

AGENDA

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

December 12, 2013 – 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'S REPORT

ADMINISTRATION REPORT

CONSENT CALENDAR

- Page 1 Item 1: **APPROVAL OF VOUCHERS**
Motion is to approve for payment vouchers and payroll transfers included in the attached list and further described as follows:
Claim Checks: \$1,923,555.96
Payroll Fund Transfers: \$886,462.98
Total Certified Wire Transfers, Voids, A/P and Payroll Vouchers: \$2,810,018.94
- Page 3 Item 2: **ARTS COMMISSION APPOINTMENTS**
Motion is to confirm the Mayoral appointments of Collette Deardorff and Chris Lewandowski to the Des Moines Arts Commission effective January 1, 2014 which will expire on December 31, 2016.
- Page 9 Item 3: **INTERLOCAL AGREEMENT TO PROVIDE MUNICIPAL COURT SERVICES FOR THE CITY OF NORMANDY PARK**
Motion is to approve the Interlocal Agreement between the City of Normandy Park and the City of Des Moines for Municipal Court services and facilities and to authorize the City Manager to sign the Agreement substantially in the form as submitted.

NEW BUSINESS

- Page 21 Item 1: **WATERLAND PARADE PROPOSALS**

NEXT MEETING DATE

December 19, 2013 Regular City Council Meeting

ADJOURNMENT

CITY OF DES MOINES
Voucher Certification Approval
12-Dec-13
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 December 12, 2013 the Des Moines City Council, by unanimous vote, does approve for payment those vouchers and payroll transfers included in the attached list and further described as follows:

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

Claims Vouchers:		Numbers				Amounts
Total A/P Checks/Vouchers		137819	-	138028	210	987,486.66
Electronic Wire Transfers	4	DEPT OF REVENUE, BOA VISA, BANK OF NY				936,227.86
Subtotal for this Council Packet						1,923,714.52
Voided Claim Checks this check run:		137844			1	(85.00)
Voided Claim Checks from previous check runs		137767/137815			2	(73.56)
Total Claims/Wire Transfers/Voids						1,923,555.96

Payroll Vouchers:		DISBURSED 11/20/13				Amounts
Payroll Checks		18367	-	18376	10	14,374.79
Direct Deposit		470001	-	470136	136	260,260.98
Payroll Taxes						56,820.29
Wage/Garnishments						744.07
Voids					0	0.00
Electronic Wire Transfers						79,340.62
ICMA 401 Forfeitures						0.00
Total Claims						411,540.75

Payroll Vouchers:		DISBURSED 12/05/13				Amounts
Payroll Checks		18377	-	18384	8	13,320.50
Direct Deposit		490001	-	490142	142	299,990.51
Payroll Taxes						70,248.84
Wage/Garnishments						744.07
Voids					0	0.00
Electronic Wire Transfers						90,618.31
ICMA 401 Forfeitures						0.00
Total Claims						474,922.23
Total certified Wire Transfers, Voids, A/P & Payroll vouchers for Dec 12, 2013						2,810,018.94

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: December 12, 2013

ATTACHMENTS:

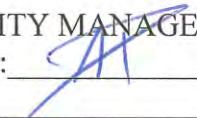
Arts Commission Applications:
Collette Deardorff (new applicant)
Dennis W. Steussy (former commissioner)
Chris M. Lewandowski (new applicant)
Anna Brodie (city business owner, non- resident)

DEPT. OF ORIGIN: Parks, Recreation & Senior Services

DATE SUBMITTED: December 3, 2013

CLEARANCES:

- ☐ Legal NA
- ☐ Finance NA
- ☐ Marina NA
- ☒ Parks, Recreation & Senior Services NA
- ☐ Planning, Building & Public Works NA
- ☐ Police NA
- ☐ Courts NA

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.

Motion: "I move to confirm the Mayoral appointments of Collette Deardorff and Chris Lewandowski to the Des Moines Arts Commission effective January 1, 2014 which will expire on December 31, 2016."

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

This agenda seeks confirmation of the Mayoral appointment of applicants and to the Des Moines Arts Commission effective January 1, 2014, which will expire on December 31, 2016. Collette Deardorff and Chris Lewandowski are residents of Des Moines. DMMC 4.56.040 allows for up to two non-resident appointments on the Arts Commission. As of January 1, 2014, there are currently no other non-residents on the Commission.

Alternatives

None provided.

Financial Impact

No financial impact.

Recommendation/Concurrence

None provided.



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

RECEIVED

Recvd.

AUG 05 2013 *bow*

CITY OF DES MOINES
CITY CLERK

Please Check

NAME: Collette Deardorff
ADDRESS: 22016 125 Ave. South
CITY, ZIP: Des Moines, 98198
PHONE: Home 206-870-1171 Work 206-403-7008
E-MAIL: dearcolly@gmail.com
LENGTH OF RESIDENCE AT THE ABOVE ADDRESS 8 years
REGISTERED VOTER? yes

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

EMPLOYMENT SUMMARY LAST FIVE YEARS: I work at the Port of Seattle in the Aviation Project Management group as their Sr. Admin. I am also involved with a group called NMA and hold the Community Service Chairperson position. I arrange for community service activities.

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 a resident in Des Moines and I love this city. I want to be an active member in my community and help to make Des Moines a viable city. I believe we have some great opportunities to make this city amazing.

2. What problems, programs or improvements are you most interest in? I would like to see our main street filled with businesses that are open and successful. I would also like to work at making our water front and marina a destination spot for families from other cities around us.

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



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

RECEIVED
 Recvd. _____

OCT 07 2013 *AW*

CITY OF DES MOINES
 CITY CLERK
 Please Check

NAME: Dennis W. Steussy
 ADDRESS: 1912 S. 254th Pl.
 CITY, ZIP: Des Moines, WA. 98198-9015
 PHONE: Home (253) 941-8116 Work (206) 592-3534
 LENGTH OF RESIDENCE AT THE ABOVE ADDRESS 28 years
 REGISTERED VOTER? yes

- ☐ Civil Service Commission
☐ Planning Agency
☐ Library Board
☐ Human Services
☐ Senior Services
☒ Arts Commission
☐ Marina Beach Park Cmte.

EMPLOYMENT SUMMARY LAST FIVE YEARS: I have been employed at Highline Community College since 1982 in both the Student Activities Office and the Educational Planning and Advising Center.

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 wish to continue the great work the Commission is currently doing and expand the programs the Commission offers to the community in the future. I feel my skills in program planning, organization, leadership and being a team player can be utilized in this position. I have extensive knowledge of the Arts Commission and I want to continue promoting the arts in the city of Des Moines. I have the desire, time & motivation to serve another term.

2. What problems, programs or improvements are you most interest in? _____
I would like to see the Arts Commission continue its work on the sculpture project, Summer Beach Concert Series, Shakespeare In The Park plays, Poetry Slam & some version of the Poverty Bay Arts Festival. I would like to see improvements in the commission's websites, continue its great work on Facebook & its work in promoting art at the DM Sat. Market. I want to increase additional involvement in the arts by the community.

3. Please list any Des Moines elective/appointive offices you have run/applied for previously. _____
I have previously served as a Des Moines Arts Commissioner and I was the chair of the Arts Commission for two years from 2009-2011. I was one of the founding members of the re-organized Des Moines Arts Commission & I have been serving on the DMAC-Performing Arts Committee in 2011-2012, and 2012-2013.



**CITY OF DES MOINES
APPLICATION FOR APPOINTEE OFFICE**

21630 11th Avenue South
Des Moines, WA 98198

RECEIVED
Recvd OCT 18 2013
BY: _____

OCT 22 2013

Row

Please Check

CITY OF DES MOINES
CITY CLERK

NAME Chris M. Lewandowski
ADDRESS: 2060 S Kent-Des Moines Rd 83
CITY, ZIP: Des Moines 98198
PHONE: Homecell (360) 474 6830 Work _____
LENGTH OF RESIDENCE AT THE ABOVE ADDRESS 2 mo.
REGISTERED VOTER? yes

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

EMPLOYMENT SUMMARY LAST FIVE YEARS: I currently work at Barnes and Noble as a bookseller and run an online shop where I sell handmade jewelry in the steampunk fashion. I've also worked @ Universal Studios in Florida and the Walt Disney World Resort.

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? yes If so, please describe: I would love to be able to one day make enough money to sell in a real shop along with online. I would happily consider selling consignments!

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 have always loved the arts and as an artist myself I would love to be on the board although I have only been living in Des Moines for 2 mo, it has become my home and I would love to support both. I feel I could provide a younger view on art as well as a different route for new and exciting projects!
2. What problems, programs or improvements are you most interest in? I would love to be involved with Squid-a-rana among others!

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



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

RECEIVED
 Recvd. NOV 18 2011 *BW*
 CITY OF DES MOINES
 CITY CLERK

Please Check

NAME: ANNA BRODIE
 ADDRESS: 420 N 100th St
 CITY/ZIP: Seattle, WA 98133
 PHONE: Home (206) 303-9654 Work _____
 LENGTH OF RESIDENCE AT THE ABOVE ADDRESS 2 mo.
 REGISTERED VOTER? yes
 E-MAIL ADDRESS: annabrodie@gmail.com

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

EMPLOYMENT SUMMARY LAST FIVE YEARS: 2011-13: GRAD Student, SO, MBA
2010-2012, Executive Director, The American String Project
2008-2011 - Seattle Symphony, Admin
2011 - Present, Entrep Arts Consulting

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 a member, principal, of a Des Moines business, Entrep Arts Consulting and recognize the value of a thriving arts community in a city such as Des Moines. I enjoy serving my community, and believe I have much to contribute.
2. What problems, programs or improvements are you most interest in? Public art, in all of its forms are wonderful for establishing strong communities. I hope to work to improve the connections and performances established thru art and to ensure a vibrant core in Des Moines, now and in the long run.
3. Please list any Des Moines elective/appointive offices you have run/applied for previously. none

* PRINCIPAL for Entrep Arts Consulting, LLC.
 * License # 05927, Des Moines, 21925 7th Ave S, #106, Des Moines

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Interlocal Agreement to provide
Municipal Court Services for the City of
Normandy Park

ATTACHMENTS:

1. Interlocal Agreement between the City of
Normandy Park and the City of Des Moines for
Municipal Court Services and Facilities

FOR AGENDA OF: December 12, 2013

DEPT. OF ORIGIN: Court

DATE SUBMITTED: December 5, 2013

CLEARANCES:

[X] Legal NA

[] Finance NA

[] Marina NA

[] Parks, Recreation & Senior Services NA

[] Planning, Building & Public Works NA

[] Police NA

[X] Courts NA

APPROVED BY CITY MANAGER

FOR SUBMITTAL: [Signature]

Purpose and Recommendation

The purpose of this agenda item is to seek Council approval of the Interlocal Agreement authorizing the City of Des Moines to continue to provide Municipal Court services and facilities to the City of Normandy Park.

Suggested Motion

Motion: "I move to approve the Interlocal Agreement between the City of Normandy Park and the City of Des Moines for Municipal Court services and facilities and to authorize the City Manager to sign the Agreement substantially in the form as submitted."

Background

The current Interlocal Agreement authorizing the City of Des Moines to provide Municipal Court services to the City of Normandy Park expires on December 31, 2013. Both cities have been satisfied with the current arrangement and would like to renew the agreement. This updated ILA provides the same general terms and will allow the Des Moines Municipal Court to provide services and facilities to the City of Normandy Park until 2018.

Discussion

The City of Normandy Park would like to continue court services with the Des Moines Municipal Court. The current rates Des Moines charges for criminal cases are \$183.16 and \$52.52 for infraction cases. In the contract there is a 3.5 % yearly increase to the current rate. The rate for 2014 will be \$189.57 for criminal cases and \$54.35 for infraction cases. In determining what to charge Normandy Park for services, the Court took the historic number of cases that Normandy Park had filed in the District Court and compared those cases with the Des Moines cases filed in the Des Moines Court. It was determined that Normandy Park's filings equaled approximately thirteen percent of the Des Moines filings. Since no additional costs would be incurred to provide court services to Normandy Park, the rates were simply set to recover ten percent of the court's budget.

The Court worked with the Finance department to calculate the billable hour rates for these services. The billable rate includes the Municipal court staff. This rate also includes the overhead for the city which would include: liability insurance, computer maintenance, equipment maintenance, equipment replacement, etc.

Normandy Park is required to receive 100% of the local revenue. However, since Normandy Park does not provide probation services and our court provides bench monitored probation for all the Normandy Park cases, the court is entitled to keep these revenues pursuant to RCW 3.62.070 and RCW 39.24.180. The estimated revenue for the probation is \$19,000.

Normandy Park is in agreement with the fee increase and the Court keeping the probation revenues.

Alternatives

Decline to provide court services for Normandy Park.

Financial Impact

The net revenue of this service will be about \$45,000 a year depending on the number of citations plus \$20,000 for probation revenue.

Recommendation or Conclusion

Approve the Interlocal Agreement.

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF NORMANDY PARK AND
THE CITY OF DES MOINES FOR MUNICIPAL COURT SERVICES AND
FACILITIES**

WHEREAS, the City of Normandy Park (hereafter “Normandy Park”) is a municipal corporation organized under the laws of the State of Washington; and

WHEREAS, the City of Des Moines (hereafter “Des Moines”) is a municipal corporation organized under the laws of the State of Washington; and

WHEREAS, each of the parties to this Agreement is authorized under Washington law to operate a municipal court (Chapter 3.50 RCW); and

WHEREAS, Chapter 39.34 RCW (“The Interlocal Cooperation Act”) permits municipal corporations to contract with one another to perform any act that each is independently authorized to perform; and

WHEREAS, RCW 39.34.180 and 3.50.805 authorize municipal corporations to enter into interlocal agreements for municipal court services; and

WHEREAS, Des Moines currently operates a municipal court; and

WHEREAS, Des Moines is willing to provide these municipal court services to Normandy Park; and

NOW, THEREFORE, in consideration for the mutual covenants and promises set forth in this Agreement, and in the exercise of authority granted by the Interlocal Cooperation Act, Chapter 39.34 RCW, Normandy Park and Des Moines do hereby agree to the following:

1. Purpose. The purpose of this Agreement is to provide municipal court services to Normandy Park

2. Administration. The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

The City of Des Moines’s representative shall be Anthony Piasecki, City Manager.

The Des Moines Court’s representative shall be Jennefer Johnson, Court Administrator.

The City of Normandy Park’s representative shall be Glenn Akramoff, City Manager.

No joint acquisition of real or personal property is contemplated hereunder. Normandy Park agrees that court operations under this Agreement will be as provided for by Des Moines Municipal Code Chapter 3.49.

