responses to natural disaster and emergency management events.

Another public safety enhancement is the City joining the regional SWAT organization in 2018 thereby providing and receiving additional SWAT resources. Public safety and quality of life enhancements include

additional funding for the Abatement Fund. This fund allows the City to clean up (under specific circumstances) abandoned properties which pose a threat to public safety.

Existing General Fund balances will also be used to fund several Public Safety and Capital Improvement Projects: 1) Police Building Security Improvements, 2) Court Building Security Improvements and 3) \$1 million for the North Bulkhead Marina replacement project.

The 2018 Budget provides additional resources to improve and enhance the City's communication and transparency through one-time funding for communication consultant services and the purchase of new communication software.

A significant City Council goal is to promote economic stability, growth and vitality. To support this outcome, the 2018 budget includes continued funding for 1) the Metro Pilot Project to enhance employee and citizen mobility throughout the City, 2) Parking/Event signs for the Marina area, and 3) \$393,650 support for Economic Development related capital projects.

GENERAL FUND

2018 HIGHLIGHTS AT A GLANCE

ONGOING REVENUE	\$21,590,100
ONGOING EXPENDITURE	\$21,131,500
NET ANNUAL ONGOING SURPLUS	\$ 458,600

ONGOING REVENUE CHANGES (From 2017 Adj. Budget):

➤ Property taxes	\$ 227,940
➤ Sales taxes	255,980
➤ B&O & utility taxes	(27,320)
➤ Interfund Admin charges	238,265
➤ Red Light Running	200,000
➤ Miscellaneous other changes	(138,265)

TOTAL CHANGES TO ONGOING REVENUES **\$ 756,600**

ONGOING EXPENDITURE CHANGES (From 2017 Adj. Budget):

➤ Interfund computer, equipment replacement/maint	\$ (322,225)
➤ Wages (steps, full year 2017 changes, 1.9% COLA)	615,100
➤ Personnel benefits	312,775
➤ Jail services	147,315
➤ Miscellaneous other charges	(18,765)

TOTAL CHANGES TO ONGOING EXPENDITURES **\$ 734,200**

ONE-TIME REVENUES:

➤ Red Light Running over \$1.5 million	\$1,000,000
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TOTAL ONE-TIME REVENUES	\$ 1,000,000
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ONE-TIME EXPENDITURES:

➤ Communication consultant	\$ 15,000
➤ Legislative affairs consultant	10,000
➤ Metro loop consultant	15,000
➤ Communication software	10,000
➤ Pac Ridge SEPA consultant	250,000
➤ SWAT gear	12,000
➤ Police radios	54,775
➤ Public work radios	25,000
➤ Terra deep spike aerator	26,700
➤ Temporary Asst. Police Chief	195,960
➤ Temporary Court Clerk	72,515
➤ Transfer out to: Abatement fund	30,000
➤ Transfer out to CIP: Parking/event signs	50,000
➤ Transfer out to CIP: N Bulkhead	1,000,000
➤ Transfer out to CIP: Downtown alley improvements	393,650
➤ Transfer out to CIP: Arterial street calming	151,500
➤ Transfer out to CIP: Court security improvements	176,000
➤ Transfer out to CIP: Police security improvements	138,000

TOTAL ONE-TIME EXPENDITURES	\$ 2,626,100
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2017-2022 FINANCIAL PLAN FORECAST

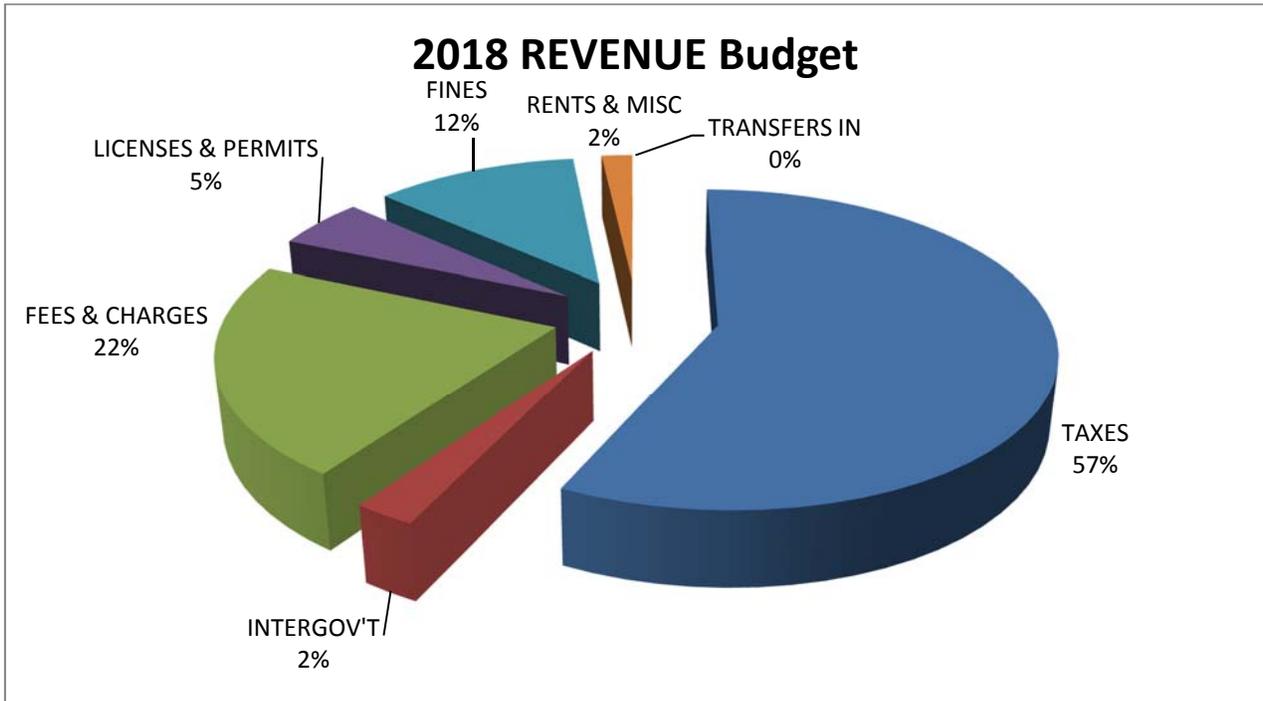
2017-2022 GENERAL FUND							
	ADJ BUDGET	REVISED EST	BUDGET	FORECAST			
	2017	2017	2018	2019	2020	2021	2022
Revenues	21,038,000	21,631,000	21,590,000	21,892,000	22,245,000	22,613,000	22,909,000
Expenditures	(20,397,000)	(20,572,000)	(21,131,000)	(21,470,000)	(22,077,000)	(22,703,000)	(23,086,000)
Net Activity ("Profit/Loss")	641,000	1,059,000	459,000	422,000	168,000	(90,000)	(177,000)
<u>ON-GOING CHANGES TO STATUS QUO</u>							
Reduced Expenditures- Future Savings			-	200,000	200,000	200,000	200,000
Total Annual Impact		-	-	200,000	200,000	200,000	200,000
REMAINING SUSTAINABLE		1,059,000	459,000	622,000	368,000	110,000	23,000
<u>ONE-TIME ACTIVITIES</u>							
Revenues							
Red Light Running (>\$1.5m)	485,000	1,188,700	1,000,000	159,000			
All Other One Time Revenues	727,000	859,000					
Expenditures							
2017 One Time Expenditures	(900,000)	(1,383,000)					
Temp Asst Police Chief	(133,000)	(133,000)	(196,000)	(96,000)			
Temp Court Clerk	(49,000)	(49,000)	(72,000)	(63,000)			
Transfer Out - Traffic Calming Signs			(151,500)				
EMS Radios - Public Works			(25,000)				
Police Radio Replacements			(55,000)				
SWAT Gear/Equipment			(12,000)				
Transfer Out - Abatement Fund "Seed Money"			(30,000)				
Police Dept Security CIP (REET 1 to Bulkhead)			(138,000)				
Court Security CIP (REET 1 to Bulkhead)			(176,000)				
Police Dept HVAC CIP (Save One Time Sales Tax)				(277,000)			
Transfer Out - N Bulkhead			(1,000,000)	(500,000)			
Legislative Lobbies			(10,000)				
Metro Pilot Program Consultant			(15,000)				
Communication Consultant			(15,000)				
Communication Software			(10,000)				
Parks Deep Tine Aerator			(27,000)				
Transfer Out - Parking/Event Signs			(50,000)				
Transfer Out - Economic Dev CIPs- Alley Improve			(393,650)				
Total One Time Activities	130,000	482,700	(1,376,150)	(777,000)	-	-	-
ENDING RESERVE	3,704,000	4,475,000	3,557,850	3,402,850	3,770,850	3,880,850	3,903,850
<u>Required Reserve Calculation</u>							
5% Stabilization	1,051,900	1,081,550	1,079,500	1,094,600	1,112,250	1,130,650	1,145,450
7% Regular	1,427,790	1,440,040	1,479,170	1,502,900	1,545,390	1,589,210	1,616,020
Combined Target Reserve	2,479,690	2,521,590	2,558,670	2,597,500	2,657,640	2,719,860	2,761,470
GFOA Target of 60 days	3,399,500	3,428,667	3,521,833	3,578,333	3,679,500	3,783,833	3,847,667
Reserve (shortfall) surplus	304,500	1,046,333	36,017	(175,483)	91,350	97,017	56,183

GENERAL FUND NET ACTIVITY BY PROGRAM

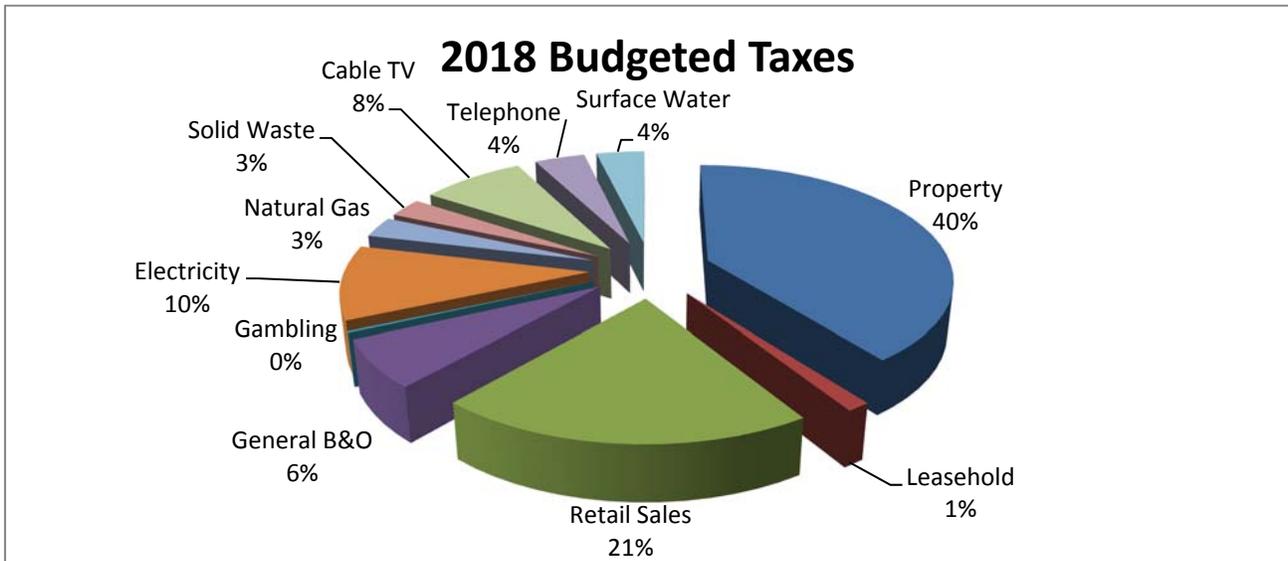
	2017 ADJUSTED BUDGET			2018 BUDGET		
	REVENUE	EXPENDITURE	NET ACTIVITY	REVENUE	EXPENDITURE	NET ACTIVITY
<i>Unrestricted Revenues</i>						
Unrestricted Taxes	11,650,919		11,650,919	12,117,000		12,117,000
One Time Sales/B&O Taxes	199,420		199,420	-		-
Unrestricted Franchise Fees	1,090,440		1,090,440	1,130,000		1,130,000
State/City Assistance	90,000		90,000	90,000		90,000
Miscellaneous	41,568		41,568	21,000		21,000
Transfer In	-		-	-		-
Total Unrestricted Revenues	13,072,347	-	13,072,347	13,358,000	-	13,358,000
<i>Policy & Support Services</i>						
Support Services Chargebacks	2,381,924		2,381,924	2,620,190		2,620,190
City Council		91,989	(91,989)		95,148	(95,148)
City Manager	26,357	1,212,929	(1,186,572)	-	1,178,806	(1,178,806)
Financial Services	51,356	1,009,598	(958,242)	70,000	1,018,160	(948,160)
Technology Services	835,118	792,022	43,096	758,527	758,527	-
Legal (Civil)	-	298,332	(298,332)	-	315,537	(315,537)
Bldg & Facility Maint		351,603	(351,603)		394,665	(394,665)
Total Policy & Support Services	3,294,755	3,756,473	(461,718)	3,448,717	3,760,843	(312,126)
<i>Public Safety Services</i>						
Restricted - Public Safety	3,377,340		3,377,340	3,884,460		3,884,460
Court	121,110	1,187,393	(1,066,283)	115,005	1,287,728	(1,172,723)
Probation	69,143	172,116	(102,973)	72,500	224,938	(152,438)
EMS/Fire/Jail/Public Defenders	4,358	756,312	(751,954)	4,500	968,037	(963,537)
Legal (Prosecution, DV, etc.)	25,000	345,163	(320,163)	36,050	377,600	(341,550)
Police	225,905	10,413,223	(10,187,318)	238,015	10,561,167	(10,323,152)
Total Public Safety Services	3,822,856	12,874,207	(9,051,351)	4,350,530	13,419,470	(9,068,940)
<i>Community Services</i>						
Planning & Bldg (NonFee Based)		438,678	(438,678)		748,300	(748,300)
Engineering (NonFee Based)		245,096	(245,096)		256,360	(256,360)
Subtotal	-	683,774	(683,774)	-	1,004,660	(1,004,660)
Park Maintenance	28,401	855,184	(826,783)	26,665	946,555	(919,890)
Parks & Community Relations	2,825	210,174	(207,349)	6,500	218,553	(212,053)
Senior & Human Services	126,405	484,589	(358,184)	104,050	598,578	(494,528)
Arts Program	17,000	57,221	(40,221)	12,500	54,221	(41,721)
Recreation Programs	1,082,349	1,255,288	(172,939)	1,059,047	1,277,232	(218,185)
Beach Park Rentals	297,348	537,877	(240,529)	266,100	526,850	(260,750)
Subtotal	1,554,328	3,400,333	(1,846,005)	1,474,862	3,621,989	(2,147,127)
Total Community Services	1,554,328	4,084,107	(2,529,779)	1,474,862	4,626,649	(3,151,787)
<i>Transfers Out</i>						
Fund balance subsidies		1,507,686	(1,507,686)		30,000	(30,000)
Capital & Debt		64,440	(64,440)		1,920,588	(1,920,588)
One Time Sales/ B&O Tax		700,000	(700,000)		-	-
Total Transfers	-	2,272,126	(2,272,126)	-	1,950,588	(1,950,588)
TOTAL GENERAL FUND	21,744,286	22,986,913	(1,242,627)	22,632,109	23,757,550	(1,125,441)

GENERAL FUND REVENUES

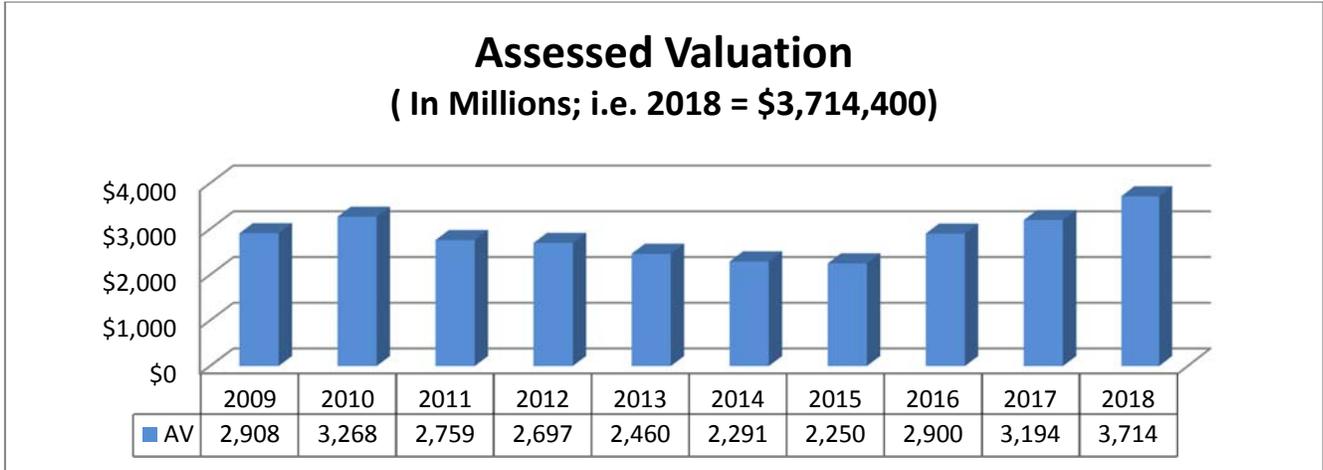
Taxes. Taxes represent 57% of the overall funding to the General Fund.



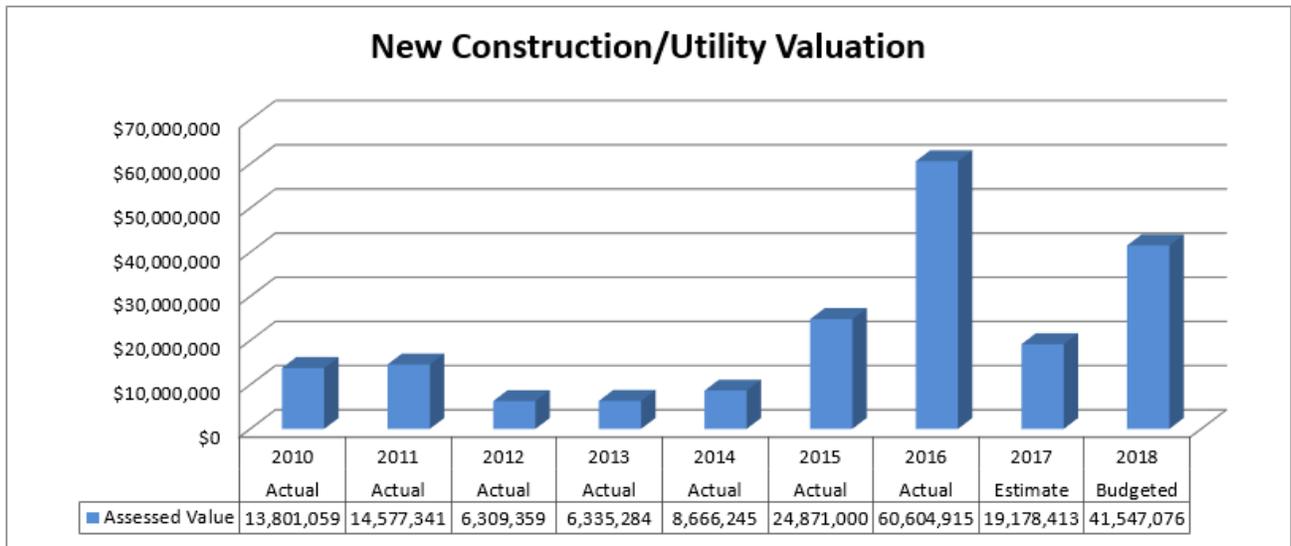
Property tax still remains the largest single source of tax revenue to the general fund (\$4,800,000) but utility taxes are a close second (\$3,857,000). The relative percentage of tax sources funding the General Fund is: 41% Property/Leasehold Tax, 38% Utility/B&O Tax and 21% Sales Tax. Diversification of revenue sources helps to protect the City from revenue swings. For example, if property taxes sharply decline, utility taxes would likely remain largely unaffected, warm weather may affect electricity but not cable TV, etc.



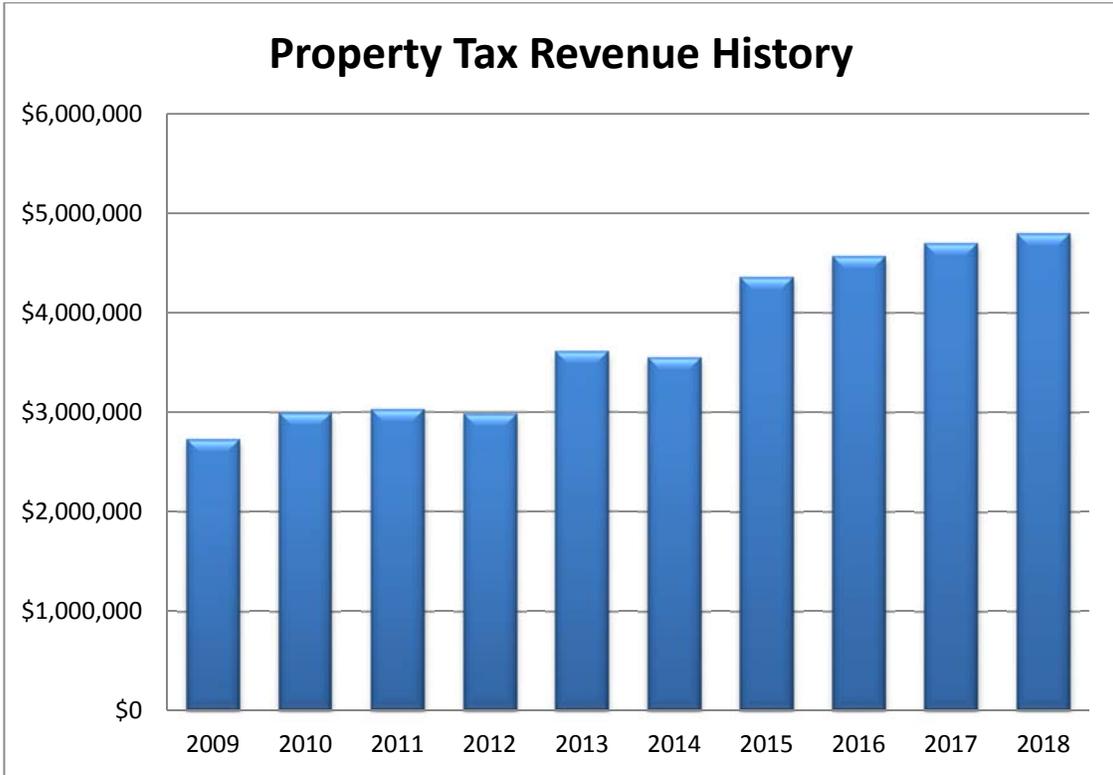
Property taxes. In 2018 property taxes are budgeted to increase approximately \$94,800 due to a combination of increased assessed values and new construction. Assessed valuation has recovered and surpassed the 2010 peak valuation. Based on historical trend, the budget assumes 98% of the taxes will be collected in the year assessed.



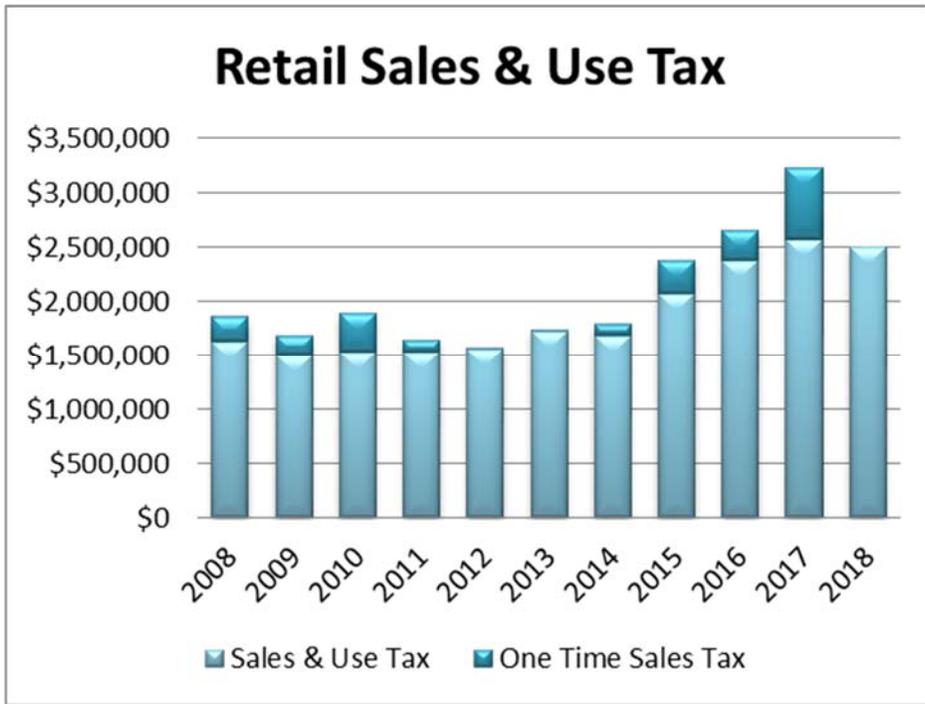
The City’s success and continued focus on economic development is reflected in the increase in new construction values. The new construction factor adds just over \$62,770 in new, ongoing property tax revenues.



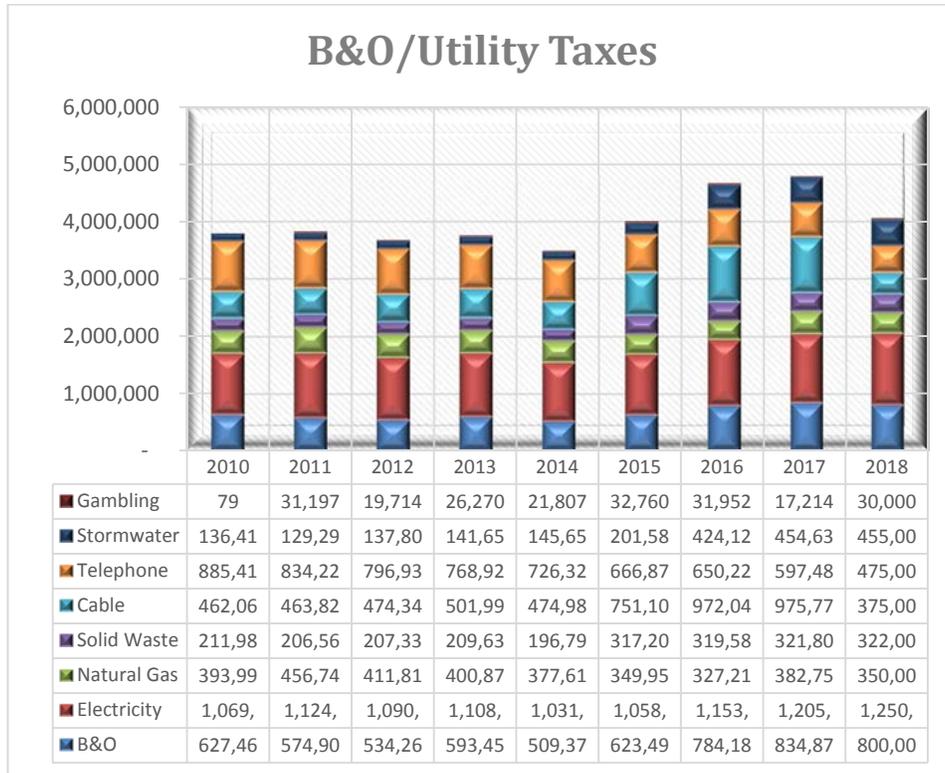
The City is limited by state law to a property tax levy which is subject to three different limitation calculations. The first limit is an overall limit of \$3.60/1,000 assessed valuation. When there is a library and/or fire district located within the City, those districts’ property tax levies are deducted from the City’s allowable rate (but only to the point the City rate becomes \$1.60/1,000 of assessed valuation). The second limit is that the total levy from last year cannot be raised by more than the Implicit Price Deflator (a type of inflation index) plus a factor related to new construction. The third limit is that the total levy from last year cannot be raised by more than 1% (about \$48,000) plus a factor for new construction (about \$63,000).



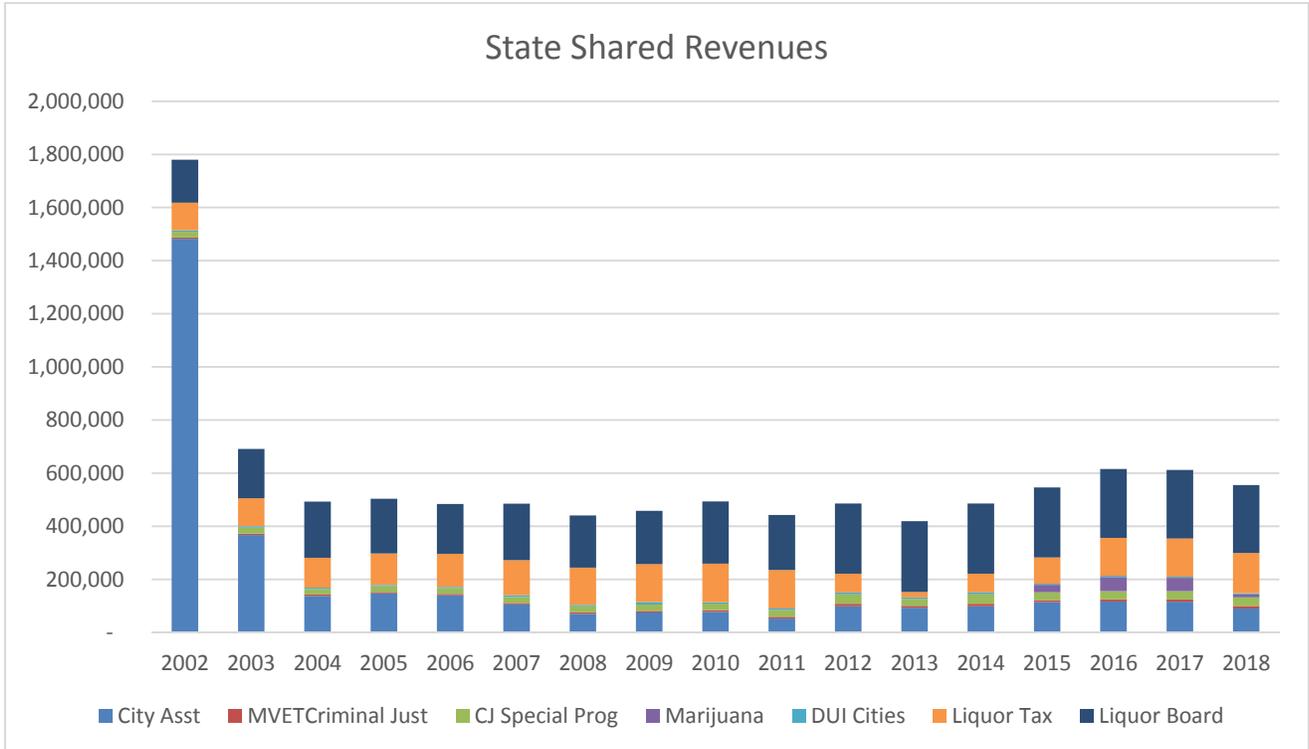
Retail Sales Tax. The recovering economy and the City’s continued economic development efforts are leading to increases in both one-time (construction) and ongoing increases in sales tax. To be conservative, no one-time sales tax is included in the 2018 Budget.



B&O Taxes (& Utility Taxes).



State Shared Revenues



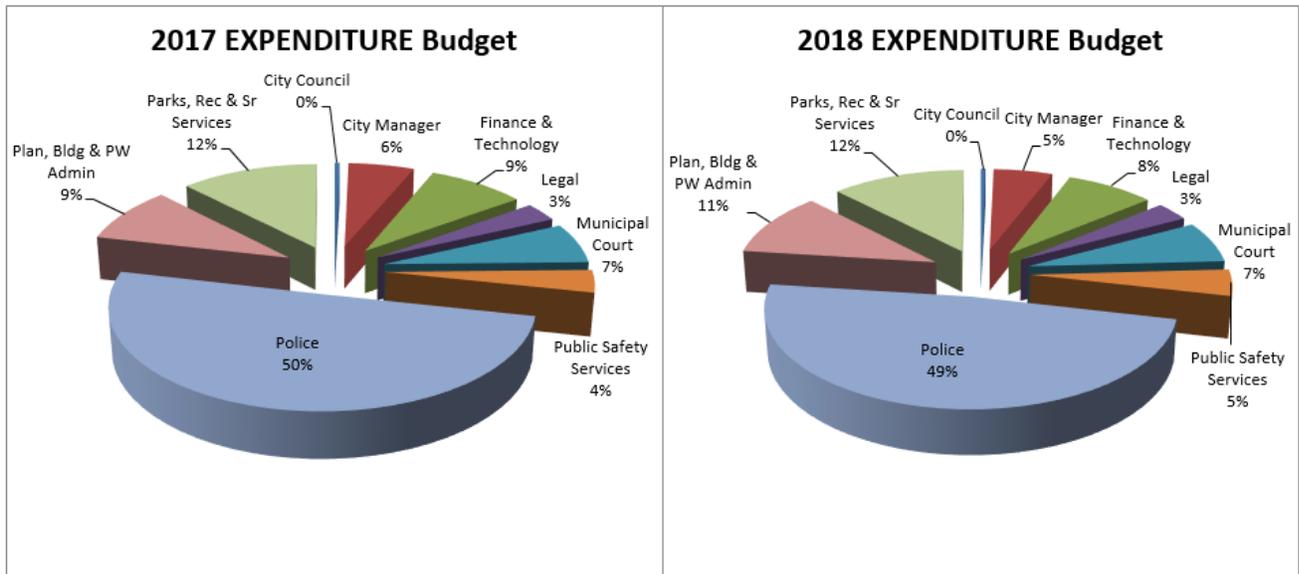
As can be seen in the graph above, the state used to provide significant financial assistance with payments of near \$1.5 million in 2002. In 2018, the same program is expected to provide just \$90,000. In the graph above you can also see that the state decided to keep nearly all the Liquor Tax money in 2013. As the state continues to address its budget challenges there is some risk the state may decide to withhold some or all of the above contributions it currently makes to cities.

Fines & Forfeitures. The 2017 budget for this revenue category is expected to increase \$200,000 due to the implementation of the Red Light Running program. This photo enforcement program started November of 2016 with one intersection followed by two additional intersections in December 2016. Violations for failure to stop at a red light are legally treated similar to a parking ticket. \$1.5 million is considered “on-going” revenues and therefore available to support “on-going” expenditures. Another \$1 million is considered “one-time” revenues and therefore is available to support “one-time” public safety capital projects.

Licenses & Permits. Development revenues are variable by nature. In 2017 the development related revenues were no longer considered part of the General Fund and were instead included in their own Special Revenue Fund (Development Fund). Cable and Solid Waste Franchise fees continue to be included in this section of the General Fund.

GENERAL FUND EXPENDITURES

The total allocation of resources by department (%) has not significantly changed and there are few notable changes from prior year spending.



Position Changes. 2017 was a year of reorganization and the original 2017 budget was created before the reorganization. The following is a list of position changes not included in the original 2017 budget, which are approved during 2017 and for which a full year budget impact is included in 2018. Discussion continues regarding the most effective way to deliver public services most efficiently while maintain excellent customer service. The 2017-2022 Forecast anticipates additional \$200,000 of future personnel savings starting in 2019.

GENERAL FUND POSITION CHANGES – FIRST FULL YEAR EFFECT IN 2018

<u>FTE</u>	<u>TITLE</u>	<u>GRADE</u>
<u>General Administration/Support</u>		
(1.00)	Economic Develop Dir/Asst City Mgr	(D39)
1.00	Chief Operating Officer (COO)	D41
(1.00)	City Clerk	(E25)
1.00	City Clerk/Comm Director	D31
(1.00)	Executive Secretary/HR Technician	(G20)
1.00	Deputy City Clerk	G20
	City Manager - Vacation Cash Out - 80 hrs (new)	
	City Manager - Sick Leave Cash Out - 80 hrs (new)	
	COO - Vacation Cash Out - 80 hrs (new)	
	City Attorney - Vacation Cash Out (80 hrs new)	
0.40	Domestic Violence Advocate 2x8 hrs(Extra Hire/ no benefits)	
0.43	Domestic Violence Advocate 2 x 8.5 hrs(Permanent Part Time)	
	Finance Director - Vacation Cash Out (80 hrs new)	D38
(1.00)	Finance Manager	(E30)
1.00	Finance Manager -Upgrade	E31
(1.00)	Technology Services Manager	(E30)
1.00	Technology Services Manager -Upgrade	E31
(1.00)	Network Administrator	(G22)
1.00	Network Administrator - Upgrade	E25
0.50	Building/Facilities Maintenance Assistant	T15
<u>Public Safety</u>		
1.00	30 mo Limited Term - Court Clerk (Mid 2017-End 2019)	G13
(0.70)	Probation Officer	(G20)
1.00	Probation Officer	G20
(0.70)	Court Security Officer	(G18)
1.00	Court Security Officer	G18
(0.15)	Court Marshal (6 hrs/week)	(G18)
0.23	Court Marshal (9 hrs/week)	G18
1.00	24 mo Limited Term - Asst Police Chief (Mid 2017-End 2019)	D38
1.00	Detective - Task Force (Add Position 2017)	P27
(5.00)	Police Records Specialists	(G12)
5.00	Police Records Specialists Upgrade	G13
(1.00)	Administrative Asst-Police Dept	(G17)
1.00	Lead Police Records Specialist	G15
	Police Chief - Vacation Cash Out (80 hrs new)	D39
<u>Community Services</u>		
(1.00)	Building Official	(E30)
1.00	Building Official - Upgrade	E32
(1.00)	Recreation Coordinator	(G19)
1.00	Recreation Manager	E24
(1.00)	Office Specialist - Recreation	(G13)
1.00	Office Manager I - Recreation	G17
(0.72)	Recreation Specialist-Senior Center	(G12)
1.00	Recreation Specialist-Senior Center	G12
(0.72)	Recreation Specialist-Sports	(G12)
1.00	Recreation Specialist-Sports	G15
(0.72)	Recreation Specialist-BASP/Breaks/Camps	(G12)
1.00	Recreation Specialist-BASP	G12
	Facility Leader IV (Add: PERS Retirement)	

OTHER FUNDS POSITION CHANGES – FIRST FULL YEAR EFFECT IN 2018

Development Fund

1.00	Community Develop Director	D36
(1.00)	Senior Planner	(E25)
1.00	Senior Planner - Upgrade	E28
1.00	Planner I- Add Position 2017	G17
1.00	Building Inspector- Add Position 2017	G22
(1.00)	Community Development Office Asst	(G12)
1.00	Permit Specialist	G14
(1.00)	Permit Coordinator	(G15)
(1.00)	Assoc Transport Engineer	(E30)
1.00	Public Works Director	D36

Equipment Maintenance Fund

0.10 Equip Maint Worker

Surface Water Management Fund

(1.00)	SWM Engineering Aide	(G17)
1.00	Asset Mgmt Program Coordinator	G20
(0.60)	Storm Maint Worker	(T15)

GENERAL FUND

FINANCIAL POLICIES

One Time Revenues Policy. Ordinance 1637 which was adopted December 10, 2015 in conjunction with Ordinance 1561 passed on December 13, 2012 requires the General Fund to transfer all of the “one time” Sales and B&O tax revenue to the Capital Construction fund and prohibits its use for General Fund operating expenditures.

The 2018 Budget has been prepared with the assumption of zero “one-time” tax revenues. Whatever amount of one time revenues actually received will be transferred to the Capital Projects fund to be used for capital as part of the amended 2018 Budget process; the 2018 Operating Budget does *not* rely on these “one time” tax monies.

Fund Balance Policy (7 % General Reserve plus 5% Stabilization Reserve). Ordinance 1144 establishes a 7% Operating Reserve and Chapter 3.50 of the Des Moines Municipal Code establishes an additional 5% Stabilization Reserve. 12% of ongoing revenues (\$21,590,100) is approximately \$2,590,800. The 2018 Budget provides for an ending fund balance of approximately \$3,468,000 thereby meeting the minimum requirements.

GFOA’s Best Practice Fund Balance Policy. As discussed during the August City Council Budget Retreat, the current fund balance policy is inadequate in many years to meet the City’s cash flow and other fund balance needs and so a new target should be established. The Government Finance Officer Association (GFOA) sets out several “best practice” policies. One such policy for fund balance suggest a target of 60 days’ expenditure is often a reasonable target. This minimum fund balance target is 16.67% of \$21,131,500 or \$3,523,000. The 2018 Budgeted ending reserve of approximately \$3,468,000 is 98% of this recommended level.

DEVELOPMENT FUND

The Development Fund opened January 1, 2017 with a \$1.5 million cash transfer from the General Fund. The transfer was of the cash generated from 2016 development revenues (such as building permit and plan review revenues) collected less the 2016 costs paid out to provide development services. For 2017 and forward, the Development Fund receives development revenue directly. Recording development activity in its own fund ensures permit revenues paid at the beginning of the project are set aside to pay the costs to service projects over several years. The Development Fund's ending fund balance was nearly \$1.7 million dollars (see Introduction on page i).

STREET FUND

The spending budget for the street fund decreased approximately \$127,500. One significant factor was a \$115,000 "catch up" funding for the replacement of large equipment used in the street fund in 2017 which was not needed in 2018 and an approximately \$79,000 reduction in Engineering studies where the works was substantially completed in 2017 with the wrap up scheduled for 2018.