3. Duties of Des Moines. Des Moines shall perform the following duties:

- (a) Provide all municipal court services for Normandy Park. For the purpose of this Agreement, “municipal court services” shall include all local court services currently provided by Des Moines Municipal Court including, filing, processing, adjudication, and penalty enforcement of all Normandy Park cases filed, or to be filed, by Normandy Park in Des Moines Municipal Court. This includes, but is not limited to, issuance of search and arrest warrants, issuance of subpoenas for non-criminal traffic citations to an officer or radar expert on behalf of a defendant when a timely and written request is submitted in conformance with IRLJ 3.1 (a) and local court rules, setting of motions and evidentiary hearings, pre-trials, bench trials, jury trials, sentencing, reviews, post-trial motions and provide court security. Des Moines shall provide all necessary court services personnel, equipment and facilities to perform the foregoing described Municipal Court Services in a timely manner as required by law and court rule.
- (b) Provide facilities, materials, and support staff of the municipal judge(s) and pro tem judge(s).
- (c) Compensate the municipal judge(s) and pro tem judge(s), as per the terms of this Agreement.
- (d) Accept all misdemeanor criminal and infraction filings and timely process and adjudicate the same.
- (e) Remit all revenues due and owed to the State of Washington in connection with Normandy Park cases.
- (f) Provide collection services to collect court-mandated costs and assessments.
- (g) Provide video court services for Normandy Park cases, when the defendants are being held in the King County jail or any other detention facility that offers video court services.
- (h) Provide traffic school for Normandy Park traffic infraction cases in accordance with the Des Moines Traffic School guidelines.
- (i) Provide prisoner transportation to and from any jail facility for all court proceedings or jail commitment purposes.
- (j) Probation will be court monitored.
- (l) Provide a Bench Warrant walk-in calendar for all Normandy Park criminal cases.

- (m) Provide and pay for all language interpretation services.
- (n) Des Moines Court shall pay for all jury fees for Normandy Park Municipal Court cases.

4. Duties of Normandy Park. Normandy Park shall perform the following duties:

- (a) **Prosecution.** Unless modified by separate written agreement, Normandy Park shall be responsible for providing prosecution services for all misdemeanors, gross misdemeanors, and infractions that are filed on its behalf. Normandy Park prosecution shall provide discovery and subpoena witnesses for its cases.
- (b) **Public Defender.** Normandy Park shall provide public defense services as needed for its cases and cover all public defense costs for indigent defendants who are charged with misdemeanors and gross misdemeanors in its respective jurisdiction.
- (c) **Public Defender for Video Proceedings.** Normandy Park shall provide public defense services for all cases heard on video as needed for its cases and cover all public defense costs for indigent defendants who are charged with misdemeanors and gross misdemeanors in its respective jurisdiction.
- (d) **Domestic Violence Advocate.** Normandy Park shall be responsible for providing domestic violence advocate services.
- (e) **Pro Tems.** The Normandy Park City Manager will appoint the Des Moines Municipal Judge as the Normandy Park Municipal Judge. The Normandy Park Judge may appoint pro tem when needed.
- (f) **Filing of Tickets.** Criminal citations and infractions issued by Normandy Park shall be filed with the Des Moines Court within 2 business days after the violation or ticket issuance. If a person is booked in to a Jail facility, Normandy Park Police must fax the police report to the Des Moines Municipal Court no later than 6:00 AM the next day.
- (g) **Warrants.** Whenever Normandy Park executes a warrant, Normandy Park shall contact the Des Moines Municipal Court and make a return on the warrant as soon as possible.
- (h) **Jail Costs.** Normandy Park is responsible for incarceration arrangements for its defendants and the cost for such incarceration.
- (i) **Appeals.** In the event that Normandy Park appeals a case, Normandy Park will be charged the fee to file a notice of appeal and the costs for preparing and/or copying any tapes.

(j) Normandy Park may direct Des Moines to hold court at an alternate location of Normandy Park's choosing in the event of jurisdictional concerns. Normandy Park will work with Des Moines to facilitate court logistics. As many administrative duties as possible will continue to be performed at the Des Moines Municipal Court. Des Moines shall increase the filing fees or add a supplemental monthly fee for Normandy Park to cover the costs of the satellite court. Des Moines will notify Normandy Park of the effective date of any fee changes. Either party may request mediation as to the amount of a fee change. Normandy Park shall remit the new fees from their effective date even if mediation is requested. In addition, if Normandy Park has required Des Moines to operate a satellite court, either Normandy Park or Des Moines shall have the option to terminate this Agreement on 12 months' notice.

5. Normandy Park Municipal Court Created. Establishment. Each contracting city is creating a municipal court. This court is being established for statutory purposes only. Normandy Park hereby designates the Des Moines Municipal Court to operate as the municipal court for Normandy Park. A case filed in Des Moines Municipal Court will continue to be identified as a case filed by Normandy Park. Normandy Park may revoke the provisions of this subsection. Normandy Park will notify Des Moines of the effective date of such revocation, which may be immediately.

(a) Municipal Judge. The City Manager of Normandy Park shall appoint the current elected Municipal Judge to preside over its respective municipal court. Normandy Park agrees to appoint the current elected Des Moines Municipal Judge to this position. The appointed Municipal Judge shall be qualified in accordance with state law, including holding a law degree and being admitted to practice law under the laws of the State of Washington. If the position becomes vacant during an elected term, Des Moines agrees that Normandy Park shall be involved in the selection process regarding its choice of a Judge prior to the appointment.

(b) Court Administrator. The City Manager of Normandy Park shall appoint a Court Administrator to supervise the municipal court. Normandy Park agrees to appoint the current Des Moines Court Administrator to this position. The appointed Court Administrator shall be qualified in accordance with City of Des Moines current job description. If hiring a new Court Administrator, Des Moines agrees that Normandy Park shall be involved in the selection process regarding its choice of a Court Administrator prior to the appointment.

(c) Salary. Normandy Park shall provide that the Judge and Court Administrator be compensated as established by the City of Des Moines.

6. Cost of Contract and Payments. Normandy Park shall pay Des Moines for providing municipal court services on a per case basis. For each criminal citation, Des Moines shall be paid \$189.57 by Normandy Park. For each traffic, parking, or non-traffic

infraction filed by Normandy Park, Des Moines shall be paid \$54.35 by Normandy Park. For each impound hearing, Des Moines shall be paid \$189.57 by Normandy Park. These fees shall be paid regardless of whether the cases are later dismissed without a full adjudication. Cost of court services will increase 3.5% on January 1, 2014 and on January 1 of each subsequent year for the duration of this contract.

(a) On a monthly basis, Des Moines shall bill Normandy Park for amounts due under this Agreement. Normandy Park shall pay the amount due within 45 days of receipt. However, if Normandy Park has a good faith dispute with the amount of the invoice, Normandy Park shall pay the non-disputed amount within the time frame set forth in this section.

7. Compensation for Court Costs. Pursuant to RCW 3.62.070 and RCW 39.24.180, Normandy Park shall receive 100% of Local Court Revenues from Normandy Park Court cases, excluding probation revenues received at the municipal court and excluding traffic school revenues received at the Des Moines Police Department.

(a) In entering into this Agreement for Municipal Court Services, Normandy Park and Des Moines have considered, pursuant to RCW 39.34.180, the anticipated costs of services, anticipated and potential revenues to fund the services, including fines and fees, filing fee recoupment, criminal justice funding, and state sales tax funding.

8. Local Court Revenues Defined. The Local Court Revenues include all fines, forfeited bail, penalties, court cost recoupment and parking ticket payments derived from Normandy Park cases filed after payment of any and all assessments required by state law thereon. Local Court revenues include all revenues defined above received by the Court as of opening of business January 1, 2005. Local Court Revenues exclude:

(a) Restitution or reimbursement to Normandy Park or a crime victim, or other restitution as may be awarded by a judge.

9. Payment of State Assessments. Des Moines will pay on behalf of Normandy Park all amounts due and owed to the State of Washington relating to Normandy Park cases filed at Des Moines Municipal Court out of the gross court revenues received by the Municipal Court on Normandy Park filed cases. Des Moines assumes responsibility for making such payment to the State as agent for Normandy Park on a timely and accurate basis. As full compensation for providing this service to Normandy Park, Des Moines shall be entitled to retain any interest earned on these funds prior to payment to the State.

10. Monthly Reporting and Monthly Payment to City. Des Moines shall provide to Normandy Park a monthly remittance report and a check or wire transfer for Local Court Revenues no later than ten business days after the end of the calendar month. In addition, Des Moines will provide to Normandy Park a report listing Normandy Park cases filed with Des Moines Municipal Court.

11. Indemnification.

(a) Normandy Park Ordinances, Rules and Regulations. In executing this Agreement, Des Moines does not assume liability or responsibility for or in any way release Normandy Park from any liability or responsibility which arises in whole or in part from the existence or effect of Normandy Park ordinances, rules, or regulations, policies or procedures. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any Normandy Park ordinance, rule, or regulation is at issue, Normandy Park shall defend the same at its sole expense and if judgment is entered or damages are awarded against Normandy Park, Des Moines, or both, Normandy Park shall satisfy the same, including all chargeable costs and attorneys' fees.

(b) Normandy Park Indemnification of Des Moines. Normandy Park shall indemnify, defend, and hold harmless Des Moines, its officers, agents and employees, from and against any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, including costs and attorneys fees in defense thereof, for injuries, sickness or death of persons (including employees of Normandy Park), or damage to property, or the violation of any person's civil rights, which is caused by or arises out of Normandy Park's acts, errors or omissions with respect to the subject matter of this agreement; provided, however,

(i) Normandy Park's obligation to indemnify, defend and hold harmless shall not extend to injuries, sickness, death, damage or civil rights violations caused by or resulting from the sole actions or negligence of Des Moines, its officers, agents or employees; and

(ii) Normandy Park's obligation to indemnify, defend, and hold harmless for injuries, sickness, death, damage or civil rights violations caused by or resulting from the concurrent actions or negligence of Normandy Park and Des Moines shall apply only to the extent that Normandy Park's actions or negligence caused or contributed thereto.

(c) Des Moines Indemnification of Normandy Park. Des Moines shall indemnify, defend, and hold harmless Normandy Park, its officers, agents and employees, from and against any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, including costs and attorneys' fees in defense thereof, for injuries, sickness or death or persons (including employees of Des Moines), or damage to property, or the violation of any person's civil rights, which is caused by or arises out of Des Moines' acts, errors or omissions with respect to the subject matter of this agreement; provided, however

(i) Des Moines' obligation to indemnify, defend and hold harmless shall not extend to injuries, sickness, death, damage or civil rights violations caused by or resulting from the sole actions or negligence of Normandy Park, its officers, agent or employees; and

(ii) Des Moines' obligation to indemnify, defend and hold harmless for injuries, sickness, death, damage or civil rights violations caused by or resulting from the concurrent actions or negligence of Des Moines and Normandy Park shall apply only to the extent that Des Moines' actions or negligence caused or contributed thereto.

(d) Indemnification for Events Occurring Prior to Termination of Court Services. The obligation to indemnify, defend and hold harmless for those injuries provided for in Sections 11(b) and 11(c) extends to those events occurring prior to the termination of court services under this Agreement. No obligation exists to indemnify for injuries caused by or resulting from events occurring after the last day of court services under this Agreement. The obligation of a party to indemnify, defend, and hold harmless under Sections 11(b) and 11(c) shall survive termination of this Agreement for any event that occurred prior to such termination.

12. Actions Contesting Agreement. Each party shall appear and defend any action or legal proceeding brought to determine or contest: (i) the validity of this Agreement and/or (ii) the legal authority of Normandy Park and/or Des Moines to undertake the activities contemplated by this Agreement. If both parties to this Agreement are not named as parties to the action, the party named shall give the other party prompt notice of the action and provide the other an opportunity to intervene. Each party shall bear any costs and expenses taxed by the court against it; any costs and expenses assessed by a court against both parties jointly shall be shared equally.

13. Independent Contractor. Each party to this Agreement is an independent contractor with respect to the subject matter herein. Nothing in this Agreement shall make any employee of Normandy Park a Des Moines' employee for any purpose, including, but not limited to, for withholding of taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded Des Moines' employees by virtue of their employment. Nothing in this Agreement shall make any employee of Des Moines a Normandy Park employee for any purpose, including but not limited to for withholding taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded Normandy Park employees by virtue of their employment. At all times pertinent hereto, employees of Des Moines are acting as Des Moines employees and employees of Normandy Park are acting as Normandy Park employees.

14. Notice. Any notice or other communication given hereunder shall be deemed sufficient, if in writing and delivered personally to the addressee, or sent by certified or registered mail, return receipt requested, addressed as follows, or to such other address as

may be designated by the addressee by written notice to the other party:

To Des Moines: Anthony Piasecki, City Manager
City of Des Moines
21630 11th Avenue South
Des Moines, WA 98198

To Normandy Park: Glenn Akramoff, City Manager
City of Normandy Park
801 SW 174th Street
Normandy Park, WA 98166

15. Partial Invalidity. Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. Any provision of this Agreement which shall prove to be invalid, void or illegal shall in no way affect, impair, or invalidate any other provisions hereof, and such other provisions shall remain in full force and effect. Notwithstanding the foregoing, this Agreement shall be subject to re-negotiation as provided in this Agreement.

16. Assignability. The rights, duties, and obligations of either party to this Agreement may not be assigned to any third party without the prior written consent of the other party, which consent shall not be unreasonably withheld.

17. Entire Agreement. This Agreement contains the entire understanding between the parties and supersedes any prior understandings and agreements between them regarding the subject matter hereof. There are no other representations, agreements, or understandings, oral or written, between the parties hereto relating to the subject matter of this Agreement. No amendment of, or supplement to, this Agreement shall be valid or effective unless made in writing and executed by the parties hereto.

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

19. Captions. The section and paragraph captions used in this Agreement are for convenience only and shall not control or affect the meaning or construction of any of the provisions of this Agreement.

20. Duration and Termination. The terms of this Agreement shall be for a period of five (5) years. The Agreement shall take effect on January 1, 2014 or as soon thereafter as all of the following events have occurred:

- (a) Approval of the Agreement by the official action of the governing bodies of each of the parties hereto.
- (b) Execution of the Agreement by the duly authorized representative of each of the parties hereto.
- (c) Filing a copy of this Agreement with King County Department of Records and Elections.
- (d) Either party may elect to terminate this Agreement by written notice of termination to the other party delivered by regular mail to the contact person identified herein. Said termination shall become effective one-hundred eighty (180) days from the date of receipt of said written notice.

DATED this _____ day of _____, 20____.

CITY OF DES MOINES

CITY OF NORMANDY PARK

By _____
 Anthony Piasecki, City Manager
 By direction of the City Council

 Glenn Akramoff, City Manager
 By direction of the City Council

Taken _____
 //

Taken _____

Attest:

Attest:

 City Clerk

 City Clerk

Approved as to Form:

Approved as to Form:

 Pat Bosmans, City Attorney

 City Attorney

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Waterland Festival 2014

ATTACHMENTS:

1. Mayor Kaplan's Waterland Festival 2014 Guidelines for Proposals
2. Waterland Proposal Evaluation Worksheet
3. Destination Des Moines Proposal
4. Waterland Foundation Proposal

FOR AGENDA OF:

DEPT. OF ORIGIN:

DATE SUBMITTED:

CLEARANCES:

- ☐ Legal _____
- ☐ Finance _____
- ☐ Marina _____
- ☐ Parks, Recreation & Senior Services _____
- ☐ Planning, Building & Public Works _____
- ☐ Police _____
- ☐ Courts _____

APPROVED BY CITY MANAGER
FOR SUBMITTAL: _____

Purpose and Recommendation

The purpose of this agenda item is to facilitate City Council discussion and selection of one of the proposals—one from Destination Des Moines and one from the Waterland Foundation—to conduct the 2014 Waterland Festival.

Suggested Motion

None offered

Background

At the October 24, 2013 City Council meeting, Tony Hettler, representing Destination Des Moines, and Toni Overmyer, representing what is now called the Waterland Foundation, expressed interest in having their organizations conduct the 2014 Waterland Festival.

Discussion

After Mr. Hettler and Ms. Overmyer made their comments regarding the 2014 Waterland Festival at the October 24th meeting, Mayor Kaplan suggested that each organization submit a proposal to the City Council for consideration. Mayor Kaplan distributed a set of guidelines that detailed what each proposal needed to address (see attachment 1). A proposal from each organization was received on November 22nd (see attachments 3 and 4).

An evaluation worksheet (see attachment 2) was also develop for each Councilmember to rate each proposal in six different weighted criteria on a scale of 1-10, with 1 being “poor” and 10 being “excellent”. Both organizations will make a presentation on their proposal at the December 12th City Council meeting.

Alternatives

None.

Financial Impact

Staff estimates that the City’s costs to support the Waterland Parade on parade day (these figures do not include support of any other event and do not include planning activities prior to parade day) in 2014 would be as follows:

Public Works - \$2,400
 Barricades - \$2,700
 Honey Buckets - \$700
 Police - \$5,000

Recommendation or Conclusion

None.

Concurrence

None.

WATERLAND FESTIVAL 2014

The City of Des Moines needs to know that whichever organization is going to head up Waterland is going to be capable of delivering.

Therefore I propose the following ...

A full, complete and comprehensive proposal be submitted by each organization looking to be in charge of the events.

A full, complete and comprehensive proposal shall include:

- An initial list of all Waterland activities being planned for
- An initial list of dates/times for all Waterland activities
- A comprehensive budget outlining all revenues and all expenditures, with a detailed listing of revenue sources
- A detailed list of all City or public venues expected to be used
- A detailed list of services expected to be provided by the City, and approximate dollar value
- A detailed list of individuals serving as chair and on the Board of each organization, and their role in planning and implementing the Waterland activities
- A list of partnering organizations for which there is written documentation confirming those relationships
- A comprehensive plan on the sources, recruitment and management of volunteers
- A comprehensive marketing plan for Waterland activities, and how it would be funded
- Any other documentation that each organization feels would lend weight to its proposal

Proposals should be submitted to Des Moines City Manager Tony Piasecki no later than close of business, 4:30pm, Friday, November 22, 2013. Proposals may be submitted in writing or electronically.

Waterland Proposal
Evaluation Worksheet

Organization _____

Criteria	Score (1-10)	Weight	Score
Parade Event		30%	
Other Events		10%	
Financial Proposal*		25%	
Marketing Plan		15%	
Governance Structure		10%	
Intangibles		10%	
Total			

*Includes budget, revenues, sponsors and requested City support

Rate each criteria on a scale of 1-10 with 1 being poor and 10 being excellent. Multiply each rating by the weight percentage to get the overall score for that criteria. For example, a rating of 5 for the Parade Event would be multiplied by .3, resulting in a score of 1.5



2014 Des Moines Waterland Festival
July 18—20, 2014





2014 Des Moines Waterland Festival

July 18—20, 2014

The City of Des Moines for many years has provided the community and its citizens with the opportunity to stage events that reflect the History and Pride of this wonderful City. Those who came before us set a standard for success in organizing and promoting The Waterland Festival. It has been the goal of Destination Des Moines to honor those who came before us and reintroduce the Waterland Festival in a manner that recognizes the importance of families, business owners, and the rich history within our community.

In 2014 Destination Des Moines will rollout the “New” version of the Waterland Festival that will be able to be built upon for future generations to enjoy. This Family-Centered festival, which will continue to be a Seafair Sanctioned Event that features the Children’s Parade, Waterland Parade, Children’s Carnival, Old Fashion Picnic and Ice Cream Social, Softball Games, the Waterland 5K Run, Taste of Des Moines, Des Moines Classic Car and Wooden Boat Show and a Dart Tournament. Focusing on entertainment and activities for the enjoyment of all ages.

Destination Des Moines is blessed to have members and volunteers with a vast array of experience in organizing and promoting events. From Anna Bjorneby and Fran Woodard’s involvement with the Waterland Festival and Parade to Cass Pringles 25 year history in working with the Renton River Days Festival, our entire team is well qualified to not only meet the challenge of producing a great Waterland Festival, but also with professionalism and pride.

In keeping with our Mission Statement of developing partnerships with local businesses and non-profit organizations, including Seattle Southside, Southwest Chamber of Commerce, Des Moines Art Commission and many others; Destination Des Moines will deliver the City of Des Moines and its residents a Festival that we will make everyone proud.



Des Moines Waterland Festival and Parade

July 18 – 20, 2014

Event Overview:

Celebrate Des Moines' signature Waterland Festival! A SEAFAIR Sanctioned Community Event.

Downtown Waterland Events: Waterland Parade, Children's Waterland Parade Classic Car and Wooden Boat Show, Kid's Fun Zone by Clowns Unlimited, Children's Carnival, Old Fashioned Picnic and Ice Cream Social, Pony Rides, Taste of Des Moines, Waterland 5k Run, Softball Game (Seniors Vs Business leaders/City Council Members), Dart Tournament, Beer & Wine Garden and Entertainment Stages.

Waterland Event Schedule- Downtown Friday July 18th

12:00 p.m. to 9:00 p.m

- **Children's Carnival – Des Moines Field House and Ball Fields**
- **Pony Rides – With Carnival**
- **Softball Game – Steven ... Ball Field w/concessions (Sponsor TBD)**

Waterland Event Schedule – Downtown Saturday July 19th

8:30 a.m. to 10:00 a.m.

- **Waterland 5k Run – Beach Park Trail & Marina (Sponsor TBD)**

10:00 a.m. to 9:00 p.m.

- **Children's Carnival – Des Moines Field House and Ball Fields**
- **Clowns Unlimited – Des Moines Beach Park or Church Parking Lot**
- **Pony Rides – With Carnival**

12:00 p.m. to 3 p.m.

- Old Fashion Picnic and Ice Cream Social (Partner with Wesley Homes or DDM at Beach Park)

4:00 p.m. to 8:00 p.m.

- Closure of Marine View Dr So from S 216th to S 240th St

4:30 p.m. to 6:00 p.m.

- Waterland Parade Staging at Highline Community College (Pacific Highway & S. 240th Street)

5:45 p.m.

- Children's Parade Starts

6:00 p.m.

- Waterland Parade Starts

7:00 p.m. (after Parade) to 11:00 p.m.

- Dart Tournament – Local Pubs

Marina Waterland Events: Classic Car & Boat Show, Taste of Des Moines, Beer & Wine Garden Waterfront Farmers Market

Waterland Event Schedule- Marina July 20, 2014

6:00 a.m. to 7:00 p.m.

- Marina North Parking Lot Closure

6:00 a.m. – 10:00 a.m.

- Event Set Up: Classic Car Show and Boat Show, Taste of Des Moines and Beer/Wine Garden,

10:00 a.m. – 6:00 p.m.

- Classic Car and Wooden Boat Show, Taste of Des Moines, Beer and Wine Garden, Musical Entertainment

6:00 p.m. to 7:00 p.m.

- Event Break Down, Reopen Marina North Parking Lot



Venues Required

1. Des Moines Marina North Lot
2. Des Moines Beach Park & Trail
3. Des Moines Field House and Ball Fields
4. Parade Route
5. Activity Center (or similar)
6. Highline College Parking Lot
7. Church Parking Lot



Parade Committee

1. Co - Chairperson	Anna Bjorneby & TBD
2. Secretary	Lindsay Mora – Scott
3. Treasurer	Susan Goegebuer
4. Special Events Coordinator	TBD
5. Volunteer Coordinator	TBD
6. Fund Raising & Promotion	Tony Hettler, Jill Andrews & Nancy Gosen
7. Facilities	TBD
8. Hospitality Coordinator	Fran Woodard
9. Safety Coordinator	TBD
10. Sub-committees	TBD
11. Wooden Boat Show Chair	Todd Powell
12. Classic Car Show Chair	Shan Hoel
13. Waterland 5K Run Chair	Dave Markwell

Positions and Roles

1. Reception
2. VIP Cars
3. Reviewing Stand 1 & 2
4. Judges
5. Awards, Ribbons and Trophies
6. Publicity to Community, Schools, Churches, etc
7. Run List and MC Notes
8. Sponsors

9. Insurance
10. Seattle Seafair meetings and coordination
11. Des Moines Police
12. Facility coordination and placement of Portable Potties, road closures, etc
13. Coordination with and at Highline College
14. Dismissal/Parade Termination Volunteer
15. Parade Entrants Review and Acceptance of registration forms
16. Announcer

Destination Des Moines

Board Members

Tony Hettler – President	Owner - John L Scott Des Moines
Jill Pritchard - Vice President	Owner - Scotch and Vine
Susan Goegebuer – Treasurer	Small Business Owner
Lindsay Mora Smith – Secretary	Relationship Manager - Key Bank
Michelle Fawcett	Owner - Salon Michelle
Gene Achziger	President - Des Moines Pool District
Shan Hoel	Citizen -Former Planning Agency
Jill Andrews	Sales - Certified Folders

Nominations to Destination Des Moines Board of Directors

1. Cass Pringle
2. Gloria DiSanto
3. Scott Evans
4. Shelly Murray



2014 Des Moines Waterland Parade

SATURDAY JULY 19, 2014

Check-in at 4:00 & Parade begins at 6:00 PM

APPLICATION DEADLINE June 15, 2014

NAME/ TITLE OF ENTRY: _____

SPONSORED BY: _____

MAILING ADDRESS: _____

PHONE #: _____ FAX #: _____

CATEGORIES

☐ FLOAT	☐ DANCE/DRILL JR. (12 & UNDER)	☐ ANTIQUE AUTOS INDIVIDUAL
☐ COMMERCIAL	☐ DANCE / DRILL TEAM (13 & OVER)	☐ ANTIQUE AUTO CLUB
☐ BANDS / MARCHING UNITS	☐ COLOR GUARD UNIT	☐ EQUESTRIAN
☐ NOVELTY/COMEDY	☐ STREET RODS / MOTORCYCLES INDIVIDUALS OR CLUB	☐ COMMUNITY SERVICE / NON-PROFIT
☐ OTHER		

TOTAL PERSONS IN ENTRY: _____

NUMBER OF UNITS IN ENTRY: _____

NUMBER OF VEHICLES: _____

FLOAT SIZE (IF APPLICABLE): LENGTH _____ WIDTH _____ HEIGHT _____

ACCOMPANYING MUSIC (ALL UNITS) : NONE _____ RECORDED _____ LIVE _____

For office use only: Date Received _____

HH _____

Insurance _____

Completed _____

Publicity Sheet for News Release & Parade Announcer

Please describe your entry in full. Explanation of theme, customs, uniform description, names of royalty, celebrities, riders, cultural or ethnic representation, years in existence etc. This is important in order to give your entry the best possible publicity in the media and by the parade announcers.

(Attach another sheet if needed).

FOR ALL MOTORIZED UNITS:

Name Of Insured Party: _____

Name of Insurance Company: _____

Policy Number: _____

INDIVIDUALLY OWNED UNITS: a COMBINED AMOUNT OF LIABILITY, BODILY INJURY, AND PROPERTY DAMAGE LIMITES MUST BE A minimum of \$300,000.00. INCLUDE A COPY OF YOUR ACTUAL INSURANCE POLICY WITH DATES COVERING July 19, 2014 with this application.

COMMERCIAL UNITS & FLOATS: Certificate of Insurance with limits of \$500,000.00. Include a Certificate of Insurance with this application.

IF PROPER INSURANCE IS NOT PROVIDED YOU WILL NOT BE ALLOWED IN THE WATERLAND PARADE

PARADE CHECK LIST

- ☐ Proof of Insurance (photo copy of actual policy)
- ☐ Hold harmless signed by all participants (parent or guardian signature for under 18)
- ☐ Publicity Sheet
- ☐ Complete Application

Thank you for your participation in the 2014 Des Moines Waterland Parade.

If you have any questions or we can be of further service please call

Parade Chairman Anna Bjorneby at 206-571-5568 or 206-824-1400

Please mail completed application by June 15, 2014 to:

Anna Bjorneby
Des Moines Waterland Parade
22001 Pacific Hwy. So. Suite 101
Des Moines, WA 98198

Des Moines Waterland Parade Rules & Regulations

(A SEAFAIR sanctioned community event)

The following rules and regulations are published for the information and compliance of all parade participants. Please help us have a safe and enjoyable family parade.

- **PROOF OF INSURANCE:** All motorized vehicles and floats are required to provide proof of insurance with their application (this means you must submit a photocopy of your actual insurance policy). See parade application for specific liability requirements. If you have any questions on insurance please contact Anna Bjorneby at 206-571-5568 or 206-824-1400
- **HOLD HARMLESS AGEEMENT:** Every individual participating in the parade must sign a hold harmless waiver. For those under 18 years of age a parent or legal guardian must sign the hold harmless agreement. The parade application includes the hold harmless waiver.
- Entries are by application or invitation only and must be approved by the parade committee. Accepted entries will receive written notification. Entries may display a variety of designs so long as the are **FAMILY ORIENTED and** conform to the standards of parade officials.
- No one may participate in any manner determined to be unsafe. All infractions not remedied immediately will be removed from the parade by parade officials.
- **ALCOHOLIC beverages** and all other illegal substance are forbidden in conjunction with the Waterland Parade. This includes all aspects of the parade from staging to dispersal. Participants consuming or under the influence will be removed from the line up (without exception).
- **No material such as candy, etc. may be thrown from vehicles or by participants along the parade route.** Throwing these items can draw children from the curbs into the path of vehicles. Candy and other items may be handed out at curbside. Coupons, literature and product samples must be approved in writing by parade officials in advance. Call Anna Bjorneby at 206-571-5568 or 206-824-1400
- Floats must carry a regulation fire extinguisher, have restraints for all float personnel and the driver must be licensed. No smoking on, in or near the floats at any time.
- All equestrian or animal related entries are required to provide their own clean up crew.
- **Squirt guns, silly string or other items** potentially dangerous to spectators or participants are strictly forbidden. **No spraying of water on crowd.**
- **Political Candidates:** Political Signs, banners, materials and candidate campaigning **are not permitted** in the parade or on the parade route. This rule also applies to invited elected officials.
- Parade officials will determine spacing of units. All units are expected to maintain a forward cadence and close or open gaps as directed by the parade marshals.