Revenues are budgeted at an overall \$130,000 which consists mainly of \$ 25,000 increase for the guardrail project which only occur on an every other year basis, \$30,000 increase in state distributions of motor vehicle fuel tax, \$43,000 increase in state distribution of multimodal tax and \$19,000 increase in utility taxes and \$13,000 in parking tax revenues. It is assumed the Transportation Benefit District (1st \$20 car tab fee) remains unchanged for 2018.

ARTERIAL STREET PAVEMENT FUND

This fund was created in 2016 and funded with the second \$20 of the \$40 annual car tab fee (\$455,000) along with water & sewer franchise payments (\$670,000). The pavement projects funded by these sources be found in the CAPITAL PROJECTS SECTION which starts on page 75.

NEW SPECIAL REVENUE FUND

Urban Forestry Fund. This is a new fund expected to be established in late 2017. This fund is a place-holder in anticipation of council consideration of an ordinance providing for a fee-in-lieu payment for tree replacement in appropriate circumstances. This new fund is established to collect these revenues, should the Council decide to adopt these code amendments. The use of these revenues could be for (a) acquiring, maintaining, and preserving wooded areas within the City; (b) planting and maintaining trees within the City; (c) urban forestry education; or (d) other purposes relating to trees as determined by the City Council. For fund establishment, revenues (\$10,000) and expenses (\$5,000) have been included in the 2018 Budget.

CONSTRUCTION FUND

This fund includes all resources restricted to construction projects. It includes general municipal projects as well as transportation projects. Construction for Marina and the Surface Water Management funds are included in the Enterprise Funds along with those funds' operations and debt activities. Detailed information regarding the construction projects can be found in the CAPITAL PROJECTS SECTION starting on page 75.

MARINA FUND

The 2018 moorage rate increases are 3%-4% increase over 2017's rates based on the 2017 consultant's cost of service and rate analysis. The 2018 revenue budget is essentially flat as compared to 2017's revenue budget as the rate increases anticipated as of January 1, 2017 didn't go into effect until August 1, 2017 and 2017 actual revenues are running slightly less than the 2017 Budget. It is expected the marina operations will show a net of \$132,945 on gross revenues of \$3,958,745 which is (3.3%). A new cost component which started in 2016 is the set aside of \$150,000 per year to accumulate \$550,000 for the once in ten year Channel Dredging (operating project) to occur in 2020. In 2021 and beyond smaller annual set asides will be made to avoid a large 10th year spending spike. Permitting and other early steps for the Dredging Project will start in 2018.

Ending operating fund balance is expected to be approximately \$1,375,850 which is 36% of operating expenditures (i.e. excludes debt service and capital) spending. While there is no official reserve policy for this fund, unofficially council has indicated a 20% of annual operating costs to be a prudent level given the nature and variability of this type of operation. A 20% reserve would provide a target of \$804,160 so the Marina fund is expected to exceed the minimum balance amount.

In addition to the operating reserve, the fund has an \$871,821 debt service reserve requirement (required by bond covenants) which is fully funded and the 2018 ending accumulated capital reserve is estimated at \$765,240.

The challenge remains for the Marina to raise enough revenue to increase its capital replacement program.

SURFACE WATER MANAGEMENT (SWM) FUND

The 2018 Budget includes an approximately 6% revenue consisting of increased customer volume plus a 5% rate increase for 2018 based on the 2016 Consultant's study for long-term capital and operating needs as updated based on the actual applicable inflation indexes. Operation and maintenance activities are planned at the same level as 2017 with increases in personnel costs per contracts and labor agreements. The 2018 Budget includes approximately \$3,751,000 total operating revenues and approximately \$3,571,000 of operating expenditures (which excludes capital spending) for a net operating total of \$180,000. It is good to remember operating revenues must raise not only enough to cover operating costs but also include an amount to fund capital projects. Amounts used to fund 2018 capital projects total \$553,900, the rest is kept in fund balance to save up to pay for future years' capital projects.

Detailed information regarding the SWM construction projects can be found in the CAPITAL PROJECTS SECTION starting on page 75.

The ending operating fund balance is expected to be approximately \$2,523,000 and the ending fund balance relating to construction is \$422,634. While there is no official reserve policy for this fund, due to the fact that revenues are collected predominately twice a year (along with property tax collections) then a year end operating fund balance equal to four months of operating costs is prudent. A four months' of operating expenditure level would provide a reserve target of \$1,190,450 so the budgeted ending operating reserve is a little high at the end of 2018 as it reflects funds not yet assigned to active capital projects and which is being accumulated to fund planned future projects.

SUMMARY

Developing a balanced budget is always a challenge; by its very nature it involves difficult choices, assigning values and constantly weighing one thing against another. As presented, the budget proposal meets City Council goals by not only maintaining services levels, but also enhancing service levels in public safety and re-establishing street restoration projects. With this budget, the City will continue to be able to provide quality municipal programs and services to our residents and businesses – quality that makes the City of Des Moines a desirable location in which to live and conduct business.

Finally, I want to acknowledge the dedication and service of the City's employees. In spite of continued financial adversity for a period of over a decade where cuts and reduction in staffing levels became the norm, the City's workforce has pulled together, worked smarter and more efficiently to where the public has seen little reduction in service. I also wish to recognize City Council, whose collective leadership as policy makers and ambassadors for the public worked tirelessly through late nights and many meetings to provide the policy direction for the City to move to sound financial footing going forward. Finally special thanks to the Finance staff as this comprehensive document could not have been developed without their skill and dedication.

Respectively submitted,

Michael Matthias

City Manager

LIST OF CITY OFFICIALS

Elected Officials

Matt Pina

Vic Pennington

Dave Kaplan

Robert K. Back



M. Luisa Bangs

Jeremy Nutting

Melissa Musser

Mayor:

Matt Pina

Deputy Mayor:

Vic Pennington

Administrative Officials

City Manager	Michael Matthias	(206) 870-6554
Chief Operations Officer	Dan Brewer	(206) 870-6581
City Attorney	Tim George	(206) 870-6518
Finance Director	Dunyele Mason	(206) 870-6532
Police Chief	George Delgado	(206) 870-7601
City Clerk/Communications Director	Bonnie Wilkins	(206) 870-6519
Harbormaster	Joe Dusenbury	(206) 870-1562
Municipal Court Judge	Lisa Leone	(206) 878-4597
Parks, Rec & Sr. Services Director	Patrice Thorell	(206) 870-6529
Community Development Director	Susan Cezar	(206) 870-6725
Public Works Director	Brandon Carver	(206) 870-6543
Human Resources Manager	Maureen Murphy	(206) 870-6722

“Opportunity is missed by most people because it is dressed in overalls and looks like work.”

— Thomas Edison

DRAFT ORDINANCE NO. XXXX**APPENDIX A 2018 OPERATING BUDGET**

<u>APPROPRIATED FUNDS</u>	<u>EXPENDITURE</u>	<u>REVENUE</u>
GENERAL FUND.....	\$ 27,164,204	\$ 27,164,204
STREETS	2,320,415	2,320,415
STREET PAVEMENT	2,130,361	2,130,361
DEVELOPMENT	4,236,579	4,236,579
POLICE DRUG SEIZURE	8,385	8,385
HOTEL-MOTEL TAX	139,875	139,875
REDONDO ZONE	83,415	83,415
WATERFRONT ZONE	292,392	292,392
PBPW AUTOMATION FEE	281,446	281,446
URBAN FORESTRY	10,000	10,000
ABATEMENT	40,508	40,508
AUTOMATED SPEED ENFORCE (ASE)	564,687	564,687
TRANSPORTATION BENEFIT DISTRICT	1,194,847	1,194,847
DEBT SERVICE	307,040	307,040
TOTAL LEGAL APPROPRIATION	<u>\$ 38,774,154</u>	<u>\$ 38,774,154</u>
<u>NONAPPROPRIATED FUNDS (Memo Only)</u>		
MARINA	6,600,755	6,600,755
Urban Forestry	7,199,106	7,199,106
EQUIPMENT RENTAL OPERATIONS	831,005	831,005
EQUIPMENT RENTAL REPLACEMENT	2,911,931	2,911,931
FACILITY REPAIR & REPLACEMENT.....	711,749	711,749
COMPUTER REPLACEMENT.....	957,432	957,432
SELF INSURANCE.....	1,305,770	1,305,770
UNEMPLOYMENT INSURANCE.....	481,856	481,856
TOTAL NONAPPROPRIATED	<u>\$ 20,999,604</u>	<u>\$ 20,999,604</u>
<u>CONTINUING APPROPRIATION FUNDS (Memo Only)</u>		
CONSTRUCTION	13,390,851	13,390,851
TOTAL CONTINUING APPROPRIATION	<u>\$ 13,390,851</u>	<u>\$ 13,390,851</u>
GRAND TOTAL ALL FUNDS	<u>\$ 73,164,609</u>	<u>\$ 73,164,609</u>

2018 REVENUE SOURCES BY FUND

	Taxes	Licenses & Permits	Inter- Government Revenue	Charges For Services	Fines and Forefits	Misc Revenue
<u>GENERAL FUND</u>						
General	12,947,000	1,166,500	575,275	4,906,027	2,636,600	400,707
<u>SPECIAL REVENUE FUNDS</u>						
Street Maintenance	566,360	-	713,785	440,000	-	1,000
Arterial Street Pavement Development	-	670,000	-	-	-	-
Police Drug Seizure	-	1,140,000	76,360	1,143,650	-	8,000
Hotel-Motel Tax	-	-	-	-	-	1,000
Redondo Zone	105,000	-	28,000	-	-	-
Waterfront Zone	-	-	-	-	750	60,120
PBPW Automation	-	-	-	100,000	-	-
Urban Forestry	-	-	-	10,000	-	-
Abatement	-	-	-	-	500	4,800
Automated Speed Enforce	-	-	-	-	350,000	-
Transportation Benefit District	916,000	-	-	-	-	-
<u>DEBT SERVICE FUND</u>						
Debt Service	-	-	-	-	-	-
<u>CONSTRUCTION FUND</u>						
Construction	900,000	-	2,899,772	2,499,000	-	23,000
<u>ENTERPRISE FUND</u>						
Marina	-	-	-	3,892,065	12,220	54,460
Surface Water Management	-	-	-	3,741,629	-	90,050
<u>INTERNAL SERVICE FUNDS</u>						
Equip Rental Operations	-	-	-	481,673	-	1,000
Equip Rental Replacement	-	-	-	750,978	-	-
Facility Repair & Replacement	-	-	-	109,258	-	-
Computer Replacement	-	-	-	247,644	-	100
Self Insurance	-	-	-	861,790	-	-
Unemployment Insurance	-	-	-	63,682	-	5,000
TOTAL ALL FUNDS	15,434,360	2,976,500	4,293,192	19,247,396	3,001,070	924,237

<u>Transfers</u>	Beginning Fund Balance	TOTAL AVAILABLE RESOURCES
-	4,532,095	27,164,204
45,000	554,270	2,320,415
455,000	1,005,361	2,130,361
-	1,868,569	4,236,579
-	7,385	8,385
-	6,875	139,875
-	22,545	83,415
-	16,392	292,392
-	181,446	281,446
-	-	10,000
30,000	5,208	40,508
-	214,687	564,687
-	278,847	1,194,847
280,696	26,344	307,040
1,724,834	5,344,245	13,390,851
-	2,642,010	6,600,755
-	3,367,427	7,199,106
-	348,332	831,005
-	2,160,953	2,911,931
413,000	189,491	711,749
-	709,688	957,432
-	443,980	1,305,770
-	413,174	481,856
<u>2,948,530</u>	<u>24,339,324</u>	<u>73,164,609</u>

2018 EXPENDITURE CATEGORIES BY FUND

	Salaries & Wages	Personnel Benefits	Supplies	Other Services & Charges	Transfers	Capital Outlay
<u>GENERAL FUND:</u>						
General	9,812,281	3,413,565	537,125	8,012,291	1,950,588	31,700
<u>SPECIAL REVENUE FUNDS:</u>						
Street Maintenance	362,761	154,854	86,300	1,011,022	-	-
Arterial Street Pavement Development	-	-	-	1,310,413	-	-
Police Drug Seizure	1,250,169	525,691	24,763	739,459	-	-
Hotel-Motel Tax	-	-	500	500	-	-
Redondo Zone	-	-	-	112,000	-	-
Waterfront Zone	-	-	5,100	64,753	-	-
PBPW Automation	-	-	5,000	153,938	-	-
Urban Forestry	-	-	-	95,778	-	-
Abatement	-	-	-	-	-	-
Automated Speed Enforce	-	-	-	200	-	-
Transportation Benefit District	-	-	-	272,000	124,686	-
	-	-	-	459,812	455,000	-
<u>DEBT SERVICE FUNDS:</u>						
Debt Service	-	-	-	16,958	-	-
<u>CONSTRUCTION FUNDS:</u>						
Construction	-	-	-	25,000	418,256	6,250,035
<u>ENTERPRISE FUNDS:</u>						
Marina	749,595	277,853	794,400	913,536	-	60,000
Surface Water Management	920,298	423,913	88,112	1,585,117	-	1,235,860
<u>INTERNAL SERVICE FUNDS:</u>						
Equip Rental Operations	116,923	59,129	217,345	121,745	-	-
Equip Rental Replacement	-	-	-	-	-	523,000
Facility Repair & Replacement	-	-	-	473,013	-	-
Computer Replacement	-	-	-	-	-	203,105
Self Insurance	-	-	-	701,975	-	-
Unemployment Insurance	-	-	-	30,000	-	-
TOTAL ALL FUNDS	13,212,027	4,855,005	1,763,645	16,099,510	2,948,530	8,303,700

<u>Debt Service</u>	<u>Ending Fund Balance</u>	<u>TOTAL USES</u>
-	3,406,654	27,164,204
-	705,478	2,320,415
-	819,948	2,130,361
-	1,696,497	4,236,579
-	7,385	8,385
-	27,875	139,875
-	13,562	83,415
-	133,454	292,392
-	185,668	281,446
-	5,000	10,000
-	40,308	40,508
-	168,001	564,687
-	280,035	1,194,847
265,946	24,136	307,040
-	6,697,560	13,390,851
815,415	2,989,956	6,600,755
-	2,945,806	7,199,106
-	315,863	831,005
-	2,388,931	2,911,931
-	238,736	711,749
2,719	751,608	957,432
-	603,795	1,305,770
-	451,856	481,856
<u>1,084,080</u>	<u>24,898,112</u>	<u>73,164,609</u>

**REVENUE SUMMARY
GENERAL FUND**

SOURCE OF REVENUE	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJUSTED BUDGET	2018 BUDGET
TAXES:					
GENERAL PROPERTY	\$ 3,553,492	\$ 4,357,376	\$ 4,718,965	4,572,136	4,800,000
RETAIL SALES TAX	2,556,047	3,179,115	3,706,561	3,211,710	3,330,000
B&OTAXES					
General B&O	529,580	702,110	871,867	840,911	800,000
Gambling	21,807	32,760	31,952	31,952	30,000
Electricity	1,031,392	1,058,210	1,153,816	1,176,955	1,250,000
Natural Gas	377,612	349,950	327,215	327,215	350,000
Solid Waste	196,793	317,206	319,581	319,581	322,000
Cable TV	474,988	751,104	972,046	972,045	975,000
Telephone	726,326	666,871	650,220	650,220	475,000
Surface Water	145,655	201,583	424,122	424,123	455,000
EXCISE TAXES					
Leasehold	133,322	116,090	148,566	148,567	160,000
Total taxes	9,747,014	11,732,375	13,324,911	12,675,415	12,947,000
LICENSES AND PERMITS:					
BUSINESS LICENSES	220,778	212,886	174,052	-	-
FRANCHISE FEES	942,605	990,768	1,217,597	1,090,440	1,130,000
BUILDING PERMITS	646,539	808,182	1,642,476	8,776	6,500
ANIMAL LICENSES	29,794	36,282	33,741	33,741	30,000
Total Licenses & Permits	1,839,716	2,048,118	3,067,866	1,132,957	1,166,500
INTERGOVERNMENTAL:					
GRANTS	116,911	109,967	121,040	43,473	20,000
STATE SHARED REVENUES					
City Assistance	98,635	113,853	116,829	90,000	90,000
Judicial Salary Assistance	22,796	20,486	18,856	-	-
Criminal Justice (Pop)	9,623	8,089	8,379	8,379	9,600
Criminal Justice (Programs)	35,527	29,604	30,514	30,513	32,715
Marijuana State Shared Revenue	-	27,961	53,168	53,168	10,800
DUI-Cities	6,673	4,413	4,675	4,675	4,500
Liquor Excise Tax	70,803	98,714	142,860	98,000	151,830
Liquor Board Profits	264,162	263,132	259,290	260,000	255,830
Total Intergovernmental	\$ 625,130	\$ 676,219	\$ 755,611	\$ 588,208	\$ 575,275

**REVENUE SUMMARY
GENERAL FUND**

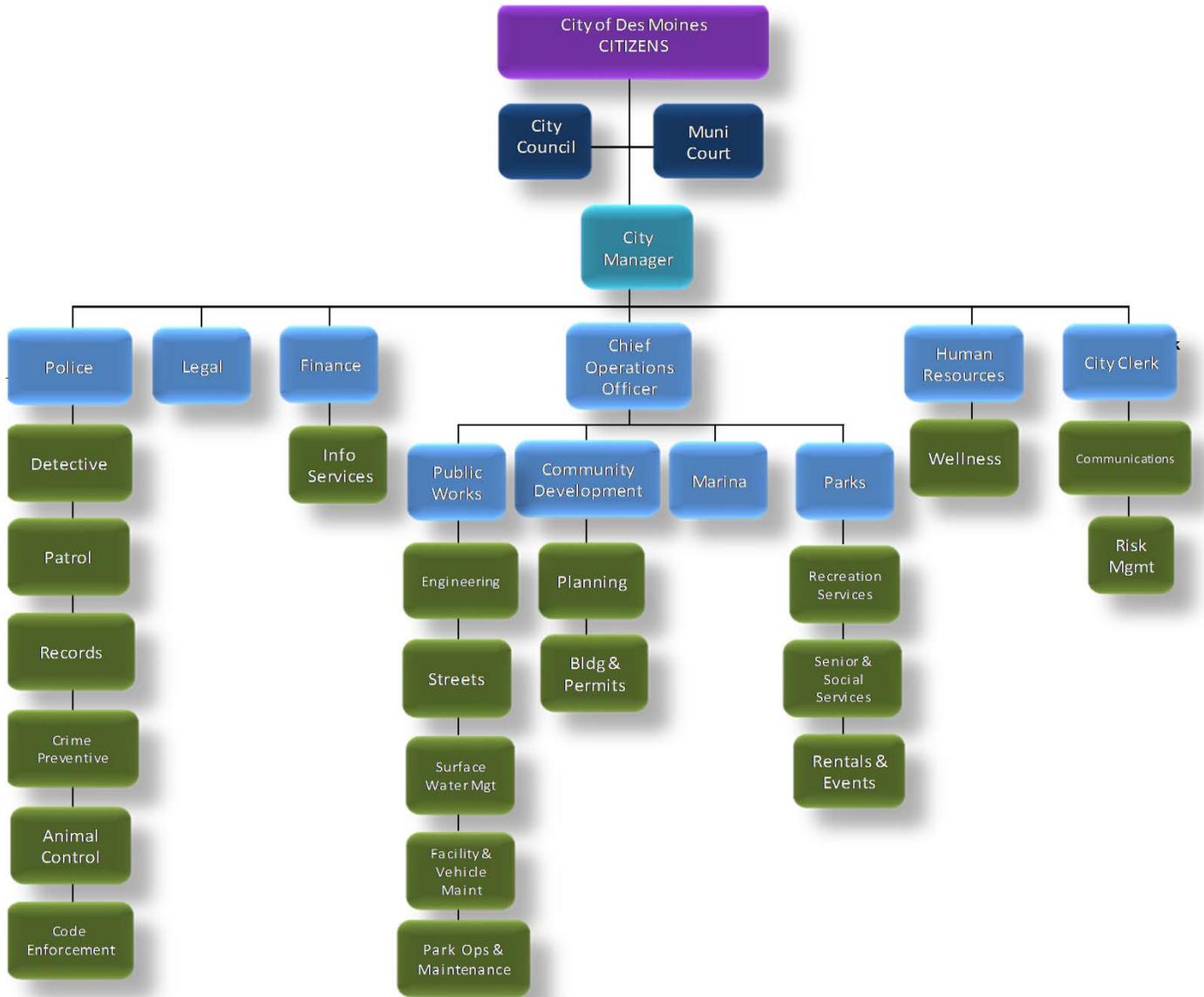
SOURCE OF REVENUE	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 BUDGET
CHARGES FOR SERVICE:					
GENERAL GOVERNMENT	\$ 1,371,727	\$ 1,126,855	\$ 1,827,980	3,415,544	3,596,872
PUBLIC SAFETY	267,337	248,491	189,001	188,018	210,600
NATURAL & ECONOMIC	683,983	644,243	1,311,626	650	500
SOCIAL SERVICES	25,378	21,158	26,353	95,725	82,350
CULTURE AND RECREATION	916,274	897,895	1,012,190	1,055,856	1,015,705
	<u>3,264,699</u>	<u>2,938,642</u>	<u>4,367,150</u>	<u>4,755,793</u>	<u>4,906,027</u>
FINES & FORFEITURES					
COURT & TRAFFIC	228,073	207,864	190,420	2,128,516	2,623,000
NON-TRAFFIC	20,423	24,239	16,673	16,568	13,600
NON-COURT	2,139	5,599	1,864	-	-
	<u>250,635</u>	<u>237,702</u>	<u>208,957</u>	<u>2,145,084</u>	<u>2,636,600</u>
MISCELLANEOUS REVENUE:					
INTEREST EARNINGS	36,120	34,313	42,535	41,138	43,000
RENTS	266,764	263,498	369,549	374,461	329,807
CONTRIBUTIONS	52,633	46,356	178,830	21,563	23,700
OTHER MISCELLANEOUS	19,558	22,341	30,768	9,667	4,200
	<u>375,075</u>	<u>366,508</u>	<u>621,682</u>	<u>446,829</u>	<u>400,707</u>
TOTAL GENERAL FUND REVENUE	<u>16,102,269</u>	<u>17,999,564</u>	<u>22,346,177</u>	<u>21,744,286</u>	<u>22,632,109</u>
OTHER FINANCING SOURCES:					
OTHER SOURCES	18,968	24,328	15,138	-	-
TRANSFERS	300,000	242	-	-	-
	<u>318,968</u>	<u>24,570</u>	<u>15,138</u>	<u>-</u>	<u>-</u>
TOTAL GENERAL FUND REVENUE & FINANCING SOURCES	<u>16,421,237</u>	<u>18,024,134</u>	<u>22,361,315</u>	<u>21,744,286</u>	<u>22,632,109</u>
BEGINNING FUND BALANCE	1,332,511	974,937	1,339,266	3,439,084	4,532,095
TOTAL FUND RESOURCES	<u><u>\$ 17,753,748</u></u>	<u><u>\$ 18,999,071</u></u>	<u><u>\$ 23,700,581</u></u>	<u><u>\$ 25,183,370</u></u>	<u><u>\$ 27,164,204</u></u>

EXPENDITURE SUMMARY
(Excluding Ending Fund Balance)
ALL FUNDS

	2014 <u>ACTUAL</u>	2015 <u>ACTUAL</u>	2016 <u>ACTUAL</u>	2017 Adjusted <u>BUDGET</u>	2018 <u>BUDGET</u>
General	\$ 17,278,366	\$ 17,814,341	\$ 20,046,973	\$ 22,986,913	\$ 23,757,550
Street Maintenance	1,123,831	1,221,176	1,361,030	1,730,520	1,614,937
Arterial Street Pavement	-	-	-	130,185	1,310,413
Development	-	-	-	2,187,078	2,540,082
Police Drug Seizure	2,528	22,844	-	3,500	1,000
Hotel-Motel Tax	20,239	26,246	75,331	114,000	112,000
Redondo Zone	-	79,172	74,043	113,855	69,853
Waterfront Zone	-	-	-	153,790	158,938
PBPW Automation	-	-	-	101,032	95,778
Urban Forestry	-	-	-	-	5,000
Abatement	-	-	-	16,200	200
Automated Speed Enforce	383,286	50	302,312	364,586	396,686
Transportation Benefit District	457,227	408,671	483,826	995,522	914,812
Debt Service	394,592	385,636	406,971	406,518	282,904
Construction	8,215,733	6,709,703	9,383,881	4,827,169	6,693,291
Marina	4,311,453	8,284,890	3,416,448	5,222,085	3,610,799
Surface Water Management	3,552,287	2,524,878	4,014,322	3,962,327	4,253,300
Equip Rental Operations	514,534	485,846	439,555	497,739	515,142
Urban Forestry	206,208	472,302	779,088	915,810	523,000
Facility Repair & Replacement	140,699	215,822	87,211	53,000	473,013
Computer Replacement	124,808	204,417	217,088	475,630	205,824
Self Insurance	567,611	648,770	639,035	699,580	701,975
Unemployment Insurance	17,082	2,451	26,884	75,000	30,000
TOTAL ALL FUNDS	<u>\$ 37,310,484</u>	<u>\$ 39,507,215</u>	<u>\$ 41,753,998</u>	<u>\$ 46,032,039</u>	<u>\$ 48,266,497</u>

DRAFT ORDINANCE NO. XXXX

CITY OF DES MOINES ORGANIZATION CHART



**GENERAL FUND EXPENDITURE SUMMARY
BY DEPARTMENT**

DEPARTMENT	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
City Council	81,180	65,728	80,810	91,989	95,148
City Manager	1,085,420	1,008,237	1,750,392	1,212,929	1,178,806
Finance & Technology	1,322,607	1,353,537	1,658,127	1,801,420	1,776,687
Legal	565,151	590,590	575,225	643,496	693,137
Municipal Court	873,121	970,664	963,709	1,359,508	1,512,666
Public Safety Services	781,105	639,664	729,685	756,312	968,037
Police	7,731,403	7,809,402	8,056,571	10,413,423	10,561,167
Plan, Bldg & PW Admin	2,968,720	3,338,186	3,617,930	1,890,561	2,345,880
Parks, Rec & Sr Services	1,818,117	1,960,894	1,892,088	2,545,149	2,675,434
Transfers Out	51,542	77,439	722,436	2,272,126	1,950,588
Total Operations	17,278,366	17,814,341	20,046,973	22,986,913	23,757,550
Ending Fund Balance	677,557	1,339,266	4,440,724	2,196,457	3,406,654
Total Expenditures	17,955,923	19,153,607	24,487,697	25,183,370	27,164,204

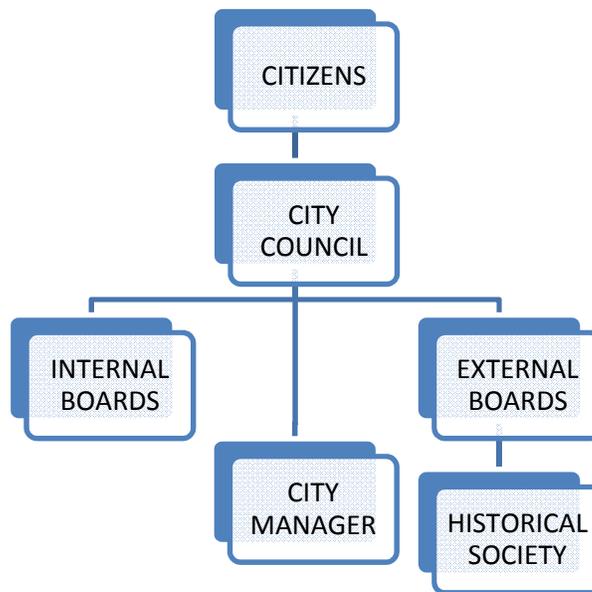
**GENERAL FUND EXPENDITURE SUMMARY
BY CATEGORY**

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	8,786,015	9,074,160	9,737,368	9,296,170	9,812,281
Personnel Benefits	3,267,399	3,340,003	3,418,037	3,190,495	3,413,565
Supplies	424,083	438,388	452,937	519,043	537,125
Other Services & Charges	4,728,409	4,827,206	5,674,823	7,694,623	8,012,291
Capital Outlay	-	57,147	41,374	14,456	31,700
Transfers Out	51,542	77,439	722,436	2,272,126	1,950,588
Total Operations	17,257,449	17,814,344	20,046,973	22,986,913	23,757,550
Ending Fund Balance	677,557	1,339,266	4,440,724	2,196,457	3,406,654
Total Expenditures	17,935,006	19,153,610	24,487,697	25,183,370	27,164,204

INDIVIDUAL
GENERAL
FUND
DEPARTMENTS

CITY COUNCIL

The City has a Council-Manager form of government. The City Council consists of seven members elected for four-year, overlapping terms. The Mayor, elected by the City Council, has equal voting rights with other council members and possesses no veto power. The City Council appoints the City Manager to act as the chief executive officer of the city.



The City Council is responsible for:

Developing municipal policy and providing direction to the City Manager.

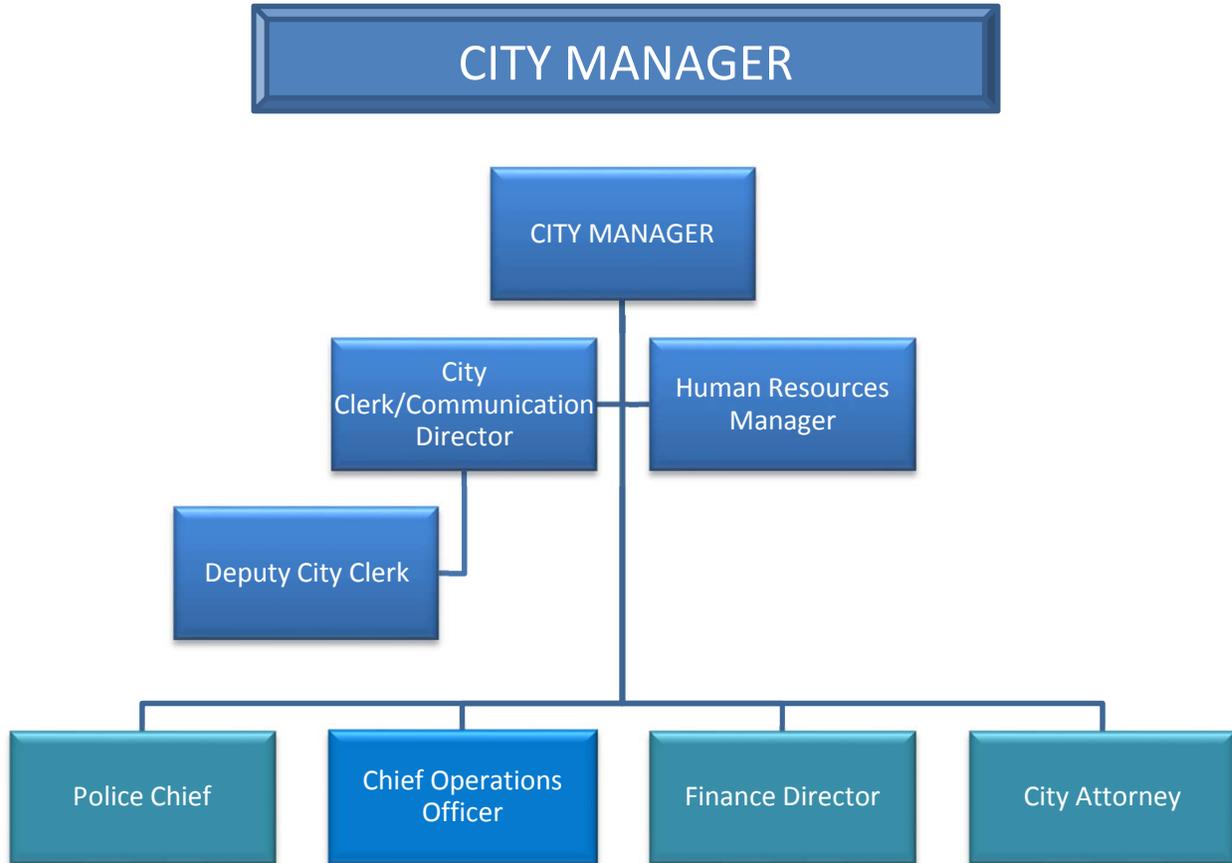
Overseeing municipal finances, approving contracts, acquisition and/or conveyance of land and other property, adoption and amendment of the city's Comprehensive Land Use Plan and exercising municipal legislative authority to continue provision of cost-effective municipal services.

Providing leadership in the on-going efforts to diversify and expand Des Moines' economy.

CITY COUNCIL EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	53,250	50,150	61,900	74,000	74,000
Personnel Benefits	4,894	4,070	6,280	6,998	7,072
Supplies	1,427	1,954	2,750	1,530	1,530
Other Services & Charges	21,609	9,554	9,881	9,461	12,546
Total Expenditures	81,180	65,728	80,811	91,989	95,148

PERSONNEL SUMMARY					
NUMBER OF EMPLOYEES					
POSITION	2014	2015	2016	2017 ADJ	2018
Mayor	1.00	1.00	1.00	1.00	1.00
Council Member	6.00	6.00	6.00	6.00	6.00
Total	7.00	7.00	7.00	7.00	7.00



The City Manager is the chief administrative and executive officer and is responsible for:

- Implementing City Council policies and overseeing municipal operations.
- Representing the City on intergovernmental issues and pursuing economic development.
- Pursuing economic development opportunities.
- Coordinating all city services through the respective department Directors.

The City Manager's office administers the following programs:

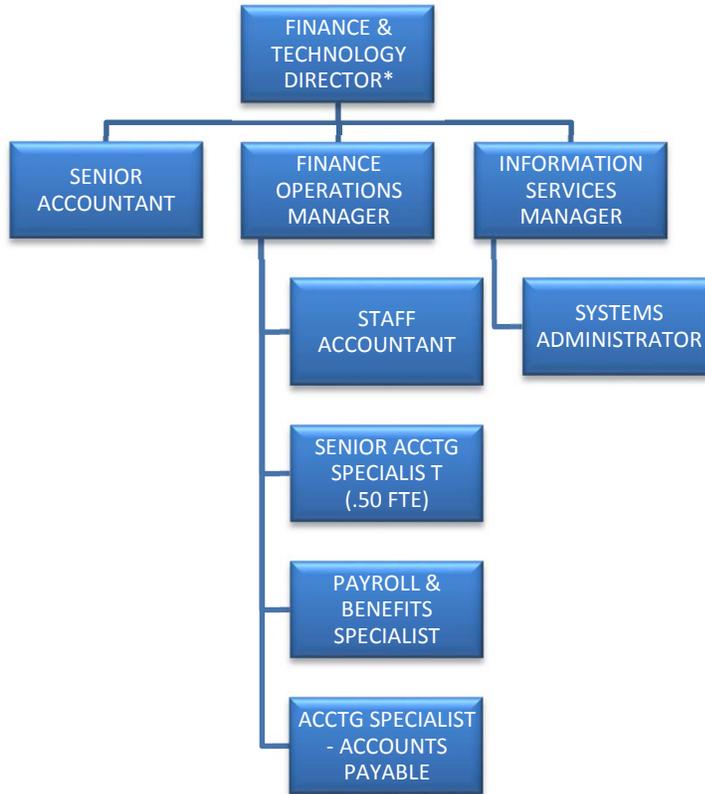
- Executive Office
- City Memberships
- Economic Development
- City Clerk
- Communications
- Human Resources
- Employee Wellness
- Printing and Duplicating
- Community Information Services

CITY MANAGER EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	540,354	540,207	937,997	572,018	648,555
Personnel Benefits	189,247	181,645	265,814	177,818	189,714
Supplies	17,457	7,765	17,376	7,340	18,590
Other Services & Charges	317,444	278,620	529,205	455,753	321,947
Transfers Out	20,918	-	-	-	-
Total Expenditures	1,085,420	1,008,237	1,750,392	1,212,929	1,178,806

PERSONNEL SUMMARY					
NUMBER OF EMPLOYEES					
POSITION	2014	2015	2016	2017 ADJ	2018
City Manager	1.00	1.00	1.00	1.00	1.00
Chief Operations Officer	-	-	-	1.00	1.00
ACM/Economic Develop Director	-	1.00	1.00	-	-
ACM/Human Resource Mgr	1.00	1.00	-	-	-
Economic Development Manager	1.00	-	-	-	-
Human Resources Manager	-	-	1.00	1.00	1.00
City Clerk/Communication Director				1.00	1.00
City Clerk	1.00	1.00	1.00		
Deputy City Clerk	-	-	-	1.00	1.00
Executive Asst/HR Technician	1.00	1.00	1.00	-	-
Total	5.00	5.00	5.00	5.00	5.00

FINANCE & INFO TECHNOLOGY



The Finance Department is responsible for:

- Accounting, budgeting, and reporting services.
- Forecasting and data analysis.
- Cash deposits, payments, billings, investment, capital assets, and system reconciliations.
- Debt issuance, payments and reporting.
- City-wide internal controls design, implementation, and monitoring.
- Contracted services for audits, election activities, and King County Detox program.

The Info Technology Department is responsible for:

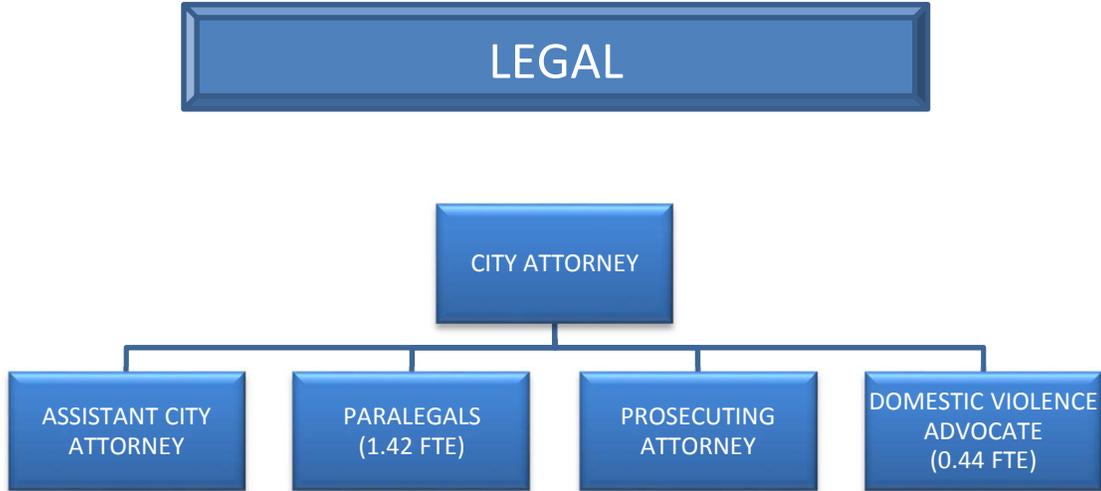
- Maintenance of all city computers, servers, and networks.
- Software maintenance services.
- Consulting and programming on new projects.
- Recovery of data and replacement of damaged hardware.

** In 2016, moved the information systems costs from the internal service funds to the general fund. 2014-2015 information is restated to include the Info Technology expenditures with Finance's.*

FINANCE & INFO TECHNOLOGY DEPARTMENT EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	689,597	657,547	684,595	772,984	804,213
Personnel Benefits	231,807	236,274	231,697	268,762	274,527
Supplies	17,242	29,987	61,379	72,500	77,500
Other Services & Charges	383,960	429,730	680,457	687,374	620,447
Total Expenditures	1,322,606	1,353,538	1,658,128	1,801,620	1,776,687

PERSONNEL SUMMARY					
NUMBER OF EMPLOYEES					
POSITION	2014	2015	2016	2017 ADJ	2018
Financial & Info Systems Director	1.00	1.00	1.00	1.00	1.00
Finance Operations Manager	1.00	1.00	1.00	1.00	1.00
Accounting Operations Manager	1.00				
Senior Accountant		1.00	1.00	1.00	1.00
Senior Accounting Specialist	0.53	0.50	0.50	0.50	0.50
Staff Accountant				1.00	1.00
Accounting Technician		1.00	1.00		
Payroll & Benefits Specialist	1.00	1.00	1.00	1.00	1.00
Acctg Specialist - Accts Payable	1.00	1.00	1.00	1.00	1.00
Information Services Manager	1.00	1.00	1.00	1.00	1.00
Systems Administrator	1.00	1.00	1.00	1.00	1.00
Total	7.53	8.50	8.50	8.50	8.50



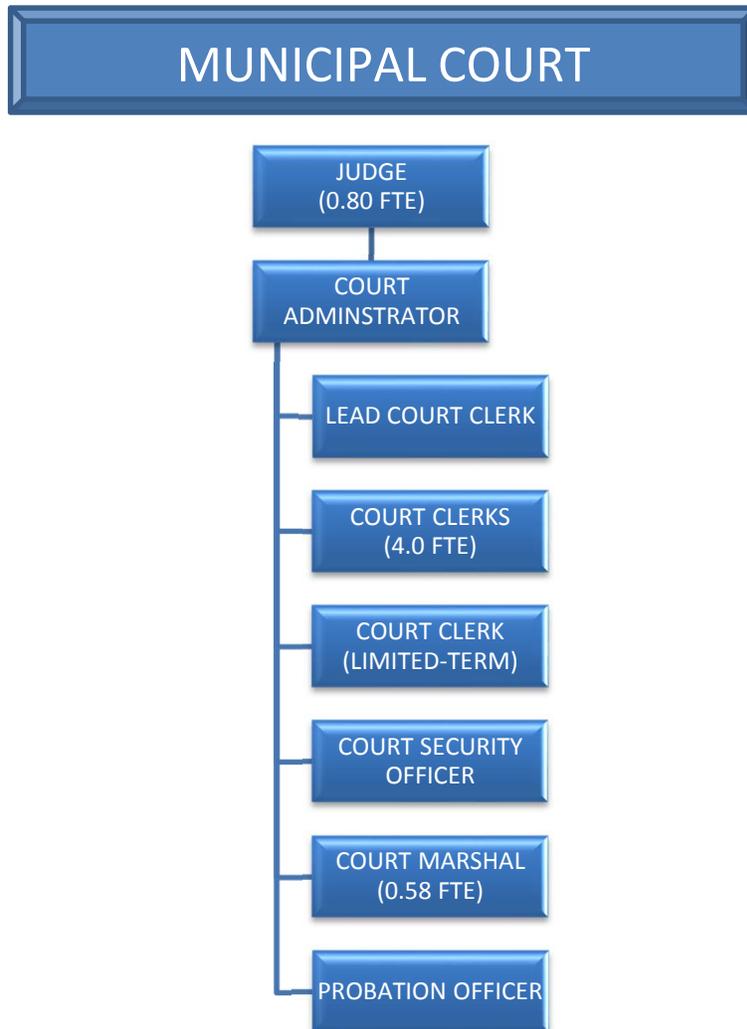
The Legal Department provides the following services:

The City Attorney is the City's chief legal advisor and is responsible for counseling all city departments and the City Council and supervises all legal work assigned to outside counsel. The City Attorney attends all council meetings and executive sessions. The Legal Department provides support in all matters before hearing examiners, judges, civil litigation, and provides general legal advice to all departments. The department writes formal legal opinions, ordinance and resolutions as well as reviews written agreements and real property instruments. It provides prosecution for all phases of criminal and civil actions.