Participants who disregard these rules or parade officials' instructions may jeopardize participation in the Waterland Parade. The Parade chairman has the final decision.



Sources, Recruitment and Management of Volunteers

Sources of Recruitment:

In addition to new volunteer candidate referrals stemming from within its existing leadership and membership base, Destination Des Moines (DDM) has identified and is focusing its volunteer recruiting efforts toward a number of viable sources within the local community. These include, but are not limited to: Local Businesses that are not currently members of DDM; Highline Community College; Mt. Rainier High School (and other schools as appropriate); Local Churches (inclusive of all religions/denominations); Local Fraternal Organizations and other Community/Business/Economic Development groups.

- **Local Businesses not Currently Members of DDM:** Local businesses, particularly in areas outside of the Marina District such as along Highway 99, stand to benefit from involvement with DDM and its Waterland events through enhancing their visibility to residents in neighborhoods near the Marina District and the Redondo area. Many residents of these areas are drawn to Burien and Federal Way due to the density of shopping and dining opportunities and may not be aware of the diversity of options within their own community.
- **Highline Community College (HCC):** HCC provides a consolidated pool of department personnel and students with expertise, knowledge and experience in a variety of skill sets. Involvement with DDM offers professional educators, instructors and department personnel an opportunity to apply those skill sets in ways that benefit the local community in a philanthropic manner. Students can gain real-world experience by applying the skills and knowledge they are developing in a valuable and meaningful way and in some cases may find these to be opportunities for fulfilling course-related projects and/or additional credits.
- **Mt. Rainier High School and Others Schools as Appropriate:** As with HCC, educators and students from our local schools can realize opportunities for personal and student growth through volunteer activities. DDM offers them opportunities that are both tangible and meaningful to them as local residents.

- **Local Churches:** The Des Moines area is home to a variety of houses of worship. DDM is not a religiously affiliated organization and is open inclusively to members from all walks of life. Diversity is a key component to the future of Des Moines and DDM can offer these organizations a variety of opportunities to enhance their visibility within the community and contribute to the community in social/charitable ways that are important to many of these groups.
- **Local Fraternal Organizations and other Business/Community and Economic Development Groups:** DDM is an organization that gets things done and can work in partnership with other organizations. By drawing volunteers from other organizations in a non-competitive manner, DDM can not only tap into a broad talent pool and range of skill sets, but can build efficiencies into local event planning, scheduling and execution. In addition, these types of organizational relationships can serve as a catalyst within the community to bring together disparate organizations that currently operate from a competitive paradigm. Competitive and personal gain practices are fine in the business world, but do not serve in a community's best interests when they are applied within Destination Marketing Organizations and Community Development Organizations. DDM intends to work with others to ignite that catalyst.

Recruitment and Management of Volunteers:

Currently, the revitalized and FULL Board of DDM has tasked each of its Board members to bring in three-to-five new volunteers. Additionally, a robust database and communication strategy has been implemented to manage membership communications, as well as manage recruiting activities focused on the target recruitment groups mentioned above.

A Board member is working with the Communications Committee Chair to identify the interests of individual members in terms of volunteer opportunities, and also venue opportunities derived from memberships gained from the target recruitment groups mentioned above. The information retained within the database for use in matching the appropriate numbers and individuals of volunteers for each event, as well as venue opportunities.

DDM's growth strategy includes a move toward a paid Executive Director position to handle organizational management, outreach and communication activities on a full-time basis. These activities include:

- Membership management and communications
- Partnership building with local businesses and other organizations
- Promotion of local business activity
- Development of networking programs
- Coordination of fund raising, promotions and marketing
- Interfacing with City of Des Moines Government and DDM Board/Committees

The Executive Director will be fully supported by the DDM Board and subordinate committees

Marketing Plan for 2014 Des Moines Waterland Festival

Destination Des Moines will be Advertising, Marketing and Promoting in the following manner:

- Utilize Seafair Regional Marketing and Promotional Support via their webpage, Seafair Festival Magazine, Seafair Schedule of Events and Media Guides.
- Southwest Chamber of Commerce Webpage, Online Newsletter and Membership List
- Seattle Southside
- Robinson Publications and Webpage
- Waterland Blog
- Destination Des Moines Webpage, Membership List and Email Distribution
- Festival and Fairs Webpage
- City Currents, Normandy Park City Scenes and Philips Publishing Website
- Public Announcements in Seattle Times print and webpage
- Posters to be distributed to all local businesses
- Certified Folder who will distribute to all South King County Hotels, Motels, Visitor Centers and Public Outlets that they serve (12,500 Bi-fold Rack Cards) & advertising on Visitortips.com
- Rack Card distribution to Local businesses and distribution through Highline School District Back Pack Express
- Promote on City of Des Moines Website
- Utilize Parks & Rec Constant Contact Email Distribution (4 announcements to 30,000+ recipients)
- Local Car Clubs, Magazines and Websites
- Local Yacht Clubs, Magazines and Websites
- Prepare electronic personalized advertising for each participant in the Waterland Festival to add to their Websites and to email to their customer database
- Send Email Posters to local organizations such as PTSA's, Rotary, Lions Club, Local Churches to send to their members and post on their websites.
- Public Service Announcements on Radio and TV where applicable.
- Banners Over Roadway, at Activity Center, Des Moines Marina
- 100 Yard Signs
- Common Good Breakfast Fundraiser with DDM, Des Moines Arts Commission and the Covenant Beach Historic District (Beach Park)
- Banners installed at Softball Fields and Soccer Fields.

Email distribution/blasts will be designed to feature the events and interviews with local businesses and community members to discuss the excitement of the Waterland Festival in our community.

DRAFT

Waterland Parade Costs and Estimates

2014 Estimates	
Police O/T Day of Parade	\$ 2,500.00
**PW Cost Day of Parade	\$ 2,000.00
**Engineering Staff	\$ 2,000.00
*Logistics	\$ 500.00
Event Staff	\$ 400.00
Awards, Postage, Promotion	\$ 1,500.00
Decorations (balloons)	\$ 500.00
Banners (3)	\$ 1,000.00
VIP Reception	\$ 500.00
Seafair Marshall's Dinner	\$ 1,000.00
Judging Stand	\$ 500.00
Printing/Supplies Etc	\$ 500.00
Porta Potties	\$ 725.00
Seattle Cossacks	\$ 500.00
Estimated In Kind City Cost	\$ 7,000.00
DDM Expenses	\$ 7,125.00
TOTAL	\$ 14,125.00

» **Police, PW, Engineering, & Logistics are all in kind from City.**

* Barricade & sign rental, fencing, porta potty, etc.

**CleanScapes to replace some of PW cost and engineering staff.

This does not include any of the planning time or other exempt staff hours.

Information is confidential and shall not be shared or distributed with others, with the exception of City Council.

Fundraising Plan for 2014 Des Moines Waterland Festival

Goal: \$15,000

Destination Des Moines Sponsorship Packages Commitments as of November 20, 2013: \$ 7,300

Platinum Level - \$5,000 & above

John L. Scott, \$5,000

Gold Level - \$2,500 & above

Silver Level - \$1,000 & above

Certified Folder, \$1,300

Bronze Level- \$500 & above

Shan Hoel

KeyBank

Waterland Events with admission, tickets or fees - (\$\$) anticipated net income based on prior years= \$4,500

Children's Carnival and Pony Rides: Portion of proceeds (\$1,000)

Classic Car Show: Registration fees, Sponsorships (\$2,000)

Taste of Des Moines: entry fee (\$ 500)

Beer and Wine Garden: entry fee (\$1,000)

Amounts TBD

Waterland 5K Run: entry fees (TBD)

Clowns Unlimited: 15% of receipts over \$2,000 go to DDM Waterland Festival

Additional sources (prior years support) = \$1,500

Clean Scape, Sponsorship (\$500)

Seafair grant (\$1,000)

April 2014

Common Good Breakfast Fundraiser: \$ 5,000 donations

Event coordinators: DDM, DMAC, Historic Project

DDM Waterland Festival: **\$ 2,500**

Des Moines Arts Commission: \$ 1,250

Covenant Beach Historic District (Beach Park) Restoration Project: \$ 1,250

DDM Sponsorship Packages

Platinum- \$5,000.00: 4 Available

Logo Placement:

Web Site: DDM and Marina
DDM Rack Card

(4) Face Book Thank You shout-outs with Logo

Banners:

Fireworks over Des Moines Banner 06-01 Through 07-05

Car Show Banner 07-05 through 07-24

Over the Road Banner – Des Moines Memorial Drive
Large Logo on Sponsor Appreciation Banner on Stage:
All Concerts; 4th of July; Car Show;

Banner Ad for 6 months on DDM Web Page

Parade:

Complimentary spot in Water Land Parade
Bring a group, car, float...let us know by 06-01-13

Silver - \$1,000.00: Unlimited

Logo Placement:

Web Site: DDM and Marina sponsorship pages

Banner:

Logo on Sponsor Appreciation Banner on Stage:
All Concerts; 4th of July; Car Show

1 Month Banner Ad on DDM Site

Banner Advertisement hung at Marina during Fire Works Show Company purchases

Gold – 2,500.00: 8 Available

Logo Placement:

Web Site: DDM and Marina sponsorship pages

(4) Face Book Thank You shout outs with Logo

Banner:

Logo on Sponsor Appreciation Banner on Stage:
All Concerts; 4th of July; Car Show

Banner Ad for 3 Month on DDM web site

Parade:

Recognized as Corporate Sponsor during Parade

Bronze - \$500.00: Unlimited

Banner:

Logo on Sponsor Appreciation Banner on Stage:
All Concerts; 4th of July; Car Show

Banner Advertisement hung at Marina during Fire Works Show Company purchases



Tony Hettler
 President Of Destination Des Moines
 Owner/Broker
 John L. Scott Des Moines

When it comes to success in any area or endeavor, the first thing to determine is whether or not those we are associating with are team players. One of the traits that I have learned and embraced during my formative years was the importance of team work. From participating in sports through a career in the Army Security Agency in the early 70's. The concept of team work has been molded into all corners of my life.

As graduate of the Albers School of Business at Seattle University in 1978, with a degree in Marketing, my goal has been to bring fresh and new ideas to the marketplace. I began my sales career with Spider Staging Scaffolding in 1979 and held positions of salesperson, Branch Manager, Regional Sales Manager and Vice President Sales and Marketing. In 1989 I continued my sales career in real estate with John L. Scott and in 2006 I purchased the John L. Scott office in Des Moines from John L. Scott Corp.

My passion for sports led to coaching youth sports over 45 years ago. I have coached baseball for South Highline Little League, Burien Pony League, American Legion Baseball, and for 5 years at Evergreen High School. In addition to baseball, I also coached basketball for the YMCA, Boy's and Girl's Clubs in California and Southwest King County, as well as the Des Moines Rec League. The skills I have learned and developed from coaching over these 45 plus years have been a valuable asset to not only my career but also to those that I have been privileged to coach and train in the business world.

Along with my 20 fellow brokers at John L. Scott Des Moines, we support many local activities and charities, by preparing 2 meals annually for the Ronald McDonald's House, Waterland 5k Run, Fireworks Over Des Moines, Waterland Parade, Christmas Tree Lighting and the Trick or Treat Path, Doctors Without Borders, as well as supporting the efforts of other non-profit organizations by attending their auctions and events. It is a principal of our Core Value that we give back to our community by working diligently for the success of the community and the local businesses.

Through my membership with the Des Moines Rotary Club I have Chaired the Promotions and Marketing position for the Poverty Bay Wine Festival (2013) and the Poverty Bay Blues and Brew Festival (2012) and still participate as a committee member for both events.

My family and I have been residents in the Normandy Park and Des Moines area for over 25 years and we enjoy all that Des Moines and Southwest King County have to offer.



Jill Pritchard is the Owner/Social Maven of The Scotch and Vine with her husband, David, and in her spare time, works at The Boeing Company.

Jill is originally from Colorado and met David when they were three years old. She graduated from the University of Northern Colorado with a Communications Degree - Advertising and continues to utilize her skills through event planning, web design and promotional materials.

Jill has called Washington home for 20 years. She is new to the Des Moines community and is very excited to be a part of Destination Des Moines serving as Vice President and the efforts to re-energize the area and help bring in new businesses to make Des Moines the waterfront community it deserves to be.

Besides playing restaurant, Jill enjoys volleyball, golfing and the celebrating the holidays.

Susan Goegebuer

Susan takes community service very seriously. She has been involved with the Des Moines community for nearly 25 years through many of the events and organizations in Des Moines that serve to make it a better community. Some of her contributions include:

- Greater Des Moines Chamber of Commerce treasurer and director, 1990 - 2005
- Des Moines Waterland Festival director, 1997 and 1998
- Rotary Club of Des Moines member since 1995. Served as treasurer several times as well as club president. She has also served as Wine Festival treasurer.

She continues her service club involvement through Destination Des Moines.

Susan has been employed as an accountant for many years and is currently working with SeaPort Petroleum as their management accountant. She also owns and manages a private consulting business, Goegebuer Accounting Services.

She has been deeply involved with the Seattle chapter of the American Society for Women Accountants for over 20 years. She has held multiple leadership roles within this professional accounting organization including that of board member, treasurer and past president.

Her efforts to create and establish Des Moines as a place where people enjoy living, working and playing are significant and vast. She looks forward to many more years helping Des Moines achieve its potential as a vibrant, vital and FUN place to live or visit.

Lindsay Smith Mora

Lindsay Smith Mora has been residing in Des Moines since 2007. Before moving to Washington she lived in nine different states as well as spending a year in South Korea. Now that she and her husband own a house in town, she looks forward to making Des Moines her life long home.

Lindsay is the Relationship Manager at Des Moines Key Bank where she serves the community by helping clients find financial solutions to fit their lives and goals.

Lindsay volunteers with her children's schools and sports teams. In addition Lindsay is involved with Hospitality House, a woman's shelter in South King County. Lindsay also is a passionate supporter of both Smile Train and Operation Smile.

Shan Hoel – Board Member

Shan Hoel has been a resident of Des Moines' North Hill neighborhood since 2006. Shan grew up in Kent and graduated from Kent Meridian High School. He holds a Bachelor of Science degree in Flight Technology from Central Washington University and is a licensed Commercial Pilot. He is a former business owner and since 1995, has worked in operational and corporate administrative roles with a global airfreight and logistics company headquartered in SeaTac. Through his tenure with the company, Shan has represented the company and the industry as a presenter at numerous trade conferences throughout the country and also as a member of the University of Washington's Global Trade Transportation & Logistics program Advisory Board from 2009 through 2012.

Shan was appointed to the Des Moines Planning Agency in 2009 and has served as Agency Chair since 2012. He also was appointed as the Planning Agency Liaison to the Des Moines Marina and Beach Park Advisory Committee during its work in 2012.



Jill A. Andrews

Jill Andrews is a native of the Northwest, originally from the Walla Walla valley, now a Des Moines, WA resident and homeowner since 2008.

Jill has nearly 18 years of experience in marketing and sales with Certified Folder Display Service, Inc. in the Tourism and Hospitality Industry working with attractions, lodging, restaurants, farmers' associations and visitor based entities. Jill has actively served on volunteer boards and in elected positions with the Pike Place Market Constituency and on the Pike Place Market Preservation & Development Authority Council for over 10 years and is a regular volunteer with the Greenwood Senior Center and SHAG (Senior Housing Assistance Group).

Jill also has a strong background in design and photography which she uses in her efforts to help small businesses with advertising plans and as a regular speaker at Chambers of Commerce membership meetings discussing the key aspects of brochure design.



Nancy Gosen is founder and principal of EntrePre Arts Consulting, LLC, a Des Moines business. EntrePre Arts serves start up and established nonprofit organizations through business development, strategic planning, value creation and organizational assessment. A successful fundraiser and grant writer, she has raised over \$1.5 million for area non-profits and community activities.



November 22, 2013

**Destination Des Moines
Tony Hettler
22506 Marine View Dr S #301
Des Moines, WA 98198**

Re: Member Benefits

Dear Tony,

I want to say thank you to Destination Des Moines for being a member of the Southwest King County Chamber of Commerce. Destination Des Moines is a valued and appreciated member of our Chamber.

I wanted to remind you of the benefits that the Southwest King County Chamber of Commerce offers Destination Des Moines and encourage you to take full advantage of the following:

- Discounted membership as a Non-Profit**
- Free annual set of mailing labels (\$85 value)**
- Free directory listing as a member – 5,000 directories printed and distributed annually**
- Free maps of the Southwest King County region available to you – this map is updated every other year and is done professionally**
- Our directory and maps are also placed with our partners at the Southside Visitor Center**
- Partnership with the Chamber for the Waterland Card**

- **Member events and announcements on Chamber website, Facebook and Twitter**
- **Member marketing materials placed inside Chamber office**
- **Member able to place marketing materials on registration table at monthly luncheon (events, sponsorships, announcements)**
- **Networking events such as Business After Hours, monthly luncheons, educational seminars, Business Showcase Luncheon, Annual Recognition and Awards Luncheon**
- **Des Moines Business Committee meetings**

In addition to the above services, the Chamber takes in many calls about the annual parade and provides the callers Destination Des Moines contact information. We also provide marketing tips, business resources for relocation and other valuable information to our members.

The Southwest King County Chamber proudly celebrates our 25 year anniversary in 2014 and it's because of members like Destination Des Moines!!

Again, thank you for being a member!

Sincerely,

**Carol Kolson
President/CEO**



3100 S 176th ST
SEATTLE, WA 98188
P: 877.885.9452
F: 206.575.2529

November 15, 2013

To Whom It May Concern,

We at, Seattle Southside Visitor Services, commit our time and support of Destination Des Moines (a 501c6 organization) and their continued operations of the Waterland Parade & Festival along with the Fireworks over Des Moines utilizing our existing advertising and marketing outlets including, but not limited to newsletters, website, social media, and PR releases to the news media.

Sincerely,

A handwritten signature in blue ink that reads "Katherine Kertzman".

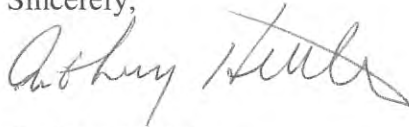
Katherine Kertzman
Executive Director
Seattle Southside Visitor Services

November 15, 2013

To Whom it May Concern,

We at, John L Scott Des Moines, commit to a \$5000 contribution along with our time & support of Destination Des Moines (a 501c6 organization) and their continued operations of the Waterland Parade & Festival..

Sincerely,



Anthony Hettler
President
John L Scott Des Moines

Office (206) 870-8800 • Fax (206) 870-7665

Some offices independently owned and operated. John L. Scott Des Moines

Find your HOME on
www.JohnLScott.com
REAL ESTATE



Friday, November 15, 2013

Attn: Tony Hettler
Destination Des Moines, President
22341 Marine View Dr S
Des Moines WA 98198

In support of **Destination Des Moines** and their continued operation of the Waterland Parade & Festival and the Fireworks over Des Moines events, **Certified Folder Display Service, Inc** commits to providing free distribution of a destination marketing brochure, brochure to be provided by Destination Des Moines for distribution, in the **Seattle Southside** regional area hotels, visitor centers and shopping locations.

- 124 Locations for 6 months (Mar – Aug) – total value \$1406.40
 - Attached list of locations
- Free online ad on www.VisitorTips.com for the same period of time with the image of the brochure on our virtual brochure displays.

A handwritten signature in black ink, appearing to read "Jill A. Andrews".

Jill A. Andrews, Sales Representative
Certified Folder Display Service, Inc
jilla@certifiedfolder.com



We, as businesses within the city limits of Des Moines, WA, commit our time and support of **Destination Des Moines** and their continued operation of the Waterland Parade & Festival and Fireworks over Des Moines.

Company or Assn	Contact Name	Contact Phone#	Contact Email
Key Bank Support: Volunteer/Monetary/Services	Lindsey Smith	253-304-9163	LSDesMoines@gmail.com Date 11/19/2013
Salon Michelle Support: Volunteer/Monetary/Services	Michelle Lawca H	206-931-8664	Michelle.Lawca@hilton.com Date 11-19-2013
Mayellan Corporation Support: Volunteer/Monetary/Services	Alonso (Jesus) Mora	253-709-3123	Alonso999@netzoo.net Date 11/15/2013
Daw Hotel Co. Support: Volunteer/Monetary/Services	Tracey Vargas	206-310-3992	trvgars@dawhotelco.com Date 11/15/2013
Spiros Green Support: Volunteer/Monetary/Services	Khatera Latifvar (KAT)	206-931-8664	Kat.latifvar@stages.com Date 11/22/13
Company or Assn	Contact Name	Contact Phone#	Contact Email
Support: Volunteer/Monetary/Services			



We, as businesses within the city limits of Des Moines, WA, commit our time and support of **Destination Des Moines** and their continued operation of the Waterland Parade & Festival and Fireworks over Des Moines.

Company or Assn <i>Arturo's Mex-Rest</i>	Contact Name <i>Arturo</i>	Contact Phone# <i>206 824-1155</i>	Contact Email <i>ArtGendigas@msn.com</i>
Support: Volunteer/Monetary/Services			Date <i>11/16/13</i>

Company or Assn <i>Serenity Salon Day Spa</i>	Contact Name <i>Kimberlee Brown</i>	Contact Phone# <i>206-795-0592</i>	Contact Email <i>KBSerenity@rocketmail.com</i>
Support: Volunteer/Monetary/Services			Date

Company or Assn <i>Sw Paw SPA</i>	Contact Name <i>Robin Shelton</i>	Contact Phone# <i>206-384-8803</i>	Contact Email <i>RobinShelton60@hotmail.com</i>
Support: Volunteer/Monetary/Services	<i>Volunteer</i>		Date <i>11/16/13</i>

Company or Assn <i>Kimberly's Exquisite</i>	Contact Name <i>Kim Benzley</i>	Contact Phone# <i>824-4946</i>	Contact Email <i>Kim5-Jewelry@Comcast.net</i>
Support: Volunteer/Monetary/Services			Date <i>11-14-13</i>

Company or Assn <i>Heidi Weitz</i>	Contact Name <i>Heidi Weitz</i>	Contact Phone# <i>206-445-3658</i>	Contact Email <i>heidiweitz@yahoo.com</i>
Support: Volunteer/Monetary/Services			Date <i>11-18-13</i>

Company or Assn <i>Ann Ryandy</i>	Contact Name <i>Ann Ryandy</i>	Contact Phone# <i>206-824-1404</i>	Contact Email <i>abjornerby@aol.com</i>
Support: Volunteer/Monetary/Services			Date <i>11/18/13</i>



We, as businesses within the city limits of Des Moines, WA, commit our time and support of **Destination Des Moines** and their continued operation of the Waterland Parade & Festival and Fireworks over Des Moines.

Company or Assn	Contact Name	Contact Phone#	Contact Email
Des Moines Dog House	Tamila Freniere	206 948 8710	Redog4ron@Aol.com
Support: Volunteer/Monetary/Services			Date 11/20/13

Company or Assn	Contact Name	Contact Phone#	Contact Email
State Farm Ins	Vickie Bergquist	206-878-4050	Vickie@vickieinsurance.com
Support: Volunteer/Monetary/Services			Date 11/20/13

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Company or Assn	Contact Name	Contact Phone#	Contact Email
Support: Volunteer/Monetary/Services			Date

Company or Assn	Contact Name	Contact Phone#	Contact Email
Support: Volunteer/Monetary/Services			Date

Company or Assn	Contact Name	Contact Phone#	Contact Email
Support: Volunteer/Monetary/Services			Date

Company or Assn	Contact Name	Contact Phone#	Contact Email
Support: Volunteer/Monetary/Services			Date



We, as businesses within the city limits of Des Moines, WA, commit our time and support of **Destination Des Moines** and their continued operation of the Waterland Parade & Festival and Fireworks over Des Moines.

Company or Assn	Contact Name	Contact Phone#	Contact Email
Teresa Deleen Jewelry Gifts	Teresa Hettick	800-503-9139	teresa@teresadeleen.com
Support: Volunteer/Monetary/Services			Date 11/14/13

Company or Assn	Contact Name	Contact Phone#	Contact Email
Freedom Snacks	Veronica Cockerham	253-886-1838	Veronica@FreedomSnacks.com
Support: Volunteer/Monetary/Services			Date 11/15/13

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Company or Assn	Contact Name	Contact Phone#	Contact Email
DES MOINES Florist	Cora Morrison	2068243920	desmoinesflorist@hotmail.com
Support: Volunteer/Monetary/Services			Date 11/15/13

Company or Assn	Contact Name	Contact Phone#	Contact Email
Flora Laura	Laura Straight	206 824 9603	floralaura@gmail.com
Support: Volunteer/Monetary/Services			Date 11/16/13

Company or Assn	Contact Name	Contact Phone#	Contact Email
Village Frame & Gallery	Adrian Vanderhoeken	253-202-5338	adrian2525@comcast.net
Support: Volunteer/Monetary/Services			Date 11/16/13

Company or Assn	Contact Name	Contact Phone#	Contact Email
Pauline's Nail Spa	Pauline	206 824 1250	LePauline@comcast.net
Support: Volunteer/Monetary/Services			Date 11/16/13

DDM Volunterr List

Mike	Hettler	206-551-6467	
Cora	Morrison	206-824-5920	
Gloria	DiSanto	206-817-1199	
Frank	DiSanto	206-817-1199	
Jill	Andrew	206-870-2470	
Anna	Bjorneby	206-824-1404	
BJ	Bjorneby	206-824-1404	
Barb	Ray	206-650-4550	
Sue	Findlay	206-795-7099	
Sandra	Mock	206-818-1042	
Mark	Olson	206-920-2085	
Holly	Heridia	503-473-4978	
Sue	Wollem	360-521-0369	sue@stor-guard.com
John	Wollem	360-521-0369	
Steve	Goegebuer	206-824-5380	goegebuer.steve@att.net
Shelley	Kramer		
Kevin	Kramer		
Cass	Prindle		
Scott	Evans		
Shelley	Murray		
Ronnie	McFarland		
Garrett	Bickerdike		
J. Alanzo	Mora	(253)709-3123	amora999@netzero.net
Thomas	Smith	(253)304-9163 or 253-315-3706	
Tracey	Vargas	(206)310-3992	Tvargas@DowHotelCo.com
Jennifer	Young	(206)234-6782	jencolin@msn.com
Christine	McGarr	(425)829-1938	
Glenda	Rios	206-841-5814	<u>glendar@comcast.net</u>
Cory	Richards-Hammock	509-432-6982	
LeeAnn	Skipton	206-605-5010	<u>skiptonl@hotmail.com</u>
Jesse	SKIPTON	425-773-1996	<u>skiptonj@hotmail.com</u>
Terra	Vietzke	206-619-3131	<u>tvietzke@comcast.net</u>
David	Pritchard	253-653-4462	<u>david@scotchandvine.com</u>
Nate	Korzeniecki	206-719-6073	<u>natekorz@comcast.net</u>

2014 Waterland Parade

Celebrating 55 Years

“Yesterday ~ Today ~ Tomorrow”

Proposal Presented by



**Waterland
Foundation**

Saturday, July 19, 2014

YESTERDAY



Des Moines Historical Society...Waterland Parade 223rd & MVD

TODAY



Carmen Scott...Pirates

TOMORROW



Hanna-Barbera...Waterland Future???

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PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING

Purpose

This proposal is being submitted at the request of the Des Moines City Council. Waterland Foundation has requested that the Des Moines City Council allow a new foundation to organize and manage the Waterland Parade and like events from now and into the future.

The intent is to complete formation of Waterland Foundation, as an LLC nonprofit 501c3 umbrella organization that will focus on sustaining the Waterland Parade and related events by June 2014. This status will allow the organization to seek corporate grants, sponsors & donations in addition to local and smaller businesses support. Additional benefits are the ability to seek funds from private sponsorships, non-taxable donations, and like-minded funds. The theory is that seeking this type of funding will allow Waterland Foundation to ultimately become a self-sustaining entity.

It is the goal of Waterland Foundation that these funds over the next years will increase and become stable. This will allow the foundation to transition to be more self-sustaining therefore relying less and less on in-kind services requested from the City of Des Moines. Waterland Foundation will provide a permanent and stable home for Waterland Celebrations throughout the years to come.

Another effort is assemble a team of individuals to assist with planning and implementation of events. Developing internships will provide a mutually beneficial working relationship for both the individual and Waterland Foundation. Coordinating volunteers and providing tools and information necessary to be successful in the duties assigned. Appreciation and recognition are very important in retaining volunteers. Waterland Foundation will work to provide a working environment that encourages enthusiasm, diversity and sharing of knowledge and skills.

The ultimate purposes of Waterland Foundation, and all Waterland Events, are to assist in building a sense of community within the city of Des Moines that promotes pride, fun camaraderie and safety. To champion an annual celebration that appeals to all regardless of age, economic or social status, ethnicity or ability. Lastly, being an ambassador for Des Moines promoting our community by traveling and participating in other parades and events within the Pacific Northwest region encouraging others to visit.



Background

Toni Overmyer ~ was invited to assist with the parade three years ago by the current umbrella organization, Destination Des Moines. The chairperson at that time had announced retirement. The following year she was asked to become the Chairperson for the Waterland Parade and upon acceptance fell in love with almost every aspect of it.