LEGAL DEPARTMENT EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	391,317	411,969	385,786	406,943	435,977
Personnel Benefits	128,091	131,656	112,633	123,816	134,931
Supplies	5,747	4,784	4,764	7,640	7,140
Other Services & Charges	39,997	42,181	72,042	105,097	115,089
Total Expenditures	565,152	590,590	575,225	643,496	693,137

PERSONNEL SUMMARY					
NUMBER OF EMPLOYEES					
POSITION	2014	2015	2016	2017 ADJ	2018
City Attorney	1.00	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00	1.00
Prosecuting Attorney	1.00	1.00	1.00	1.00	1.00
Domestic Violence Advocate	-	0.15	-	0.44	0.44
Paralegals	1.50	1.42	1.42	1.42	1.42
Total	4.50	4.57	4.42	4.86	4.86



Des Moines Municipal is a court of limited jurisdiction created by statute. It has jurisdiction to hear:

- Certain criminal misdemeanors
- Traffic infractions
- Non-traffic infractions
- Parking tickets

The court contains the following programs:

- General municipal court
- Probation services

MUNICIPAL COURT EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	539,908	564,718	623,788	708,471	791,783
Personnel Benefits	211,810	213,427	212,764	274,410	319,646
Supplies	11,799	25,459	15,099	19,195	20,555
Other Services & Charges	109,604	132,560	112,057	357,432	380,682
Capital Outlay	-	34,500	-	-	-
Total Expenditures	873,121	970,664	963,708	1,359,508	1,512,666

PERSONNEL SUMMARY					
NUMBER OF EMPLOYEES					
POSITION	2014	2015	2016	2017 ADJ	2018
Judge	1.00	0.80	0.80	0.80	0.80
Court Administrator	1.00	1.00	1.00	1.00	1.00
Lead Court Clerk	1.00	1.00	1.00	1.00	1.00
Court Clerks	3.00	3.00	4.00	4.00	4.00
Court Clerk (Extra Hire)	-	-	-	0.50	-
Court Marshal	0.60	0.60	0.50	0.58	0.58
Court Security Officer	0.60	0.60	0.70	1.00	1.00
File Clerk	0.50	-	-	-	-
Probation Officer	-	0.60	0.60	1.00	1.00
Total	7.70	7.60	8.60	9.88	9.38

* Court Clerk Limited-term (4/17/2017-10/15/2019)

1.00 1.00

PUBLIC SAFETY CONTRACT SERVICES

Includes contract costs that benefit the city as a whole and which are not attributable to any single department:

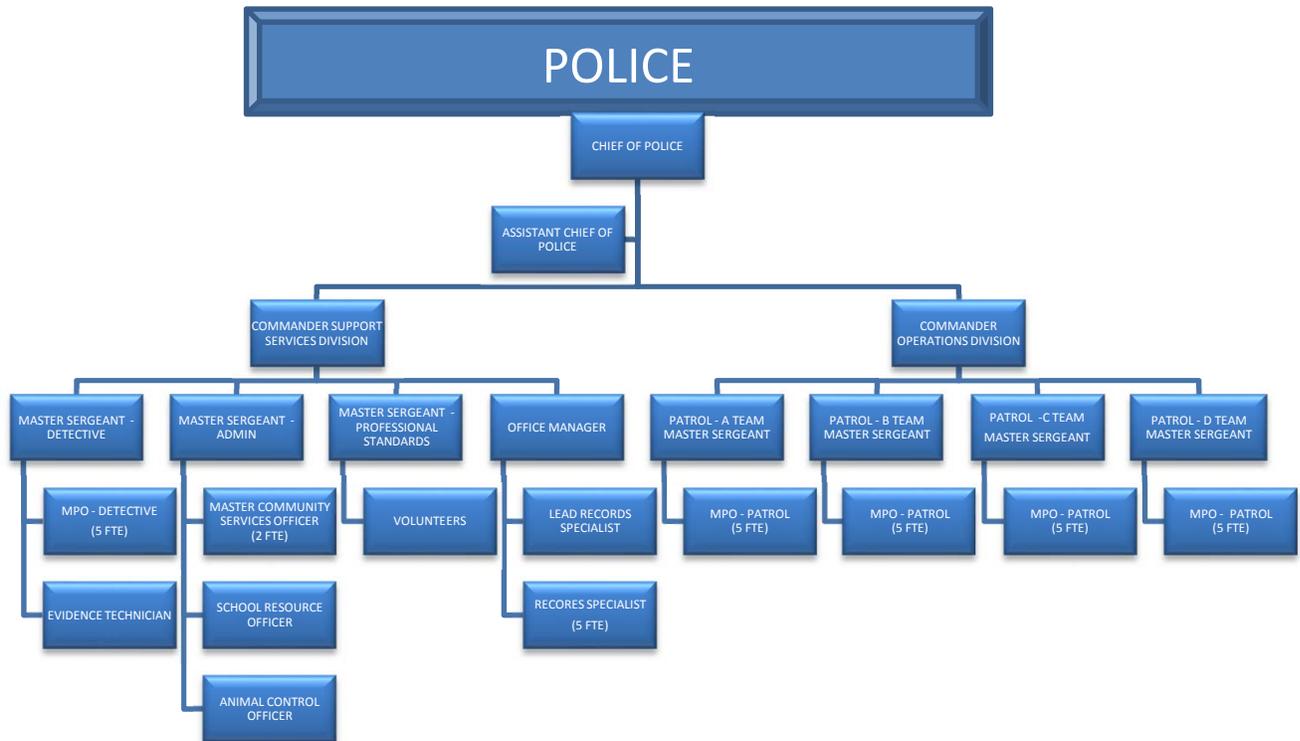
- Emergency management preparedness activities.
- Fire inspection & investigation activities.
- Jail services.
- Public Defender services.

PUBLIC SAFETY CONTRACT SERVICES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Other Services & Charges	781,105	639,664	729,685	756,312	968,037
Total Expenditures	781,105	639,664	729,685	756,312	968,037

"Energy and persistence conquer all things."

— Benjamin Franklin



The Police Department is composed of the following Divisions:

Administrative. This division directs all municipal police personnel activities, ensuring efficient operation of the police department. It supervises all police functions including law and ordinance enforcement, maintenance of order, traffic control, investigation, training and discipline of personnel. It formulates work methods, procedures, policies and regulations, prepares annual budgets and attends civic meetings.

Patrol. This division promotes the safety and security primarily through the deterrence and apprehension of offenders. It handles citizen calls for service, manages on-scene situations, enforces traffic laws, performs security checks of commercial and residential properties and other services.

Detective. This division investigates crime occurring within the City of Des Moines. It is responsible for identification and apprehension of offenders and the recovery of stolen property. Detectives also investigate narcotics and vice crime and will seize and attain forfeiture of properties as allowed by law.

Crime Prevention. This division manages community related activities such as the safe-walk-to-school program, neighborhood watch associations, etc. It is also responsible for development of crime bulletins and code enforcement relating to public safety and health issues.

Animal Control. This unit patrols for animals at large, investigates animal related complaints, prepares cases for court and ensures that animal owners comply with municipal ordinances.

Automated Speed & Red Light Running Enforcement. This program promotes safety incentive by providing camera tickets to those motorists speeding in two school zones.

Automated Red Light Running Enforcement. This program promotes public safety incentive by providing camera tickets to those motorists failing to stop when facing a steady red traffic control signal at designated intersections where traffic laws are enforced by an automated camera.

Also there are divisions for Training, Civil Service, Facility Maintenance and the Property Evidence Room.

POLICE DEPARTMENT EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	4,238,676	4,250,614	4,300,403	4,949,010	5,027,151
Personnel Benefits	1,649,706	1,662,966	1,655,985	1,731,424	1,776,978
Supplies	202,747	167,677	164,343	209,710	230,440
Other Services & Charges	1,640,275	1,728,145	1,935,841	3,523,279	3,526,598
Total Expenditures	<u>7,731,404</u>	<u>7,809,402</u>	<u>8,056,572</u>	<u>10,413,423</u>	<u>10,561,167</u>

PERSONNEL SUMMARY					
NUMBER OF EMPLOYEES					
POSITION	2014	2015	2016	2017 ADJ	2018
Chief of Police	1.00	1.00	1.00	1.00	1.00
Assistant Chief of Police*	-	-	-	-	-
Commander	2.00	2.00	2.00	2.00	2.00
Master Sergeant/ Detective	1.00	1.00	1.00	1.00	1.00
MPO/ Detectives	4.00	4.00	4.00	5.00	5.00
Master Sergeant/ Prof Standards	1.00	1.00	1.00	1.00	1.00
Master Sergeant/ Administrative	1.00	1.00	1.00	1.00	1.00
Master Sergeant/ Patrol	4.00	4.00	4.00	4.00	4.00
MPO/ Patrol	17.00	17.00	18.00	20.00	20.00
School Resource Officer	1.00	1.00	1.00	1.00	1.00
Master Community Service Officer	2.00	2.00	2.00	2.00	2.00
Master Animal Control	1.00	1.00	1.00	1.00	1.00
Evidence Technician	0.80	0.80	1.00	1.00	1.00
Office Manager	1.00	1.00	1.00	1.00	1.00
Senior Secretary	1.00	1.00	1.00	-	-
Lead Records Specialist	-	-	-	1.00	1.00
Record Specialists	5.00	5.00	5.00	5.00	5.00
Total	42.80	42.80	44.00	47.00	47.00

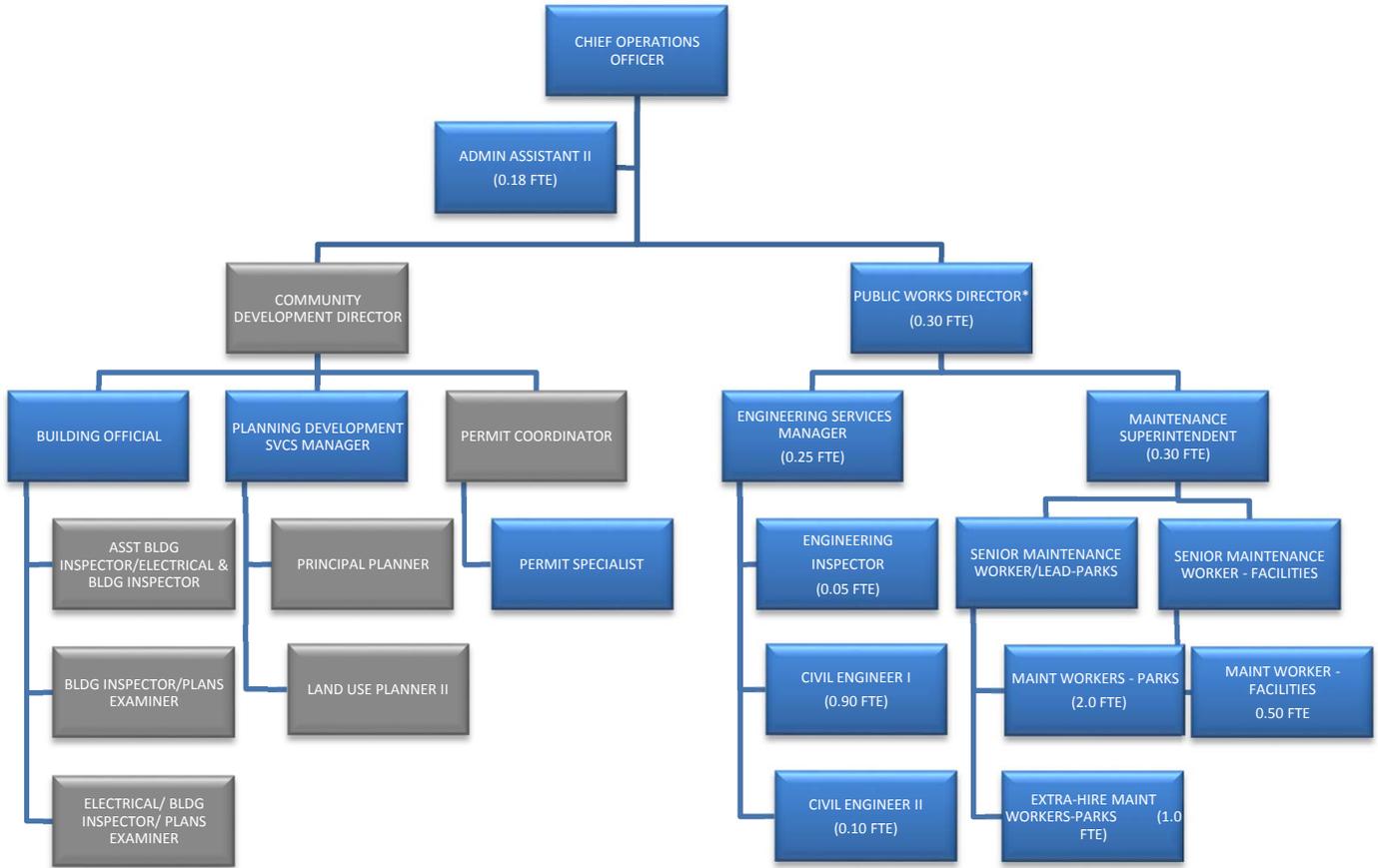
* Assistant Chief of Police Limited-term (5/01/2017-4/30/2019)

1.00

1.00

Included in this section's info.
 Reporting structure only. Info excluded from this section.

PBPW TAX BASED



The Planning, Building and Public Works (PBPW) functions funded by the General Fund include:

Planning & Development Services. Planning Services assists in developing and implementing long range land use plans. Development Services reviews proposals and drafts code and zoning amendments.

Building Division. Oversees building construction. It reviews building plans, issues permits and inspects buildings during construction to ensure compliance with approved plans and codes.

Engineering Services. This division is responsible for the city's transportation infrastructure systems. It studies and plans for improvements, seeks grant funding, designs and oversees construction. It also reviews residential and commercial development plans.

Facility and Park Maintenance. Provides for routine building maintenance for the city-buildings. Also provides landscape, design and maintenance for parks, municipal buildings, right-of-way, trails, street planting areas, city benches, support for special events and park operations.

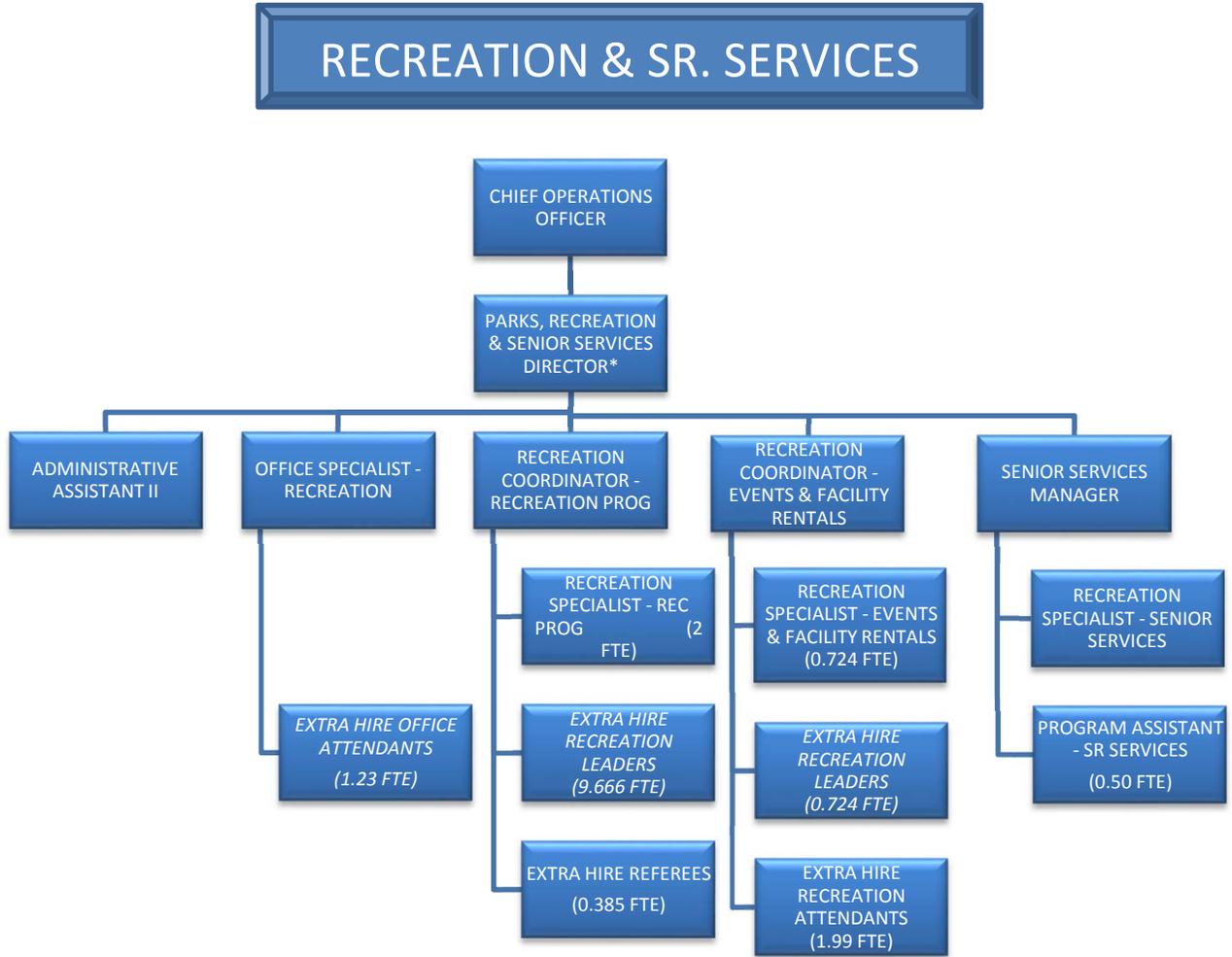
**The Public Works Director is also responsible for administration of the city's Surface Water Management Fund and Street Fund maintenance, and vehicle maintenance and replacement; costs for which are reported in those funds rather than in the general fund.*

** Reason for a huge change starting 2017 is because PBPW is split into tax-based and fee-based. The tax-based activities are in the General Fund, while the fee-based are in the Special Revenue Fund: PBPW Fee Based.*

PBPW TAX BASED DEPARTMENT EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	1,460,710	1,670,159	1,816,705	787,369	873,765
Personnel Benefits	567,070	643,155	683,564	310,853	341,967
Supplies	78,847	97,216	91,811	61,432	63,100
Other Services & Charges	862,093	916,753	984,476	721,451	1,040,348
Capital Outlay	-	10,904	41,374	9,456	26,700
Total Expenditures	<u>2,968,720</u>	<u>3,338,187</u>	<u>3,617,930</u>	<u>1,890,561</u>	<u>2,345,880</u>

PERSONNEL SUMMARY					
NUMBER OF EMPLOYEES					
POSITION	2014	2015	2016	2017 ADJ	2018
Administration					
Plan, Bldg, PW Director	0.65	0.65	0.65	-	-
Admin Assistant II	0.60	0.60	0.60	-	-
GIS Administrator	-	0.30	0.30	-	-
CIP Manager	1.00	1.00	1.00	-	-
Code Enforcement	1.00	1.00	-	-	-
Planning, Building & Permits					
Community Development Manager	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00		
Land Use Planner II	1.00	1.00	1.00		
Building Official	1.00	1.00	1.00	1.00	1.00
Asst Bldg Official/Electr & Bldg Inspector	1.00	1.00	1.00		
Building Inspector/Plans Examiner	1.00	1.00	1.00		
Electrical/Bldg Inspector/Plans Exam	-	1.00	1.00		
Permit Coordinator	1.00	1.90	1.90		
Permit Specialist I	0.90	-	-	1.00	1.00
Joint Minor Home Repair Program	0.10	0.10	0.10		
Office Assistant - Comm Development	-	1.00	1.00		
Public Works Maintenance (Building/Facility & Parks)					
Public Works Director	-	-	-	0.10	0.10
Maintenance Superintendent	0.30	0.30	0.30	0.30	0.30
Senior Maint Worker-Facilities	1.00	1.00	1.00	1.00	1.00
Senior Maint Worker/Lead - Parks	1.00	1.00	1.00	1.00	1.00
Maint Worker - Parks	2.00	2.00	2.00	2.00	2.00
Maint Worker - Facilities	-	-	-	0.50	0.50
Admin Assistant II	-	-	-	0.12	0.12
Extra-Hire Maint Worker	1.00	1.00	1.00	1.00	1.00
Engineering & CIP Services					
Public Works Director	-	-	-	0.20	0.20
Transportation/Engineer Svcs Mgr	0.90	0.90	0.90	0.25	0.25
Assoc Transportation Engineer	1.00	1.00	1.00	-	-
Surface Water/Environ Engrng Mgr	0.10	0.10	0.10	-	-
Engineering Inspector	1.00	1.00	1.00	0.05	0.05
Civil Engineer I	1.40	1.00	1.00	0.90	0.90
Civil Engineer II	-	1.00	1.00	0.10	0.10
Admin Assistant II	0.15	0.15	0.15	0.06	0.06
Total	21.10	24.00	23.00	10.58	10.58



The Parks, Recreation and Senior Services functions funded by the General Fund include:

Administration. Provides direction to the Department, including grant and capital project development. Supports landmarks commission and lodging tax program.

Arts Commission. Creates, promotes and delivers performing, community and public art programs and recommends works of art for City's facilities and the local environment.

Health and Human Services. Provides financial aid to non-profit human services organizations who assist Des Moines citizens in time of need.

Recreation Programs. Provides activities and services for all age groups to maintain our citizen's physical, mental and social wellness.

Events & Rentals. Provides management of the City's rental facilities.

Senior Services. Provides outreach to Des Moines and Normandy Park senior citizens to support learning and independence and encourage involvement with the Senior Center and the community.

Senior Programs. Provides special events, trips, lifelong learning and continuing education, sports leagues, fitness, and dance programs. Supported by fees and charges, sponsorships, and volunteers.

PARKS, RECREATION AND SENIOR SERVICES DEPT EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	872,203	928,796	926,194	1,025,575	1,156,837
Personnel Benefits	284,774	266,810	249,300	296,414	368,730
Supplies	88,817	103,546	95,415	139,696	118,270
Other Services & Charges	572,322	649,999	621,179	1,078,464	1,026,597
Capital Outlay	-	11,743	-	5,000	5,000
Total Expenditures	1,818,116	1,960,894	1,892,088	2,545,149	2,675,434

PERSONNEL SUMMARY					
NUMBER OF EMPLOYEES					
POSITION	2014	2015	2016	2017 ADJ	2018
Parks, Rec & Sr Services Director	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II	2.00	1.00	1.00	1.00	1.00
Recreation Program					
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	1.00	1.00
Recreation Specialist	0.76	1.45	1.45	2.00	2.00
Extra-Hire Recreation Leader	5.62	5.57	5.57	8.99	8.99
Extra-Hire Referees/Sport Leaders			0.15	1.06	1.06
Extra-Hire Office Attendant	3.63	3.51	3.51	1.23	1.23
Events and Facilities Rental					
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00
Recreation Specialist		0.72	0.72	0.72	0.72
Extra-Hire Recreation Leader	0.51	0.27	0.27	0.72	0.72
Extra-Hire Recreation Attendant	1.33	1.62	1.62	1.99	1.99
Senior Services & Program					
Senior Services Manager	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	-	-	-
Recreation Specialist			0.72	1.00	1.00
Program Assistant	0.50	0.50	0.50	0.50	0.50
Exercise Instructor	0.20	0.20	-	-	-
Total	20.55	20.84	20.51	24.21	24.21

GENERAL FUND INTERFUND TRANSFERS

Includes transfer of resources into / out of the General Fund to other Funds.

Fund balance subsidies to other funds.
 Funding for debt service payments
 Funding for current capital projects.
 Funding for future capital projects.

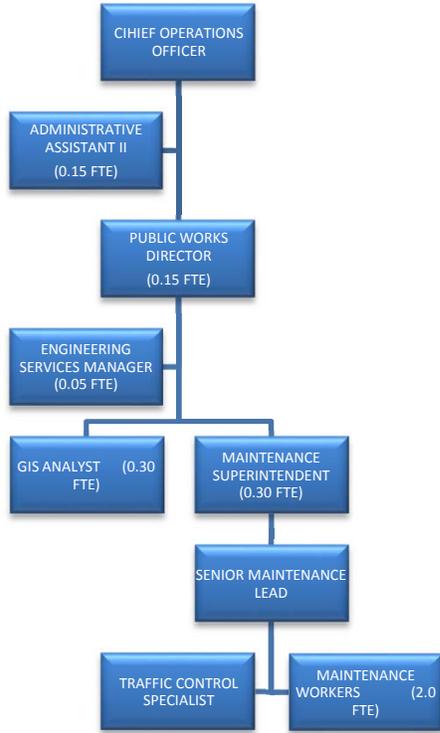
GENERAL FUND INTERFUND TRANSFERS

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Transfers Out	<u>30,624</u>	<u>77,439</u>	<u>722,436</u>	<u>2,272,126</u>	<u>1,950,588</u>
Total Expenditures	<u><u>30,624</u></u>	<u><u>77,439</u></u>	<u><u>722,436</u></u>	<u><u>2,272,126</u></u>	<u><u>1,950,588</u></u>

SPECIAL REVENUE FUNDS

Special Revenue Funds are funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

STREET MAINTENANCE FUND



The Street Maintenance Fund contains the following programs:

- | | |
|---------------------------------|----------------------------|
| Roadway maintenance | Roadside vegetation |
| Traffic and pedestrian services | Roadside litter clean up |
| Traffic control devices | Maintenance administration |
| Snow and ice control | |

PERSONNEL SUMMARY					
NUMBER OF EMPLOYEES					
POSITION	2014	2015	2016	2017 ADJ	2018
Plan, Bldg, PW Director	0.15	0.15	0.15	-	-
Public Works Director	-	-	-	0.15	0.15
Engineering Service Manager	-	0.10	0.10	0.05	0.05
GIS Analyst	0.10	0.30	0.30	0.30	0.30
Maintenance Superintendent	0.25	0.30	0.30	0.30	0.30
Senior Maintenance Worker Lead	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	2.00	2.00	2.00	2.00	2.00
Traffic Control Specialist	0.70	1.00	1.00	1.00	1.00
Administrative Assistant II	0.05	0.05	0.05	0.15	0.15
Total	4.25	4.90	4.90	4.95	4.95

STREET MAINTENANCE FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Taxes	21,130	32,968	454,352	536,400	566,360
Intergovernmental	661,941	633,558	680,739	640,000	713,785
Charges for Services	412,361	434,778	479,150	440,000	440,000
Miscellaneous Revenues	2,881	25,949	6,256	-	1,000
Other Financing Sources	-	127,239	-	-	-
Transfers In	-	-	29,929	20,000	45,000
Total Revenues	<u>1,098,313</u>	<u>1,254,492</u>	<u>1,650,426</u>	<u>1,636,400</u>	<u>1,766,145</u>
Beginning Fund Balance	<u>264,628</u>	<u>240,555</u>	<u>273,871</u>	<u>463,665</u>	<u>554,270</u>
Total Resources	<u><u>1,362,940</u></u>	<u><u>1,495,047</u></u>	<u><u>1,924,297</u></u>	<u><u>2,100,065</u></u>	<u><u>2,320,415</u></u>

STREET MAINTENANCE FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	298,655	340,316	345,201	359,187	362,761
Personnel Benefits	123,493	126,028	122,366	137,529	154,854
Supplies	80,545	73,620	73,643	94,735	86,300
Other Services & Charges	620,136	680,555	819,820	1,139,069	1,011,022
Transfers Out	1,002	657	-	-	-
Total Operations	<u>1,123,831</u>	<u>1,221,176</u>	<u>1,361,030</u>	<u>1,730,520</u>	<u>1,614,937</u>
Ending Fund Balance	<u>240,555</u>	<u>273,871</u>	<u>563,267</u>	<u>369,545</u>	<u>705,478</u>
Total Expenditures	<u><u>1,364,386</u></u>	<u><u>1,495,047</u></u>	<u><u>1,924,297</u></u>	<u><u>2,100,065</u></u>	<u><u>2,320,415</u></u>

ARTERIAL STREET PAVEMENT

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Licenses & Permits	-	-	-	501,900	670,000
Miscellaneous Revenues	-	-	463	-	-
Transfers In	-	-	211,683	523,247	455,000
Total Revenues	-	-	212,146	1,025,147	1,125,000
Beginning Fund Balance	-	-	-	156,015	1,005,361
Total Resources	-	-	212,146	1,181,162	2,130,361

FUND EXPENDITURES

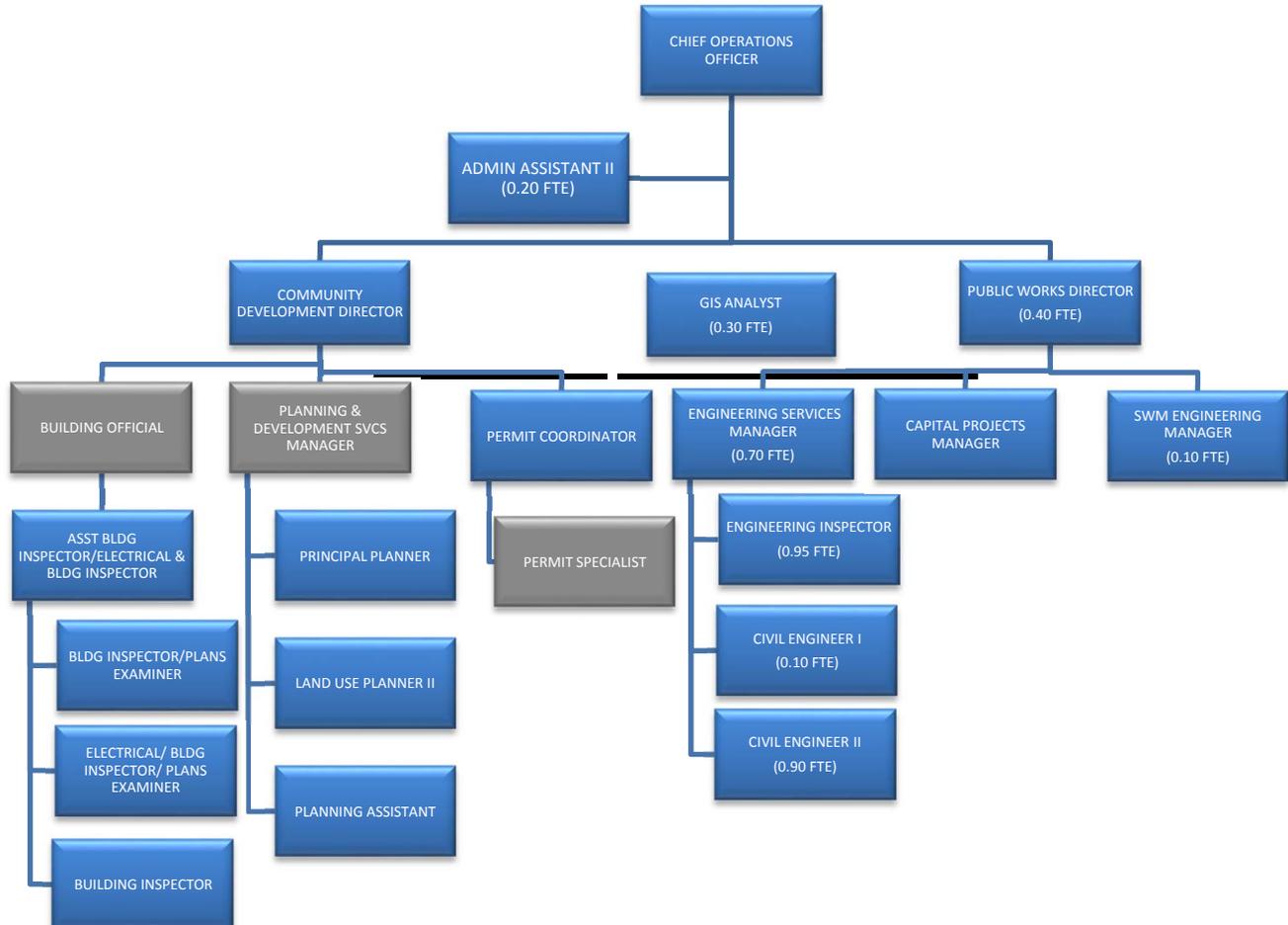
CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Other Services & Charges	-	-	-	64,535	1,310,413
Transfers Out	-	-	-	65,650	-
Total Operations	-	-	-	130,185	1,310,413
Ending Fund Balance	-	-	212,146	1,050,977	819,948
Total Expenditures	-	-	212,146	1,181,162	2,130,361

The Arterial Street Fund contains the following programs:

- Street pavement preservation
- Reconstruction of street pavement

 Included in this section's info.
 Reporting structure only. Info excluded from this section.

DEVELOPMENT FUND



* Starting 2017, PBPW is split into tax-based and fee-based. In this fund, it includes the fee-based activities. The tax-based activities are in the General Fund.

The Planning, Building and Public Works functions funded by fees collected from permits, business licenses, plan reviews, etc. This Division include:

Planning & Development Services. Planning Services assists in developing and implementing long range land use plans. Development Services reviews proposals and drafts code and zoning amendments.

Building Division. Oversees building construction. It reviews building plans, issues permits and inspects buildings during construction to ensure compliance with approved plans and codes.

Joint & Minor Home Repair. Provides funding to low income families for minor home repairs.

Code Enforcement. Provides enforcement of the City's Municipal Code, International Building Code, International Fire Code, RCW codes and WAC codes.

Engineering Services. This division is responsible for the city's transportation infrastructure systems. It studies and plans for improvements, seeks grant funding, designs and oversees construction. It also reviews residential and commercial development plans.

City Project Management. Provides management of projects listed in the city's CIP plan.

DEVELOPMENT FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Licenses & Permits	-	-	-	940,000	1,140,000
Intergovernmental	-	-	-	78,000	76,360
Charges for Services	-	-	-	939,715	1,143,650
Miscellaneous Revenues	-	-	-	5,000	8,000
Transfers In	-	-	-	1,507,686	-
Total Revenues	-	-	-	3,470,401	2,368,010
Beginning Fund Balance	-	-	-	1,507,686	1,868,569
Total Resources	-	-	-	4,978,087	4,236,579

DEVELOPMENT FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	-	-	-	1,110,830	1,250,169
Personnel Benefits	-	-	-	429,245	525,691
Supplies	-	-	-	25,326	24,763
Other Services & Charges	-	-	-	621,677	739,459
Total Operations	-	-	-	2,187,078	2,540,082
Ending Fund Balance	-	-	-	2,791,009	1,696,497
Total Expenditures	-	-	-	4,978,087	4,236,579

DEVELOPMENT FUND EXPENDITURES

PERSONNEL SUMMARY					
NUMBER OF EMPLOYEES					
POSITION	2014	2015	2016	2017 ADJ	2018
Planning, Building & Permits					
Community Development Director	-	-	-	1.00	1.00
Senior Planner	-	-	-	1.00	1.00
Land Use Planner II	-	-	-	1.00	1.00
Planning Assistant	-	-	-	1.00	1.00
Asst Bldg Official/Electr & Bldg Inspector	-	-	-	1.00	1.00
Building Inspector/Plans Examiner	-	-	-	1.00	1.00
Electrical/Bldg Inspector/Plans Exam	-	-	-	1.00	1.00
Building Inspector	-	-	-	1.00	1.00
Permit Coordinator	-	-	-	0.95	0.95
Joint Minor Home Repair Program	-	-	-	0.05	0.05
GIS Analyst	-	-	-	0.15	0.15
Engineering & CIP Services					
Public Works Director	-	-	-	0.40	0.40
Transportation/Engineer Svcs Mgr	-	-	-	0.70	0.70
Surface Water/Environ Engrng Mgr	-	-	-	0.10	0.10
Engineering Inspector	-	-	-	0.95	0.95
Civil Engineer I	-	-	-	0.10	0.10
Civil Engineer II	-	-	-	0.90	0.90
GIS Analyst	-	-	-	0.15	0.15
CIP Manager	-	-	-	1.00	1.00
Admin Assistant II	-	-	-	0.20	0.20
Total	-	-	-	13.65	13.65

POLICE DRUG SEIZURE FUND

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Intergovernmental	-	23,624	-	-	-
Miscellaneous Revenues	598	2,015	34	500	1,000
Total Revenues	598	25,639	34	500	1,000
Beginning Fund Balance	9,475	7,545	10,340	4,851	7,385
Total Resources	10,073	33,184	10,374	5,351	8,385

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Supplies	509	-	-	500	500
Other Services & Charges	2,019	60	-	3,000	500
Capital Outlay	-	22,784	-	-	-
Total Operations	2,528	22,844	-	3,500	1,000
Ending Fund Balance	7,545	10,340	10,374	1,851	7,385
Total Expenditures	10,073	33,184	10,374	5,351	8,385

The Police Drug Seizure Fund contains the following programs:

- Drug crime prevention
- K-9 Activities

HOTEL/MOTEL TAX FUND

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Taxes	20,020	27,677	83,113	84,000	105,000
Charges for Services	-	-	20,000	30,000	28,000
Miscellaneous Revenues	6	1	-	-	-
Total Revenues	20,026	27,678	103,113	114,000	133,000
Beginning Fund Balance	8,375	8,162	9,594	19,239	6,875
Total Resources	28,401	35,840	112,707	133,239	139,875

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Supplies	-	-	-	10,000	-
Other Services & Charges	20,239	26,246	75,331	104,000	112,000
Total Operations	20,239	26,246	75,331	114,000	112,000
Ending Fund Balance	8,162	9,594	37,376	19,239	27,875
Total Expenditures	28,401	35,840	112,707	133,239	139,875

The Hotel/Motel Tax Fund contains the following programs:

- Tourist Promotion
- Tourism-related facility maintenance

REDONDO ZONE FUND

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Intergovernmental	-	22,469	-	-	-
Fines & Forfeitures	-	2,160	964	750	750
Miscellaneous Revenues	-	73,877	48,769	108,895	60,120
Transfers In	-	2,729	21,000	-	-
Total Revenues	-	101,235	70,733	109,645	60,870
Beginning Fund Balance	-	-	22,063	10,858	22,545
Total Resources	-	101,235	92,796	120,503	83,415

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Supplies	-	5,084.51	5,606	5,000	5,100
Other Services & Charges	-	74,087	68,437	108,855	64,753
Total Operations	-	79,172	74,043	113,855	69,853
Ending Fund Balance	-	22,063	18,753	6,648	13,562
Total Expenditures	-	101,235	92,796	120,503	83,415

The Redondo Zone Fund contains the following programs:

- Zone maintenance
- Zone parking
- Zone vegetation

WATERFRONT ZONE

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Fines & Forfeitures	-	-	-	1,000	1,000
Miscellaneous Revenues	-	-	-	299,000	275,000
Total Revenues	-	-	-	300,000	276,000
Beginning Fund Balance	-	-	-	-	16,392
Total Resources	-	-	-	300,000	292,392

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Supplies	-	-	-	5,000	5,000
Other Services & Charges	-	-	-	148,790	153,938
Total Operations	-	-	-	153,790	158,938
Ending Fund Balance	-	-	-	146,210	133,454
Total Expenditures	-	-	-	300,000	292,392

PBPW AUTOMATION FEE

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Charges for Services	-	-	172,920	100,000	100,000
Miscellaneous Revenues	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Revenues	-	-	172,920	100,000	100,000
Beginning Fund Balance	-	-	-	68,871	181,446
Total Resources	-	-	172,920	168,871	281,446

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Supplies	-	-	-	3,000	-
Other Services & Charges	-	-	-	98,032	95,778
Total Operations	-	-	-	101,032	95,778
Ending Fund Balance	-	-	-	67,839	185,668
Total Expenditures	-	-	-	168,871	281,446

The PBPW Automation Fee Fund:

The purpose of this fund is to provide for PBPW technology operations, maintenance, and replacement as well as acquisition of additional technology benefiting PBPW.

URBAN FORESTRY

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Charges for Services	-	-	-	-	10,000
Total Revenues	-	-	-	-	10,000
Beginning Fund Balance	-	-	-	-	-
Total Resources	-	-	-	-	10,000

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Supplies	-	-	-	-	5,000
Total Operations	-	-	-	-	5,000
Ending Fund Balance	-	-	-	-	5,000
Total Expenditures	-	-	-	-	10,000

The Urban Forestry Fund:

A separate fund was established to collect tree replacement fees to be expended for the purposes of acquiring, maintaining and preserving wooded areas within the City, planting and maintaining trees within the City, urban forestry education and other purposes related to trees as determined by City Council.