Together with Seafair's assistance she began developing a vision for the parade. Toni was learning the importance of community events and engagement for the welfare of our City. She began and continues to cultivate ideas of opportunities, partnerships with other nonprofit groups, private and public organizations, etc. It became very clear that Waterland Events would benefit more from a stand-alone organization with nonprofit tax status as a 501c3 verses a 501c6

Toni has over sixteen years of experience working with nonprofits, has chaired numerous events, and has served on many Boards including, Waterland Parade, Des Moines Metropolitan Pool District Commissioner, Destination Des Moines, Des Moines Yacht Club, Hi-liner's Musical Theatre, Son's of Norway, Woodmont PTA, Snohomish County Police Auxiliary and GTE's liaison with United Way. Professionally she has experience in Marketing and Event Management with US Military Base Exchanges and much more. One thing Toni is particularly proud of this past year was being awarded the "Outstanding Performance & Contribution" award by the Federal Way School District acknowledging her efforts in helping to fundraise nearly \$9000 to purchase iPads for Woodmont Elementary School students. This was done while simultaneously planning the Waterland Parade. Toni Overmyer is more than qualified to embark on the endeavor of forming and planning Waterland Foundation and all of it's events.

Brenda Anders has decided to come back to volunteering after taking a much deserved break from volunteering. Brenda has over 18 years of experience working with nonprofits within the City of Des Moines. She was the Waterland Festival Director in 2004 and served on many Festival committees prior to that. She has served on many Boards including, Destination Des Moines, Des Moines Legacy Foundation, Des Moines Human Services Committee, Job's Daughters Bethel #75, Des Moines Junior Football, Parkside PTA. Professionally Brenda has experience with marketing, accounting, auditing and as a trainer and much more. She is more than qualified to embark on this endeavor.

Toni and Brenda are excited to work together to build a team and foundation that will support Waterland Events from now into the future. They look forward to giving the residence of Des Moines a venue to build family traditions and community relationships along the way.



1. Initial list of all Waterland Activities ~

1. Seafair Waterland Parade
2. Potential Activities to be Included
 - a. Food Truck Extravaganza
 - b. Entertainment/Dance
 - c. Electric Boat Parade

2. Initial list of date and times for Waterland Activities ~

1. Saturday, July 19, 2014
 - a. Junior Parade, 5:45pm
 - b. Grand Parade, 6:00pm
 - i. Food Truck Extravaganza 4:00-9:00
 - ii. Entertainment/Dance, 8:00pm
 - iii. Boat Parade of Lights, 9:30pm



3. Comprehensive budget with all revenues and expenditures ~

IN-KIND		
Item	Partnership/Sponsor	Approximate Value
Police Department	City of Des Moines	\$5,000
Barricades	City of Des Moines	\$2,700
Public Works/Logistics	City of Des Moines	\$6,000
Parks and Rec	City of Des Moines	\$500
6 Convertible Vehicles	Jet Chevrolet	\$1,200
Waterlandparade.com Maintenance		\$500
Meat		\$250
DMYC		\$475
Snacks at Judging station		\$50
Participation Ribbons		\$300
Bottled Water		\$50
Photography of Parade		\$1,500
Photography of Parade		\$1,500
Staging Venue, VIP Reception	The Landmark on the Sound	\$6,000
TOTAL IN-KIND		\$26,025.00
INCOME		
	Seafair Grant	\$1,000
	Other Grants	\$2,000
	Sponsorships	\$5,000
	Button Raffle	\$1,800
TOTAL INCOME		\$9,800.00
ACTUAL EXPENSES		
Items		Approximate Value
Cossacks		\$500
Insurance		\$250
Honey Buckets		\$700
Posters		\$500
Trophy's		\$150
Xtra Lease		\$300
Supplies		\$500
Pasta/Salad/Beverages		\$250
Waterlandparade.com Domain and Hosting		\$170
Hosting Seafair Board Members @ Community BBQ		\$45
Button Maker		\$700
TOTAL EXPENSES		\$4065.00



4. A list of city or public venues expected to be used ~

1. Parade Route-Marine View drive, from 242nd St. to 216th St.
2. City Hall Parking Lot
3. Potential Venue
 - a. North Marina Floor / Pier
 - b. Beach Park

5. A detailed list of in-kind services expected to be provided by the city & approximate dollar value ~

Police Department	\$5,000.00
Barricades	\$2,700.00
Public Works/Logistics	\$6,000.00
Parks and Recreation	\$500.00
	\$14,200.00

6. Detailed list of board members & role in planning and implementing for Waterland activities ~

1. Toni Overmyer, President
2. Brenda Anders, Treasurer
3. Open Board positions ~ compiling list of interested people. Positions will be filled upon parade lead organization determination.

7. A list of partnering organization for which there is written documentation to prove ~

1. Seafair
2. The Landmark Event Center
3. Highline Community College



8. A comprehensive plan on sources recruitment and management of volunteers ~

Toni and Brenda have a combined thirty-four years of volunteer experience between them both as chair people and worker bees. This knowledge in combination with support from their families, assistance from Seafair and community volunteers will lend to a successful event. A list with names of people interested in volunteering in some way with the Waterland Foundation is being compiled. When the decision is made with regards to who will be organizing the parade these folks will be contacted.

Seafair provides the Waterland Parade with forty Marshals that organize and manage the parade participants, route and planning. Waterland Foundation intends to ask for volunteer support from diverse groups of community organizations including, schools, churches, service organization and clubs, youth groups, nonprofit organizations, businesses large and small.

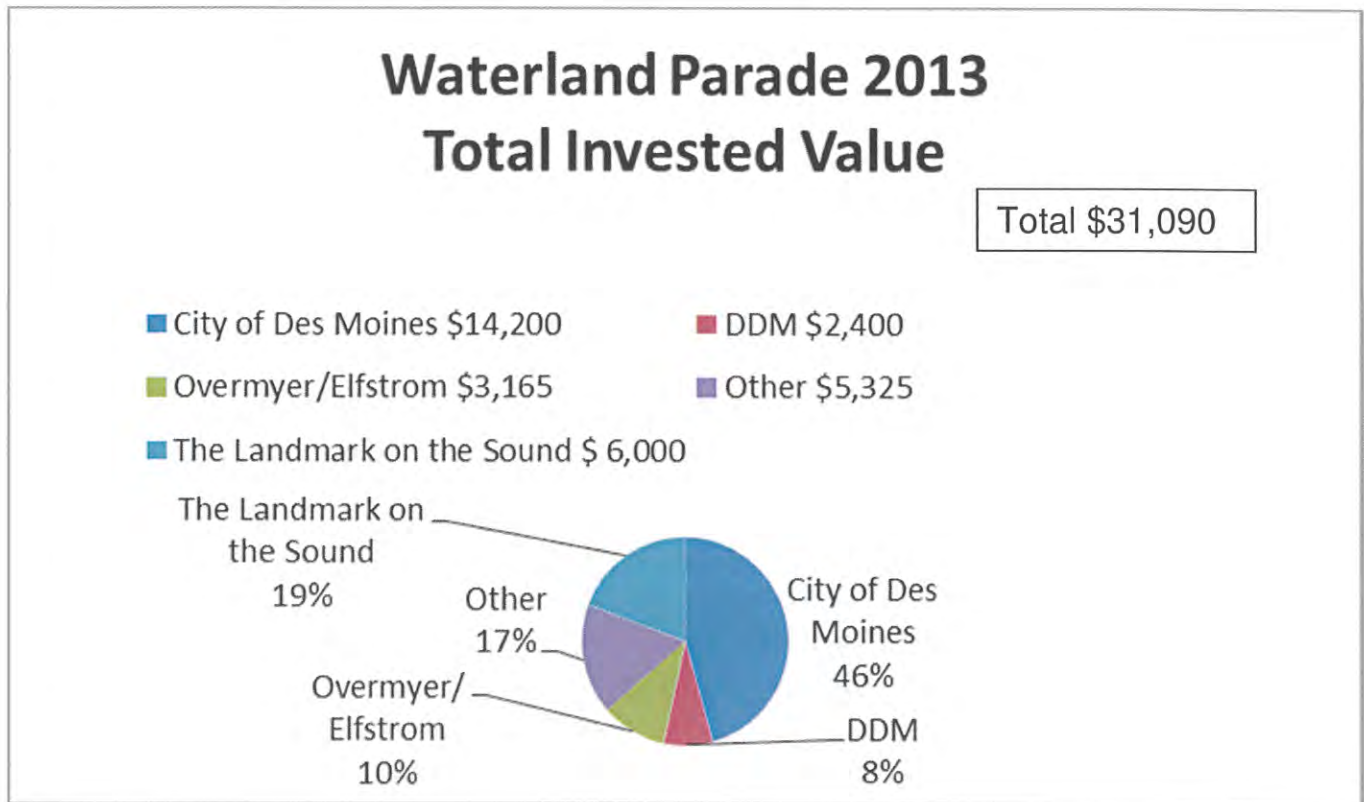
To successfully manage volunteers it is essential to provide volunteers with the tools and information necessary to be successful in the duties assigned. Recruitment, rewarding and retaining them are also keys to a successful volunteer organization. Waterland Foundation will work to provide a working environment that encourages enthusiasm, diversity and sharing of knowledge and skills.

i. Chairperson Positions

1. Parade Management ~ Filled
2. VIP Reception/Cars ~ Filled
3. Hospitality ~ Filled
4. Appreciation Dinner ~ Filled
5. Judging ~ Filled
6. End Location ~ Open
7. Junior Parade ~ Filled
8. Food Truck Extravaganza ~ Open
9. Electric Boat Parade ~ Open
10. Entertainment/Dance ~ Open

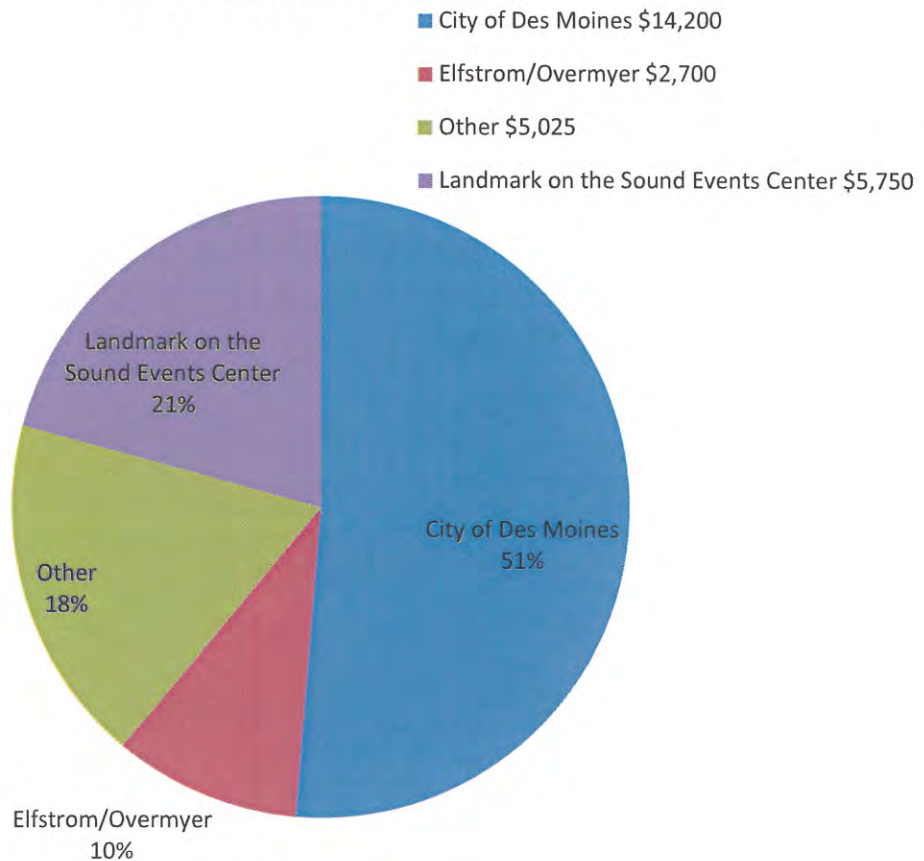


9. A comprehensive marketing plan of Waterland activities and how it will be funded ~



The “total invested value” chart shows the combined in-kind and monetary amounts put forth to allow the Waterland Parade to happen. It is clear that the City of Des Moines is still the largest contributor to the event. Waterland Foundation is looking forward to alleviating this burden in the future while carrying forth Waterland traditions.

Waterland Parade 2013 Total Invested In-kind



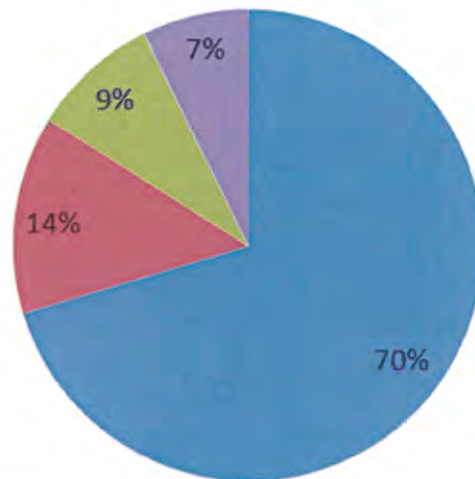
The “total invested in-kind” chart demonstrates how important partnerships are in the success of community events. Because of the 501c6 designation this is the only way nearly 50% of support could be given. Creating a 501c3 will allow Waterland Foundation to seek funding from sources that our community has not been able to tap into. In King County alone, there are over \$60,000,000,000 of registered assests tied to private foundations that support those in need *. This is not including corporate community grants and other private or public entities that have available funds for communitiies such as ours to ask for.

*<http://nccsdataweb.urban.org/PubApps/geoShowOrgs.php?id=C53033&code=C53033&v=n>

Waterland Parade 2013 Total Invested Paid

- DDM \$2,400
- Elfstrom/Overmyer \$465
- Powell Homes \$300
- Landmark on the Sound Events Center \$250

\$3,415



The total “invested paid chart” illustrates that out of the \$31,090 only \$3,415 was actual cash funds. The biggest difference you will see between 2013 and the 2014 marketing strategies are that Waterland Foundation will be actively seeking a more diversified funding base including all of the sources we have mentioned throughout this proposal. By reaching beyond the geographical area of Des Moines we hope to give some relief to local businesses who support many events and charities all year. We anticipate that raising \$5,000, \$10,000 even \$30,000 in a few years will cover all of the costs of the parade.