ABATEMENT

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Fines & Forfeitures	-	-	-	500	500
Miscellaneous Revenues	-	-	-	-	4,800
Transfers In	-	-	25,000	-	30,000
Total Revenues	-	-	25,000	500	35,300
Beginning Fund Balance	-	-	-	1,850	5,208
Total Resources	-	-	25,000	2,350	40,508

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Other Services & Charges	-	-	-	16,200	200
Total Operations	-	-	-	16,200	200
Ending Fund Balance	-	-	25,000	(13,850)	40,308
Total Expenditures	-	-	25,000	2,350	40,508

The Abatement Fund:

The purpose of this fund is to provide for the receipt and expenditure of monies to abate nuisance property.

AUTOMATED SPEED ENFORCE

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Charges for Services	-	310	3,550	-	-
Fines & Forfeitures	382,819	361,556	377,010	350,000	350,000
Miscellaneous Revenues	-	283	3,203	-	-
Total Revenues	382,819	362,149	383,763	350,000	350,000
Beginning Fund Balance	-	(467)	361,632	82,801	214,687
Total Resources	382,819	361,682	745,395	432,801	564,687

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	22,218	-	24,379	-	-
Personnel Benefits	9,366	-	6,827	-	-
Other Services & Charges	243,247	50	228,810	228,000	272,000
Transfers Out	108,455	-	42,296	136,586	124,686
Total Operations	383,286	50	302,312	364,586	396,686
Ending Fund Balance	(467)	361,632	443,083	68,215	168,001
Total Expenditures	382,819	361,682	745,395	432,801	564,687

The Automated Speed Enforcement Fund contains the following programs:

- ASE program administration
- Program maintenance

TRANSPORT BENEFIT DISTRICT

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Taxes	424,531	456,766	881,890	880,000	916,000
Miscellaneous Revenues	44	66	378	-	-
Total Revenues	424,575	456,832	882,268	880,000	916,000
Beginning Fund Balance	68,841	36,189	84,350	265,588	278,847
Total Resources	493,416	493,021	966,618	1,145,588	1,194,847

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Other Services & Charges	3,463	2,500	483,826	472,275	459,812
Transfers Out	453,764	406,171	-	523,247	455,000
Total Operations	457,227	408,671	483,826	995,522	914,812
Ending Fund Balance	36,189	84,350	482,792	150,066	280,035
Total Expenditures	493,416	493,021	966,618	1,145,588	1,194,847

The Transportation Benefit District Fund contains the following programs:

- Transportation infrastructure improvement
- Infrastructure maintenance
- Transportation administration

DEBT SERVICE FUNDS

Debt Service Funds are funds used to account for the accumulation of resources to pay long term debt.

DEBT SERVICE FUND

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Miscellaneous Revenues	5,480	149	-	-	-
Transfers In	404,295	384,969	405,276	405,900	280,696
Total Revenues	<u>409,775</u>	<u>385,118</u>	<u>405,276</u>	<u>405,900</u>	<u>280,696</u>
Beginning Fund Balance	21,480	36,663	36,145	33,937	26,344
Total Resources	<u><u>431,255</u></u>	<u><u>421,781</u></u>	<u><u>441,421</u></u>	<u><u>439,837</u></u>	<u><u>307,040</u></u>

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Other Services & Charges	-	425	15,920	15,305	16,958
Transfers Out	5,452	242	-	-	-
Debt Service	389,140	384,969	391,051	391,213	265,946
Total Operations	<u>394,592</u>	<u>385,636</u>	<u>406,971</u>	<u>406,518</u>	<u>282,904</u>
Ending Fund Balance	36,663	36,145	34,450	33,319	24,136
Total Expenditures	<u><u>431,255</u></u>	<u><u>421,781</u></u>	<u><u>441,421</u></u>	<u><u>439,837</u></u>	<u><u>307,040</u></u>

CAPITAL & CONSTRUCTION FUND

Construction Funds are funds used to account for major acquisition and construction of capital projects. Project spending often occurs in multiple years.

CONSTRUCTION FUND

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Taxes	1,026,194	1,189,540	1,475,453	854,000	900,000
Intergovernmental	4,367,707	5,111,312	7,232,165	891,432	2,899,772
Charges for Services	78,706	351,233	508,253	1,981,000	2,499,000
Miscellaneous Revenues	38,843	230,629	196,225	25,000	23,000
Transfers In	967,702	23,404	765,564	2,166,205	1,724,834
Total Revenues	6,479,152	6,906,118	10,177,660	5,917,637	8,046,606
Beginning Fund Balance	5,117,909	3,381,328	3,577,743	3,832,804	5,344,245
Total Resources	11,597,061	10,287,446	13,755,403	9,750,441	13,390,851

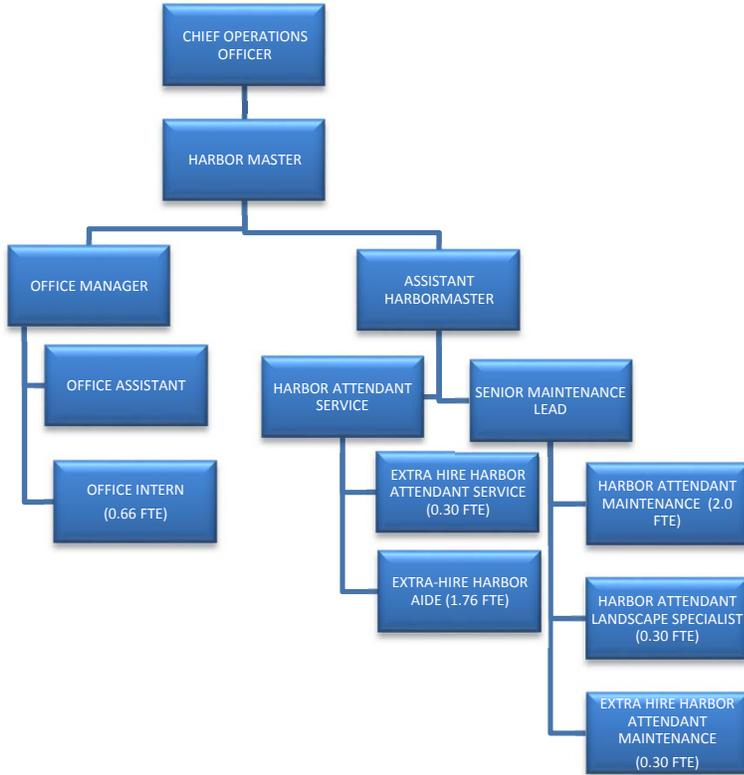
FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Supplies	1,351	76,692	1,427	-	-
Other Services & Charges	91,768	3,355	41,495	25,000	25,000
Transfers Out	988,065	520,847	430,971	1,319,508	418,256
Capital Outlay	7,134,549	6,108,809	8,909,988	3,482,661	6,250,035
Total Operations	8,215,733	6,709,703	9,383,881	4,827,169	6,693,291
Ending Fund Balance	3,381,328	3,577,743	4,371,522	4,222,624	6,697,560
Total Expenditures	11,597,061	10,287,446	13,755,403	9,049,793	13,390,851

ENTERPRISE FUNDS

Enterprise Funds are funds used to account for business-like activities where fees are charged to recover operating, debt and capital costs of an activity.

MARINA FUND



PERSONNEL SUMMARY					
NUMBER OF EMPLOYEES					
POSITION	2014	2015	2016	2017 ADJ	2018
Harbormaster	1.00	1.00	1.00	1.00	1.00
Office Manager	1.00	1.00	1.00	1.00	1.00
Office Assistant	0.80	0.60	0.60	1.00	1.00
Service Manager	1.00	1.00	1.00	-	-
Maintenance Manager	1.00	1.00	1.00	-	-
Events Specialist	0.20	0.40	0.40	-	-
Assistant Harbormaster	-	-	-	1.00	1.00
Senior Maintenance Lead	-	-	-	1.00	1.00
Harbor Attendant	4.00	4.00	4.00	3.00	3.00
Extra-Hire Intern	-	-	-	0.47	0.66
Extra-Hire Landscaping Specialist	-	0.30	0.30	0.30	0.30
Extra-Hire Harbor Attendant Maintenance	-	-	-	0.30	0.30
Extra-Hire Harbor Attendant Service	-	-	-	0.30	0.30
Extra-Hire Harbor Aide	2.13	1.83	1.83	1.76	1.76
Total	11.13	11.13	11.13	11.13	11.32

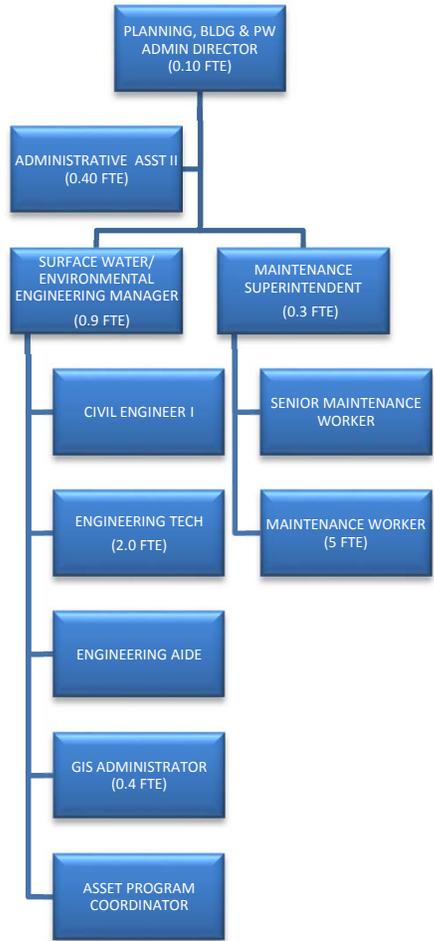
FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Intergovernmental	13,040	50,911	8,046	-	-
Charges for Services	1,428,920	1,165,902	938,523	1,209,023	3,892,065
Fines & Forfeits	18,162	17,716	17,038	12,220	12,220
Moorage Revenues	2,766,744	2,831,745	2,821,442	2,942,257	54,460
Other Financing Sources	510,786	134,763	-	4,459	-
Transfers In	-	4,003,042	-	1,521,516	-
Total Revenues	<u>4,737,652</u>	<u>8,204,079</u>	<u>3,785,049</u>	<u>5,689,475</u>	<u>3,958,745</u>
Beginning Fund Balance	<u>1,635,174</u>	<u>2,061,373</u>	<u>1,980,562</u>	<u>2,114,894</u>	<u>2,642,010</u>
Total Resources	<u><u>6,372,826</u></u>	<u><u>10,265,452</u></u>	<u><u>5,765,611</u></u>	<u><u>7,804,369</u></u>	<u><u>6,600,755</u></u>

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	616,528	609,486	563,873	671,098	749,595
Personnel Benefits	268,135	247,773	215,453	245,273	277,853
Supplies	1,340,983	1,048,961	859,462	1,021,783	794,400
Other Services & Charges	1,145,119	817,501	896,015	375,900	913,536
Transfers Out	-	4,003,042	15,000	1,536,516	-
Capital Outlay	118,285	737,693	46,816	551,000	60,000
Debt Service	822,403	820,434	819,829	820,515	815,415
Total Expenditures	<u>4,311,453</u>	<u>8,284,890</u>	<u>3,416,448</u>	<u>5,222,085</u>	<u>3,610,799</u>
Ending Fund Balance*	<u>2,061,373</u>	<u>1,980,562</u>	<u>2,349,163</u>	<u>2,582,284</u>	<u>2,989,956</u>
Total Uses	<u><u>6,372,826</u></u>	<u><u>10,265,452</u></u>	<u><u>5,765,611</u></u>	<u><u>7,804,369</u></u>	<u><u>6,600,755</u></u>
Operating Fund Balance					1,375,850
Capital Fund Balance					765,240
Debt Service Fund Balance					54,125
Debt Reserve Fund Balance					794,741
* Total Ending Fund Balance					<u><u>2,989,956</u></u>

SURFACE WATER MANAGEMENT FUND



PERSONNEL SUMMARY					
NUMBER OF EMPLOYEES					
POSITION	2014	2015	2016	2017 ADJ	2018
Plan, Bldg, PW Director	0.15	0.15	0.15	0.10	0.10
Administrative Assistant	0.15	0.15	0.15	0.40	0.40
Asst Director Utilities & Env Eng.	0.90	-	-	-	-
Surface Water/Environment Engrng Mgr	-	0.90	0.90	0.90	0.90
Civil Engineer I	-	0.60	1.00	1.00	1.00
GIS Administrator	-	0.40	0.40	0.40	0.40
Engineering Technician	2.00	2.00	2.00	2.00	2.00
Engineering Aide	1.00	1.00	1.00	-	-
Asset Program Coordinator				1.00	1.00
Maintenance Superintendent	0.35	0.30	0.30	0.30	0.30
Lead Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	4.30	4.60	5.00	5.00	5.00
Traffic Technician	1.00	-	-	-	-
Assistant Mechanic/Maint Worker	0.60	0.60	0.60	-	-
Land Use Planner II	0.10	-	-	-	-
Total	11.55	11.70	12.50	12.10	12.10

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Intergovernmental	88,729	-	396,181	-	-
Charges for Services	2,650,116	2,756,227	3,450,787	3,532,391	3,741,629
Miscellaneous Revenues	6,663	9,532	18,282	85,050	90,050
Other Financing Sources	121,691	(2,923)	747,052	-	-
Transfers In	-	(379,009)	(82,220)	221,120	-
Total Revenues	<u>2,867,199</u>	<u>2,383,827</u>	<u>4,530,082</u>	<u>3,838,561</u>	<u>3,831,679</u>
Beginning Fund Balance	<u>2,527,274</u>	<u>1,842,187</u>	<u>1,701,136</u>	<u>3,250,239</u>	<u>3,367,427</u>
Total Resources	<u><u>5,394,473</u></u>	<u><u>4,226,014</u></u>	<u><u>6,231,218</u></u>	<u><u>7,088,800</u></u>	<u><u>7,199,106</u></u>

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	759,170	761,468	801,673	914,844	920,298
Personnel Benefits	328,284	342,924	359,245	419,390	423,913
Supplies	75,465	39,127	78,609	68,900	88,112
Other Services & Charges	1,036,476	1,132,892	1,461,078	1,448,299	1,585,117
Transfers Out	630,855	108,498	1,313,717	236,120	-
Capital Outlay	722,037	139,969	-	874,774	1,235,860
Total Expenditures	<u>3,552,287</u>	<u>2,524,878</u>	<u>4,014,322</u>	<u>3,962,327</u>	<u>4,253,300</u>
Ending Fund Balance*	<u>1,842,187</u>	<u>1,701,136</u>	<u>2,216,896</u>	<u>3,126,473</u>	<u>2,945,806</u>
Total Uses	<u><u>5,394,474</u></u>	<u><u>4,226,014</u></u>	<u><u>6,231,218</u></u>	<u><u>7,088,800</u></u>	<u><u>7,199,106</u></u>
Operating Fund Balance					2,523,172
Capital Fund Balance					<u>422,634</u>
* Total Ending Fund Balance					<u><u>2,945,806</u></u>

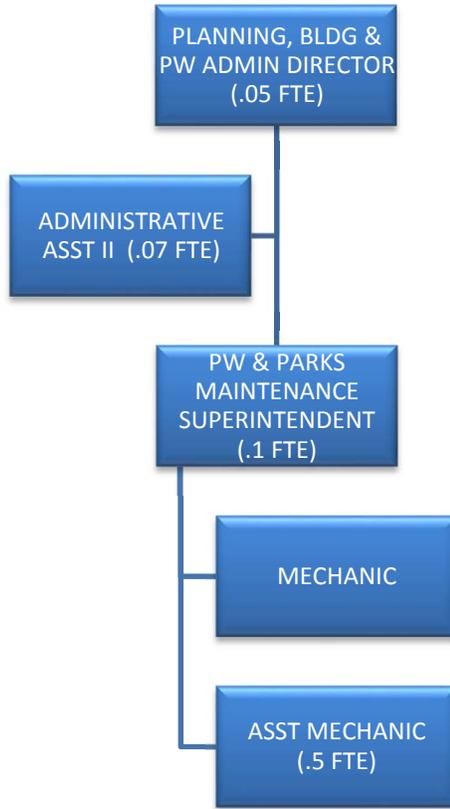
"Try and fail, but don't fail to try."

— John Quincy Adams

INTERNAL SERVICE FUNDS

Internal Service Funds are funds used to account for business-like activities where fees are charged to city departments to recover both operating and capital activity costs.

EQUIPMENT RENTAL FUND



PERSONNEL SUMMARY					
NUMBER OF EMPLOYEES					
POSITION	2014	2015	2016	2017 ADJ	2018
Plan, Bldg, PW Director	0.05	0.05	0.05	0.05	0.05
Administrative Assistant II	0.05	0.05	0.05	0.07	0.07
Maintenance Superintendent	0.10	0.10	0.10	0.10	0.10
Asst. PW & Parks Maint Super		0.10			
Mechanic	1.00	1.00	1.00	1.00	1.00
Assistant Mechanic	1.00	0.60	0.40	0.50	0.50
Total	2.20	1.90	1.60	1.72	1.72

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Charges for Services	516,790	522,417	520,272	516,386	481,673
Miscellaneous Revenues	1,994	493	1,065	100	1,000
Other Financing Sources	15,060	3,572	38,673	-	-
Total Revenues	533,844	526,482	560,010	516,486	482,673
Beginning Fund Balance	159,351	178,662	219,298	354,851	348,332
Total Resources	693,195	705,144	779,308	871,337	831,005

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	100,787	105,959	95,956	108,599	116,923
Personnel Benefits	51,625	56,484	42,852	51,296	59,129
Supplies	267,232	213,150	176,252	213,852	217,345
Other Services & Charges	94,890	69,266	124,495	123,992	121,745
Capital Outlay	-	40,987	-	-	-
Total Operations	514,534	485,846	439,555	497,739	515,142
Ending Fund Balance	178,662	219,298	339,753	373,598	315,863
Total Expenditures	693,196	705,144	779,308	871,337	831,005

EQUIPMENT REPLACEMENT FUND

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Intergovernmental	7,000	-	-	-	-
Charges for Services	387,808	380,276	865,334	922,690	750,978
Miscellaneous Revenues	3,599	1,042	9,172	-	-
Other Financing Sources	8,734	22,363	80,965	-	-
Transfers In	-	60,000	40,000	-	-
Total Revenues	407,141	463,681	995,471	922,690	750,978
Beginning Fund Balance	1,430,229	1,631,162	1,622,541	1,676,754	2,160,953
Total Resources	1,837,370	2,094,843	2,618,012	2,599,444	2,911,931

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Capital Outlay	206,208	472,302	779,088	915,810	523,000
Total Operations	206,208	472,302	779,088	915,810	523,000
Ending Fund Balance	1,631,162	1,622,541	1,838,924	1,683,634	2,388,931
Total Expenditures	1,837,370	2,094,843	2,618,012	2,599,444	2,911,931

FACILITY REPAIR & REPLACEMENT

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Charges for Services	75,835	75,835	75,145	53,000	109,258
Miscellaneous Revenues	102	125	397	-	-
Other Financing Sources	96,100	39,172	-	-	-
Transfers In	50,000	26,800	9,935	-	413,000
Total Revenues	222,037	141,932	85,477	53,000	522,258
Beginning Fund Balance	85,063	166,401	92,511	37,731	189,491
Total Resources	307,100	308,333	177,988	90,731	711,749

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Other Services & Charges	140,699	215,822	87,211	53,000	473,013
Total Operations	140,699	215,822	87,211	53,000	473,013
Ending Fund Balance	166,401	92,511	90,777	37,731	238,736
Total Expenditures	307,100	308,333	177,988	90,731	711,749

COMPUTER REPLACEMENT FUND

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Charges for Services	108,353	156,427	494,038	429,455	247,644
Miscellaneous Revenues	581	(343)	2,292	100	100
Transfers In	6,000	6,000	-	-	-
Total Revenues	114,934	162,084	496,330	429,555	247,744
Beginning Fund Balance	338,306	328,432	286,099	598,481	709,688
Total Resources	453,240	490,516	782,429	1,028,036	957,432

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Supplies	46,238	88,078	33,434	-	-
Other Services & Charges	7,006	-	-	-	-
Transfers Out	-	-	71,000	121,000	-
Capital Outlay	67,940	116,339	109,030	351,005	203,105
Debt Service	3,624	-	3,624	3,625	2,719
Total Operations	124,808	204,417	217,088	475,630	205,824
Ending Fund Balance	328,432	286,099	565,341	552,406	751,608
Total Expenditures	453,240	490,516	782,429	1,028,036	957,432

SELF INSURANCE FUND

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Charges for Services	563,992	637,612	823,025	854,710	861,790
Miscellaneous Revenues	163	(61)	-	-	-
Other Financing Sources	5,000	-	1,653	-	-
Total Revenues	569,155	637,551	824,678	854,710	861,790
Beginning Fund Balance	148,469	150,013	138,794	287,372	443,980
Total Resources	717,624	787,564	963,472	1,142,082	1,305,770

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Other Services & Charges	567,611	648,770	639,035	699,580	701,975
Total Operations	567,611	648,770	639,035	699,580	701,975
Ending Fund Balance	150,013	138,794	324,437	442,502	603,795
Total Expenditures	717,624	787,564	963,472	1,142,082	1,305,770

UNEMPLOYMENT COMPENSATION

FUND REVENUES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Charges for Services	53,585	55,835	56,381	60,545	63,682
Miscellaneous Revenues	217	308	2,203	-	5,000
Total Revenues	53,802	56,143	58,584	60,545	68,682
Beginning Fund Balance	247,711	284,431	338,123	353,446	413,174
Total Resources	301,513	340,574	396,707	413,991	481,856

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Other Services & Charges	17,082	2,451	26,884	75,000	30,000
Total Operations	17,082	2,451	26,884	75,000	30,000
Ending Fund Balance	284,431	338,123	369,823	338,991	451,856
Total Expenditures	301,513	340,574	396,707	413,991	481,856

INDEX OF POSITIONS & PAY SCHEDULES

2017
City of Des Moines - Index of Positions and Pay Schedule
Directors and City Manager

<u>Range</u>	<u>Positions</u>	<u>FTE</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	
D-31	City Clerk-Communications Director	1.00	90,900 7,575 43.70	95,448 7,954 45.89	100,224 8,352 48.18	105,240 8,770 50.60	110,508 9,209 53.13	
D-33	Harbormaster	1.00	98,316 8,193 47.27	103,236 8,603 49.63	108,396 9,033 52.11	113,820 9,485 54.72	119,508 9,959 57.46	
D-36	Community Development Director	1.00	110,604	116,136	121,944	128,040	134,448	
	Public Works Director	1.00	9,217 53.18	9,678 55.83	10,162 58.63	10,670 61.56	11,204 64.64	
D-37	Parks, Recreation & Senior Services Director	1.00	115,020 9,585 55.30	120,768 10,064 58.06	126,804 10,567 60.96	133,140 11,095 64.01	139,800 11,650 67.21	
D-38	Finance Director	1.00	119,628	125,604	131,880	138,480	145,404	
	City Attorney	1.00	9,969	10,467	10,990	11,540	12,117	
	Assistant Chief of Police (Limited-Term)	1.00	57.51	60.39	63.40	66.58	69.91	
D-39	Chief of Police	1.00	124,404 10,367 59.81	130,620 10,885 62.80	137,148 11,429 65.94	144,000 12,000 69.23	151,200 12,600 72.69	
D-41	Chief Operations Officer	1.00	134,556 11,213 64.69	141,288 11,774 67.93	148,356 12,363 71.33	155,772 12,981 74.89	163,560 13,630 78.63	
N/A	Municipal Court Judge	0.80	Per Washington Citizens' Commission on Salaries for Elected Officials \$139,920 (\$161,092 for 0.875 FTE adjusted to 0.80 FTE)					
M-43	City Manager	1.00	141,480 11,790 68.02	148,560 12,380 71.42	155,988 12,999 74.99	163,788 13,649 78.74	171,972 14,331 82.68	
		Total FTE	11.80				9/1/2017	

2017
City of Des Moines - Index of Positions and Pay Schedule
Police Management Association

<u>Range</u>	<u>Positions</u>	<u>FTE</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
PMA-34	Commander	2.00	108,552	113,976	119,676	125,664	131,952
			9,046	9,498	9,973	10,472	10,996
			52.19	54.80	57.54	60.42	63.44
		Total FTE	2.00				1/1/2017

2017
City of Des Moines - Index of Positions and Pay Schedule
Exempt Employees

<u>Range</u>	<u>Positions</u>	<u>FTE</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
E-20	Prosecuting Attorney	1.00	60,936 5,078 29.30	63,984 5,332 30.76	67,188 5,599 32.30	70,548 5,879 33.92	74,076 6,173 35.61
E-21	Assistant Harbormaster	1.00	63,372 5,281 30.47	66,540 5,545 31.99	69,864 5,822 33.59	73,356 6,113 35.27	77,028 6,419 37.03
E-24	Senior Accountant	1.00	71,292 5,941 34.28	74,856 6,238 35.99	78,600 6,550 37.79	82,536 6,878 39.68	86,664 7,222 41.67
E-25	Senior Services Manager	1.00	74,136 6,178 35.64	77,844 6,487 37.43	81,732 6,811 39.29	85,824 7,152 41.26	90,120 7,510 43.33
E-26	Assistant City Attorney	1.00	77,112	80,964	85,008	89,256	93,720
	Maintenance Superintendent	1.00	6,426 37.07	6,747 38.93	7,084 40.87	7,438 42.91	7,810 45.06
E-28	Capital Improvement Projects Manager	1.00	83,400	87,576	91,956	96,552	101,376
	Civil Engineer II	1.00	6,950	7,298	7,663	8,046	8,448
	Principal Planner	1.00	40.10	42.10	44.21	46.42	48.74
E-30	Building Official	1.00	90,204	94,716	99,456	104,424	109,644
	Finance Operations Manager	1.00	7,517	7,893	8,288	8,702	9,137
	Human Resources Manager	1.00	43.37	45.54	47.82	50.20	52.71
	Information Systems Manager	1.00					
E-31	Court Administrator	1.00	93,816 7,818 45.10	98,508 8,209 47.36	103,428 8,619 49.73	108,600 9,050 52.21	114,036 9,503 54.83
E-32	Planning & Development Services Manager	1.00	97,560 8,130 46.90	102,444 8,537 49.25	107,568 8,964 51.72	112,944 9,412 54.30	118,596 9,883 57.02
E-34	Transportation/Engineering Services Manager	1.00	105,528	110,808	116,352	122,172	128,280
	Surface Water/Environmental Engineering Mgr	1.00	8,794 50.73	9,234 53.27	9,696 55.94	10,181 58.74	10,690 61.67

Total FTE 17.00

9/1/2017

2017
City of Des Moines - Index of Positions and Pay Schedule
Police Guild

<u>Range</u>	<u>Positions</u>	<u>FTE</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
P20	CSO/Code Enforcement Officer	2.0	58,536	61,464	64,536	67,764	71,148	72,576
	Police Officer I (Vacant)	3.0	4,878	5,122	5,378	5,647	5,929	6,048
				28.14	29.55	31.03	32.58	34.21
P21	Master Animal Control Officer II	1.0			67,128	70,488	74,016	
					5,594	5,874	6,168	
					32.27	33.89	35.58	
P22	Police Officer II	3.0			72,624	76,260	80,076	
					6,052	6,355	6,673	
					34.92	36.66	38.50	
P25	Master Police Officer I	3.0			81,696	85,776	90,060	91,860
					6,808	7,148	7,505	7,655
					39.28	41.24	43.30	44.16
P26	Master Police Officer II	3.0		80,916	84,960	89,208	93,672	95,544
				6,743	7,080	7,434	7,806	7,962
				38.90	40.85	42.89	45.03	45.93
P27	Master Police Officer III	13.0		84,144	88,356	92,772	97,416	
				7,012	7,363	7,731	8,118	
				40.45	42.48	44.60	46.83	
P29	Sergeant	1.0	86,676	91,008	95,556	100,332	105,348	
			7,223	7,584	7,963	8,361	8,779	
			41.67	43.75	45.94	48.24	50.65	
P30	Master Sergeant	6.0	90,144	94,656	99,384	104,352	109,572	111,768
			7,512	7,888	8,282	8,696	9,131	9,314
			43.34	45.51	47.78	50.17	52.68	53.73

Total FTE 35.00

4/1/2017

City of Des Moines - Index of Positions and Pay Schedule General Employees

<u>Range</u>	<u>Positions</u>	<u>FTE</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
G-5	Program Assistant - Senior Services	0.50	34,140 2,845 16.41	35,844 2,987 17.23	37,632 3,136 18.09	39,516 3,293 19.00	41,496 3,458 19.95
G-12	Recreation Specialist - Events/Facility Rentals	0.72	44,928	47,172	49,536	52,008	54,612
	Recreation Specialist - Recreation Programs	1.45	3,744	3,931	4,128	4,334	4,551
	Recreation Specialist - Senior Services	1.00	21.60	22.68	23.82	25.00	26.26
G-13	Evidence Specialist	1.00	46,728	49,068	51,516	54,096	56,796
	Court Clerk	4.00	3,894	4,089	4,293	4,508	4,733
	Court Clerk (Limited-Term)	1.00	22.47	23.59	24.77	26.01	27.31
	Office Specialist - Marina	1.00					
	Office Specialist - Recreation	1.00					
	Records Specialist - Police	5.00					
G-14	Permit Specialist	1.00	48,588 4,049 23.36	51,012 4,251 24.53	53,568 4,464 25.75	56,244 4,687 27.04	59,052 4,921 28.39
G-15	Assistant Mechanic	0.50	50,532	53,064	55,716	58,500	61,428
	Lead Records Specialist	1.00	4,211	4,422	4,643	4,875	5,119
	Permit Coordinator	1.00	24.29	25.51	26.79	28.13	29.53
G-17	Accounting Specialist - Accounts Payable	1.00	54,660	57,396	60,264	63,276	66,444
	Administrative Assistant	2.00	4,555	4,783	5,022	5,273	5,537
	Mechanic	1.00	26.28	27.59	28.97	30.42	31.94
G-18	Court Marshal	0.70	56,844	59,688	62,676	65,808	69,096
	Court Security Officer	0.50	4,737 27.33	4,974 28.70	5,223 30.13	5,484 31.64	5,758 33.22
G-19	Lead Court Clerk	1.00	59,124	62,076	65,184	68,448	71,868
	Office Manager - Marina	1.00	4,927	5,173	5,432	5,704	5,989
	Office Manager - Police	1.00	28.43	29.84	31.34	32.91	34.55
	Payroll/Benefits Specialist	1.00					
	Recreation Coordinator - Events/Facility Rentals	1.00					
	Recreation Coordinator - Recreation Programs	1.00					
G-20	Asset Program Coordinator	1.00	61,488	64,560	67,788	71,172	74,736
	Deputy City Clerk	1.00	5,124	5,380	5,649	5,931	6,228
	Engineering Technician - SWM	2.00	29.56	31.04	32.59	34.22	35.93
	GIS Analyst	1.00					
	Land Use Planner I	1.00					
	Paralegal	1.42					
	Probation Officer	0.70					
G-21	Senior Accounting Specialist	0.50	63,948	67,140	70,500	74,028	77,724
	Staff Accountant	1.00	5,329 30.74	5,595 32.28	5,875 33.89	6,169 35.59	6,477 37.37
G-22	Building Inspector/Plans Examiner	1.00	66,504	69,828	73,320	76,992	80,844
	Electrical/Building Inspector/Plans Examiner	2.00	5,542	5,819	6,110	6,416	6,737
	Information Systems Administrator	1.00	31.97	33.57	35.25	37.02	38.87
	Land Use Planner II	1.00					
G-23	Engineering Inspector	1.00	69,168 5,764 33.25	72,624 6,052 34.92	76,260 6,355 36.66	80,076 6,673 38.50	84,084 7,007 40.43
G-25	Asst Bldg Official/Electrical/Bldg Inspector	1.00	74,808	78,552	82,476	86,604	90,936
	Civil Engineer I	2.00	6,234 35.97	6,546 37.77	6,873 39.65	7,217 41.64	7,578 43.72

2017
City of Des Moines - Index of Positions and Pay Schedule
Teamsters Local 763

<u>Range</u>	<u>Positions</u>	<u>FTE</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
T-11	Maintenance Worker I	0.00	44,748	46,980	49,332	51,804	54,396
	Harbor Attendant I	0.00	3,729	3,915	4,111	4,317	4,533
			21.51	22.59	23.72	24.91	26.15
T-15	Harbor Attendant II	3.00	52,344	54,960	57,708	60,588	63,612
	Maintenance Worker II - Parks	2.00	4,362	4,580	4,809	5,049	5,301
	Maintenance Worker II - Streets	2.00	25.17	26.42	27.74	29.13	30.58
	Maintenance Worker II - PW & SWM	4.00					
	Maintenance Worker II - Facilities	0.50					
T-16	Marina Environmental Operations Specialist	0.00	54,444	57,168	60,024	63,024	66,180
	SWM Maintenance Specialist	1.00	4,537	4,764	5,002	5,252	5,515
	Traffic Control Specialist	1.00	26.18	27.48	28.86	30.30	31.82
T-18	Senior Maintenance Worker - Facilities	1.00	58,884	61,824	64,920	68,172	71,580
	Senior Maintenance Worker/Lead - Marina	1.00	4,907	5,152	5,410	5,681	5,965
	Senior Maintenance Worker/Lead - Parks	1.00	28.31	29.72	31.21	32.78	34.41
	Senior Maintenance Worker/Lead - Streets	1.00					
	Senior Maintenance Worker/Lead - SWM	1.00					
Total FTE		18.50					7/1/2017

City of Des Moines Extra-Hire Pay Schedule Hourly Rates
--

2017 Steps					
Range	A	B	C	D	E
EH-1	11.00	11.50	12.00	12.50	13.00
EH-2	11.50	12.25	13.00	13.75	14.50
EH-3	13.00	14.00	15.00	16.00	17.00
EH-4	15.00	16.00	17.00	18.00	19.00
EH-5	Up to \$50.00 per hour				
EH-6	Up to \$75.00 per hour				

2018 Steps					
Range	A	B	C	D	E
EH-1	11.50	12.00	12.50	13.00	13.50
EH-2	12.00	12.75	13.50	14.25	15.00
EH-3	13.50	14.50	15.50	16.50	17.50
EH-4	15.50	16.50	17.50	18.50	19.50
EH-5	Up to \$50.00 per hour				
EH-6	Up to \$75.00 per hour				

2019 Steps					
Range	A	B	C	D	E
EH-1	12.00	12.50	13.00	13.50	14.00
EH-2	12.50	13.25	14.00	14.75	15.50
EH-3	14.00	15.00	16.00	17.00	18.00
EH-4	16.00	17.00	18.00	19.00	20.00
EH-5	Up to \$50.00 per hour				
EH-6	Up to \$75.00 per hour				

2020 Steps					
Range	A	B	C	D	E
EH-1	13.50	14.00	14.50	15.00	15.50
EH-2	14.00	14.75	15.50	16.25	17.00
EH-3	15.50	16.50	17.50	18.50	19.50
EH-4	17.50	18.50	19.50	20.50	21.50
EH-5	Up to \$50.00 per hour				
EH-6	Up to \$75.00 per hour				

Range	Position Titles
EH-1	Facility Attendant I, Office Attendant I; Recreation Leader I; Scorekeeper. Minors aged 15 and 16 may be paid 85% of EH-1 Step A per state law.
EH-2	Facility Attendant II; Office Attendant II; Recreation Leader II
EH-3	Facility Attendant III; Office Attendant III; Recreation Leader III; Harbor Aide
EH-4	Facility Attendant IV; Office Attendant IV; Recreation Leader IV; Landscaping Specialist; Seasonal Maintenance Worker
EH-5	DV Victim Advocate; Intern; Instructor; Paralegal; Referee; Van Driver
EH-6	Project Specific Work

8/7/2017

2017
City of Des Moines - Index of Positions and Pay Schedule
Additional Compensation

DESCRIPTION**COMPENSATION****ALL REGULAR EMPLOYEES****SAFETY COMMITTEE**

Per Quarter

Representative

\$200.00

Alternate Representative

\$100.00

COMPUTER SUPPORT

2% of base wages while supporting computer services (Police Department Only)

WORKING AT A HIGHER CLASSIFICATION*Minimum No. of**Days to Qualify:*

Non-Union

1st step of the higher pay range, or a 1 step pay increase, whichever is higher

5 Days

Teamsters - Local No. 763

1st step of the higher pay range, or a 1 step pay increase, whichever is higher

3 Days

Police Guild

5% of base pay, or the 1st step in the supervisory classification, whichever is higher

1 Full Shift

Plan 401 (Social Security Replacement)

Non-Union

5.00 % of gross wages

Teamsters - Local No. 763

5.00 % of gross wages

Police Guild

6.52 % of gross wages

Plan 457 - DEFERRED COMPENSATION

Non-Union

1.52% of gross wages

Teamsters - Local No. 763

0.353% of gross wages

GENERAL EMPLOYEES**Plan 457 - DEFERRED COMPENSATION**

The City cashes and deposits 12 hours of sick leave to a 457 Deferred Compensation plan, provided minimum of 200 hours sick leave balance and less than 24 hours sick leave usage per calendar year.

TEAMSTERS - LOCAL NO. 763**STANDBY STATUS**

Per Non-Working Hour On Call

\$1.70 per hour in 2017; \$2.00 per hour in 2018; \$2.30 per hour in 2019.

UNION CALLBACK COMPENSATION

1-1/2 x hourly rate with a 3-hour minimum

Plan 457 - DEFERRED COMPENSATION

The City cashes and deposits 1 or 2 hours of sick leave, depending on sick leave balances, to a 457 Deferred Compensation plan for Teamsters Union employees.

Based on the following schedule:

Sick Leave Bal.	No. of Hours
Over 300	2
From 200 to 299	1

2017
City of Des Moines - Index of Positions and Pay Schedule
Additional Compensation

POLICE GUILD

POLICE EDUCATIONAL INCENTIVE PAY SCHEDULE

AA or AS Degree	2.5% of base wages
BA or BS Degree	4.0% of base wages
MA, MS, or MPA Degree	5.0% of base wages

POLICE TRAINING OFFICER'S INCENTIVE PAY

5% of hourly rate x # of hours

(To qualify, a training officer must have an active assigned trainee a minimum of 24 hours per qualifying pay period or must have an active assigned training reserve officer a minimum of 12 hours per qualifying pay period.)

POLICE STANDBY STATUS

Per Non-Working Hour On Call \$10.00 per Hour

EMERGENCY CALL-BACK 1-1/2 x hrly rate with a 3 hour minimum

(Called back to work in an emergency, more that one (1) hour before or one-half hour after normal duty hours.)

COURT APPEARANCE, TRAINING, OR MANDATORY MEETINGS

Outside normal schedule 1-1/2 x hrly rate with a 3 hour minimum

Plan 457 - DEFERRED COMPENSATION

The City cashes and deposits 2 or 3 hours of sick leave, depending on sick leave balances, to a 457 Deferred Compensation plan for Police Guild employees.

Based on the following schedule:

Sick Leave Bal.	No. of Hours
Over 300	3
From 200 to 299	2

POLICE PATROL

Patrol schedule consists of an 8 day work week, with 3 days on and 3 days off. Each workday is 12 hours in duration, resulting in a total of 2,190 hours scheduled per year. Because of this, each employee assigned to a 12 hour schedule receives an additional 55 hours of leave (Kelly time) every 6 months (Jan 1 - Jun 30 and Jul 1 - Dec 31).

CAPITAL PROJECTS

ORDINANCE NO. 1668

APPENDIX B – CAPITAL BUDGET

<u>Project #</u>	<u>Status</u>	<u>Project Title</u>	<u>Budget</u>
101.305.018	New	Bi-Annual Guardrail Plan 2018	25,000
101.573.530	Continuing	ADA Transition Plan	69,930
101.573.530	Continuing	Street Standards Update	45,700
101.573.531	New	Annual Sidewalk Program 2018	20,000
TOTAL FUND 101 STREETS O&M 2018			160,630
102.102.571	Continuing	Arterial Street Paving 2017-2018	1,356,148
102.102.571	New	Arterial Street Paving 2018-2019	925,000
TOTAL FUND 102 ARTERIAL PAVE 2018			2,281,148
310.057.045	Continuing	Field House Tennis Court	25,000
310.062	Continuing	Parkside Playground	557,296
310.056	New	DMBP Sun Home Lodge Rehab	66,000
310.067	Continuing	Des Moines Waterfront Vista	1,337,300
310.068	Continuing	Midway Park Play Equipment	25,000
310.070	Continuing	Kiddie Park Play Eq.	138,000
310.405	Continuing	North Bulkhead	5,700,000
310.406	New	N Lot Restrooms, Plazas & Promenade	750,000
310.514	Continuing	Financial System Replacement	252,000
310.406	New	N Lot Restrooms, Plazas & Promenade	750,000
310.708	Continuing	City Hall Generator	173,262
310.709	New	Marina Dynamic Messaging Signs	50,000
TOTAL FUND 310 MCI CIP 2018			9,823,858
319.334	Continuing	South 216th - Segment 3	5,929,210
319.336	Continuing	S 224th Street Improvements	605,895
319.337	Continuing	Downtown Alley Improvement	541,183
319.345	Continuing	Barnes Creek Trail/SR 509 ROW	1,094,012
319.471	Continuing	16th Ave S Improve - Segment 5A	128,839
319.606	Continuing	Midway Elem Sidewalks	395,656
319.611	New	Redondo Paid Parking	200,000
319.614	Continuing	S 268th Street Sidewalks	981,327
319.617	New	S 223rd Walkway Improvements	150,000
319.619	New	Arterial Traffic Calming 2018	151,500
TOTAL FUND 319 TRANSPORT CIP 2018			10,177,622
403.456	New	Fuel Dispenser	60,000
403.458	Continuing	Marina Maint. Dredging	675,000
403.499	Continuing	Marina Dock Replacement	1,000,000
TOTAL FUND 403 MARINA CIP 2018			1,735,000
451.804	Continuing	Barnes Creek/KDM Culvert Replacement	1,891,185
451.815	Continuing	24th Ave Pipeline Replace/Upgrade	556,100
451.827	Continuing	South 251st Street Storm Outfall	370,590
451.828	Continuing	Deepdene Plat Outfall Replacement	410,161
451.829	Continuing	S 223rd Stormwater Improvements	545,491
451.831	Continuing	451.831 216th/11th Ave Pipe Repl.	328,720
451.832	New	Pond Safety Improvements	58,000
451.833	Continuing	6th Ave/239th Pipe Replacement	249,000
TOTAL FUND 451 SWM CIP 2018			4,409,247
506.709	Continuing	City Facility Condition Assessment	10,000
506.710	New	Court Security Improvements	230,000
506.711	New	Police Security Improvements	183,000
TOTAL FUND 506 FACILITY REPAIR CIP 2018			423,000
TOTAL CONTINUING APPROPRIATION CAPITAL BUDGET			29,010,505

Bi-Annual Guardrail Plan 2018

Project # **101.305.018**

Project Manager:
 Lead Department: Est. Actual
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:

Install new or replace outdated guardrail city wide.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	2,000	-	2,000
Prop/ROW/Easements		-	-
Construction		-	-
Internal Engr-Proj Mgmt/ Inspect	1,000	-	1,000
Construction Contract 1	22,000	-	22,000
Other		-	-
Total Project Expense Budget:	25,000	-	25,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		2,000			
-		1,000			
-		22,000			
-	-	25,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
REET 2	25,000	-	25,000
Total Project Revenue Budget:	25,000	-	25,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		25,000			
-	-	25,000	-	-	-

ADA Transition Plan

Project # **101.573.530**

Project Manager:
 Lead Department: Est. Actual
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:
 Replace sidewalks throughout the city. This program targets locations that are in significant need of repair or which do not meet current standards. Typical locations for repair include curb, gutter, sidewalk, asphalt paths and driveway approaches. The program prioritizes projects near schools, in commercial areas, and locations with high amounts of pedestrian traffic. Special consideration is given to locations with past pedestrian accident history and where citizen complaints are received.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering - TA 2016-05	15,071	-	15,071
External Engineering - TA 2017-07	54,859	-	54,859
Prop/ROW/Easements			-
Construction			-
Other			
Total Project Expense Budget:	69,930	-	69,930

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
4,283	10,788				
-	36,695	18,164			
4,283	47,483	18,164	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Street Fund	69,930	-	69,930
Total Project Revenue Budget:	69,930	-	69,930

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
4,283	47,483	18,164			
4,283	47,483	18,164	-	-	-

Street Standards Update

Project # **101.573.530**

Project Manager:
 Lead Department: Est. Actual
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:

Replace sidewalks throughout the city. This program targets locations that are in significant need of repair or which do not meet current standards. Typical locations for repair include curb, gutter, sidewalk, asphalt paths and driveway approaches. The program prioritizes projects near schools, in commercial areas, and locations with high amounts of pedestrian traffic. Special consideration is given to locations with past pedestrian accident history and where citizen complaints are received.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	45,700	-	45,700
Prop/ROW/Easements			-
Construction			-
Other			
Total Project Expense Budget:	45,700	-	45,700

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	23,861	21,839			
-	23,861	21,839	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Street Fund	45,700	-	45,700
Total Project Revenue Budget:	45,700	-	45,700

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-	23,861	21,839			
-	23,861	21,839	-	-	-

Annual Sidewalk Program 2018

Project # **101.573.531**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:

Replace sidewalks throughout the city. This program targets locations that are in significant need of repair or which do not meet current standards. Typical locations for repair include curb, gutter, sidewalk, asphalt paths and driveway approaches. The program prioritizes projects near schools, in commercial areas, and locations with high amounts of pedestrian traffic. Special consideration is given to locations with past pedestrian accident history and where citizen complaints are received.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	2,000	-	2,000
Prop/ROW/Easements			-
Construction			-
Internal Engr-Proj Mgmt/ Inspect	1,000	-	1,000
Main/Repair Contract 1	17,000	-	17,000
Other			
Total Project Expense Budget:	20,000	-	20,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		2,000			
-		1,000			
-		17,000			
-	-	20,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
ASE	20,000	-	20,000
Total Project Revenue Budget:	20,000	-	20,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		20,000			
-	-	20,000	-	-	-

Arterial Street Paving 2017-2018

Project # **102.102.571**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Maintain and preserve the integrity of the City's existing roadway surfaces of approximately 5 centerline miles per year through a combination of pavement rehabilitation measures, such as chip seals, patches and overlays.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering -KPG	59,100	-	59,100
Internal Engineering/Project Mgmt	6,000	-	6,000
Prop/ROW/Easements			-
Construction			-
External Engineering	35,000	-	35,000
Internal Engr-Proj Mgmt/ Inspect	40,000	-	40,000
Construction Contract 1	1,131,871	-	1,131,871
Const Contract 1 - Contract Contingency	70,000	-	70,000
Other			-
Interfund Financial Services	13,335	-	13,335
Contingencies	842	-	842
Total Project Expense Budget:	1,356,148	-	1,356,148

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	59,100				
-	6,000				
		35,000			
		40,000			
		1,131,871			
		70,000			
-	635	12,700			
-		842			
-	65,735	1,290,413	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Transportation Benefit District	796,685	-	796,685
Interest Income	4,463	-	4,463
FRANCHISE FEES - WATER DISTRICT #54	5,000	-	5,000
FRANCHISE FEES - HIGHLINE WATER	200,000	-	200,000
FRANCHISE FEES - SW SUBURBAN	21,000	-	21,000
FRANCHISE FEES - MIDWAY SEWER	179,000	-	179,000
PRIVATE CONTRIBUTION - HIGHLINE WATE	150,000	-	150,000
Total Project Revenue Budget:	1,356,148	-	1,356,148

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
346,685	450,000	-			
463	4,000				
-	5,000				
-	200,000				
-	21,000				
-	179,000				
-		150,000			
347,148	859,000	150,000	-	-	-

Arterial Street Paving 2018-2019

Project # **102.102.571**

Project Manager:
 Lead Department: Est. Actual
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:

Maintain and preserve the integrity of the City's existing roadway surfaces of approximately 5 centerline miles per year through a combination of pavement rehabilitation measures, such as chip seals, patches and overlays.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering -KPG	20,000	-	20,000
Prop/ROW/Easements			-
Construction			-
Construction Contract 1	895,000	-	895,000
Other			-
Contingencies	10,000	-	10,000
Total Project Expense Budget:	925,000	-	925,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		20,000			
-		895,000			
-		10,000			
-	-	925,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Transportation Benefit District	455,000	-	455,000
FRANCHISE FEES	470,000	-	470,000
Total Project Revenue Budget:	925,000	-	925,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		455,000			
-		470,000			
-	-	925,000	-	-	-

Parkside Playground	Project #	310.062
Project Manager:		
Lead Department:	Est.	Actual
Design Start Date:		
Bid Opening:		
Award:		
Accepted by Council:		
Retainage Released:		

Summary Project Description:
Redesign and upgrades to this park -- new paths, play equipment, sport court upgrades.

TOTAL PROJECT SCOPE			
Expenditures	5/11/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	54,506	-	54,506
Internal Engineering/Project Mgmt	18,458	-	18,458
Permits	2,308	-	2,308
Other Misc (Advertise, Postage, Etc.)	3,992	-	3,992
Prop/ROW/Easements			
Construction			
External Engineering	5,000	-	5,000
Internal Engr-Proj Mgmt/ Inspect	7,000	-	7,000
Construction Contract 1 - D & D Construction	379,940	-	379,940
Const Contract 1 - Contract Contingency	40,000	-	40,000
Materials	12,129	-	12,129
Other			
Interfund Financial Services 001.000.000.341.43.9	5,533	-	5,533
Individual Items < \$5,000 KC Sports Center	28,430	-	28,430
Total Project Expense Budget:	557,296	-	557,296

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
41,711	12,795				
13,133	5,325				
1,820	488				
2,277	1,715				
-	-				
-	5,000				
-	7,000				
-	379,940				
-	35,000	5,000			
12,129					
-	-				
683	4,850				
-	28,430				
71,753	480,543	5,000	-	-	-

Funding Sources	5/11/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
CDBG Federal Grant (100%) \$50,000 Design	384,358	-	384,358
King County "I Can" Grant pass through	10,714	-	10,714
REET 2	137,224	-	137,224
King County - Sport Court	25,000	-	25,000
Total Project Revenue Budget:	557,296	-	557,296

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
50,000	334,358				
10,714					
11,039	121,185	5,000			
-	25,000				
71,753	480,543	5,000	-	-	-

DMBP Sun Home Lodge Rehab

Project # **310.056**

Project Manager:
 Lead Department: Est. Actual
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:

Rehabilitation of the Sun Home Lodge for its continued use as a recreation facility. Will include lifting the building, connecting new utilities (electrical, gas, phone, cable, water and sewer), constructing a new foundation, decking, exterior stairway and minor interior improvements. Additional interior building remodel work would be completed in future phases. This project relies on funding support from King County and Washington State. \$459K previously expended Picnic Shelter/Restroom funds will provide additional match for the project.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	66,000	-	66,000
Prop/ROW/Easements		-	-
Construction		-	-
Other		-	-
Total Project Expense Budget:	66,000	-	66,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		66,000			
-	-	66,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
REET 1	3,000	-	3,000
Local Grants (County, Etc.)	63,000	-	63,000
Total Project Revenue Budget:	66,000	-	66,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		3,000			
-		63,000			
-	-	66,000	-	-	-

Des Moines Waterfront Vista		Project #	310.067
Project Manager:			
Lead Department:		Est.	Actual
Design Start Date:			
Bid Opening:			
Award:			
Accepted by Council:			
Retainage Released:			

Summary Project Description:
 Purchase of the Van Gasken property which was sold to Forterra in 2017. City has entered into a memo of understanding to acquire this property from Forterra in the Future.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Prop/ROW/Easements			-
Land	1,259,000	-	1,259,000
Other Misc- Purchase Option Capitalize Separat	76,800	-	76,800
Construction			-
Other			-
Interfund Financial Services	1,500	-	1,500
Total Project Expense Budget:	1,337,300	-	1,337,300

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
	-	1,259,000			
		76,800			
		1,500			
Total	-	1,337,300	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Park In Lieu	551,261	-	551,261
King County Grant (Application)	600,000	-	600,000
One Time Sales Tax	76,800	-	76,800
State Appropriation	109,239	-	109,239
Total Project Revenue Budget:	1,337,300	-	1,337,300

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
379,376	171,885				
-		600,000			
-		186,039	(109,239)		
-			109,239		
Total	379,376	171,885	786,039	-	-

Midway Park Play Equipment Project # **310.068**

Project Manager: [Redacted]
 Lead Department: [Redacted] Est. Actual
 Design Start Date: [Redacted]
 Bid Opening: [Redacted]
 Award: [Redacted]
 Accepted by Council: [Redacted]
 Retainage Released: [Redacted]

Summary Project Description:
 Repair the 13 year old play equipment to meet safety and ADA standards.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	2,000	-	2,000
Prop/ROW/Easements			-
Construction			-
Const Contract 1 - Contract Contingency	20,000	-	20,000
Other			-
Contingencies	3,000	-	3,000
Total Project Expense Budget:	25,000	-	25,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	2,000				
		20,000			
-		3,000			
-	2,000	23,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Private Contributions - Rotary	25,000	-	25,000
Total Project Revenue Budget:	25,000	-	25,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-	2,000	23,000			
-	2,000	23,000	-	-	-

Kiddie Park Play Eq.	Project # 310.070
Project Manager:	
Lead Department:	<u>Est.</u> <u>Actual</u>
Design Start Date:	
Bid Opening:	
Award:	
Accepted by Council:	
Retainage Released:	

Summary Project Description:
 Replace play equipment to meet safety and ADA standards. Equipment from City Park will be removed and new equipment will be relocated to Kiddie Park. (City Park and Kiddie Park are both city-owned, adjacent properties.)

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	27,000	-	27,000
Prop/ROW/Easements			-
Construction			-
Construction Contract	100,000	-	100,000
Other			-
Contingencies	11,000	-	11,000
Total Project Expense Budget:	138,000	-	138,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	27,000				
-		100,000			
-		11,000			
-	27,000	111,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
REET 2	27,000	-	27,000
Federal Grants CDBG	111,000	-	111,000
Total Project Revenue Budget:	138,000	-	138,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-	27,000				
-		111,000			
-	27,000	111,000	-	-	-

North Bulkhead Project # **310.405**

Project Manager: Joe Dusenbury
 Lead Department: Marina Est. Actual
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:
 Replace the north bulkhead in the north parking lot and replace or repair sections of the bulkhead and revetment in front of the Beach Park. Remove unsuitable revetment material from the beach and include wider sidewalks and pedestrian amenities.

TOTAL PROJECT SCOPE				PROJECT ALLOCATIONS BY YEAR					
Expenditures	1/1/17	2017 CIP	2017 Revised	Project to	Estimated	Planned	Planned	Planned	Planned
	Current CIP Budget	Supplemental Request	CIP Budget Estimate	Date 12/31/16	Year End 2017	Year 2018	Year 2019	Year 2020	Year 2021
Design									
External Engineering	900,000	-	900,000	-	400,000	500,000			
Prop/ROW/Easements									
Construction									
Construction Contract	4,300,000	-	4,300,000	-		2,000,000	2,300,000		
Other									
Contingencies	500,000	-	500,000	-			500,000		
Total Project Expense Budget:	5,700,000	-	5,700,000	-	400,000	2,500,000	2,800,000	-	-

Funding Sources	1/1/17	2017 CIP	2017 Revised	Project to	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled
	Current CIP Budget	Supplemental Request	CIP Budget Estimate	Date 12/31/16	Year 2017	Year 2018	Year 2019	Year 2020	Year 2021
REET 1	920,000	-	920,000	-	400,000	270,000	250,000		
One Time Tax	300,000	-	300,000	-			300,000		
State of Washington Grants (Unconfirmed)	2,000,000	-	2,000,000	-		2,000,000			
Debt Proceeds	980,000	-	980,000	-			980,000		
General Fund	1,500,000	-	1,500,000	-		1,000,000	500,000		
Total Project Revenue Budget:	5,700,000	-	5,700,000	-	400,000	3,270,000	2,030,000	-	-

N Lot Restrooms, Plazas & Promenade

Project # **310.406**

Project Manager: Joe Dusenbury
 Lead Department: Marina Est. Actual
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:
 Demolish and replace exiting restroom in the north parking lot and create 10,000 square foot public plaza in the northwest corner of the parking lot. Add vertical extension to the bulkhead in front of the Wasson property and create an additional 1,800 square foot plaza. Includes 480ft of 8ft wide sidewalk to connect the two new plazas and the Beach Park. This is Project #3 on the Legislative capital support request.

TOTAL PROJECT SCOPE				PROJECT ALLOCATIONS BY YEAR					
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate	Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
Design									
External Engineering	100,000	-	100,000	-		100,000			
Prop/ROW/Easements									
Construction									
Construction Contract	600,000	-	600,000	-			600,000		
Other									
Interfund Financial Services	6,500	-	6,500	-			6,500		
Contingencies	43,500	-	43,500	-			43,500		
Total Project Expense Budget:	750,000	-	750,000	-	-	100,000	650,000	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate	Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
REET 2	250,000	-	250,000	-		100,000	150,000		
One Time Tax	500,000	-	500,000	-			500,000		
Total Project Revenue Budget:	750,000	-	750,000	-	-	100,000	650,000	-	-

Financial System Replacement

Project # **310.514**

Project Manager: Donyele Mason
 Lead Department: Finance Est. Actual
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:

Replace the financial software and upgrade related server. Replacement system will be a fully integrated system containing general ledger, budgeting, payroll, accounts payable, accounts receivable, centralized cashing and project accounting modules.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Prop/ROW/Easements		-	-
Construction		-	-
Construction Contract 2 - Contract Contingency	252,000	-	252,000
Other		-	-
Total Project Expense Budget:	252,000	-	252,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
	75,000	177,000			
	75,000	177,000			

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Computer Replacement Fund	192,000	-	192,000
Marina Rates	30,000	-	30,000
Surface Water Utility	30,000	-	30,000
Total Project Revenue Budget:	252,000	-	252,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
71,000	121,000				
15,000	15,000				
15,000	15,000				
101,000	151,000				

City Hall Generator	Project # 310.708
	Operating Project
Project Manager:	
Lead Department:	Est. Actual
Design Start Date:	
Bid Opening:	
Award:	
Accepted by Council:	
Retainage Released:	

Summary Project Description:
Install a new 400 Kw optional standby generator that will allow full operation of City Hall and Engineering.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering - Elcon	9,743	-	9,743
Internal Engineering/Project Mgmt	1,800	-	1,800
Permits	6,000	-	6,000
Prop/ROW/Easements			-
Construction			-
Internal Engr-Proj Mgmt/ Inspect	5,000	-	5,000
Construction Contract	119,955	-	119,955
Const Contract 1 - Contract Contingency	12,500	-	12,500
Other			
Interfund Financial Services	3,284	-	3,284
Non-Capitalizable Services	9,935	-	9,935
Contingencies	5,045	-	5,045
Total Project Expense Budget:	173,262	-	173,262

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	9,743				
-	1,800				
-	6,000				
-	5,000				
-	119,955				
-	12,500				
-	3,284				
9,935					
-		5,045			
9,935	158,282	5,045	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
One Time Sales Tax	173,262	-	173,262
Total Project Revenue Budget:	173,262	-	173,262

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
9,935	163,327				
9,935	163,327	-	-	-	-

Marina Dynamic Messaging Signs

Project # **310.709**

Project Manager:
 Lead Department: Est. Actual
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:

Marina Dynamic Messaging Signs. Two fixed signs to be placed at 6th & 223rd and 6th & 227th.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	3,000	-	3,000
Prop/ROW/Easements		-	-
Construction		-	-
Construction Contract 1	42,000	-	42,000
Other		-	-
Interfund Financial Services	500	-	500
Contingencies	4,500	-	4,500
Total Project Expense Budget:	50,000	-	50,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		3,000			
-		42,000			
-		500			
-		4,500			
-	-	50,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
General Fund	50,000	-	50,000
Total Project Revenue Budget:	50,000	-	50,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		50,000			
-	-	50,000	-	-	-

South 216th - Segment 3

Project # **319.334**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Widen roadway to provide center turn lane, bike lanes, curb, gutter and sidewalks between 11th Ave South and 19th Avenue South. If grant is unavailable then debt financing would be required or project schedule would need to be adjusted.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	540,000	-	540,000
Internal Engineering/Project Mgmt	10,000	-	10,000
Other Professional Services - Len Madsen	80,000	-	80,000
Prop/ROW/Easements			
External Engineering	130,000	-	130,000
Other Professional Services - Len Madsen	30,000	-	30,000
Construction			
External Engineering	560,000	-	560,000
Internal Engr-Proj Mgmt/ Inspect	30,000	-	30,000
Construction Contract 1	4,081,000	-	4,081,000
Other			
Interfund Financial Services	58,210	-	58,210
Contingencies	410,000	-	410,000
Total Project Expense Budget:	5,929,210	-	5,929,210

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	457,750	82,250			
-	4,000	6,000			
-	55,000	25,000			
-		130,000			
-		30,000			
-			560,000		
-			30,000		
-			4,081,000		
-	3,350	3,650	51,210		
-			410,000		
-	520,100	276,900	5,132,210	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Traffic Impact Fees - City Wide	2,771,965	-	2,771,965
TIB Grant	3,157,245	-	3,157,245
Total Project Revenue Budget:	5,929,210	-	5,929,210

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-	283,970	111,878	2,376,117		
-	329,380	71,772	2,756,093		
-	613,350	183,650	5,132,210	-	-

S 224th Street Improvements

Project # **319.336**

Project Manager:
 Lead Department: **Est. Actual**
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:

Improvements identified for South 224th Street are for a "Type A" street including curbs, gutters, wide sidewalks, and bike lanes. This project includes design, environmental analysis, and preparation of plans, specifications, and estimates by a consultant. In-lieu fees have been obtained and will fund the design as well as the construction.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	95,000	-	95,000
Internal Engineering/Project Mgmt	18,080	-	18,080
Prop/ROW/Easements			
Land	35,000	-	35,000
Construction			
External Engineering	30,000	-	30,000
Internal Engr-Proj Mgmt/ Inspect	15,000	-	15,000
Construction Contract 1	325,488	-	325,488
Other			
Interfund Financial Services	6,050	-	6,050
Non-Capitalizable Services - Utility	25,000	-	25,000
Contingencies	56,277	-	56,277
Total Project Expense Budget:	605,895	-	605,895

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		95,000			
353		17,727			
-		35,000			
-		30,000			
-		15,000			
-		325,488			
-		6,050			
-		25,000			
-		56,277			
353	-	605,542	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Pacific Ridge Mitigation Fees (Secured)	605,895	-	605,895
Total Project Revenue Budget:	605,895	-	605,895

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
605,895					
605,895	-	-	-	-	-

Downtown Alley Improvement		Project #	319.337
Project Manager:			
Lead Department:		Est.	Actual
Design Start Date:			
Bid Opening:			
Award:			
Accepted by Council:			
Retainage Released:			

Summary Project Description:
 Project will underground general utilities, overlay alley between 223rd and 225th, provide for urban design features and elements to create a vibrant, pedestrian friendly corridor.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	63,000	-	63,000
Internal Engineering/Project Mgmt	8,000	-	8,000
Prop/ROW/Easements			-
Construction			-
Internal Engr-Proj Mgmt/ Inspect	20,000	-	20,000
Construction Contract	400,000	-	400,000
Const Contract 1 - Contract Contingency	20,000	-	20,000
Other			
Interfund Financial Services	5,410	-	5,410
Contingencies	24,773	-	24,773
Total Project Expense Budget:	541,183	-	541,183

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	33,000	30,000			
-	8,000				
-		20,000			
-		400,000			
-		20,000			
-	710	4,700			
-		24,773			
-	41,710	499,473	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Traffic In-Lieu (& Adrianna Sidewalk Sale Proceeds)	105,825	-	105,825
One Time Sales Tax	41,710	-	41,710
General Fund	393,648	-	393,648
Total Project Revenue Budget:	541,183	-	541,183

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		105,825			
-	41,710				
		393,648			
-	41,710	499,473	-	-	-

Barnes Creek Trail/SR 509 ROW

Project # **319.345**

Project Manager:
 Lead Department:
 Design Start Date: Est. Actual
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:
 SR 509 right-of-way from south 216th Street to Kent-Des Moines Road. A 2 mile multi-use trail connecting to the Des Moines Creek Trail in the north and Highline College at the south end.

Does not match 6-year plan, pending grant award.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering - KPG	746,511	-	746,511
Internal Engineering/Project Mgmt	182,401	-	182,401
Other Professional Services	53,453	-	53,453
Other Misc (Advertise, Postage, Etc.)	275	-	275
Prop/ROW/Easements			-
Land	30,000	-	30,000
Construction			-
Other			
Interfund Financial Services	7,708	-	7,708
Contingencies	73,664	-	73,664
Total Project Expense Budget:	1,094,012	-	1,094,012

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
350,596	395,915				
167,912	14,489				
53,453					
275					
-		30,000			
3,603	4,105				
73,502	162				
649,341	414,671	30,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Transportation CIP Fund	68,355	-	68,355
REET 1	317,381	-	317,381
King County Conservation Grant 2011 (Confirmed)	44,182	-	44,182
King County Trail Levy (Confirmed trail)	287,819	-	287,819
CMAQ-Design (Confirmed) FHWA 86.5%	376,275	-	376,275
Total Project Revenue Budget:	1,094,012	-	1,094,012

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
68,355					
47,650	239,731	30,000			
44,182					
287,819					
352,397	23,878				
800,403	263,609	30,000	-	-	-

16th Ave S Improve - Segment 5A

Project # **319.471**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:

South 272nd Street to approximately 1000 feet south of S 272nd Street. Install curbs, gutters, sidewalks, enclosed drainage system and bike lanes along both sides of the street. Improve existing lighting and install left turn lane. Cost estimates reflect overhead utilities. Undergrounding utilities would be a significant increase. This project coordinates with Segment 5B.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	120,039	-	120,039
Internal Engineering/Project Mgmt	7,600	-	7,600
Prop/ROW/Easements			-
Construction			-
Other			
Interfund Financial Services	1,200	-	1,200
Total Project Expense Budget:	128,839	-	128,839

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-			120,039		
-			7,600		
-			1,200		
-	-	-	128,839	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
In-Lieu Ashton (Received)	128,839	-	128,839
Total Project Revenue Budget:	128,839	-	128,839

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
128,839					
128,839	-	-	-	-	-

Midway Elem Sidewalks	Project #	319.606
Project Manager:		
Lead Department:	<u>Est.</u>	<u>Actual</u>
Design Start Date:		
Bid Opening:		
Award:		
Accepted by Council:		
Retainage Released:		

Summary Project Description:
 This project will construct approximately 650 linear feet of bike lane, planter strip and 6 foot wide sidewalk along the east side of 24th Ave South between South 224th street and South 226th Street. Additionally existing ditches along the east side of 24th Ave S will be replaced with enclosed storm sewer pipe and catch basins. The existing 18 inch diameter storm sewer pipe between S 226th St and S 227th Place will be replaced with a new 36 inch diameter storm sewer pipe for improved surface water conveyance.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering (Parametrix)	55,024	-	55,024
Internal Engineering/Project Mgmt	63,538	-	63,538
Other Professional Services	7,622	-	7,622
Prop/ROW/Easements			
External Engineering	7,230	-	7,230
Internal Engineering	2,000	-	2,000
Construction			
External Engineering	33,531	-	33,531
Internal Engr-Proj Mgmt/ Inspect	8,000	-	8,000
Construction Contract 1	200,000	-	200,000
Const Contract 1 - Contrat Contingency	14,668	-	14,668
Other			
Interfund Financial Services	4,043	-	4,043
Total Project Expense Budget:	395,656	-	395,656

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
3,024	29,533	22,467			
20,538	11,000	32,000			
7,622					
-		7,230			
-		2,000			
-			33,531		
-			8,000		
-			200,000		
-			14,668		
66	412	665	2,900		
31,250	40,945	64,362	259,099	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Traffic Safety Program (ASE) Use 2nd	268,391	-	268,391
Traffic Impact Fees - City Wide Use 1st	127,265	-	127,265
Total Project Revenue Budget:	395,656	-	395,656

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
207,705		60,686			
-	1,578	125,687			
207,705	1,578	186,373	-	-	-

Redondo Paid Parking

Project # **319.611**

Project Manager:
 Lead Department: Est. Actual
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:
 Equip the Redondo parking lot with an automated pay parking system including gates, ticket dispensers and a pay station.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Prop/ROW/Easements			-
Construction			-
Other			
Interfund Financial Services	2,000	-	2,000
Contingencies	198,000	-	198,000
Total Project Expense Budget:	200,000	-	200,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		2,000			
-		198,000			
-	-	200,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
REET 1 (Funding Summary to update)	200,000	-	200,000
Total Project Revenue Budget:	200,000	-	200,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		200,000			
-	-	200,000	-	-	-

S 268th Street Sidewalks

Project # **319.614**

Project Manager:
 Lead Department: Est. Actual
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:
 Install sidewalks on the north side of South 268th Street between 16th Ave South and Pacific Highway South, with a portion of sidewalk on the south side from 18th Ave South to Pacific Highway South. This project does not underground the utilities.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering - Parametrix	81,263	-	81,263
Internal Engineering/Project Mgmt	25,826	-	25,826
Other Misc (Advertise, Postage, Etc.)	2,170	-	2,170
Prop/ROW/Easements			-
Construction			-
External Engineering - Parametrix	118,904	-	118,904
Internal Engr-Proj Mgmt/ Inspect	21,031	-	21,031
Construction Contract 1- Reed	718,370	-	718,370
Const Contract 1 - Remaining Contract Contingent	3,913	-	3,913
Other			
Interfund Financial Services	9,850	-	9,850
Total Project Expense Budget:	981,327	-	981,327

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
81,263					
25,826					
2,170					
99,798	19,106				
9,531	11,500				
547,154	171,216				
-		3,913			
7,735	2,115				
773,477	203,937	3,913	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Traffic Safety Program (ASE) 2nd	39,564	-	39,564
Transportation CIP Fund	181,700	-	181,700
FHWA SRTS LA- 8801(100%) 1st/100% Design	431,000	-	431,000
REET 2 Draw 3rd	96,591	-	96,591
Utility Reimb - Highline Water	59,091	-	59,091
Utility Reimb - PSE	29,545	-	29,545
Arterial Street Fund Transfer	143,836	-	143,836
Total Project Revenue Budget:	981,327	-	981,327

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
39,564					
181,700					
429,914	1,086				
33,662	62,929				
59,091					
29,545					
-	143,836				
773,476	207,851	-	-	-	-

S 223rd Walkway Improvements

Project # **319.617**

Project Manager:
 Lead Department: Est. Actual
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:

Installation of missing sidewalk on the north and south sides of S 223rd St and west of 6th Ave. The project will install curbs, ramps and landings at the intersection of 6th Ave and 223rd Ave.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	25,000	-	25,000
Prop/ROW/Easements			-
Construction			-
Other			
Interfund Financial Services	250	-	250
Contingencies	18,750	-	18,750
Total Project Expense Budget:	44,000	-	44,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		25,000			
-		250			
-		18,750			
-	-	44,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
ASE (Automatic Speed Enforcement) GF X-fer	44,000	-	44,000
Total Project Revenue Budget:	44,000	-	44,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		44,000			
-	-	44,000	-	-	-

Arterial Traffic Calming 2018

Project # **319.619**

Project Manager:
 Lead Department: Est. Actual
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:

Install arterial traffic calming devices such as permanent radar speed signs, road rechannelization, speed cushions, and other appropriate devices for use on arterial streets. These devices are intended for higher volume roads and emergency response routes which have different characteristics than local roads. Locations are yet to be determined and based on operational characteristics.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	10,000	-	10,000
Prop/ROW/Easements			-
Construction			-
Construction Contract 1	140,000	-	140,000
Other			
Interfund Financial Services	1,500	-	1,500
Total Project Expense Budget:	151,500	-	151,500

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		10,000			
-		140,000			
-		1,500			
-	-	151,500	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
GF	151,500	-	151,500
Total Project Revenue Budget:	151,500	-	151,500

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		151,500			
-	-	151,500	-	-	-

Fuel Dispenser	Project #	403.456
Project Manager:		
Lead Department:	Est.	Actual
Design Start Date:		
Bid Opening:		
Award:		
Accepted by Council:		
Retainage Released:		

Summary Project Description:
Replace fuel dispensers.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Prop/ROW/Easements		-	-
Construction		-	-
Construction Contract 1	60,000	-	60,000
Other		-	-
Total Project Expense Budget:	60,000	-	60,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		60,000			
-	-	60,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Marina Rates	60,000	-	60,000
Total Project Revenue Budget:	60,000	-	60,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		60,000			
-	-	60,000	-	-	-

Marina Maint. Dredging		Project #	403.458
Project Manager:	Joe Dusenbury		
Lead Department:	Marina	Est.	Actual
Design Start Date:			
Bid Opening:			
Award:			
Accepted by Council:			
Retainage Released:			

Summary Project Description:

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	98,200	-	98,200
Permits	80,000	-	80,000
Other Misc (Advertise, Postage, Etc.)	5,000	-	5,000
Prop/ROW/Easements		-	-
Construction		-	-
Construction Contract 1	485,300	-	485,300
Other		-	-
Interfund Financial Services	6,500	-	6,500
Total Project Expense Budget:	675,000	-	675,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	49,500	48,700			
-		80,000			
-		5,000			
-				485,300	
-	500	1,300		4,700	
-	50,000	135,000	-	490,000	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Marina Rate Transfer	675,000	-	675,000
Total Project Revenue Budget:	675,000	-	675,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
150,000	150,000	150,000	125,000	100,000	
150,000	150,000	150,000	125,000	100,000	-

Barnes Creek/KDM Culvert Replacement

Project # **451.804**

Project Manager:
 Lead Department: **Est.** **Actual**
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:
 Project improvements will include the installation of 80 to 100 feet of 48-inch or 60-inch diameter culvert or possibly the construction of a box culvert, depending on the method of construction and current fisheries requirements. Due to the depth of culvert and the high traffic of Kent-Des Moines Road, use of boring or other trench-less technology will be explored. The dramatic elevation change from upstream to downstream and the need to moderate velocity for fish passage may require that a special energy dissipater and/or fish ladder be installed at the culvert outlet.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering (Tetra Tech)	355,471	-	355,471
Internal Engineering/Project Mgmt	63,243	-	63,243
Other Professional Services	16,301	-	16,301
Prop/ROW/Easements			
Construction			
External Engineering/Inspect	135,000	-	135,000
Internal Engr-Proj Mgmt/ Inspect	35,000	-	35,000
Construction Contract 1	752,500	-	752,500
Other			
Interfund Financial Services	12,605	-	12,605
Non-Capitalizable Services (Alternative Analysis)	16,200	-	16,200
Contingencies	504,865	-	504,865
Total Project Expense Budget:	1,891,185	-	1,891,185

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
60,006	14,741			280,724	
19,695	1,500			42,048	
6,709	-			9,592	
-					135,000
-					35,000
-					752,500
860	195				11,550
16,200					
283,882					220,983
387,352	16,436	-	-	332,364	1,155,033

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Transfer in fund 450	1,807,461	-	1,807,461
SWM Capital Fund Balance	21,623	-	21,623
Storm Drain Hook Up Fees	62,101	-	62,101
Total Project Revenue Budget:	1,891,185	-	1,891,185

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
303,628	16,436			332,364	1,155,033
21,623					
62,101					
387,352	16,436	-	-	332,364	1,155,033

24th Ave Pipeline Replace/Upgrade

Project # **451.815**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Replacement of existing 12-inch storm drainage system on 24th Avenue from S. 224th to S. 227th Street with approximately 1100 feet of 36-inch pipe.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	36,000	-	36,000
Internal Engineering/Project Mgmt	7,000	-	7,000
Prop/ROW/Easements			-
Construction			-
External Engineering	56,800	-	56,800
Internal Engr-Proj Mgmt/ Inspect	6,000	-	6,000
Construction Contract 1	321,800	-	321,800
Other			
Interfund Financial Services	5,300	-	5,300
Contingencies	123,200	-	123,200
Total Project Expense Budget:	556,100	-	556,100

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	36,000				
-	7,000				
-			56,800		
-			6,000		
-			321,800		
-	500		4,800		
-	8,600	20,000	94,600		
-	52,100	20,000	484,000	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
SWM Capital Fund Balance	556,100	-	556,100
Total Project Revenue Budget:	556,100	-	556,100

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-	52,100	20,000	484,000		
-	52,100	20,000	484,000	-	-

South 251st Street Storm Outfall		Project #	451.827
Project Manager:			
Lead Department:		<u>Est.</u>	<u>Actual</u>
Design Start Date:			
Bid Opening:			
Award:			
Accepted by Council:			
Retainage Released:			

Summary Project Description:
 This project is a retrofit to a storm outfall improvement made in 2014 that failed following heavy rains in October 2015. This project proposes to extend the 24-inch outfall pipe downslope away from the existing MSE wall and install a dissipator at the terminus.

TOTAL PROJECT SCOPE				PROJECT ALLOCATIONS BY YEAR					
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate	Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
Design									
External Engineering - KPG	95,700	-	95,700	55,292	29,599	10,809			
Internal Engineering/Project Mgmt	10,000	-	10,000	3,477	3,970	2,553			
Permits	3,275	-	3,275	-	3,275				
Other Misc (Advertise, Postage, Etc.)	300	-	300	-		300			
Prop/ROW/Easements									
Construction									
External Proj Mgmt/Inspect - KPG	40,000	-	40,000	-		40,000			
Internal Engr-Proj Mgmt/ Inspect	10,000	-	10,000	-		10,000			
Maint/Repair Contract -	150,000	-	150,000	-		150,000			
Other									
Interfund Financial Services	3,760	-	3,760	590	368	2,802			
Contingencies	57,555	-	57,555	-		57,555			
Total Project Expense Budget:	370,590	-	370,590	59,359	37,212	274,019	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate	Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
SWM Capital Fund Balance	370,590	-	370,590	59,359	37,212	274,019			
Total Project Revenue Budget:	370,590	-	370,590	59,359	37,212	274,019	-	-	-

Deepdene Plat Outfall Replacement	Project #	451.828
Project Manager:		
Lead Department:	<u>Est.</u>	<u>Actual</u>
Design Start Date:		
Bid Opening:		
Award:		
Accepted by Council:		
Retainage Released:		

Summary Project Description:
 This project assumes the replacement of 300 linear feet of outfall pipe with outfall diffuser and dissapator pad, and installing 2 catch basins and 150 feet of 12-inch pipe with road restoration for redirecting flows from the west side of Marine View Drive to the east side of MVD to avoid the slide area.

TOTAL PROJECT SCOPE				PROJECT ALLOCATIONS BY YEAR					
Expenditures	1/1/17	2017 CIP	2017 Revised	Project to	Estimated	Planned	Planned	Planned	Planned
	Current CIP Budget	Supplemental Request	CIP Budget Estimate	Date 12/31/16	Year End 2017	Year 2018	Year 2019	Year 2020	Year 2021
Design									
External Engineering -	71,500	-	71,500	-	4,000	67,500			
Internal Engineering/Project Mgmt	12,000	-	12,000	-	2,000	10,000			
Permits	5,000	-	5,000	-	-	5,000			
Prop/ROW/Easements									
Construction									
External Engineering	20,000	-	20,000	-	-	20,000			
Internal Engr-Proj Mgmt/ Inspect	22,000	-	22,000	-	2,000	20,000			
Construction Contract -	181,600	-	181,600	-	10,000	171,600			
Other									
Interfund Financial Services	4,061	-	4,061	-	220	3,841			
Contingencies	94,000	-	94,000	-	4,000	90,000			
Total Project Expense Budget:	410,161	-	410,161	-	22,220	387,941	-	-	-

Funding Sources	1/1/17	2017 CIP	2017 Revised	Project to	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled
	Current CIP Budget	Supplemental Request	CIP Budget Estimate	Date 12/31/16	Year 2017	Year 2018	Year 2019	Year 2020	Year 2021
SWM Capital Fund Balance	410,161	-	410,161	-	22,220	387,941			
Total Project Revenue Budget:	410,161	-	410,161	-	22,220	387,941	-	-	-

S 223rd Stormwater Improvements		Project #	451.829
Project Manager:			
Lead Department:		<u>Est.</u>	<u>Actual</u>
Design Start Date:			
Bid Opening:			
Award:			
Accepted by Council:			
Retainage Released:			

<i>Summary Project Description:</i>
2017 Pipe Replacement Program dedicated to S 223rd Stormwater Improvements to be performed in conjunction with the S 223rd Road Improvement project.

TOTAL PROJECT SCOPE				PROJECT ALLOCATIONS BY YEAR					
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate	Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
Design									
External Engineering -	45,775	-	45,775	-	45,775				
Internal Engineering/Project Mgmt	3,000	-	3,000	-	3,000				
Prop/ROW/Easements									
Construction									
External Engineering	49,000	-	49,000	-		49,000			
Internal Engr-Proj Mgmt/ Inspect	20,000	-	20,000	-		20,000			
Construction Contract -	324,490	-	324,490	-		324,490			
Other									
Interfund Financial Services	5,401	-	5,401	-	491	4,910			
Contingencies	97,825	-	97,825	-	325	97,500			
Total Project Expense Budget:	545,491	-	545,491	-	49,591	495,900	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate	Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
Transfer in fund 450	545,491	-	545,491	-	49,591	495,900			
Total Project Revenue Budget:	545,491	-	545,491	-	49,591	495,900	-	-	-

451.831 216th/11th Ave Pipe Repl.