Marketing Outreach would include

1. Seafair family events
2. Direct marketing to major corporations
3. Solicitation of sponsorships
4. Digital media
5. Social media
6. Radio
7. Comcast Cares
8. Button raffle
9. Posters
10. Will keep pace with new marketing trends

10. Any other documentation that will lend weight to proposal ~

1. Future Waterland event ideas
 - a. 5K Run / Walk
 - b. Scholarship Program
 - c. Cutest / Funniest Photo Contest
 - d. Funny Boat Races ~ perhaps combined with other events listed
 - e. Arts and Craft Fair ~ perhaps combined with other events listed
 - f. Car Show ~ perhaps combined with other events listed
 - g. Outrigger Canoe / Dragon Boat Races ~ perhaps combined with other events listed
2. Copy of police after action
3. Logistic meeting outline with consideration of police after action
4. Maps



Professionalism, Pride, Teamwork,
Excellence, Quality Service, Commitment

**Des Moines
Police Department**

Memo

To: George Delgado
Chief of Police

From: Barry Sellers
Commander

Date: 7/31/13

Re: Waterland Parade 2013 After Action Report

Pre-event Planning

The only planning meeting was held with Destination Des Moines representatives and the affected City departments in late June at the police department. Several logistical issues were addressed and worked out during this meeting. All additional details and confirmations of the items discussed at the planning meeting were handled via email and phone. My only suggestion would be this meeting be held earlier in June to allow a little more time for details to be addressed.

The Incident Action Plan and police department employee scheduling was completed and distributed to all affected supervisors and employees.

Pre-event Action

Traffic cones and barricades were distributed at the direction of Public Works the day prior to the Parade. The cones and barricades were distributed at or near each intersection so officers didn't need to carry or transport the items to needed locations. Media releases and other forms of notification of the parade were distributed and set up well in advance to advise citizens and motorists of the event. The temporary no parking signs were never placed on Marine View Drive and we had several vehicles parked along the parade route in the 22300 block of Marine View Dr. S. This required the dayshift patrol officers to continuously check the area and cone off the parking spaces as they became vacant on the day of the event. This situation did create a potential hazard should someone have attempted to remove their vehicle that was parked on the parade route while the parade was in progress.

All assigned police department staff had a briefing at 1600 hrs to cover the parade details. Officers were at their assigned locations by 1630 hrs and preparing for their event duties.

As officers assigned along the parade route began blocking and coning intersections, it was determined there was a shortage of cones and barricades. Not all intersections had a road closed barricade for each direction and several cones were used from patrol cars to make certain the intersections were completely and safely blocked from vehicular traffic.

As in past years, we began closing Marine View Drive at 1645 hours, with complete closure scheduled for 1715 hours. As a result of the high volume of foot traffic in the Marina District and floats and parade participants on the roadway in the staging area, I directed the complete closure at approximately 1700 hours to avoid any incidents or accidents.

Public works proceeded from the south to north on Marine View Dr. S. closing the private and commercial driveways. A few of the private drives were bypassed and had to be closed later by police. One driveway at Judson Park was not block and no cones were left to complete the closure allowing for traffic to exit the parking lot onto Marine View Dr. S. Once noticed by officers, the driveway was blocked using PD cones.

As public works employees set up the detour route two issues were noted. The detour sign on Kent Des Moines Rd. to detour traffic north onto 16 Ave. S. was not in place. This resulted in high volumes of traffic at the hard closure at Kent Des Moines Rd. and 10 Ave. S. Once this error was noticed by officers, the sign was properly erected and traffic then followed the designated detour route. Second, the detour sign set up at 11 Ave. S. and S. 219 St. was set up to route all traffic west to Marine View Dr. S. This again resulted in large volumes of traffic at the intersection of S. 219 St. and Marine View Dr. S. that had to turn around and go back to the east. Once this was noticed, officers corrected the sign and directed the traffic northbound on 11 Ave. S. as intended. The on duty patrol supervisor noted this detour route created a large back up of traffic all along 16 Ave. S.

The staging area supervisor noted some concerns. He said while Marine View Dr. S. was open to vehicle traffic, many of the parade participants were in the roadway practicing their routines and large floats were staged blocking traveled portions of the roadway. He stated he felt this was a significant hazard as normal traffic was trying to make their way around the large floats staged in the roadway and the foot participants. He also stated it was hazardous due to some of the large floats moving around the foot participants to their staging location such as the Cleanscapes truck and Seafair Pirates. He stated the check in process at the Landmark did not work out well. He said many entrants drove to the area of the check in and then did not have appropriate parking for their vehicles. This created a situation where several vehicles were parked along S. 240 St. and Marine View Dr. S.

Event

The weather for the event was sunny and in the upper 70's. For this event, 19 officers were scheduled for public safety and traffic control with one being out sick the day of the event. In total, 18 officers and two command staff were on duty for the parade. There were several hundred spectators spanning the entire length of Marine View Dr. S. and approximately 50 parade entrants. There were no calls for service west of Marine View Dr. S. during the time of the parade closure. A vendor who identified himself to officers as the selected vendor to sell items on the parade route stated his concern that other unlicensed or unauthorized vendors were working the parade route. This was brought to our attention as the parade started so no effort was made to contact the possible unauthorized vendors. The reopening of Marine View Dr. S. worked well with two public works trucks staffed with two employees each. This allowed them to move immediately behind the parade and open up all driveways and assist with clearing intersections. They were followed by police vehicles to make certain no traffic attempted to pass them and gain access to the parade route before all cones and barricades had been removed.

Overall, the event appeared successful, the crowd was compliant and enjoyed the event, and there were no significant issues that required police intervention.

The PD had one vehicle damaged at the event as a visitor going to Judson Park backed into one of our vehicles twice. This resulted in approximately \$3200 in damage.

The total officer hours for the event were 62 for a total \$4,048.60, two additional command staff at 10 hours for a total \$589. The command staff hours calculated do not include planning and preparation for the event. The total police department expenditure is \$4,638.

Summary of Recommendations

- Hold the planning meeting during the beginning of June.
- Make certain there is a sufficient supply of cones and barricades for each intersection.
- Make certain the "no parking" signs are placed on the parade route a few days prior to the parade.
- Make certain all driveways and intersections are closed that allow access to Marine View Dr. S.
- Make certain all detour signs are properly set up.
- Post a notice in the 2800 block of Kent Des Moines Rd about the road closure at 16 Ave. S. and Kent Des Moines Rd. This may relieve some of the congestion on the detour route by allowing traffic to turn off prior to the closure.
- Move the parade check-in back to Highline College. This will allow the foot participants to be bused to the staging area at the Landmark, leaving their cars parked at the College.
- Increase the number of parade marshals in the staging area in an effort to keep foot traffic off Marine View Dr. S. until completely closed and monitor the movement of large floats.
- Post a sign at S. 240 St. and 16 Ave. S. for westbound traffic indicating the road is closed ahead. This may alleviate some of the traffic that has to be turned around and/or routed south into the neighborhood south of S. 240 St.

Waterland Parade Logistics

Waterland Parade

Saturday, July 19th, 2014

Start time 5:45pm

Parade Schedule Detailed

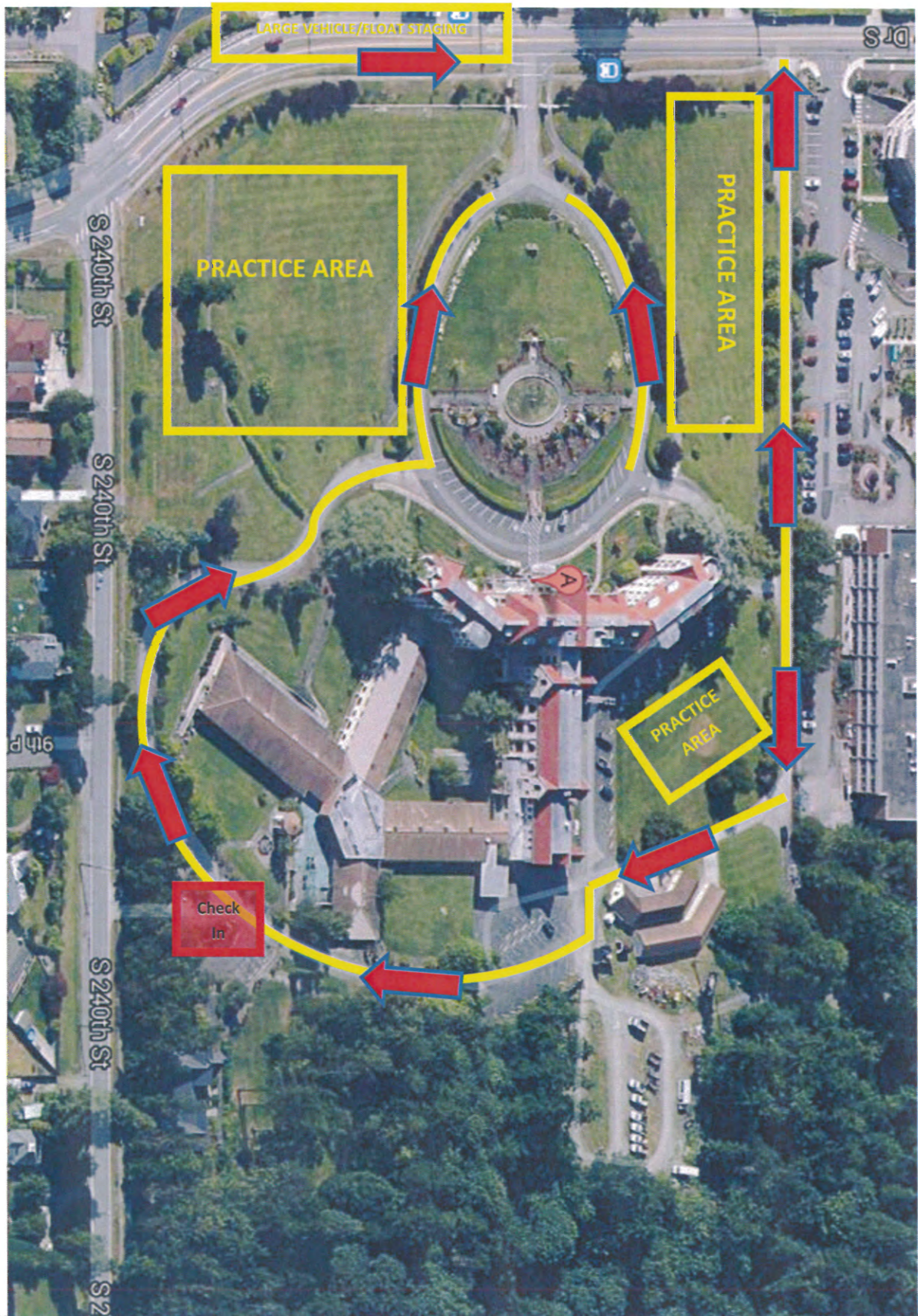
Planning meetings for Parade will be monthly starting February and all city departments will be advised. Separate Logistic meeting for information below will start in May.

1. VIP Reception @ Landmark on the Sound (Start @ 3:00pm)
 - a. VIP Guest and Reception
 - i. Will be held in the lounge for VIP's only
 - ii. VIP's are City Officials, City Council, Elected In Office Guests, *Grand Marshals, & Invited guests (list will be provided with the run list)
2. Parade Staging @ Landmark on the Sound (Start @3:00pm)
 - i. Parade Marshals and volunteers on site and water will be avail to all due to heat
 - ii. Honey Buckets and waste/recycle will be on 240th/MVD
 - iii. Landmark's Restrooms are available to all
 - iv. Landmark will be allowing people to view parts of their building
- b. Children's Parade below the Yard Arm Parking lot 5:45pm
 - i. Start from Below the Yard Arm Parking Lot
 - ii. Check-in to start at 4:00pm
 - iii. Red Robin will also be at this location
 - iv. Parade Marshals and volunteers will be on site and have limited water available due to heat.
 - v. Honey Buckets and waste/recycle station in p-lot
- c. Parade for Hunger will follow the Children's Parade. They will begin from in front of the Landmark Event Center
- d. End Location Pedestrians
 - i. Big Catch Plaza will be where all the pedestrians are gathered and led via sidewalk to the Des Moines Gospel Church for Pick up
 - ii. All Parent and pick up vehicles will be parked in the church parking lot.
 - iii. There will be honey buckets and waste/recycle on site
 - iv. Parade Marshal's and Volunteers will be on site also have limited water available due to the heat.
- e. End Location Large Vehicles and Floats
 - i. Midway Sewer District is where large vehicles and floats and trailers will dismantle
- f. Appreciation Dinner
 - i. Seafair Marshal's & Staff
 - ii. Des Moines Yacht Club or Order of Odd Fellows Hall
 - iii. All attendees will exit to 7th Ave to head directly there.

Other Logistics

3. Animals: Will advise
4. Announcer's Booths
 - a. (Northern Location)
 - i. Location for Judges and VIP Guest Viewing
 - ii. Waterland Blog
 - iii. Xtra Lease to Deliver Friday July 18th. .
1. Between 10:30 to 11:00am
2. Pick up will be Monday Morning

- iv. Honey Buckets on site
 - v. Parade Marshals will be here to facilitate stops
- b. (Southern Location)
- c. Cancelled we will only have one announcing station this year
- 5. Road Closure
 - a. 4:45pm to 5:15pm
 - b. Discuss no parking zones.
 - i. Along Marine View Drive
 - ii. Along 240th
- c. Review driveways and intersections that are closed that allow access to Marine View Drive
- d. According to barricade maps 240th and 16th is to have detour signs. Review this location for proper signage.
- 6. Detour Routes
 - a. With changes in staging and end locations we can use all streets east of MVD
 - b. Need to discuss and be sure that all detour routes are marked and properly set up.
 - c. Review intersection of 16th and KDM for notice of detour
- 7. National Barricade Order
 - a. Review and compare the placement of barricades to the order of units.
 - b. Note: 2013 there were excessive number of barricades left available for use in the QFC parking lot.
- 8. Toni will provide the following up with
 - a. Run list will post the day of via email





















City of Des Moines
SPECIAL EVENT APPLICATION

Return to: City of Des Moines Events Office
ATTN: Shannon Kirchberg
Parks, Recreation & Senior Services
1000 S 220th Street
Des Moines WA 98198
skirchberg@desmoineswa.gov

For Office Use Only
Permit No. _____

Phone: (206) 870-9370
Fax: (206) 870-6587

This application must be completed, signed and forwarded to the City of Des Moines at least ninety (90) days prior to the first day of the event (unless authorized by the City Manager). Applications submitted less than 90 days prior to the event may be denied or subject to additional review fees. Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit. Submittal of this application in no way constitutes City of Des Moines approval of the event. Permits are issued at the discretion of the City of Des Moines upon thorough application review. The City of Des Moines reserves the right to reject any Special Event Permit application request for any reason. Please type or print information clearly and attach additional sheets as necessary.