Project # **451.831**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:
 Replacement of existing pipes based on a video condition assessment. This project is scheduled to be finished in 2022.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering -KPG	33,033	-	33,033
Internal Engineering/Project Mgmt	4,967	-	4,967
Prop/ROW/Easements			-
Construction			-
Construction Contract 1	230,000	-	230,000
Other			
Interfund Financial Services	720	-	720
Contingencies	60,000	-	60,000
Total Project Expense Budget:	328,720	-	328,720

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	33,033				
-	4,967				
-			230,000		
-			720		
-	11,000		49,000		
-	49,000	-	279,720	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
SWM Rate Transfer	328,720	-	328,720
Total Project Revenue Budget:	328,720	-	328,720

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-	49,000		279,720		
-	49,000	-	279,720	-	-

Pond Safety Improvements

Project # **451.832**

Project Manager:
 Lead Department: Est. Actual
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:

This project adds or replaces dilapidated wooden fencing with vinyl coated chainlink fencing at the following areas: Fence replacement for the entire pond located on Marine View Drive across from Taco Time; new fencing around the control panel and pump station adjacent to Taco Time; wooden fence replacement to the pond on 250th Street w/o 16th Ave.; wooden fence replacement to the ponds at 194th/5th and 193rd e/o 6th. A total of approximately 1,500 feet of fencing with gate assemblies.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Prop/ROW/Easements		-	-
Construction		-	-
Construction Contract 1	48,000	-	48,000
Other		-	-
Contingencies	10,000	-	10,000
Total Project Expense Budget:	58,000	-	58,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		48,000			
-		10,000			
-	-	58,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Surface Water Utility	58,000	-	58,000
Total Project Revenue Budget:	58,000	-	58,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 58000	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		58,000			
-	-	58,000	-	-	-

6th Ave/239th Pipe Replacement		Project #	451.833
Project Manager:			
Lead Department:		<u>Est.</u>	<u>Actual</u>
Design Start Date:			
Bid Opening:			
Award:			
Accepted by Council:			
Retainage Released:			

Summary Project Description:
 This project proposes to replace the existing 8-inch drainage system on the west side of 6th Ave S. and connect to the drainage system on 239th Street. This project will also install a new 18-inch HDPE storm drain outfall from 239th St. to Puget Sound. The stairway above the outfall pipe will be replaced as part of this project.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	38,000	-	38,000
Prop/ROW/Easements			-
Construction			-
Const Contract 1 - Construction Contract	154,000	-	154,000
Other			
Interfund Financial Services	2,490	-	2,490
Contingencies	54,510	-	54,510
Total Project Expense Budget:	249,000	-	249,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	38,000				
-	154,000				
-	2,490				
-	54,510				
-	249,000	-	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
SWM Rate Transfer	249,000	-	249,000
Total Project Revenue Budget:	249,000	-	249,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-	249,000				
-	249,000	-	-	-	-

City Facility Condition Assessment		Project #	506.709
			Operating Project
Project Manager:		Est.	Actual
Lead Department:			
Design Start Date:			
Bid Opening:			
Award:			
Accepted by Council:			
Retainage Released:			

Summary Project Description:
Assess the current condition of various facilities.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	3,286	-	3,286
Other Professional Services	6,600	-	6,600
Prop/ROW/Easements			-
Construction			-
Other			
Interfund Financial Services	114	-	114
Total Project Expense Budget:	10,000	-	10,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	1,867	1,419			
-	6,600				
-	100	14			
-	8,567	1,433	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Interfund Assessments	10,000	-	10,000
Total Project Revenue Budget:	10,000	-	10,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-	8,567	1,433			
-	8,567	1,433	-	-	-

Court Security Improvements		Project #	506.710
Project Manager:			
Lead Department:		<u>Est.</u>	<u>Actual</u>
Design Start Date:			
Bid Opening:			
Award:			
Accepted by Council:			
Retainage Released:			

Summary Project Description:
 Expand electronic building access system to include engineering building, parks fieldhouse, activity center, and public works service center. Add city hall court lobby entrance doors and council chamber doors.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	54,000	-	54,000
Prop/ROW/Easements		-	-
Construction		-	-
Internal Engr-Proj Mgmt/ Inspect		-	-
Construction Contract 1	165,000	-	165,000
Other		-	-
Contingencies	11,000	-	11,000
Total Project Expense Budget:	230,000	-	230,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		54,000			
-		165,000			
-		11,000			
-	-	230,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
REET 1	54,000	-	54,000
General Fund	176,000	-	176,000
Total Project Revenue Budget:	230,000	-	230,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		54,000			
-		176,000			
-	-	230,000	-	-	-

Police Security Improvements	Project #	506.711
Project Manager:		
Lead Department:		
Design Start Date:		
Bid Opening:		
Award:		
Accepted by Council:		
Retainage Released:		

Summary Project Description:
 Expand electronic building access system to include engineering building, parks fieldhouse, activity center, and public works service center. Add city hall court lobby entrance doors and council chamber doors.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	45,000	-	45,000
Prop/ROW/Easements		-	-
Construction		-	-
Construction Contract 1	129,000	-	129,000
Other		-	-
Contingencies	9,000	-	9,000
Total Project Expense Budget:	183,000	-	183,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		45,000			
-		129,000			
-		9,000			
-	-	183,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
REET 1	45,000	-	45,000
General Fund	138,000	-	138,000
Total Project Revenue Budget:	183,000	-	183,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		45,000			
-		138,000			
-	-	183,000	-	-	-

"The secret of change is to focus all your energy, not on fighting the old, but on building the new."

- Socrates

GENERAL INFORMATION

COMPARATIVE SUMMARY OF AD VALOREM TAXES
(\$ per \$1000 ASSESSED VALUE)

	<u>2015 Tax Year Assessed in 2014</u>			<u>2016 Tax Year Assessed in 2015</u>		
	ASSESSED	LEVY PER	AMOUNT	ASSESSED	LEVY PER	AMOUNT
	VALUE	\$1000 A.V.		VALUE	\$1000 A.V.	
GENERAL LEVY						
<u>CURRENT EXPENSE</u>	\$ 2,641,915,375	\$1.6545	\$ 4,371,100	\$ 2,871,886,336	\$1.6522	\$ 4,744,998

	<u>2017 Tax Year Assessed in 2016</u>			<u>Est 2018 Tax Year Assessed in 2017</u>		
	ASSESSED	LEVY PER	AMOUNT	ASSESSED	LEVY PER	AMOUNT
	VALUE	\$1000 A.V.		VALUE	\$1000 A.V.	
GENERAL LEVY						
<u>CURRENT EXPENSE</u>	\$ 3,145,316,032	\$1.5286	\$ 4,808,030	\$ 3,714,402,941	\$1.3268	\$ 4,928,328

RATIO of GOVERNMENTAL ACTIVITY GENERAL OBLIGATION DEBT
to ASSESSED VALUE and NET BONDED DEBT PER CAPITA
as of DECEMBER 31

<u>FISCAL YEAR</u>	<u>APRIL 1 POPULATION</u>	<u>ASSESSED VALUATION</u>	<u>DEBT</u>	<u>RATIO OF DEBT TO ASSESSED VALUE</u>	<u>DEBT PER CAPITA</u>
2008	29,180	\$2,908,318,000	\$4,012,534	0.5%	137.51
2009	29,270	\$3,267,952,000	\$4,295,811	0.4%	146.76
2010	29,673	\$2,758,797,000	\$4,024,709	0.3%	135.64
2011	29,680	\$2,696,885,000	\$3,953,740	0.3%	133.21
2012	29,700	\$2,459,855,000	\$3,665,513	0.2%	123.42
2013	26,730	\$2,291,203,000	\$3,400,795	0.1%	127.23
2014	30,030	\$2,249,628,000	\$3,100,291	0.1%	103.24
2015	30,030	\$ 2,858,454,936	\$ 3,100,291	0.1%	103.24
2016	30,100	\$ 2,858,454,936	\$ 2,505,868	0.1%	83.25
2017	30,570	\$3,145,316,032	\$2,200,762	0.1%	71.99
2018*	30,570	\$ 3,714,402,941	\$ 2,011,479	0.1%	65.80

* Estimated

CITY OF DES MOINES

DEBT LIMITATION AS OF DECEMBER 31, 2017

ESTIMATED ASSESSED VALUATION for 2017 TAXES		\$ 3,714,402,941
---	--	------------------

GENERAL PURPOSES**Councilmanic:**

Capacity (1.50% of Assessed value)		55,716,044
Less:		
G.O. Bonds Outstanding	1,515,000	
State L.O.C.A.L. Program	36,141	
State PWTF	460,338	
	<u> </u>	<u>2,011,479</u>
Available Councilmanic Capacity Excluding Capital Lease:		53,704,565

Voter-Approved: 60 percent approval

Total Capacity (2.50% of Assessed Value)		92,860,074
Less:		
Councilmanic Outstanding		
Issued Voter-Approved	<u> </u>	<u>0</u>
Available Voter-Approved Capacity		\$ 92,860,074

UTILITY PURPOSES

Voter-Approved: Capacity (2.5% of Assessed Value)		<u>92,860,074</u>
Available Utility Capacity		92,860,074

OPEN SPACE AND PARK FACILITIES

Voter-Approved: Capacity (2.5% of Assessed Value)		<u>92,860,074</u>
Available Open Space and Park Facilities Capacity		<u>92,860,074</u>
TOTAL AVAILABLE DEBT CAPACITY		<u><u>\$ 278,580,221</u></u>

CITY OF DES MOINES
Projected As of December 31, 2018

SUMMARY OF DEBT

<u>PURPOSE</u>		<u>ORIGINAL ISSUE AMOUNT</u>	<u>DATED</u>	<u>INTEREST RATE(S)</u>	<u>MATURITY DATE</u>
GENERAL OBLIGATION DEBT					
COUNCILMANIC BONDS:					
2008 LTGO	Transportation	2,515,000	11/30/2004	4.00 - 4.75%	11/30/2024
VOTER-APPROVED BONDS:					
None					
OTHER GENERAL OBLIGATION DEBT:					
2004 PWTF	Pac Highway Construction	2,250,000	6/28/2000	0.50%	6/30/2020
2009 PWTF	Gateway Construction	120,000	7/31/2002	0.50%	6/30/2024
2011 LOCAL	Energy Savings	106,138	11/5/2007	4.20%	11/30/2017
Capital Lease	Document Mgmt System	17,739	8/3/2009	0.84%	10/14/2014
BUSINESS DEBT					
2008A LTGO	Marina	6,080,000	11/30/2004	4.00 - 4.75%	11/30/2024
2012 LTGO	Marina - 2002 Refunding	2,810,000	4/18/2008	2.00 - 4.00%	11/30/2018

CITY OF DES MOINES
Projected As of December 31, 2018

SUMMARY OF DEBT

PRINCIPAL DUE DATE	INTEREST DUE DATES	PRINCIPAL OUTSTANDING 12/30/2012	2017 DEBT SERVICE REQUIREMENTS			PRINCIPAL OUTSTANDING 12/30/2013
			PRINCIPAL	INTEREST	TOTAL	
12/1	6/1,12/1	1,635,000	120,000	74,737	194,737	1,515,000
TOTAL COUNCILMANIC BONDS		<u>1,635,000</u>	<u>120,000</u>	<u>74,737</u>	<u>194,737</u>	<u>1,515,000</u>
TOTAL VOTER APPROVED BONDS		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL G.O. BOND DEBT		<u>1,635,000</u>	<u>120,000</u>	<u>74,737</u>	<u>194,737</u>	<u>1,515,000</u>
6/29	6/29	165,330	23,618	827	24,445	141,712
6/29	6/29	350,489	31,863	1,752	33,615	318,626
12/1	6/1,12/1	47,273	11,132	2,016	13,148	36,141
Monthly	Monthly	2,670	2,670	10	2,680	0
TOTAL OTHER GENERAL DEBT		<u>565,762</u>	<u>69,283</u>	<u>4,605</u>	<u>73,888</u>	<u>496,479</u>
TOTAL GENERAL OBLIGATION DEBT		<u>\$ 2,200,762</u>	<u>\$ 189,283</u>	<u>\$ 79,342</u>	<u>\$ 268,625</u>	<u>\$ 2,011,479</u>
12/1	6/1,12/1	4,330,000	310,000	201,566	511,566	4,020,000
12/1	6/1,12/1	1,365,000	250,000	53,850	303,850	1,115,000
TOTAL REVENUE BONDED DEBT		<u>5,695,000</u>	<u>560,000</u>	<u>255,416</u>	<u>815,416</u>	<u>5,135,000</u>
TOTAL CITY DEBT		<u><u>\$ 7,895,762</u></u>	<u><u>\$ 749,283</u></u>	<u><u>\$ 334,758</u></u>	<u><u>\$ 1,084,041</u></u>	<u><u>\$ 7,146,479</u></u>

GLOSSARY OF TERMS

AD VALOREM TAXES - (Property Tax) A tax levied on the assessed value of real property.

APPROPRIATION - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

APPROPRIATION ORDINANCE OR RESOLUTION – An ordinance or resolution by means of which appropriations are given legal effect. It is the method by which the expenditure side of the annual operating budget is enacted into law by the legislative body.

ASSESSED VALUATION - A valuation set upon real estate or other property by the County Assessor as a basis for levying property taxes.

BASIS OF ACCOUNTING – The timing of recognition, that is, when the effects of transactions or events should be recognized for financial reporting purposes. For example, the effects of transactions or events can be recognized on an accrual basis (that is, when the transactions or events take place), or on a cash basis (that is, when cash is received or paid). Basis of accounting is an essential part of measurement focus because a particular timing of recognition is necessary to accomplish a particular measurement focus.

Cash Basis - A basis of accounting under which transactions are recognized only when cash is received or disbursed.

Accrual Basis - A basis of accounting under which transactions are recorded in the periods in which those transactions occur, rather than only in the periods in which cash is received or paid by the government.

Modified Accrual Basis - A basis of accounting according to which (a) revenues and other financial resources are recognized when they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

Modified Cash Basis – is the cash basis of accounting adjusted for Washington State statute. RCW 35.33.151 and RCW 35A.33.150 requires cities to keep their books open in order to pay December bills by the following January 20. RCW 36.40.200 requires counties to keep their books open until January 30 in order to pay December bills and charge the prior year.

BOND - A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic

interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time and requires greater legal formality.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan formally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether the appropriating body has approved it.

BUDGETARY CONTROL - The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

BUDGET DOCUMENT - The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. In addition to the budget document, an appropriation ordinance is necessary to formally approve the budget.

CAPITAL IMPROVEMENTS PROJECT - A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

CAPITAL OUTLAYS - Expenditures that result in the acquisition of or addition to fixed assets.

DEBT - An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, registered warrants, notes, contracts, and accounts payable.

DEBT SERVICE FUND - A fund established to account for the accumulation of resources and for the payment of general long-term debt principal and interest. Formerly called a sinking fund.

DEBT LIMIT - The maximum amount of gross or net debt that is legally permitted.

DEFICIT - (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

EMPLOYEE/PERSONNEL BENEFITS - For budgeting purposes, employee benefits are employer payments for social security, retirement, group health and life insurance, and worker's compensation. These expenses are budgeted at the activity level.

ENTERPRISE FUND - Proprietary fund type used to report an activity for which a fee is charged to external users for goods or services.

EXPENDITURES - Decreases in net current assets. Expenditures include debt service, capital outlays, and those current operating costs that require the use of current assets.

EXPENSES - Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FISCAL POLICY - The City Government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of government budgets and their funding.

FISCAL YEAR - A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The City begins its annual operations on the first day of January and ends on the last day of December.

FIXED ASSETS - Assets intended to be held or used for a long term purpose, such as land, buildings, improvements other than buildings, machinery and equipment. In common usage, the term refers only to operating facilities and equipment, not to long-term investments and other non-current assets. The City's capitalization threshold is \$5,000.

FUND - A fiscal and accounting entity with self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE - The difference between assets and liabilities reported in a governmental fund.

GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP) – Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompasses the conventions, rules and procedures necessary to define the accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) – The authoritative accounting and financial standard-setting body for government entities.

GENERAL FUND - Accounts for all revenues and expenditures that are not accounted for in any other fund except those required by statute. It is a fund supported by taxes, fees, and other miscellaneous revenues.

GENERAL OBLIGATION BONDS - Bonds for the payment of which the full faith and credit of the issuing government are pledged. G.O. Bonds can be voter approved (unlimited-tax general obligation bond-UTGO) where property owners are assessed property taxes for the debt repayment, or non-voted (limited-tax general obligation bonds-LTGO) that are authorized by the governing authority (City Council) and are paid with existing tax revenues or another source.

INTERNAL SERVICE FUNDS – These funds account for operations that provide goods or services to other departments or funds of the City or to other governmental units on a cost-reimbursement basis.

INTERGOVERNMENTAL REVENUE - Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

LEVY - (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

LIABILITY - A debt or other legal financial obligation.

LICENSES AND PERMITS - Documents issued in order to regulate various kinds of businesses and other activity within the community. A degree of inspection may accompany the issuing of a license or permit, as in the case of business licenses or building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover the cost of administration.

LID - Local Improvement District or Special Assessments made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

LONG TERM DEBT - Debt with a maturity of more than one year after the date of issuance.

LIMITED TAX GENERAL OBLIGATION (LTGO) BONDS - See General Obligation Bonds

OPERATING BUDGET - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing of acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even where not required by law, however,

annual operating budgets are essential to sound financial management and should be adopted by every government.

OPERATING TRANSFER - Routine and/or recurring transfers of assets between funds.

ORGANIZATIONAL CHART - A graphic portrayal of relationships among positions and officials established by the City.

PERSONNEL - Refers to the number of full-time or part-time regular authorized positions which may be employed within the operation of the City.

REFUNDING BONDS - Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

RESERVE - (1) An account used to segregate a portion of fund balance to indicate that it is not available for expenditure; and (2) an account used to segregate a portion of fund equity as legally set aside for a specific future use.

REVENUE - Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income and miscellaneous revenue. The term designates an increase to a fund's assets from other than expense refunds, capital contributions, and residual equity transfers.

REVENUE BONDS - Bonds whose principal and interest are secured by and payable exclusively from earnings of an enterprise or proprietary fund.

SALARIES AND WAGES - Monetary compensation in the form of an annual or hourly rate of pay for hours worked.

SERVICES AND CHARGES - Expenditures for services other than personal services which are required by the City in the administration of its assigned functions or which are legally or morally obligating on it; such as, contracted services, utilities, printing, advertising, insurance and rental of equipment.

SPECIAL REVENUE FUNDS - Funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

SUPPLIES AND MATERIALS - Articles and commodities which are consumed or materially altered when used; such as, office supplies, motor fuel, building supplies and postage.

TAXES - Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or

property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges).

TAX RATE - The amount of tax stated in terms of a unit of the tax base. The amount of tax levied for each \$1,000 of market valuation.

TAX-RATE LIMIT - The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose or to taxes imposed for all purposes and may apply to a single government or to a class of governments operating in a particular area. Overall tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area. The tax rate limit for general purposes for the City of Des Moines is \$3.60.

OUR COMMUNITY OUR INVESTMENT THEIR FUTURE



Federal Way Public Schools **BOND**

Federal Way Public Schools serves a community that is committed to investing in the success of *each scholar having a voice, a dream, and a bright future.*

ALL SCHOOLS WILL BENEFIT FROM THE 2017 BOND

- ▶ Eight schools will be rebuilt
- School Construction Assistance Program (SCAP)** funds from the state will allow:
- ▶ Mark Twain to be relocated and rebuilt
 - ▶ **All** schools to receive safety and security enhancements
 - ▶ Schools to be updated with critical maintenance and other facility needs

FWPS has a track record of fiscal responsibility and believes great schools mean great neighborhoods. Investing in the community will attract and retain people in Federal Way, and would result in an increase in jobs.

THE FACTS



NO TAX INCREASE
\$450 million bond will maintain taxes at current level and **not increase** total tax collection



19 buildings
40+ YEARS OLD



K-5 elementary schools
1,000+ OVER CAPACITY



SAFETY ENHANCEMENTS NEEDED include security cameras and outdated buildings with multiple entry points

BOND	SCAP SCHOOL CONSTRUCTION ASSISTANCE PROGRAM		
	REBUILD MODERNIZE	RELOCATION	MAJOR MAINTENANCE

BOND	SCAP SCHOOL CONSTRUCTION ASSISTANCE PROGRAM			SAFETY ENHANCEMENTS	
	REBUILD MODERNIZE	RELOCATION	MAJOR MAINTENANCE		
ELEMENTARY	Adelaide		new play shed, exterior paint		
	Brigadoon		water piping, parking lot, sidewalks, landscape		
	Camelot		retaining wall		
	Enterprise		boiler, roof		
	Green Gables		boiler		
	Lake Dolloff		exterior paint		
	Lake Grove				
	Lakeland				
	Mark Twain				
	Meredith Hill			boiler	
	Mirror Lake				
	Olympic View				
	Panther Lake				
	Rainier View			exterior paint	
	Sherwood Forest			exterior paint	
	Silver Lake			boiler, exterior paint	
Star Lake					
Sunnycrest					
Twin Lakes			roof, intercom, carpet		
Valhalla					
Wildwood					
K-8	Nautilus K-8		boiler, water piping, parking lot		
	Woodmont K-8		parking lot		
MIDDLE	Illahee		fields		
	Kilo		fields, intercom, exterior siding and painting		
	Lakota		fields		
	Sacajawea		roof, water piping, exterior painting		
	Sequoyah				
	Totem				
HIGH	Decatur		roof, refurbish HVAC systems		
	Thomas Jefferson				
	Todd Beamer				
OTHER SITES	FW Public Academy				
	TAF@Saghalie				
	Truman				



FEDERAL WAY
PUBLIC SCHOOLS

EACH SCHOLAR: A VOICE. A DREAM. A BRIGHT FUTURE.

S 216TH ST

18TH AVE S

BARNES
CREEK
NATURE
TRAIL

ROW

ROW

ROW

18TH PLS

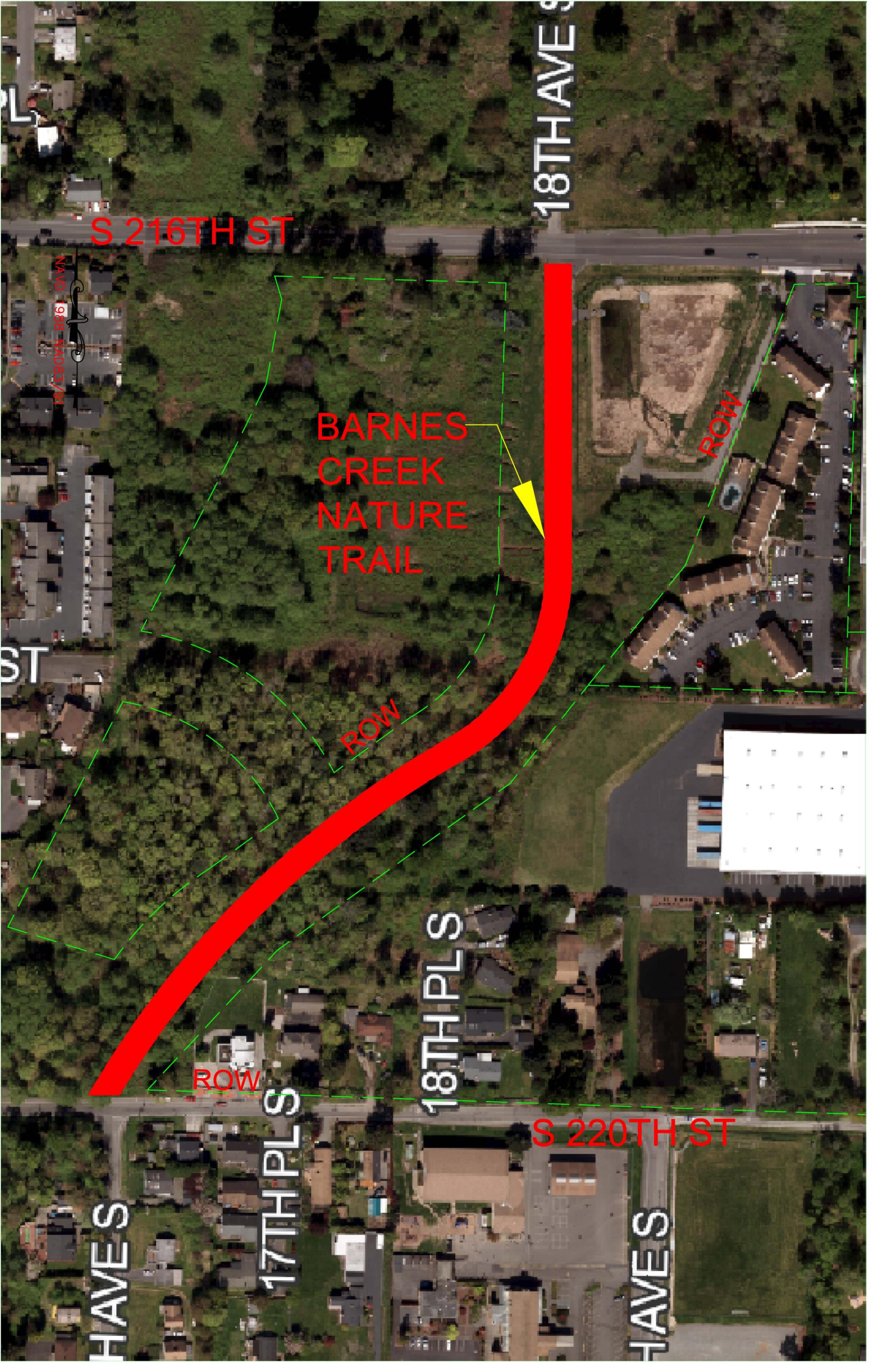
S 220TH ST

HAVES

17TH PLS

HAVES

NAVD 1985 NAD83/91





Federal Way Public Schools

**OUR COMMUNITY
OUR INVESTMENT
THEIR FUTURE**



2017 Bond Informational Overview



**Bond Proposition to
Rebuild/Renovate/Expand**

Current State of FWPS Facilities

**Focus on Preparing Scholars for
College and the Workforce**





Overview of School Facilities Needs and Facts Related to 2017 Bond Proposition



19 buildings
**40+ YEARS
OLD**



Elementary
schools **OVER
CAPACITY BY
1,000+
SCHOLARS**



**SAFETY
ENHANCEMENTS ARE
NEEDED** including
security cameras and
outdated buildings with
multiple entry points



**NO TAX
INCREASE**
\$450 million bond
will maintain taxes
at current level and
not increase total
tax collection

OUR COMMUNITY. OUR INVESTMENT. THEIR FUTURE.

Aging, Deteriorating Facilities and Safety Concerns





Aging, Deteriorating Facilities



What was happening in the world when some of our schools were built:

- In 1956 when Mirror Lake Elementary was built, IBM introduces first computer with a hard drive, weighing over a ton and the first ever snooze alarm clock was introduced
- In 1958 when Star Lake Elementary was built, NASA was formed
- In 1962 when Olympic View Elementary was built, John Glenn becomes first American to orbit the Earth and the Space Needle is completed for the 1962 World's Fair
- In 1968 when Thomas Jefferson High School was built, Apollo 8 was the first manned aircraft to orbit the moon
- In 1971 when Illahee Middle School and Memorial Stadium was built, Texas instruments releases the first pocket calculator

Times have changed, and the learning needs to prepare our scholars for college and the world of work have also changed.

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Aging, Deteriorating Facilities and Overcrowding



FWPS elementary schools are over capacity across the district. Due to overcrowding, classrooms have been combined to hold **two classes**, consisting of up to 45 students, two teachers, and one paraeducator.



Antiquated roof drain systems causing deterioration of brick columns in Illahee Middle School walkway.



Sinking foundations are critical concerns at Thomas Jefferson High School and Olympic View Elementary. Both of these schools are being addressed in the 2017 Bond Recommendation.

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Thomas Jefferson High School



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Illahee Middle School



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Totem Middle School



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Lake Grove Elementary



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Mirror Lake Elementary



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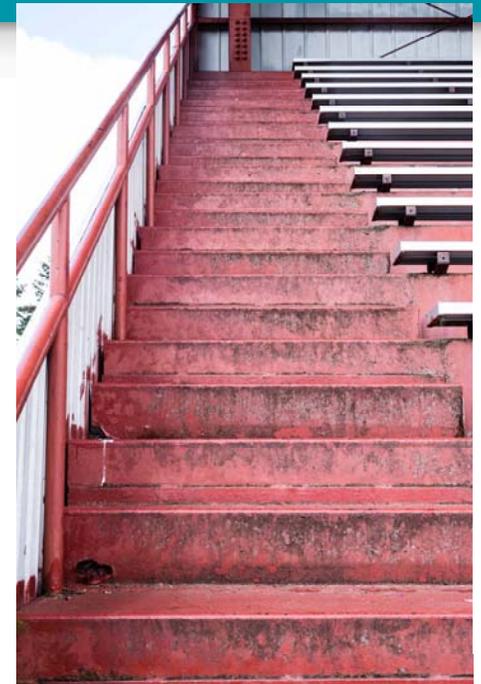
Olympic View Elementary



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Memorial Stadium



OUR COMMUNITY. OUR INVESTMENT. THEIR FUTURE.

Overcrowding





Overcrowding at K-5 Elementary Schools



 Built to Serve **9,160** 

ELEMENTARY SCHOLARS

 Now Serving **10,263** 



Continued Growth 1% a year

OUR COMMUNITY. OUR INVESTMENT. THEIR FUTURE.



Solution: FWPS 2017 Bond

On November 7, 2017, voters in Federal Way Public Schools will have the opportunity to approve a \$450 million bond proposition that will address:

- **aging, deteriorating facilities,**
- **overcrowding at our elementary schools, and**
- **enhanced safety and security district wide.**





SOLUTION:

2017 Federal Way Public Schools Bond



Here's What We Are Proposing

Rebuild, Modernize, Expand

- ▶ Thomas Jefferson High (BUILT 1968)
- ▶ Totem Middle (BUILT 1963)
- ▶ Illahee Middle (BUILT 1971)
- ▶ Olympic View as a K-8 School (BUILT 1962)
- ▶ Mirror Lake Elementary (BUILT 1956)
- ▶ Star Lake Elementary (BUILT 1958)
- ▶ Lake Grove Elementary (BUILT 1965)
- ▶ Wildwood Elementary (BUILT 1967)

SCAP

School Construction Assistance Program

will allow for relocation of Mark Twain Elementary (built 1968). Bonds generate SCAP funds from the state. SCAP monies will also allow for district-wide necessary upgrades.

District-Wide Benefits

- ▶ **Upgrade safety and security features**, roofs and boilers, many resulting in energy savings
- ▶ **Renovate or rebuild Memorial Stadium**, where the community meets and serves all high schools, elementary track, and community events

OUR COMMUNITY. OUR INVESTMENT. THEIR FUTURE.



How Was the 2017 Bond Package Put Together and Approved?



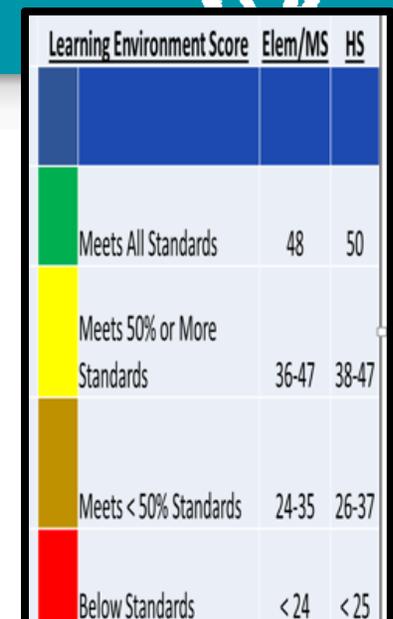
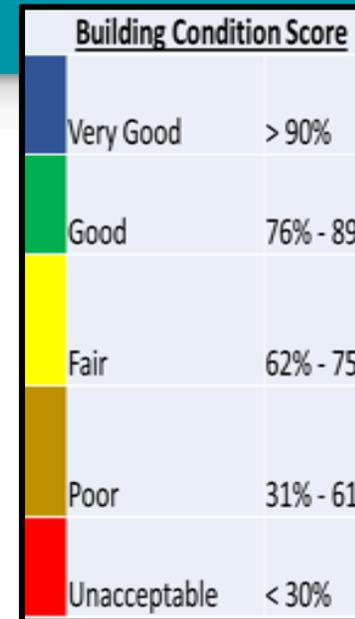
OUR COMMUNITY. OUR INVESTMENT. THEIR FUTURE.



Phase 2 Recommendation Based on Building Conditions and Learning Environment



Year Built	Phase 2	(0-100) Building Condition	(0-50) Learning Environment	Geographic Condition	Instructional Program	Additional Classrooms
1968	Thomas Jefferson HS	63.12%	36	TJ	preschool	
1971	Illahee	72.22%	33	TB		
1963	Totem	56.65%	36	TJ		
1965	Lake Grove	70.72%	28	FW	preschool	12
1956	Mirror Lake	74.74%	29	FW	preschool	12
1962	Olympic View	75.19%	32	Dec	K-8	12
1958	Star Lake	63.11%	32	TJ	preschool	12
1967	Wildwood	66.78%	32	FW		
1971	Memorial Stadium	71.98%		ALL		



Building Condition: assessment of roofing, electrical, boilers, physical features of building

Learning Environment:: natural light, multi-use space, space for collaboration and family/community area, cafeteria etc.

Mark Twain Elementary to be relocated through SCAP funds

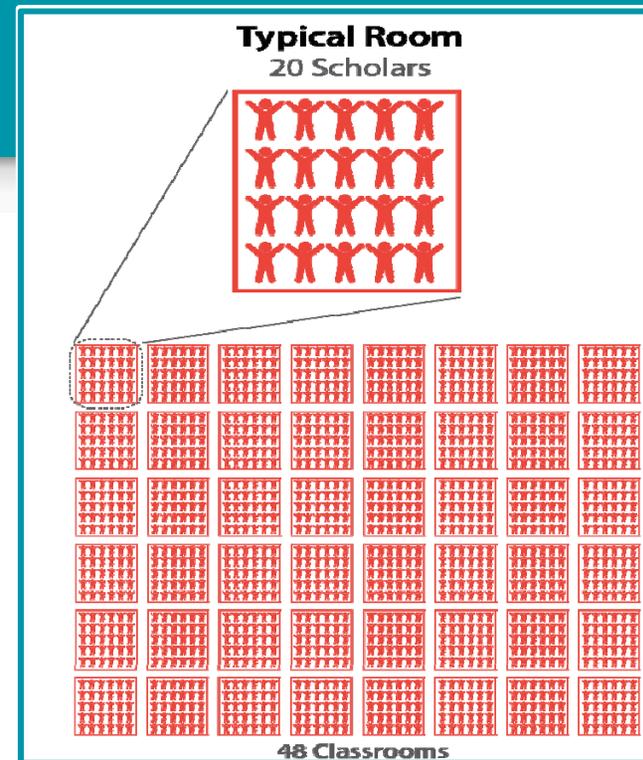
OUR COMMUNITY. OUR INVESTMENT. THEIR FUTURE.



FWPS 2017 Bond Capacity Potential



1. No land for new sites
2. New specifications developed to build larger elementary schools to hold 600 students
3. FWPS Bond 2017 will allow for an **additional capacity of 960 scholars** in 48 additional classrooms by adding classrooms to existing elementary sites



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FWPS Has a Four Phase Long-Term Modernization Plan



The four phase long-term modernization plan was originally prepared over a decade ago (2005) and revised in 2017-18 based on outside expert assessments of building conditions and learning environments. The revised four phase plan is shown here.

Federal Way High School is the last project of Phase One



2017 BOND

Phase 2	
Original construction date	Building
High Schools	
1968	Thomas Jefferson High
Middle Schools	
1963	Totem Middle School
1971	Illahee Middle School
Elementary Schools	
1965	Lake Grove
1956	Mirror Lake
1962	Olympic View
1958	Star Lake
1967	Wildwood
School Construction Assistance Program (SCAP) will fund:	
1968	Mark Twain
*Subsequent phases will not begin until phase 2 is complete.	
District-Wide Facilities	
1971	Memorial Stadium

Phase 3	
Original construction date	Building
High Schools	
1976	Decatur High School
Middle Schools	
1970	Kilo Middle School
1968	Sacajewea Middle School
Elementary Schools	
1964	Adelaide
1960	Brigadoon
1965	Camelot
1970	Lake Dolloff
1968	Mark Twain
1968	Nautilus
1968	Twin Lakes
1960	Woodmont

Phase 4	
Original construction date	Building
High Schools	
2003	Todd Beamer High
2003	Truman Campus
Middle Schools	
1994	Saghalie Middle School
2005	Sequoyah
2005	Federal Way Public Academy
Elementary Schools	
1994	Enterprise
1993	Green Gables
1995	Meredith Hill
1992	Rainier View
1991	Sherwood Forest
1990	Silver Lake



2017 FWPS Bond Benefits ALL SCHOOLS



Successful bond passage benefits ALL schools with School Construction Assistance Program (SCAP) funding:

- Supports Major Maintenance needs including:
 - roofs, boilers, fields
- Provides funds to address critical needs in Phase 3 Buildings
- Provides Security Enhancements
 - Parking, pedestrian & perimeter upgrades
 - camera and entry upgrades
- Relocates Mark Twain Elementary School



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Tax Impact and Oversight



FWPS 2017 Bond

- \$450 million bond will maintain taxes at current level and ***not increase*** total tax collection
- Structured to support critical needs of Phase 3 schools

NO TAX INCREASE
\$450 million bond: average homeowner will continue to pay \$2.05 per \$1,000 assessed valuation

REMEMBER TO VOTE
Nov 7
VOTING BEGINS
OCT 19

THEIR FUTURE > OUR COMMUNITY > OUR INVESTMENT

How is the district able to do the 2017 bond without increasing taxes?

Approval of the November 2017 bond proposition WILL NOT INCREASE the total tax collection.

TAX COLLECTION REMAINS THE SAME:

Current tax rates* for the FWHS Levy and current school bonds total \$2.05 per \$1,000 of assessed valuation.

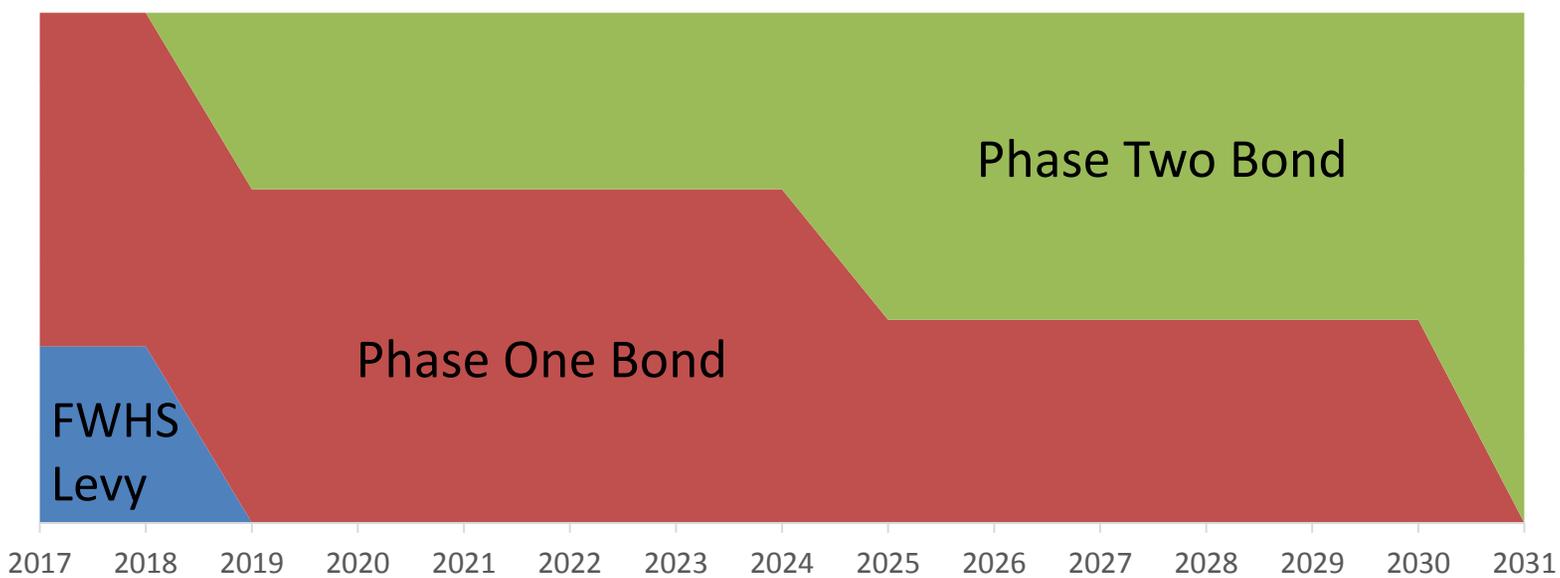
For every \$100,000 in assessed valuation, current payments total \$205.00
A home value of \$250,000 pays \$512.50 a year, or about \$1.40 a day.



**Individual Tax rates can fluctuate based on changes in assessed valuation.*



Let's Take a Closer Look at How Tax Collection Remains the Same



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Good News for Tax Payers in Federal Way





ESTIMATED Change in Tax Payer Obligation with State Budget



Federal Way School District					
Estimated Change in Tax Payer Obligation with State Budget					
	2017	2018	2019	2017-19	
				Change	
Educational Programs & Operation Levy	\$3.94	\$3.94	\$1.50	(2.44)	
Technology Levy (Capital)	\$0.33	\$0.33	\$0.33	0.00	
FWHS Levy (Capital)	\$0.74	\$0.74	\$0.00	(0.74)	
Bonds - Phase 1	\$1.31	\$1.31	\$1.31	0.00	
Bonds - Phase 2 (pending voter authorization)	\$0.00	\$0.00	\$0.74	0.74	
Total School District Taxes	\$6.32	\$6.32	\$3.88	(2.44)	

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Benefits to FWPS and Federal Way School District Community





FWPS has a track record of fiscal responsibility and believes *great schools mean great neighborhoods.*





Benefits to FWPS and Federal Way School District Community



- **Modernize schools: increases home values: Great Schools-Great Neighborhoods**
- **Increase local job opportunities in construction industry as part of school construction and modernization**
- **Health and learning impacts (improved air quality; increased natural light)**
- **Positions the district to accomplish goals in strategic plan**

OUR COMMUNITY. OUR INVESTMENT. THEIR FUTURE.