1. EVENT INFORMATION

to promote your event go to www.destinationdesmoineswa.org for more information

Event Name:	Waterland Parade				
Event Type:	☐ Festival/Fair ☐ Block Party ☐ Sporting Event ☐ Bicycling ☐ Outdoor Market ☐ Photo Shoot/Film ☐ Public Address/PA Systems ☐ Concert/Amplified ☐ Boating/Rowing ☐ Swim/Wind Surf ☐ Rally/Protest ☐ Run/Walk ☐ Religious ☐ MaST Facility Use ☐ Private Event ☐ Car/Boat Show ☐ Commercial Event ☐ Wedding/Reception ☐ Triathlon ☐ Fireworks ☒ Parade ☐ Music/Theatrical ☐ Exhibits/Displays ☐ Food Beverage Vendors ☐ Merchandise/Services Vendors ☐ Other (describe) _____				
Event Date(s): Indicate Dates/Times OPEN to Attendees	Start Day (of week): Saturday Date: 07/19/14	End Day (of week): Saturday Date: 07/19/14	Hours: Open until closing Each Day	Start Time (example 12:00pm): 5:45pm	End Time (example 12:00pm): 8:00pm
Setup/Take Down Dates:	Start Day: Friday Date: 07/18/14	End Day: Monday Date: 07/21/14	Setup/Take Down Hours Daily: 1	Start Time (example 12:00pm): 11:00am	End Time (example 12:00pm): 11:00am
Event Location:	Describe in detail and attach black and white maps and layouts: Marine View Drive from 242nd to 216th				
Event Size:	# of Participants: 1000	# of Spectators: 5-10k	# of Staff/Volunteers: 100+	TOTAL Attendance Expected: (Add all 3 columns) 6-11k	
Has this event been produced before? ☒ Yes ☐ No		Is this an Annual Event? ☒ Yes ☐ No		Previous Names(s) of Event: same	
Are there any changes from previous years? ☐ Yes ☒ No		Describe Changes:			
Is this event public? ☒ Yes ☐ No Is this event private? ☐ Yes ☒ No		If open to the public, please check all advertisement methods: ☒ TV ☒ Radio ☒ Internet ☒ Posters ☐ A -Board* ☐ Banners* ☐ Inflatable Display			
Briefly describe your event here. Attach additional documents if necessary. *The use of Temporary Special Event Signage (A-Boards, Banners) requires a Sign Special Use Permit. Contact Planning, Building and Public Works at 206-870-7576 to obtain permit.					
Community Event. Waterland Parade Seafair Sanctioned Event					

2. APPLICANT INFORMATION					
Sponsoring/Producing Organization Name: Waterland Foundation					
Mailing Address:		Street Address: 25819 20th Avenue South			
		City, State, Zip: Des Moines, WA 98198			
Applicant Contact:		Name: Toni Overmyer		Name: Brenda Anders	
		Title: President		Title: Treasurer	
Phone: 206 290 0127		Fax: 206 212 6221		Phone: 206 351 3487	
Email: toni@waterlandparade.com		Email: brenda@waterlandparade.com			
Organization/Event Website: http://www. waterlandparade.com					
3. PARK, RECREATION & MARINA FACILITIES					
Events held at Des Moines Parks and Recreation facilities require a Park Use Permit, with separate fees. Please familiarize yourself with the Park and Recreation Use Permit Application to understand the conditions, limitations and fees for events on Parks Property. For more information regarding facility rentals please contact the Parks and Recreation Office at 206-870-6527 or recreation@desmoineswa.gov. Events held at Des Moines Marina facilities require a Marina Use Permit, with separate fees. Conditions, fees and limitations for events are in the Marina Tariffs. For more information regarding Marina rentals please contact the Harbormaster's Office at 206-870-6724 or marina@desmoineswa.gov.					
Is your event partially or fully held at a City of Des Moines Park or Marina? ☐ Yes ☒ No		Park Facility(ies) requested: Marina Facility(ies) requested:		Have you completed a Park Use or Marina Use Application ☐ Yes ☐ No	
Recreation Facility Requested: ☐ Activity Center ☐ Field House ☐ Founder's Lodge		Picnic Shelter Requested: ☐ Midway ☐ Field House Park ☐ Wooton Park		Have you completed a Facility Use Application ☐ Yes ☐ No	
Disclaimer: The City of Des Moines does not endorse any products, programs or services that are presented. Each individual is responsible for making informed decisions regarding these services, programs or products. Submittal of this application in no way constitutes City of Des Moines approval of the event. Permits are issued at the discretion of the City of Des Moines upon thorough application review. The City of Des Moines reserves the right to reject any Special Event Permit application request for any reason.					
4. FEES & PROCEEDS		Admission Fee? ☐ Yes ☒ No		Amount? \$	
Items to be sold: ☐ Food		☐ Beverages		☐ Merchandise ☐ Services ☐ Other	
15% of gross commercial sales (food beverages, admissions, souvenirs, goods, and services) on Parks property must be remitted to Des Moines Parks and Recreation Department within 10 days following the event.					
5. VENDORS		Does your event have vendors selling food, beverages, merchandise or services? ☐ Yes ☒ No			
		If yes, please contact Planning, Building and Public Works at 206-870-7576 or visit www.desmoineswa.gov for Business License information and requirements.			
6. ALCOHOL		The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor Control Board (WSLCB) regulations, licensing and permit requirements. Special Occasion licenses are issued only to non-profit societies or organizations holding a special event at which spirits, beer or wine is sold by the drink. The City's liquor liability limits apply to events in which alcohol is sold. Non profit organizations must apply for a Special Occasion License 45 days prior to the event. Your event may require a different type of permit. Please visit the WSLCB website, www.liq.wa.gov for additional information.			
Will alcohol be sold or consumed? ☐ Yes ☒ No		Is a non-profit organization providing the alcohol service? ☐ Yes ☐ No			
		If Yes, indicate name of non-profit organization: _____			
		If No, indicate alcohol service provider: _____			
Beer/Wine Garden Days & Dates:				Hours:	
Describe intended or requested sale and/or consumption of alcoholic beverages at your event:					

7. FOOD	If you plan to sell food or have food vendors at your event, Public Health Seattle & King County Temporary Food Service permits may be required for each food vendor or sales/serving location. The Temporary Food Service application and fee are due at least 14 days prior to the event. Additional requirements are listed on the application available at www.kingcounty.gov/health or contact Renton Public health at 206-296-4700.		
Do you plan to sell food at your event? ☐ Yes ☒ No	How many food vendors will you have at your event?	Will food be hot/cold held or cooked onsite? ☐ Yes ☐ No <i>Potentially hazardous food must be kept hot at 140F or more or cold at 41F or less.</i>	
Only limited food preparation is allowed onsite at an event. A commercial kitchen is required for most food preparation. Handling unpackaged food requires a barrier such as gloves, tissue or tongs and a hand-wash station available INSIDE the food booth (an insulated container with 5 gallons of gravity flow hot water, soap and paper towels). Food vendors are required to be within 200 feet of a restroom with a hand sink that has hot and cold running water for food workers.			
Please describe the food service at your event:			
8. NEIGHBORHOOD COMMUNICATION	Please provide a community outreach and notification plan with your application for events such as parades, road races, festivals, neighborhood block parties with details regarding how residents and businesses will be notified in the neighborhood where your event takes place, and if there will be street closures, impact to parking areas, traffic delays or amplified sound:		
9. AMPLIFIED SOUND/MUSIC	Special review is required if your event has Amplified sound (PA system) or music after 10:00pm or during early morning hours before 7:00am on weekdays and 9:00am on weekends.		
Does your event have amplified sound? ☒ Yes ☐ No	Does your event have amplified music and entertainment? ☒ Yes ☐ No	Dates: Saturday July 19th from 5:45 pm to 8:00pm	
What times are you requesting amplified sound? Please list dates and start and end times below:			
Date: 07/19/14 Start: 5:45pm End: 8:00pm	Date: Start: End:	Date: Start: End:	Date: Start: End:
10. EQUIPMENT SETUP	Please check all boxes that apply: ☐ Requesting Electricity		
☐ Commercial Signage	☐ Generators	☐ Tents/Canopies #	☐ Fireworks ☒ Portable Restrooms
☐ Inflatable's/Bouncy Toys	☐ Hand washing Stations	☐ Staging/Scaffolding	
Please contact the Department of Planning Building and Public Works at 206-870-7576 if you have special electrical needs or if you will have tents/canopies at your event to determine if a separate permit is required.			
Please list the outside company/vendor that you are using for any of the checked boxes above: Honey Buckets and Cleanscapes for refuse/recycle stations			
11. RECYCLE & TRASH	Washington State law requires vendors and organizers for festivals, sports facilities, special events and official gatherings to provide recycling containers at events where beverages in cans and/or bottles are sold. See RCW 70.93.093 for complete language.		
Will beverages in cans or bottles be sold at your event? ☐ Yes ☒ No	Are you providing recycling containers at your event? ☒ Yes ☐ No	How many recycling containers will you have at your event? 4none	
How many large trash dumpsters will you have onsite at your event? What size? none	How many large recycling dumpsters will you have onsite at your event? What size? none		
How many waste containers will you have at your event? 4 sets	Will you be managing your own waste and recycling? ☐ Yes ☐ No Will you be hiring an outside vendor? ☒ Yes ☐ No		
If you are hiring an outside vendor, please identify the company you are working with and include onsite, weekend or emergency numbers for them. Name Cleanscapes Telephone _____ Email _____			
Please describe your waste and recycling plan. Refuse and recycle stations will be places with all honey bucket locations.			

Please include information regarding collection of recyclables including cans, bottles, cardboard, paper, food and other compostable items if applicable.

12. STREET USE & METRO

Events that require the use or closure of public streets are required to submit a detailed description of the intended usage and/or closure and detailed maps to support the request. A right of way permit may be requested/required.

Barricades, traffic cones, "No Parking" signs, etc., may be required by Des Moines Planning, Building and Public Works Department as part of the Traffic Control Plan and are at the expense of the permit holder and are not included in the Special Event Permit Fee.

Does your event require any street closures?
☒ Yes ☐ No

Do you plan to use street parking spaces?
☐ Yes ☒ No

If your event requires either of these, or affects any streets, please attach a detailed map and description of the areas affected.

What times are you requesting to close the streets?

Start Time: 4:15pm
 End Time: 8:00pm

Do you anticipate affecting or re-routing any Metro bus routes?

☒ Yes ☐ No

If yes, please list routes and note route locations on your street use map.

Please describe your street use:

Parade route

13. FIRE

City special events may require fire permits. The cost of these permits may not be included in the Special Event Permit Fee. Fire permits may be required for carnivals and fairs, tents/canopies, places of assembly, open flame cooking (with propane, charcoal or wood), fireworks and other uses. Contact South King County Fire and Rescue at prevention.web@southkingfire.org Size of Tents:

14. MEDICAL

Does your event require onsite medical assistance or first response providers standing by:

☒ Yes ☒ No

15. POLICE & TRAFFIC

Special events may require the use of police officers for crowd and traffic control or other purposes. These needs will be determined at your event review.

16. CITY OR PUBLIC SERVICES REQUESTED

Police Department: Crowd Control, Security or Traffic Control:

Police and traffic control.

City Staff Presence:

Please come Celebrate!

Barricades, Street Closures or Detours

yes logistic planning and maps attached

Special Park Maintenance or Set Up

no

Street Sweeping/Clean Up

will arrange with Cleanscapes

Assistance with Banner or Sign Placement

Yes, will contact Anthony Jones

	First Aid Onsite	
	Electrical Hookup to City venue power source none	
17. INSURANCE	Evidence of insurance must be provided to the Des Moines Parks, Recreation & Senior Services office no later than thirty (30) days prior to the commencement of the event. A Special Event Permit will not be issued until all insurance requirements have been received, verified and approved.	
	The City of Des Moines must be listed as an additional insured. The Certificate of Additional Insured must be accompanied by the policy endorsement forms CG20 12 or CG 20 26 or equivalent or it will not be accepted. Please fax or e-mail your proof of insurance to the Special Events Office, Attn: Shannon Kirchberg. Contact information on page 1 of this form.	
18. EXEMPTION REQUEST	Are you requesting an exemption from the Special Event Permit Fee? ☒ Yes ☐ No If Yes, state the reason for the exemption (i.e., constitutionally protected free speech, religious and political expression are accepted reasons for an exemption; non profit status by itself is not sufficient for exemption). Fee exemptions apply only to the Special Event Permit Fee and do not apply to other department's permit fees.	
19. SIGNATURE	I certify that the information that I have provided in this application is true and accurate to the best of my knowledge. If the event plans change, I will submit a revised application or additional information accordingly. All documents received by the Special Events Office are public documents and subject to public disclosure in accordance with the State Public Disclosure Act.	
	Toni Overmyer _____ Print Applicant's Name	11/22/13 _____ Date
_____ Applicant's Signature (see below for electronic signature)		
Date: _____		
☒ By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the Special Event permitting process and agree that all information contained in this application is true and correct to my knowledge.		
20. CITY CLEARANCES & SPECIAL CONDITIONS (City Use Only)	Police Department Approval ☐ Yes ☐ No Special Conditions ☐ Yes ☐ No Department Contact: Conditions or Comments:	
	Estimated Cost \$ _____	
	Building Division Approval ☐ Yes ☐ No Special Conditions ☐ Yes ☐ No Building Permit Required? ☐ Yes ☐ No Department Contact: Conditions or Comments:	
	Estimated Cost \$ _____	
	Transportation Engineering ☐ Yes ☐ No Special Conditions ☐ Yes ☐ No ROW Permit Required? ☐ Yes ☐ No Department Contact: Conditions or Comments:	
	Estimated Cost \$ _____	

Marina Approval	☐ Yes	☐ No	
Special Conditions	☐ Yes	☐ No	
Department Contact:			
Conditions or Comments:			
Estimated Cost \$ _____			
Parks & Recreation Approval	☐ Yes	☐ No	
Special Conditions	☐ Yes	☐ No	
Special Event Sign Permit?	☐ Yes	☐ No	
Facility Use Application?	☐ Yes	☐ No	
Department Contact:			
Conditions or Comments:			
Estimated Cost \$ _____			
Street Superintendent Approval	☐ Yes	☐ No	
Special Conditions	☐ Yes	☐ No	
Department Contact:			
Conditions or Comments:			
Estimated Cost \$ _____			
Surface Water Management Approval	☐ Yes	☐ No	
Special Conditions	☐ Yes	☐ No	
Department Contact:			
Conditions or Comments:			
Estimated Cost \$ _____			
SK Fire & Rescue Approval	☐ Yes	☐ No	
Special Conditions	☐ Yes	☐ No	
Department Contact:			
Conditions or Comments:			
South King Fire Permit Required?	☐ Yes	☐ No	
Estimated Cost \$ _____			
City Manager/Administration Approval	☐ Yes	☐ No	
Special Conditions	☐ Yes	☐ No	
Contract Required?	☐ Yes	☐ No	
City Council Resolution Required?	☐ Yes	☐ No	Resolution No: _____
Business License Required?	☐ Yes	☐ No	License No: _____
Department Contact:			
Conditions or Comments:			
Estimated Cost \$ _____			
Total City Cost:	\$	_____	
Special Event Permit Fee:	\$	_____	
TOTAL CHARGE:	\$	_____	