AD HOC **AVIATION ADVISORY COMMITTEE**

CITY OF DES MOINES
OCTOBER 12, 2017
REPORT NO. 1

- **Who – the players**
- **What – the mission**
- **Where – the high ground**
- **Why – love of our community**
- **How – tone and substance**
- **Work plan examples**

AD HOC **AVIATION ADVISORY COMMITTEE**

CITY OF DES MOINES
OCTOBER 12, 2017
REPORT NO. 1

- **Who – the players**

- **Members: Sheila Brush, David Clark, Dr. Wendy Ghiora, Mark Proulx, Steve Edmiston**
- **Staff: Michael Matthias, Mayor Matt Pina, Tim George, Renee Cameron**

AD HOC **AVIATION ADVISORY COMMITTEE**

CITY OF DES MOINES
OCTOBER 12, 2017
REPORT NO. 1

- **What – the mission**
 - **Define our quality of life in relation to aviation**
 - **Prioritize strategies and actions to assure the preservation of our quality of life**
 - **Lead not follow**

AD HOC **AVIATION ADVISORY COMMITTEE**

CITY OF DES MOINES
OCTOBER 12, 2017
REPORT NO. 1

- **Where – the high ground (all meanings!)**
 - **Transparency - role of the public - comment**
 - **Transparency - monthly input to City Council / community**
 - **Be at the (right) tables**
 - **new Sea-Tac Airport Aviation Advisory Committee**
 - **other neighbor cities / other advisory committees**
 - **key state officials and agencies**
 - **Factual and respectful – never gullible or ignorable**

AD HOC **AVIATION ADVISORY COMMITTEE**

CITY OF DES MOINES
OCTOBER 12, 2017
REPORT NO. 1

- **Why this committee? Why are we here?**
 - **Love of community**
 - **Stakes**
 - **Urgency - quality of life deteriorating now, future in balance**
 - **Leadership + help our Council, Mayor, Manager**

AD HOC **AVIATION ADVISORY COMMITTEE**

CITY OF DES MOINES
OCTOBER 12, 2017
REPORT NO. 1

- **How – tone and substance**
 - **The metaphorical punch**
 - **The smartest man/woman in room**
 - **Hard work**
 - **Know the players**
 - **Don't reinvent wheels shared with us**
 - **Strategic use of experts/consultants**

AD HOC **AVIATION ADVISORY COMMITTEE**

CITY OF DES MOINES
OCTOBER 12, 2017
REPORT NO. 1

- **Work plan / excerpts**
 - **SAMP (Sea-Tac Airport Master Plan) / EIS scope + comments**
 - **Address mitigation issues**
 - **Address flight frequency / Nextgen / FAA**
 - **Noise + emissions impact on human health + environment**
 - **Second region airport**
 - **Washington Aviation System Plan**
 - **Use/role of science**

State Environmental Policy Act (SEPA) Categorical Exemption Thresholds

October 12, 2017

Susan Cezar

Community Development Director

Purpose

- Environmental review (SEPA) process
- Flexible threshold code amendments to Title 16 DMMC
- Conduct public hearing - receive comments
- Consider adoption of the ordinance as proposed or amended

Process

- May 11, 2017
Council discussion and direction
- June 28, 2017
Open public/agency comment period
- September 14, 2017
Set hearing date
- October 12, 2017
Public hearing
Consider adoption of ordinance

State Environmental Policy Act

- Enacted in 1971
- Intended to ensure that environmental values are considered during agency decision-making
- Probable environmental impacts are evaluated, alternatives and mitigation considered
- Designed to work with other regulations - fills gaps (development regulations)
- Public involvement in environmental review

SEPA Categorical Exemptions

- State regulations provide:
 - Smaller proposals unlikely to have significant environmental impact - no added environmental review process (exemption levels or thresholds)
 - Flexibility – agencies can increase exemption levels from minimum
 - Revised rules adopted in 2014 - increased flexibility in exemption levels
- Updated development regulations have made SEPA less relevant in addressing environmental impacts, especially for smaller projects
- SEPA review is completed upon adoption of comprehensive plans and development regulations

SEPA Categorical Exemptions

- All development proposals are reviewed for compliance with regulations whether or not SEPA review is required
- To increase thresholds - procedural requirements
 - Documentation of adequate regulations (Attachment 1)
 - Public comment opportunities – permit processes (Chapter 18.20 DMMC)
 - 60 day comment period (no comments received)

Comparison - Exemption Levels

Project Types	Maximum State Exemption WAC 197-11-800(1)(d)	City Existing Exemption DMMC 16.05.330/State	Draft Ordinance No. 17-068
Single Family Residential	30 units	4 units	30 units
Multifamily Residential	60 units	15 units	20 units
Barn, loafing shed, farm equipment storage, produce storage or packing structure	40,000 square feet	10,000 square feet	20,000 square feet
Office, school, commercial, recreational, service, storage building, parking facilities	30,000 square feet and 90 parking spaces	10,000 square feet and 35 parking spaces	12,000 square feet and 50 parking spaces
Fill or excavation	1,000 cubic yards	300 cubic yards	500 cubic yards

- ▶ Draft Ordinance No. 17-068 – May 11, 2017 Council direction
- ▶ Council may make amendments – up to State maximum levels
- ▶ Recommended amendment – increase multifamily residential threshold to 30 units

Additional Provisions – Draft Ordinance

- Allow exemptions regardless of location (critical areas)
 - Critical areas review will still occur
 - Consistency with critical areas regulations is required
- Update SEPA responsible official title

Questions

Public Hearing

Suggested Motions:

- **Motion 1:** “I move to suspend Rule 26(a) in order to enact Draft Ordinance No 17-068 on first reading.”
- **Motion 2:** “I move to enact Draft Ordinance No. 17-068 amending Chapter 16.05 DMMC relating to categorical exemptions for minor new construction under the State Environmental Policy Act.”
- **Staff Recommended Amendment:** “I move to increase the SEPA categorical exemption for new multifamily residential construction to 30 units or less.”



COMPARISON – AREA CITIES EXEMPTION LEVELS

	State Maximum WAC 197-11-800(1)(d)	Des Moines DMMC 16.05.330	SeaTac SMC 16A.23.060(E)/WAC	Burien BMC 14.10.040(1)(a)/WAC	Kent KMC 11.03.210(A)	Federal Way FWMC 14.15.030(1)/WAC
Single Family Residential	30 units	4 units	9 units	20 units	30 units	20 units
Multifamily Residential	60 units	15 units	20 units	20 units	60 units	20 units
Barn, loafing shed, farm equipment storage, produce storage or packing structure	40,000 square feet	10,000 square feet	10,000 square feet	10,000 square feet	40,000 square feet	10,000 square feet
Office, school, commercial, recreational, service, storage building, parking facilities	30,000 square feet and 90 parking spaces	10,000 square feet and 35 parking spaces	12,000 square feet and 50 parking spaces	12,000 square feet and 40 parking spaces	30,000 square feet and 90 parking spaces	12,000 square feet and 40 parking spaces
Fill or excavation	1,000 cubic yards	300 cubic yards	750 cubic yards	500 cubic yards	1,000 cubic yards	500 cubic yards

Process for increased exemptions

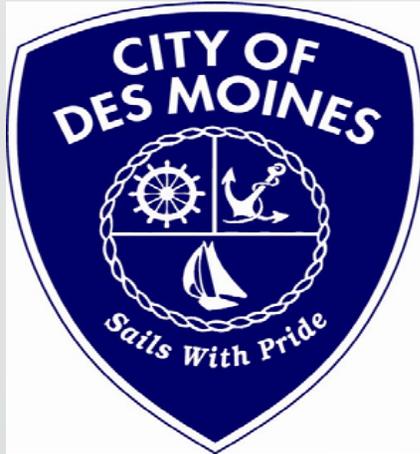
- Agencies must document that adequate development regulations are in place to mitigate impacts
- Document public notice and comment procedures – Title 18
- Land Use Review Types II through IV incorporate public comment
- Development regulations adoption process provides for public comment and an opportunity for appeal

ATTACHMENT 1 - REGULATIONS

SEPA Element of the Environment (WAC 197-11-444)	How Addressed by Other Codes/Rules
Earth	Chapter 14.20 DMMC – Land Filling, Clearing and Grading Code; Chapter 11.08 DMMC – Surface Water Management Program; Chapter 11.20 DMMC – National Pollution Discharge Elimination System (NPDES); Chapter 16.10 DMMC – Environmentally Critical Areas; Title 18 DMMC - Zoning
Air	United States Environmental Protection Agency (EPA); Washington State Department of Ecology, Chapter 173-400 WAC – General Regulations for Air Pollution Sources; Puget Sound Clean Air Authority
Water	Chapter 11.08 DMMC – Surface Water Management Program; Chapter 11.20 DMMC – National Pollution Discharge Elimination System (NPDES); Chapter 16.10 DMMC – Environmentally Critical Areas; Chapter 16.20 DMMC – Shoreline Master Program State Hydraulic Project Approvals; WAC 173-201A – Water Quality Standards for Surface Waters of the State of Washington; WAC 173-200 – Water Quality Standards for Ground Waters of the State of Washington
Plants and Animals	Chapter 16.10 DMMC – Environmentally Critical Areas; Chapter 17.35 DMMC – Layout and Design of Subdivisions and Similar Requirements; Chapter 18.195 DMMC – Landscaping and Screening; Chapter 16.20 DMMC – Shoreline Master Program Federal and State Endangered Species Regulations in 16 USC §1531 et seq. and Chapter 77.12 RCW
Environmental Health	Chapter 7.16 DMMC – Maximum Environmental Noise Levels Federal, state, and regional regulations, as well as local Fire and Building Codes are the primary means of mitigating risks associated with hazardous and toxic materials
Land and Shoreline Use	Chapter 16.10 DMMC – Environmentally Critical Areas; Title 18 DMMC – Zoning; Chapter 16.20 DMMC – Shoreline Master Program; Title 17 DMMC - Subdivisions

ATTACHMENT 1 – REGULATIONS CONTINUED

SEPA Element of the Environment (WAC 197-11-444)	How Addressed by Other Codes/Rules
Housing	Title 18 DMMC - Zoning and development standards provide for a broad range of housing types in the City and zone for a variety of densities
Aesthetics	Chapter 18.235 DMMC – Design Review; Pacific Ridge Neighborhood Design Guidelines; Marina District Design Guidelines;
Light and Glare	Title 18 DMMC – Zoning; Chapter 18.235 DMMC – Design Review; Pacific Ridge Neighborhood Design Guidelines; Marina District Design Guidelines
Recreation	Title 17 DMMC – Subdivisions; Chapter 16.20 DMMC – Shoreline Master Program; Chapter 18.230 DMMC – Planned Unit Developments; Chapter 18.155 DMMC – Multifamily Recreation Areas; Parks, Recreation, and Senior Services 2016 Master Plan
Historic and Cultural Preservation	Chapter 18.215 DMMC - Protection of Historic and Archeological Resources Federal and State regulations that address the protection of cultural and archeological resources include RCW 27.34, 27.53 & 27.44; and WAC 25.48
Transportation	Title 12 DMMC – Streets, Sidewalks, and Public Places, including Chapter 12.15 DMMC – Street Development Standards, Chapter 12.40 DMMC – Transportation Impact Fees, Chapter 12.70 DMMC – Commute Trip Reduction
Public Services and Utilities	Chapter 14.10 DMMC – Fire Code, Additional Requirements and Amendments; Title 11 DMMC – Utilities; Chapter 17.35 DMMC – Layout and Design of Subdivisions and Similar Requirements; Chapter 7.08 DMMC – Solid Waste Disposal and Collection



CITY COUNCIL BUDGET RETREAT

August 12, 2017

City Manager Opening Comments

Staff Presentation (*Format-this is both a report format including narrative and power point*)

- Principle-the overarching principle of our budget discussions will be to establish (which we have done) and maintain a sustainable budget that balances structural expenditures with structural revenue.
- Today, we will review:
 - where we have been
 - where we are
 - where we are heading
- We will discuss the preliminary 2018 budget in terms of:
 - sustainability
 - succession planning, and
 - the organizational impacts of these strategic requirements

Council Questions, Feedback, Discussion, and Direction

Reflections on the Past

Where we have been.....

- In 2014 the State Auditor issued a finding based on:
 - The precarious situation the City was in
 - based on the gap between structural expenditures (greater) and structural revenue (lesser)
 - the use of one-time money to cover the gap
 - Danger of relying on one time money
 - one time, uncertain and unpredictable
- No long term plan to address this dangerous position.

Reflections on the Past (2)

Where we have been.....

- Two years ago today: August 2015 Budget Retreat (2016 Budget).
- When we started the budget process, the outlook for the City was to be bankrupt in 2017.
- Essentially the dangerous strategy of utilizing one time money to balance structural commitments in the budget had come home to roost.
- As the Council reviewed the 2016 budget:
 - Radical new revenue increases
 - Extreme and painful expenditure reductions
 - First 5-year Budget Forecast

In early 2016:

- Furloughs were instituted to address the cash flow situation identified in 2015.
- The City underwent a transition in leadership:
 - New City Council leadership – Mayor Pina and Deputy Mayor Pennington
 - I was given responsibility to prepare the budget for 2017
- Perhaps most importantly – we started to focus on the **revenue side of the equation**
 - All possible revenue generation options were being explored
 - Enough cannot be said about the leadership of Mayor Pina and the entire City Council in addressing the City's revenue structure
 - Red Light Running – Automated Enforcement
- We established, based on City Council concurrence, that the overarching structure for our budget was to become and remain sustainable.

Transition to Sustainability in 2017

Where we are....

- Today you will hear about our proposed budget and the twin dynamics of sustainability and succession planning.
- Before we start that portion of this presentation let us recount where we are today in 2017:
 - Staff reorganization and this relates to our succession planning we will discuss shortly.
 - All labor contracts have been negotiated and are completed with the exception of formalizing the general employees compensation.
 - The value of completing these agreements is that it establishes the financial responsibility of the City – thereby allowing the City to make accurate budget projections based on future commitments.
 - Police department has added 4 new faces on Patrol.
 - Has successfully underwent a change in leadership at the Commander level.
 - Commander Bohl has moved up to the new Assistant Chief position.
 - A new detective position has been authorized to enhance participation on regional law enforcement activities and on the Violent Crimes Task Force.

Transition to Sustainability in 2017 (2)

Where we are.....

- An interdepartmental strategy culminated in development of the Pacific Ridge Strategic Plan involving Code Enforcement, Public Works, Legal and Police.
 - New crime analytics software is aiding PD in crime analysis
- Significant economic development activity is occurring at the Des Moines Creek Business Park and adjacent properties.
- City staff are actively engaged in emergency management planning.
- City is capitalizing on opportunities to receive potential investment from the Port of Seattle based on stronger relationships.
- At the same time, we are actively challenging the Airport to mitigate impacts from aircraft operations.

Sustainable Budget

Where we are going.....

- In 2018 we will continue to emphasize the revenue side of the equation.
- We will continue to work hard to hold the line on expenditures with typical increases in certain areas, including increasing or restoring the percentage of FTE's in some areas.
- Several important revenue sources have been put into place:
 - Paid Parking at the Marina (bulkhead replacement, law enforcement, and emergency management)
 - Franchise agreements with local utility districts
 - Red light photo enforcement (proceeds used to fund public safety)
- Additionally, there is an ongoing increase in some of the structural revenue sources as a result of the Business Park going into increased operation and other developments.
- We established a Development Fund 105 to protect and smooth out impacts from macro-economic phenomenon reflective of both growth and potential contraction in the economy.

Succession Planning

- Every organization must plan for the future and be able to respond instantly if someone wins the lotto or is planning on separation.
- We are planning by reorganizing and creating opportunities within our work force.
 - This aids the succession planning process
 - It also helps create incentives for talented employees to stay at the City
- This succession planning process also informs our budget planning.

Review of Department Succession Plans (2)

- City Manager's Office
- Police Department
- City Attorney's Office
- Municipal Court
- Finance & Technology Services
- Public Works
- Community Development
- Parks, Recreation, and Senior Services (ppt)
- Marina

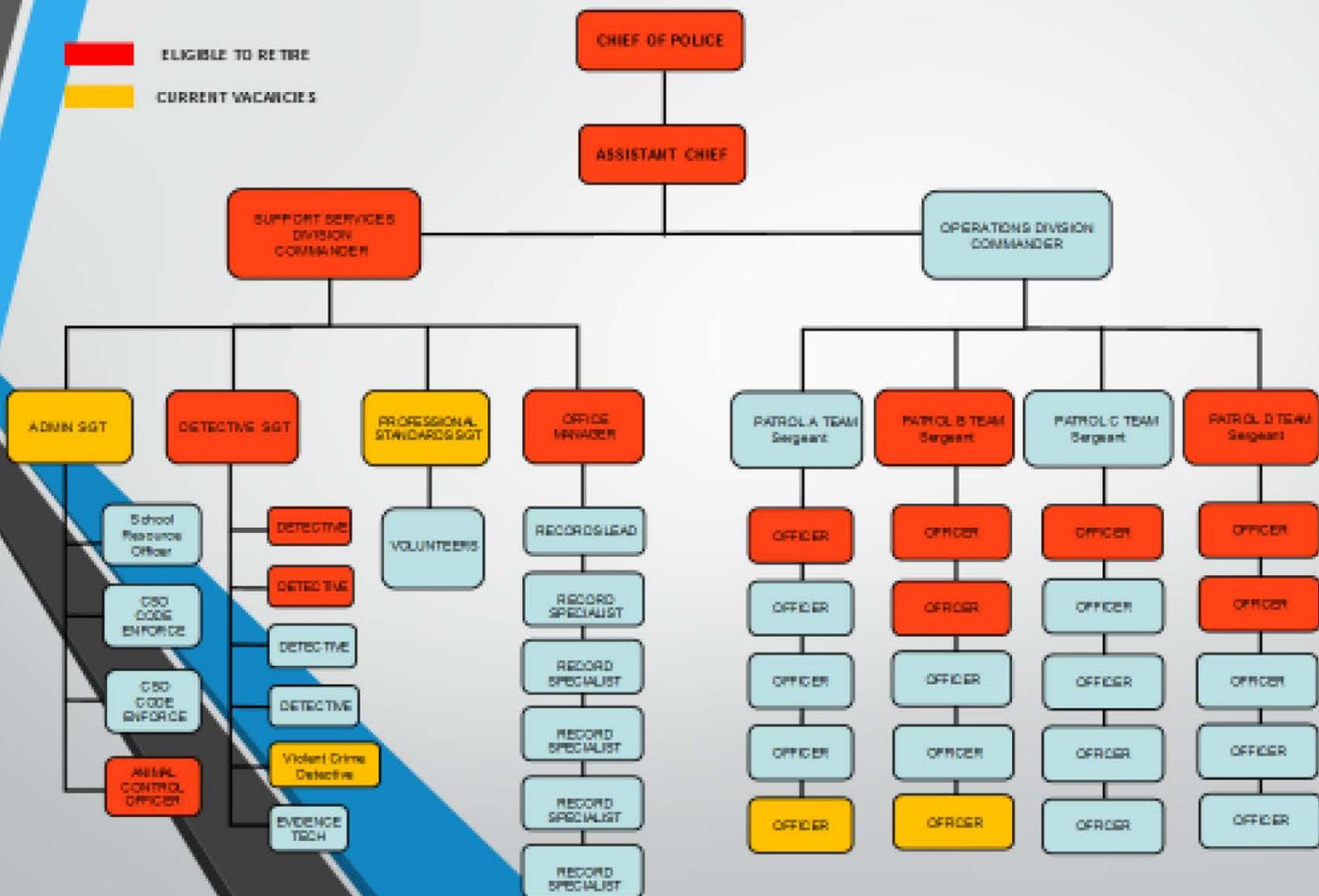
We will continue to work on these and present more at the City Council Planning Retreat in November.



Des Moines Police Department

Succession Plan

█ ELIGIBLE TO RETIRE
█ CURRENT VACANCIES





SUCCESSION PLAN

Priority need to hire additional officers:

- Instituted a police hiring incentive program.
- Working with Civil Service Commission to streamline our hiring process without lowering our standards.
- Early talks about increasing allocated FTE's due to projected attrition issue.
- Providing additional opportunities for professional growth to maintain current staff.

Risk

- We can control and manage expenditures.
- We do not have the same control over revenue:
 - State of Washington distribution of local resources
 - Interest rate increases
 - The impacts of the national & international economy (+/-)
 - New or modified legislation

2017 Budget Revisions

The next set of slides summarizes 2017 budget revisions that:

- Address succession planning that is structurally sustainable
- Responsive and adaptive to changing conditions (currently positive)
- Increases expenditures and resources in percentage of existing FTE's

2018 Department Requests and Programs

- Most new FTE's requests have been substantially approved – most to occur October 2017.
- Most new on-going expenses (modest) have been substantially approved.
- 2018 new on-going sustainable programs:
 - Join regional SWAT.
 - Create new Emergency Management Services (EMS) program and join regional EMS team.



2017-2022 BUDGETS & FORECASTS

August 12, 2017 Council Budget Retreat

CONCLUSION –

We have come a long way...

FROM: Unustainable budget using One-Time revenues
and no plan

GENERAL FUND

2014-

\$ 677,000

CONCLUSION –

We have come a long way...

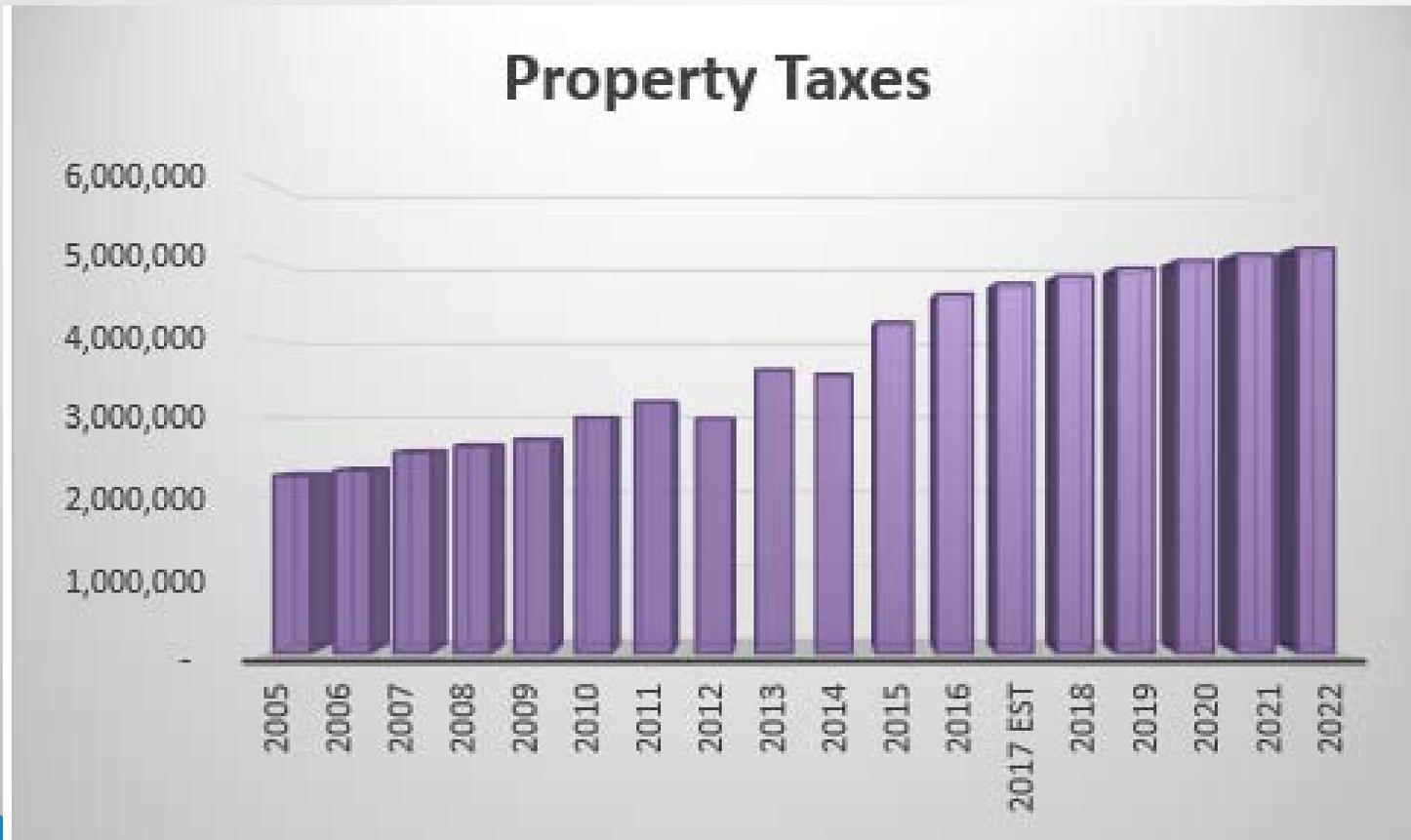
TO: A Sustainable, healthy budget, based on a 5 year plan, that addresses our near term succession needs without using One-Time Tax revenues.

GENERAL FUND + DEVELOPMENT FUND

2014- \$ 677,000

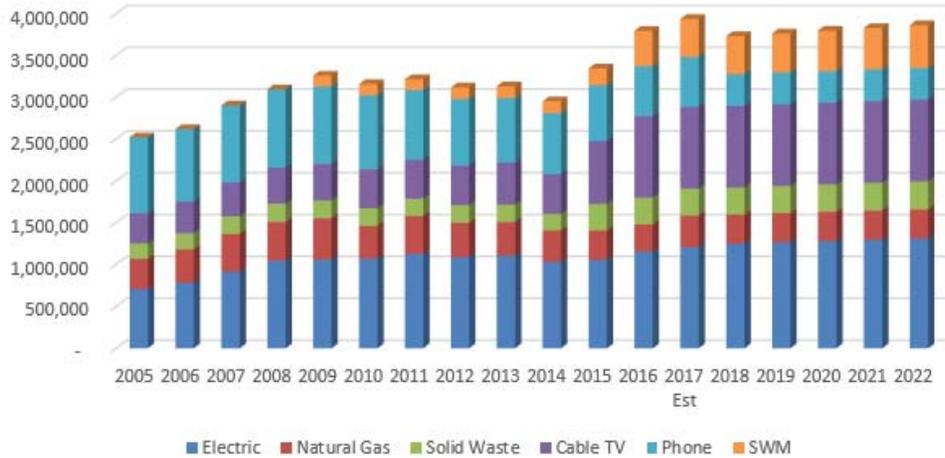
2017 - $\$4,475,000 + \$1,869,000 = \$6,344,000$

GENERAL FUND – REVENUES TRENDS

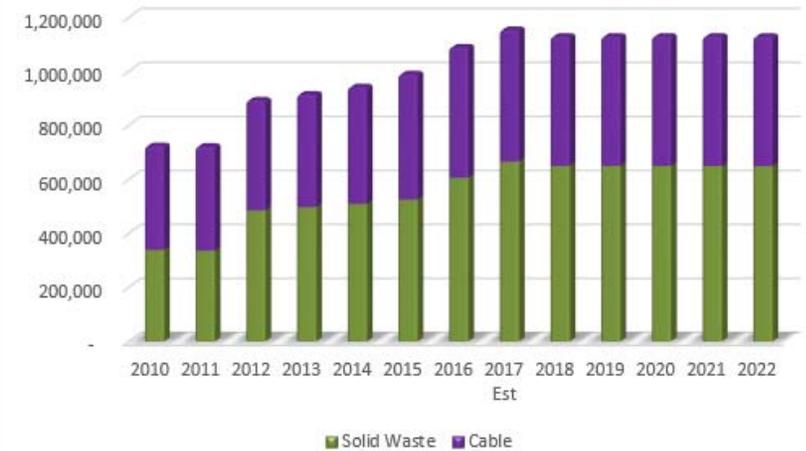


GENERAL FUND FORECAST – REVENUE TRENDS

Utility Taxes



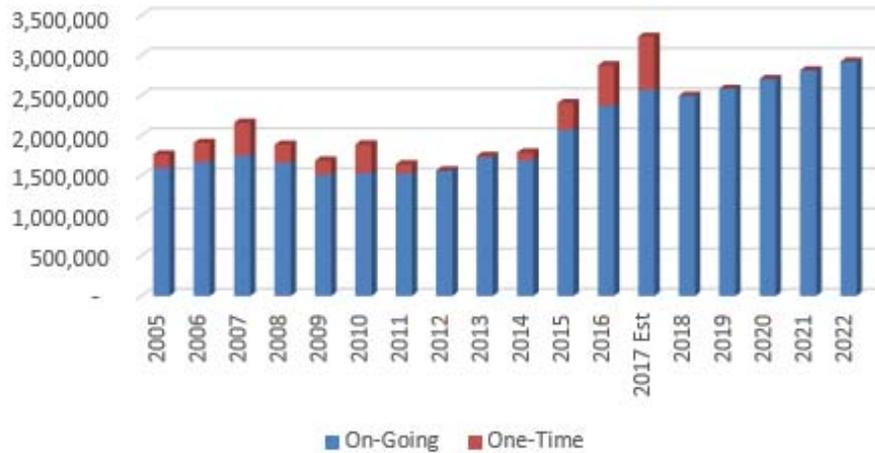
Cable/Solid Waste Franchise Fees



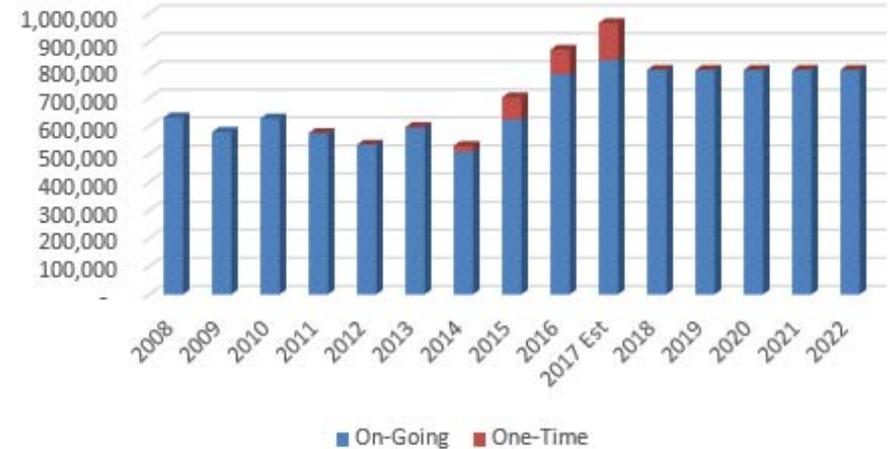
2018 & Future down due to lawsuit settlement declaring telephone roaming charges as not subject to city B&O tax.

GENERAL FUND FORECAST – REVENUE TRENDS

Sales Tax



City B&O Tax

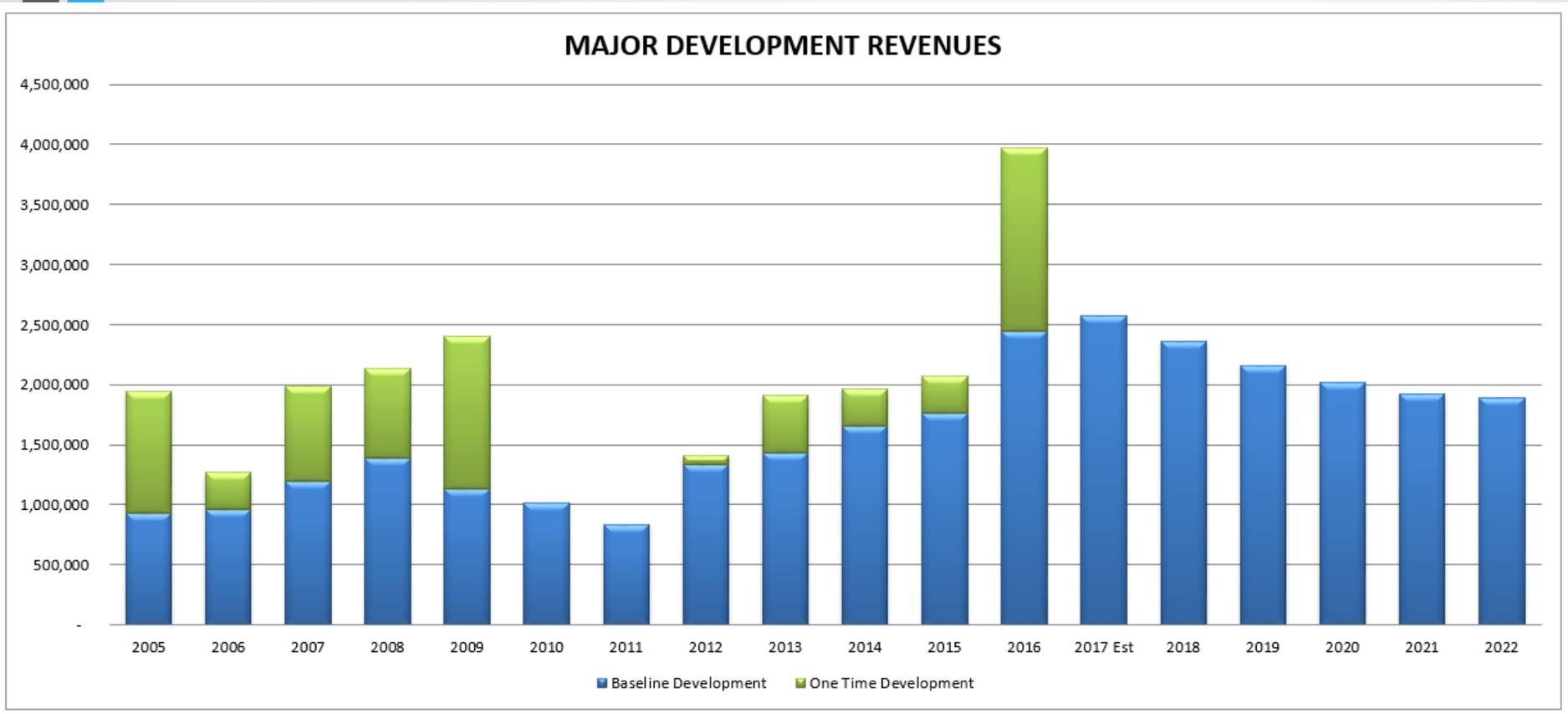




PART 2

DEVELOPMENT FUND

DEVELOPMENT FUND – REVENUE TRENDS



DEVELOPMENT FUND –

NO "ONE-TIME" PROJECTS INCLUDED IN REVENUE
FORECAST YEARS

2017-2022 DEVELOPMENT FUND FINANCIAL FORECAST

	BUDGET	REVISED EST	BUDGET	FORECAST			
	2017	2017	2018	2019	2020	2021	2022
BEGIN RESERVE	<u>1,508,000</u>	<u>1,508,000</u>	<u>1,869,000</u>	<u>1,812,000</u>	<u>1,457,000</u>	<u>893,000</u>	<u>177,000</u>
Revenues	1,962,000	2,576,000	2,368,000	2,167,000	2,017,000	1,919,000	1,891,000
Expenditures	<u>(2,187,000)</u>	<u>(2,215,000)</u>	<u>(2,425,000)</u>	<u>(2,522,000)</u>	<u>(2,581,000)</u>	<u>(2,635,000)</u>	<u>(2,688,000)</u>
Net Activity ("Profit/Loss")	<u>(225,000)</u>	<u>361,000</u>	<u>(57,000)</u>	<u>(355,000)</u>	<u>(564,000)</u>	<u>(716,000)</u>	<u>(797,000)</u>
ENDING RESERVE	<u><u>1,283,000</u></u>	<u><u>1,869,000</u></u>	<u><u>1,812,000</u></u>	<u><u>1,457,000</u></u>	<u><u>893,000</u></u>	<u><u>177,000</u></u>	<u><u>(620,000)</u></u>

Current Projects

Fees Already Paid – Still Providing Permit Services

Under Construction or Review	Description
Des Moines Creek Business Park	Phase II: GSA building
Des Moines Creek Business Park	Phase III: 349,000 sq. ft. and 238,000 sq. ft.
Highline Place Phase I	Mixed Use
Adriana Mixed Use Project	Mixed use
Waterview Crossing	Mixed use (three buildings)

Under Construction or Review	Description
Wesley Homes Phase IA	15 units, 9 cottages
Wesley Homes Phase IB	Brownstones/Cottages
Pacific Heights	PUD - 77 lots
BeBe Nails	Commercial
Interim School – Olympic	Remodel (high school)
Comfort Inn	Commercial (hotel)

Known Future One-Time Projects: Revenue

Project	Year	Valuation	Fee Estimate (excludes impact and fire fees)
Des Moines Creek Business Park Phase IV (Furney/Ono)	2017-2018	\$27 M	\$275,000
Waterview Crossing (6 buildings)	2017-2018	\$41.4 M	\$483,000
Wesley Homes Phase II	2018	\$42.5 M	\$427,000
Des Moines Elementary School	2018	\$38 M	\$382,000
Total		\$148.9 M	\$1,567,000

- Fees are not included in the budget.
- Resources are not included in the budget.

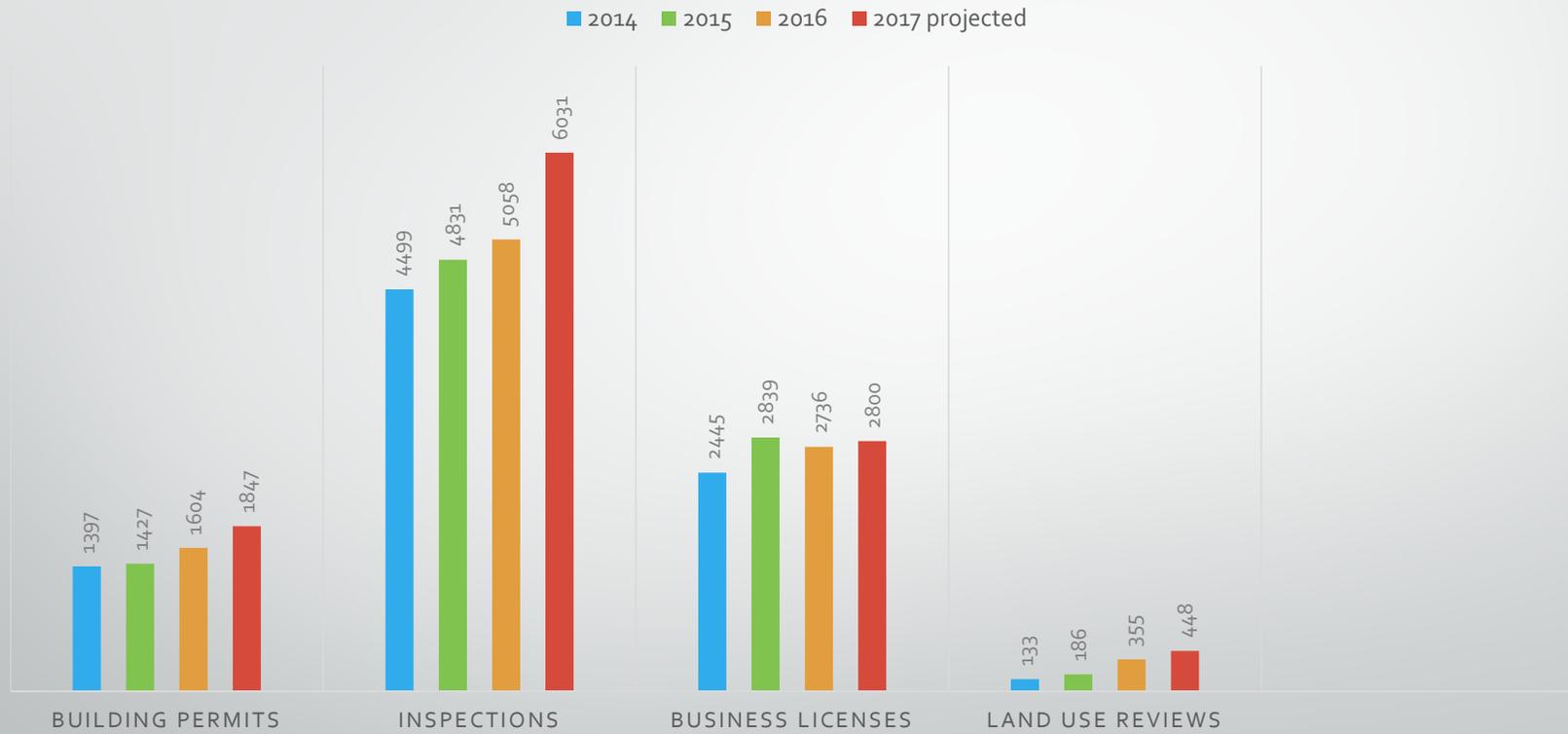
Anticipated 2017- 2018 Projects

Development Name	Description
Highline College	Building 26
Highline Place Phase II	Mixed Use
Des Moines Theatre	Building permit
Seascape	Building permit
Marina 87	Mixed Use
Local 242 North Site	Mixed Use

Development Name	Description
Bay Villa	Mixed Use
Des Moines Mixed Use	Mixed Use
Marina Re-development	Mixed Use
Woodmont Mixed Use	Mixed Use
Sound Transit	Light Rail

- Subdivision/short subdivision lots recorded or in review - 210

Permitting Activity



Community Development Workload

- Provide front counter service.
- Meet permitting timelines.
- Service workload, reviews and inspections.
- Provide continuity and training for future.
- Sustainability:
 - Projected revenue strong, high activity levels
 - High confidence level



2017 vs 2018 Budget at a Glance

General Fund & Development Fund Budget information in the format of the monthly financial report is included as Attachment 1 for your future reference.



PART 3

SPECIAL REVENUE FUNDS

SPECIAL REVENUE FUNDS

2017-2022 STREET O&M FUND FINANCIAL FORECAST

	BUDGET	REVISED EST	BUDGET	FORECAST			
	2017	2017	2018	2019	2020	2021	2022
Revenues	1,636,400	1,660,125	1,685,000	1,672,735	1,707,850	1,693,190	1,723,100
Expenditures	(1,742,400)	(1,733,715)	(1,561,500)	(1,527,100)	(1,562,200)	(1,568,000)	(1,619,400)
Net Activity ("Profit/Loss")	<u>(106,000)</u>	<u>(73,590)</u>	<u>123,500</u>	<u>145,635</u>	<u>145,650</u>	<u>125,190</u>	<u>103,700</u>
Ending Fund Balance	<u>457,270</u>	<u>489,700</u>	<u>613,200</u>	<u>758,835</u>	<u>904,485</u>	<u>1,029,675</u>	<u>1,133,375</u>

2017-2022 STREET PAVING FUND FINANCIAL FORECAST

	BUDGET	REVISED EST	BUDGET	FORECAST			
	2017	2017	2018	2019	2020	2021	2022
Revenues	1,025,100	1,314,025	1,125,000	1,131,500	1,138,100	1,144,700	1,151,400
Expenditures	(106,100)	(208,370)	(1,178,000)	(925,000)	(925,000)	(925,000)	(925,000)
Net Activity ("Profit/Loss")	<u>919,000</u>	<u>1,105,655</u>	<u>(53,000)</u>	<u>206,500</u>	<u>213,100</u>	<u>219,700</u>	<u>226,400</u>
Ending Fund Balance	<u>1,131,145</u>	<u>1,317,800</u>	<u>1,264,800</u>	<u>1,471,300</u>	<u>1,684,400</u>	<u>1,904,100</u>	<u>2,130,500</u>

SPECIAL REVENUE FUND

2017-2022 REDONDO ZONE FINANCIAL FORECAST

	BUDGET	REVISED EST	BUDGET	FORECAST			
	<u>2017</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Revenues	109,645	113,840	60,870	65,870	65,870	65,870	68,870
Expenditures	(113,845)	(110,050)	(69,850)	(78,900)	(145,400)	(78,220)	(79,260)
Net Activity ("Profit/Loss")	<u>(4,200)</u>	<u>3,790</u>	<u>(8,980)</u>	<u>(13,030)</u>	<u>(79,530)</u>	<u>(12,350)</u>	<u>(10,390)</u>
Ending Fund Balance	<u>14,555</u>	<u>22,545</u>	<u>13,565</u>	<u>535</u>	<u>(78,995)</u>	<u>(91,345)</u>	<u>(101,735)</u>

2017-2022 WATERFRONT ZONE FINANCIAL FORECAST

	BUDGET	REVISED EST	BUDGET	FORECAST			
	<u>2017</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Revenues	300,000	106,185	276,000	276,000	276,000	276,000	276,000
Expenditures	(253,800)	(89,795)	(153,900)	(149,100)	(150,300)	(151,550)	(152,785)
Net Activity ("Profit/Loss")	<u>46,200</u>	<u>16,390</u>	<u>122,100</u>	<u>126,900</u>	<u>125,700</u>	<u>124,450</u>	<u>123,215</u>
Ending Fund Balance	<u>46,200</u>	<u>16,400</u>	<u>138,500</u>	<u>265,400</u>	<u>391,100</u>	<u>515,550</u>	<u>638,765</u>



PART 4

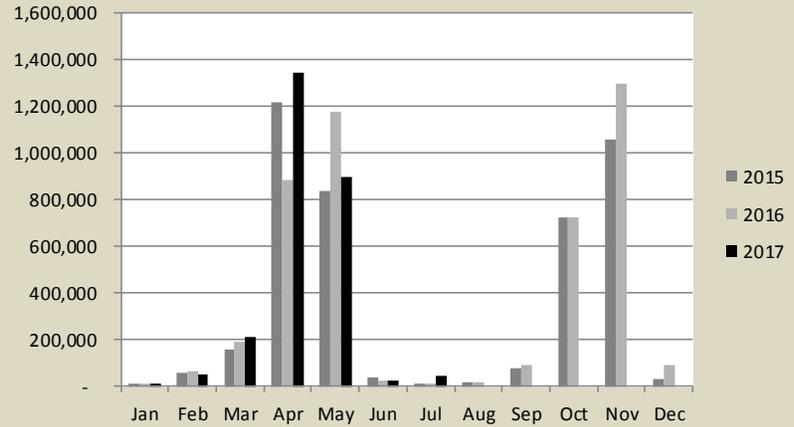
REVENUE GRAPHS TO DATE (JULY)

2017 YTD Compared to 2016 YTD: **218,791** **9.3%**

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>PY YTD</u>
Jan	10,191	9,718	7,766	0.2%
Feb	52,372	62,078	55,462	1.6%
Mar	207,664	192,691	159,802	5.8%
Apr	1,341,941	884,255	1,214,531	25.2%
May	892,976	1,172,679	834,623	50.8%
June	22,136	24,323	34,134	51.4%
Jul	45,386	8,130	12,380	51.5%
Aug		19,914	15,762	52.0%
Sep		87,561	76,908	53.9%
Oct		721,023	723,002	69.7%
Nov		1,292,382	1,054,756	98.0%
Dec		92,696	29,206	100.0%
Totals	2,572,665	4,567,450	4,218,332	

2017 YTD Compared to Annual Budget: **4,572,060** **56.3%**

PROPERTY TAXES

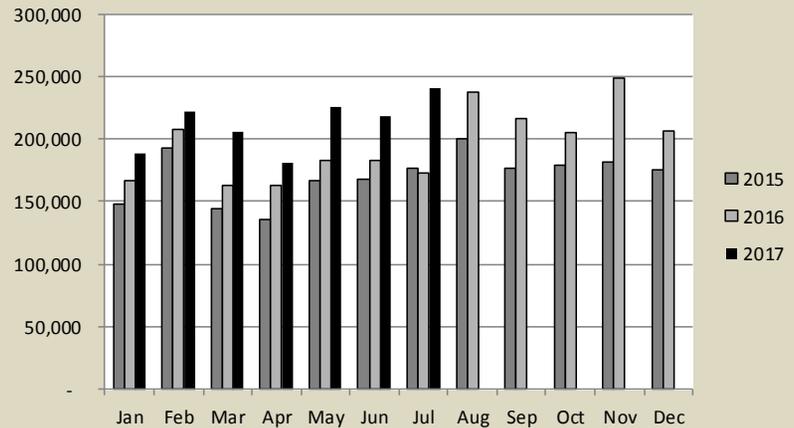


2017 YTD Compared to 2016 YTD: **244,982** **19.8%**

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>PY YTD</u>
Jan	188,813	166,482	148,542	7.1%
Feb	222,214	207,580	192,640	15.9%
Mar	206,184	162,512	144,525	22.8%
Apr	180,327	162,783	135,180	29.7%
May	225,772	183,308	166,575	37.5%
Jun	218,517	182,542	167,671	45.3%
Jul	240,702	172,341	176,608	52.6%
Aug		236,926	200,510	62.7%
Sep		216,225	176,594	71.9%
Oct		205,441	178,690	80.7%
Nov		248,392	181,241	91.2%
Dec		206,295	174,869	100.0%
Totals	1,482,530	2,350,827	2,043,645	

2017 YTD Compared to Annual Budget: **2,244,019** **66.1%**

SALES TAXES

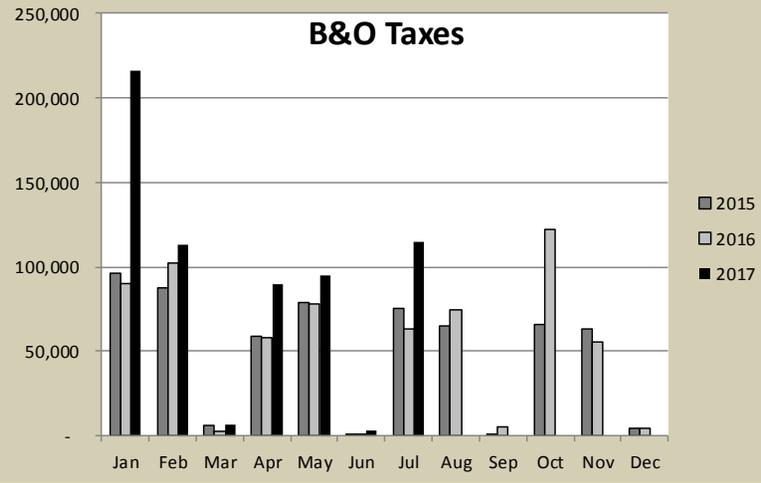


2017 YTD Compared to 2016 YTD:

241,078 60.9%

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>PY YTD</u>
Jan	216,324	89,942	95,787	13.7%
Feb	112,795	101,825	87,424	29.2%
Mar	6,291	3,106	6,095	29.6%
Apr	89,260	58,292	58,723	38.5%
May	94,829	78,035	78,674	50.3%
Jun	3,205	1,262	745	50.5%
Jul	114,496	63,661	75,441	60.2%
Aug		74,863	64,797	71.6%
Sep		5,211	1,192	72.4%
Oct		122,095	66,238	91.0%
Nov		55,292	63,614	99.4%
Dec		4,217	4,699	100.0%
Totals	637,201	657,801	603,429	

2017 YTD Compared to Annual Budget: 784,182 81.3%

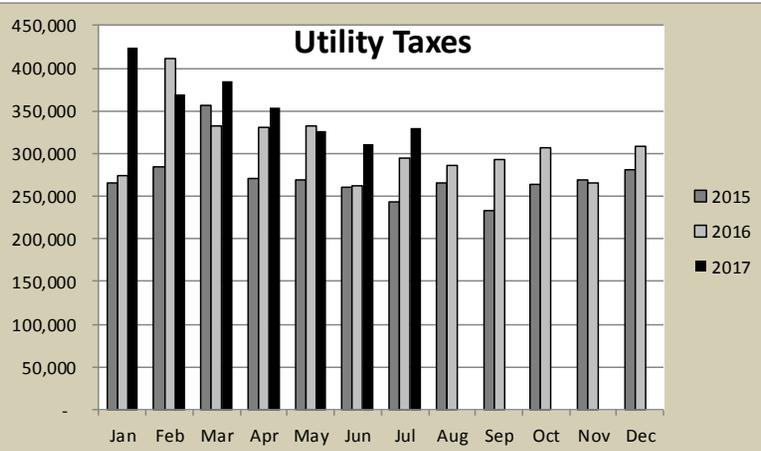


2017 YTD Compared to 2016 YTD:

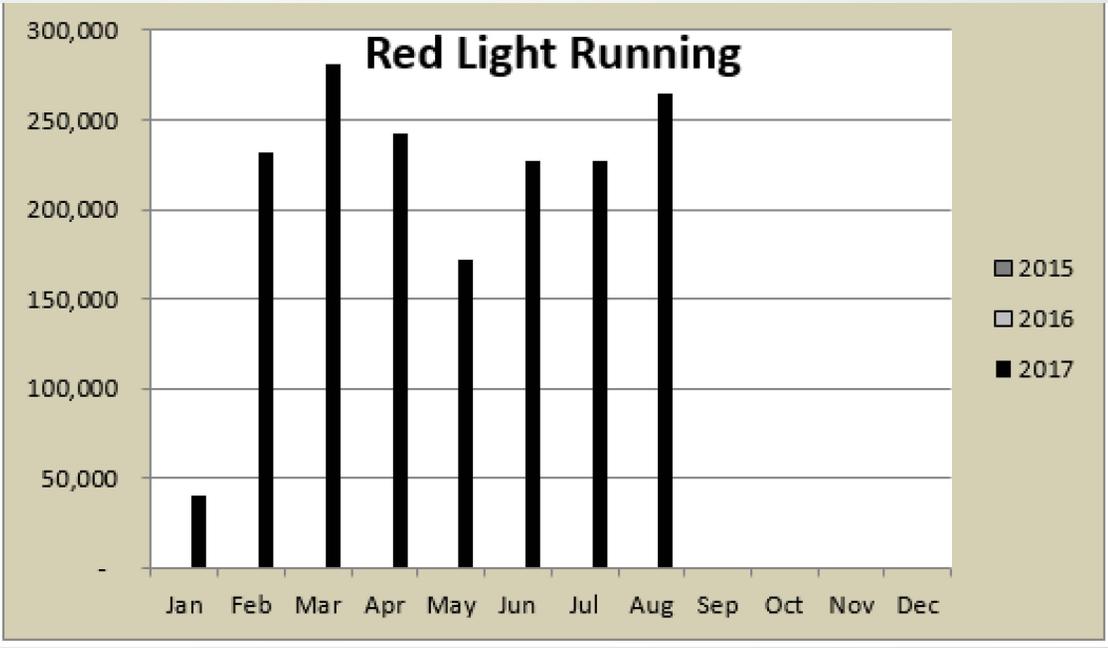
264,714 11.8%

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>PY YTD</u>
Jan	424,753	273,337	264,911	7.4%
Feb	369,100	410,967	284,340	18.5%
Mar	384,143	332,039	357,130	27.5%
Apr	354,597	329,815	270,479	36.4%
May	326,610	333,168	269,809	45.4%
Jun	311,295	262,684	260,950	52.6%
Jul	330,214	293,988	243,353	60.5%
Aug		286,311	265,630	68.3%
Sep		292,324	233,833	76.2%
Oct		306,464	263,509	84.5%
Nov		266,326	269,275	91.7%
Dec		308,003	281,830	100.0%
Totals	2,500,712	3,695,425	3,265,049	

2017 YTD Compared to Annual Budget: 3,870,139 64.6%

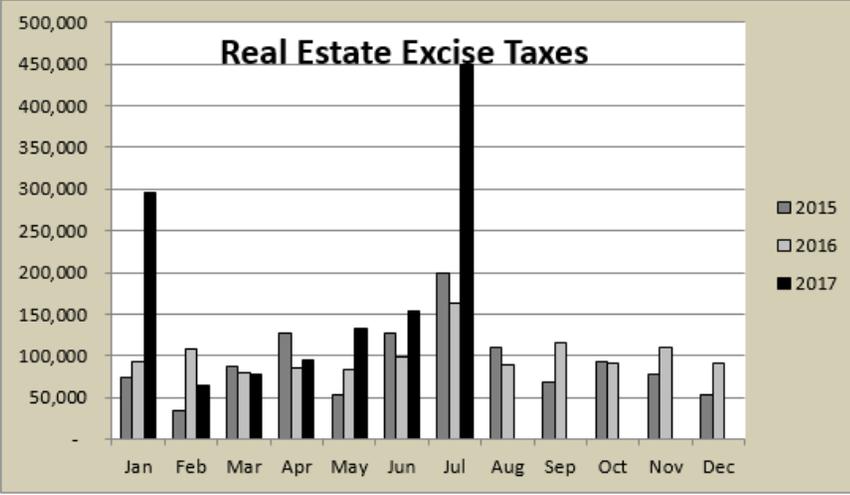


2017 YTD Compared to 2016 YTD:		1,688,581		
	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>PY YTD</u>
Jan	41,052			0.0%
Feb	232,138			0.0%
Mar	281,581			0.0%
Apr	242,435			0.0%
May	172,019			0.0%
Jun	227,114			0.0%
Jul	227,288			0.0%
Aug	264,954			0.0%
Sep				0.0%
Oct				0.0%
Nov				0.0%
Dec				0.0%
Totals	1,688,581	-	-	
<i>2017 YTD Compared to Annual Budget:</i>		1,985,000	85.1%	

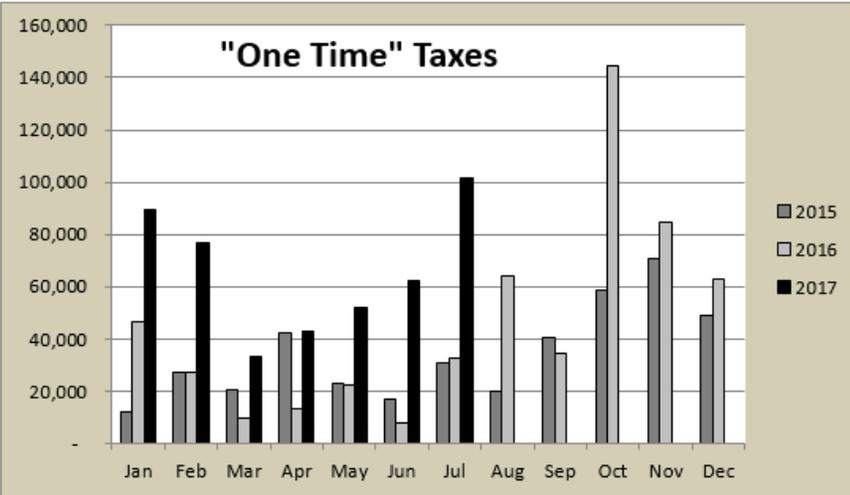


CIP Revenues: Not Available for O&M costs.

2017 YTD Compared to Annual Budget:				552,165	77.0%
	2017	2016	2015	PY YTD	
Jan	296,469	93,909	74,382	7.7%	
Feb	64,190	109,153	33,884	16.7%	
Mar	78,233	80,623	88,020	23.3%	
Apr	95,642	86,005	127,450	30.4%	
May	132,598	84,072	53,190	37.3%	
Jun	152,999	99,166	127,038	45.5%	
Jul	448,867	163,905	199,170	59.0%	
Aug		90,084	110,322	66.4%	
Sep		116,119	68,647	75.9%	
Oct		91,603	93,478	83.4%	
Nov		109,682	78,694	92.5%	
Dec		91,594	53,220	100.0%	
Totals	1,268,998	1,215,915	1,107,495		
2017 YTD Compared to Annual Budget:				800,000	158.6%



2017 YTD Compared to 2016 YTD:				299,016	287.8%
	2017	2016	2015	PY YTD	
Jan	89,266	46,556	12,359	3.8%	
Feb	76,783	27,195	27,114	6.1%	
Mar	33,370	9,428	20,850	6.8%	
Apr	42,775	13,465	42,498	7.9%	
May	52,185	22,165	22,862	9.8%	
Jun	62,293	7,770	17,170	10.4%	
Jul	101,589	32,666	31,104	13.1%	
Aug	-	64,376	20,237	18.4%	
Sep	-	34,407	40,336	21.2%	
Oct	-	144,643	58,538	33.1%	
Nov	-	84,923	71,022	40.1%	
Dec	-	62,874	49,216	45.3%	
Totals	458,261	550,468	413,306		





PART 5
**PARKS, RECREATION
AND SENIOR SERVICES
(PRSS)**

PRSS PROGRAMS

- Parks Management & Community Relations.
- Arts.
- Senior & Human Services.
- Recreation:
 - Before & After School
 - Pre-School
 - Breaks & Summer Camp
 - Sports
 - Events & Activities
 - Field Rentals
- Beach Park Facility Rentals.

PRSS Budget

- The following information is for PRSS Programs only:
 - The 2018 Budget also contains \$920,000 in funding for Park Maintenance.
- This time last year, only summary level financial information was available for decision making.
- This year, revenues and costs are also available at the Program level.

PRSS (Combined) History & Forecast

FUND 001 PRSS SUMMARY	2014 Actual	2015 Actual	2016 Actual	Budget 2017	Revised 2017	Budget 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022
Revenues	1,240,393	1,209,547	1,565,822	1,525,927	1,363,959	1,456,944	1,485,654	1,518,132	1,551,581	1,586,036
Expenditures	1,785,246	1,961,776	1,889,646	2,545,149	2,607,729	2,671,248	2,683,129	2,704,775	2,816,935	2,857,155
Net Activity	(544,853)	(752,229)	(323,824)	(1,019,222)	(1,243,770)	(1,214,304)	(1,197,475)	(1,186,643)	(1,265,354)	(1,271,119)

	2017 BUDGET	Revised 2017	2018 BUDGET	2019	2020	2021	2022
General Fund Admin Chargeback	304,939	304,939	216,553	219,801	223,098	226,445	229,841

PRSS EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 REVISED	2018 BUDGET	FORECAST 2019	FORECAST 2020	FORECAST 2021	FORECAST 2022
Total PARKS & COMMUNITY RELATIONS	290,649	354,765	298,714	210,174	206,947	218,553	222,952	226,892	232,376	237,660
Total SENIOR SERVICES	328,101	330,899	254,441	393,245	426,242	494,892	459,595	456,137	476,404	476,167
Total HUMAN SOCIAL SERVICES	78,737	87,002	87,114	91,344	91,344	100,000	100,000	100,000	100,000	100,000
Total ARTS PROGRAM	41,850	46,236	49,119	57,221	52,752	54,221	55,274	56,168	57,297	58,475
Total RECREATION PROGRAMS	722,130	763,887	836,081	1,255,288	1,287,980	1,276,732	1,307,569	1,312,311	1,388,097	1,410,748
Total BEACH PARK FACILITY RENTALS	323,779	378,987	364,177	537,877	542,464	526,850	537,739	553,267	562,761	574,105
TOTAL PRSS	1,785,246	1,961,776	1,889,646	2,545,149	2,607,729	2,671,248	2,683,129	2,704,775	2,816,935	2,857,155

- Revenues: Currently includes a 3% overall annual increase in Recreation fees and no increase in Facility Rental and Senior Services fees.
- Total 2018 tax subsidy for Parks and PRSS Programs = \$2,134,304
 - \$920,000 for Parks Maintenance + \$1,214,304 for PRSS Programs

Parks Management & Community Relations

PARKS & COMMUNITY RELATIONS	Budget 2017	Revised 2017	Budget 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022
Revenues	2,825	7,375	6,500	6,500	6,500	6,500	6,500
Expenditures	210,174	206,947	218,553	222,952	226,892	232,376	237,660
Net Activity	(207,349)	(199,572)	(212,053)	(216,452)	(220,392)	(225,876)	(231,160)

PARKS & COMMUNITY RELATIONS

Park land acquisition, design and development
 Grant applications and management
 Bench and Banner programs

Community Relations & Committees*

Community information & inquiries
 Rec N Roll magazine development
 Municipal Facilities Committee support
 Lodging Tax Advisory Committee
 Landmarks Commission
 Seattle Southside Regional Tourism Authority
 Des Moines / Main Street
 Des Moines / Farmers Market
 Legacy Foundation correspondence & event support
 Legacy Foundation/ (physical office) customer service

** Arts Commission, H&H Services & Sr. Services Committees are reported in other budgets.*

ARTS PROGRAM

	Budget <u>2017</u>	Revised <u>2017</u>	Budget <u>2018</u>	Forecast <u>2019</u>	Forecast <u>2020</u>	Forecast <u>2021</u>	Forecast <u>2022</u>
ARTS PROGRAMS							
Revenues	17,000	16,671	12,500	9,500	9,500	9,500	9,500
Expenditures	57,221	52,752	54,221	55,274	56,168	57,297	58,475
Net Activity	(40,221)	(36,081)	(41,721)	(45,774)	(46,668)	(47,797)	(48,975)

- Staff time is charged based on actual hours worked (and not a fixed % of FTEs).

SENIOR & HUMAN SERVICES

SENIOR & HHS - SUMMARY	Budget 2017	Revised 2017	Budget 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022
Revenues	126,405	104,730	104,814	104,994	104,994	104,994	104,994
Expenditures	484,589	517,586	594,892	559,595	556,137	576,404	576,167
Net Activity	(358,184)	(412,856)	(490,078)	(454,601)	(451,143)	(471,410)	(471,173)

SS & HHS - DETAIL	Budget 2017	Revised 2017	Budget 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022
SENIOR SERVICES							
Revenues	126,405	104,730	104,814	104,994	104,994	104,994	104,994
Expenditures	393,245	426,242	494,892	459,595	456,137	476,404	476,167
Net Activity	(266,840)	(321,512)	(390,078)	(354,601)	(351,143)	(371,410)	(371,173)

HEALTH & HUMAN SERVICES	Budget 2017	Revised 2017	Budget 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022
Revenues	0	0	0	0	0	0	0
Expenditures	91,344	91,344	100,000	100,000	100,000	100,000	100,000
Net Activity	(91,344)	(91,344)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)

Recreation - Combined

RECREATION - SUMMARY	Budget 2017	Revised 2017	Budget 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022
Revenues	1,082,349	969,096	1,059,047	1,090,577	1,123,055	1,156,504	1,190,959
Expenditures	1,255,288	1,287,980	1,276,732	1,307,569	1,312,311	1,388,097	1,410,748
Net Activity	(172,939)	(318,884)	(217,685)	(216,992)	(189,256)	(231,593)	(219,789)

- Recreation Programs:
 - Before & After School
 - Pre-School
 - Breaks & Summer Camp
 - Sports
 - Events & Activities
 - Field Rentals

- Financial Analysis Improvement.
 - This time last year....
 - Shall we raise all recreation programs 20% to break even?
 - Perhaps not... We can now look at program level information.

Recreation Programs- Definitions

- **“Direct Expenditures”** – Costs specifically identifiable to a single program (i.e. Recreation Leaders personnel costs, supply costs, trip fees, rent, etc.).
- **“Allocated Expenditures”** – Costs benefitting more than one program (i.e. Recreation Manager & other full time personnel costs, office & software costs, building maintenance costs, % of Director, % of Admin Asst. II and other General Fund Admin costs).

Recreation – Camps

RECREATION - DETAIL

BEFORE & AFTER SCHOOL

	<u>Budget</u> <u>2017</u>	<u>Revised</u> <u>2017</u>	<u>Budget</u> <u>2018</u>	<u>Forecast</u> <u>2019</u>	<u>Forecast</u> <u>2020</u>	<u>Forecast</u> <u>2021</u>	<u>Forecast</u> <u>2022</u>
Revenues	455,097	483,961	498,520	513,476	528,880	544,746	561,088
Direct Expenditures	167,485	167,485	170,802	176,044	183,323	185,713	187,059
Allocated Expenditures	235,331	223,333	242,820	248,000	241,927	264,759	270,481
<i>Net Activity</i>	52,281	93,143	84,898	89,432	103,630	94,274	103,548

PRESCHOOL

	<u>Budget</u> <u>2017</u>	<u>Revised</u> <u>2017</u>	<u>Budget</u> <u>2018</u>	<u>Forecast</u> <u>2019</u>	<u>Forecast</u> <u>2020</u>	<u>Forecast</u> <u>2021</u>	<u>Forecast</u> <u>2022</u>
Revenues	21,000	21,000	21,630	22,279	22,947	23,635	24,344
Direct Expenditures	53,253	52,253	54,461	56,227	59,695	60,059	60,432
Allocated Expenditures	71,312	72,043	80,940	82,667	80,642	88,253	90,160
<i>Net Activity</i>	(103,565)	(103,296)	(113,771)	(116,615)	(117,390)	(124,677)	(126,248)

SUMMER/BREAK

	<u>Budget</u> <u>2017</u>	<u>Revised</u> <u>2017</u>	<u>Budget</u> <u>2018</u>	<u>Forecast</u> <u>2019</u>	<u>Forecast</u> <u>2020</u>	<u>Forecast</u> <u>2021</u>	<u>Forecast</u> <u>2022</u>
Revenues	333,085	249,104	288,400	297,052	305,964	315,143	324,597
Direct Expenditures	225,354	230,354	164,896	170,013	178,581	180,340	181,790
Allocated Expenditures	313,774	309,784	235,461	240,485	234,596	256,736	262,284
<i>Net Activity</i>	(206,043)	(291,034)	(111,957)	(113,446)	(107,213)	(121,933)	(119,477)

Recreation – Sports, Events, Field Rentals

RECREATION - DETAIL	Budget 2017	Revised 2017	Budget 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022
SPORTS							
Revenues	151,453	123,673	150,814	155,338	159,999	164,799	169,743
Direct Expenditures	46,302	52,506	83,074	84,635	86,618	87,506	88,413
Allocated Expenditures	64,181	72,043	117,731	120,243	117,298	128,368	131,142
<i>Net Activity</i>	40,970	(876)	(49,991)	(49,540)	(43,917)	(51,075)	(49,812)
ACTIVITIES/CLASSES/EVENTS							
Revenues	80,953	54,889	56,541	58,237	59,984	59,984	63,637
Direct Expenditures	17,215	18,579	40,020	40,898	42,153	42,743	43,352
Allocated Expenditures	21,394	21,613	58,865	60,121	58,649	64,184	65,571
<i>Net Activity</i>	42,344	14,697	(42,344)	(42,782)	(40,818)	(46,943)	(45,286)
FIELD RENTALS							
Revenues	25,061	17,508	16,480	16,974	17,483	18,007	18,007
Direct Expenditures	0	11,800	1,000	1,015	1,030	1,045	1,061
Allocated Expenditures	0	14,409	0	0	0	0	0
<i>Net Activity</i>	25,061	(8,701)	15,480	15,959	16,453	16,962	16,946

- FIELD RENTALS – “Work in Progress” as time is not being reported separately on timesheets yet...

Recreation Programs

RECREATION -SUMMARY	Budget 2017	Revised 2017	Budget 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022
Revenues	1,082,349	969,096	1,059,047	1,090,577	1,123,055	1,156,504	1,190,959
Expenditures	1,255,288	1,287,980	1,276,732	1,307,569	1,312,311	1,388,097	1,410,748
Net Activity	(172,939)	(318,884)	(217,685)	(216,992)	(189,256)	(231,593)	(219,789)

- Staff will be preparing a expenditure neutral proposal at the program level.
 - Or slightly higher revenue
- This proposal and other options will be discussed with Council this fall.

Recreation Programs Scholarships

- CITY

City Recreation Scholarship Funds on hand Jan 1, 2017	\$16,632
Scholarships used Jan-June 2017	<u>(1,786)</u>
City Recreation Scholarship Funds on hand August 1, 2017	\$14,846

- LEGACY FOUNDATION AWARD (None used to date) \$10,000

Total Available Scholarships **\$24,846**

Beach Park Facility Rentals

- Rental revenue and O&M costs for Field House, Sr. Activity Center & Wooton Park are included in other budgets.
 - Relatively minor (\$36,000)
- Rentals arrangements are made by BP Facility Rental Staff.

Beach Park Rentals

BEACH PARK RENTALS - SUMMARY	Budget 2017	Revised 2017	Budget 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022
Revenues	297,348	266,087	274,083	274,083	274,083	274,083	274,083
Expenditures	537,877	542,464	526,850	537,739	553,267	562,761	574,105
Net Activity	(240,529)	(276,377)	(252,767)	(263,656)	(279,184)	(288,678)	(300,022)

BEACH PARK RENTAL- DETAIL	Budget 2017	Revised 2017	Budget 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022
Revenues	297,348	266,087	274,083	274,083	274,083	274,083	274,083
Personnel Costs	250,069	254,656	264,193	272,636	290,004	295,838	303,824
Supplies & Service Costs	115,664	115,664	111,780	112,223	108,304	109,805	110,922
Utilities, Repairs & GF Admin Costs	172,144	172,144	150,877	152,880	154,959	157,118	159,359
Net Activity	(240,529)	(276,377)	(252,767)	(263,656)	(279,184)	(288,678)	(300,022)

- Revenue Goals:
 - 1ST Met – To cover direct personnel costs.
 - 2nd In process – Raise additional \$110,000 per year to cover variable operating costs.
 - 3rd Future – Raise additional \$150,000 per year to cover fixed facility & GF Admin costs.
- Approaches to Achieve Goals:
 - Keep rates at full competitive market rates
 - Increase utilization of existing facilities
 - Explore new revenue opportunities



PART 6

PUBLIC SAFETY

Public Safety Enhancements

- Decreased calls for service results in redeployment of existing resources:
 - Pacific Ridge Strategic Plan: Interdepartmental strategy involving Code Enforcement, Public Works, Legal and Police
 - Including City Attorney Nuisance Vegetation Ordinance and Reduction in calls from high risk properties
 - Paid Parking at the Marina
- Added tools that resulted in enhanced operational efficiency and public safety:
 - New crime analytics software is aiding PD in crime analysis
 - Red Light Running – Automated Enforcement
 - Added funding for the Abatement Fund
 - New Ordinances for abating nuisance properties
 - Added funding for Traffic Calming Devices
- Emergency Management and Preparedness:
 - Creation of new EMS program and joined regional EMS team.
 - Participation in FEMA training and exercises
 - North bulkhead replacement – significant investments
 - Replacing outdated Communications Equipment

Public Safety Enhancements

- Restructuring and Reorganizations:
 - Has successfully underwent a change in leadership at the PD Commander level
 - Commander Bohl has moved up to the new Assistant Chief position
- Funded new police officer positions in 2017:
 - Hired 3 new officers on Patrol
- Regional Partnerships and participation:
 - A new detective position for the Violent Crimes Task Force
 - Joining SWAT

Public Safety Enhancements

- Security Improvements:
 - Court Security Staffing
 - Facility Improvements at Court and PD

Next Steps: BUDGET PREPARATION CALENDAR

- City Manager files Preliminary Budget & Budget Message Oct 12, 2017
- Public Hearing on Preliminary O&M and Capital Budgets Oct 26, 2017
- Public Hearing on Preliminary Budget (continued if needed) Nov 2, 2017
- Public Hearing on Revenue Sources & Property Tax levy Nov 9, 2017
- Public Hearing on Final O&M and Capital Budgets Nov 9, 2017
- Public Hearing on Revised 2017 O&M and Capital Budgets Nov 9, 2017



Attachment 1

Budget at a Glance



Attachment 2

Draft Committee Work Programs

2017-2022 FINANCIAL PLAN FORECAST

2017-2022 GENERAL FUND							
	ADJ BUDGET	REVISED EST	BUDGET	FORECAST			
	2017	2017	2018	2019	2020	2021	2022
Revenues	21,038,000	21,631,000	21,590,000	21,892,000	22,245,000	22,613,000	22,909,000
Expenditures	(20,397,000)	(20,572,000)	(21,131,000)	(21,470,000)	(22,077,000)	(22,703,000)	(23,086,000)
Net Activity ("Profit/Loss")	641,000	1,059,000	459,000	422,000	168,000	(90,000)	(177,000)
<u>ON-GOING CHANGES TO STATUS QUO</u>							
Reduced Expenditures- Future Savings			-	200,000	200,000	200,000	200,000
Total Annual Impact		-	-	200,000	200,000	200,000	200,000
REMAINING SUSTAINABLE		1,059,000	459,000	622,000	368,000	110,000	23,000
<u>ONE-TIME ACTIVITIES</u>							
Revenues							
Red Light Running (>\$1.5m)	485,000	1,188,700	1,000,000	159,000			
All Other One Time Revenues	727,000	859,000					
Expenditures							
2017 One Time Expenditures	(900,000)	(1,383,000)					
Temp Asst Police Chief	(133,000)	(133,000)	(196,000)	(96,000)			
Temp Court Clerk	(49,000)	(49,000)	(72,000)	(63,000)			
Transfer Out - Traffic Calming Signs			(151,500)				
EMS Radios - Public Works			(25,000)				
Police Radio Replacements			(55,000)				
SWAT Gear/Equipment			(12,000)				
Transfer Out - Abatement Fund "Seed Money"			(30,000)				
Police Dept Security CIP (REET 1 to Bulkhead)			(138,000)				
Court Security CIP (REET 1 to Bulkhead)			(176,000)				
Police Dept HVAC CIP (Save One Time Sales Tax)				(277,000)			
Transfer Out - N Bulkhead			(1,000,000)	(500,000)			
Legislative Lobbieist			(10,000)				
Metro Pilot Program Consultant			(15,000)				
Communciation Consultant			(15,000)				
Communication Software			(10,000)				
Parks Deep Tine Aerator			(27,000)				
Transfer Out - Parking/Event Signs			(50,000)				
Transfer Out - Economic Dev CIPs- Alley Improve			(393,650)				
Total One Time Activities	130,000	482,700	(1,376,150)	(777,000)	-	-	-
ENDING RESERVE	3,704,000	4,475,000	3,557,850	3,402,850	3,770,850	3,880,850	3,903,850
<u>Required Reserve Calculation</u>							
5% Stabilization	1,051,900	1,081,550	1,079,500	1,094,600	1,112,250	1,130,650	1,145,450
7% Regular	1,427,790	1,440,040	1,479,170	1,502,900	1,545,390	1,589,210	1,616,020
Combined Target Reserve	2,479,690	2,521,590	2,558,670	2,597,500	2,657,640	2,719,860	2,761,470
GFOA Target of 60 days	3,399,500	3,428,667	3,521,833	3,578,333	3,679,500	3,783,833	3,847,667
Reserve (shortfall) surplus	304,500	1,046,333	36,017	(175,483)	91,350	97,017	56,183

GENERAL FUND

2018 HIGHLIGHTS AT A GLANCE

ONGOING REVENUE	\$21,590,100
ONGOING EXPENDITURE	\$21,131,500
NET ANNUAL ONGOING SURPLUS	\$ 458,600

ONGOING REVENUE CHANGES (From 2017 Adj. Budget):

➤ Property taxes	\$ 227,940
➤ Sales taxes	255,980
➤ B&O & utility taxes	(27,320)
➤ Interfund Admin charges	238,265
➤ Red Light Running	200,000
➤ Miscellaneous other changes	(138,265)

TOTAL CHANGES TO ONGOING REVENUES **\$ 756,600**

ONGOING EXPENDITURE CHANGES (From 2017 Adj. Budget):

➤ Interfund computer, equipment replacement/maint	\$ (322,225)
➤ Wages (steps, full year 2017 changes, 1.9% COLA)	615,100
➤ Personnel benefits	312,775
➤ Jail services	147,315
➤ Miscellaneous other charges	(18,765)

TOTAL CHANGES TO ONGOING EXPENDITURES **\$ 734,200**

ONE-TIME REVENUES:

➤ Red Light Running over \$1.5 million \$1,000,000

TOTAL ONE-TIME REVENUES \$ 1,000,000

ONE-TIME EXPENDITURES:

➤ Communication consultant \$ 15,000
➤ Legislative affairs consultant 10,000
➤ Metro loop consultant 15,000
➤ Communication software 10,000
➤ Pac Ridge SEPA consultant 250,000
➤ SWAT gear 12,000
➤ Police radios 54,775
➤ Public work radios 25,000
➤ Terra deep spike aerator 26,700
➤ Temporary Asst. Police Chief 195,960
➤ Temporary Court Clerk 72,515
➤ Transfer out to: Abatement fund 30,000
➤ Transfer out to CIP: Parking/event signs 50,000
➤ Transfer out to CIP: N Bulkhead 1,000,000
➤ Transfer out to CIP: Downtown alley improvements 393,650
➤ Transfer out to CIP: Arterial street calming 151,500
➤ Transfer out to CIP: Court security improvements 176,000
➤ Transfer out to CIP: Police security improvements 138,000

TOTAL ONE-TIME EXPENDITURES \$ 2,626,100

GENERAL FUND NET ACTIVITY BY PROGRAM

	2017 ADJUSTED BUDGET			2018 BUDGET		
	REVENUE	EXPENDITURE	NET ACTIVITY	REVENUE	EXPENDITURE	NET ACTIVITY
<i>Unrestricted Revenues</i>						
Unrestricted Taxes	11,650,919		11,650,919	12,117,000		12,117,000
One Time Sales/B&O Taxes	199,420		199,420	-		-
Unrestricted Franchise Fees	1,090,440		1,090,440	1,130,000		1,130,000
State/City Assistance	90,000		90,000	90,000		90,000
Miscellaneous	41,568		41,568	21,000		21,000
Transfer In	-		-	-		-
Total Unrestricted Revenues	13,072,347	-	13,072,347	13,358,000	-	13,358,000
<i>Policy & Support Services</i>						
Support Services Chargebacks	2,381,924		2,381,924	2,620,190		2,620,190
City Council		91,989	(91,989)		95,148	(95,148)
City Manager	26,357	1,212,929	(1,186,572)	-	1,178,806	(1,178,806)
Financial Services	51,356	1,009,598	(958,242)	70,000	1,018,160	(948,160)
Technology Services	835,118	792,022	43,096	758,527	758,527	-
Legal (Civil)	-	298,332	(298,332)	-	315,537	(315,537)
Bldg & Facility Maint		351,603	(351,603)		394,665	(394,665)
Total Policy & Support Services	3,294,755	3,756,473	(461,718)	3,448,717	3,760,843	(312,126)
<i>Public Safety Services</i>						
Restricted - Public Safety	3,377,340		3,377,340	3,884,460		3,884,460
Court	121,110	1,187,393	(1,066,283)	115,005	1,287,728	(1,172,723)
Probation	69,143	172,116	(102,973)	72,500	224,938	(152,438)
EMS/Fire/Jail/Public Defenders	4,358	756,312	(751,954)	4,500	968,037	(963,537)
Legal (Prosecution, DV, etc.)	25,000	345,163	(320,163)	36,050	377,600	(341,550)
Police	225,905	10,413,223	(10,187,318)	238,015	10,561,167	(10,323,152)
Total Public Safety Services	3,822,856	12,874,207	(9,051,351)	4,350,530	13,419,470	(9,068,940)
<i>Community Services</i>						
Planning & Bldg (NonFee Based)		438,678	(438,678)		748,300	(748,300)
Engineering (NonFee Based)		245,096	(245,096)		256,360	(256,360)
Subtotal	-	683,774	(683,774)	-	1,004,660	(1,004,660)
Park Maintenance	28,401	855,184	(826,783)	26,665	946,555	(919,890)
Parks & Community Relations	2,825	210,174	(207,349)	6,500	218,553	(212,053)
Senior & Human Services	126,405	484,589	(358,184)	104,050	598,578	(494,528)
Arts Program	17,000	57,221	(40,221)	12,500	54,221	(41,721)
Recreation Programs	1,082,349	1,255,288	(172,939)	1,059,047	1,277,232	(218,185)
Beach Park Rentals	297,348	537,877	(240,529)	266,100	526,850	(260,750)
Subtotal	1,554,328	3,400,333	(1,846,005)	1,474,862	3,621,989	(2,147,127)
Total Community Services	1,554,328	4,084,107	(2,529,779)	1,474,862	4,626,649	(3,151,787)
<i>Transfers Out</i>						
Fund balance subsidies		1,507,686	(1,507,686)		30,000	(30,000)
Capital & Debt		64,440	(64,440)		1,920,588	(1,920,588)
One Time Sales/ B&O Tax		700,000	(700,000)		-	-
Total Transfers	-	2,272,126	(2,272,126)	-	1,950,588	(1,950,588)
TOTAL GENERAL FUND	21,744,286	22,986,913	(1,242,627)	22,632,109	23,757,550	(1,125,441)